



Family of Christ

Child Development Center

Parent Handbook

2017-2018 School Year

675 Baptist Rd., Colorado Springs, CO 80921

www.foccs.net

719-481-0796

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Colorado Springs, CO 80921
CDC Office (719) 481-0796
Church Office (719) 481-2255

Dear Parents/Guardians,

I wish to extend a warm welcome to you and your child! The staff at Family of Christ Child Development Center wants to make this school year a pleasant one for your child as well as for you and your entire family. It is our hope and prayer that God will bless your child's experience here at Family of Christ Child Development Center.

The teachers and the church staff are here to serve you. We view our Child Development Center as a Christian outreach to families with young children. It is the intent of Family of Christ Lutheran Child Development Center as well as the church body of Family of Christ Lutheran Church to support, encourage and provide opportunities that enhance the educational and spiritual development process already present in your home. Family of Christ Lutheran Child Development Center does this by providing an environment where young children can explore and learn about Jesus, themselves, others and the world around them in an atmosphere of Christian love and acceptance.

Your help and cooperation are crucial for your child to benefit most from our program. Please feel free to talk with us any time you feel it is necessary. You are always welcome to visit our classrooms and to become acquainted with our teachers and program.

In Christ's Service to Young Children,

Amy Campbell

Amy Campbell
CDC Director

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GENERAL INFORMATION

Family of Christ Lutheran Child Development Center (FOCCDC) is a non-profit 12 months—Kindergarten and child care program that is a ministry of and sponsored by, Family of Christ Lutheran Church of Monument, CO. FOCCDC began providing quality care and developmental learning experiences in a Christian environment in October of 1998. Our center's theme is "TEACHING GOD'S TRUTH THROUGH LOVE."

PHILOSOPHY

At FOCCDC, we recognize the uniqueness of each child and offer opportunities for growth by providing children with a positive, creative, stimulating, orderly Christian environment in which to develop and learn. Our programs consist of play, "hands on" experiences and learning centers as we believe that young children learn more readily when given opportunities to experience firsthand the wonders of God's world. It is our hope that by providing a well-rounded program and by developing the whole child, the children will go on to enjoy continued success in school.

PURPOSE

The value of early childhood training is indicated in the Bible: "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6). Likewise, in Ephesians 6:4 "Bring them (your children) up in the training and instruction of the Lord."

A Christian home gives a child his/her first Christian training and instruction. At FOCCDC, we share in this responsibility with you by providing a loving, warm and secure environment where children receive Christian care, nurture and education.

We accomplish this by:

- * Providing each child age-appropriate Christian training and instruction.
- * Assisting each child in the adjustment from home to school life.
- * Helping each child learn to cope with life's situations at his/her level of maturity.
- * Broadening each child's interests and opening many "doors of learning."
- * Promoting each child's learning through work and play.
- * Developing each child's creative and academic abilities by preparing age-appropriate, developmental experiences and materials that give many opportunities for exploring, thinking and reasoning.
- * Preparing each child with skills for future success in school.

Our programs are designed to meet and foster all aspects of a young child's development. Through the activities in our programs, the children will grow:

- | | |
|---------------|------------------|
| * Spiritually | * Physically |
| * Socially | * Creatively |
| * Emotionally | * Intellectually |

Our curriculum includes:

- | | |
|------------------|----------------------|
| * Religion | * Art |
| * Music | * Science |
| * Mathematics | * Language Arts |
| * Social Studies | * Physical Education |

We offer a wide variety of developmental experiences in each of these areas which are age-appropriate for children ages 12 months—8 years old. We use both teacher directed and child directed methods of teaching.

ORGANIZATION

FOCCDC is a ministry of and sponsored by Family of Christ Lutheran Church of Monument, CO and is governed by its Board of Education. The Board of Education is comprised of members of Family of Christ Lutheran Church. This Board establishes policy and approves procedures for the Child Development Center.

The Pastor and Director of the Child Development Center work together to reach and bring Jesus to the children as directed in the Great Commission. The Director's function is to administer the policies established by the Board, enforce the procedures approved by the Board, develop the Child Development Center's programs and curriculum and supervise all CDC staff members.

FOCCDC is licensed by the state of Colorado Department of Human Services. Therefore, we are inspected annually to ensure a high quality of education and safety. All Child Development Center staff meets or exceeds the requirements of the state. Our staff is comprised of Christians who provide good leadership for our children and have a sincere concern for each of their students.

NON-DISCRIMINATORY POLICY

FOCCDC admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

ADMISSION POLICY

Admission to FOCCDC takes place in the following priority order:

1. Children of the members of Family of Christ Lutheran Church.
2. Children of staff members at FOCCDC.
3. Siblings of children currently enrolled at FOCCDC.
4. Children on the waiting list in the order which the request was made.
5. Children new to our program.

When a class enrollment reaches capacity, a waiting list will be formed. Parents/guardians do not have to pay the registration fee to be placed on the waiting list. When a space is available in the class, the first parent/guardian on the waiting list will be contacted to see if they would like to secure the space. Securing the space requires the registration fee and any tuition due.

TODDLER

Enrollment is open to children who are 12 months of age.

EARLY PRESCHOOL

Enrollment is open to children who are at least 12 months old on or before October 1, of the current school year.

PRESCHOOL

Enrollment is open to children who are 3 years old on or before October 1, of the current school year. All children must be reliably potty trained before entering a Preschool or higher classroom.

PRE-KINDERGARTEN

Enrollment is open to children who are 4 years old on or before October 1, of the current school year.

KINDERGARTEN

Enrollment is open to children who are 5 years old on or before October 1, of the current school year. Please note that according to District 20 guidelines, a child will not be admitted to First Grade if they are not 6 years old on or before October 1, of the current school year.

POTTY TRAINING

Any children in a Preschool – Kindergarten class that are not fully Potty Trained will be charged a monthly diaper changing fee in the amount of \$300 a month to help offset the cost to hire the additional staff needed to take care of diapering needs. Our definition of potty trained is no more than 3 non-nap time accidents in a 30 day period and a child is able to do the following:

1. Able to verbalize the need to go potty.
2. Able to pull down their underwear and pants and get them back up with minimal assistance.

Please be sure to dress your newly potty trained children in clothing that will allow them to easily do this on their own.

3. Able to wipe themselves after using the toilet.
4. Able to get on and off the potty by themselves.
5. Able to wash and dry their hands.”

SPECIAL NEEDS CHILDREN

FOCCDC is not staffed with specialists capable of meeting the needs of children with disabilities. It is recognized, however, that some children with minor disabilities could be served at FOCCDC.

NOTE: The CDC Board of Education will consider any exceptions to these age guidelines on a case by case basis.

The Director will gather information from or consult with parents/guardians, physicians, psychologists, therapists, etc. for each applicant with a disability. Our present teaching staff must have skill in the understanding management of the needs of the child. The child must be able to be integrated into the group.

The Board of Education will consider each special needs child on a case by case basis with the above-mentioned information. The Board will make the final enrollment decision.

ENROLLMENT PACKET

Each child will need to have the following on file on or before the first day of attendance at FOCCDC and updated annually unless otherwise noted:

- * Registration Form
- * Health Status Form signed by physician (must be submitted at 15, 18 24 months & annually thereafter)
- * Immunization Record (must be updated with each new immunization)
- * Emergency Information Form
- * Admission Agreement—Photo Permission—Directory Permission

SUPPLY FEE

The supply fee is due with your child's registration form. Once the registration form and fee are received, your child's application will be processed. The supply fee is non-refundable unless your child is not being granted admission to the school due to a waiting list or low enrollment. Supply fees are due each year and are used to purchase classroom supplies and curriculum.

SUMMER ACTIVITY FEE

A summer activity fee will be charged to all children participating in the summer program and is due with the summer registration form.

TUITION

Tuition is based on the cost of educating each child for the entire school year. Monthly tuition payments are the same regardless of the actual number of days your child attends each month. Tuition is a fixed amount regardless of the number of days in session. Full tuition is paid for scheduled holidays, absences due to illness, vacation or inclement weather as these days have been accounted for in establishing our tuition rates. It is our policy not to grant partial payment or any reimbursement due to withdrawal, illness, holidays, inclement weather or vacation. We will not charge tuition when the CDC is closed for teacher work days. We need to know that we have a set amount of money with which to operate each month and your child's space is guaranteed with your monthly tuition payment.

Tuition payments are to be placed in the mailbox labeled "Tuition" that is found outside the CDC office. Tuition checks should be made payable to FOCCDC. Please include your child's name on the memo section of the check to ensure proper credit is given. Upon request a receipt will be issued for tuition payments. Cash tuition payments should be made directly to the CDC Office.

When two or more children from the same family (same home address and phone number) are enrolled in any program at FOCCDC the most expensive monthly tuition will be charged at the full standard rate and a discount of 10% will be applied to the remaining standard monthly tuition rates. Sibling discounts will not be applied towards Lunch Bunch rates or Hourly Drop in Care.

JOYFUL RESPONSE- EFT

We offer a voluntary, automated electronic tuition program called Joyful Response. Families wishing to have their monthly tuition automatically withdrawn on the first of each month from a bank account must complete a Joyful Response enrollment form and return it to the CDC office. Families enrolling in the Joyful Response program will receive a \$5 monthly discount on their monthly tuition. Only one EFT discount will be given per family.

LATE PAYMENT FEE

If your tuition payment is not received by 6:00 P.M. four business days after it was due you will be assessed a \$25 Late Payment Fee.

If your tuition payment and late fee payment are not received by 6:00 P.M. five business days after it was due you will be given a "Dis-Enrollment Notice," and the Late Payment Fee will be assessed.

If your tuition payment and late fee payment are not received by 6:00 P.M. six business days after it was due your child will be dis-enrolled from the program.

RETURNED PAYMENTS

There will be a \$20 charge for all returned checks and denied EFT payments and you will also be charged a \$25 Late Payment Fee. Cash or money order will be required as payment for all returned checks within 2 days of notification of a returned payment. If payment is not received within 2 days of notification your child will be dis-enrolled and you will be billed accordingly.

TUITION RATES & FEES

Tuition rates and registration fees vary by grade level and program options. On each registration form you will find the current tuition rates, registration fees as well as various payment options. As a part of your child's registration application you will be able to select the payment option you prefer and you will sign a tuition agreement.

Tuition is due by 6:00 P.M. on its due date (See Tuition Schedule on your registration form for due dates). If the Child Development Center is closed on the due date the due date will be extended to 6:00 P.M. the next day the center is open with no Late Payment Fees assessed.

LATE PICK UP FEE

There is a \$1.00 a minute late pick up charge for every minute your child remains at FOCCDC after their scheduled pick up time. Payment is to be made when you pick-up your child or the following day when you drop-off your child. We urge you to pick-up your child on time. Consistent late pick-ups will be grounds for your child to be dis-enrolled from our program.

WITHDRAWAL OF CHILD

Each child is enrolled for the entire school year, the balance of the school year, or the summer program. Therefore, we must have written notice of your intent to withdraw your child from our program. Two weeks prior notice or two weeks tuition must be given upon your child's withdrawal from FOCCDC or decrease in services being provided. If you choose to withdraw you will have a 45 day waiting period before you can re-enroll.

If you decide to decrease or increase services provided by FOCCDC within the school year or summer program, this may only be done on a space availability of the program you are asking for. If there is no space available you will need to dis-enroll or continue with the slot you have already reserved.

FOCCDC reserves the right to withdraw any or all of their services from a family who cannot, or does not cooperate with the policies and procedures set forth in the FOCCDC Parent Handbook. A two-week notice from the Board of Education will be given if the circumstances permit. Furthermore FOCCDC reserves the right to immediately withdraw services from any family or child who has harmed or threatened others in the program.

CHANGE OF SERVICES, POLICIES, OR PROCEDURES

If a significant change in services, policies, or procedures is determined by the Board of Education, parents/guardians will be notified in writing at least 30 days in advance. We will do this so you can decide whether FOCCDC will continue to meet the needs of your child with the change in our services, policies or procedures.

HOURS OF OPERATION

FOCCDC is open from 6:00 A.M. until 6:00 P.M. Monday thru Friday. Please do not bring your child to school later than 8:45 A.M. Your child will feel uncomfortable arriving after all the other children have become involved in activities. General routines, such as roll call, helpers, calendar, etc., are handled first thing. Children arriving late cause a disruption to the other children as well as to the teachers. If your child is attending a part time program please do not

bring them to school earlier than 8:40. The teachers are busy preparing for the day and are in and out of their classrooms.

SCHOOL YEAR CALENDAR

A current school year calendar is available online at www.foccs.net. Please keep this calendar in a convenient place where you can refer to it throughout the school year.

WEATHER RELATED CLOSINGS

In case of severe weather, FOCCDC classes may be canceled, may have a delayed start or there may be an early dismissal. If District 38 cancels school all Part Time programs and Kindergarten classes will be canceled. If District 38 has a delayed start, all Part Time morning programs will have a two-hour delayed start with normal pick-up time. The Lunch Bunch Program will remain as scheduled. To find out about closures or delays for Full Time or Part Time programs, please visit our web site at www.foccs.net or watch the local news stations for a crawler. You can also download the FlashMessenger app to receive push notifications of closures and delays as well. Full Day closures or delays are made on a case by case basis.

If the Kindergarten class falls behind academically due to an excessive number of snow days, additional make up sessions will be held at the teacher's discretion.

ARRIVAL AND DISMISSAL

All children arriving at FOCCDC must be brought into the classroom by an adult. The adult must sign in the child on the sign-in/sign-out sheet each day and record the arrival time. The adult must remain until a teacher has made an informal health check. Likewise, at the end of each day, an authorized adult at least 18 years of age must sign out the child on the sign-in/sign-out sheet and record the child's departure time.

Children will not be released to unauthorized persons under any circumstances. If for some reason a parent/guardian would like someone other than an authorized adult to pick up their child, the parent/guardian must send a note stating the adult's name and the date this will occur. Phone calls regarding this matter will be accepted only in an emergency situation. If the teacher releasing the child does not know the adult picking up the child, the adult must show photo proof of identification before the child will be released to him/her. If an unauthorized adult attempts to or insists on picking up a child, the authorities will be notified immediately. Then, the parents will be notified.

In case of separation or divorce, FOCCDC abides by all legally served court orders. We request that copies of such orders be on file at the Child Development Center.

VISITORS

FOCCDC welcomes visitors. We have an "open door" policy. To comply with state regulations, all visitors (including parents/guardians who are not dropping off or picking up their child) must sign in at the office. Visitors are required to sign in with name, address and purpose of the visit as well as show photo proof of identification before entering classrooms or playgrounds.

DISCIPLINE

At FOCCDC children are:

- * Praised for acceptable behavior.
- * Redirected to acceptable activities.
- * Taught acceptable behavior.
- * Carefully supervised to anticipate problems before they occur.

- * Given a “Time Out” (1 minute per age of child) when their behavior hurts themselves or someone else.

When conflicts among children arise, the Child Development staff will:

- * Talk to all of the children involved and find out everyone’s point of view.
- * Help give the children appropriate words to express themselves and their feelings.
- * Ask the children what other actions they could have taken.
- * Act as a mediator.
- * Remove the children from the situation, if necessary.

FOCCDC maintains a Christian attitude in regard to discipline, that being one of loving concern. However, children who consistently exhibit behavior problems may be removed from the Child Development Center by the Board of Education.

In the event of a consistent behavior problem, it will be handled in the following manner:

1. The problem will be discussed between the child and teacher.
2. If this does not solve the problem, the parents/guardians will be informed by a note. As a matter of policy the Director and Pastor will also be informed. If this happens more than 3 times in a 30 day time frame, a conference will be called.
3. Should the problem still persist, the parents/guardians and child will be asked to come to the Child Development Center for a conference with the Director, Pastor and teacher(s).
4. If the problem is still unresolved, the Director will take the matter to the Board of Education and the child may be removed from FOCCDC with a two week notice.

Your child will be removed from FOCCDC for the following behaviors:

- * Repeatedly attacking, hitting, or kicking other children or staff.
- * Aggressive behavior i.e. throwing toys or other objects at other children or staff.
- * Repeatedly disobeying the Child Development Center staff.
- * Continually causing disruptions in class.

FOCCDC reserves the right to immediately expel a child for any inappropriate behavior, with or without any prior notice and/or warnings. This will be done at the discretion of the Board of Education.

HEALTH

Your child’s health is a matter of major importance to us. Upon enrollment, your child must have the state required health status form as well as the state required immunization card completed and signed by your child’s physician. Both items are required before your child can begin attending our program. Your child’s health status form will need to be updated annually and your child’s immunization records will need to be updated each time they receive a new vaccine.

Young children frequently become mildly ill. Toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can develop one or two gastrointestinal infections (vomiting and/or diarrhea) each year.

Parents should contact the school when their child is sick and describe the symptoms. If a specific diagnosis, (such as strep throat or pink eye) is made by a doctor, call the school office so that other families in the class can be alerted.

Sometimes it is necessary for a child to remain at home. There are three reasons to exclude sick children from school:

- * The child is not able to participate in usual activities. Child may be very tired, irritable or cry a lot.
- * The illness or symptoms are on the exclusion list.
- * The child needs more individual care than staff can provide.

Look at the symptoms and/or illness list below to help you decide if you child should be kept home from school:

<i>Illness or Symptom</i>	<i>Exclusion Necessary</i>
Chicken Pox	Yes- until blisters have dried and crusted (usually 6 days). If blisters occur after vaccination, refer to Colorado Health Department guidelines.
Conjunctivitis—(Pink Eye) (pink color of eye and thick yellow/green discharge)	Yes - until 24 hours after treatment (if indicated). If your health provider decides not to treat your child, a note is needed authorizing return to group care.
Coughing (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)	Yes - medical attention is necessary. Note: <i>Children with asthma may be cared for with a written health care plan and authorization for medication/treatment.</i>
Coxsackie Virus (Hand foot and mouth disease)	No - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling.
Croup (see Coughing)	Seek medical advice. Note: <i>May not need to be excluded unless child is not well enough to participate in usual activities.</i>
Diarrhea (frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication)	Yes - if child looks or acts ill; Diarrhea with fever and behavior change; diarrhea with vomiting; diarrhea that is not contained in the toilet Note: <i>Children in diapers/pull-ups or not reliably potty trained should be excluded.</i>
Earache	No - unless unable to participate in usual activities or fever with behavior changes. (see Fever)
Fever with behavior changes or illness (an elevation of body temperature above normal)	Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc. Note: <i>Fever alone is not a reason to exclude</i>

	<i>from care.</i>
Fifth's Disease	No - child is no longer contagious once rash illness appears.
Head Lice or Scabies	May return after treatment starts.
Hepatitis A	Yes - until one week after onset of illness or jaundice and when able to participate in usual activities.
Herpes	No - unless child has mouth sores and blisters and does not have control of drooling.
Impetigo	Yes - until 24 hours after treatment starts.
Body Rash with Fever	Yes - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. <i>Note: Body rash without fever or behavior changes usually does not require exclusion from the program; seek medical advice.</i>
Respiratory or Cold Symptoms (stuffy nose with clear drainage, sneezing, mild cough)	No - may attend if able to participate in usual activities.
Ringworm	May return after treatment starts. Keep area covered for the first 48 hours of treatment.
Roseola	No - unless child cannot participate in usual activities and has a fever with behavior changes.
RSV (Respiratory Syncytial Virus)	Seek medical advice. Once a child has been infected, spread is rapid. <i>Note: A child does not always need to be excluded unless a child is not able to participate in usual activities.</i>
Strep Throat	Yes - until 24 hours after treatment and the child is able to participate in usual activities.

Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - until judged not infectious by the health care provider.
Vomiting (2 or more episodes of vomiting in the past 24 hours; vomiting with fever, recent head injury)	Yes - until vomiting resolves or a health care provider approves return to program.
Yeast Infections (Thrush or Candida Diaper Rash)	No - follow good hand washing and hygiene practices.

An informal health check is given each day upon your child’s arrival. The adult bringing the child must wait with the child until the inspection is completed.

If your child becomes ill or is not feeling well enough to participate comfortably in usual activities while at FOCCDC, you will be notified to promptly pick-up your child **within one hour.**

CHRONIC HEALTH CONDITIONS

If your child has a chronic health condition such as a life threatening allergy requiring the use of an Epi-Pen or is asthmatic and requires an inhaler or Nebulizer please be sure to discuss this with your child’s teacher and the CDC office prior to your child starting in our program. We have a nurse consultant who helps us create an individualized health care plan for each child who requires any type of emergency/rescue medication.

COMMUNICABLE DISEASE

If your child comes down with a communicable disease, please call the Child Development Center office at 481-0796 immediately. We are required to report any communicable diseases to the Health Department including, but not limited to: chicken pox, measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, or giardia. Children must have a doctor’s note to return to FOCCDC following a communicable disease.

FOCCDC will notify parents/guardians of all possible exposures to communicable diseases, keeping the confidentiality of the child or staff member.

MEDICINES

We realize that at times it may be necessary for your child to take medicine while at FOCCDC. Our Child Development Center staff will administer medicine as state regulations allow. All prescription and over the counter medication given at FOCCDC require a written authorization from your child’s physician, as well as parent written consent. Each consent form is good for only 3 days, excluding long term and emergency medication consent forms which are good for one year. This is a child care licensing requirement.

Prescription and over the counter medicine will be given to your child by trained staff only if it is accompanied by a “Medication Authorization” form from the physician and the parent stating the child’s name, name of medication, current date, dosage, route, time medication needs to be administered, medication start and end dates, reason for medication, side effects that need to be reported and special storage instructions. This form is available online.

Prescription medication must be in the original pharmacy container with the following information printed on the label: child’s name, person with prescriptive authority, issue date of prescription, name of medication, dosage, route administration, how often to give medication,

how many days to give medicine, special instructions, storage requirements and the expiration date of the medication. Over the counter medication must be in the original sealed container and must include the child's name, directions for safe use, expiration date and list of ingredients.

Medicines including vitamins are not to be kept in the child's cubby, backpack or lunch box. All medicines are to be checked in at the CDC Office upon your arrival so they may be placed in a locked box.

At FOCCDC storage and administration of medication is in compliance with the Nurse Practice Act (7.702.41). FOCCDC shall have no responsibility of any kind whatsoever for failure to provide requested prescription medicine or over the counter medicine or for any adverse reactions which may be caused by administration of medication.

SUN PROTECTION

During the summer months, a FOCCDC staff member will apply sunscreen to your child's skin prior to outside play with the parent's written authorization. A physician's permission is not needed to use sunscreen. Each parent must supply the sunscreen for his or her child and it must be labeled with your child's first and last name.

EXCESSIVELY HOT WEATHER

During periods of excessively hot weather children will be encouraged to drink plenty of extra water. Children will also be given the opportunity for outdoor water play with sprinklers. Children's outdoor time will be limited to no more than 20 minutes if they are not playing in the water. Children will be served cool treats for snack such as frozen yogurt or popsicles.

INJURIES AND ACCIDENTS

If the injury is serious or life threatening:

1. A Child Development Center staff member will immediately call 911 for an ambulance or paramedics.
2. A trained Child Development Center staff member(s) will administer first aid and/or CPR.
3. Parents/guardians will be notified immediately.
4. A Child Development Center staff member will accompany your child to the hospital.
5. Parents/guardians will meet their child and Child Development Center staff member at the hospital.
6. An "Incident Report" will be filed. One copy will go in the child's file, one copy will be sent home with the child and one copy will be sent to the Colorado Department of Human Services.

If the injury requires medical attention, but is not serious or life threatening:

1. A trained Child Development Center staff member(s) will administer first aid.
2. Parent/guardian will be immediately notified and given the choice of personally taking the child to the hospital or meeting a Child Development Center staff member at the hospital.
3. An "Incident Report" will be filed. One copy will go in the child's file, one copy will be sent home with the child and one copy will be sent to the Colorado Department of Human Services.

If the injury is minor and requires basic first aid:

1. A Child Development Center staff member will administer basic first aid (ice packs, soap and water, Band-Aids).

2. If the injury is to the head, the parent/guardian will be notified immediately.
3. An "Incident Report" will be filed. One copy will go in the child's file and one copy will be sent home with the child.

If the injury is minor, and requires no first aid:

1. A Child Development Center staff member will comfort child.
2. An "Ouch Report" will be filed. One copy will go in the child's file and one copy will be sent home with the child.

Parents/guardians are expected to assume full responsibility for any and all costs resulting from the services of the paramedics, ambulance, hospital or emergency room doctors. FOCCDC and Child Development Center staff shall not be liable for any illness or injury that occurs at FOCCDC or as a result of the steps taken to obtain emergency medical care for a child.

INSURANCE

FOCCDC does not provide individual health or accident insurance for your child. Any medical claims must be filed with your own family's health or accident insurance company.

EMERGENCY PROCEDURES

FIRE: Each classroom has an escape plan with 2 escape routes posted at each door. Child Development Center staff will direct the children to either the west parking lot or the parking lot on the east side of the building. We have regularly scheduled fire drills as directed by the state. Drills will be held at unexpected times and under varying conditions to simulate the conditions of an actual fire. Drills will emphasize orderly evacuation under proper supervision rather than speed. Fire alarm equipment will be inspected regularly as mandated by the state.

TORNADO WARNING: In the event of a tornado warning, the children will be divided into two groups and taken into the boys and girls bathrooms or the hallway outside the boys and girls bathrooms. Please note that the staff will not leave the children to answer the phone during a tornado warning. The children's safety is our first concern. Tornado drills will be held on a regular basis.

LOST CHILD: All children are under the direct supervision and within sight of Child Development Center staff member at all times. However, in the unlikely event of a lost child, the following procedure will be followed:

1. Child Development Center staff member(s) will search everywhere inside the building for the child.
2. A small search party of Child Development Center staff member(s) will search the grounds around the Child Development Center.
3. If the Child is not located after the search, the Police Department and parents/guardians will be immediately notified.

KIDNAPPING: In case of an attempted kidnapping or kidnapping, the following procedure will be followed:

1. Child Development Center staff member(s) will try to keep the child at FOCCDC.
2. If threatened with physical harm and forced, we will let the child go. However, we will get a description of the person, vehicle and a license plate number.
3. The Police Department will be called immediately.
4. The parents/guardians will be called.

LATE PICK-UP: For children not picked up by FOCCDC posted closing hours, every effort will be made to contact the parent/guardian. If we are unable to locate the parent/guardian, we will then try to contact individuals authorized to pick up the child. After 1 hour, the Police Department will be called. A note will be posted on the door as to where your child is located. A Child Development Center staff member will stay with the child until a contact person or the Police Department arrives.

CLOTHING AND SUPPLIES

All children must arrive at FOCCDC appropriately dressed for a day of work and play. Children will not be allowed to attend school if they arrive:

- * In pajamas or costumes (except for specially planned days)
- * With midriffs or backs that are exposed
- * In tight or suggestive clothing
- * In clothing with inappropriate messages (i.e. beer or cigarette advertisements)
- * Wearing large dangly earrings

The school reserves the right to make the final judgment on the appropriateness of dress.

When dressing your child in the morning, think of several things. Think of your child's comfort and provide clothing that is free of complicated buttons, snaps and zippers. Think of messy art materials and provide clothing that is washable. Think of our playground and provide clothing that is sturdy.

We prefer that the children do not wear open-toe shoes or sandals. If they do, please have them wear socks and provide a pair of extra shoes for outside and gym play. If the child cannot tie shoes, their extra shoes must be slip on or velcro. Use care to select shoes that fit your child's feet properly. Shoes should allow freedom and safety for indoor and outdoor play as well as provide protection for your child's feet.

We expect each child to have a complete change of clothing (1 pair of underwear, 1 pair of pants or shorts, 1 shirt, and 1 pair of socks left at school.) When your child uses something from this set of extra clothes, please be sure to replace it for the next day of class. Please label everything with your child's first and last name.

Children will be permitted to keep a "sippy" cup of water in their cubbies for drinks during the day however; children will not be allowed to carry them around the room. It is the parent's responsibility to wash the "sippy" cup on a regular basis. For sanitary reasons after 30 day of enrollment in our program children will not be permitted to have pacifiers except for at rest time.

SLEEPING AND REST TIME

Children remaining for Full Time child care program are required by the state to have a rest time. These children will also be provided with their own cot and sheet by FOCCDC. Parents must provide a small pillow and a small blanket for their child to use. All bedding must fit inside a plastic sweater box. Once again, your child may bring a small stuffed animal if it will help him/her sleep. Children will not be forced to sleep but they will be encouraged to rest quietly on cots for at least ½ an hour before they can begin quiet "non-sleeper" activities.

Your child's bedding must be marked with his/her first and last name. All sheets and blankets will be sent home at the end of the week to be laundered. They are to be returned on the first day of the next week.

BIRTHDAYS

Birthdays are a special occasion! If you wish to celebrate your child's birthday at school, let your child's teacher know at least one week prior to your child's birthday. For birthday treats, we suggest cookies or cupcakes along with special birthday napkins. Please do not bring candy or "goody bags." Instead, a gift for the classroom may be purchased and wrapped for the birthday celebration. Your child's teacher will gladly offer suggestions for an appropriate classroom gift.

Birthday party invitations may be distributed at school if all the children in the class are being invited. The invitations may be placed in each child's cubby. If your child is giving invitations to only some of the children in his/her class, we ask that you mail the invitations to avoid hurt feelings by the children who are not invited.

SNACK

Parents will provide the mid-morning snacks for their child's class on a rotating basis. FOCCDC will offer a nutritious mid-afternoon snack for the children. We are a nut free facility at snack time. We will not serve any foods that contain nuts, may contain nuts or that was manufactured on equipment or a facility that also process nuts. Most products have an allergy warning section near the ingredients.

The snack should include one serving from two different food groups. Juice must be 100% juice to count as a food group. Snack menus for the week will be posted on the Parent Information bulletin board in each classroom. Parents/guardians should notify their child's teacher of any allergies their child may have as we encourage the children to at least try all snacks.

A Health Department Policy that we must enforce is as follows: "When parents or guardians furnish snacks for children other than their own child, the snack shall consist only of foods that are prepackaged and prepared from commercial sources. Such foods shall be non-potentially hazardous and shelf stable and received sealed."

BREAKFAST

We prefer the children to have already eaten breakfast at home with their families prior to arriving at Family of Christ Child Development Center. However, we realize that this may not always be possible. Your child will be allowed to eat breakfast at school under these guidelines:

1. The parent/guardian must provide a nutritious breakfast providing at least one-third of their child's daily nutritional needs.
2. Your child must arrive at school no later than 7:45 A.M.
3. Breakfast is over at 8:00 A.M.
4. Upon arrival, your child must eat his/her breakfast before beginning daily activities.

Once your child leaves the table to begin daily activities, his/her breakfast is over.

LUNCHES

Each parent/guardian is responsible for providing their child with his/her own lunch, if they stay later than 11:45 A.M. When preparing your child's lunch, we ask that you stress good nutrition. FOCCDC does not have adequate refrigerator space to store each child's lunch. Please keep this in mind as you prepare your child's lunch. Thermoses and "blue ice" work well. Children will not be allowed to chew gum or drink soda while at FOCCDC.

The Child Development Center staff will sit with the children and encourage them to eat their lunches. First, we attempt to get the children to eat their sandwich or main dish. Then, the

children should eat their fruits and /or vegetables. After this, the children may eat whatever they would like.

LUNCH BUNCH

Preschool, Pre-K and Kindergarten students are eligible to stay for lunch on Monday through Friday from 11:45 –12:45 or on Tuesday / Thursday from 11:45 - 1:15. Lunch Bunch is billed monthly. Children with siblings in PDO have first priority in this program.

PARKING

Parking is on the east side of the building. The speed limit is ten miles per hour in the entire parking lot. Parking is only permitted in designated parking stalls. Please respect the handicap parking stalls and fire lanes (next to the building on the west side).

SUPERVISION AND LOCATION OF CHILDREN

All children will be under the direct supervision of one or more responsible adults at all times. FOCCDC begins responsibility for your child when you leave the classroom at drop-off time and ends when you arrive in the classroom at pick-up time. Attendance verification will be made periodically throughout the day by Child Development Center staff.

FIELD TRIPS

Parents/guardians must give written permission for their child to be taken “off campus” for a field trip. A permission slip will be sent home prior to each field trip. You are to read it, sign it, and return it to your child’s teacher. The day of the field trip parents are to leave a booster seat for their child. If the permission slip is not returned before the field trip or a booster seat is not left, your child will not be allowed to go on the field trip and therefore cannot attend class that day. Likewise, if your child arrives late and his/her class has already left for a field trip, your child will not be allowed to join the field trip and therefore cannot attend class that day.

FIELD TRIP TRANSPORTATION AND SAFETY GUIDELINES

Field trips are not possible without parent/guardian help for transportation of the children from FOCCDC to our field trip destination. We will verify that all drivers have a valid driver’s license and proof of liability insurance.

State regulations require all drivers of vehicles transporting children to:

1. Comply with all motor vehicle laws.
2. Have immediate access to a first aid kit.
3. Ensure that all doors are secured at all times when the vehicle is moving.
4. Make a good faith effort to ensure each child is properly belted through the trip.

Vehicles used for transporting children on field trips must:

1. Be completely enclosed, no convertibles or Jeeps with the tops down.
2. Have working door locks.
3. Allow each child to be restrained in an individual seat belt.
4. Be in satisfactory working condition (especially tires, brakes, and lights).

FOCCDC is responsible for all children transported for a school sponsored field trip. The following state guidelines will be used to assure the safe transportation of the children:

1. Children will not be permitted to ride in the front seat of a vehicle.
2. Children will remain seated and belted in a booster seat while the vehicle is in motion.
3. Children will be loaded and unloaded out of the path of moving vehicles.
4. Children will not be permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times.

5. Children will not be left unattended in the vehicle under any circumstances.

Your child must follow these safety guidelines. If your child does not, he/she will not be allowed to participate in the next field trip.

TOYS AND SHARING

Except for those toys that are needed in the very opening days of the school year to help ease the transition from home to school, we ask that you leave your child's toys at home or in the car. If your child is attached to a particular stuffed animal, it may be brought to school for naptime. Other toys should remain at home since they can easily be lost or mixed up with toys in the classrooms. We appreciate the occasional special books, records, tapes and videos. However, we do not have time for these activities each day, and we suggest you first discuss these items with your child's teacher.

Each class Preschool and above will have Show-n-Share. Your child's teacher will give you specific instructions on how it works in their classroom. The item usually will relate to the theme they are studying. Please allow your child to bring only one item that the other children can safely hold, touch, and feel. Please place the item in your child's cubby upon your arrival for safe keeping until show and share time. Do to allergies pets are not allowed for show and share nor are they allowed in the building for during drop off and pick up times.

MONEY

All money sent to FOCCDC should be in an appropriately labeled, sealed envelope. On the front of the envelope, please provide the following information:

1. Name of the child
2. Teacher's name
3. Purpose of the money (i.e. Book Order)
4. Amount of money enclosed
5. All coin chapel offering must be in a sealed envelope

TELEVISION AND VIDEO VIEWING

1. All videos that are shown must be submitted for approval to CDC Director at least 5 school days before being shown.
2. If a video is cataloged into the current CDC Teacher Library it has already been approved and no further approval is required.
3. All videos shown must have an educational value or must be a direct reading of a book with an age appropriate video interpretation.
4. At no time will a child ever be forced to watch a video, an equally exciting/education opportunity must be offered to those who do not want to watch the video.
5. No group of children should watch a video more than once a month while in our care. To ensure this a Video Viewing Form must be completed if you have shown a video.

COMMUNICATIONS

Many problems can be avoided if we communicate openly with each other. Each classroom will have its own monthly lesson plan outside the classroom door. At the beginning of each month a monthly calendar/newsletter will be sent to you via e-mail. Also, watch for announcements posted on your child's classroom Parent Information bulletin board. Finally, check your child's cubby each day for artwork, projects and letters.

Please be expressive to your child's teacher about anything happening in your child's world that may affect his/her attitude or behavior at school. Alert your child's teacher when a change occurs in your child's daily routine (i.e.: visiting relatives or friends, family vacation, parent out of town on business or any other event affecting your child). This kind of communication is very important in meeting your child's needs to the fullest degree.

Parents/guardians are asked to promptly notify the Child Development Center office of address changes. Even more important is the need to notify the office of phone number changes. This would include home, work and emergency contact phone numbers. Updated current phone numbers are imperative in the event of an emergency.

Most communication from the CDC offices will be sent via e-mail. Please make sure that you keep the CDC office updated on any e-mail address changes,

YOUR CHILD'S PROGRESS

You can always find out how your child is doing. Feel free to talk with your child's teacher at any time. Please understand that you may need to schedule an appointment to do this or request an evening phone call. In Preschool & Pre-Kindergarten we use an "Observation Form." This "Observation Form" shows the development of your child. It is not a comparison of your child with others in his/her class. This "Observation Form" will be shared with parents/guardians in the spring Parent Teacher Conferences. In Kindergarten we use a "Progress Report." This "Progress Report" will be shared with parents/guardians in the fall and spring during Parent Teacher Conferences and will show the development of your child.

LICENSING COMPLAINTS

FOCCDC is licensed by the Colorado Department of Human Services, Division of Child Care. Parents may file a complaint concerning suspected licensing violations by letter, telephone, or personal interview. All complaints involving the safety of the children will be investigated even if the parent refuses to identify him/herself.

The address and telephone number to report a licensing complaint is:

The Division of Child Care
The Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1724
(303) 866-5948

CHILD ABUSE

FOCCDC makes every effort to provide a safe and healthy environment for your child. State regulations require that we inform you of the procedure for reporting a suspected incident of physical or sexual abuse. If you believe that your child has been abused, you should seek immediate assistance from the Department of Human Services.

Child Abuse or Neglect Hotline:

Childabusereport@elpasoco.com

1-844-CO4KIDS

State regulations also require all Child Development Center staff to report any and all known or suspected cases of child abuse or neglect to the Department of Human Services immediately.

