

Quality  
Care for  
Children  
since 1998



CRADLE TO CRAYONS LEARNING CENTER

# Parent's Manual

## Cradle To Crayons Learning Center

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### Welcome!!

Cradle to Crayons provides quality care for children 6 weeks to 6 years old. Our center is divided into seven classrooms. We have 2 infant rooms; Infant 1 cares for children 6 weeks to 8 months, Infant 2 cares for children 8 months to 14 months. Cradle to Crayons has three toddler rooms, the Wobbler Room for our children 12 months to 20 months, the Toddler 1 Room, for our children 18 months to 26 months and the Toddler 2 Room for our children 26 months to 36 months. Cradle to Crayons has two preschool programs, Preschool 1 is designed for children 3 to 4 years old, this classroom introduces a more structured preschool environment. Our Preschool 2 room is designed for children 4 to 6 years old, this class continues to offer a structured preschool program including pre-writing, pre-reading, and pre-math skills, as well as large and fine motor activities. The ages assigned to these groups are approximate, we recognize that children develop at different rates, and use these ages only as a guideline.

### Our Philosophy

It is our philosophy that children learn through playing, exploring their surroundings and interacting with others. Cradle to Crayons provides a safe, nurturing, loving, and clean environment to foster children's development. We are committed to showing respect to each child through a warm, encouraging, and caring attitude.

Our program is individualized to meet the needs of the children as they move through the center. The schedule allows for independent play, group play, social interaction, activity exploration, imaginative play, outside play and movement. Our staff is educated and experienced in taking care of children and of the developmental process.

It is our goal to help children develop positive self esteem, a sense of trust, and respect for others, independence and empathy. We want to facilitate this by providing quality care, a foundation for future learning, and an exceptional experience while at Cradle to Crayons.

### Hours of Operation

Our hours of operation are 7:00 am to 6:00 pm, Monday through Friday. The center will be open year round except for the following: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, and Christmas Day. If one of these major holidays falls on a weekend, the day the center will be closed will correspond with the government holiday.

## Admission and Registration

Children between the ages of 6 weeks and 6 years old are eligible for enrollment at Cradle to Crayons. When the admission forms are completed, a starting date has been chosen, and the non refundable registration fee had been received, registration is complete and the child has been enrolled. The registration forms include:

- Registration Information Form
- Permission Form
- Immunization Records
- General Health Appraisal ( for doctor to complete)
- Sunscreen permission form
- Enrollment agreement

A \$60 annual security fee is due January of each year. This fee for the current year is due upon enrollment.

## Daily Arrival and Pick-Up

A parent or authorized person must sign in the time of arrival and departure for your child. Initials must be written with each sign in and out time. **This is a state regulation and must be done accurately.** The center is not responsible for a child that is not signed in and out properly. Your child is to be brought to the proper room by you or an authorized person; the person should wait for the child to be acknowledged by the teacher. Your child will only be released to people you have authorized in writing. They must provide ID upon arrival. Attendance will be taken in the morning and periodically though out the day. The closing teacher will check attendance and sign out sheet to ensure all children have been picked up. They will then do a walk though of the building to make sure all children have been picked up . **Your child must arrive by 10:30**; any child not dropped off by 10:30 will be unable to stay for the day. Exceptions may be made, and must be approved by the director or assistant director in advance.



## Reporting Child Abuse

At the time of admission you will be given a letter which explains how to report child abuse or sexual assault. The center staff are trained and instructed in such matters.

Common signs to look for:

**Physical Abuse:** frequent cuts, bruises, fractures or other injuries, child excessively fearful of discipline, child talks about or acts out abuse in dramatic play.

**Sexual Abuse:** frequent nightmares or disturbed sleep habits, regression to a more infantile behavior, extreme knowledge of sexual matters, inappropriate and/or explicit sex play, sudden or new fears of adults

These symptoms will appear in circumstances above and beyond those of normal child development. If you have concerns please bring them to the attention of the director immediately. State law requires the director and staff of the center to report any suspected child abuse.

## Filing a Complaint

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 303-866-5958

## Special Needs

Cradle to Crayons offers care for children with special needs. We work closely with the parents to identify each child's specific needs and care requirements. Our facility is equipped for caring for special needs children and our staff trained in working with all children.

## Outside Play

We do spend time outside everyday, weather permitting. It is important that you dress your child appropriately for the weather. You are welcome to leave extra jackets, shoes, hats, etc at the center. If there are any special instructions regarding your child going outside please let your child's teachers know as soon as possible. We apply sunscreen to the children before going outside, but we recommend you bring a hat to provide protection from the sun.



## Visitors Policy

Visitors are welcome at the center at any time. Due to state law, all visitors must sign into the visitor's log, stating their name and the reason for their visit.

## Volunteer Policy

The center encourages volunteers to participate at the center. It serves to enrich the program and the lives of the children, staff, and volunteers themselves. Volunteers will never be given their own group of children or responsibilities in caring for the children. Volunteers will be used for one on one contact with the children in a well supervised group. All volunteers will go through ten hours of training and orientation with the age groups represented at the center. All volunteers will be under direct supervision of the director.

## Special Activities

Cradle to Crayons may offer additional activities to supplement the curriculum. The activities can include: music, movement, art, science. A specialist in these areas may be hired to come and assist in teaching these activities.

## Immunizations

**From time to time we will admit a child that does not have immunizations due to religious beliefs. This should not pose a threat to your child, as most children do have their immunizations.**

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### Health and Safety

Our illness policy is designed to keep our center as healthy as possible. We ask families to follow our illness policy as a courtesy to the other children and our staff. We know it is difficult to miss work with an ill child, but keeping children home will keep illnesses from spreading through the center. If your child has one of the following symptoms they must stay home.

- **Fever of 100.6 or higher**
- **Diarrhea or vomiting**
- **Red throat**
- **Undiagnosed skin rash**
- **Fresh cold**
- **Yellow or green discharge from eyes or nose**
- **Contagious disease, like Strep throat, Chicken Pox, etc.**
- **Hand, Foot and Mouth Disease**



If your child becomes ill or develops one of these symptoms during the day we will notify you to come and pick them up immediately. Also, if your child seems miserable and unable to participate we will call you to pick them up.

After an illness, your child can return when:

- The child has been symptom free for 24 hours, with the exception of vomiting or diarrhea, children must be kept home **48 hours** symptom free.
- The child has been on antibiotics for 24 hours
- You have a verifiable doctor's note stating the child is not contagious.

Even with a doctors' note it will be up to the staff member in charge as to whether or not the child will be allowed to stay. The center reserves the right to refuse a child to stay if they feel the child is too ill to participate at a normal level.

Please call and notify your child's teacher if you are keeping your child home. This will help the teacher plan the day. If your child has a communicable disease please notify the center immediately so we can

notify other families and the county health department.

If your child has to take medication, the center will administer it only with your consent and an accompanying note from the doctor. The medication shall be kept in the original container bearing the name of the child, name of the medicine, prescription number, date filled, name of physician and dosage to be given. The medication will be stored in a locked container. Trained staff shall administer all medication and a record will be kept on the dosage and time given to the child.

State regulations require the administering or application of prescription and non-prescription medications and special medical procedures shall be provided only by written order or prescription from a physician to a child's parent, or to the center, with knowledge and written consent of the parent or guardian.

The center needs a parent or guardians' permission and a physicians' consent to administer non-prescription medications. Such medications include, but are not limited to, pain relievers, teething agents, and decongestants. The permissions are on the registration form and the doctor's statement. Medications will be stored in a bin located in a kitchen cupboard. This will be located in a spot inaccessible to the children. In the event that medication needs to be refrigerated there will be a bin located in the kitchen refrigerator for this purpose.

### Accidents and Injuries:

In the event that a child should get hurt at Cradle to Crayons, an incident report will be filled out, and the parent will be notified, based on the significance of the injury. The child will be cared for appropriately. A copy of the report will be filed in the child's file and a copy sent home with the parents.

## Our Curriculum

Our play based curriculum emphasizes language development to help children communicate their ideas. Group activities are planned to foster their social, cognitive, language, and motor skills. We use various teaching methods in our classrooms to assure that every student's needs are addressed. We focus on differentiation of instruction and scaffolding learning. We will work with every individual child in our classrooms to set them up for future academic successes. We do find that this approach to our curriculum will demonstrate positive approaches to learning. Some of our curriculum goals include: problem solving, oral expression and learning, application (having children to use their prior experiences and knowledge to learn in new ways), developing spatial understanding, and connecting to the world around them. All of these endeavors will guarantee that the children in our care are prepared to develop a future love for

## Why We Play...

There has been an abundance of research around play and its positive effects on early childhood learning and development. In general, research shows strong links between creative play and language, physical, cognitive, and social development. Play is a healthy, essential part of childhood. Infants explore their world through their senses while adults in their world foster their development and learning through playing games with them. Toddlers engage in pretend play when they imitate actions and events they have experienced in their family life. As they grow into four and five year olds, young children engage more and more in play activities that expand their knowledge of the world around them, develop their motor skills, and focus on their peers

# OUR CLASSROOMS

## Infant Rooms

Our infant center cares for children 6 weeks to approximately 14 months old. We have 2 classrooms, 6 weeks to 8 months in Infant 1 and 8 months to 14 months in Infant 2. We are licensed for 10 children in each room. The caregiver ratio is 1 caregiver for 5 children, however, we often keep a ratio of 1 to 4. We try to follow whatever schedule works best for you and your child at home while they are in our care. Caregivers spend time reading, singing, working on tummy time, practicing sitting up, and working on appropriate developmental skills for each individual child..

We know that each child is a unique individual and will reach milestones in his own time. Development at this age can vary from month to month. Each child is held while being fed, and given plenty of personal attention and love throughout the day. Our infant center

## Wobbler Room

Our Wobbler Room cares for children 12 to 20 months. We are licensed for 10 children and the ratio is 1 caregiver for 5 children. Little ones at this stage are working on becoming steady on their feet while exploring their world. Some structure and plenty of routine is introduced to this class.

Our play based curriculum includes daily activities that help foster your child's cognitive, language, motor, and social skills. Each child is given a chance to explore and learn through their own means. The Wobblers daily schedule includes art, music, outside play, circle time, reading and more! Each child is given the personal attention and care they need, as well as lots of hugs!!

## Toddler Rooms

Our 2 Toddler Rooms care for children 18 to 36 months. We are licensed for 20 Toddlers and the ratio is 1 teacher for 5 children. Toddler 1 cares for children 18 to 28 months and Toddler 2 cares for children 29 to 36 months. Teachers plan activities around a monthly theme. Our play based curriculum includes daily activities that help foster your child's cognitive, language, motor, and social skills. Each child is given a chance to explore and learn through their own means. We offer each child one on one attention as well as group interactions to stimulate development.

# OUR CLASSROOMS

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## Preschool 1

Our Preschool 1 cares for children 3-4 years old. We are licensed for 15 children and the ratio is 1 caregiver for 8 children. The teachers create weekly lessons plans based on the children's interest and development. Our play based curriculum emphasizes language development to help children communicate their ideas. Group activities are planned to foster their social, cognitive, language, and motor skills. This room introduces a preschool program, with a daily group time including learning shapes and colors, and well as introducing letters and numbers. This introduction to preschool excites the children as well as parents. The growth you will see in your child at this age is amazing.

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## Preschool 2

Our Preschool 2 cares for children 4 to 6 years old. We are licensed for 24 children and the ratio is 1 caregiver to 10 children. The teachers create weekly lessons plans based on the children's interest and development. Our play based curriculum emphasizes pre-kindergarten readiness, including prewriting skills, early math skills, letter recognition. We focus introducing these basic skills through a play environment, where children are encouraged to explore and learn in a manner that will foster constructive development. We also focus on teaching children problem solving, self regulation, peer communication and independence. Our preschool rooms will be guided by the standards & assessments set up by the Colorado Department of Education.

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### Late Pick Up

If the parent, guardian, or authorized person is late to pick up a child, a late fee will be assessed. The late charge is due immediately and payable to the staff member present. The late fee is \$5 for the first five minutes and \$10 for every five minutes after that. The center does recognize extenuating circumstances, but please try to plan accordingly. In the event that a child is not picked up, a staff member will stay with that child, contact the director, and contact the parent, guardian, or authorized adult. If child is not picked up or contact with parent has been made within an hour, director will call local authorities.

### Our Curriculum

At Cradle to Crayons we believe that children learn through play and exploration. Each child learns in a unique way, we recognize and foster each child's imagination, independence and development. Our classroom activities emphasize language development, social, cognitive, and motor skills. Our phonics program, Butterfly Park, aligns with our philosophy, by teaching letters and sounds through music and movement.

### Snacks and Meals

Cradle to Crayons will provide breakfast, lunch, and an afternoon snack. Menus are planned and posted at least one week in advance. Also, a copy of the menu will be available to take home so you can plan accordingly. If your child is allergic to anything it is important you notify the staff so they are aware immediately. If your child is unable to eat what is being served, it is your responsibility to bring food for that day. Our chef prepares fresh foods daily. We use fresh fruit when possible, and all of our vegetables are either fresh or frozen, never canned. We serve Farm Fresh Organic milk at both breakfast and lunch.

We believe in encouraging children to feed themselves, when they are capable. Meals are served within a time frame; if you bring your child after a meal has been served they will have to wait until the next meal. Please keep this in mind and plan accordingly.

**We are a peanut free center.**

### Children's Cubbies

Each child will have his/her own cubby. The Infants, Wobblers, and Toddlers will have two cubbies, one for personal storage and for diaper storage. Preschoolers will have only one cubby. This is used to store belongings such as blankets, sheets, and extra clothes. Feel free to check your child's cubby at any time. Cubbies are not to store toys from home. These should be kept at home or on the car except on 'Show and Tell' days. PLEASE REMEMBER TO LABEL ALL OF YOUR CHILD'S BELONGINGS.

### Field Trips

We will occasionally go for walks outside the center, but within the park. Children will be kept under direct supervision by the teachers at all times. They will stay with a partner within close proximity of the teachers. If the child should arrive at the center and their class is away from the center, the child will be placed in the care of the director or assistant director. If ratios are maintained, the student will join another class until the class returns to the center.

## Termination of Service

Termination of services may be made for the following reasons:

Failure of the child to adjust to the center to the extent that it causes an abnormal amount of stress, anxiety, or hardship to the child or staff.

Failure to meet the tuition fee schedule according to the signed enrollment agreement.

Failure by the parent or guardian to abide by the policies and procedures of Cradle to Crayons.

Physical abuse **by** the child towards other children or staff.

Before services are terminated the parents will be notified, both verbally and in writing of the problem and together, we will try to find a possible solution. No services will be terminated without prior written notice. Likewise, when parents choose to disenroll their child we request **two weeks notice in writing**. Parents will be notified in writing of any policy or procedure changes which will affect the services provided.

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## Discipline

At no time will a child ever be disciplined harshly or physically. The center believes in redirection as our primary form of discipline. Rather than scolding a child for a behavior, we try and replace it with an acceptable behavior. Discipline will be dealt with in direct cooperation with the parents.

Our goals in discipline are:

To use positive statements to direct behavior

To teach self-discipline by setting limits

To explain the reasons for the limits and encourage the children to express their feelings in as many possible ways as possible.

In using these methods with the children, we believe that while guiding self-discipline, it will give the children a sense of self-worth that will be a good foundation in their future.

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## Lost Child Policy

While at the center your child's lead teacher will be responsible for the children in her classroom. If any children leave the center, even on a short walk, the teacher will post an itinerary and route the children will follow. When one class goes outside to play they are to inform others of their whereabouts. This helps everyone in accounting for the children.

The teachers will know how many children are in their care at all times and take attendance periodically. If a child is missing from the group, the teacher will combine the children into one classroom, notify all the teachers, and all available staff will begin looking for the child. This will continue until the child is found or the police are notified. The parents will be notified immediately.

### Television and Video Viewing

At Cradle to Crayons we will occasionally watch videos. We will use videos for both education and entertainment. Videos will be watched when they enhance a unit being taught or when we have a string of bad weather days. On some occasions videos will be watched as a part of a holiday celebration.



## Birthdays

Birthday parties may be planned for your child with the staff. They will help you arrange a celebration that works well for young children. We encourage you to bring treats for the children if you wish. Treats are typically served as an afternoon snack. These must be pre-packaged from a commercial source. Please bring something that is peanut free. Parents and family are welcome at all birthday celebrations.

## What to Bring for Your Child

- Crib sheet and 1 Small Blanket for naptime
- All bottles, formula, breast milk, as need on a daily basis. Bottles need to be pre-made. **All items must be labeled.**
- Pacifiers( if needed)
- Diapers- you're welcome to bring a bag of diapers in and we will let you know when you are running low.
- Wipes– 2 packages per month if your child is in diapers or pull-ups
- Change of Clothes– extra if potty training



## Medical, Fire, and Weather Emergencies

In the case of an accident of medical emergency, the center will call 911, apply first aide, and perform CPR if necessary. The center will use emergency transportation, provided by the paramedics, and will contact the person listed on your registration form. Any expenses incurred for emergency procedure shall be the responsibility of the parent or guardian.

In accordance with the Colorado Department of Social Services regulations and Fire Marshall, the center practices fire and tornado drills regularly. Children of walking age will walk to the designated areas. Children that cannot walk will be transported in wagons and evacuation cribs designed for this purpose. Tornado drills are practiced in the spring and summer and fire drills are practiced year round. Pro-

## What To Do Upon Arrival

- Sign in, with full signature, on the arrival and departure sheet ( state regulation)
- Fill out a daily activity record (Infants)
- Fill out medication sheet, if needed, and give medications to the caregivers for storage
- Let caregivers know of any special instructions
- Give daily supply of bottles to caregiver to place in the refrigerator

## What To Do Upon Departure

- Sign out on arrival departure sheet
- Check your child's supplies
- Pick up daily record and other paperwork
- Collect your child's art work, bottles, clothes, medications, and other belongings

## Video Monitoring System

Cradle to Crayons has a video monitoring system that views and records all classrooms, entrances and playgrounds. This system allows directors to monitor classroom activity at all times. And offers added security and safety fro our center and the children in our care.



## Inclement and Excessively Hot Weather

Living in a state with as unpredictable weather as Colorado, requires us to have a policy on weather. When we have received a large amount of snow overnight, parents should call and check the message at the center to see if we will be closed. When the Jefferson County Public Schools are closed, we will be closed as well. It is crucial that parents pay attention to the news media or check our website or phone message to check for closures.

The children do enjoy spending time outside; we will make a conscious effort to get the children outside as much as possible, when the weather permits. This includes winter and summer. When the weather is extremely cold, we will not go outside, however, if all of the children are dressed appropriately we will take them in the snow to play. This is a decision made by the classroom teacher. During the summer months the children may spend longer periods of time outside. We will apply sunscreen and provide water to the children at all times. If it gets too hot in the summer, we will keep the children inside. This decision is made by the classroom teacher and director.

## Diaper Changing and Toilet Training

The children in our infant center, will be changed every two hours and more often if necessary. Children in the toddler center will be changed every 3-4 hours, and more often as needed. Children who are ready to begin the toilet training process will be asked if they would like to use the potty when they are being changed. If the child does not want to use the potty, they will not be forced. There will be no discipline associated with toilet training and the child will not be shamed or ridiculed regarding potty training. If the parents are using a specific method at home, this can be arranged with the teacher.

## Parent/Teacher Conferences

Parent and teacher conferences will be held twice a year, in the spring and in the fall. Conferences will be scheduled around the teachers working hours. Conferences can be scheduled other times throughout the year if the parent or teacher has a concern. The director is also available for conferences at any time.

## Vacation Days

Each Family will receive 2 weeks of vacation per year, based on their child's enrollment. If a child comes 2 days per week, 4 vacation days are given. These days may be used as you choose, for vacations, sick days, holidays, or days we are closed. Please let us know in advance if your child will be on vacation so we can plan accordingly.

# **Cradle to Crayons**

## **Enrollment Agreement**

I have read the Parent Manual of Cradle to Crayons and agree to follow the policies set forth in the manual.

I understand:

The policies regarding tuition and fees including:

Tuition is due in advance

Tuition is based on enrollment, not attendance

Select a payment option:

I elect to pay monthly, in advance on the first day of attendance of the month. I understand that tuition is past due and delinquent if not received by noon on the second day of attendance of the month. After noon on the second day of attendance of the month, a late fee of \$5.00 per day will be assessed to my account until account is brought up to date. If payment of tuition has not been made by the third day of attendance, I may be asked to withdraw my child from care until payment has been made in full.

**OR**

I elect to pay in advance on Monday of each week. I understand tuition is past due and delinquent if not received by noon on Tuesday. After noon on Tuesday, a late fee of \$5.00 per day will be assessed to my account until account is brought up to date. If payment is not made by Wednesday of that week, I may be asked to withdraw my child from care until payment is made in full.