



**LITTLE MOUNTAIN CLIMBERS**

— PRESCHOOL & DAY CARE —

**Parent Handbook  
2023**

<b>Welcome To Little Mountain Climbers</b>	<b>2</b>
<b>Introduction to Little Mountain Climbers</b>	<b>2</b>
Our Mission	2
Our mission is to support families by guiding the lives and prioritizing the needs of children through our quality and trusted child care center.	2
Licensing Requirements	2
Concerns, Complaints, or Comments	3
Annual Family Survey for Improvement	4
Support for Families	4
Staff at Little Mountain Climbers	5
Policy, Procedure, Service Changes	5
<b>Enrollment and Withdrawal</b>	<b>5</b>
Acceptance Policy	5
Requirements before Enrollment	5
Hours of Operation/Program Schedule	6
Children with Special Needs	6
Withdrawal Notice	6
Scheduled Closures	6
Unscheduled Closures	6
Vacation Policy	7
Appointments	7
Not Toilet Trained Withdrawal	7
Classroom Transitions	7
Records and Confidentiality	7
<b>Tuition and Associated Fees</b>	<b>8</b>
Little Mountain Climbers Tuition and Fees	8
Weekly Tuition	8
Outstanding Balances	8
Colorado Child Care Assistant Program (CCCAP) (Colorado Government Assistant)	9
Pick Up After Closing	9
Payment Arrangements with Little Mountain Climbers	10
<b>Education at Little Mountain Climbers</b>	<b>10</b>
Curriculum	10
Child Encouragement	10
Semi-Yearly Parent Teacher Conferences	10
Field Trips	11
Media (Television and Videos)	11
<b>Daily Schedule for Classrooms</b>	<b>11</b>

Arrival and Departure	11
Classroom Sign-In & Sign Out	12
Authorized Contact	12
Visitors/Volunteers	12
Lost Child Protocol	12
Child Supervision	12
Meals at Little Mountain Climbers	13
Nap Time	13
Inclement Weather	13
Cubbies for Children	13
Child Dress Code	13
Toys	
Lost Item Policy	14
Celebrations and Classroom Parties	14
<b>Sickness &amp; Medical Information</b>	<b>14</b>
Emergency Situations	14
Health Physical	14
Immunization Records	15
Care Plans	15
Active Medications	15
Sunscreen & Topical Solutions	15
Child Sickness	15
Contagious Diseases/Sickness	16
Child Abuse Reporting	16
<b>Discipline at Little Mountain Climbers</b>	<b>16</b>
Discipline Foundations	16
Screening and Referrals	17
Rest Period Policy	18

## ***Welcome To Little Mountain Climbers***

Thank you for choosing Little Mountain Climbers. We are excited to have you as an extension of our family. We encourage you to review all the information that is provided in this parent handbook. In doing so you are not only learning the do's and the don'ts of Little Mountain Climbers, but you are also taking in and understanding more of the mission behind our center.

Our goal is to keep your children and our staff as safe as possible. As long as all families abide by the standards and protocols that you will find here, we can ensure a safe environment.

If you have not already done so please contact our enrollment department to learn what spaces we have available and to get signed up. We look forward to meeting you if we haven't already and again we are excited for you to join our family.

**- Little Mountain Climbers Leadership Team**

# ***Introduction to Little Mountain Climbers***

## ***Our Mission***

Our mission is to support families by guiding the lives and prioritizing the needs of children through our quality and trusted child care center.

## ***Licensing Requirements***

Little Mountain Climbers is a licensed child care center and is held to the standards of the Department of Human Services and the El Paso County Health and Fire Departments. These standards are met and exceeded by the staff here at Little Mountain Climbers.

## ***Concerns, Complaints, or Comments***

If at any point in your time with Little Mountain Climbers you have a concern, complaint, or any comment, we welcome you to share this with us. We prefer these to be written so the information can be communicated accurately and seen by all members of the leadership team, should that be needed.

The licensed director is available during office hours should you have an immediate concern, complaint or comment. Our leadership team will work swiftly to ensure that all problems or disputes are resolved in a timely manner.

Should you have any issues regarding the operation of Little Mountain Climbers you are able to contact State Licensing for the State of Colorado.

Department of Social Services  
1575 Sherman Street, Denver, CO 80203-1714  
303.866.5948 or 800.799.5876

## ***Annual Family Survey for Quality Improvement Plan***

Little Mountain Climbers is committed to delivering exceptional care to our families. To continuously enhance our services, we have implemented an annual survey to gather valuable feedback. This survey serves as a vital tool in identifying areas where we can make improvements.

The comments and insights collected from the survey will undergo thorough evaluation by our dedicated leadership team. Based on these findings, a comprehensive quality improvement plan will be formulated. This plan aims to address any necessary adjustments and enhancements that will foster the optimal development and well-being of our Little Mountain Climbers community.

To ensure transparency and accessibility, the annual quality improvement plan will be disseminated through multiple channels. You can expect to receive it via brightwheel and email, and physical copies will also be available in our lobby. By sharing this plan, we aim to foster open communication and involve our families in the growth and success of Little Mountain Climbers.

## ***Support for Families***

Located in the lobby of Little Mountain Climbers will be a service area for all families to review any Community Resources that are available. If a family has any specific needs, please speak with any staff member and we will be able to direct you to the right information or to another staff who can provide you with the best information to support you.

## ***Staff at Little Mountain Climbers***

The staffing schedule that we have in place is created with the children in mind. We believe that a child should see the same faces as regularly as possible. This means that staff will be scheduled in the same room to promote this practice. Children will be assigned to the same classroom and will have interactions with the same teacher for the majority of the day.

Our staff are very important to us. We will be ensuring all our staff stay up to date on training and information that encourages the growth and development of all children in our care.

## ***Policy, Procedure, Service Changes***

Any change in Little Mountain Climbers policy, procedure, or services will be in writing and all parents will be notified of these changes. Should a change in any of these areas affect the center's way of meeting the needs of your child, please speak with the licensed center director.

## ***Visitors in the Workplace***

For safety, insurance and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, parents should request that visitors enter through the main lobby area and sign in and sign out at the front desk. All visitors must present valid government-issued photo identification. If an unfamiliar person attempts to pick up a child from the classroom, the teacher must confirm his or her identity with a designated employee to ensure the individual is on the pick up list prior to releasing the child.

### ***Visitor Pass Procedure:***

After a visitor is signed in they will be given a visitor pass sticker. It must be filled out and worn the entire time a visitor is present in the center.

A visitor pass sticker does not need to be used during a pick up as they are only here for a short time. This will be used for tours, state visitors and guests that will be here for more than 5 minutes or an extended period of time.

If someone is roaming the building without a visitor pass, contact a director and they will instruct the visitor to return to the lobby to receive their visitor pass.

How does the visitor pass sticker work?

**The visitor pass sticker has 4 lines for information that must be filled out. Visitor name, the initials of the child they are visiting, the time they entered the building and the date of the visit.**

What if the visitor is not here to see a child?

**The line that says child initials will have an X on it.**

When should someone receive a visitor pass sticker?

**Anyone that will be in the building for a tour, interview, well check visit, all types of therapy, maintenance repairs, licensing specialist, parent engagements, etc.**

When should someone not receive a visitor pass sticker?

**Anyone that is picking up their child(ren).**

What should staff do if someone has been here for a while without a sticker?

**Call for a director and they will have the guest go back to the lobby and receive a sticker.**

Does this take the place of the sign-in/sign-out sheet?

**No, this does not take its place. It is a visual for all staff to know the visitor is approved to be in our center.**

## ***Enrollment and Withdrawal***

### ***Acceptance Policy***

It will be the ongoing policy for Little Mountain Climbers to provide child care services without discrimination on the basis of sex, race, color, national origin or ancestry.

We understand that not all families in Colorado speak English and it is our policy to do our best to accommodate all languages. In some cases, we will not be able to provide a translator and in this case it is the family's responsibility to appoint a translator (a family friend, family member) to assist in the completion of the enrollment packet. If a child does not understand English and a translator is unable to be in the classroom at all times, Little Mountain Climbers reserves the right to disenroll the family for concerns of safety.

### ***Requirements before Enrollment***

Enrollment at Little Mountain Climbers is available for children 6 weeks of age to 6 years of age. In order to be considered for enrollment you must return the following completed items to the enrollment department:

- Enrollment Packet
- First Week's Tuition (Private Pay)
- Child's Health Physical (within 30 days after child start date)\* and Immunization Records

Depending on a child's age, they may need more than a yearly health exam. Please speak to the Enrollment Team to learn more.

### ***Hours of Operation/Program Schedule***

Little Mountain Climbers will be open 6:30am to 6:00pm, Monday through Friday. All enrollment is considered full time, with a max of 10 hours of care a day. If care is needed for longer than 10 hours a day, please speak with an enrollment specialist. At Little Mountain Climbers a full time day is considered 5 hours and 1 minute, any days where your child(ren) attend less than that time, will be charged a part time charge.

Every child will be enrolled in a program that has a specific day to day schedule. Should you have concerns about a specific day's events, please speak with your child's teacher or the director of the center.

### ***Withdrawal Notice***

Care at Little Mountain Climbers is not contracted, and therefore you are not obligated to remain in care for any specific amount of time. All that we ask as an organization is a two-week notice for removal from care. This form can be found at the reception desk or can be emailed to you by a member of the Little Mountain Climbers Leadership Team.

### ***Scheduled Closures***

Little Mountain Climbers observe the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Full tuition is charged for all weeks that include any of the holidays listed.

### ***Unscheduled Closures***

The safety of the families and staff at Little Mountain Climbers is of great importance and because of this weather delays or closures may occur. The decision to close early, close for the day, or to delay opening will not be taken lightly and will only occur if it is deemed the best course of action. Any delay in opening will be posted on the Little Mountain Climbers website, Facebook, and the My Brightwheel Parent Portal.

If a decision is made to close early all parents/custodians will be notified and must make arrangements to have their child picked up before the time of closure.

### ***Vacation Policy***

Every family enrolled is entitled to two weeks vacation, with no charge. If the vacation time needed exceeds the two weeks given you will be required to pay to hold your child's slot. Vacation time should be requested at least two weeks ahead of time to ensure your account is properly billed. If you have any questions regarding this policy, please contact the Little Mountain Climbers finance office.

**Vacations cannot be applied retroactively. This means that if you are absent a week before and incur tuition charges, you cannot request the use of vacation days for that period.**

### ***Appointments***

We understand that you will have to take your child(ren) to a variety of appointments. We ask that you give us a 24 hour notice unless it is considered an emergency.



### ***Not Toilet Trained Withdrawal***

At Little Mountain Climbers, we follow all Board of Health standards to toilet train your children. If your child is in a classroom that is toilet training, you are required to provide an extra set of clothes for your child. Little Mountain climbers will provide wipes (generic unscented wipes).

If your child is not completely toilet trained by 3 years of age and ages out of the Toddler Program, they will be disenrolled. If there is a medical issue that prevents your child from being fully potty trained by age 3, we will need a doctor's note to keep them in our program. A child that is disenrolled due to this policy may re-enroll once they are fully potty trained.

A child is fully toilet trained when they are able to successfully communicate to the teacher that they must use the bathroom. A child should also be able to fully clean themselves after using the bathroom. We understand that during nap-time children may have accidents and do not count this against the child/family. However, if this is a common occurrence (more than once a week) there may be an associated fee of \$20 a week.

### ***Classroom Transitions***

Classroom transitions are based on age and development as observed in the classrooms. Weekly, the directors meet to discuss available openings and which child would be the best fit for that program as well as taking into consideration additional children that may also be transitioning to another classroom or program.

The directors review developmental milestones such as; mobility and food consumption within our infant program, potty training and social emotional development within our tod program, and social emotional development and age within our preschool/prek program.

When transitioning from program to program and to also meet licensing requirements, there are major developments that need to be recognized before movement can occur.

- Infants to toddlers- require the child to be over that age of one and walking independently.
- Tod 2 to tod 3- requires the child to be two years of age.
- Toddlers to preschool- requires full potty training and at least two and a half years old.
  - If the child is not potty trained by their third birthday: due to licensing requirements, they will be placed on a priority waiting list and will be able to return once they are fully potty trained.
- Preschool to pre k- requires the child to be four years of age.
- Center wide age requirements: We accept children from the age of six weeks to the day before their sixth birthday based on our licensing requirements.

Parents are notified by a message on brightwheel a week before the transition and are encouraged to set up a meeting if they have any questions or concerns.

Parent message Example:

Hello Parent Name,

Congratulations! (Student Name) has successfully continued onto the next step in their Program.

Under observation your Teachers and Directors have determined that your child has:

-Successfully achieved the necessary developmental and academic milestones expected for their age group

Effective (transition date), your child's new homeroom is changing from (INF 4) to (TOD 1)

(Student Name) new teachers are:

Ms. -- Lead Teacher

Ms. -- Teacher's Aide

Please let us know if you have any questions and please feel free to set up a meeting with the directors if you have any questions or concerns regarding this transition.

For children that are transitioning as a brand new student into the center, especially where that transition is hard either for the parents or for the child, we first keep an open line of communication with the parents and our teachers/admin. We discuss more with the parents about the nature of the transition into our care (i.e. is it their first time in care? Did they just move here? Did they move from a home daycare? Was there any recent traumas at home or their old care? etc.) and find out the easiest way to make that child as comfortable as possible. Our main priority with brand new students is to get them into a routine where they can feel well adjusted and comfortable.

For children that are transitioning out of our care (either by parent withdrawal or pre-k children going to kindergarten), we provide any information the parents request prior to them leaving. As a student prepares for kindergarten, our teachers communicate with the parents during parent teacher conferences about the school they are attending and provide any resources the parents need to help register or prepare for their new transition. LMC organizes a parent teacher conference in April and October of each year. However, a parent is more than welcome to make an appointment outside of those dates to discuss the educational, social/emotional and behavioral progress of their child.

## ***Records and Confidentiality***

A record will be kept for each child that attends Little Mountain Climbers. All of the information retained in this file will be completed: enrollment documents, immunizations, and health records required according to the state. All records are confidential and will only be viewed by the child's teacher, the director and authorized personnel for the State of Colorado Licensing Office.

Any information that changes such as home address, telephone numbers, emergency contacts or custody of the child must be reported to the center director in order to maintain updated records. All parent information is confidential and will only be reviewed by the director, State Licensing employees, Little Mountain Climbers staff, or the parent themselves.

Should a divorce or separation change the visitation or custody of a child, Little Mountain Climbers will abide by any legal document stating this information.

## ***Tuition and Associated Fees***

All rates are set for the year and are likely to increase annually. If you have any questions about the program rates, please contact [enrollments@littlemountainclimbers.com](mailto:enrollments@littlemountainclimbers.com) or call 719-755-0611.

All programs at Little Mountain Climbers are considered full time. A full time day is required and means a child is in attendance for more than 5 hours a day.

### **Other Fees:**

Late Pick Up Fee

Check Resubmission Fee

Returned Check

Not-Toilet Trained Fee

Absent Charges (CCAP)

Part Time Charges (CCAP)

Sunscreen Monthly Fee

Payments must be made with credit/debit card or automatic payment. A refund can be issued within 30 days of payment. There must be no balance owed to receive a refund.

### ***Weekly Tuition***

Tuition at Little Mountain Climbers will be posted on a weekly basis. All payments must be made the first day of the week unless a payment arrangement has been made with the Little Mountain Climbers finance department.

Should a family want a detailed statement they may request this via email to [Finance@littlemountainclimbers.com](mailto:Finance@littlemountainclimbers.com). Payments can be made via credit card or ACH and can be done at the reception desk located in the lobby.

Any payment made with a credit card will be charged an additional 2.9% for processing fees. Any payment made with ACH will be charged a fee of \$0.60 for processing fees. All private pay families will be required to be on auto payment via ACH or Credit/Debit card.

### ***Outstanding Balances***

Little Mountain Climbers does not allow any outstanding balances to remain on the account longer than two weeks. An outstanding balance is considered a balance of \$25 or more. If the balance is not paid or a payment arrangement has not been created with the finance department before the two weeks, Little Mountain Climbers reserves the right to turn the account over to collections with a \$50.00 fee assessed.

This policy allows Little Mountain Climbers to not assess any late fees that would hinder a parent more financially. This policy is to promote communication regarding financial assistance and to promote financial responsibility for all families.

### ***Colorado Child Care Assistant Program (CCCAP) (Colorado Government Assistant)***

One of the main goals of Little Mountain Climbers is to assist all families from all backgrounds. Through the use of CCCAP, families that cannot afford child care otherwise will be provided this service. Before acceptance into Little Mountain Climbers families will need to show acceptance into the CCCAP Program.

CCCAP Monthly Copays will be posted on the 1st business day of every month. These fees are to be paid on that date unless a payment arrangement has been made with the Little Mountain Climbers finance department. If a payment arrangement is not created this will be seen as an outstanding balance and after two weeks your child's slot will be surrendered and your account sent to collections with a \$50.00 fee assessed.

### ***Pick Up After Closing***

Each day, children must be picked up by 6:00 pm MST. If you anticipate being late, please call and notify the front desk before closing time.

Families are granted one "freebie" late pick-up per year. After the first incident, fees will apply for any late pick-ups after 6:00 pm.

Outstanding late balances must be resolved before a child can return to LMC.

**1st Late Pick Up:** "Freebie"/Warning

**2nd Late Pick Up:** \$50.00 + \$1.00 per minute late (**CANNOT RETURN UNTIL BALANCE IS PAID**)

**3rd Late Pick Up:** \$100.00 + \$1.00 per minute late & (**CANNOT RETURN UNTIL BALANCE IS PAID**)

**Late pick-ups after the third incident will incur a charge of \$100.00 + \$1.00 per minute.**

**\*\*If this issue persists, disenrollment may be considered.\*\***

### ***Payment Arrangements with Little Mountain Climbers***

Little Mountain Climbers understands that finances may be tough sometimes. Our main goal is to provide affordable child care to all families. If at any time you are in a financial dilemma, you may create an acceptable payment arrangement with the finance department. The only exception to payment arrangements is that weekly tuition can never be paid outside the week it is charged (unless you are making bi-weekly or monthly advanced payments for tuition).

An acceptable payment arrangement will be no less than \$25 a week (unless the total balance is \$50 or less), then the minimum weekly payment is \$15.

If an arrangement is not met, an arrangement has failed twice, or an outstanding balance has remained on the account for more than 2 weeks, your child's slot may be surrendered and your account will be sent to collections with a \$50 fee assessed.

## ***Education at Little Mountain Climbers***

### ***Curriculum***

Little Mountain Climbers wants to encourage all children of all ages to become the best they can be. We do this through a weekly curriculum that offers tools to assist in basic learning skills, art skills, physical and health areas, and so much more.

Parents will receive updates regarding milestones that their child has hit as well as see the curriculum through our child care software, My Brightwheel. If a parent is ever concerned regarding any curriculum or learning their child is receiving please speak with the center director.

### ***Continuity of Care***

At Little Mountain Climbers, we strive to incorporate primary caregiving practices and continuity of care at our center. To do this we try to keep the same teachers assigned to specific classrooms so that the children are with the same caregivers everyday. Our infants and toddlers will be with the same group of teachers for about a year as they grow throughout the infant program or toddler program. Their homeroom teacher may change but they will still interact with the same group of teachers throughout the day during teachers breaks and when the

classrooms open and close throughout the day. Due to time off, doctors appointments and other staffing related issues this is not always possible but we do hope to implement these care practices as much to our ability to benefit the growth of the children in our care.

### ***Child Encouragement***

Every child should be aware that they are excelling at their classwork and making improvements in their education.

All staff will do what they can to encourage growth in a child. This includes class rewards for completing projects, individual appreciation and showcasing of these achievements. All parents will receive updates via the children center program when a milestone has been accomplished as well.

### ***Semi-Yearly Parent Teacher Conferences***

Because Little Mountain Climbers believe that parents should be involved in their child's learning, we will offer Parent Teacher Conferences twice a year. All programs will be in session year round, however, we will define an academic year from September through May.

Parent Teacher Conferences will be held in the middle of the first semester (November) and at the middle of the second semester (March). A sheet will be posted in the lobby, and a parent is free to sign up during a time that is convenient to them. If a time is not available that you are able to meet, please speak with the center director.

### ***Field Trips***

Learning doesn't only happen in the classroom, it happens outside of those walls as well. Little Mountain Climbers may occasionally take field trips for different activities. Every parent will know about a field trip a month in advance and be able to sign their child up for the trip. We encourage all parents to join their children on the field trip and may be required to drive their child there if it is off site/not in walking distance.

If your child is not signed for the field trip a week in advance, they may not be eligible to attend.

### ***Media (Television and Videos)***

Some curriculum may be best backed by educational TV or videos. Any videos/TV that is viewed in the classroom will be rated no higher than PG.

The preschool program will not exceed more than 2 hours of media a week. The toddler and the infant program will not exceed more than 1 hour of media a week.

A class may have a movie day for fun or as a reward for having a great week. If a parent has any questions regarding this or would prefer their child to sit out, please see the center director.

# ***Daily Schedule for Classrooms***

## ***Arrival and Departure***

A child may arrive at the center no earlier than 6:30am. If your child will be absent for the day, we ask that you let the center know. Every child will need to be escorted to their classroom by their parent or guardian when being dropped off. If a child arrives and their class is out of the building due to an excursion, the child will be placed in the classroom one step lower or one step higher, depending on ratios, until their class returns.

A child may not be dropped off between the hours of 11:00am and 2:30pm if the child is enrolled in a toddler or preschool program. They may be admitted during those times with prior notification to the center directors and a doctor's note upon arrival to the center. Please note, if you are on CCCAP and you drop off after 2:30pm you will not receive your FT hours.

All children must be picked up by closing which is 6:00pm. A child may only be picked up by an authorized contact, which will have been listed in the enrollment packet submitted by the parent or guardian. The child will not be released to anyone who is not listed as an authorized contact.

## ***Classroom Sign-In & Sign Out***

All students enrolled at Little Mountain Climbers will be required to check into their classroom every morning with the opening teacher as well as being checked in on the center's online program. This allows Little Mountain Climbers to ensure that all children in the center are accounted for.

When the child is being picked up they must be checked out with their teacher as well at the online program that Little Mountain Climbers utilizes.

## ***Authorized Contact***

An authorized contact is a person that is listed in the enrollment packet upon submission. They must provide photo identification upon pick up. If a parent or guardian wishes to add or remove a contact, they must speak with the front desk and submit the proper form.

It is the policy of Little Mountain Climbers to not get involved in custody disputes and will only remove a legal guardian upon the presentation of legal documentation.

## ***Visitors/Volunteers***

Little Mountain Climbers will allow volunteers in the center. All volunteers will be screened as if they were an employee at the center. We also encourage any students that need hours in a child care center to reach out with as much notice to the center, so we can ensure that you will have enough time to go through the screening process and complete your project/hours.

We encourage all parents to visit at any time. We ask that you give notice to the center for your visitation. Upon arrival, we ask that you sign in to the visitor check in book so Little Mountain Climbers can account for all persons in the building.

### ***Lost Child Protocol***

Regular checks for children in attendance take place at Little Mountain Climbers. At any point in time if a child's location is not known the center will be searched and if the child is not found the parent and the police will be notified.

### ***Child Supervision***

All children will be supervised at all times. This includes in the classroom, on the playground, and while being escorted to the restrooms. If an individual child needs to use the bathroom they will be escorted by an available teacher.

All children will follow the daily schedule noted by the door of each classroom. If a class changes their daily schedule for a day or a brief period of time, this will be noted on the schedule outside of the corresponding classroom to ensure that all children's locations can be accounted for at all times.

### ***Meals at Little Mountain Climbers***

Little Mountain Climbers will provide 2 meals a day and 1 snack. Please see below for all meal times. The Little Mountain Climbers menu will change regularly to ensure a variety of meals and a change in taste. A copy of the menu can be seen in the lobby of Little Mountain Climbers and inside all classrooms.

*Breakfast:* 7:30am - 9:30am

*Lunch:* 11:00am - 1:00pm

*Snack:* 2:30pm - 3:30pm

All bottles that are brought in for the LMC infant program must be plastic. This is a preventive measure.

Any questions regarding the food program before enrollment can be sent to [enrollment@springsoflife.org](mailto:enrollment@springsoflife.org). If you are already enrolled, questions and concerns can be sent to [food@littlemountainclimbers.com](mailto:food@littlemountainclimbers.com).

**Little Mountain Climbers is a nut free facility. No food will be served or allowed to enter the building if it contains any type of nut.**



### ***Nap Time***

All classrooms will have a set nap time and will be expected to rest quietly for at least 30 minutes a day. If the child does not fall asleep during that time, they will be allowed to participate in a quiet activity until rest time is over.

A child will be allowed to bring one stuffed animal with them to class for nap time. Please write your child's first and last name on the stuffed animal to ensure that it is always given back to its rightful owner.

### ***Inclement Weather***

In the event of extreme weather conditions a class' daily schedule will be adjusted. Should the weather be over 90 degrees fahrenheit or below 20 degrees fahrenheit all classes will remain inside for an approved field trip or indoor class time.

If you have any questions or concerns regarding the daily weather please see the center director.

### ***Cubbies for Children***

Every child will be given an area/cubby/hook to place any of their private belongings (clothes, money, etc.). It is up to the parent to ensure that all art work, papers, or any communication items from the cubby are taken home.

### ***Child Dress Code***

Every child must be dressed comfortably and appropriately for the day. We require that all children wear close toed shoes every day. Please provide your child with a pair of "messy clothes" to store in their cubby for days when the art project may be messy. We also ask that on colder days you layer your child in clothes to allow the child to be comfortable inside and outside.

If your child is still potty training we ask that you provide a change of clothes in case of any accidents. These clothes will be stored in your child's cubby.

### ***Toys***

Little Mountain Climbers will not allow a child to bring any toys from home as it is hard to monitor all toys from all children.

### ***Lost Items***

At Little Mountain Climbers, we understand that children may occasionally misplace or lose their belongings while under our care. This policy is designed to provide guidelines for the management of lost items, ensuring a systematic and organized approach to handling lost toys, clothing, and other personal belongings.

- Parents/Guardians:

- It is the responsibility of parents/guardians to label all personal belongings brought to the childcare center with the child's name.
- Childcare Staff:
  - Childcare staff will make reasonable efforts to help children keep track of their belongings and to assist in finding lost items when reported.

### **Lost Item Procedure**

- Labeling:
  - All personal items brought to the childcare center should be clearly labeled with the child's full name. This includes clothing, toys, bottles, and any other personal items.
- Monitoring:
  - Childcare staff will make regular checks for misplaced or lost items during the day, especially during transitions and outdoor play.
- Reporting:
  - Parents/guardians should report any lost items to childcare staff as soon as they are aware of the loss. Please provide a detailed description of the item and where it was last seen.
- Search:
  - Childcare staff will make an immediate effort to locate the lost item in the area where it was last seen. Parents/guardians may be asked to assist in the search if necessary.
- Lost and Found:
  - If the item is not located within a reasonable timeframe, it will be placed in our Lost and Found area. Parents/guardians are encouraged to check the Lost and Found regularly.
- Claiming Lost Items:
  - Parents/guardians should arrange to retrieve lost items as soon as possible. Unclaimed items will be periodically donated to charity or discarded if not retrieved within a reasonable timeframe.

### **Liability**

LMC is not responsible for any lost, damaged, or stolen items. We strongly encourage parents/guardians to leave valuable or sentimental items at home and provide only essentials for their child's daily needs.

### **Prevention**

To minimize the risk of losing items, we recommend the following:

- Use a checklist to ensure that all necessary items are packed for your child each day.

- Label all items with your child's name.
- Communicate with your child about the importance of keeping track of their belongings.
- By adhering to this Lost Item Policy, we aim to create a safe and organized environment at LMC. We appreciate your cooperation in helping us maintain the well-being and comfort of all children in our care.

### **Policy Review**

This policy will be reviewed annually or as needed and may be subject to revision to better serve the needs of our childcare center and its families.

### ***Celebrations and Classroom Parties***

Any time a classroom has a celebration the parent will know in advance and be allowed to bring any prepackaged or commercial item. On your child's birthday, you will be allowed to provide a snack/treat for the class as long as it is prepackaged or commercially bought (unopened).

## ***Sickness & Medical Information***

### ***Emergency Situations***

Any time your child is involved in an accident that results in a minor injury, you will be informed through the parent app or via written notice from your child's teacher. Little Mountain Climbers believes in safety and therefore will always have a staff member on site that is trained in CPR or First Aid.

If a serious injury occurs to your child, you will be notified of the injury and what actions the center has made. All parents will have provided an Authorization for Emergency Services form during enrollment which will provide the center with the choice of hospital, dental, and doctors offices. This form must remain up to date with accurate information.

In the case of a fire, every classroom will have an exit map that is located next to each door. Each staff member will know exactly what path to take to ensure the safety of all children.

In the extreme case of a tornado, children will be moved to a secure location inside the building.

Finally, in the event that the building requires evacuation, a well-defined safety plan has been established, ensuring that all teachers are informed and capable of safely relocating the children to two designated sites: a primary evacuation area and an off-site location. Upon reaching these designated areas, the administrative staff will promptly contact all families via phone to communicate the evacuation and provide instructions for parents on the proper procedure for retrieving their children.

### ***Health Physical***

State Regulations require that all children have a completed physical form that is signed by a doctor within 30 days after the start date of your child. This form is preferred before the start of your child and will be updated annually.

### ***Immunization Records***

Little Mountain Climbers requires that all immunizations be current and up to date. If a child receives any vaccinations while in care, please update the center director with this information.

It is also the policy of Little Mountain Climbers that a child without proper immunizations will not be accepted.

### ***Children with Special Needs***

It is a goal of Little Mountain Climbers to be able to accept all children. Children with special needs will be accepted should acceptance not cause any hardship to the organization or its staff members and acceptance has been approved by our health consultant. Little Mountain Climbers complies with all ADA requirements.

All needs of a child should be disclosed at the time of enrollment and if necessary will be reviewed by our health consultant to determine if Little Mountain Climbers is able to accommodate your child's needs.

### ***Special Accommodations and Care Plans***

At Little Mountain Climbers, we strive to provide quality care for families and children with various needs. Although we do not have special education services, we provide support for children with special needs in other ways. We invite third party specialists to work with the children who may need extra support in certain areas. We work directly with LEAP Speech and

The Resource Exchange (TRE) to work with children in our care as well as allow third party specialists and therapists the opportunity to come to our center to work with children for Occupational Therapy, Physical Therapy etc. We conduct two parent teacher conferences a year to allow the teachers and parents to collaborate and come up with plans to best serve the children in our care. These conferences also serve as opportunities for children with IFSPa or IEPs to have their education plans mapped out and discussed by their caregiver and guardians. In addition to these conferences, families are encouraged to discuss their children's needs with teachers as they see fit. We work closely with TRE as they assist us in referring families for screenings and providing families with resources to help support their children. In addition to these services we offer and provide, we support children with dietary and medical needs as well.

We are equipped to accommodate children with food allergies and milk substitutions and we have Med Admin trained staff who are able to offer support for our children in care who have medical needs like asthma, breath holding spells, swallowing disorders, food allergies, seizure disorders etc. All medical cases are reviewed and approved by our nurse to ensure that we are the best suited to provide quality care for that child. Overall, Little Mountain Climbers is dedicated to caring for children despite their exceptionalities and special needs.

For any allergies, asthma or any medical conditions that require medication on site or a specific action, a care plan will be in place and will be discussed with our health consultant to ensure the safety of the child and our staff. The care plan will be submitted and predetermined before the start of care so all staff involved will be informed of this child's enrollment.

### ***Active Medications***

Little Mountain Climbers recommends that all medications be taken at home if possible. If a medicine needs to be administered on site, the director must be notified beforehand to ensure that all proper forms according to Colorado State Regulations are completed.

Any medication that is given to the center must be in an unopened container, labeled with the child's name, name of medication, and the dosage amount. All medications will be locked and stored in a secure cabinet inside the directors office unless it is for emergency purposes (epi-pen).

All staff that administer medicine will be trained via our health consultant in compliance with the Delegatory Clause of the Colorado Nurse Practice Act.

### ***Sunscreen & Topical Solutions***

Parents will need to provide their child's sunscreen on the first day. If a child does not have sunscreen, Little Mountain Climbers will provide a generic sunscreen so a child is able to participate in outdoor activities.

All other topical solutions will need to be prescribed by a doctor for a Little Mountain Climbers to apply the solution. If you have any questions regarding this policy, please see the center director.

### ***Child Sickness***

Sickness in a child care setting is inevitable, however, we want to encourage the cleanest environment possible. If your child is showing any of the following symptoms, we recommend and prefer that you keep your child home.

#### **Fever - Diarrhea - Cough with Fever - Vomiting - Eye Drainage (redness) - Nasal Drainage**

Your child may return to care once they are symptom free for 24 hours. If your child is starting an antibiotic due to a sickness, they cannot return until they have received 4 doses.

Please note that a CCCAP child that is absent longer than 7 days, will receive absent charges. If you have concerns regarding this please contact our finance department.

If a child becomes sick while in our care, we will do our best to contact you as a parent. We will attempt to contact you by calling and texting the primary contact phone number first. If we are unable to reach you at this number we will then contact emergency contacts through the same means. If we are unable to contact the parent and any of the child's emergency contacts, the child will remain separated from the group until they are able to be picked up to ensure the health and safety of all children in our care.

The child must be picked up as soon as possible from care.

### ***Contagious Diseases/Sickness***

Anytime your child comes in contact with or contracts an illness that is contagious such as chicken pox, strep, measles, etc. we ask that you inform a staff member as soon as you know. This is so we can notify all families that may have been in contact.

Due to regulations, we are not able to inform any families which child has contracted or been exposed to this disease.

Head Lice and Bed Bugs are common issues and any child that has lice or bed bugs will not be allowed to enter the facility. We ask that all parents do their due diligence and regularly check for head lice and bed bugs. If a child is found to have head lice or bed bugs, they will be pulled from their classroom and placed in a quarantine with a center staff. The child will not be eligible to return unless inspected by the center director to ensure that this has been taken care of. If a child is found to have head lice or bed bugs a second time within a 3 month period, they will be disenrolled for the safety and health concerns of others.

### ***Child Abuse Reporting***

Staff at Little Mountain Climbers are mandated reporters. Should any staff suspect child abuse, they are required to report this to Child Protective Services or a law enforcement official.

Any person that believes a child abuse situation is taking place may contact El Paso County Department of Human Services at 719-444-5700.

## ***Discipline at Little Mountain Climbers***

### ***Discipline Foundations***

At Little Mountain Climbers we believe that all children should understand right from wrong. There are certain behaviors that will not be tolerated at Little Mountain Climbers and can result in termination of care. However, we also believe a child doesn't automatically know right from wrong and therefore we have implemented a system to allow a child to learn from their mistake.

At Little Mountain Climbers positive reinforcement will be used throughout the discipline process. We believe that it is a team effort and that throughout all processes staff and parents must remain in communication to make a positive change in a child's life.

Little Mountain Climbers will utilize the SecondSteps program to help prevent behavior problems before they occur. Behavior such as **talking back, tantrums, swearing, or hitting** are considered behavior problems and will be addressed with this program first.

SecondSteps helps teaching staff look for and recognize signs of emotions/behavior before they can expand into something bigger.

If the behavior continues a staff will quietly pull the student aside and attempt to resolve the issue through three steps.

1. Breathing: Help the child calm themselves down
2. Talking: The staff will quietly talk to the student and encourage them to be vocal in a good way about what the problem is.
3. Redirection: The teacher will redirect the emotion to something that is healthy, encouraging the child to feel the emotion in a positive way.

If the behavior continues on a regular basis, a meeting with the parent and the director may take place to determine if the child may benefit from a recommendation to a behavior specialist that Little Mountain Climbers can recommend through The Resource Exchange.

Little Mountain Climbers does not tolerate any **excessive physical aggression** towards any other children or staff. Should this behavior happen the child will be separated from his classroom for quiet time with the director and a phone call to the parent will be made to inform them. If the behavior was serious enough to cause injury or is physical aggression, the child may be suspended from care.

**It is a reserved right for Little Mountain Climbers to expel any child at any time it is deemed necessary by the leadership team.**

### ***Screening and Referrals***

Little Mountain Climbers will offer screening services and referrals for any behavior issues. They will also be able to offer screenings in language development, physical development, and cognitive development as part of the curriculum that we use.

Should you have any questions about screenings or referrals, please see the center director.

### ***Rest Period Policy***

Rest periods are put into place when children have caused stress to teachers or other children due to their behavior. They may be sent home for a number of reasons, listed below. LMC has

partnered with The Resource Exchange (TRE) to assist with behaviors and to give resources to our teachers, and the same information is available to our parents.

Please understand that Little Mountain Climbers does not take rest periods lightly and do so only in instances when it is necessary. If you have any questions regarding this policy, please see one of our directors.

**A child may receive a rest period for the following behaviors:**

**Toddler Program**

- Biting: Breaking skin or extremely excessive (age appropriate for toddlers).
- Safety: Throwing chairs or heavy objects out of anger/frustration.
- Violence: Excessive pushing, hair pulling, kicking, punching, etc.

**Preschool Program**

- Biting: Not age appropriate.
- Safety: Throwing chairs or heavy objects. Running out of the classroom, away from the teachers, or in the parking lot.
- Violence: Pushing, hair pulling, kicking, punching, etc.
- Language: Cursing or inappropriate language.
- Destruction of Property: Intentionally breaking things, ripping things off walls, etc.

**Information Regarding Rest Periods:**

<b>First Rest Period</b>	<b>Second Rest Period</b>	<b>Third Rest Period</b>
<b>Length:</b> One Day	<b>Length:</b> Three Day	<b>Length:</b> Five Day, brought before Leadership Team

**Steps After Third Rest Period:**

- You may be offered a final chance, or a probation to see improvement. Usually requiring an appointment with The Resource Exchange.
- You may be terminated and offered a grace period of a week to two weeks to make arrangements for child care.
- You may be terminated the same day.

***Biting Policy***

Biting can be considered developmentally appropriate for older infants and young toddlers. This behavior often stems from their limited ability to effectively communicate their emotions, such as



excitement, anger, or frustration. We understand that both the parents of children who are being bitten and the parents of children who are biting may find this situation challenging. Rest assured, we are actively taking steps to address and prevent excessive biting behavior in any child.

If a child engages in biting and leaves marks three or more times within a day, or breaks the skin in any instance, they will be given a one-day rest period. If a child is picked up before 11:00 AM, they will be allowed to return the following day. However, if pickup occurs after 11:00 AM, the child will need to take the entire next day off.

Furthermore, we are making efforts to assign three teachers to the classrooms as frequently as possible. Additionally, we are collaborating with our behavior specialist to identify effective strategies tailored to each child who exhibits these behaviors. Our aim is to support their individual needs and address the situation proactively.

### ***Family Support***

Little Mountain Climbers is dedicated to providing quality care for families not just in the center but outside the center. We understand that all families go through hardships and adversity. Our job is to support and guide families to resources that will aid them through trauma, mental health concerns, homelessness, financial assistance and other areas of difficulty they may be facing.

LMC tries to engage parents by providing them with opportunities to disclose information about their own or their children's traumatic experiences.

If you are a parent, guardian or family member in need of assistance with finding a resource to meet a current need, please reach out to our leadership team and call our center to get help with finding those resources.

Our leadership team can be reached at [leadership@littlemountainclimbers.com](mailto:leadership@littlemountainclimbers.com) or call our center at 719-755-0611.

Please see our family resource center for a full list of the resources we have found or follow the link [www.littlemountainclimbers.com/familysupport](http://www.littlemountainclimbers.com/familysupport) or use the QR code.



**Any questions regarding any policies or information in this parent handbook should be directed to the center director or any member of the Little Mountain Climbers leadership team.**