



EARLY LEARNING

PARENT HANDBOOK

Serving Broomfield with two locations:



Broomfield Community Center

280 Spader Way
Broomfield, CO 80020
303-464-5545



Paul Derda Recreation Center

280 Spader Way
Broomfield, CO 80020
303-464-5545



Mission

Our mission is to lay a foundation of diverse abilities unique to each child, promoting critical thinking, nurturing self-esteem, and instilling a love of learning.

Teaching Philosophy

Early Learning Preschool is a part-day early childhood program for children ages 2.5 - 5. We provide a secure & comfortable learning environment for your child to discover and cultivate his/her own unique abilities and interests by creating a developmentally appropriate atmosphere of stimulation, opportunity, and discovery.

Classroom teachers utilize the Colorado Early Learning and Developmental Guidelines to develop individual and group lesson plans. Our curriculum includes structured, teacher-led lessons and play-based, child-directed activities. Our style of intentional planning provides a comprehensive approach to each child's unique social, emotional, cognitive, creative, and physical development.

Children develop readiness skills in all areas of development through quality interactions with adults and peers in the classroom. We teach self-regulation & self-esteem through respect for ourselves, each other, our belongings, and our environment. Children learn conflict resolution & problem-solving skills through positive guidance and behavior modification strategies.

Our Early Childhood Teachers maintain educational & professional certifications awarded by the State of Colorado's Office of Early Childhood. Teachers complete annual training hours for children's health, safety, and education before each school year. Using a co-teaching approach, teachers conduct observations & assessments of each child throughout the school year.

Lead teachers offer conferences twice a year with each child's family to provide a comprehensive understanding of each child's developmental learning process. Our knowledgeable & compassionate staff strive to provide your child with a successful early learning experience.

RATIOS (QRIS 4.3c)

Our classroom ratios are as follows:

Paul Derda

Little Learners Plus - 10:1. 3 teachers per classroom and a total of 18 students

Early Explorers plus -12:1. 2 teachers per classroom and a total of 14 students

Broomfield Community Center-

Little Learners -8:1. 2 teachers per classroom and a total of 16 students

Little Learners Plus - 10:1. 3 teachers per classroom and a total of 18 students

Early Explorers plus -12:1. 3 teachers per classroom and a total of 18 students

Journey Into Kindergarten - 15:1. 3 teachers per classroom and a total of 18 students

Licensing requirements have our ratios at a higher number. At Early Learning, we make sure that our classrooms are below the ratio to improve the quality of care and individualized attention. The Early Learning Program aligns our ratio with the NAEYC teacher-child ratio recommendations.

ELIGIBILITY FOR PARTICIPATION

- Preschoolers must be 2 1/2 years old by September 30th of that year in order to register for the Little Learners class.
- Preschoolers must be 3 years old by September 30th of that year in order to register for Little Learners Plus class.
- Preschoolers must be 4 years old by September 30th of that year in order to register for Early Explorers Plus class.
- Preschoolers must be 5 years old by January 30th of that school year in order to register for Journey Into Kindergarten.
- All children must be potty trained, or a parent needs to stay in the building during class time. Parents will be called in to change diapers and/or pull-ups as needed.

NONDISCRIMINATION (QRIS 3.2)

We welcome participants to our program regardless of religion, gender, ethnic background, disability, or sexual orientation. The Early Learning Program is dedicated to supporting the goals of the Americans with Disabilities Act. Please take a look at the inclusion statement if your child needs special accommodations for participation. Contact Nichole Bertsch at 303-464-5545 at least two weeks before the start of school to set up a meeting to verify needs and/or medications.

HOURS OF OPERATION AND HOLIDAYS OBSERVED

The Early Learning Preschool is open for students from 8:45 am-3:15 pm at the Broomfield Community Center Monday through Friday and 8:45 am- 1:45 pm at the Paul Derda Recreation Center Monday through Friday. The program is offered from the third Monday of August through the third Friday in May each year.

A calendar is provided by the Youth and Teen Coordinator.

PARENT MANUAL AND WEBSITE

We encourage all parents to read the Parent Manual. We encourage all parents to stay updated on all emails and newsletters, and upcoming classroom events.

OUR TEACHERS

We have passionate teachers who are qualified with higher degrees and/or experience in the early childhood education field. Our teachers are consistent throughout the school year and stay with the same children for that year. We also have qualified substitutes who will become familiar with the children as they join the classrooms for extra support. Our Early Childhood Teachers and Directors must pass CBI, FBI, and sexual abuse background checks. All instructors must meet the qualifications required by state licensing, which may be found at <http://www.coloradoofficeofearlychildhood.com> (select Early Childhood Teacher Eligibility Chart). Director qualifications can be found on the same site.

All Early Learning staff complete 15 hours of annual training in the following areas: Child Growth & Development, Healthy & Safe Environments, Developmentally Appropriate Practices, Guidance, Family Relationships, Cultural & Individual Diversity, Professionalism/Business Practices, Nutrition, Child Abuse Recognition & Reporting, or Social-Emotional Development. In addition to the training, all staff are currently up to date on CPR, First Aid, and Universal Precautions, and staff members are certified in administering medication. Our goal is to offer a program with well-educated, nurturing, and resourceful staff that respects and recognizes your child's individual needs while encouraging your child's creativity, curiosity, and learning.



PROGRAM PROCEDURES

PRIMARY CAREGIVER POLICY (QRIS 4.4)

Our lead teachers in every class serve as each child's primary caregiver. The primary caregiver works with other program staff to ensure a positive childcare experience for children and their parents. The primary caregiver system ensures that every child has a special person and that each parent has primary contact with.

To Communicate. A primary caregiver is an essential link in the communication chain between parents, children, and the programs. Primary caregivers ensure that every day, each child's experience is communicated to parents – not just what the teacher personally witnessed but what others observed or enacted. Also, a primary caregiver relays parents' concerns and suggestions to other staff.

- **To Advocate.** A primary caregiver empowers parents and children by translating their individual concerns and needs into action through the efforts of all program staff.

- **To Nurture.** A teacher who is the primary caregiver tunes in to each child and develops a special bond while ensuring all needs are met and all caring times are carried out in ways that empower the child and establish a sense of security and basic trust.

- **To Teach.** A primary caregiver is a teacher who cares for children to maximize language experiences and learning potential in all interactions and ensures that the learning environment works for all children.

- **To Observe, Monitor, and Evaluate.** A primary caregiver makes sure children's experiences in the program are positive, and that parent's concerns are addressed by continually assessing each child's and parent's experience. Observation, discussions with other staff and parents, and analysis of the experience of the child and family are regularly made and noted. The primary caregiver will be the teacher who leads your child's parent conferences and documents your child's progress throughout the year.

PROGRAM CURRICULUM & ASSESSMENT (QRIS 4.1a, 4.2a)

Our program strives to create a scope and sequence of developmentally appropriate practices aligned with the Colorado Early Learning and Development Guidelines in the following areas: social skills, literacy activity, a small group with learning domains and objectives identified, movement, learning materials, special activity, snack, and vocabulary. Small group time is intended to include a variety of activities to support learning in all domains: Physical Development & Health, Social & Emotional Development, English Language Development, Language Development, Literacy Knowledge & Skills, Logic & Reasoning, Mathematics Knowledge & Skills, Science Knowledge & Skills, Approaches to Learning, Social Studies Knowledge and Skill, and Creative Arts Expression. Child Assessments are also aligned with the Colorado Early Learning and Development Guidelines and conducted by November 1st and again in the Spring each year. All results are shared with parents in a culturally and linguistically appropriate manner at parent-teacher conferences or sooner if necessary. All assessments help develop an individualized lesson plan for each child. All families will be notified as to their child's strengths and needs. Children who score at the cut-off will be placed on a monitoring list. This list will be kept by the teacher and assistant teacher so that they can continue to monitor the child's progress. Children who score below the cut-off score will be referred to the appropriate agency for further evaluation. Families of children who need to be referred for further evaluation in language, motor, social or cognitive domains will be given the Child Find number for their school district.

PARENT/TEACHER CONFERENCES (QRIS 2.5, 2.7, 4.2)

The Early Learning teaching staff holds two parent conferences annually, one in November and one in the Spring.

The purpose of a Fall conference is for parents and teachers to collaborate in creating individual goals for each child during the year and review assessments completed on your child. We value your insight into what you believe your children need to learn during the year. Teachers are here to support your decisions. The Spring conference will again review assessments, discuss transitions, and address any questions or concerns.

TRANSITIONS (QRIS 2.9a & b)

Early Learning supports children's transitions in several different ways. New families and their children will receive a tour of the classroom before the child begins. The purpose of the visit is to help the child with separation anxiety by exploring the classroom at their own pace and providing information and answering parent's questions, hearing families describe their child, and discussing any concerns the family might have about their child beginning school, and to offer families general information about the school's policies.

Spring conferences are set up before the end of the school year. This will help the teacher and parents develop a transitioning plan for students moving to new classes. The teacher and the parent can decide if they would like to have the teacher introduce their child to their new teacher and the new classroom that is located in a different building. The parents and teachers can also set up a time to go together and visit the children's new school. For students transitioning to another class in our school, teachers and parents can set up a time to go and visit the new classrooms together. Open Houses are held a week before the first day of school. All children and families are invited to attend a short session of their child's class. Open house is located in the child's classroom so that each child and family will receive more personalized attention. After 20 minutes in the classroom, the children go to the playground with other adults, giving the teachers a chance to share classroom expectations with the parents. This also gives the children an opportunity to meet their new classmates and explore the playground.

For students leaving us for kindergarten, parent-teacher conferences are offered to discuss goals as the child prepares for kindergarten and again before kindergarten registration takes place. One last conference is offered at the end of the school year to discuss any questions or concerns regarding this transition. Families have the option to have their preschool teacher join the family to tour their new school and discuss any information with the new kindergarten teacher.

CHILDREN WITH SPECIAL NEEDS

The Early Learning Preschool does not discriminate on the basis of race, color, national origin, sex, or disability. The Preschool Program is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call Nichole Bertsch at 303-464-5545.

CHILDREN WITH INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP) OR INDIVIDUAL EDUCATIONAL PROGRAMS (IEP) (2.15, 2.16)

Early Learning strives to help and educate all children. Parents are asked to provide a copy of the IFSP's or IEPs, if your child has one. Early Learning staff will work with the parents and allow any specialists that are needed in the classroom. The Early Learning staff will create individualized lesson plans for the child to continue to provide the necessary support. Our program will participate and collaborate in community service that aid in meeting the outcome or goals of Individualized Family Service Plan (IFSP) or Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plan, or other individual plans if the need arises. Early Learning meets with families along with an outside service providers the child has for supporting Their IFSP's or IEP's. Together staff, parents, and service providers will come up with a plan to help support the child in the classroom. The plan can include adding time in the schedule for an occupational therapist to come in the room to help during planned activities.

DIAPERING AND TOILET TRAINING

Children attending the preschool must be potty trained; otherwise, the parent must remain in the building during their child's entire class time. If a child is wearing a Pull-up or diaper, the parent must remain in the building. Please contact the Early Learning Coordinator, Nichole Bertsch, at 303-464-5545 to make other accommodations.

TECHNOLOGY VIEWING

On occasion, short internet videos (youtube.com, pbs.com) may be used to enhance the learning process. Teachers will preview the materials to ensure age appropriateness and relevance to the current lesson plan. These short videos are no longer than 5 minutes and will not be used on a daily basis. We will not use videos or stories during meal times. It is very important that students utilize that opportunity for language development and socializing.

BEHAVIOR GUIDANCE AND INCLUSION

Our goal for the guidance of behavior in the classroom is to facilitate a child's ability for self-control in an age-appropriate manner.

OUR GUIDANCE STRATEGIES INCLUDE

- Acknowledging the child's intention
- Providing another's point of view or the safety rules
- Giving the child an opportunity to engage in problem-solving or provide choices

PHOTOGRAPHS AND SOCIAL MEDIA POLICY

The City and County of Broomfield Parks & Recreation Department reserves the right to use images and/or photographs of anyone in any activity, park, or public place in the present and/or future printed publications or on the department's web pages for promotional purposes unless told otherwise at the time the image or photo is taken. A photo release statement is also included in Enrollment Forms, and any exclusions should be noted by parents/caregivers. Photos and videos taken during class time or family engagement events are used to compile annual slideshows that are shared with all enrolled families.



POLICY FOR RESPONDING TO CHALLENGING BEHAVIORS

At the Early Learning Program, we do not expel our children. We work very hard to make sure the children we enroll in can be supported and that we can serve each child in class individually. We are aware of the negative ramifications that go along with expelling a child. We commit to each family that, if a challenging behavior arises, we will work as a team to build in support that the child needs for success.

Teachers are trained to use appropriate measures in the event of aggression or unsafe child behaviors. Teachers are not permitted to use physical interventions for any instance. We differentiate between age/developmentally appropriate behavior and challenging behavior.

DEFINITION OF CHALLENGING BEHAVIOR

- Any repeated pattern of behavior that interferes with learning or engagement in prosocial interactions with peers and adults
- Behaviors that are not responsive to the use of developmentally appropriate guidance procedures
- Prolonged tantrums, physical and verbal aggression, disruptive vocal and motor behavior, property destruction, self-injury, noncompliance, and withdrawal

OUR APPROACH TO CHALLENGING BEHAVIOR

Early Learning uses a team-based approach to addressing the challenging behavior and creates a Positive Behavior Support Plan if necessary. Parents are partners and participants in this process.

1. The teaching team/parents collect data and share observations on challenging behavior.
2. Teaching team/parents evaluate and ensure the use of effective strategies to respond to challenging behavior.
 - Our teachers implement developmentally appropriate strategies (redirecting, encouraging the child to take a break).
 - Our teachers respond to the child by stating the expected behavior in positive terms or providing instruction for acceptable alternative behavior.
 - Our teachers provide positive attention or positive descriptive feedback to the child when the child is behaving appropriately.
3. Team meeting (team includes classroom teacher(s), parents, and other identified needed supports). Engage in conversation to discuss efforts to date and potential next steps, including the possible use of a Support Plan.
4. Create a Positive Behavior Support Plan
 - Conduct functional behavior assessment
 - Identify possible causes for behavior
 - Determine intervention strategies
 - Skills for the child to learn (friendship, social, or communication)
 - Evaluate and celebrate or determine the next steps for follow up
5. Our staff will work with the family and give them an opportunity to contact a Mental Health Consultant and/or Early Childhood coach if needed. This is a helpful tool that creates new ideas to help the child succeed in the classroom.

FAMILY PARTNERSHIPS

PARENT EDUCATIONAL INFORMATION (QRIS 2.8)

Early Learning promotes parenting education opportunities to all Early Learning parents. Information on this is sent by email and hard copies. Early Learning also has a resource binder that has a copy of parenting classes and supports systems.

PARENT SUPPORT GROUP (QRIS 2.4)

Early Learning helps parents find support groups in the area. Early Learning helps promote family interactions at all school events.

SCHOOL-WIDE SOCIAL EVENTS (QRIS 2.4)

We offer many family social events during the year:

- Open House
- Pumpkin Patch family field trip
- Donuts with dad's
- Holiday Program
- Fall Festival
- Valentine's parties
- Field Day
- Mothers Day Tea
- Graduation

Events are subject to change due to weather, staffing

PARENT VOLUNTEERS FOR SCHOOL SUPPORT (QRIS 2.4)

All parents are strongly encouraged to volunteer. There are many opportunities for parents to get involved. Sign-up sheets are set outside the classroom door throughout the school year.

All visitors, including parents, are required to check-in with Preschool Program staff and sign-in on the visitor's Log provided by one of the teachers in the classroom. Visitors will be required to state the purpose and duration of their visit. Persons unknown to staff will be required to show a State issued photo ID for identification. Parent volunteers are welcome. A visitor log must be signed each time a volunteer comes into the classroom. All permanent volunteers must complete a City of Broomfield Volunteer Application and undergo a background check and drug screen. If someone is interested in volunteering, please have them contact the Preschool Coordinator at 303-464-5545.

COMMUNICATION BETWEEN PARENTS AND SCHOOL STAFF (QRIS 2.1, 2.2, 2.3)

Parents are encouraged to provide ongoing communication with their child's teacher. There are several avenues available, which include a quick word before or after school, you can instant message your teacher or the director on the Brightwheel app, you can come in and let the teacher know that you would like to talk after class, Email, and phone calls. If a parent wants a staff member to call, they are asked to leave a message with the Preschool Director or Recreation Supervisor. Translators are available for any family who needs them.

Newsletters will be emailed monthly and will provide important information about events, program curriculum, volunteer opportunities, and much more. Newsletters and lesson plans will be sent through Brightwheel. If families are in need, we will have all newsletters, flyers, and emails translated into the family's home language. Early learning uses the "Language Line" translation service to translate all written communication to families in their home language. We encourage parents to contribute anything they can to our program enrichment. Parents are encouraged to share home routines, Family transitions, and social practices with their child's teacher to help promote inclusion in the classroom.

FAMILY RESOURCES (QRIS 2.13, 2.14, 2.15, 2.16 5.5a)

A book of Family Resources is located on the sign-in/out table. Updated information is located in the book from a multitude of services. Broomfield and Adams 12 community resources, information about child development and learning, resources for special needs, food banks, child nutrition, health, mental health, family services, childcare, respite care, expectant parents, day programs, Insurance, home health care, medical, dental, hearing, skills training, financial, legal guardianship, low-income housing, recreational, vocational, and transportation services are all included in this resource. Early Learning staff will meet with each family in need to help determine which resources we can refer them to.

Early Learning recognizes the significant impact of trauma and adversity. Early Learning will support the physical, psychological, and emotional safety of families that are working through trauma or adversity. We will provide a safe space that is not judgmental and help find resources for children and families.

If you find yourself in need of resources, please don't hesitate to ask for additional information, and we would be happy to put you in contact with the appropriate person.

PARENT SURVEYS, CONCERNS, AND COMPLAINTS (QRIS 2.10 a,b,c, 3.1b)

At the end of each semester, each family will receive a copy of the annual family survey. The survey will ask several questions, "What did we do well?" "What needs improvement?". "What suggestions do you have to increase our quality of care for your child and your family?". The surveys are carefully reviewed by the administrative leadership team during the summer. At least two of the suggestions will be used to inform our center's Quality Improvement Plan for the following school year. Families and staff will receive feedback on the results of the survey and improvements made during the Fall Open Houses and in a weekly email during the following semester. A copy of the Early Learning Quality Improvement Plan will be kept at the Youth and Teen Coordinator's desk and in the preschool's licensing binder located in the preschool classroom. You may request to read it at any time.

LICENSING

We are a licensed preschool through the State of Colorado's Department of Child Care. If you have concerns about any childcare facility, consult the Colorado Officer of Child Care Services at 1-800-799-5876.

VIEWING OUR LICENSING INFORMATION/RECORDS

If you would like to see any of our Licensing Information for Early Learning Preschool, including Fire Inspections, Colorado State Licensing Inspections, or City of Broomfield Health Department Inspections, please feel free to contact: The Early Learning Coordinator at 303-464-5545, or the Program Supervisor at 303-460-6911 to obtain information.

TO FILE A COMPLAINT ABOUT THIS FACILITY

We are licensed by the State of Colorado as a childcare site. If you have any complaints about our program, facility, or staff, please contact:

The Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street Denver, Colorado 80203-1714.

Phone: 303-866-5958 or 1-800-799-5876

Paul Derda Early Learning Preschool Child Care Provider License ID # 1522497

Broomfield Community Center Early Learning Preschool Child Care Provider License ID #1522212

COMPLAINTS REGARDING CHILD ABUSE: 720-887-2271.

COMPLAINTS REGARDING THE CLASSROOM PROGRAMS NEED TO BE REPORTED TO:

Nichole Bertsch, Youth, and Teen Coordinator- Early Learning, at 303-464-5545 or nbertsch@broomfield.org,

or

Kim Evelsizer, Recreation Supervisor, at 303-460-6911 or kevelsizer@broomfield.org.

CLASSROOM PROCEDURES

SIGNING IN/OUT

Parents must accompany their children into the classroom and sign them in and out each day. This is a requirement of the Colorado Department of Human Services. Accompanying your child is a critical component of your child's safety. ONLY authorized adults, as listed on your child's Emergency Card, will be allowed to pick up your child. Persons unknown to the staff of our program will be asked to show ID. Authorized persons must be 18 years old. You need to provide at least two adults available to pick up your child. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in emergencies.

If an unauthorized individual comes to sign a child out, the child will remain in the program until the parents can be contacted for permission or someone with proper authorization comes for the child.

Please try to be prompt when dropping off and picking up your child. All children are under direct supervision at all times.

SAFETY AND ACCOUNTABILITY

All staff will take "head counts" throughout the day to monitor that all children are present. If a child is missing or lost from his/her class, the Early Learning Supervisor will notify parents/guardians as well as the Broomfield Police. Within 48 hours, the Supervisor will submit a written report to the Colorado Department of Social Services.

APPROPRIATE CLOTHING

Appropriate clothing is necessary for your child to fully participate in the program. Please remember that we do 'messy' activities that could possibly damage very good clothes, and remember that shoes need to be suitable for play outside or in the gym. Also, don't forget that Colorado weather is ever-changing and a coat is a good precaution for those days when it suddenly turns cold.

SNACKS

Please have children bring their own healthy snacks and a drink to class every day. Each snack will need to contain two different food groups. The preschool program will provide a snack if the child forgets on occasion. PLEASE do not bring snacks with any "nut products" in them. Some children in our program have a severe allergy to peanuts. **CANCELLATIONS** Participants who cancel during a school year will be charged a \$10.00 cancellation fee. The amount due will be prorated to the date of cancellation.

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ABSENCE

It is the parent's responsibility to inform the preschool program staff of their child's absence. Please message your child's teacher on Brighwheel to let them know if your child will be absent.

LATE ARRIVALS

Upon arrival, children are expected to join the group in the daily activity. Please be mindful of all the children in the program. When children come late, they miss out on circle time and lessons for the day. This tends to disrupt the whole class.

LATE PICKUP

Please bring your child to school on time. Returning for pick up at the scheduled time helps staff be able to have some time to prepare for the next class. In the event that a person does not pick up his/her child within 15 minutes of the scheduled end of class, the staff will start making necessary phone calls from the contacts you have listed on the Emergency Card. If the parents or emergency contacts cannot be reached within 30 minutes after class has ended, the Early Learning Coordinator will contact the Broomfield Police Department. EVERY reasonable effort will be made to contact the parents or emergency contacts before that step would be taken.

FIELD TRIPS

Field trips will be taken once or twice yearly. These trips will REPLACE the original class time. Parents are responsible for transporting their children to and from the field trip and may be asked to stay during the field trip. We will not provide transportation to any event or outing.

CUSTODY SITUATIONS

In the event of shared custody arrangements, it is assumed that both parents are in agreement with the child attending the program and may drop off or pick up the child.

The City and County of Broomfield will not interpret or mediate any conflicts regarding custody or parenting time disputes. If there are any custodial arrangements that may affect the child during the participation of the program, it is the responsibility of the enrolling parent to make the staff aware of all such arrangements and provide legal documentation where necessary.

CHILD ABUSE AND NEGLECT

If a staff member has reasonable cause to believe or suspect that a child is the victim of abuse or neglect, he or she will immediately contact his or her supervisor, who will contact:

720.887.2271 or the statewide Hotline at 1-844-264-5437.

Health and Human Services

100 Spader Way

Broomfield, CO 80020



HEALTH/SAFETY PROCEDURES

Healthy habits are encouraged at school, including proper hand-washing (upon arrival, after using the bathroom, before a snack, and upon returning to the classroom after outside activities), portion size and food group inclusion at snack times, and promotion of good physical, social, and emotional health strategies. Please join us in encouraging these habits at home as well. Program staff conduct daily health & wellness checks with all children upon their arrival. Please discuss with your child's teacher any pertinent information regarding changes in sleep or eating patterns since the last day they attended or any observations or concerns you have regarding their physical or emotional health. Staff may request additional information and reserve the right to request that a child return home in the event that symptoms of an illness are present. If a child becomes ill while at the program, parents/guardians and emergency contacts (if needed) will be called to pick-up the child immediately. If a parent/guardian and the emergency contacts cannot be reached, the ill child will be isolated from others in the program and allowed to rest until picked up.

Please keep your child home for a 48-hour period after starting any antibiotics and until they are symptom-free. In order to prevent the spread of illness in the classroom, please do not bring your child to school if they:

- have had a fever over 100.4 degrees within the previous 48 hours
- have vomited or had diarrhea within the previous 48 hours
- have a constant cough or are regularly sneezing
- have heavy or colored nasal discharge
- have itchy, watery eyes (not related to seasonal allergies)
- have symptoms of a communicable disease

MEDICATION/IMMUNIZATION POLICY

Please administer medication for your child BEFORE class. If medication does need to be given during class, a medication permission slip, signed by a physician, must be received before the medication will be given to any child. Parents need to meet with the Early Learning Supervisor and Director in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to school to administer the medication! PLEASE try to arrange medication dosage schedules, so they do not interfere with school time if at all possible. This is in your child's best interest so that he/she can participate in class without interruption. Medications will be kept in a locked cabinet away from the children. The medication must be in its original container that bears the name of the pharmacy on the label, along with the prescription number, name of the medication, date filled, physician's name, child's name, and directions for use. The Early Learning registration packet contains an immunization form REQUIRED by the State of Colorado. This form MUST be signed by your doctor. Please be sure to have this completed prior to the first day of class.

If a parent or guardian of a child wishes an exemption from the requirement for immunization due to religious or personal beliefs, a written statement signed by the child's parent or guardian which states the reason for such an exemption and also states that the child is in good health must be submitted to the Early Learning Program. The center has the right to refuse to admit the child if a statement from an approved healthcare professional is not submitted. These rules are set by the State of Colorado.

ALLERGIES

Because several children at the school have a potentially life-threatening reaction to peanuts or other nuts, Early Learning is a "NUT FREE" SCHOOL. No nuts of any kind (e.g. peanuts, almonds, walnuts, cashews, etc.), coconut, nut butter, or nut oil are allowed at the center. Teachers are notified of allergies from information provided by parents on the child's Health History Form.

REPORTING COMMUNICABLE ILLNESSES

Parents must report to the preschool Program Coordinator any exposure to communicable illnesses outside the center. Due to confidentiality, the Coordinator, teachers, or volunteers are not to indicate what classroom this illness is in and definitely not divulge the name of the student. The child will be excluded from the center for the period of time prescribed by the child's physician or the local Health Department. Teachers have policies for sanitizing and cleaning their classrooms and documenting their procedure of cleaning daily, weekly, monthly and especially when illnesses are present in the classroom. If you need more information about communicable diseases, please see the Colorado Department of Public Health & Environment and search for Infectious Diseases. Or you can go directly to https://www.colorado.gov/pacific/sites/default/files/DC_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf

HEALTH PROMOTION (QRIS 5.1, 5.2)

Medical Home

At Early Learning, we encourage all students (and their families) to have a Medical Home. A Medical Home provides continuous, comprehensive, and coordinated care with a focus on the whole person. A Medical Home establishes a partnership between patients and their personal

healthcare team. If your child does not have a regular healthcare provider that is their “Medical Home,” we have a list of some medical resources in the Broomfield area. Stop by the office to pick up a copy. For more information about a Medical Home, visit the following website:

<https://www.colorado.gov/pacific/cdphe/categories/services-and-information/health/personaland-family-health/medical-home>

Medical Insurance

Children without medical insurance might be eligible for Health First Colorado (Colorado's Medicaid Program) or Child Health Plan+ (CHP+). For more information about eligibility and services provided, refer to the following websites:

Health First Colorado/Medicaid: <https://www.colorado.gov/pacific/hcpf/colorado-medicaid>

Child Health Plan+ (CHP+): <https://www.colorado.gov/pacific/hcpf/child-health-plan-plus>

Early Learning Garden

Early Learning has a vegetable garden where children help care for the plant and learn how to grow healthy food. Children will be provided an opportunity to taste the vegetables when they are ready to be picked.

Handwashing

Handwashing is a very important method of preventing the spread of disease. All students must wash their hands upon entering their classroom, before and after eating, and after using the restroom. Teaching the proper handwashing technique is an important part of the classroom curriculum. In addition, parents will be given a handout regarding the Early Learning handwashing technique and will be asked to practice it at home with their child. First, wet hands, then add soap scrub for 20 seconds, wet and dry hands.

SCHOOL NURSE

The preschool has a nurse who comes periodically throughout the year and every August during staff training.

Marissa Ewing, BSN, RN

Child Care Health Consultant

The Child Health Connection

Approved Vendor CDHS/DECL

303-431-2446 ext 122 | childhealthconnection.com

- Training for delegation of medications that are on-site and in our classrooms
- Review our health and safety practices
- Development of health care plans
- Infection control practices and Colorado Immunization Information Systems (CIIS) updates
- Community resource links and provide resource information
- Health education and related topics for staff, parents, and students
- Ensures that our program follows the Colorado Department of Public Health and Environment guidelines

SUNSCREEN

The State of Colorado has implied new licensing requirements regarding sunscreen. Sunscreen will need to be applied at least 30 minutes before participants go outside, and preschool outdoor play will need to be within a 2-hour period of re-application.

With this change, we ask parents to put sunscreen on their children before they come to school. Sunscreen application will then not take away from any learning time. The outside recess time will be within the 2-hour window of sunscreen application.

We will add a question to the daily health questionnaire asking whether or not sunscreen has been applied before class. If you do not wish to put sunscreen on before class, you will need to leave a bottle of sunscreen of your choice with the preschool, or you will need to sign the sunscreen opt-out form. The more help we have from parents applying sunscreen, the less learning time is taken away from our preschool day.

Please make sure you answer the sunscreen question during check-in. Licensing will be checking our daily logs.

EMERGENCY & SEVERE WEATHER PROCEDURES

INCLEMENT & EXCESSIVELY HOT WEATHER

In the event of inclement or excessively hot weather during program times, staff will ensure the safety of the children by remaining indoors. Staff and students will remain inside during program times when outside temperatures are below 30 degrees or above 90 degrees Fahrenheit. Should staff need to take the children outdoors during times of inclement or excessively hot weather, exposure shall be limited in time and children shall be dressed appropriately for the conditions.

In the event of inclement weather, we will be closed based on the decision of the Recreation Department and the Recreation Youth and Teen Coordinator.

EMERGENCIES

For a serious medical emergency, we will contact 9-1-1 immediately and then make every effort to reach parents/guardians, followed by emergency contacts listed on the Enrollment Forms. In a lesser emergency, parents/guardians will be contacted first, followed by emergency contacts if needed. Emergency services will be contacted only when all efforts to reach parents/guardians or emergency contacts have failed. Children will be transported by emergency ambulance personnel to the medical facility listed on Enrollment Forms or the closest hospital if none was listed.

Lost Children

The following steps will take place in the event of a lost child:

- All children will be gathered, and attendance will be taken to determine who is missing.
- A designated staff member will be assigned to supervise the class, while all other staff search for the child in areas not easily seen at a quick glance (such as bathrooms, locker rooms, playground equipment, etc.). Program staff will request the assistance of other recreation staff when possible.
- If the child is not located within 10 minutes, a designated staff member will make the following telephone calls:
 - To 911 to report a missing child
 - To parents/guardians of the missing child and direct them to meet at the present location.
 - To the Recreation Coordinator/Program Supervisor to inform of the incident and request additional assistance.
- At least one staff member will take all children back to the classroom for the remainder of the program and ensure all are signed out to authorized adults. A designated staff member will stay on location with the police to assist and aid in the search for the missing child. The Program Supervisor will inform the Recreation Manager of the incident as soon as possible. Program staff will submit a written report to the Dept. of Human Services/State of Colorado within 48 hours about any child who has been lost from the center and for whom local authorities have been contacted.

Action Plan in Case of Natural Disaster

The Paul Derda Recreation Center has been declared a safe community shelter. All recreation staff are trained in Emergency Procedures, and a complete written plan of action is on file and can be viewed upon request. In the event that a natural disaster such as a tornado or flood is identified, staff and children will remain in the facility and follow the directions as given from the Facility Manager, following evacuation routes to designated shelter areas. Program staff will receive direction from the City's police and fire personnel as deemed necessary.

Evacuation & Reunification Procedures

Evacuation, in case of fire or other disasters within the facility, will take place immediately. Program staff will take children outside using routes identified in building postings and practice in classroom drills at least 100 feet from the building. Attendance will be taken immediately. In the event that an emergency evacuation is required from the surrounding neighborhood, students will be transported by whatever means necessary (City or staff vehicles) at least 3 miles away from the Recreation Center to the following designated reunification spot: Broomfield Library- Mamie Doud Eisenhower- Community Park Rd Broomfield, CO 80200 library@broomfield.org 720-887-2300. Parents/guardians will be notified immediately upon arrival of staff and children to the designated location, and staff will remain with students until they are picked up by a parent/guardian or an authorized emergency contact.

A plan for all students with special needs will be made at the time of enrollment for emergency situations and evacuations. A staff member will be assigned to each child with special needs in order to ensure that the child is accounted for and cared for at all times until a parent/guardian or authorized emergency contact has signed them out of our care.

Shelter-in-Place, Lockdown, & Active Shooter Procedures

All Recreation staff, including Early Learning program staff, are trained to implement procedures for Shelter-in-Place, Lockdown, and Active Shooters in the event of these societal threats. A complete written plan of action for each situation is on file and can be viewed upon request.

Notification and Handling of Accidents and Injuries

If a child has any type of fall or injury during class time that does not require a parent/guardian's immediate attention, the program staff will notify parents/guardians verbally when the child is picked up, and a detailed, written Accident Report will be created on the Procure App.

All incidents requiring medical attention will be reported to the Department of Human Services within 48 hours of the incident.

CHILD CARE/DEPENDENT CARE REIMBURSEMENT INFORMATION

City and County of Broomfield Tax ID # 84-601-4589

PARENT RESOURCES

Community Medical Providers

Broomfield Early Learning encourages all students (and their families) to have a “medical home”.

A medical home provides continuous, comprehensive, and coordinated care with a focus on the whole person. A medical home establishes a partnership between patients and their personal healthcare team. The following are some of the medical providers located in the Broomfield area who provide care to children. This list is not intended to be comprehensive and serves only as a resource. Broomfield does not recommend or endorse any particular provider. Parents should call for information and determine which provider will best provide a medical home for their child.

Children without health insurance might be eligible for Medicaid or CHP+. Reference the following websites for further information:

Medicaid: www.colorado.gov/pacific/hcpf/colorado-medicaid

CHP+: www.colorado.gov/pacific/hcpf/child-health-plan-plus

Informational brochures are also available in Bal Swan’s Family Resource Room.

Arvada Pediatric Associates, North

3830 W. 121st Pl., Broomfield

(303) 410-8041

arvadapeds.com

Family Medicine Associates*

1022 Depot Hill Rd., Broomfield

(303) 465-2323

fmapc.com

Broomfield Family Practice

1420 W. Midway Blvd., Broomfield

(303) 466-1866

broomfieldfp.com

New West Physicians

11550 N. Sheridan Blvd, Broomfield

(303) 469-6000

nwphysicians.com

Broomfield Pediatrics

3301 W. 144th Ave., Broomfield

(303) 438-5522

broomfieldpediatrics.com

* These providers accept Medicaid and CHP+ but may not always have openings for new patients with Medicaid or CHP+. Medical offices who provide medical care on a sliding scale (based on family income) and also accept Medicaid/CHP+:

Clinica Family Health Services

8510 N Bryant St 2nd Floor, Westminster

(303) 650-4460

clinica.org

KidsFirst Health Care

8030 Irving St., Westminster

(303) 428-4384

kidsfirsthealthcare.org

Community Dental Providers

Broomfield Early Learning encourages all students (and their families) to be connected with a dental provider who can provide dental screening services, preventive services, and dental treatment services as needed. Most dentists recommend that children be seen every 6 months for dental screening and preventive services. The following are some of the dental providers located in the Broomfield area. This list is not intended to be comprehensive and serves only as a resource. Broomfield does not recommend or endorse any particular provider. Parents should call for information and determine which provider will best meet the dental needs of their child. Children without dental insurance might be eligible for Medicaid or CHP+. Reference the following websites for further information:

Medicaid: www.colorado.gov/pacific/hcpf/colorado-medicaid

CHP+: www.colorado.gov/pacific/hcpf/child-health-plan-plus

Informational brochures are also available in the Early Learning resource binder.

Appletree Dental **

Thornton: (720) 872-2892

Fleischman Family Dentistry

Broomfield: (303) 465-2341

Broadlands Family Dentistry **

Broomfield: (303) 460-8700

Pediatric Dental Group of Colorado *

Arvada: (303) 421-5437

Lafayette: (720) 890-9494

Broomfield Dental Group **

Broomfield: (303) 439-9899

Retro Dental Group *

Broomfield: (303) 466-2935

Broomfield Modern Dentistry & Orthodontics**

Broomfield: (303) 469-2061

Talbot Dentistry **

Broomfield: (303) 466-2221

Chateaux Dental

Broomfield: (303) 465-4500

* These providers accept Medicaid and CHP+

** These providers accept CHP+ (but not Medicaid)

The following dental providers will provide dental care on a reduced fee schedule and also accept Medicaid/CHP+

Clinica Family Health Services

(303) 650-4460

Note: Must be an established medical patient at Clinica in order to receive dental services

Dental Aid

Louisville: (303) 665-8228

Hearing and Vision Screening Resources

Below is a list of providers located in the Broomfield area, who provide vision and hearing services, including screening. You can also seek hearing/vision screening services directly from other providers. This list is not intended to be comprehensive and serves only as a resource. Broomfield does not recommend or endorse any particular provider. You should call for information and determine which provider will best meet the needs of your child.

Vision/Eye Specialists

3D Vision Eye Care *

Broomfield: (303) 404-3937

Colorado Eye Center

Broomfield: (303) 469-1941

Front Range Eye Associates *

Broomfield: (303) 951-1820

*** These providers accept Medicaid and CHP+**

Audiologists (Hearing Specialists)

The Children's Hospital *

Broomfield: North Campus

(720) 777-1340

Broomfield: Therapy Care

(720) 777-1330

*** Accepts Medicaid and CHP+**

Child Find

In addition to the above providers, Child Find provides hearing, vision, and developmental screening for children. They also provide comprehensive, multidisciplinary evaluations if you suspect your child may have a developmental delay. Contact the Child Find office through your local school district for more information:

Adams 12 School District Child Find: (720) 972-6145

Boulder Valley School District Child Find: (720) 561-5078

***Broomfield Housing Authority**

EMERGENCY ASSISTANCE

Phone Number : 303.438.6396

Website/Email : <http://www.broomfield.org/housingauthority>

***Healthy Communities Family Coordinator**

(Medicaid, CHP+, benefit and services information)

Address: 100 Spader Way Broomfield, 80020

Phone Number : 720.887.2230

Website/Email : <http://www.broomfieldhealth.org>

Colorado Department of Health Care Policy and Finance

(Administers Medicaid and CHP+ Programs)

Phone Number : Customer service: 800.221.3943

Website/Email : <http://www.colorado.gov/cs/Satellite/HCPF/HCPF/1251573247952>

***Colorado Child Care Assistance Program (CCAP)**

Address: 100 Spader Way Broomfield, 80020

Category: CHILD SERVICES

Contact

Phone Number : 720.887.2275

Website/Email : <http://www.broomfield.org/index.aspx?nid=739>

***Women, Infants and Children's (WIC)**

(Nutrition, referrals, and supplemental foods)

Address: 100 Spader Way Broomfield, 80020 6303 Wadsworth Blvd. Arvada, 80003

Phone Number : 720.887.2225

Website/Email : <http://www.broomfield.org/wic>