



## Welcome:

Thank you for choosing The Learning Nest (TLN) to fulfill your childcare needs. Our goal is to provide quality school programs for children from three months to six years of age in a loving, stimulating, clean, and secure environment. We believe parents are the first and most important teacher in a child's life, but we know, it takes a village! As parents and educators, we recognize that each child's success is dependent on unified support from teachers and family. We strive to create a family-oriented environment that helps children, parents, and teachers work together to seek the best possible opportunities for children's growth and development.

This Parent Handbook is designed to provide you with an overview of our Policies and Procedures. Please read carefully, then sign the "Permission and Parent Sign-off Sheet" in the Enrollment Form indicating that you have read these policies and agree to adhere to them.

## About Our Philosophy and Goals:

Our philosophy is rooted in the well-balanced development of the "whole child" promoting their social, emotional, cognitive, and physical growth. We believe in the promise and individuality of each child and providing programs that offer sufficient structure for security, yet enough freedom for creativity. We believe that children learn best through a balanced combination of hands-on exploration, real life lessons, self and directed play, and by a number of teacher directed experiences. Our highly educated and nurturing teachers will provide endless, age appropriate opportunities for children to discover, ask questions and explore. We accomplish this through mind stimulated experiences that our teachers carefully select as part of their daily curriculum. Our curriculum is designed to provide a variety of learning experiences which help develop and strengthen new and exciting skills, so each child can reach their full potential. We encourage each child to develop the independence and skills necessary to be self-sufficient in their future as a student, child and peer.

## Mission:

Our mission is to partner with families to inspire and nurture each child by embracing their own uniqueness, natural curiosity and self-confidence. We accomplish this by providing a safe and stimulating environment that encourages a lifelong passion of discovery and learning.

## Vision:

The Learning Nest exists to provide each student a unique blend of fun and learning in an encouraging and nurturing environment. Our focus is to provide stimulating early learning experiences which promotes each child's social, emotional, physical and cognitive development.

## Non-Discrimination Policy:

In providing services to children and their families, The Learning Nest (TLN) does not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin, or sexual orientation.

## Staff Qualifications:

Our teachers and staff influence children and help families. That's what we have the chance to do every day in our school. When you think about it, it's a pretty amazing opportunity to build a career around something so powerful.

Teachers at The Learning Nest have met, and in most cases exceeded, the health and education requirements to be qualified early educators in the State of Colorado. Accurate and up-to-date personnel documentation is obtained and maintained in the appropriate staff files. All teachers are background screened prior to working at our school. Beyond that, we carefully select only the best available individuals who are able to uphold the highest standards.

## Contact Information:

The Learning Nest

4433 W. 29<sup>th</sup> Ave #205

Denver, CO 80212

[thelearningnesthighlands@gmail.com](mailto:thelearningnesthighlands@gmail.com)

[www.thelearningnestpreschool.com](http://www.thelearningnestpreschool.com)

Phone #720-520-4387

## Hour of Operation:

The Learning Nest is open year round from 7:30a.m-5:30p.m. Monday through Friday.

Please refer to the yearly published school calendar for detailed school closures, holidays and professional development days.

## Annual Closers

- New Years Day
- Martin Luther King Day
- Professional Day Winter (February)
- Presidents Day
- Professional Day Spring (April)
- Memorial Day
- Juneteenth
- Independence Day
- Professional Day Summer (August)
- Labor Day
- Professional Day Fall (October)
- Thanksgiving Day and following Friday
- Winter Break Dec 24th-Jan 1st

## Enrollment:

Enrollment at The Learning Nest is open to children from twelve weeks through six years of age. Initial enrollment is contingent upon space availability, receipt of the completed Enrollment packet, including the signed Fee Agreement, signed Parent Handbook acknowledgement, and Registration Fee. A non-refundable registration fee and monthly tuition deposit must be paid upon enrollment. Tuition fees are listed on the Enrollment Form. Rates are subject to change.

Each child's file and enrollment packet must be completed and submitted before attending school. Parents must make sure that every form is filled out in its entirety. Immunization records must be received prior to initial start date and updated after every well child visit. General Health assessment must be received within 10 days from the child's start date and updated annually to continue care. We encourage you to submit the completed Enrollment Packet at least one week prior to your child's scheduled first day. You may submit your enrollment documents through our CRM (Brightwheel), in person or via email.

Continued enrollment at The Learning Nest is contingent upon the families adherence to all the policies and procedures of TLN, as outlined in this handbook (including, but not limited to, timely payment of all fees and tuition). The Enrollment Packet and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. TLN reserves the right to dismiss any parent or child at any time with or without cause.

Parents are required to notify The Learning Nest immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in students being dis-enrolled from TLN and forfeiture of any deposit.

## Enrollment Process:

Parents interested in enrolling their child(ren) should fill out our Tour or Waitlist Form at The Learning Nest website to arrange a tour or video meet and greet. There is a \$125 non-refundable Waitlist/Registration Fee (first-year) to secure a child's position on the WaitList. Payment may be made by Venmo or check. Checks made payable to The Learning Nest. Initial monthly tuition fee is also due upon enrollment.

## Classroom Placement:

A child is initially placed in a classroom according to age appropriateness. As the year progresses, he/she may be moved to another classroom based on individual development, teacher evaluation, observations, parent's permission and age progression. If a child's development is outside the age appropriate limits of his/her current classroom a doctor's note is required to move the child to a different classroom. This type of specialized doctor's note must clarify the reason why the child will need to be with children other than his/her own age group.

## Orientation:

We offer a meet and greet with the parents and teachers prior to your child starting at The Learning Nest. This gives everyone the opportunity to discuss needs, goals and begin to feel comfortable with each other. During the first few weeks your child will be adjusting to a new place and many new faces. We would like to make this adjustment as easy as possible for both children and families. Suggestions for easing your child into the program should be discussed with management and teachers at this meeting or outlined on the students' Individual Care Plan.

## Curriculum:

All children are natural learners who gain knowledge by actively doing and communicating. But we also know that education is not a one-size-fits-all experience, programs at The Learning Nest embrace a number of educational philosophies from Montessori to Expeditionary, and STEM (Science, Technology, Engineering, and Math). At The Learning Nest, we believe that children deserve an environment that challenges, guides, and encourages them to explore their world in a manner that makes learning fun and builds interpersonal skills. We are not just a school; we are a child-centered community.

During the first two years of life, children are working on acquiring a sense of trustworthiness of oneself and others. This is the sense of safety and security that comes from responsive predictable care from familiar caregivers. In the toddler years a strong sense of autonomy is building. This results from being treated as an individual and being allowed opportunities for independence. When children feel a sense of independence and competence, they can step out into the world and be active learners and problem solvers. Young children need a safe, nurturing environment full of opportunities to explore and have fun. They need to be able to see, touch, feel, and move.

Our curriculum for infants involves everything that occurs throughout the day. Everything that a child experiences is a learning opportunity. For example, diaper changes are perfect opportunities to expose children to rich language, singing gently to a child, showing gentle

touches, letting the child know that they are valued and precious individuals, gently moving their legs in a bicycle motion which stimulates movement or having them grasp for an object. Throughout the day, teachers will take advantage of these caregiving opportunities that are so important in the early years of life and turn them into meaningful and positive experiences for a child's healthy development.

Along with the individual care giving moments, infant teachers will also plan and organize their environments to provide experiences which enhance motor development (reaching, grasping, crawling, throwing, pulling) cognitive development (object permanence, cause and effect experiences, problem solving, language, listening, and responding to sounds and voices) and social development (playing with others, positive peer interactions, and expressing emotions).

Teachers plan a monthly theme that is focused on throughout the day, as each child's schedule permits. For example, the monthly theme might be spatial awareness. The teacher would then describe where objects are in space in relation to the child's position. When teachers organize materials for the room, they take into account children's individual differences, along with their knowledge of child development. Planning is based on observations of the children using their interests, their new skills, and their reactions to materials. As children grow and change, the teachers change the classroom environment. They may periodically add more challenging climbing equipment or add a building area with different toys. A classroom may look very different at the end of a semester than it did at the beginning.

## Transitions:

The Learning Nest is organized and staffed to minimize the number of transitions children experience. Being mindful of the importance of the bonds that are established with teachers and peers, every effort is made to maintain continuity of relationships between teaching staff and children and among groups of children. Developmental needs or concerns are always considered when planning transitions for children. Open communication continually takes place between TLN, families, and among teaching staff.

Prior to a transition, management will discuss with you the process. Transitions usually occur over a 3 to 4-week period with the child visiting the new classroom for a 1 - 2-hour period the first week, a 4.5-hour period the second week (this usually includes lunch and nap) and for a full day the third week. Our goal is to assist each child with a smooth transition. Teachers from both classrooms will meet and share information about the child that will aid in his/her transition. You may schedule a meet and greet with your child's new teachers to be sure everyone is aware of all thoughts and concerns. Once the child successfully completes full days in the new classroom, he/she will have a successful transition process and will begin being dropped-off and picked-up in his/her new classroom.

## Withdrawal:

A 30-day, paid, written notice is required when withdrawing a child for any reason. If proper notice is given, any pre-paid and unused tuition will be refunded within thirty days of the withdrawal.

The Learning Nest reserves the right to dismiss any child or parent at any time, with or without cause. Any past due balances must be paid within 30 days of dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

Management or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. The Learning Nest will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his / her parents are required to call and request an appointment with management if they wish to return to agency property following a dismissal. Appointments are made at the discretion of management and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law by The Learning Nest.

## Tuition and Fees:

Tuition adjustments are made on an annual basis and subject to change at any time. In the event that TLN tuition amounts change, a letter will be emailed to parents and updated on the TLN website.

It is parents' responsibility to provide a two-week notice to management for tuition rate changes upon a child entering a new program, i.e. 19 months and 37 months. If your child's rate changes in the middle of a pay cycle, tuition for the current program will apply. The rate for the new program will take effect the subsequent week. Tuition rates will not be prorated daily for adjustments.

## Wait List/Administration Fee:

Annual Administration Fee..... \$150 (Charged yearly in November)

Yearly Material Fee..... \$225(Charged yearly in January)

<b>Age Group</b>	<b>Monthly Tuition</b>
Infants (12 weeks – 18 months)	\$2541
Toddlers (19 months – 3 years)	\$2202

Preschool (3 years – 5 years)	\$1859
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\*\*\*ALL TUITION RATES ARE SUBJECT TO CHANGE\*\*\*

## **MATERIALS & ADMINISTRATION FEES INFORMATION**

- ✓ If a wait list fee was paid prior to enrollment, then that payment covers the administration fee until billed again in December.
- ✓ Materials fee is due at time of initial registration and each January thereafter.
- ✓ Materials and administration fees are non-refundable.

## **TUITION INFORMATION**

- ✓ Tuition is based on a monthly rate
- ✓ All Tuition is paid weekly, bi-weekly, or every month and is due prior to care
- ✓ \$25 late fee is added each week the payment is late
- ✓ 5% discount for the oldest enrolled child of a family
- ✓ Please make all payments electronically through Brightwheel
- ✓ I'm aware that any payment not paid within 10 working days of the due date will result in the loss in my child's spot at The Learning Nest.

## **RETURNED/REVERSED PAYMENTS**

- ✓ There is a \$50 charge for any reversed payments. The amount of the reversal and the cost of the service fee must be paid in full in order to return to school and retain enrollment.

## **Payment Policy:**

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in The Learning Nest and are responsible for all subsequent payments whether or not the child is in attendance. No tuition credit is provided for absences, illness, acts of nature, or other unforeseen circumstances.

Families pay via Brightwheel ACH bank transfer or by credit card. ACH payments are free of charge and happen on the last day of the month prior to service. If paying by credit card there is a 3% processing fee. There is no credit provided for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or Acts of God.

For any CCAP clients, all required parental fees are due the 1st of each month.

## **Arrival Procedure:**

Upon arrival at the school, the parent and/or guardian must sign-in on the sign-in and out tablet/QR code located at the students classroom entrance. The child is then escorted to his/her designated classroom by the parent. At arrival, parents are required to follow any and

all medication administration procedures. Parents are also required to provide notice to management with any special instructions for the day. These special instructions may include but are not limited to: early pick-up, alternative pick-up persons, health issues observed over the previous night, which need to be monitored and/or any general issues of concern which providers should be aware of.

In order for your student to not miss out on daily curriculum/activities and ensure optimal learning opportunities, we require all children enrolled in our Toddler and Preschool classrooms be present no later than 9:00 am. Parents are also required to inform management before 9:00 am if a child will not be attending school on a scheduled day. This will enable management to most effectively maintain appropriate ratios and help classroom teachers plan for the day.

## Dismissal Procedure:

Parents or other authorized adults are required to sign their child out of care on the sign-in and out QR code or tablet located in the students classroom. Parents are required to handle all business issues prior to signing out their child. The Learning Nest will only release children to other authorized adults with written permission from a parent or legal guardian. An official picture ID is required of all authorized adults before children are released. Once a parent or authorized person signs a child out, the parent / authorized person is solely responsible for supervising that child while on school premises.

If an unauthorized individual attempts to sign a child out, the parents will be called immediately to verify the accuracy of the release. The individual will be required to remain in the presence of an administrative staff member until the issue is resolved. If we are unable to get a hold of the parents or they say the individual is not authorized to pick up the child that individual will be asked to leave the premises immediately. If the individual harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, the police will be called to assist with the situation and they may be prosecuted to the fullest extent of the law by The Learning Nest.

Prior to each teacher leaving their classroom at the end of their shift, staff are required to verify attendance to ensure no one is remaining on site. The closing teachers are not allowed to leave the classroom until all the children have been picked-up. Prior to staff closing the school and leaving for the night, one last walk through is completed to ensure all children, parents and staff have left the building as well as all appropriate doors are shut and locked.

## Late Pickup:

Stringent late fees of \$1 per minute may be charged to repeat offenders and must be paid at the time of any late pick-up to the staff member who voluntarily stayed with the child beyond our official closing time of 5:30 pm. All measurements of time are based on the office phone or class ipad, that automatically update to the Mountain Standard Time Zone. Child Protective Services will be notified when management is unable to contact either a parent, guardian or anyone listed on the emergency contact form, in the event that a student is still at the school past 5:45 without any communication from a responsible party.

## Visitor Policy

Authorized parents/guardians are permitted to observe and/or participate with their child during operating hours. Unauthorized visitors (NOT listed as Authorized Pick-Ups) may NOT observe or participate with children unless prior approval is received from the Director. All visitors must sign the visitor log.

## Sibling Discount:

The Learning Nest offers a multiple child discount for one or more siblings enrolled during the same school year. Tuition rates are discounted 5% for the oldest child of the family. Discounts are only applicable when tuition payments are made on-time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per TLN Late Fee Policy

## Vacation Policy:

Please communicate any planned vacations as far in advance as possible. Knowing this information allows for planning and staff scheduling.

## Confidentiality of Children's Records:

In order to ensure the confidentiality of your child and family information, there is a Confidentiality Policy in the Employee Handbook that is reviewed upon every staff hire. The handbook policy states:

*“Children's records are confidential, may not leave the School, and should not be discussed with other parents or in front of other children. Confidential information includes but is not limited to: children, their families, employment, payroll, financial, and management information. Access to confidential data, including children's records, is permitted only when authorized and only in order to perform assigned tasks. Information contained in a child's record is confidential. This includes all written and verbal communication, which pertains to the child and/or his/her family. It includes but is not limited to addresses, telephone numbers, progress reports, learning disabilities, medical information, testing, financial information, behavior issues, attendance, etc.*

*Employees should recognize that sharing information that may be considered to violate the privacy of children and their families with others who do not have a need to know will be considered a violation of confidentiality and may be subject to disciplinary action up to and including immediate termination. Parents or others authorized in writing by the parents can request their child's record at any time.”*

The Learning Nest is in compliance with the Department of Early Education and Care regulations regarding the confidentiality and distribution of children's records. Staff members sign an Employee Agreement that they have read and agree to adhere to all the policies in the Employee Handbook including the preceding policy.

The information contained in a child's records is confidential and will not be released to anyone without the written consent of the parents. Parents may have access to the records of their child. A copy will be made available at no charge. A permanent written log will be maintained in each child's record indicating any persons to whom information has been released. The child's parents may add information or comments to the child's record, and may also request the deletion or amendment of any information contained in their child's record.

## Supervision of Children:

All staff are responsible for the supervision and whereabouts of the children assigned to their care at all times; this includes conducting regular and accurate headcounts any time a group moves from one area to another. Classroom teaching staff are aware of where children are at all times and remain in sufficient proximity at all times in order to intervene quickly if / when necessary. Classroom teaching staff do not engage in any other activities or tasks that could unnecessarily divert their attention from the supervision of children. Classroom teaching staff supervise children by sight and sound at all times, including when children are sleeping, when a child walks from one adjoining room to another or can use the toilet independently, as long as the child is back in sight and sound within one minute.

## Missing Child Procedure:

In the event of a missing child, the staff will immediately notify management, and a complete campus check and search of the immediate area will be performed. Parents will be notified immediately as well as the proper authorities if there is need for further investigation.

## Absences:

Please message the school as early as possible on a day your child will be absent or if your arrival will be delayed so we may better plan for the day. If your child is absent due to health reasons, please alert management. If the prolonged absence of a child is due to a serious illness and/or extended hospitalization, management will make every effort to work with families to make a smooth transition back into the school. In order to maintain your child's enrollment at TLN, tuition payments must be made even while students are absent from the school.

## **CCAP (Colorado Childcare Assistance Program) Attendance Policy:**

CCAP children are required to attend Monday through Friday for a minimum of five hours per day starting no later than 9:00 am. There are NO EXCEPTIONS to this policy. If your child / children have missed more than one day per month without a doctor's note you will be charged an additional fee per day per child. Payment will be requested at time of drop-off prior to care being provided for any additional days over the allowed one. Any payments not received will result in the voiding of the contract and immediate dismissal from The Learning Nest.

# Behavior Management:

At The Learning Nest, we believe that keeping children actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child's ability to become self-disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior as much as possible (since much of it is an effort for attention) and reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline.

Our goal is to help each child navigate their feelings when upset and help them express those feelings in an appropriate way. When our efforts fail and a child has three (3) aggressive acts in one day, they may be sent home for the remainder of the day. At this point, there may be a mandatory parent conference to discuss how we can work together as a team to correct this unwanted behavior. If a behavior problem presents itself, every attempt will be made to remedy the situation. Children act out and test limits at all stages of development. The hope is that the behavior will pass as long as we are all consistent. To ensure consistency every attempt will be made to implement a team-based Positive Behavior Support Plan.

Outside referrals may be suggested if our staff is not adequately equipped to handle a behavior. We will continue to work with the child, family, and all specialists involved until the issue is resolved or we feel, or we are no longer a viable option for providing the type of care needed. Dismissal of a child for behavior problems will be at the sole discretion of The Learning Nest. Please keep in mind while we are here to teach your child to learn how to navigate their feelings, we also have a responsibility to all children and staff to keep everyone safe at school.

It is our goal to cultivate positive relationships between all children, staff, and family members. We achieve this goal by maintaining communication and building rapport between all parties. Our staff and families are required to maintain a socially and emotionally respectful environment. Use of profanity/foul language by all parties is strictly prohibited on premises. Swearing repeatedly or at a staff member may result in automatic termination or out-of-school suspension.

We will use all efforts to work with the child, family, and any specialists involved until the issue is resolved or we feel we are no longer a viable option for providing the type of care needed for the child. However, dismissal of a child for behavior problems will be at the sole discretion of The Learning Nest. Please do not be discouraged if your child is disciplined. Children act out and test limits at all stages of development. Most behavior will pass as long as we are all consistent. To ensure consistency, we implement a team-based Positive Behavior Support Plan between the staff, child, and child's family. In this Support Plan, we will outline the behavior, causes (if any) of the behavior, and the agreed plan of action. In order for this Plan to be successful in limiting unwanted behavior, it will be expected to be followed both at school as well as at home. You will be notified of any behavior we feel should be addressed at home. The intent of this Support Plan is to reduce challenging behavior and prevent suspensions and expulsions.

The Learning Nest strictly prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse.

## Special Needs Policy:

The Learning Nest will make every effort to provide reasonable accommodations to all children with special needs. The school will require all children with special needs to provide official doctor's instructions on the best manner of care before admission is granted. Once this medical information is provided, the school can make an individualized assessment based on facts to get a better understanding of the nature of the child's needs. Any and all information provided to the school about a child's condition(s) shall remain confidential. In most cases, the School staff will utilize universal health and safety standards to care for children with special needs, however if additional care is required, parents shall be responsible to meet with members of management before admission is granted, to design a plan for such care. It is TLN's goal to provide a safe and nurturing environment for all children served. Therefore, it is the sole and absolute discretion of TLN to deny or dismiss enrollment for any child for whom we cannot effectively provide the optimal level of care required to succeed.

## Biting Policy:

The Learning Nest recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or may bite another child. Our staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that teachers are working to identify situations which provoke, or elicit this behavior, so it can be prevented in the future. Our staff will not punish, or harshly discipline children for biting; they will simply redirect children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior at school and at home.

Parents will be notified by Incident/Accident Report that a biting incident has occurred during the course of the day. Staff may not discuss with either parent the identity of the other child involved in the incident. This specific information is considered to be confidential and cannot be disclosed. Staff of The Learning Nest cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable disease exposure, possibly resulting from the biting incident.

If biting behavior is reoccurring, management may, on an individualized basis, follow-up with one or more of the following solutions:

- An Individual Behavior Modification Plan between the parents and management.
- The child may be sent home for a specified duration of time decided by management.
- As a last resort and in rare situations TLN may disenroll a student.

## Referral Plan and Procedure:

The Learning Nest is committed to the cognitive, physical, social, and emotional development of each child. Teachers observe children's behavior on a daily basis and in a more formal way with progress reports annually. If a child appears to have difficulty with any area of development, an initial assessment will be made by all the teachers who have contact with the child. The staff will begin to record written observations addressing how, when, and where the behavior takes place and efforts that have been made to assist or accommodate the child's needs.

If a particular behavior is in need of immediate attention or a child continues to have difficulty, the teachers will bring their concerns and written observations to the attention of management. A conference with the parents will be arranged to share the observations and discuss behaviors that parents may have witnessed at home. Together the parents, teachers, and management will formulate a plan of action. A follow-up meeting may be arranged if needed.

Teachers will continue to monitor development and observations of the child. At the follow-up meeting, if the behavior or concerns have not improved, it will be determined if a specialist should be consulted. A current list of referral resources in the community for social, mental health, educational, and medical services will be provided to the parents.

Management can assist the parents in making a referral with written parent authorization. With parental consent, TLN may follow-up the referral by contacting the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs. If it is determined that the child does have special needs, an Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) will be developed. If the child is not in need of services from this agency, or is ineligible to receive services, management will review the child's progress every three months to determine if another referral is necessary. TLN will maintain a written record of any referrals, including all parent conferences and findings.

## Daily schedules:

The daily schedule for children is used as a guide. It provides a framework for planning and organizing daily routines and activities for the children. Routines for children may be different based upon the age of your child. Infants follow their own biological needs. They are fed, changed, and sleep when they need it. Adjustments to the schedule are made as your child transitions in the Toddler and Preschool Programs. You may notice that your child may alter his/her own schedule to fit with the group as he/she gets older.

## Inclement Weather School Closures:

To ensure the safety of our families and staff, The Learning Nest follows Denver Public School System for any school closures including weather, general health, etc. Below is our schedule for the following weather-related events:

- For Denver Public School closures, TLN will close.
- For Denver Public School delayed start or early releases, TLN will open at 10:00 am or close at 2:30 pm. (This is subject to change depending on the storm)

\*\*\*No tuition credits will be issued for unplanned school closure as this is paid time off for staff.

Aside from confirming Denver and or Jeffco is closed, families will be notified via email typically by 6:30 am, if not sooner via Brightwheel.

TLN follows the [Child Care Weather Watch](#) guidelines when planning for outdoor play times. Watching the weather is part of our job. Children will not be participating in outdoor programming in extremely windy, cold or excessively hot weather. Children should come to school dressed in appropriate clothing for the weather conditions of each day. If children are unable to go outside, large motor activities will be provided indoors.

## Classroom Supplies:

A list of classroom supplies and suggestions on what to bring on your first day is available in Brightwheel and can be accessed upon enrollment into the school.

## Appropriate Dress:

We go outside as much as possible so please make sure your child is dressed appropriately. Upon arrival at the school, children must be dressed, including shoes. Please think of the weather and your child's comfort when dressing him / her for the day and avoid sending him/her in expensive or irreplaceable clothing. Even with paint smocks, etc. we have lots of creative projects and children will get dirty. Please dress your child appropriately for the weather. The early morning and late afternoon hours may be cool. Make sure your child has a sweater or a light jacket at the school for these occasions.

During winter months, your child should have appropriate winter wear, including hats, coats, boots, mittens, jackets, etc. Please send your child to school wearing sturdy shoes. Closed, hard-soled shoes or "tennis" shoes are best. **Please label your child's belongings.**

Children's accessories and jewelry are extremely attractive to young children's eyes, fingers, and mouths. We ask for parents' cooperation to be safety conscious when choosing accessories that their children wear to the School. Small objects like barrettes and earrings can be choking hazards and necklaces can pose strangulation hazards. Therefore, we do not permit the following type of jewelry:

- Dangly earrings (small, snug-fitting pierced studs are permitted);
- Necklaces of any kind;

- Bracelets with beads or charms (rubber, cloth or thread bracelets are permitted as long as they do not contain attachments or charms).

## Sunscreen:

We ask that you please bring a bottle of labeled sunscreen to school. We will administer it as long as the Sunscreen Protection Form in the Enrollment Form is signed and in your child's records. We will not administer any lotion without the signed permission form. Please apply the initial application of sunscreen prior to arrival. TLN will reapply as needed.

## Belongings from Home:

Often items brought from home become damaged or misplaced. Therefore, we ask that children are not permitted to bring toys or books from home, except for on special "share days". Teachers will inform you of these special days. Guns, swords, or other toy weapons will not be permitted. Additionally, children are also not permitted to bring money to school.

## A Comfort Item:

If there is a specific item that will help your child feel more at home during nap time, we welcome comfort items such as his/her favorite pacifier, doll, stuffed animal, book, etc. This item needs to be small enough to fit within each child's individual cubby space. Please be sure to label all items provided. If you have any questions about what to bring, please speak to your child's teacher.

## Food Policy:

Healthy minds need healthy bodies. We believe that proper nutrition is a critical aspect of a solid learning environment and consider meal times part of the overall learning experience. We embrace community style dining and encourage proper hand washing, table manners and conversation at each meal. Staff supervise and sit with the children to enjoy quiet conversation and a relaxed meal together.

The Learning Nest may become a nut-free facility upon enrollment of a child with such restrictions. Management will alert staff and parents of any and all classroom restrictions. Due to the extreme nature of allergic reactions to peanuts and products containing nuts in some children, The Learning Nest may prohibit peanuts and/or foods containing nut products on site, and/or at sponsored events.

All families are required to provide a healthy lunch and two snacks daily. All food/lunch bags should be labeled with the child's name.

## Feeding:

Prior to enrollment you will provide the School with specific information about your child's feeding preferences. Please refer to the Individual Care Plan (ICP). The ICP is developed by

the parent with the recommendations of your child's physician. Parents may update the feeding plan as your child's food intake changes.

Infants will be fed according to their own schedule. All children six (6) months and younger will be held while being fed. No bottles will be propped. If a child can hold their own bottle they will be permitted to feed themselves while placed on a slight incline (i.e. boppy pillow). As they grow and start eating table foods, their eating needs will change and the eating times will be adjusted towards a group schedule. Staff may not mix cereal with formula and feed it to an infant, from a bottle, unless there are written instructions from a health care provider to do so.

## Breast Milk and Formula:

Families are responsible for providing formula or breast milk to The Learning Nest until their child has moved off of milk and onto water.

Formula and breastmilk must be provided daily and labeled with the child's first and last name and date received. Breastmilk will be discarded after being at room temperature for one hour.

## Sippy Cups:

We recognize that the selection of bottles is a personal choice based upon the preferences of parents and children. TLN asks that once your student reaches toddler age you provide two sippy cups for your child to exclusively use.

## Solid Foods:

Due to the possibility of food sensitivities and allergies, children are to be introduced to solid foods at home prior to ingestion at school. Solid foods can be offered, with parental guidance, between 4 - 7 months of age. The Individual Care Plan should be updated to include newly introduced foods and what the family will be now supplying to TLN.

## Finger Foods:

As children's pincer grasp (picking up items with their thumb and forefinger) develops they will be ready to eat finger foods. As children become acclimated to finger foods, you can begin sending them to be offered at lunch. Foods should be age appropriate for young children (i.e. cooked vegetables as opposed to raw) and portions must be cut so as not to exceed 1/4 inch for infants and 1/2 inch for toddlers.

## Sleeping:

Since infants have individualized sleep schedules based upon their needs, the schedules in the infant classroom are flexible to meet children's sleep needs. We will gather information from you about your child's sleeping habits so that we are aware of them upon enrollment on their ICP. All sleeping infants are physically observed at least every ten minutes by a staff member.

Due to the risk of SIDS (Sudden Infant Death Syndrome), the American Academy of Pediatrics highly recommends that infants are placed on their backs to sleep. Colorado State Licensing Regulations require all homes and schools place infants on their backs to sleep, (unless there is a physician's order and healthcare plan for an alternate sleep position). All Learning Nest teachers who work with infants have received "Back to Sleep" training regarding the importance of infants sleeping on their backs and SIDS.

The Learning Nest will provide sheets for infants and we are responsible for ensuring that they are laundered once a week. Due to Colorado State Licensing Regulations, all soft bedding items including swaddling and blankets are not allowed in cribs. Please provide appropriate sleepwear or a sleep sack for your child. If your child requires being swaddled during nap times, The Learning Nest needs a physician's order stating authorized to swaddle and a specific age range in which the swaddling should remain in effect.

## Shoe-free Environment:

With infants commonly on the floor, The Learning Nest wants to provide a clean, safe, and healthy environment in the infant classroom. Therefore, we practice a "shoe-free" policy in this classroom and ask that adults entering the room please remove shoes.

## Program Evaluations:

The Learning Nest may conduct an annual satisfaction survey to obtain feedback from enrolled families. The survey is anonymous and a way for families to provide the school with comments, compliments, ideas, and suggestions.

## Tobacco Use

Cigarettes and smokeless tobacco products are prohibited within 25 feet of The Learning Nest's premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in The Learning Nest vehicles or in personal vehicles being used for the transportation of children, and while on field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time. Staff members must wash hands immediately after smoking and must not smell like smoke, before returning to work.

## Emergency Procedures:

The Learning Nest conducts random fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the best way to assess the effectiveness of fire and emergency/evacuation plans.

During an emergency drill or actual emergency situation, parents may not sign children into or out of the school. Parents must wait until the drill is complete and children have safely returned to the building to sign their child in or out of their classroom. Parents may feel free to wait with their child's class in the designated safe-zone outside of the building until the drill is complete.

**Flood:** In case of flood, children will be evacuated to higher ground. If the children would be safer at another site children will be relocated and proper authorities would be consulted for their advice. Parents will be notified once all children and staff members are at a safe place adjacent to the school.

**Tornado:** In case of a tornado, children will be guided to the closet secure area located in the hallway. The children will sit on the floor with their heads between their knees. Children will cover their heads with their hands. Teachers will take roll-call, utilizing their attendance records. Parents will be notified once all children and staff members are safe.

**Severe Weather:** In case of severe weather, the staff will monitor the situation to judge what the appropriate action will be for the safety of the children. Once a determination has been made for the children's protection, parents will be notified.

**Fire:** In case of fire, administration will monitor the situation to judge what the appropriate action shall be. If necessary children will be evacuated per the evacuation route posted and the fire department notified. When determination has been made for the protection of the children.

**Lockdown:** In the event of a lockdown, administrative staff will be responsible for locking all exterior doors and completing a safety check. Each classroom is responsible for securing their classrooms. Once the overall program safety check is completed, another name to face will be conducted for each individual classroom. Parents will be notified of the lockdown. No parents will be allowed to drop-off or pick-up during a lockdown.

**Evacuation:** In the event of an actual fire/emergency situation, our administrative team will inform all staff members that the school will need to be evacuated and all occupants of TLN will be safely relocated to the following site:

**Evacuation Site**  
**Tennyson Center For Children**  
**2950 Tennyson St**  
**Denver, CO 80212**

Teachers will account for all children using their attendance roster. We will use the emergency contact information to notify parents. Children must then be picked-up within 45 minutes of receiving notification.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the School is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child in/out of the program.

If the school is having a real fire/emergency situation, parents will be asked to wait until management or a designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the emergency personnel and school administration during these important and critical situations. Children with disabilities will be escorted by a staff member trained in the dealings of that specific disability.

## Childcare or Babysitting:

Negotiations regarding babysitting between staff and parents does not involve The Learning Nest and must be done on the staff member's personal time (non-working hours). Hours, fees, and transportation are an agreement between the parent and the individual babysitting. If they will be bringing the child home from school, this person must be on the child(ren)'s authorized pick-up list. The Learning Nest is not responsible for any action outside of or off of school's property. Please be aware that our staff sign a noncompete clause stating they will not leave to nanny for or provide long term care to families associated with The Learning Nest.

## Birthday/Special Days:

At The Learning Nest we will celebrate and discover a number of holidays from around the world, but we understand the birthdays are extra special. We would love to celebrate your child's birthday or another special event at school. Parents may bring in a professionally prepared special snack, sealed with an ingredient list available. Preferably healthy and nut free snacks can be distributed to the children. A low-key approach is best in group care, so please leave party favors, balloons, etc. at home.

## Transportation:

The Learning Nest currently doesn't provide student transportation.

## Field Trips:

The Learning Nest may supplement in-class curriculum with off-premise field trip opportunities. Parents give written permission upon enrollment for their child to participate in local outings. Notification of extended field trips will be sent home in advance of the trip with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper will be a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend. The Learning Nest provides required supervision for all field trips.

If your child arrives late to the school and their class has already left for the field trip your child will be placed in an alternative, age-appropriate class provided there is enough room. If this class is at capacity and is unable to accept another child you will be asked to take your child to the field trip site or home. If you take the child to the field trip site, you are required to sign-in on the attendance form and make personal contact with their teacher.

### **Field Trip Procedures:**

- Parents must sign a field trip authorization form for each extended trip which must include: date, location, activity, time out of school and time of arrival back at the school.
- Staff will have in their possession at all times: names of all children on the field trip, emergency information, and first aid kit.
- A continuing count of the children will be completed at regular intervals.
- Each child will have their own seat on the bus/van. If using a vehicle, each child is to have their own seat belt and no more than 15 passengers will be transported at one time.
- Roll will be taken (by child's name) before leaving the school and again before leaving the field trip area.
- No child will be unescorted at any time.
- No child may be released from a field trip location at any time. If a child needs to be picked-up before the scheduled return to the school from a field trip location, he or she must remain in the school and be placed in an alternate classroom. Pick-up may only be done at the school location.

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## **Diapering Procedure**

To minimize contamination outside of the diapering area, prepare for a diaper change before bringing the child to diapering area, for example, by having ready: ○ Enough wipes for the diaper change including wiping the bottom and hands after taking the soiled diaper away from the child's skin ○ A clean diaper, plastic bag for soiled clothes, and clean clothes if soiled clothing is anticipated ○ Non-porous gloves if they will be used, and a dab of diaper cream on a disposable piece of paper or tissue, if cream is being used Diapering Procedure

1. Prepare for diapering as indicated above.
2. Place the child on the diapering table in the infant room and toddler 1 and stand in the bathroom in toddler 2 room. Remove clothing to access diapers. If soiled, place clothes into a plastic bag.
3. Remove soiled diapers and place into lined, hands-free trash containers used only for diaper waste. To limit odor, seal in a plastic bag or gloves before placing it into a trash container.

4. Use wipes to clean the child's bottom from front to back.
5. Use a wipe to remove soil from adult's hands.
6. Use another wipe to remove soil from the child's hands.
7. Throw soiled wipes into lined, hands-free trash containers.
8. Put on a clean diaper and redress the child. 22
9. Place the child at the sink and wash hands following the handwashing procedures.
10. Spray diapering surface with soap and water and wipe clean, Follow with disinfecting solution and wait more than 10 seconds before wiping with disposable towel or allow to air dry. It should be noted that the recommended practice is to wait for 1 minute to allow the solution to kill the germs.
11. Adult washes hands using the handwashing procedure without contaminating any other surfaces.

**Additional Precautions** ○ The diapering surface must be disinfected after each diaper change with approved disinfectant solution. All surfaces must be wipeable in order to be sanitized – i.e., no quilted pads or cotton covers. There must also never be safety straps or containers stored on the diapering surface. The disinfection solution must be allowed to stay on the surface for more than 10 seconds, and ideally 1 minute, to kill the germs. It is best for staff to spray the surface as the last step of the diapering procedure before washing their own hands. ○ Diapers are disposed of in a hands-free covered can (usually one that has a step pedal that lifts the lid) to prevent further contamination of surfaces. ○ Toys that are played with or objects that are touched, while children's diapers are changed, must be put aside to be sanitized. ○ Both children's and staff's hands must be washed after the diapering procedure is completed.

## Photography:

Management reserves the right to photograph the children for curriculum purposes with parental consent. Consent is given in the Enrollment Packet. Pictures may be placed on The Learning Nest's website, publication materials, and/or Facebook page. Please inform Management and DO NOT initial next to that statement in your child's Enrollment Packet if you do not want your child to be photographed in these instances.

### **Image Release Agreement:**

In order for TLN students to be photographed for any external purposes, separate permission must be given by signature next to the Image Release statement upon enrollment.

## **Health Policy**

### **Healthcare in Group Settings:**

Group care exposes children to new and different situations on a daily basis. One common factor of being in a group care setting is the exposure to a number of illnesses. **It is common for children to frequently get ill in group care.** Perhaps you will see a runny nose lasting a long time or that you seem to be visiting the doctor on a regular basis. Children this young

have not yet built up their natural antibodies for fighting off viruses and bacteria. Young children's immune systems are immature, making them less resilient to illness.

Here at The Learning Nest we make every effort to reduce the number of germs within the classroom setting. By washing hands frequently, cleaning toys regularly, removing and sanitizing items that have been mouthed, laundering sheets and soft items weekly and daily cleaning of classrooms (mopping, vacuuming, sanitizing toilet/diaper changing areas, sinks, etc.) we reduce the possible spread of illness.

Children will go outside every day, weather permitting. Fresh air in the colder months facilitates good health rather than promotes illness. Germs are related to children getting ill rather than cold air. Fresh air has fewer germs than indoor air and outdoor exercise increases children's general fitness and resistance to infection. Colds and flus are more common during winter months because germs spread easily when people spend more time in closed heated rooms. Therefore, outdoor experiences help promote good health. Infants should also have opportunities to go outside on the playground or buggy/stroller rides. We do take into consideration conditions such as rain, snow, temperature and wind chill when deciding if, when, and how long we go outside.

There are certain health considerations that are specific to infants and toddlers that require further discussion than the general illness policy in the Parent Handbook. These include immunizations and diarrhea.

Immunizations occur on a regular basis during the first year of life. It is understandable that there are sometimes side-effects resulting from these, a couple being pain and/or mild fever. If a doctor's note is provided, we can administer an over-the-counter pain reliever brought in by parents after your child's immunizations.

Since infants and young children are susceptible to becoming dehydrated from diarrhea, we take this symptom very seriously. If your child has had an unusually loose bowel movement (different from what he or she usually has) the staff will contact you and recommend that you have your child checked by his or her physician. If your child is taking antibiotics, diarrhea is often a side effect. When your doctor prescribes the antibiotic, request a note stating that diarrhea may be a side effect of the medication and any recommendations to treat it. We will closely monitor dehydration and may need to contact you to pick-up your child if we become concerned.

## Immunizations:

All children are required to have a complete, up-to-date immunization record on file at The Learning Nest. This is per CDHS licensing regulations. The Learning Nest cares for children under the age of one who are not yet fully immunized. Therefore, in order to keep these infants healthy we do not allow enrollment to any non-immunized child, with or without the required *Statement of Exemption to Immunization Law* form. If you wish to follow a delayed immunization schedule it must be within the Colorado Public Health Department approved

window of vaccination schedule and we must have a signed doctor's note explaining the planned schedule.

## Physical Examinations and Medical Forms:

The CDHS requires parents to provide TLN with current immunization records and current physical/well-being exam reports for children at the following age intervals: 2 months, 4 months, 6 months, 9 months, 12 months, 15 or 18 months, 2 years and yearly after that.

All medical records must be updated at these times. The General Health Appraisal Form is located in the enrollment packet in Brightwheel. In addition, consent forms for authorization of medical treatment, emergency transportation and child release, must be signed by parents annually and kept in each child's file. **For your child's safety, please remember to notify the office immediately of any changes of telephone numbers or addresses listed on the consent forms**

## Medical Policy:

For the welfare of all children and the staff, each child must be brought to school in good health. Staff will do a brief inspection of your child every day to check for signs of illness upon arrival. If a child becomes ill while at school, we will notify parents to immediately pick-up their child as quickly as possible. Children with fever, contagious diseases and other communicable health problems will be isolated and kept away from the other children. Should a child have a chronic but non-contagious condition, we must have a note from a physician explaining the condition for our files. A child must be symptom-free for 24-hours before returning to school after a health-related absence. Alternatively, we must have a note from a physician who has personally examined the child that states that the child's condition is not contagious and the child may return to the school.

Management works closely with a pediatric healthcare consultant to determine medical policies and resolve medical issues affecting the children and staff at the School. Mildly ill children will be permitted to attend school on their regularly scheduled days. For the protection of all children and staff, parents will be notified when their child is too ill to remain at school and will be requested to pick-up an ill child immediately. Should a parent be unable to pick-up their child within one hour, they are responsible for making arrangements for their child to be picked-up by an authorized adult.

Below are the criteria regarding signs or symptoms of illness, which will determine whether a child can attend The Learning Nest prior to morning drop-off:

- If a child has a temperature of 100.4 degrees or higher, he/she will be required to stay home until fever-free for 24 hours without the use of acetaminophen (Tylenol) or Ibuprofen (Motrin or Advil).
- A child on antibiotics must be excluded from the time of diagnosis until 24 hours after the first dosage.

Procedures for handling a child who has already been admitted to the school and exhibits symptoms requiring exclusion until he/she can be taken home:

- The child will be kept in a quiet isolated area in the classroom on a resting mat. All mats and sheets will be cleaned after the child leaves the school.

We have no separate facilities for long-term care of a sick child, parents are asked to be especially aware of and plan for impending illness. If a child becomes sick while at school, a staff member will contact a parent to ask that the child be taken home. We will ask parents to take their child home if we feel that he/she needs to see a doctor, is contagious, or has a greater need for individual care than our staff can provide.

Some of the common conditions for which a child will be sent home are as follows:

1. **Temperature** - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or Ibuprofen (Motrin or Advil) before returning to the School. His or her activity level and appetite should be back to normal as well. In cases of highly contagious illness associated with fever (such as the flu), the return to School timeframe may be extended to ensure the health and wellness of all children at the School.
2. **Diarrhea** - A child who has more than three instances of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections; however, bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff during orientation. The child must be diarrhea-free for at least 24 hours before returning to the School. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to the School may be extended to ensure the health and wellness of all children at the School.
3. **Vomiting** - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the School very rapidly. The child must not have vomited for at least 24-hours before returning to the School. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to the School may be extended to ensure the health and wellness of all children at the School.
4. **Impetigo** - This skin infection is characterized by crusted sores, which may appear anywhere. but usually first in the facial area. Children with this condition must be on antibiotics for at least 24-hours and all lesions should be dry before returning to the School.
5. **Conjunctivitis** - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. Children with this condition must be on antibiotics for at least 24-hours before returning to the School.

6. **Strep Throat** - Characterized by swollen neck glands and a temperature combined with a sore throat. This condition requires antibiotics. Your child should not return to the School until he/she has been on medication for 24-hours.
7. **Scarlet Fever** - Strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the School.
8. **Chicken Pox** - Children can attend the School after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. Please notify the School if you suspect that your child has been exposed to Chickenpox so that we may issue a Health Alert to notify other families.
9. **Ear Infections (Otitis Media)** - Ear infections are extremely common. Children must have taken the prescribed antibiotics for at least 24-hours before returning to the School.
10. **Respiratory Infections** - Common and usually are caused by viruses. It is advised that your child remains at home and if fever is associated with the infection, must be fever-free for 24-hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the School.
11. **Head Lice** - Characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the School after they have had one head lice treatment.
12. **Scabies** - Itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms and soles. The rash is caused by a mite. The child may return to the School after one treatment.
13. **Hand-foot-mouth disease** - Caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitals and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever-free for 24-hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the School.
14. **Covid-19**- As this a new virus and info is still evolving, we closely monitor the CDC symptom list and follow isolation guidelines.

If a child is ill with a contagious disease (i.e chickenpox, etc.) parents are required to let the staff know so that a Health Alert can be issued to other families. Staff shall include the type of communicable disease, symptoms, and precautionary measures that can be taken in addition to information on when the infected individual was present at the school. In cases of highly contagious illnesses, the return to the school may be extended to ensure the health and wellness of all children and staff. Additionally specific classrooms and or the school may need to be closed in entirety.

## Reportable Communicable Diseases:

If a child has a reportable communicable disease such as, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, The Learning Nest is required to report the illness to the Denver Health Department and notify parents and staff.

All parents are required to report all communicable disease exposures that occur outside the school. At the discretion of administrative staff, the child should be excluded from the school for the required period of time recommended by a healthcare provider or local health department.

## Administration and Storage of Medications:

According to Colorado law and Nurse Practice Act Section 12-38-132, C.R.S., all medicines must have a practitioner's written order. All medication must be brought in by a parent or guardian, children are never allowed to carry any medications on campus themselves. A written order and authorization must accompany any medication. The authorization must be current, medication must be in the original container from the pharmacy. Authorization must include the child's name, practitioner's name, pharmacy name, telephone number, signature, date authorized, expiration date, name of medication, dosage amount, time of day given, length of time to be administered, reason for medication, and any special instructions or side effects. If more than one medication is to be administered each medication needs to have separate instructions written by the physician. In the case that the medication is a long-standing prescription, all forms must be updated and reauthorized annually with a new written order and prescription label. Medication form can be provided upon request.

All childcare authorized staff to give medication must complete a 4-hour Department of Social Services approved medication administration training and have current first aid and universal precautions training. The health consultant will designate trained childcare staff the task of routine medication administration and will provide additional training as needed.

All medications will be kept in an appropriate secured location, locked and inaccessible to children including refrigerated medications to be stored in a secure designated area away from food. If a medication is out of date or left over, parents will be asked to remove and dispose of the medication. If parents do not dispose of the medication or can no longer be reached, Management will dispose of it within seven (7) days. All disposed medicine will be logged with date, time, and reason.

A written medication log will be kept for each child containing the following information: Child's name, name of medication, dosage amount, time given, special instructions, name and initialization by the administrator of the medication. If the medication was not given for any reason there will be a notation made along with a reason.

## Inhaler and Epinephrine Pen Storage and Usage:

Inhaler use is considered an everyday life activity for asthmatic children. Therefore, asthmatic children will not be viewed as an ill child. The Learning Nest only needs to log information for the Health Consultant, if the inhaler is prescribed for temporary use or is not effective.

A physician's statement will be kept on file for each child with an epinephrine auto injector (Epi-Pen). In the event a child has a reaction, the staff member with medication administration will administer the Epi-Pen.

Management will ensure all Inhalers and Epi-Pens are stored at a location in close proximity to the child. Teachers will be aware of the storage location. It will be kept out of children's reach but easily accessible.

In the event that an Epi-pen must be administered 911 will be called and parents will be notified.

## **Injury and Accident:**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. Parents or persons designated to act "in loco parentis" are required to sign the Incident/Accident Report upon pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. We will attempt to notify parents prior through Brightwheel when possible and deemed necessary.

A telephone conference or meeting may be scheduled for later time should a parent wish to discuss the situation in future detail.

If a more serious injury occurs, parents will be notified at once and if necessary, the directions indicated on the child's Emergency Card will be followed. We will call the local paramedics if necessary.

## **Emergency First Aid Procedure:**

Multiple staff members are required to have current training in First Aid, CPR and Universal Precautions. In cases of minor injury, our staff will administer simple first aid and will notify parent(s) in writing about all injury and treatment provided at the time of pick-up. Depending upon the severity of the emergency, the school will contact parents or authorized persons, the child's doctor and/or call 911 if necessary. Transportation to the hospital will be made by either ambulance or police when time is of the essence, or parents are not available. Should immediate transportation be necessary, management or designee will take and accompany your child.

# **Communication, Participation and Right**

## **Parent Participation:**

Parents are welcome to spend time in the classroom, visit for lunch, or share any talents they have with the children. Parents are always welcome with no notice required, but may want to notify the teachers when they plan to visit (so that the child and the group can be prepared). If your child is having difficulty with separation, please discuss with our teachers' ways that would make parent participation easier. You may decide that extra visits during your child's first few weeks could make it more difficult for him/her to settle and adjust. Please discuss any concerns you may have with the teachers. (Due to COVID-19 parents are currently not allowed in the classroom for long periods of time without approval)

## Parent Teacher Conferences:

Although teachers are available to talk with parents informally, time is set aside once a year for formal Parent/Teacher Conferences. Teachers complete developmental progress reports for each child annually. Teachers will update you on your child's behavior, progress and development periodically. Additional conference times may also be arranged at your convenience. Conferences may be mandatory for parents if deemed necessary by staff.

## Parent Resources:

We recognize that it takes a village to raise a child and communicating is key to success. To achieve that goal The Learning Nest will provide ongoing updates and useful information/resources through Brightwheel.

## Reporting Suspected Child Abuse:

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The staff at The Learning Nest are considered mandated reporters, under this law. Staff are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Learning Nest takes this responsibility very seriously and will make all warranted reports to the appropriate authorities.

The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of The Learning Nest cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith". Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints, i.e. car seats, seat belts
- Dropping-off / picking-up child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

TLN makes every effort to provide a safe and healthy environment for children. The telephone number to report child abuse is: 1-844-CO-4-KIDS and 1-844-264-5437.

## Inspection Authority:

The State of Colorado, Department of Social Services has the right to enter and inspect our school at any time, for any reason, with or without advance notice. They shall have the authority to interview children and staff and may inspect records without prior consent. The Department has the authority to observe the physical condition of any child and may have a licensed, medical professional physically examine any child.

We recommend discussing a concern or complaint with management of The Learning Nest. We will make every effort to resolve any issue to your satisfaction. If you feel your complaint has not been resolved, then you may choose to contact the Social Services Department. Complaints regarding child care are filed at:

State of Colorado Department of Social Services  
Office of Child Care Services  
1575 Sherman Street, 1st Floor  
Denver, CO 80203-1714  
(303) 866-5958

## Thank You:

We know you have a lot of choices when it comes to childcare so thanks again for considering The Learning Nest. To help us serve you better, please feel free to contact the Scott family with any questions, comments, concerns and/or suggestions.