

H & H Early Learning Center Parent Handbook



5472 S. Federal Circle
Littleton, Colorado 80123
(303) 377-3231

Hours of Operation
Monday - Friday
6:30 a.m. - 6:00 p.m.

Welcome: Our Mission at H & H

The mission of H & H Early Learning Center is to create a positive, nurturing, and safe environment where your children are developmentally engaged day-in and day-out in order to develop the necessary skills needed to succeed in elementary and beyond. Using both modern and time-honored teaching practices, students will be encouraged to discover their expanding world as well as build a healthy self-esteem and self-awareness through play and education.

H & H is licensed to care for children between the ages of 6 weeks and 12 years. As a non-secular organization, H & H welcomes all faiths.

H & H is open from 6:30 a.m. to 6:00 p.m., Monday-Friday.

We understand this is a lengthy contract, and we appreciate every family for taking the time to read and understand the Parent Handbook of H & H Early Learning Center. If you have any questions, please do not hesitate to ask the Administrative Staff.

The following policies are the policies of H & H Early Learning Center. The state of Colorado Office of Early Childhood also has policies that every licensed child care center MUST follow called Rules Regulating Child Care Facilities. These policies can be found on the Colorado Office of Early Childhood website.

Enrollment

ENROLLMENT PROCESS

Prior to acceptance at H & H, you must schedule a tour of the school to make sure our programs meet your child's needs. Should you decide that the school is the right fit, you will receive a folder for each child enrolling, with the necessary forms and information to complete the process. These forms are required by the State of Colorado and must be completed before enrollment can take place. The first week's tuition for each child will be required on the first day of admission.

I Understand & Agree with Enrollment Process. Initials_____

TUITION

Tuition is charged on a weekly basis and is due on Sunday prior to each week of care. If tuition is not paid by Monday by 6:00 pm, a \$5.00 fee will be assessed each day after, until full tuition is paid. For families who have more than one child enrolled at H & H, we offer a discount of 10% off the lowest tuition rate(s). Please see rates on the next page.

H&H Early Learning Five Day Rates		
INFANT ROOMS		
Hibernation Station (6 weeks – 18 months)		\$350
Peas in a Pod (6 weeks – 18 months)		\$350
TODDLER ROOMS		
Lucy's Light (1 year – 2 years)		\$325
Farmyard Hullabaloo (2 years – 3 years)		\$325
PRESCHOOL		
Wild Things (2 ½ years – 3 ½ years)		\$275
PRE-KINDERGARTEN		
Alphabet Tree (4 years – 6 years)		\$275
SCHOOL-AGE		
Where the Sidewalk Ends (5 years – 12 years)		
	Full Day	\$150
	Before AND After	\$105
	Before OR After	\$85

I Understand & Agree with the Tuition Policy. Initials _____

ADDITIONAL FEES

Enrollment Fee: A \$100 non-refundable enrollment fee will be assessed for the first child and \$50 for each additional child in a family. The fee covers administrative costs, two proximity cards for building access, and classroom materials.

Late Pick-Up Fee: We understand that things might come up that prevent you from picking your child up on time, and ask that you call if you know you're going to be late. For each minute after 6: 00 p.m., we charge \$1.00 per minute, per child.

Late Payment Fee: Tuition is due the Sunday preceding each week of care. For payments that are received later than Monday by 6:00 pm for that week a care, a \$5.00 late charge will be assessed for each day tuition is NOT received.

Replacement Proximity Card Fee: Your first two proximity cards are included in the enrollment fee. After that, there is a \$10.00 charge for each replacement card. If you lose your card please notify us IMMEDIATELY so that we can deactivate the card.

Field Trip Fee: When H & H provides an opportunity for your child to participate in a field trip, there will be an additional fee based on the activity.

Additional Care Fee: When your child attends the center more than their scheduled days, there will be an additional fee. This fee will be included in your Tuition Contract.

I Understand & Agree with the Additional Fess Policy. Initial_____

PAYMENT OPTIONS

Tuition can be paid manually by cash or check, or electronically using the Brightwheel parent portal. Upon acceptance, we will provide you with the necessary information to set-up your Brightwheel account.

I Understand & Agree with the Payment Options Policy. Initials_____

IMMUNIZATION REQUIREMENTS

For the health of all our students, children must be up-to-date on their vaccine schedule. If your child has an incomplete immunization record, the H & H administrative staff will notify you in person, by phone, or by mail. Per state requirements, parents/guardians have 14 days from the date of notification by staff to either update their child's vaccines or provide H & H with a written plan to do so. Currently, the Colorado Department of Public Health and Environment requires the following vaccines:

Hepatitis B	Pneumococcal Conjugate (PVC13) or
Diphtheria, Tetanus, Pertussis (DTap)	Polysaccharide (PPSV23)
Haemophilus influenza Type B (Hib)	Measles, Mumps, Rubella (MMR)
Inactivated Polio Virus (IPV)	Varicella (Chicken Pox)

H & H participates in the Colorado Immunization Information System (CIIS); we encourage you to take a look at their website. CIIS provides a confidential, lifelong history of your child's immunization history for use in grade school and beyond. For more information or to sign up, visit: ww.colorado.gov/pacific/cdphe/colorado-immunization-information-system-ciis.

I Understand & Agree with the Immunization Policy. Initials_____

Our Program

CURRICULUM

H & H is proud to offer the HighScope Curriculum, incorporated with our own themes that are aligned with all the domains for Colorado Shines Early Learning Standards for the State. HighScope is an independent nonprofit research, development, training, and public outreach organization headquartered in Michigan. Their focus is on early childhood education and the professional development of those that are in the field. For more details about HighScope, please visit www.highscope.org. The curriculum is aligned with Colorado's Early Learning and Development Guidelines and is age specific. These guidelines measure:

Physical Development & Health	Logic & Reasoning
Social & Emotional Development	Mathematics Knowledge & Skills
Language & Literacy Development	Science Knowledge & Skills
Cognitive Development	Social Studies Knowledge & Skills
Literacy Knowledge & Skills	Creative Arts Expression

I Understand & Agree with the Curriculum Policy. Initials _____

SOCIAL + EMOTIONAL DEVELOPMENT

Social and emotional competence are important skills for your child to learn before entering their school age years. Our staff and curriculum foster these areas of development by using methods like sharing, problem-solving, taking turns to learn how to work, play and spend time with their peers.

Because every child is different, it means they learn differently too. When a child is in need of intervention—whether social, emotional, or behavioral—our directors and teachers will formulate an appropriate plan of response. Then, our staff will work together to make sure that the plan is implemented daily or as needed, and communicate with one another about the progress and/or effectiveness of the plan. Every effort will be made to defer the need for suspension or expulsion.

I Understand & Agree with the Social/Emotional Policy. Initials _____

SUPPORTING POSITIVE BEHAVIOR

H & H follows a program called PBIS: Positive Behavioral Interventions & Supports. It provides invaluable resources and training for staff, students, and parents to address challenging behavior. In their own words:

"Young children's challenging behavior in child care and preschool settings can have very serious consequences if not resolved quickly and efficiently. Indeed, programs providing early child care and education are often the settings where serious challenging behaviors are first observed. It is common for challenging behaviors to be more pronounced, and to have greater impact, in these group settings than in the child's home where accommodations are more easily implemented and where perceived demands and restrictions may be less conspicuous.

The application of PBIS in child care and preschool settings generally follows the same general process as the family-centered model. That is, the process begins with the assembling of a team and the establishment of a consensus regarding goals. Functional assessment of the challenging behaviors in all relevant contexts comes next, and the results of

the functional assessment are used to construct a behavior support plan. The plan is then implemented, evaluated and, as necessary, refined and redeployed. The process is generally facilitated by an experienced and knowledgeable consultant, but the assessments and the behavior support plan are constructed through a collaborative process. The process typically requires less time than the family-centered model because the plan is limited to a particular setting which tends to be more structured than the home environment, and because the complexities of family functioning are not on the agenda (Dunlap & Fox, 1999b; Lucyshyn et al., 2002). Still, serious challenging behaviors identified in a setting such as preschool are often indicative of problems that might be manifested in other settings, so it is prudent for school-based teams to be alert to the need for even more comprehensive support plans that would transcend the initial situation-specific concern.”

I Understand & Agree with the Positive Behavior Policy. Initials_____

DISCIPLINE + CONSEQUENCES

At H & H, our staff is trained to handle challenging behavior by using methods such as re-direction and positive reinforcement for appropriate behavior. Your child will never be subjected to physical or emotional humiliation or abuse, and our staff will never use food, rest, or toilet training as a means of discipline.

I Understand & Agree with the Discipline/Consequence Policy. Initials_____

ASSESSMENT

Care at H & H is more than just babysitting. Our mission is to give your child the best foot forward in life. Because of that, we will assess your child on a daily basis to make sure they're happy, healthy, and developing age-appropriate skills. H & H will also conduct two formal assessments each year. The first assessment will be within 90 days of enrollment. The results will be used as a guide to individualize curriculum and lesson planning, and be shared during the two annual parent/teacher conferences.

I Understand & Agree with the Assessment Policy. Initials_____

INDIVIDUALIZED LEARNING + SPECIALISTS

Our teachers are trained and continuously participate in developmental education throughout the year. They will always do their best to provide individualized care and learning to keep your child with the rest of her/his peers. However, a situation may arise where the teacher feels that they are unable to continue the individualized care without compromising the learning of other students. If that happens, the Director will consult with you and discuss next steps. If a specialist is needed, you will be given the following contact information:

All Health Network
155 Inverness Drive West, Suite 200
Englewood, Colorado 80112
(303) 730-8858

I Understand & Agree with the Individual Learning/Specialist Policy. Initials_____

WITHDRAWAL OF CHILD CARE SERVICES

In accordance with our policies on Social and Emotional Development, Discipline and Consequences, Assessments, Individualized Learning, and Specialists, we will take every step necessary to address challenging behavior through a written plan to be implemented, before we suspend or terminate child care services for your child. Our process will include:

1. A meeting between the Director, Assistant Director and the Parent(s)/Guardian(s) of the child.
2. Reviewing and discussing the details of the challenging behavior and creating a individualized plan of action that meets the needs of both your child and H & H.
3. Implementing the individual plan agreed upon by both H & H and Parent(s)/Guardian(s)
4. If the challenging behavior continues, the Director will meet with the Parent(s)/Guardian(s) and discuss the option of an early intervention referral with a local behavioral specialist.

In cases where termination of child care services is deemed necessary by H & H administrative staff, parent(s)/guardian(s) will be given written notice. In cases where parent(s)/guardian(s) would like to terminate child care services through H & H, written notice is also required.

I Understand & Agree with the Withdrawal Policy. Initials _____

STAFF TRAINING + DEVELOPMENT

We believe that positive child, staff, and family relationships will only deepen your child's education. To that end, our staff is first rate and have been trained in teaching practices that reinforce and enrich your child's daily activities. Teachers will use specific language to acknowledge positive behavior and use methods such as redirection when a behavior is undesirable. No child will ever be punished in a physical manner (such as swatting or spanking).

In order to create and maintain a socially and emotionally positive environment, our teachers will educate by example. To be most effective, teachers will model appropriate ways for children to interact with their peers. Rewarding positive behaviors will allow children to develop their emotional and social competence. We feel that this is also an effective strategy against challenging behavior.

H & H is proud to be working with Colorado Shines. Colorado Shines is the online education arm of the Office of Early Learning and School Readiness at the Colorado Department of Education. The program provides online classes for early childhood professionals in an effort to ensure that teachers have the knowledge and tools by which to help get your children ready for grade school. Colorado Shines also establishes platforms of collaboration so that community service providers, school district personnel, and early learning centers work hand-in-hand, again to make sure your child's educational needs are met.

Through on-going training with Colorado Shines, our teachers will implement best practices in regards to creating a positive, nurturing environment. Colorado Shines, in their own words, 'is focused on strengthening and supporting Colorado's early childhood professionals and creating an early childhood professional development system that is accountable, innovative, accessible, inclusive, aligned, well-financed and collaborative.'

I Understand & Agree with the Staff Training/Development Policy. Initials _____

The H & H Day

LEARNING ENVIRONMENT

Consistency is crucial in raising healthy, well-socialized kids. Consistency helps a child feel safe and comfortable, making engaged learning that much easier. At H & H, we understand the value and importance of consistency. While the specifics of day-to-day learning, play, and meals will vary, the child's schedule will not. When your child arrives at H & H, their teacher will welcome them and engage with them in free play until the rest of their classmates arrive and breakfast is served. Before and after lunch, they will participate in play-based atmosphere including group or individual activities. With the exception of the infant rooms (who are all on different schedules), your child will be encouraged to take a nap after lunch.

No matter their age, our goal isn't to keep your child busy, but to ensure that they have a balance of play, nutrition and rest.

I Understand & Agree with the Learning Environment Policy. Initials_____

MEALS + SNACKS

High quality food is everything to a growing child. To make ensure your child has the best, we are pleased to serve fresh, homemade meals daily that meet or exceed the required 2/3 of their daily nutrition. H & H has an on-site chef and offers a wide variety of child friendly menus with gluten free and organic options included on our menus.

If your child has a special diet due to allergies or intolerances, we are happy to accommodate the meals that you provide for your child assuring that they meet the criteria of the daily nutrient intake that is required by the State. We are unable to cook outside food in our kitchen.

At H & H, we implement "family style dining" and children are encouraged to serve and help clean up after they have finished eating. Our teachers sit, eat and assist the children as needed. This promotes healthier eating habits, great conversations, table manners and independence.

Included in your child's tuition rate is breakfast, lunch, and an afternoon snack with milk and water served at each meal. To optimize learning and play time, we stick to the following breakfast, lunch, and rest time schedule:

Breakfast: 7:30 am - 8:30 am **Lunch:** 11:00 am - 12:00 pm **Rest Time:** 12:00 pm - 2:00 pm

If your child arrives later than 8:30 am or 12:00 pm, please ensure that they have already been fed breakfast or lunch, respectively. Additionally, if you must bring your child in during our rest time, please be considerate of the children that may be sleeping.

The weekly menu will be posted in the H & H lobby as well as on the website. For more information about the USDA's child nutrition program, please visit www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act.

I Understand & Agree with the Meals/Snacks Policy. Initials_____

DAILY UPDATES

To keep in touch with your child, Brightwheel allows you the ability to follow your child's daily activities. Activities include but are not limited to meals eaten, bottles taken, diapers, toilet training, and nap times. Brightwheel also allows teachers to leave messages in real time. After enrollment and acceptance, we will provide you with the information necessary to create your Brightwheel account. We strongly recommend downloading the application on your phone or other mobile device as it will be our main form of communication.

I Understand & Agree with the Brightwheel and Daily Updates Policy. Initials_____

SUPERVISION OF CHILDREN

Your child's safety is our number one priority. While at H & H, children will always be accompanied by a staff member and their location will be closely monitored. When taking smaller groups from a room, staff will notify your child's lead teacher. Staff will also take name-to-face head counts hourly, name-to-face head counts when we are transitioning to another room or going outside and after returning to the classroom. All classrooms have Master Attendance sheets as well as classroom counts by the Director/Assistant Director hourly. Please make sure that you are signing you child in & out daily through our Brightwheel timeclock.

I Understand & Agree with the Supervision of Children Policy. Initials_____

ATTENDANCE

Consistency is crucial in raising healthy, well-socialized kids. Consistency helps a child feel safe and comfortable, making engaged learning that much easier. In order to receive the full benefits of our curriculum and program regular attendance is highly recommended and it is a crucial component to the H & H philosophy. You can inform us of your child's absence by calling the main office. Please let us know no later than 9:00 am if you child will not be attending for the day.

I Understand & Agree with the Attendance Policy. Initials_____

SIGNING IN + OUT

The Department of Human Services regulations require that your child is signed in and out each day and this will be accomplished through our Brightwheel timeclock. Your child's teacher will also be responsible for manually recording when your child arrives and leaves for the day.

I Understand & Agree with the Signing In and Out Policy. Initials_____

ARRIVAL + DEPARTURE PROCEDURES

When you arrive with your child each morning, YOU MUST walk them into their classroom. Please aid the teacher by removing any outerwear, and help them get ready for the day. To help your child have a smooth day, inform their teacher of anything that might have happened at home. For example, your child might be more irritable if they didn't get their normal amount of sleep the night before.

In cases where your child's teacher and classmates are absent from the building due to an activity or field trip, please speak with the Director or Assistant Director to find out what classroom your child will be in until their regular teacher/classmates return.

When entering or exiting the building, please make sure doors close completely behind you to ensure that the locking mechanisms serve their purpose. Additionally, please don't allow anyone to follow you in the building if you are not sure that they are authorized to be in the building. Please understand that if a parent does not hold the door open as you are walking behind them, it is for the security and safety of your children.

When you pick-up your child at the end of their day please make sure their teacher acknowledges that you are picking up your child. Additionally, please remember to check your child's cubby for soiled items, classwork water bottles. For infants, all bottles must go home at the end of each day even if they were unused.

I Understand & Agree with the Arrival/Departure Policy. Initials_____

AUTHORIZED PICK-UP PROCEDURES

During the enrollment process, each family will designate people who are authorized to pick-up your child besides you, the guardian(s). As an extra level of security, anyone without keycard access to the building will have to get approval from the front office and present their photo ID even if they are on your authorized pick-up list. Their ID will be photocopied and put into your child's file. After dropping your child off, please inform administrative staff that someone other than their guardian(s) will be picking up your child and we will have you fill out a form to authorize the pick-up. If you forget to inform staff before you leave in the morning, please call the main office or send us an email to authorize the pick-up.

I Understand & Agree with the Authorized Pick Up Policy. Initials_____

TRANSITION PLANS

When you're a kid, transitioning from one class to another or even just to another room in the same facility can be a big deal. To make transitions easier, our teachers utilize programs offered by Colorado Shines. These programs include information sessions useful to families so that everyone can coordinate and prepare for the child's move, and then help that child adjust to their new surroundings and classmates. Before your child is permanently moved to their next classroom, we'll give you a packet that will provide details on the process.

I Understand & Agree with Transitions Policy. Initials_____

PARENT PARTICIPATION

H & H is happy to have an open door policy, and you are more than welcome to visit your child throughout the day. Each classroom has viewing windows if you'd like to inconspicuously check-in on your child. Parent participation is highly encouraged and incredibly valuable to the success of

H & H. It helps foster a positive relationship between our children, staff, and community. Please do not hesitate to let us know where or how you would like to benefit our center. This could be something as simple as coming in to read to your child's classroom or helping with an art project.

We are also pleased to provide activities that will enhance the relationship between children, staff, and parents like seasonal celebrations, parent/teacher meetings, field trips and parent's night out. Additionally, in an effort to make our parents' lives just a little easier when and where we can, we will occasionally offer on-site conveniences like haircuts, dance lessons and professional photos for an extra fee.

I Understand & Agree with the Parent Participation Policy. Initials_____

FIELD TRIPS

At an additional cost, we will coordinate field trips throughout the year for your child. Generally, the field trips will be for children 5 years and older, but depending on the activity, we may be able to include our younger age groups. One week before a field trip, we will provide a sign-up sheet for parents/guardians to authorize their child to participate in the field trip. If you would like to volunteer on one of our field trips, please let us know.

I Understand & Agree with the Field Trip Policy. Initials_____

DRESS CODE + PERSONAL BELONGINGS + MONEY

Your child will be very active during the day from learning to crawl to running around the playground and everything in between. Please make sure they are dressed in comfortable, appropriate clothing for their day. This includes jackets, boots, hats, and gloves for outdoor play when we are in our colder months and lighter layers for our warmer months. Open-toed sandals or slick-soled shoes are not recommended. For the safety of your child, they will be limited in certain activities if they do not have the appropriate clothing.

While we do have smocks and washable art materials for art activities, it is highly possible that your child might get paint, marker, crayon, etc. on their clothing. Please do not dress them in clothing that you wouldn't want to get dirty.

Toys, personal belongings, and money, except for those listed on your enrollment checklist, should not be brought into the classroom unless your child's teacher has specifically requested them. For example, the children will have the opportunity to participate in show-and-tell. In this case, your child's teacher will have a designated spot for the items they bring and they will remain there until the time comes for show-and-tell. H & H Early Learning Center is not responsible for lost items that are brought into the classroom outside of the teacher's request.

ALL CLOTHING AND PERSONAL ITEMS ARE REQUIRED TO BE LABELED WITH YOUR CHILD'S NAME

I Understand & Agree with the Dress Code/Personal/Money Policy. Initials_____

TV + MEDIA USE

Per the Rules Regulating Child Care Centers, H & H Early Learning Center, LLC will abide by the following rules regarding Screen Time and Media use:

1. Television and video viewing is prohibited for children less than two (2) years of age.
2. All television, recorded media, computer, tablet, and media devices are prohibited during meal and snack times.
3. All media that children are exposed to must not contain explicit language or topics. This includes violence, profanity, nudity, sexual, or inappropriate content.
4. For children two (2) years of age and older, television, recorded media, and video time must be limited to thirty (30) minutes per week.
5. For children two (2) years of age and older, computer and tablet time must be limited to non-consecutive fifteen (15) minute increments not to exceed thirty (30) minutes per day.
6. For children two (2) years of age and older, television, recorded media, computer, and media device time may only exceed thirty (30) minutes per week for a special occasion.

Note: There is no restriction for children using personal adaptive equipment.

Videos will be age appropriate, G-rated, and approved by the Center Director beforehand. In most cases, they will be used to support your child's regular curriculum and in rare cases they might be used for a special occasion.

When television viewing is used in our program, the staff at H & H Early Learning Center, LLC will provide the title of the program, date and time the activity will take place, and will obtain written authorization from the parent/guardian for your child to participate in the activity.

For our children that are 5 years and over, we allow personal electronic devices that are not necessarily for adaptive purposes. Time spent on electronic devices will be subject to the time limits as stated above. Please let the Director/Assistant Director know when your child has brought an electronic device in with them. Staff will take every precaution to make sure that your child's device is used appropriately and responsibly, however, H & H is not responsible for any damage, physical or otherwise, to devices that are brought to the center.

I Understand & Agree with the TV/Media Policy. Initials _____

PHOTOS, VIDEOS, and PHOTO/VIDEO RELEASE AUTHORIZATION

Through the Brightwheel app teachers will be able to upload photos and videos of your child throughout the day. Often your child will be photographed or included in a video with their classmates.

When teachers upload the photos/videos, they will tag each child in that photo or video so that each child's parent/guardian has the opportunity to view the photo or video. However, your child's name will not be visible to any other parent/guardian.

I Understand & Agree with the Photography Policy. Initials _____

Health, Safety, and Emergency Procedures

PEANUT-FREE POLICY

H & H staff will make every effort to create a peanut-free facility. This means that we will check any food brought into the center to make sure there are no peanuts or peanut by-products in the ingredients.

Included in your enrollment packet is a form to alert our staff of any food allergies. On your child's first day, administrative staff will provide your child's teacher with the necessary information to provide the best care for your child including known allergies. Additionally, please confirm your child's allergy with their teacher as an added safety measure.

I Understand & Agree with the Peanut-Free Policy. Initials _____

ALLERGIES/INTOLERANCES

If your child has an allergy/intolerance to any food product, we will place them on our Allergy/Intolerance list that is posted in each classroom as well as the kitchen so that every staff member is aware of all allergies/intolerances.

I Understand & Agree with the Allergy/Intolerances Policy. Initials _____

ILLNESSES

Please keep your child home if they have a fever, diarrhea, vomiting, unknown rash, skin outbreaks, or discharge from the eyes and/or ears. Please refer to the table below for more specific information on illnesses and when to keep your child home. Your child may return to H & H after an illness when they are fever or symptom-free for at least 24 hours or with written permission from their doctor.

If your child becomes ill while they are at H & H and/or reaches a temperature of 100 degrees Fahrenheit, parent(s)/guardian(s) will be notified immediately by the staff at H & H. To keep illnesses from spreading we will make every effort to isolate your child from their classmates until you or an authorized emergency contact is able to pick your child up. Depending on the nature of the illness, you may be requested to take your child to the doctor before returning to H & H. **If you receive a call to pick your child up because of an illness it is imperative that your child is picked up immediately.**

As part of our school nurse's visit each month, she will advise staff on preventing the spread of illnesses. If it is recommended by our nurse, parents/guardians will be notified if an incident of infectious disease has been reported to H & H. As a courtesy, we also ask that if your child has been diagnosed with Strep Throat, Measles, Chicken Pox, Pinworms, Scabies, Pink Eye, Head Lice or any other contagious illness that you notify the administrative staff at H & H so that we may try to keep the illness from spreading.

Illness/Symptom	Not Ok to Attend	OK to Attend/Return
Fever	>100 degrees	<100 degrees for 24 hours
Sinus Infection	Greenish discharge	After seeing a doctor
Coughing	Chronic or deep/hacking	Coughing is minor
Sore Throat	White sores or swollen tonsils/glands	After seeing a doctor
Rash	Contagious or Unknown cause	After seeing a doctor
Conjunctivitis	Redness and discharge from eye(s)	After 24 hours of medication
Ear Infection	Constant rubbing of ear(s)	After seeing a doctor
Cold	When combined with FEVER	Not combined with FEVER
Stomach Ache	When combined with diarrhea, vomiting, or fever	Mild
Diarrhea	2+ episodes	24 hours symptom-free
Vomiting	2+ or if combined with fever	24 hours symptom-free

I Understand & Agree with the Illness Policy. Initials _____

MEDICATION

H & H will always have at least one staff member who is certified to administer medication. If your child requires medication, even Ibuprofen or Acetaminophen, we have a form on file for you and your child's doctor to complete before we will be able to administer their medication(s).

All medication must be in the original container, and be prescribed for the child to whom it is given. Medication that has expired will be returned to the parent/guardian. Medications will either be kept in a locked cabinet or locked container in our refrigerator. Each classroom will have rescue medications stored in the medication cabinet.

DO NOT ADD ANY MEDICATION TO YOUR CHILD'S BOTTLE, SIPPY CUP, OR WATER BOTTLE

We are required to dispose of any liquid or food that has any type of medication in it.

In compliance with Section 12-38-123, C.R.S. of the "Nurse's Practice Act", (3) No delegation shall be made without the delegating nurse making a determination that, in his or her professional judgment, the delegated task can be properly and safely performed by the delegatee and that such delegation is commensurate with the patient's safety and welfare.

I Understand & Agree with Medication Policy. Initials _____

SMOKING POLICY

Your child will not be exposed to second-hand smoke at H & H. Staff and parents alike WILL NOT be permitted to smoke in any capacity on H & H property even if you are in your car. This includes, but is not limited to, cigarettes, electronic cigarettes, and/or vape pens.

All staff is required to wash their hands before entering a classroom.

I Understand & Agree with the Smoking Policy. Initials_____

DIAPERING + TOILET TRAINING

Given that we provide care for children between the ages of 6 weeks and 12 years of age, we do not require that your child is toilet trained before attending our center. We follow Standard Precautions, and the method for changing diapers and subsequent hand washing is posted by each changing table.

Toilet training at H & H will not begin until your child is at least two years of age. Please make sure to bring extra clothes as well as pull-ups/underwear depending on your child's method of toilet training. Staff will work with each individual child's needs to become proficient in using the toilet. We understand that each child is different when it comes to toilet readiness and we will never force them, but instead offer encouragement and positive reinforcement. Because the Preschool and Pre-Kindergarten rooms do not have changing tables, children will be unable to transition into these rooms until they are fully toilet trained.

I Understand & Agree with the Diapering/Toilet Training Policy. Initials_____

INDOOR + OUTDOOR ACTIVITIES

Though Colorado is no stranger to extreme temperatures, your child's safety is our number one priority. Before going outside, staff members will check the outside temperature to make sure it's suitable for your child. We do not go outside if it is below 32 degrees or above 98 degrees. Weather permitting, your child will go outdoors daily, so please dress your child for the weather or make sure that they have extra layers in their cubbies. During winter months, we will make every effort to spend time outdoors, so we strongly recommend snow boots, a hat, gloves, and a warm coat. H & H will have a small supply of extra clothing to provide for children who are missing necessary items for outdoor play. During the summer, sunscreen will be applied. When the weather is not suitable, we have a collection of indoor play equipment designed to engage the children both physically and mentally.

Included in your enrollment packet is your child's permission form for the use of topical preparations including sunscreen.

I Understand & Agree with the Indoor/Outdoor Activities Policy. Initials_____

ACCIDENTS + INJURIES

If your child sustains an injury that requires emergency medical treatment by a health care professional or admission to a hospital, H & H staff will first call 9-1-1 and then immediately contact the parent(s)/guardian(s). If we are unable to contact either parent/guardian, we will immediately reach out to the emergency contacts listed on your enrollment form. Given the importance of up-to-date information should an emergency situation occur, please inform H & H administrative staff if parent/guardian or emergency contact information changes.

If your child sustains a head injury, an injury that leaves a mark, or an injury that bleeds, but does not require emergency medical treatment from a health care professional, staff will provide an Incident Report informing the parent of the event that took place. Depending on the severity of the incident, staff will either inform the parent/guardian upon pick-up or will call the parent(s)/guardian(s) after the child has received First Aid or treatment. The teacher who witnessed the incident, a member of the administrative staff, and a parent/guardian must sign the Incident Report. H & H will retain a copy of every Incident Report as well as provide a copy to the parent/guardian.

When an incident occurs between two children (i.e. one child bites another), often parents are curious who the other child was. Please understand that H & H staff are legally not allowed to reveal either child's identity to the other's parent/guardian.

Included in your enrollment packet is an option between the two closest hospitals to H & H. A space is also provided if you would like to designate an additional hospital as your preference.

I Understand & Agree with the Accident/Injury Policy. Initials_____

TRANSPORTATION

H & H Early Learning Center will provide transportation for field trips as well as to and from your child's school for our school-age children. Depending on the location of your child's school, we may not be able to provide transportation. For school-age transportation, you will need to fill out the appropriate section in the enrollment form to authorize us to transport your child.

If a child is in need of emergency medical treatment and staff is able to transport your child they will. However, if staff cannot transport your children for emergency medical treatment, and they must be taken to a hospital, H & H will require that your child rides in an ambulance. All medical costs, including the cost associated with using an ambulance service if necessary, are the responsibility of the parent(s)/guardian(s) listed on the tuition agreement.

I Understand & Agree with the Transportation Policy. Initials_____

VISITORS + VOLUNTEERS

On occasion H & H may ask volunteers to come to the center to provide community enrichment. Every visitor, volunteer, or parent that is not picking-up or dropping-off, that is granted access into the building will be required to provide a photo ID and sign-in each time they enter the facility. They will also be required to wear a visitor badge for clear identification of their purpose in the building and they will not be allowed to wander the building by themselves.

Parents may volunteer in their child's classroom up to 14 times per year. If you want to volunteer more, you will be required to obtain a clearance letter from CBI, FBI & TRAILS from the State of Colorado.

I Understand & Agree with the Visitor/Volunteer Policy. Initials_____

CLOSING PROCEDURES

At the end of each H & H day, staff will follow certain procedures to ensure that no child is left in the building. Before each classroom is closed down for the day, teachers will visually check the room including the bathrooms to make sure there are no children left in the room. They will also double-check their sign in/out sheet to see that all children were either marked as picked-up or escorted to another room. Before closing the entire building down for the day, the Director or Assistant Director will walk through every room, bathroom, and outdoor area to verify that no child has been left on the premises.

I Understand & Agree with the Closing Procedures. Initial_____

LATE PICK-UP PROCEDURES

We understand that things might come up that prevent you from picking your child up on time, so we ask that you call if you know you're going to be late. If we do not receive any communication by 6:15 pm from someone authorized to pick up your child, we are required to call the appropriate authorities. *PLEASE CALL IF YOU ARE GOING TO BE LATE*

I Understand & Agree with the Late Pick Up Policy. Initials_____

LOST CHILD PROCEDURE

If a child becomes lost while at H & H, all necessary steps will be taken to locate the child including notifying all staff members that there is a lost child. In the event that your child is not found within 15 minutes, the Director/Assistant Director will notify the appropriate authorities and we will contact the child's parent(s)/guardian(s). As our last step we will create a Lost Child Report for your records.

I Understand & Agree with the Lost Child Policy. Initials_____

WEATHER DELAYS + CLOSURES

As a general guideline, H & H will follow school closures for Littleton Public Schools. However, depending on the severity of the weather, we may need to consider where our staff and students are coming from outside of Littleton. We will utilize the Brightwheel app to notify every parent of any closures. If you think we might be closed due to weather, check your email as well as your Brightwheel account for messages from H & H.

I Understand & Agree with the Weather/Closure Policy. Initials_____

NATURAL DISASTERS

In the event of a natural disaster (tornado, flood, fire, electrical storm, gas leak, power outage, etc.) we will follow the H & H Early Learning Center's Emergency Procedure Manual. Our center is also stocked with enough food, water, and supplies to keep your children safe and healthy during an emergency. Our staff is trained to handle emergencies. Our emergency procedure manual is on file in the main office and will be available for review at a parent(s)/guardian(s) request.

I Understand & Agree with the Natural Disaster Policy. Initials _____

REPORTING SUSPECTED CHILD ABUSE or NEGLECT

In accordance with Colorado law, any staff member who has reasonable cause to believe or suspect a child is being abused, neglected, or has observed the child being subjected to circumstances or conditions which could result in abuse or neglect is mandated to file a report with Arapahoe County Department of Human Services and local law enforcement. Staff who willfully fail to report will be investigated and can be punished and liable for damages. All staff members are required to be trained in signs of child abuse. To report suspected abuse in Arapahoe County, please contact:

Arapahoe County Abuse and Neglect

Hotline:
(303) 636-1750

Statewide Hotline
1-(844) CO-4-KIDS

Arapahoe County Department of

Human Services
14980 E Alameda Drive
Aurora, CO 80012

I Understand & Agree with the Reporting Policy. Initials _____

CONDUCT AND COMMUNICATION

We expect our staff to greet and treat every parent/guardian with a positive attitude and respect. If you feel that there has been a less than desirable interaction between you and a staff member, please speak with our administrative staff rather than responding to the situation in front of any of our children. Likewise, we expect parents/guardians to treat our staff with the same attitude and respect. If we feel that our staff has been treated disrespectfully, disenrollment may be considered.

Open lines of communication are important to the success of the center and caring for your child. We will send out messages through Brightwheel or email about new policies, events, updates etc. We expect parents/guardians to regularly check all of these platforms for the latest information. Please let us know if any of your contact information changes before our annual update.

We will never share any of your information, including your email address, with anyone who is unauthorized to view you or your child's information. Unless it is information necessary for a teacher or staff member to know (i.e. allergies or emergency information) the only staff members that will have access to your child's folder is the Executive Director, Director, and Assistant Director.

I Understand & Agree with the Conduct/Communication Policy. Initials _____

REQUESTS + ACCOMODATIONS

We strive to make your child's experience personal and individualized. While we will make every effort to accommodate your family's needs, however, our policies are in place to ensure that every child in our care stays safe and healthy. Additionally, we MUST follow the Rules Regulating Child Care Facilities for the state of Colorado.

Please understand that we must consider any requests or accommodations based on our center policies, the Rules Regulating Child Care Facilities, and what works for the group or classroom as a whole.

Understand & Agree with the Requests and Accommodations Policy. Initials_____

ANNUAL FAMILY UPDATE

It is required by the state of Colorado for families to update their enrollment forms once a year which will be done each fall. We understand that these forms take time, and we appreciate the time taken out of your day to complete them.

I Understand & Agree with the Annual Family Update Policy. Initials_____

FILING A COMPLAINT ABOUT H & H

To file a complaint about this facility, contact:

The Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, Colorado 80203
(303) 866-5958

I understand & Agree with the Complaint Policy. Initials_____

HOLIDAYS

H & H will be closed for the following holidays:

New Years Eve
New Years Day
Memorial Day
4th of July
Labor Day
Halloween – Early Close at 4:00 pm
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

*When a scheduled holiday falls on Saturday, H & H will be closed the Friday before. When a scheduled holiday falls on a Sunday, H & H will be closed the following Monday.

*Two times per calendar year, H & H will close for staff training. We will provide ample notice to allow families to make other arrangements for care on those days. Because these are paid days for employees, we are unable to pro-rate tuition.

I understand & Agree with the Holidays Policy. Initials_____

By signing this document, I acknowledge that I have read and initialed each section of the H & H Early Learning Center Parent Handbook. I agree that the policies and procedures in this document apply to the following child/children:

Child's Full Name: _____ DOB: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Administrative Staff Signature _____ Date: _____