



**Back To Basics**  
**Family Preschool**  
*Laughter. Learning. Love.*

## Handbook of Policies and Procedures



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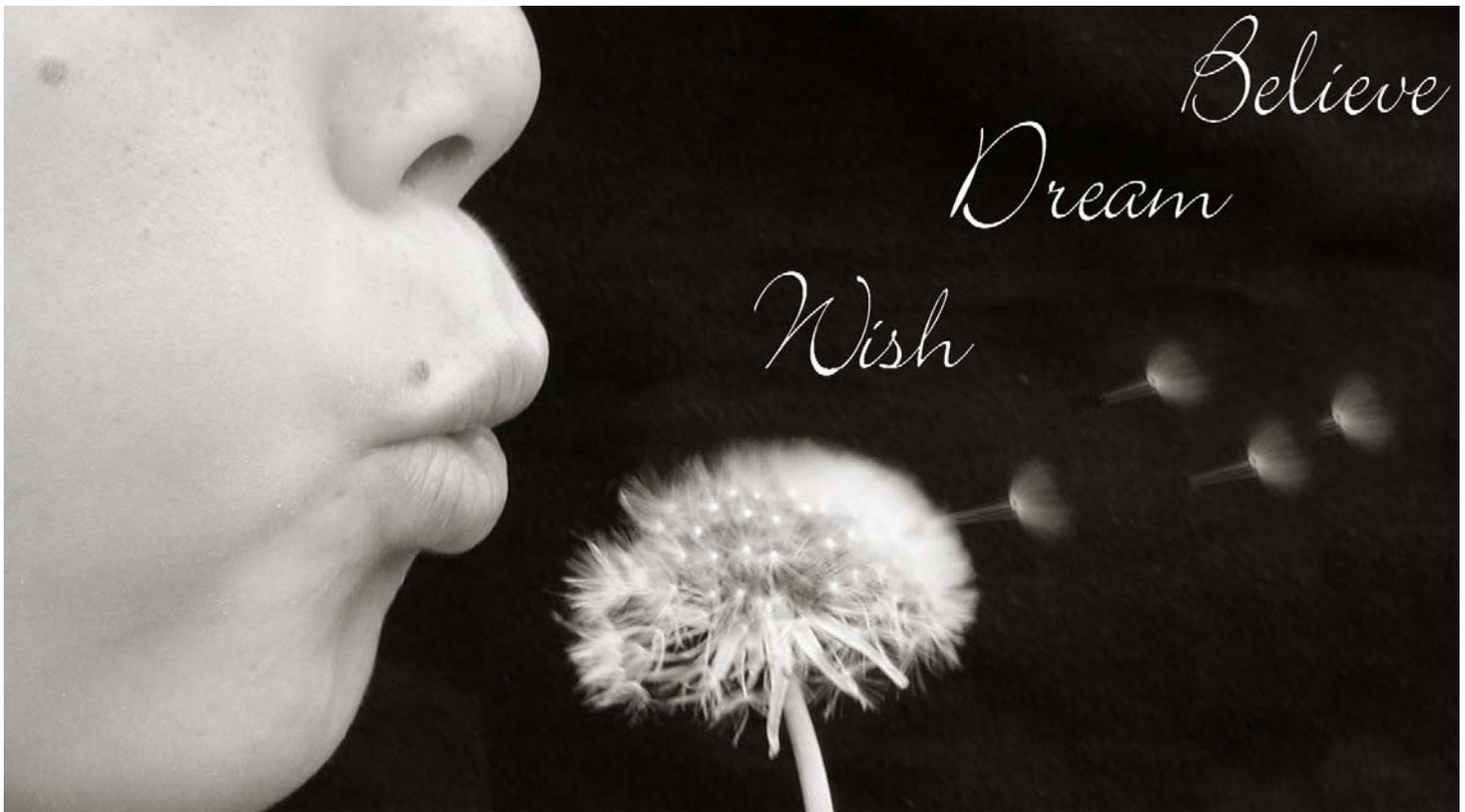
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**INTRODUCTION** Welcome to Back To Basics Family Preschool. Our school is unique for several reasons: class size, curriculum and environment. Our school is licensed for a maximum of 12 students, with a ratio of 6:1 per teacher. No center day care can make this claim. As such, our curriculum is much more student based and our children learn and grow at their own pace, usually faster than what the average child their age does. Our classroom encompasses students ranging in ages from two to five, allowing children to grow at their own pace, mentoring and challenging each other. Your child may develop language, math or writing skills at a higher rate than their age indicates. He/she will not be stunted or asked to wait to learn more until a space in the higher age class becomes available. In our class, your child will continually be challenged at the rate they naturally learn at. We create custom, individualized curriculum for each child. Our students enter kindergarten completely prepared and excited for the journey that awaits them!

To facilitate greater understanding between parent(s) and provider, we have created this handbook covering childcare philosophies, business policies and expectations. Please read this carefully, and feel free to discuss with the Director any questions that you may have.

**ADMITTANCE POLICY** Parents wishing to enroll their child(ren) to Back To Basics Family Preschool, must first schedule a tour of our facility and interview with our Director. Our school is small and close-knit and it is imperative that any new family accepted to our preschool understands and believes in our unique philosophy and environment. Communication is of the most importance, not only for the betterment of your child's care and education, but for the school environment as well. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, your child will not develop to his/her potential. An interview allows both parties to decide if our school is the best fit for each family individually. Please note that we do accept children who are not immunized.

**WAITING LIST** Back To Basics Preschool is a unique preschool environment. As such, admittance to our school is in high demand. If our class is at capacity, you may place your child on our waiting list, and as soon as an opening becomes available, you will be contacted. Siblings of current students will be given priority. To be placed on the list, simply fill in the Letter of Intent located at the last page of this handbook or at our website ([www.BTBPreschool.com/forms](http://www.BTBPreschool.com/forms)). If enrollment is offered to an applicant, we require a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list. If at a later date it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed and applicant will be placed on the waiting list based on the date recorded on this new form.

**CHILDCARE PHILOSOPHY** Back To Basics' mission is to provide a loving, quality educational preschool program for children ages two and up. We intend to fulfill this mission by giving extra effort to the basic fundamentals in preparation for formal schooling, while providing a nurturing, safe, unique and creative environment for children to grow and explore in. By

having open communication between parents and caregiver, we will create a more cooperative and hands-on approach to education.

**COMMUNICATION** Good communication between parent and provider is essential to any child care program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar child care philosophy. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

To further facilitate communication between parent and provider, a Daily Letter and monthly calendar will be provided to you. These items will explain some of the activities and happenings within our classroom, the current curriculum topics, upcoming events, closures, or any other pertinent, fun information that may be of interest to our families.

**ENROLLMENT POLICY** There are several forms that we must have completed and in our possession before we can assume the responsibility of caring for your child. **NO EXCEPTIONS.** This is required by the state and if children's files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:

- Signed Contract and Rate Agreement
- Emergency Medical Authorization Form
- Child's Health Record (will need to be filled out by a physician)
- Enrollment Form
- Sunscreen/Field trip Permission Slip
- Media Use Form
- Pick-Up Authorization Form
- Allergy and Food Preference Form
- Immunization Form

You are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

I am a facility that accepts non-immunized children, but due to confidentiality constraints, will not disclose who has or has not immunized.

**TRIAL PERIOD** The first two weeks (14 calendar days) of the child's enrollment will be considered a trial period. During that time the parent or provider may terminate the childcare agreement at any time. After the trial period is complete, three weeks written notice is required to terminate the agreement (see Termination Policy).

**TUITION/PAYMENT PROCEDURES** Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than drop off time the first contracted care day of each week. We do not deduct for days your child(ren) is sick, vacations or days just taken off. The weekly rate is a flat fee and is due each week. Before and after school children will pay full time rates on school breaks and vacations. Payment may be in the form of cash, credit card (Visa or MasterCard) or check ([please make check payable to: Back To Basics](#)), as long as no checks are returned to me for non-payment. There will be a late fee of \$10 for each day that payments are not received. Repeated late payments may be grounds for termination.

Once contracted with Back To Basics Preschool, your rates will remain the same throughout the duration of your family's attendance to our school.

**AUTOMATIC PAYMENT** Credit card (Visa or MasterCard) automatic billing may be set up for weekly payment, charged out on Monday morning. To set this up, please see our Director.

**REGISTRATION FEE/LATE FEES** A deposit of one week's tuition is required when your child registers, which will be applied to your child's last week of enrollment. This deposit will be forfeited if care is terminated with less than three weeks notice.

This contract may be terminated at any time, for any reason by either party with proper notice. Proper notice will consist of written or verbal notice to the provider not less than two weeks prior to the child's last day of care. If you choose to terminate care with less than proper notice, you agree to forfeit the entire deposit.

If at any time, after consultation with the parent or guardian, I feel that you or your child pose a safety risk to any of the children in my care, we will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at our discretion.

A late fee equal to \$10/per child/per each 15-minute interval that pick-ups are late, from the contracted hours, will be charged. Example: 1 - 15 minutes late, you owe \$10 per child; 16 - 30 minutes late, you owe \$20 per child. Late fees will be added to your account and must be paid with the following week's tuition. This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at our school longer than 3 hours past closing, the local county department of Social Services or police will be called. During this time, I will provide appropriate activities and snacks for your child.

**NSF CHECKS** If a check is returned for non-sufficient funds, you will be required to pay all fees that are incurred as a result of the returned check and subject to a \$25.00 service charge. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash or credit card payment from that point forward.

**HOURS OF OPERATION** Normal hours of operation are Monday through Friday from 7:00a.m. – 5:00p.m.

Add-ons or schedule changes may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first serve basis. The only purpose for accepting add-ons or schedule changes will be as a service to our families. Please remember that schedule changes of this nature create some disruption to our normal schedule. Please provide as much notice as possible, so that we can accommodate for meals, sleeping arrangements, and any changes in activities that may need to occur.

We maintain an open door policy for parents during preschool hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate you taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

Open door policy does NOT mean that our doors will be kept unlocked. We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without our permission or knowledge. We also do not want little ones leaving the house unsupervised. The side gate that parents enter our school through also contains a warning buzzer, to alert us when someone opens the gate. This is another higher level safety precaution we take.

**ARRIVALS and DEPARTURES** It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. This may be done simply by filling out your Green Card given to you in your welcome packet or also located on the website ([www.BTBPreschool.com](http://www.BTBPreschool.com)). Please inform emergency contacts, or people designated to pick up your child, that if I do not know them, and the child is too young to recognize them ("Hi, Grandma!"), then I will need to ask for identification as well. We do not mean to offend but we take the safety of our children extremely seriously.

**ABSENCES** There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so **it is necessary for you to pay for all days scheduled whether or not your child is in attendance.** Due to ratio constraints, make-up days are allowed only if there is room on another day. Make-up days do not apply to paid holidays.



**CLOSED HOLIDAYS** The following is a list of the paid holidays that Back To Basics will be closed for each year:

- New Year's Eve
- New Year's Day
- Week of New Year's we are closed a minimum of 3 days
- Memorial Day
- 4th of July & the day after
- Labor Day
- Thanksgiving Day & the day after
- Christmas Eve
- Christmas Day and the day after
- Week of Christmas, we are closed a minimum of 3 days



**CLOTHING/ATTIRE** Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into.

**PERSONAL BELONGINGS** We love if children bring toys from home, especially if it helps your child with transitions in the morning at drop-off, but it must be something that can be shared with the entire group. Little ones have a difficult time sharing with others, and this is a great learning environment for it. Please do not bring any toys with small parts that may cause for a choking hazard. If they want bring a favorite sleepy toy for naptime, please note that they will only be able to bring it out for naptime. It confuses the purpose of the toy if they play with it and try to sleep with it. Show and tell is always on Friday, and they may bring any toy they want. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

**SUPPLIES** You are responsible for supplying diapers, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers to be stored here and we will let you know when your supply runs low. You are required to supply



a blanket and pillow for your child to be kept at our childcare home. All blankets and bedding will be laundered every Friday. Good clothing is not recommended. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be left here at the childcare home in the summer. We will request certain items for different times of the year, such as boots or snowsuits. All items need to be labeled with your child's initials. You must maintain these items at all times. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside. If it becomes necessary for me to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

**DAILY SCHEDULE** Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allow the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule (see Daily Schedule) to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Our normal daily schedule does not include any trips and any field trips planned will be given with written consent, several weeks in advance.

**MEALS** We provide all food at no extra charge. Meals will consist of a breakfast, lunch and afternoon snack. Children who arrive after meal times (see Daily Schedule) should be fed before they arrive. Menus (see Sample Menus) will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request.

**CLEANLINESS/HYGIENE** We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. Staff washes their hands frequently and also uses antibacterial gel. Washable cots are used for naptime. Each child has a separate nap cot with blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water.

Children use separate cups, plates, bowls and eating utensils. Water bottles are provided, and washed frequently, for your child to drink from throughout the day, whenever they choose.

I did it!



Children will also be provided the use of a cubby, for their personal belongings to be kept. This maintains healthy sanitary conditions, while also providing the benefit of personal space for each child.

**TOILET TRAINING** Toilet training will be done in a relaxed manner with the cooperation of the family. Thirty months of age is a good rule of thumb to start checking for signs of readiness. Toilet training cannot begin until the child is old enough to have independent urges. The child must also be ready in three areas. First, the child must be physically ready (meaning he or she can "hold on" for a period of at least an hour or more, although several hours is a better indicator of readiness.) Second, the child must be intellectually ready (that is, he or she understands when and how to use a toilet). And third, the child must be emotionally ready (in other words, he or she must be willing to use the toilet). When the three areas of readiness occur together, toilet learning is usually easy and rather quick. When the time is right for your child, and until he/she is totally successful in his/her toileting, he/she should wear clothes that promote their independence. In addition, your child must have two complete changes of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to remove "in a hurry". Do not bring your child

in panties or underwear until he/she has naptime and bedtime control established.

We ask that you begin toilet training at home during a weekend or vacation after which, we will follow through and encourage your child here. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience.

**NAPS/QUIET TIME** There will be a designated nap/rest time each day (see Daily Schedule). All children must either nap or rest quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not very happy when they go home in the evening.

**CORE KNOWLEDGE CURRICULUM** Our preschoolers love school. It's our number one priority. We know that in most cases, we are your child's first experience away from home. Home is a safe, fun place where mom and dad tell us what we can and can't do. School should just be an extension of this. If it is not fun, safe, and nurturing, your child will associate with school negatively, and fail to thrive and grow to their potential. At Back To Basics, we make learning fun. If your child wants to color, why not color an Elmo page for E? If your child wants to play on the computer, why not play a Hooked On Phonics®

games, or Reader Rabbit? When playing tag, why can't we call out letter sounds to unfreeze? Strategically planned curriculum creates easy avenues for your child to learn without a negative association. We set the foundation for positive school experience that they will take with them through the rest of their education.

**Call us crazy, but we love math and reading!** We've encountered so many parents who fail to realize their child's potential. It's not because they don't love their child, but it's hard to see their baby as anything other than just that, their baby. That's where we come in.

We believe every child has a right to learn at his/her own pace, and should not be categorized solely by their age. In our unique class setting, we are able to teach and challenge your child according to his/her abilities. If by two-and-one-quarter, she knows her letters, then by three-and-one-half, she can probably grasp most of the phonetic sounds as well. If by three-and-three-quarters, your child can count and recognize numbers from 1-20, he/she should also be able to start doing simple addition and subtraction. Age does not dictate your child's capabilities.

Our children are able to learn and acquire so many skills through strategically planned curriculum and repetition. Your child grows within the same classroom, with the same teachers, so we really get to know your child and his/her best learning method. Never is your child forced to do something boring like sitting at a desk and memorize flashcards. We make learning fun and you'll be surprised what your child can accomplish and enjoy doing. We are all born innately with a desire to explore and learn, and it is only when we have failures, struggles and boredom within a classroom that we begin to dislike education. Our students look forward to our programs and will miss school on days off. Please note: the following is a list of skills our students acquire before entering kindergarten from our school and are not requirements for kindergarten.



1. Recognizes, states, and properly writes all 26 letters (lower & uppercase) of the alphabet.
2. Phonetically sounds out all 26 letters of the alphabet.
3. Recognizes, states, spells and properly writes his/her first & last name (using lower & uppercase letters).
4. Completes first level of Hooked On Phonics® reader program.
5. Recognizes and states phone number and address.
6. Recognizes, counts and write numbers from 1-20, forwards and backwards.
7. Can do simple addition and subtraction.
8. Can recite the days of the week & months of the year.
9. Can say the Pledge of Allegiance.
10. Is independently able to dress himself/herself (with the exception of tying shoes).
11. Is potty trained.
12. Is socially able to interact in a group setting.
13. Feels confident when speaking in front of a small group.
14. Able to jump, hop, skip, climb, & walk backwards.
15. Knows how to count to ten in Spanish, and may have a small vocabulary of other Spanish words.
16. Can cut, glue, and color independently.
17. Able to follow 3 sentence instructions.
18. Is able to sit quietly during story/group time.
19. Knows how to stand in a line.
20. Knows a large assortment of animal sounds.
21. Can categorize where an object belongs.

Every day you will receive a Daily Letter; a basic synopsis of your child's day. We encourage you to discuss with your child what things he or she learned during the day. This not only opens communication between you and your child, but will also help your child recall activities, a valuable skill needed in formal schooling. Children learn through repetition and the additional enforcement they get from home, the more beneficial our program will be to them.

**T.G.I.F. at BTB** Fridays are a special day and should always be celebrated! Here at Back To Basics, we do our own version of T.G.I.F. with Show & Tell and an afternoon movie and popcorn. Your child is allowed to bring any toy from home that they choose to speak about to the class. This gives your child a first glimpse at group speaking in front of his/her peers, and feel special and important, both key elements to high self-esteem. The afternoon movie will be G rated only, and decided by a majority class vote. We have a huge selection, but your child may also bring his/her favorite movie to share as well.



Friday is also a time when your child gets to choose a Special Treat for not striking out the entire week (please see Rewards/Consequences). We have a wide assortment of prizes for your child to pick from our special treasure chest. It may be a small toy, but your child will take such pride in knowing that he/she earned it for making great choices all week. Our reward ceremony singles out each child and recognizes them for their hard work and accomplishment. This is what makes this system so effective. A child does not want to lose their Special Treat and, by doing so, it has a powerful impact upon the child, making them rethink the choices they will make in the upcoming weeks. It is human nature

to crave positive affirmation, and this system creates that environment for your child.

**BIRTHDAY PARTIES** Birthdays are a special time and we like to really celebrate them! On your child's special day, we will have a small party and recognize the milestone they have achieved. Feel free to send treats, such as cookies or cupcakes. Please let us know ahead of time what you are planning so that we do not duplicate sweets.

**FIRE SAFETY** I have a written fire evacuation plan and I incorporate fire safety curriculum into my program.

**HOUSE RULES** There are certain house rules that all children will be taught and expected to follow. This is for the safety and well being of everyone.



There will be no running permitted in the house. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Respectful treatment of other people and all property, toys, and furniture is expected. No smoking is permitted on the premises. Children and families are welcome in any areas of the home that are used for preschool purposes only.

**INDOOR/OUTDOOR PLAY** Indoor play: We provide a variety of age-appropriate toys for indoor play. Although the toys are categorized in centers, during free play time we believe it is an important part of your child's learning to explore outside the confinements of structured areas. Barbie's may ride on trains, or Legos built into race tracks need cars to drive on it. Limiting imagination only stifles creativity, and we believe this to be a fundamental part of your child's education. After play time, all toys will return to their designated areas. These activities help promote good health in our children. We try to instill a love for physical movement early on, so that they carry it with them into adulthood.

Outdoor play: We will play outdoors everyday that weather permits. We have a wonderful play area, equipped with climbers, sandbox, bikes, soccer nets, a kitchen and a clubhouse. We also have sidewalk chalk, paintbrushes and other tactile toys making outdoor time an enjoyable event for your child. Other outdoor activities will include walks within the neighborhood, playground time at the park closest to our school, and water play (sprinkler and small pool during summer). When weather does not permit outdoor play, great lengths will be taken to do more music and movement and physical activities inside.

Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times.



## DISCIPLINE – STRIKE ZONE

We believe that children behave according to what is expected of them. As long as children know what rules are in place, they naturally will begin to follow the boundaries set forth. While they are in process of learning those boundaries, we use a strike system to help guide them. This system uses the basic idea that children will make mistakes and should not always be punished for them. Strike one simply is a reminder of the rule that they are breaking and a warning to change the negative behavior. Strike two causes the child to be removed from the area he/she is continuing to make the bad choices in and must choose a new center. If the child receives a third strike, the child will lose freedom of choice, for a small amount of time, and be told where to play and what to play with to help him or her better understand the rules of the classroom.

On the other hand, though, children should also be rewarded for following the rules as well. Every Friday, your child either gains or loses the Special Treat, depending on whether or not he/she struck out during the week. This system, based upon the baseball tradition of “three strikes, you’re out,” allows your child to develop a sense of responsibility and control over his or her actions. If your child makes good choices, he/she will be rewarded for this. But if he or she chooses to make inappropriate choices, then there are consequences for these actions as well. The system allows the child the independence to make their own choices and to learn, grow and be responsible for them.

As well as the Strike System, we understand children strive on positive affirmations. To promote an encouraging environment within our classroom, we use a sticker chart reward system. They can earn a sticker by demonstrating good choices with cleaning up, manners, sharing and any other behavior we believe to be good. It is human nature to want attention and we try to bestow positive words and rewards as much as possible within our classroom so that positive attention is what is strived for, and not negative.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

We understand that abusive treatment of children is prohibited by law and by the licensing regulations with which a child care provider or authorized agent is required by law 26-6-102, C.R. S 1973. To report evidence or knowledge of suspected child abuse or child neglect, call the State Department of Human Services at 303-866-5958.

## ILLNESS

*Mary had a little cold, but wouldn't stay at home,*

*And everywhere that Mary went, the cold was sure to roam*

*It wandered into Molly's eyes & filled them full of tears-*

*It jumped from there to Bobby's nose and thence to Michael's ears-*

*It painted Anna's throat bright red, & swelled poor Jennie's head*

*Dora had a fever and cough put Jack to bed.*

*The moral of the little tale is very quickly said,*

*She could have saved a lot of pain with just one day in bed!*



Back To Basics is a "well-child" preschool facility. At no time do

we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

**Sick Child Policy:** Under no circumstances may a parent bring a sick child to day care, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE), or is unable to participate in the normal routine and regular day care program. Sick children expose other children, as well as staff, to the spread of their illness and require additional care and attention that we are unable to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced and exposed. Because this is disruptive to other children and their families, as well as our own, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

If your child is unable to participate in the normal activities of the day care (including being able to play outside), then your child **MUST** stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come and pick the child up.

A sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, (s)he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion.

#### **Symptoms requiring removal of child from day care:**

- Fever: Fever is defined as having a temperature of 101°F taken orally; (a child needs to be fever free for a minimum of 24 hours before returning to preschool, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm and pink-eye.

**Substitute Care** Due to the size of our facility, from time to time substitute care may be required. My sister Jaime Knieper (mother of 5) or my mother-in-law Louvilla Dame (mother of 5, grandmother of 12) fills this role occasionally. Substitutions in our class are extremely rare.

**MEDICATIONS** Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for me to administer ANY medication, prescription or over-the-counter. All medicines must be in their original container with pharmacist or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.

**MEDICAL EMERGENCIES** Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reach.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of Back To Basics, or her family will not be held liable for any sickness or injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

**Suspected Child Abuse** As a licensed home, we are required to report all suspicions of child abuse to our local police department or child protection agency.

**EMERGENCY PROCEDURES** In the event of an emergency concerning the safety of the children in our care, such as a fire, flood or evacuation of the home for any natural or unnatural reasons, we will take the children out of the affected area. Parents will be notified by telephone where the children will be taken. My cell phone number is 303-810-7084.

Our primary point of contact will be at the McDonald's at Main Street and Parker Road. If for some reason this is not far enough, we will then take the children to my friend's house (Angie Egan) at 16795 Trail Sky Circle, Parker 80134 (near Sonic restaurant). Her telephone number is 303-550-4110.

In the case of a lost child, the authorities will be notified first, and then the parents.

A conscientious effort will be taken to secure the safety and well being of your child(ren) and you will be notified as soon as possible of any such emergency and the location in which we are at.

Lockdown drills are becoming more common as individuals continue to attack schools and school grounds. In the case of an intruder or other criminal emergency, we will take the children to the upstairs bedroom, lock it, and call for help. All windows and doors will be locked and secured until law enforcement assures us that it is safe to come out. During lockdown, parents can be contacted but will be unable to pick up or drop off children. This type of drill will be done at least twice a year.

## DISASTER PLAN OUTLINE

**Tornados:** If a tornado warning occurs, we will take the children downstairs to the basement and we will sit as far away from the windows as possible. We will maintain a tornado/hail storm kit (flashlights, blankets, books, radio, water, snacks) that we can use to get through the storm. Maintaining a calm environment in all emergency situations is essential. Communication between us will be maintained through telephone as much as possible.



**Fire:** If a fire should occur in the house, we will immediately evacuate the children to the end of the driveway and use a neighbor's phone to call the Fire Department and notify parents. If it is in inclement weather, we will wait at our next-door neighbor's house (11825 Snowshoe Drive) until parents can arrive.

**Earthquake:** In the event of an earthquake, we will all go underneath the kitchen table, away from windows and glass as well, so as nothing can fall upon us. Once the quake has subsided, we will immediately notify parents.

**Flood:** In the unlikely event we were in a flood, we will move the children to higher ground, farther up Snowshoe Drive, on the hill. From there we would find a warm, dry place to stay and we will notify parents immediately of our location.

**High winds/Hail:** In the case of a severe hail or windstorm, we will take the children to the hallway between the bathroom and basement, where we will be away from the windows. Once the storm passed, we will notify all parents.

**Blizzard/Power Outages:** During a blizzard or power outage, we shall remain calm and go about our daily business as best as possible. If the power outage is for longer than an hour, or the heat in the home is no longer retaining (whichever may come first), we will notify parents.

**Emergency Substitute Care:** In an extreme emergency, when me the provider or comparable teacher is unavailable, a back-up provider will be called and then I will immediately notify parents of the situation and ask that you come and pick-up your child early.

Listed on the next page is a quick reference of our Disaster Plan. For your convenience, it is also located on a separate sheet of paper within your welcome folder. Additional copies may be requested.

<b>PRESCHOOL DISASTER PLAN</b>
<b>Main phone number: (720) 508-3565 Cell: (303) 810-7084</b>
<b>Address: 11815 Snowshoe Drive. Parker, 80138</b>
<b>Primary Emergency Meeting Place:</b>  24/7 Dry Cleaners, 11153 S Parker Road (in between Starbucks and Noodles in the Wal-Mart parking lot)
<b>Secondary Meeting Places:</b>  1: McDonald's at Parker and Main Street 2: 16795 Trail Sky Circle, Parker, CO 80134 (friend's house near Sonic) (303) 550-4110

In an emergency, we have vehicles equipped to transport your child to the safest location, following all vehicle restraint requirements. We have the capacity to transport up to 15 children.

**TELEVISION/VIDEO POLICY** Television will only be allowed for Movie Day on Friday afternoons and for transition time between lunch and naptime. At no other time will children be permitted to watch television. We believe that you are bringing your child here for an education and social interaction. Television diminishes both of these elements. We are by no means saying that television should not or does not play a role in your child's life. We just do not have time for it in our busy daily schedule.

**TERMINATION POLICY** We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- Part Time spot needed for a Full Time spot

We appreciate as much advance notice as possible when terminating. Parents are required to give three weeks written notice when they decide to terminate childcare. The three weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give three weeks written notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of the provider or other children in attendance. In this situation, the three weeks payment of tuition is still required.

**TAX INFORMATION** We will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time.

**FEEDINGS** Although we do not accept infants, if a child needed to transition from breast feeding exclusively to a bottle, we would work directly with you, the parents, to find the most suitable solution for the infant. The transition of a toddler from bottle feeding to a cup would consist of the main feedings from the bottle until both we as the provider and you as the parent were comfortable that the child was able to receive the majority of the nutrients needed daily from a cup.

**RECALLS** On a regular basis, [www.cpsc.gov/](http://www.cpsc.gov/) website will be checked for the list of product recalls that may be found within our preschool. Any toy, equipment or furnishing found to be on this list, will be removed from the home immediately.

## REVISIONS TO THE HANDBOOK/CONTRACT

All families will sign a yearly revision to this handbook and the accompanying contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.



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To file a complaint about this facility contact:  
The Colorado Department of Human Services, Division of Child Care,  
1575 Sherman Street, Denver, CO 80203-1714

Or call: 303-866-3755 or 1-800-799-5876

For rules regulating family child care homes, please visit: <http://www.coloradoofficeofearlychildhood.com/#family-child-care-homes/cak5>



### **7:00 – 9:00 AM: ARRIVAL / BREAKFAST / FREE PLAY**

Children may select toys, puzzles books and games at their leisure. This time is structured for self-guided playtime, permitting your child to choose what and who they play with, for however long they choose. Hot breakfast is also served during this time.

### **9:00 - 9:30 AM: GROUP TIME**

This is time for our class to come together and learn the days of the week, months of the year, talk about the day ahead, say the Pledge of Allegiance and play group, academic games.

### **9:30 - 10:30 AM: MORNING LESSONS & FREE PLAY**

We will break into individual groups and work on our morning schoolwork and reading (pre-k only) one-on-one with the teacher. Once their individual lesson is complete, they are free to choose from a number of activities to resume play. Morning lessons are geared towards the alphabet or specific weekly chosen theme and include painting, cutting and gluing.

### **10:30 - 11:15 AM: MUSIC & MOVEMENT / OUTSIDE PLAYTIME**

Music is an important part of a child's day and we incorporate it throughout our lessons and games. Physical activity is just as important and we will go outside at least twice a day, weather permitting. If weather does not cooperate, we will play physical games indoors to get our wiggles out.

### **11:15 - 11:45 AM: LUNCH**

We provide a nutritional lunch, including a fruit, vegetable, protein, carbohydrate and milk serving. We also have individually labeled water bottles readily accessible for your child to drink from throughout the day at any point he/she desires.

### **11:45 – 12:15 PM: OUTSIDE TIME & EDUCATIONAL SHOW**

Weather permitting, we will return outside. If we can't go back outside, we will watch an educational show while we prepare for naptime; lunch clean-up, diapers, pottyng break, cot placement etc. also occur during this time.

### **12:15 - 12:30 PM: STORY TIME**

This is a time for your child to hear stories, sing songs, do yoga, relax and prepare for naptime.

### **12:30 - 2:30 PM: NAP / REST TIME**

Your child will be provided with a cot and sheet. Please bring a pillow and blanket for your child that can be left here (we launder them weekly). Children are expected to lie quietly. If your child chooses not to nap, or does not fall asleep within a reasonable amount of time, he/she will be provided with books to read quietly.

### **2:30 - 3:00 PM: AFTERNOON SNACK**

A nutritious snack consisting of either carbohydrates, fruits or vegetables will be provided.

### **3:00 - 4:00 PM: AFTERNOON LESSONS**

We will focus on handwriting, numbers, coloring and other fine motor skills during afternoon lessons. This is an essential component for kindergarten prep. We do have the luxury of working individually, once again, with your child during this time.

### **4:00 - 5:00 PM: FREE PLAY / OUTSIDE TIME / PICK-UP TIME**

Self-guided playtime for your child to explore, create and play to wherever their imagination takes them, both indoors and out.

## **THURSDAY'S**

We follow the above schedule, but from 10-10:30, a librarian comes to our school to read stories and do puppet shows.

## **FRIDAY'S**

We follow the above schedule, but towards the end of the day, we fit in Movie Day with popcorn and Special Treat Day, rewards for having a good week at school.



### **7:00 – 9:00 AM: ARRIVAL / BREAKFAST / FREE PLAY**

Children may select toys, puzzles books and games at their leisure. This time is structured for self-guided playtime, permitting your child to choose what and who they play with, for however long they choose. Hot breakfast is also served during this time.

### **9:00 - 9:30 AM: GROUP TIME**

This is time for our class to come together and learn the days of the week, months of the year, talk about the day ahead, say the Pledge of Allegiance and play group, academic games.

### **9:30 - 11:00 AM: WATER PLAY / PICNIC at the PARK / CRAFT DAY**

Alternating days, we will either be having some sort of “water fun” (shallow pools, sprinklers, water balloons), walking to the local park to play and eat or doing some sort of craft

### **10:30 - 11:15 AM: MUSIC & MOVEMENT / OUTSIDE PLAYTIME**

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### **2:30 - 3:00 PM: AFTERNOON SNACK**

A nutritious snack consisting of either carbohydrates, fruits or vegetables will be provided.

### **3:00 - 4:00 PM: AFTERNOON CRAFT**

We will do a fun craft that pertains to our theme for the week.

### **4:00 - 5:00 PM: FREE PLAY / OUTSIDE TIME / PICK-UP TIME**

Self-guided playtime for your child to explore, create and play to wherever their imagination takes them, both indoors and out.

## **THURSDAY’S**

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## **FRIDAY’S**

We follow the above schedule, but towards the end of the day, we fit in Movie Day with popcorn and Special Treat Day, rewards for having a good week at school.

**SAMPLE MONTHLY MENU** (all food allergies will be accomodated with an appropriate substitution)

**MONTH:** \_\_\_\_\_

monday	tuesday	wednesday	thursday	friday
<p><input type="radio"/> <b>bars</b></p> <p><input type="checkbox"/> buttered noodles</p> <p><input type="checkbox"/> peas</p> <p><input type="checkbox"/> pineapple</p> <p><input type="checkbox"/> tuna</p> <p><b>pretzels</b></p>	<p><input type="radio"/> <b>muffins</b></p> <p><input type="checkbox"/> cheese quesadilla</p> <p><input type="checkbox"/> corn</p> <p><input type="checkbox"/> bananas</p> <p><input type="checkbox"/> black beans</p> <p><b>granola bars</b></p>	<p><input type="radio"/> <b>pancakes</b></p> <p><input type="checkbox"/> ravioli</p> <p><input type="checkbox"/> green beans</p> <p><input type="checkbox"/> peaches</p> <p><input type="checkbox"/> buttered bread</p> <p><b>graham crackers</b></p>	<p><input type="radio"/> <b>cinnamon toast</b></p> <p><input type="checkbox"/> corn dogs</p> <p><input type="checkbox"/> baked beans</p> <p><input type="checkbox"/> applesauce</p> <p><input type="checkbox"/> pretzels</p> <p><b>bananas</b></p>	<p><input type="radio"/> <b>cereal</b></p> <p><input type="checkbox"/> turkey sandwich</p> <p><input type="checkbox"/> carrots</p> <p><input type="checkbox"/> raisins</p> <p><input type="checkbox"/> goldfish</p> <p><b>popcorn</b></p>
<p><input type="radio"/> <b>bars</b></p> <p><input type="checkbox"/> hot dogs</p> <p><input type="checkbox"/> baked beans</p> <p><input type="checkbox"/> bananas</p> <p><input type="checkbox"/> animal crackers</p> <p><b>cheese &amp; crackers</b></p>	<p><input type="radio"/> <b>muffins</b></p> <p><input type="checkbox"/> eggs</p> <p><input type="checkbox"/> green beans</p> <p><input type="checkbox"/> oranges</p> <p><input type="checkbox"/> toast</p> <p><b>yogurt raisins</b></p>	<p><input type="radio"/> <b>french toast</b></p> <p><input type="checkbox"/> bean burritos</p> <p><input type="checkbox"/> corn</p> <p><input type="checkbox"/> mixed fruit</p> <p><input type="checkbox"/> rice</p> <p><b>bananas</b></p>	<p><input type="radio"/> <b>pancakes</b></p> <p><input type="checkbox"/> mac &amp; cheese</p> <p><input type="checkbox"/> lima beans</p> <p><input type="checkbox"/> pineapple</p> <p><input type="checkbox"/> tuna</p> <p><b>trail mix</b></p>	<p><input type="radio"/> <b>cereal</b></p> <p><input type="checkbox"/> pb&amp;j sandwich</p> <p><input type="checkbox"/> carrots</p> <p><input type="checkbox"/> raisins</p> <p><input type="checkbox"/> goldfish</p> <p><b>popcorn</b></p>
<p><input type="radio"/> <b>bars</b></p> <p><input type="checkbox"/> chicken nuggets</p> <p><input type="checkbox"/> corn</p> <p><input type="checkbox"/> applesauce</p> <p><input type="checkbox"/> pretzels</p> <p><b>vanilla wafers</b></p>	<p><input type="radio"/> <b>muffins</b></p> <p><input type="checkbox"/> grilled cheese</p> <p><input type="checkbox"/> baked beans</p> <p><input type="checkbox"/> pears</p> <p><input type="checkbox"/> Teddy Grahams</p> <p><b>bananas</b></p>	<p><input type="radio"/> <b>pancakes</b></p> <p><input type="checkbox"/> hamburgers</p> <p><input type="checkbox"/> broccoli &amp; cheese</p> <p><input type="checkbox"/> pineapple</p> <p><input type="checkbox"/> tator tots</p> <p><b>granola bars</b></p>	<p><input type="radio"/> <b>oatmeal</b></p> <p><input type="checkbox"/> bagel pizza</p> <p><input type="checkbox"/> green beans</p> <p><input type="checkbox"/> bananas</p> <p><input type="checkbox"/> wheat thins</p> <p><b>craisins</b></p>	<p><input type="radio"/> <b>cereal</b></p> <p><input type="checkbox"/> ham sandwich</p> <p><input type="checkbox"/> carrots</p> <p><input type="checkbox"/> raisins</p> <p><input type="checkbox"/> goldfish</p> <p><b>popcorn</b></p>
<p><input type="radio"/> <b>bars</b></p> <p><input type="checkbox"/> fish sticks</p> <p><input type="checkbox"/> peas</p> <p><input type="checkbox"/> oranges</p> <p><input type="checkbox"/> rice</p> <p><b>bananas</b></p>	<p><input type="radio"/> <b>muffins</b></p> <p><input type="checkbox"/> lasagna</p> <p><input type="checkbox"/> lima beans</p> <p><input type="checkbox"/> applesauce</p> <p><input type="checkbox"/> buttered bread</p> <p><b>blueberries</b></p>	<p><input type="radio"/> <b>jelly toast</b></p> <p><input type="checkbox"/> meatballs</p> <p><input type="checkbox"/> green beans</p> <p><input type="checkbox"/> peaches</p> <p><input type="checkbox"/> mashed potatoes</p> <p><b>peanut butter crackers</b></p>	<p><input type="radio"/> <b>pancakes</b></p> <p><input type="checkbox"/> chicken sandwich</p> <p><input type="checkbox"/> baked beans</p> <p><input type="checkbox"/> bananas</p> <p><input type="checkbox"/> pretzels</p> <p><b>Teddy Grahams</b></p>	<p><input type="radio"/> <b>cereal</b></p> <p><input type="checkbox"/> pb&amp;j sandwich</p> <p><input type="checkbox"/> carrots</p> <p><input type="checkbox"/> raisins</p> <p><input type="checkbox"/> goldfish</p> <p><b>popcorn</b></p>
<p><input type="radio"/> <b>bars</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="radio"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="radio"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="radio"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="radio"/> <b>cereal</b></p> <p><input type="checkbox"/> pb&amp;j sandwich</p> <p><input type="checkbox"/> carrots</p> <p><input type="checkbox"/> raisins</p> <p><input type="checkbox"/> goldfish</p> <p><b>popcorn</b></p>

# LETTER OF INTENT

Today's Date: \_\_\_\_\_



I hereby state my preference to waitlist my child(ren) on the Back To Basics Family Preschool waiting list. Child(ren)'s name(s) and age to be listed below. I understand before final acceptance of my child(rens)'s enrollment, I will schedule a tour of the facility and interview with the Director.

Name of Child	Date of Birth	Current Age	Date Wishing to Enroll On

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Names \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Phone(s) \_\_\_\_\_

Back To Basics Family Preschool is a unique full-time child care environment servicing children ranging in age from two to five-years-old. Our curriculum is Core Knowledge based, tailored to your child's skills and natural learning tendencies.

- Kindergarten readiness program
- Class ratio 1:6, max 12 students
- Safe, nurturing and loving environment
- Individualized, skill based curriculum

## Waiting List

Students will be considered for admission on a first come, first serve based on date of Letter of Intent. The child will stay on the waitlist until admitted to our school or upon parent declining position for child.