

Totally Tots Early Childhood Center Family Handbook



About this Handbook

This handbook is intended to help families that attend Totally Tots Early Childhood Learning Center understand the policies, procedures, and expectations that come with enrolling in the childcare center. The handbook is not a contract, and it can be changed at any time.

Mission and Philosophy

Totally Tots Early Childhood Learning Center strives to provide high quality early childhood care and education in an inclusive and supportive environment. Our program provides childcare for children ages 8 weeks through 7 years. The purpose of our program is to provide a safe, inclusive and stimulating environment where each child can feel confident in their ability to learn and explore new things. Our philosophy is that children learn best in a nurturing, child-initiated, play-based environment that fosters independence, self-confidence, trust, creativity, and acceptance of individual differences. Open communication is essential between families and staff in order to best meet the needs of the child.

Our BIG RULES: be SAFE, be KIND, and be RESPECTFUL

Thank you for considering Totally Tots Early Childhood Learning Center for your childcare needs.

Ages

Totally Tots Early Childhood Learning Center is licensed to provide care for children between the ages of 2 months – 7 years. Children may attend through the summer before they enter Kindergarten.

Hours of Operation

Monday – Friday 7:00 am - 5:45 pm

Daily drop off is no later than 9:00 am. There are exceptions made if pre-arranged, though, nothing past 12:00 pm, this includes after doctor visits.

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We are closed on the following 6 holidays: Memorial Day(2 days), 4th of July(2 days), Labor Day, Thanksgiving Day(2 days), Christmas Day(2 days), New Year's Day and President's Day. We will also be closed for 6 teacher work days.

A list of closures will be available during each registration period and will be posted in the welcome area. You will not be charged tuition for days we are closed. **Early Closures:** We will close early at 3:30 pm for Parent/Teacher Conferences in October and March.

Registration

Registration occurs biannually. Registration will NOT be first-come, first-serve. Registration for new families will be prioritized based on the following:

1. Full Time Year Round
2. Community children who are already enrolled at Totally Tots Early Childhood Learning Center and who want 5 days/week
3. Community members with a sibling who is already attending Totally Tots and who want 5 days/week or have flexible days.
4. Children who are registered for our UPK program 5 days/week or have flexible days.
NOTE: Children must be 4 years old on October 1st in order to participate and receive state UPK funding.
5. Community members who are already on the waiting list, have signed the waitlist agreement.
6. New community members who want 5 days/week or have flexible days.

Admissions decisions are made by the Director by the priorities listed above. However, admission decisions are at the sole discretion of the Director, and admission can be denied or revoked at any time for any reason. For health reasons, all children must be immunized or in the process of completing immunizations to enroll at Totally Tots Early Childhood Learning Center. Only medical exemptions to the immunization requirement will be allowed with the signature of a certified medical physician.

The admissions process is as follows: (1) Complete Registration Packet (2) Tour the school (most current CDE COVID restrictions and guidelines apply). (3) Prior to your child's first day, all parents must submit all required paperwork including immunization records. All forms must be completed and will be kept on file at the center.

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Parents will be notified of any significant changes in our services, policies, or procedures so that they can decide whether that program continues to meet the needs of the child(ren).

Enrollment Forms

Once it is determined that space is available for your child, please fill out all required forms and return them on or before your child's first scheduled day. These forms are available at the office or via email.

1. Enrollment form
2. Release of Liability including authorization for medical treatment and permission for field trips
3. Parent Policies and Procedures acknowledgement
4. Child Care Center Acknowledgement and Receipt including:
 - Sick policy acknowledgement
 - Tuition agreement
 - Late policy
5. General health appraisal health form and immunizations
6. Photo waiver and media release (optional)

We cannot admit your child without these completed forms.

An updated General Health Appraisal form and current immunizations must be turned in prior to your child's first day of care and each time your child has a well-child check-up with their doctor. After the age of 2 years, this is an annual requirement. We must always have updated medical information and emergency contact info in your child's file.

For the health and safety of all children and teachers, **we ask that every child in our care be current on all recommended vaccinations** or have a religious or medical waiver on file. Nonimmunized and underimmunized children will not be allowed to attend the Totally Tots Early Childhood Learning Center without a valid current religious or medical waiver. Personal exemptions will not be permitted. If your child is not yet fully vaccinated, please work with your doctor to develop a written plan to catch up on vaccinations. Please submit this written plan along with your medical exemption form

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with your doctor's signature. Per state law, we are unable to care for your child without a copy of their immunization records.

Waiting List

Totally Tots Early Childhood Learning Center accepts children based on the below status. In addition, space is determined by your child's age and classroom. We enroll children 2 months - Preschool/PreK in 3 mixed-age classrooms:

Infant room (2-18 months,) 1:5 ratio
Toddler room (12-36 months) 1:5 ratio
Preschool room (2.5-5 years) 1:10 ratio

The number of children in the Totally Tots Early Childhood Learning Center at any one time is restricted based on State of Colorado licensing regulations and available staff. A waiting list will be maintained when all allotted spaces are full.

In order to be placed on the waitlist, you will need to go to our website, Totallytotshayden.com and add your child(ren) to the list. You will be contacted via email or phone when your name comes to the top of the waiting list. If you choose not to accept a spot at that time, we will offer that spot to the next family on the list.

Billing and Tuition Policy

Tuition will be paid in advance. You will be billed 10 days before the due date for the upcoming month. For example, you will be billed on January 20th for the month of February. The February bill must be paid by February 1st in order to avoid a \$75 late fee. Any bill not paid after the 15th of the month will be marked for disenrollment. You will be responsible for tuition if a 2 week notice is not given for withdrawing your child/children. Monthly tuition is calculated with a daily rate, based on the days selected at registration for your child to attend.

There is a **minimum enrollment of three days a week**. Full days are provided from 7:00 am until 5:45 pm. **We do not offer half-days at this time.**

Tuition Rates:

Infant room - \$68 per day

Toddler room - \$68 per day

Preschool room - \$57 per day (Must be potty trained)

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A **sibling discount** of 10% will be applied to families with multiple children enrolled in Totally Tots. Families that receive tuition assistance are not eligible for the multiple children discount.

Anytime a child/children are absent, parents are responsible to continue paying tuition to hold the child's spot. This would include long term absences such as summer break or maternity leave. Totally Tots Early Childhood Learning Center accepts CCAP (Colorado Child Care Assistance Program) payments to assist families with tuition as well as First Impressions tuition assistance.

Absences and Extra Days

We appreciate notification if your child is going to be absent. When your child is absent due to illness, vacation, etc., **you are still responsible for the full month's tuition**. If you need to change your scheduled days either temporarily or permanently, we will make every attempt to accommodate your needs as space is available. If your child has missed excessive days (8 or more days in a given month) your enrollment could be at jeopardy. Unless it has been pre-arranged or for medical reasons.

You may also add extra days, at the daily rate, if space is available. Please contact the Director.

Withdrawals

Families wishing to withdraw from Totally Tots must notify the director at least two weeks before the child's last day. Without this notice, you may be billed for the difference. Families are required to pay for at least two weeks of tuition from the date they give notice, regardless of whether or not the child attends.

Termination of Child Care

Totally Tots Early Childhood Learning Center reserves the right to terminate care of a child. Reasons include but are not limited to:

- Lack of payment for childcare services or habitually late payments defined as 2 payments that are more than 10 days late in 2 out of 6 consecutive months.
- Disciplinary reasons concerning a child's behavior: Here at Totally Tots Early Childhood Learning Center, our #1 priority is to keep your children safe.

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If a child is hurting other children or staff on a consistent basis or staff is not able to support the needs of a child, we will implement the following steps:

1. Classroom teachers will verbally communicate any safety or behavioral issues.
2. Any time that a child visibly hurts another child, an incident report will be provided to both families. Families will be asked to confirm on Brightwheel the incident report was seen and a copy of the incident report will be kept in the child's file. Children's confidentiality will be maintained.
3. A conference will be held with your child's teacher, the Director, and your family to determine how we can best meet the needs of your child.
4. We will work with families, a behavioral specialist, and/or a mental health consultant to develop a behavior plan for your child.
5. A behavior plan will be implemented.
6. Another conference with the family, Director, and classroom teachers will be held to determine if the behavior plan is effective or a new behavior plan needs to be implemented.

Meals and Snacks

Please provide nutritious morning snacks, lunch, and afternoon snacks with limited sugary food for your child. Please put this food in an insulated lunch box with a leak proof ice pack clearly labeled with your child's name. Make sure all containers are also clearly labeled with your child's name.

Food Guidelines:

- Please send a morning snack with breakfast type foods meeting 2 food groups, a well-balanced lunch including at least 3 food groups, and an afternoon snack of at least 2 food groups.
- Provide more food than you think your child will eat, we will send home the leftovers.
- All foods must be pre-cut, peeled, and prepared for the teachers to serve
- Infants and toddlers can NOT have choking hazard foods including popcorn, nuts, raw carrots, whole fruit – including grapes, nor any fruit snacks.
- All their food should always be cut into bite-sized pieces.
- Make sure your child has a variety of fruits and vegetables, grains, & proteins.

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- We will not serve any candy, and chocolate only in a granola bar after children have eaten enough “growing foods.”
- Your child’s lunch must meet 1/3 of their daily required nutrition per State Rules and Regulations.
- Please provide a “stay-at-school” water bottle for your child to keep in their classroom. The water bottles will be sanitized at the end of each day. **If you forget to bring your child's meal, please have one at the Totally Tots Early Childhood Learning Center by 9:00 am.**

Positive Behavior Guidance

The goal of our behavior management policy is to maintain a peaceful environment and to encourage self-control, self-esteem, and respect for all children and adults. No child is too young to be introduced to basic behavior expectations such as not hitting or grabbing. The foundation of our behavior guidance is a strong positive relationship with the teacher. Teachers maintain a warm demeanor and strive for a strong connection with each child. These connections lead the child to value their teacher’s approval and help them understand, even at a very young age, when the teacher is pleased or displeased. Thus, a positive relationship allows teachers to correct behavior without leaving the child feeling unsafe or unloved. Our response to behaviors such as hitting is a clear, firm “no” and a stern look, followed by a simple explanation such as “We don’t hit because it hurts people”. We keep in mind that very young children have a limited capacity for reasoning or empathy. This helps us maintain reasonable expectations and avoid lecturing. Patience and repetition are key.

Certain behaviors are seen as teachable moments to build impulse control, anger management, and conflict resolution. We first employ “natural consequences.” For example, if a child is not playing correctly with the blocks, they may be asked to choose a different material or take a break and move to a different area. The break is always in view of the teacher. The teacher calmly discusses the problematic behavior with the child and, when possible, invites the child to propose an alternative behavior or solution.

We continuously strive to strengthen our relationships with our children and their families through our on-going training, modeling of positive interactions and open communication with families. Working alongside our families, we are able to provide

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each child with the unique care that he/she may need to grow and thrive. If a situation occurs where staff and parents feel they are not able to adequately address the needs

of the child, the family will be given information on how to access an Early Childhood Mental Health Specialist to learn how to best support their child in all environments.

Repeated behavior problems will be discussed with the parent, lead teacher and director or assistant director. This team will develop the plan for next steps moving forward for the child and family. Data and documentation will be kept on the implementation of the plan. If repeated plans for next steps have not produced the improvement in the child's behavior, the team may discuss the withdrawal of a child from the center due to ongoing behavioral issues.

Parent Communication and Parent Teacher Conferences

Parent communication is delivered in a variety of ways. Our primary communication tool is through Brightwheel. Parents are required to have the app and check it frequently. Teachers will also have classroom information posted on the outside of their rooms. Individual student communication is done daily at drop off and pick up through Brightwheel and during conversations between teachers and parents. Program information is posted in the lobby of the center and communicated through administration emails. TT also holds "Parent Night" events to review upcoming program changes (held 1-2 times per year) and family "Open House" events annually for parents and students to explore the classrooms and get to know the teachers. These two events also are opportunities for parents to connect with each other. We value frequent communication with parents. If you ever have any questions or concerns about your child's development, please talk with your child's teacher. Teachers use Teaching Strategies Gold to assess each child's developmental progress three times each year. We offer parent-teacher conferences after the fall and spring assessments and as needed. Conferences are an opportunity for families to be updated on student progress, identify student goals, and collect family information, such as family priorities, new student interests, home routines, and other family practices. There is a program communication board in the lobby of the building. This board is a resource of program policies and local family and child resources. Parents can also access the Routt County Youth Service Guide, available in English and Spanish, located for free in the lobby and online.

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Language and Interpretation

Totally Tots Early Childhood Learning Center is proud to provide early childhood care for children of a variety of cultural and language backgrounds. Important documents have been translated into Spanish and, if needed, can be translated into other languages.

Interpretive services can also be arranged for meetings, conferences, and other events. Classroom teachers also take the extra effort to use children's native/primary language when possible.

Parent Access and Involvement Policies

Our program reflects as much as possible the wishes and needs of the parents involved. Parents are invited to participate in school activities throughout the year. For this school year, certain events and visiting times may be canceled or changed due to the most current CDC COVID restrictions and guidelines. Information will be communicated if a change occurs.

- **Back to School Night** takes place in the beginning of September
- **Family Engagement Nights** - Will take place several times during the year
- **Winter Holiday Class Parties** take place the last day before the winter break.
- The **End-of-Year Celebration** takes place in May.
- **Parent Advisory Committee** - Elected members will meet as needed for the term of a year.

Transitions

When children are preparing to transition between the infant and toddler classrooms, students will spend small group time with their primary caregiver in the toddler room. Initially these visits will be when the room is empty and over time, they will join other toddlers for various parts of the day to learn rules and routines. Prior to transitioning, families will also be educated on the toddler room's schedule, routines, rules, and have an orientation/parent meeting before the final transition. Toddler to preschool transition will be similar, toddlers preparing for preschool transition will get to "practice" in the preschool room, spending small amounts of time with the preschoolers, starting with snack and outside time, working towards project and choice times. The toddler and preschool teachers have a checklist of readiness for toddlers as they move up. Parents will get a copy of the list and schedule and will receive a preschool orientation/parent meeting as well. When children are preparing to transition from our center to kindergarten, families will review the Teacher Strategies Gold Assessments during the PreK year. Parents will also be able to attend the local school "Kindergarten Round Up" this event is held in the spring.

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Outside Play

Totally Tots Early Childhood Learning Center believes outdoor play is just as important as indoor play and learning. We go outside (almost) every day! Please make sure that your child has weather-appropriate clothing every day. This includes seasonal clothing for changing weather conditions. Including appropriate footwear – closed-toe running shoes, mud or winter boots, and water shoes.

Sunscreen

Please sunscreen your toddler and/or preschool child every morning. We provide Equate brand SPF 50, if you have a different preference, please send in your choice of sunscreen in the original container with at least a rating of SPF 50 to be kept at school. We will reapply as needed. Please label the sunscreen with your child's first and last name and hand it to your classroom teacher. The sunscreen needs to be kept out of reach of children, so please do not leave it in backpacks.

Inclement Weather Guidelines:

It is the goal of Totally Tots Early Childhood Center to provide all children with daily outdoor experiences except for in the case of inclement weather.

Outdoor play is part of our everyday routine. Please do not ask for us to keep your child inside all day. If your child is too ill to play outside, your child is too ill to attend Totally Tots Early Childhood Learning Center. Please refer to the Sick Child Exclusion Policy. Whenever the children will be outside for any length of time, we will administer sunscreen, (SPF of 50 or higher). If you prefer your child to have a different brand of sunscreen, please provide sunscreen for them labeled with their name. We will use insect repellent and will be applied as needed.

If the weather is excessively hot (over 100 degrees) or cold (below 20 degrees), outdoor play will not take place. Instead indoor play will be provided that gives each classroom the opportunity to use gross motor skills.

Please make sure that your child has weather-appropriate clothing every day!

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What to Bring:

We get dirty! Please make sure that your child has at least **2 extra changes of clothes each day**. Children who are potty training will require additional changes of clothes including extra underwear. Your child's teacher will provide you with a list if anything extra is needed other than what is listed below.

In general, please provide:

- Items your child needs every day:

- ✓ 2 shirts
- ✓ 2 pairs of pants
- ✓ 2 pairs of underwear
- ✓ 2 pairs of socks
- ✓ A wet bag to send home dirty clothing
- ✓ A sweatshirt, sweater, or hoodie

- CLOTHING - Summer and warm sunny days:

- ✓ sun hat
- ✓ closed toe shoes (no flip-flops or crocs allowed)
- ✓ light jacket, sweatshirt, or hoodie
- ✓ water shoes when applicable (water days will be posted on each classroom's calendar)

- CLOTHING - Winter and snowy days:

- ✓ winter hat
- ✓ waterproof insulated snow boots
- ✓ winter jacket
- ✓ snow pants
- ✓ waterproof mittens

- CLOTHING - Mud season and rainy days:

- ✓ raincoat or mud suit
- ✓ mud boots

- SHOES

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- ✓ 1 pair of inside closed-toe shoes
- ✓ 1+ pair of weather-appropriate outside shoes or boots

- **NAP ITEMS:**

- ✓ A blanket,
- ✓ A small comfort object such as a small pillow, a stuffed animal or lovie
- ✓ Pacifier, if applicable

- **DIAPERS AND WIPES, if applicable**

- ✓ At least 8 diapers per day
- ✓ A package of wipes to keep at school
- ✓ Diaper cream if needed (please sign authorization if using diaper cream)

Please be prepared for changing daily weather conditions. Dirty, wet, or soiled items must go home to be washed and dried at the end of every night. Parents are required to take nap items home to wash at the end of every week. Totally Tots Early Childhood Learning Center is not responsible for any damaged, stolen, or lost items. Everything brought into Totally Tots Early Childhood Learning Center must be clearly labeled with your child's name.

What NOT to Bring

We ask that all medications, money, valuables, books, toys, and media stay at home. Children should not have any personal belongings at the Totally Tots Early Childhood Learning Center except for the items listed above or requested by your classroom teacher.

Sick Exclusion Policy

Totally Tots Early Childhood Learning Center is a healthy and safe environment. Please do not bring your child to school if they are sick! For the health and safety of all our children and staff, we will strictly enforce our sick policy. If you are unsure if your child is healthy enough to attend school or if you have any questions, please contact the center before bringing your child to school. If a child has symptoms, they will be sent home; children must remain at home the day they were sent home and the following "recovery" day. We will not admit a child who is sent home until a full day has passed.

We do not accept children who have any of the following symptoms:

- A child or immediate family member diagnosed with COVID

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- A fever above 100.4 degrees Fahrenheit
- Uncontrolled coughing or a dry barking cough
- Heavy mucus or green or yellow discharge from eyes, nose, or mouth
- 2 or more episodes of vomiting in the past 24 hours or one episode of vomiting at school
- 2 or more episodes of diarrhea in the past 24 hours
- Unidentified or unexplainable rashes
- A bacterial infection, such as strep throat or impetigo, until that child has completed 24 hours of antibiotics
- Lice, ringworm, or scabies that are untreated and contagious to others once treated can come back after 24 hours

In addition, we cannot care for a child who is not well enough to participate in routine activities at Totally Tots Early Childhood Learning Center or a child who requires more care than the program staff can provide without compensating the health and safety of other children in care.

We do not permit children to return to school the same day that they have received vaccinations. We also recommend that children stay home the following day, if they are strongly affected by the vaccination.

Note that children who are not able to participate in activities or require additional care will be sent home and cannot return until a full day has passed.

In the event we call you to pick up your child from school, please pick up your child ASAP, within 1 hour of being notified. If you are not able to make it in that amount of time, please find an alternate adult that can come pick-up your child. **We are not equipped to care for sick children.**

If you or an approved alternate pick-up person does not pick-up your child within 30 minutes, and you do not communicate with us to let us know that you are on your way, you will be charged a fee of \$2 per minute after the allotted time. If your child is not picked-up within one hour, we will contact social services and/or transport your child in an ambulance at your expense, if we deem it medically necessary to do so.

We are doing everything we can to prevent the spread of illness to keep our staff and families safe and healthy. If your child is sent home due to any of the illnesses or

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symptoms listed above, please do not bring your child back to Totally Tots Early Childhood Learning Center until the child is symptom free (without the use of over-the-counter medication) or has a doctor's note and permission from the Director on Duty.

We reserve the right to ask your child to stay at home even if the doctor indicates that he/she can return to school. In addition, children must remain at home the day they were sent home and the following "recovery" day. We will not admit a child who is sent home until a full day has passed.

Please note: our COVID policy will change in accordance with the Colorado Department of Public Health and Environment and local regulations, and the full policy is not listed here. Please check your email or Brightwheel for updates to our COVID policy. Illnesses, Accidents, and Injuries.

When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella the center must immediately notify the local health department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of children in care. Children's confidentiality will be maintained. The Director will ask parents to report exposure of a child to communicable illness outside the center, and the child should be excluded from the center for the period prescribed by the child's physician or by the local health department.

Children whose illness requires prescription medication must be on that medication for a full 24-hours before returning to school. Children should be well enough to participate in all activities before returning to Totally Tots Early Childhood Learning Center. Parents will be notified as soon as possible if your child becomes ill or is seriously injured. In the case of an injury, the child's teacher will fill out an incident report on Brightwheel and parents must confirm in writing that they have seen the message.

Procedures for Emergencies and Disaster Preparedness

In an emergency or disaster, parents will be notified by the Director and/or Totally Tots Early Childhood Learning Center. In the event we must evacuate the facility for an emergency situation, children and staff will walk or be transported in a TT shuttle/bus. The 1st evacuation location is Colorado Group Realty, 349 W. Jefferson and the 2nd evacuation location is Hayden Town Hall for reunification with parents. Please don't

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respond to the facility if we are in a lockdown or have evacuated. **It is important to keep your child's file updated with your current telephone numbers, addresses, and emergency contacts.**

Here at Totally Tots Early Childhood Learning Center, your child's safety is our #1 priority. We will practice safety drills as recommended by the State of Colorado's Rules Regulating Child Care Centers. Prior to caring for children, all TT staff must complete a department-approved training in emergency and disaster preparedness. All staff members will be briefed on any children who may need extra assistance in an emergency. Infants will be transported in emergency evacuation cribs. Older children, who are mobility impaired, have special needs, or require extra assistance during emergency evacuations will be physically assisted by a staff member assigned to them to ensure they stay with the group and are able to get to a safe location.

School Closures

In the event that Totally Tots will be preemptively closed due to an emergency (severe weather, flooding, wildfire pre-evacuation, or community health outbreak,) you will be notified via Brightwheel.

Missing Child Procedures

In the unlikely event of a lost child, we will adhere to the following procedure:

1. All staff will be alerted and asked to thoroughly check their classrooms.
2. The Director will walk through each room and make a thorough search of all areas.
3. The Director will secure the site and lock all doors.
4. Police and emergency personnel will be notified.
5. Parents and/or guardians will be alerted to the situation.

End of Day Procedure

For releasing children from the center: Children will only be released to individuals who are on their authorized pick-up list. Anyone other than legal guardians will be required to show a photo ID to pick up a child. Make sure that your child's teacher knows that you are there when you are picking up your child. Please be sure to sign your child out using Brightwheel. Everyone who picks up your child must be designated as an authorized pick-up person on your Brightwheel account or pre-arranged with your child's teacher.

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Remind all authorized pick-up persons that they must bring a photo. Keep in mind that anyone picking up or dropping off a child must be over the age of 18. Adults, other than parents, who are authorized to pick-up your child must use the walkie talkie, check in with the teacher and may be asked to show a photo ID. If an unauthorized person attempts to pick up your child, the police department will be called.

Procedure for late pick-ups

Totally Tots Early Childhood Learning Center closes promptly at 5:45 pm. Please be respectful of our staff, many of whom also have families. There will be a late charge of \$2.00 per child per minute if a child is picked up after 5:45 pm. If you know that you will be late, please send a message on Brightwheel. If an administrator or teacher does not confirm that they have seen the message, it is your responsibility to call 970-819-9967 and ask to speak with the Director. If we have not heard from you, the Director or Acting Director will stay with your child until 6:00 pm at which time we will begin calling other people who are authorized to pick up your child. If a child is not picked up by 6:00 pm, and we have not heard from you, the Director will contact the Hayden Police Department, and/or the Department of Social Services.

Visitors

Currently, Totally Tots Early Childhood Learning Center is only allowing visitors when necessary. Prior to entering all visitors must radio in using the walkie talkies located by the white double doors. When checking in, all visitors will have their temperature checked, complete a symptom checklist and wash their hands. All visitors must sign the visitor log.

Video and Television Viewing

In Preschool, children's or educational videos with a "G" rating are occasionally shown. Children will have the option of a different activity choice at those times. Videos are usually viewed in conjunction with a curriculum theme topic. Any "screen time" will be for less than 30 minutes. Staff will be actively supervising children during any screen time activities. All videos are previewed beforehand by the staff.

Transportation and Field Trips

Totally Tots Early Childhood Learning Center assumes no responsibility for the transportation of the child to and from the center. Field trips may also include walking to

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locations close by. While transporting children on field trips, we ensure that Colorado State Laws are followed at all times and all drivers hold current qualifications. All center vehicles are equipped with first aid supplies and will have an individual certified in First Aid and CPR. Children are never left unattended in a vehicle.

Field trips are an educational and hands-on part of the curriculum where children are able to gain knowledge outside of the classroom. Whenever the children leave the building, a notice will be posted at the center, so that you may always locate your child.

Children will be continually monitored while on the field trip. Head counts will be completed every 5 to 10 minutes including prior to leaving the center, prior to boarding the vehicle when leaving the center and returning. When walking in lines, one teacher will be in the front of the line and the other teacher will be in the back of the line.

When on a field trip, each staff member will have:

1. Class list with that day's attendance
2. Class total number
3. Emergency phone numbers/Backpack
4. Director or Assistant Director's phone number
5. A copy of Totally Tots missing child procedure

Covid-19 Measure in Shared Transportation

- Staff and children are screened for COVID-19 symptoms each day and will be excluded if he or she has symptoms.
- Hand sanitizer is used or hand washing is done by each employee and child prior to entering the vehicle.
- The number of passengers has been reduced and children will sit in locations to maximize the distance between one another.
- Employees and children will wear non-medical, cloth face covering when in a vehicle containing more than one person.
- Disinfecting all high-contact surfaces of the vehicle will be done at the end of each day.

Medical Issues

Please inform us if your child has any allergies, medical issues, or special needs. We will do our best to accommodate each child's individual needs. Make sure your toddler and/or preschool child has been exposed to peanut butter and other major allergens before they start our program. Infants, who are fed solids, must have tried each new

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food at home with you at least 2 times before we will serve it at Totally Tots Early Childhood Learning Center. In the event of a medical emergency, we will call an ambulance. You are responsible for any charges related to transporting your child in case of a medical emergency.

Medication

Please take all steps possible to administer necessary medication to your child at home. You may also come to the center to administer medication to your child. If your child needs medication during the day, prescription or over the counter medication, and you are not able to administer the medication personally, the following CDHS regulations apply: Prescription and non-prescription (over the counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent.

Centers may administer medications for chronic health conditions or emergency situations. The written order by the licensed prescribing practitioner must include:

- Child's name
- Licensed prescribing practitioner name, telephone number, and signature
- Date authorized
- Name of medication and dosage
- Time of day medication is to be given
- Route of medication
- Length of time the medication is to be given
- Reason for medication (unless this information needs to remain confidential)
- Side effects or reactions to watch for
- Special instructions

All medications, including over the counter medication, must be kept in the original labeled bottle or container, and be labeled with the child's first and last name.

Prescription medications must contain the original pharmacy label that lists:

- Child's name
- Prescribing practitioner's name
- Pharmacy name and telephone number
- Date prescription was filled
- Expiration date of the medication
- Name of the medication

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- Dosage/How often to give the medication
- Length of time the medication is to be given

In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label.

Medication will be stored in a locked area inaccessible to children. Please hand all medications and medication forms to the Director or Acting Director. **Children are NEVER allowed to keep medications in their backpack or personal cubby area.** This includes over-the-counter medication such as acetaminophen or ibuprofen. Staff who have the authority to dispense medications have completed a medication administration class. Totally Tots Early Childhood Learning Center also works with Becky Copeland, our nurse consultant, on issues related to medication and medication administration.

A written medication log must be kept for each child. This log is part of the child's records.

The log must contain the following:

- Child's name
- Name of the medication, dosage, and route
- Time medication is to be given
- Special instructions
- Name and initials of the individuals giving the medication
- Notation if the medication was not given and the reason

Topical preparations such as diaper cream, sunscreen, bug sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner. A permission form is required for Totally Tots Early Childhood Learning Center to administer any topical preparations including diaper cream or sunscreen. The permission form is provided in your registration paperwork.

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Diapering and Potty Training

Children who wear diapers will be changed every 2 hours and as needed. Please make sure that your child has at least 8 diapers at school and a package of wipes. In addition, please bring diaper cream in its original container clearly labeled with your child's name. Cream can only be applied to healthy or red skin. If a child has open sores, cream cannot be applied, and the child must be sent home per licensing regulations. Children may be readmitted on a case by-case basis.

We will support your decision to potty train your child when they are in the toddler classroom, but only if they are interested in the potty and are showing signs that they are ready. Signs that a child may be ready include knowing when they have to go, being uncomfortable when they are wet or dirty, being able to sit and balance on the potty, and asking to use the potty. After you have begun the process of potty training at home, we will work with you to ensure it is as smooth as it can be.

We will do our best, within reason, to accommodate your child's potty training. It is recommended that children who are learning to use the potty be brought to the toilet about every hour, or when they ask, and encouraged to sit and try. We will never force a child to sit on the toilet. Please remember, there are multiple children potty training at the same time.

Be sure to bring extra clothes while your child is potty training and remember that accidents are normal! Children will never be punished for having an accident. We require all children enrolled in the preschool program to be potty trained.

This is a very exciting time, but can also be very overwhelming and, at times, frustrating. Our team of teachers are here to support you and your child during this huge milestone.

- Potty training is done as a team. Without support and consistency at home AND school, training will take longer and cause stress to the child. We have a "Potty Plan" that will be designed specifically for your child to be followed at school and at home (and anywhere else you may go!).

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- There is a very important timeline that we all have to work with. It is set by the Colorado Department of Human Services Office of Early Childhood.

CHILDREN CANNOT STAY IN A TODDLER ROOM ONCE THEY ARE 36 MONTHS--they must move to a preschool room (potty trained) or take a break from the program (**until they are potty trained) unless a plan has individually been designed for your child.

- This is the only formal meeting we will have about potty training, but there will be daily discussion and continuous support during the entire process. Please ask questions, express concerns or frustrations, and remember that we are doing this as a team!
- We define potty trained as “accident free for 2 weeks, especially BM’s”. The use of pull-ups for sleeping is OK.

Naps

All staff who work with infants and toddlers have taken a state required training in safe sleep. We are required to lay all infants on their backs for sleep. It is recommended that infants, ages 12 months and younger, be offered a pacifier as there is evidence that a pacifier may reduce the risk of SIDS.

Infants who fall asleep in a car seat, a baby seat must be moved to their cribs. This is a legal requirement. Infants, who require modifications to their sleep arrangement or a different sleep position due to health conditions, need to have a health care plan completed and signed by the child’s physician.

Swaddling of infants must only be allowed with a health care plan completed and signed by the child’s health care provider. In accordance with Colorado Rules and Regulations, infants cannot have mobiles above or pillows, blankets, or stuffed animals in their cribs. A sleep sack is recommended. All sleeping infants will be physically observed at least every 10 minutes by an infant caregiver. All crib sheets, blankets and sleep sacks are washed daily at the center.

Toddlers, ages 12-36 months, will sleep on a cot in the toddler room. You may send a comfort item such as a lovey or stuffed animal. Toddlers who still use a pacifier will be

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offered the pacifier at nap time only. They will put the pacifier away with their other nap items when naptime is over. All crib sheets and blankets are washed daily at the center.

Preschool children must be offered a nap. They will sleep on a cot in the preschool room. We will never force a child to nap. Children who do not sleep after 30 minutes will be provided with quiet toys, puzzles, or books. Please provide a blanket, a small pillow and (optional) a small stuffed animal, even if your child does not typically sleep. All bedding must go home at the end of every week to be washed and returned the child's next school day.

Sponsorship/Ownership

This organization is a private, not-for-profit corporation, governed by a board of directors composed of community leaders, experts and clients. All funds earned by Totally Tots Early Childhood Learning Center are used for operating costs, to make improvements in the program, or to purchase equipment. Totally Tots is a childcare program and is a subsidiary of Totally Kids, Inc. of Hayden, CO.

Non-Discrimination Statement

The Totally Kids, Inc corporation and any of its subsidiaries, including Totally Tots Early Childhood Center, will at no time and in no manner whatsoever discriminate against any advisor, director, officer, employee, agent, independent contractor, client, volunteer or participant in the Corporation's programs because of race, color, religion, national origin, age, sexual orientation, gender identity or disability.

Licensing

Totally Tots Early Childhood Center is fully licensed as a large child care center by the Colorado Department of Early Childhood (CDEC.) A copy of the Rules Regulating Large Child Care Centers is available here: <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=9861&fileName=12%20CCR%202509-8>

Should you have any concerns about our program, if you want to recognize any staff member for providing excellent care, offer suggestions, or tell us what you love about our program, please let us know. We welcome parent feedback.

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Any concerns or complaints about our compliance with Colorado law can be made to: Child Care Licensing and Administration, Division of Early Care and Learning, CDHS

1575 Sherman Street, 1st Floor, Denver, CO 80203 Phone: 1-800-799-5876 or 303-866-5948
cdhs_oec_communications@state.co.us

Americans with Disabilities Act

Compliance Prior to enrollment, all families will participate in pre-admission interviews. Please inform the Director and your child's prospective classroom teacher if your child has special needs that require accommodations. The Director and classroom teacher will consult with you and a health care professional in order to make an individualized assessment to determine whether TT can meet your child's needs. TT will make reasonable modifications to its practices and policies to integrate children with disabilities into its program, unless doing so requires a fundamental alteration of the program. Additionally, the TT will accept a child with a disability unless the child poses a direct threat to the health and safety of others or him/herself. The TT staff is happy to support children with their individualized goals and admin and teaching staff will be a part of special education meetings and plans. Private therapy specialists are welcome to provide services at the TT (at the parent's expense), with approval from the Director.

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Child Abuse and Neglect Reporting

Child Care Staff are mandatory reporters. Mandatory reporters are required by law to report all reasonable suspicions of child abuse and child neglect. All child care center facility staff (including teachers, administrators, and support staff) are required to take the Mandated Reporter Training prior to working with children and must renew this training annually. Mandated reporter training provides information on warning signs of child abuse or neglect, appropriate responses, and how to make a report. It is our intent to build a partnership with parents. Please note that state laws require us to report all cases of suspected child abuse or neglect. Suspected child abuse or neglect cases will be reported before notifying parents.

The State of Colorado Rules Regulating Child Care Centers section 7.701.53 Reporting of Child Abuse requires the following:

1. A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
2. Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

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Parent Handbook Agreement

I have read the current Totally Tots Parent Handbook in its entirety. I hereby agree to comply with the rules, regulations and procedures of the program as stated in the handbook regarding the center's Covid-19 policy, tuition, registration, discipline, attendance, health, clothing and other items as specified, including permission for specialists and consultants to observe in classrooms.

Name (Print): _____

Signature: _____

Child's Name: _____

Date: _____

