

SHEPHERD OF THE HILLS CHRISTIAN EARLY LEARNING CENTER

**ELC & BASE Camp Parent Handbook
2022-2023 School Year**

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Welcome to Shepherd of the Hills ELC

Welcome! We appreciate the opportunity to work alongside you and your family in your child's early care and education. This handbook has been prepared in order to familiarize you with the policies and procedures of our program. We hope that through an understanding of our policies, we can work together to help your child's preschool experience be the best it can be.

Mission Statement

Our mission is simple: Lead children to

Love **J**esus
Love **O**thers
Love **Y**our Learning

How...

Love Jesus... Growth in knowledge and faith in Jesus Christ.

Love Others... Encourage children, families, and staff to use their talents and resources to serve others and spread God's love to the community.

Love Your Learning... Provide the highest in quality early learning experience with opportunity for play and socialization in a safe, clean, loving and child-centered environment.

Purpose

We serve as an extension of the Shepherd of the Hills Lutheran Church ministry. Our unified purpose is to spread the Lord's Gospel while nurturing each child's growth. We endeavor to discover each child's gifts in order to help all children reach their fullest potential and succeed spiritually, emotionally, socially, physically, and academically.

Philosophy

To enable children to "Grow in the grace and knowledge of our Lord and Savior Jesus Christ." II Peter 3:18

At Shepherd of the Hills Early Learning Center it is believed that:

- ❖ Early childhood education is a ministry to the families of young children by providing parents a program designed for support, encouragement, and opportunities that enhance the educational and developmental processes already present in the home.

- ❖ The young child is a gift from God (Psalm 127:3) and learns best about God's world through experimentation and exploration. Therefore, the early learning program plans developmentally appropriate activities and values play as an avenue for learning.
- ❖ Early childhood education provides a warm and loving Christ-centered environment where children can develop to their full potential creatively, spiritually, socially, emotionally, intellectually, and physically.
- ❖ Early childhood education is a joint ministry that involves the church, the community, the staff, the family, and the child.

Parent Responsibilities

You are a vital part of our center and your help is needed for our program's success. To help ensure our partnership please:

- 1) Read this handbook and sign the acknowledgement and agreement page at the end of this document.
- 2) Take the time to read all newsletters, notes and Brightwheel messages.
- 3) Ask questions about items that need clarification.
- 4) Agree to make your financial commitment by paying monthly ELC tuition.
- 5) Ask your child about his/her day, show interest in work done at school.
- 6) Give your support to our program with your prayers.

Curriculum

Our classroom teachers plan a complete curriculum each year to provide children the opportunity to develop spiritually, socially, emotionally, intellectually, and physically. **All areas of curriculum include exploration, exposure, and experimentation.** These studies are supported by our use of Creative Curriculum.

- ❖ **Spiritually:** The children will learn to sing songs that praise God, start to recognize the meaning of prayer, pray before meals, participate in Jesus Time and attend chapel. Through these activities, children will learn that Jesus is our Savior, loves and takes care of us, and is always with us.
- ❖ **Socially:** Children are encouraged and given time to develop friendships as they work and play together with their peers.
- ❖ **Emotionally:** ELC staff will help each child develop confidence through positive reinforcement and activities geared for challenge and success.

- ❖ **Intellectually:** Children will be introduced to colors, shapes, numbers, letters, phonics, printing, etc. through varied developmentally-appropriate activities.
- ❖ **Physically:** Each child will have the opportunity to develop balance and coordination through outdoor activities and the use of a wide variety of playground equipment as well as indoors with physical education equipment in our gymnasium. Small muscles will be strengthened through art experiences, puzzles, and small manipulative toys.

Enrollment

Preschool enrollment is open to children who have reached the age of 18 months through age 6.

Summer Camp Enrollment is open to children who have reached the age of 18 months through age 12.

Registration begins in January for the next school year and continues until all classes are at maximum enrollment. **A completed enrollment packet is due at the time of registration along with a non-refundable registration fee of \$200.** All required registration paperwork must be on file prior to the child's first day of school. You may be asked to keep your child home until this paperwork is received.

Early Learning Center tuition is based on the schedule you choose for your child. Tuition is paid online through Brightwheel in 10 equal monthly installments from August through May. There is a 2% discount for tuition that is paid in full in August.

Should you choose to send your child only one day per week, please know that you will still be charged for a two day a week slot as it takes up a space within the classroom.

Termination of Attendance

If it is necessary to withdraw a child, you must inform the Director in writing 30 days before withdrawal. If a written 30-day notification is not received, you will be responsible for the full cost of one month of tuition upon your withdrawal. Tuition must be paid in full upon your departure.

Class Size and Ages

Our classrooms allow ample room for children. The following are our staff to child ratios:

Child	Ages	Maximum Capacity	Ratio
Toddlers *	18 mo. - 36 mo.	10	1:5
2 ½ & Young 3's*	2 ½ - 3 ½ yrs	16	1:8
Preschool *	3 - 4 yrs	20	1:10
PreKindergarten *	4 - 5 yrs	24	1:12
Jr. Kindergarten*	4 - 6 yrs	24	1:15

*The minimum age for each class must be attained on or before October 1st of the current year. For the 2 ½ & Young 3's class, your child must have reached 2 ½ by the first day of school.

Hours of Operation

The school day for Shepherd of the Hills ELC begins at 8:30am and ends at 3:15pm, Monday through Friday. There are several class options available during these hours. Please refer to our class offerings and rate sheet for further information. We also provide a before and after school program called BASE Camp (**B**efore and **A**fter **S**chool **E**nrichment) along with school break camps. BASE Camp serves children 18 months through 6 years of age.

BASE Camp - School Year.....7:30am - 8:15am & 3:15pm-5:30pm

Toddler/Preschool Program8:30am -11:30am

Lunch Bunch.....11:30am - 1:00 pm

Afternoon Blast.....11:30am - 3:15pm

All students are asked to arrive by 8:30 am.

If your child is going to be late or unable to attend, place a note in Brightwheel to let your child's teacher know. If the absence is due to illness, please indicate your child's symptoms for illness tracking.

Arrivals

8:30 am Policy

- ❖ We do curbside drop-off from the South Entrance.
- ❖ We have an 8:15 to 8:30 drop off window and our day begins at 8:30.
- ❖ All children will use the bathroom and wash their hands before entering the classroom.
- ❖ Each parent/authorized individual is responsible to sign your child in using the Brightwheel app. You will have your own personal code that you must use to indicate which parent/authorized individual dropped off or picked up. Per licensing, please ensure that you use your personalized code to ensure that our staff have an accurate knowledge of who picked up or dropped off. State Law requires each child to be signed in and out each day with a full signature. Children must be signed in and out by someone 18 years of age or older.
- ❖ Teachers will greet your child at your vehicle, and take them out of the car. To allow for flow of traffic, please remain in your vehicle until you reach the designated drop off point.
- ❖ If you need to drop off your child before 8:15am, please do so at the North BASE Camp entrance. Your student will need to be signed in to BASE Camp at arrival.
- ❖ If an emergency arises and you are going to be late or unable to attend, please send a message in Brightwheel before 8:30 a.m. Teachers then will be prepared to smoothly transition your child into the daily activities that will already be in progress or plan accordingly. If you will be dropping off or picking up outside of our typical drop off and pickup hours, you may experience wait times. Please understand that all of our teachers will be in their classes and cannot immediately come to the door to greet you but will get to you as soon as we can.

Departures

- ❖ It is essential that you pick up your child on time!
 - o Morning pickup is at 11:30am
 - o Lunch Bunch pickup is at 1:00pm
 - o Afternoon Blast pickup is at 3:15pm

- ❖ In the event you will be late to pick up your child, please notify us as soon as possible via Brightwheel. If you plan to pick up your child early, please inform your classroom teacher in advance so that we can have your child ready with as little disruption as possible to the other children.
- ❖ If we have not received notification and your child has not been picked up within 15 minutes after the end of their scheduled pickup time, we will begin calling the persons listed on your Emergency Contact List. If, after a one-hour wait time, we are unable to reach a parent or anyone on your Contact List, the Arapahoe Sheriff will be notified.
- ❖ For your child's protection, he/she will be released only to the adult(s) you have designated in Brightwheel. Each assigned adult should have their own sign on credentials and have the app installed if possible. This information will be filed in the child's records. In an emergency, the child may also be released to an adult (18 years of age or older) for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, photo identification will be required to assure that the adult is the designated contact. Once the child has been released, he/she is then under the authorized adult's supervision.
- ❖ Children will only be released to adults on their pick up list. In the event of a custody dispute, court ordered documents are required to exclude a parent from pickup.

What your child should bring to School

All children need to bring the following items clearly labeled with the child's name:

- ❖ water bottle
- ❖ complete change of clothes
- ❖ lunch if staying for Lunch Bunch
- ❖ lunch and bedding which consists of a fitted sheet and small blanket, if child stays for Afternoon Blast

Children who are potty training will need to bring 2 complete changes of clothes (including shoes), a good supply of diapers/pull ups and wipes in addition to the above.

Illness Policy

Please notify Shepherd of the Hills if your child will be absent. If your child or any immediate family member has contacted a contagious disease, immediately notify the classroom teacher and ELC Director. When your child is ill, please let your teacher know in detail what their symptoms are as we report all symptoms to tri-county health for the safety of the school. We will then post Health Alerts in the classrooms to make parents aware of possible exposure.

We follow the “How Sick is Too Sick Policy” as defined by the CDPHE (Colorado Department of Public Health and Environment). Please keep your child home if they are ill. Germs travel very quickly in a preschool setting. By keeping your ill child at home, he/she is not spreading illness or disease to others or being exposed to other germs while his/her resistance is low. Keep in mind, when your child returns to school, he/she will participate in both indoor and outdoor activities.

Shepherd of the Hills ELC reserves the right to send sick children home. Teachers will observe all children entering their classrooms in the morning and watch for signs of illness. For the benefit of all our children and staff, we will call the parent of any child who appears to be ill. In such cases, the child is immediately isolated from the others and a parent is contacted. If you are contacted to pick up your sick child, please be prepared to pick him/her up within an hour. You must keep him/her at home for at least 24 hours after being picked up or symptoms have subsided.

Accidents/ Injuries

Scrapes, cuts, etc. are washed with warm water and soap. If necessary, a band-aid is placed over the scrape. If your child falls and gets a bump, ice will be applied. For every minor injury, we will fill out an accident report and add an incident activity to your child’s daily record on Brightwheel. This will tell you when and how the injury took place. A parent signature is required after reading the report and then it will be filed with your child’s information. In the event of a more severe injury, the parents will be notified immediately. If the parents cannot be reached and it is determined that immediate attention is

needed, 911 will be called to request professional assistance. If it is determined that the child must be transferred to the hospital, a staff member must accompany the child in the absence of a parent. The child's Emergency Care Sheet will be pulled and taken with the child.

Attendance, Absences, Holidays, Closures

Attendance: So that all students are able to take full advantage of the spiritual, educational and physical growth opportunities at Shepherd of the Hills, regular attendance at school is expected.

Absences: Because enrollment determines the number of staff needed and the amount of supplies required, there will be no monetary allowances made for absences nor may the day be made up another time during the week. Your paid tuition reserves your child's space in the program.

Holidays: Holidays are taken into consideration at the time fees are established and no allowances will be made. If the holiday falls on a Saturday or Sunday, the center will be closed on the declared holiday. Shepherd of the Hills ELC will close in observance of the following holidays: *Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King, Presidents Day, Good Friday, Easter Monday, Memorial Day, Independence Day.*

Closures: All scheduled closures will be listed in the yearly school calendar. Unplanned closures will be announced via Brightwheel.

Library Time

All classes will have the opportunity to attend the school library each week when appropriate. Preschool 3's and above will be allowed to check out one book if the previous week's book has been returned.

Parent and School Communication

Parent Information is communicated via Brightwheel, our student information and billing platform. Please check Brightwheel regularly to stay informed.

Non-Discrimination Policy

Shepherd of the Hills does not discriminate against any child or family because of race, color, and national or ethnic origin.

Translators

Families may bring their own translator to any and all events and meetings.

Newsletters: Each teacher will provide a classroom specific newsletter or calendar. Items that apply to multiple classrooms will be covered by newsletters from the ELC Director to inform you of upcoming activities and school news.

Student Evaluation: Your child's progress will be assessed throughout the year. A written progress report will be made available at Parent/Teacher Conferences twice per year.

Parent/Teacher Conferences (Student Evaluation)

Parent/Teacher Conferences(Student Evaluations) will be offered twice during the school year. Conferences encourage effective parent/teacher communication. The first conference, held in the fall, will be focused on goal setting for the child. The second conference, held in the spring, will focus on the child's progress and recommendations for the next year. Results of assessments will be shared during both fall and spring conferences.

Resources and Referrals

Our teachers and caregivers use authentic observation to continually provide individualized care for the children they are responsible for. This in-depth process provides information on the social/emotional, physical, and cognitive development of each child. If we ever become concerned that a developmental delay or disability could be present, a meeting will be scheduled with the family to determine if a referral to a specialist should be made. Referrals to the child's primary care provider, school nurse, Developmental Pathways, ALL Health, and Child Find are all provided by our program.

Continuous Quality Improvement Plan

Quality care is of the utmost importance to all the staff at Shepherd of the Hills ELC. To support our continued growth we use multiple ways, including annual self-assessments and parent surveys, to determine improvements that could be made. These goals are reviewed and revised at least once a year and are shared with our families, staff, and ELC board via our quality improvement plan; a copy of this plan is accessible in the parent resource center.

Parent Concerns: We encourage you to communicate regularly with your child's teacher. The Director invites your opinions, suggestions, and concerns regarding the ELC ministry of Shepherd of the Hills Lutheran Church.

When parents have concerns pertaining to their children and/or their teacher, they should discuss the matter with the classroom teacher first. A phone call, email or a personal consultation with the teacher will often alleviate many problems that may arise out of misunderstanding. Please email the teacher or send a note requesting the teacher contact the parent to arrange a conference. Please respect the school hours as the time when the teacher's primary responsibilities are classroom teaching and supervision. If the matter is not resolved, then please set up a time to speak with the Director.

Life Altering Events: Please let your child's teacher know if there is a life altering event. Major events such as moving, new baby, death of a family member or pet, etc. in a child's life can help the teacher understand the child's emotional and social well-being.

Special Occasions

Birthdays: Birthdays are celebrated during the morning snack time. You may choose to bring a special treat. Please notify the teacher at least one week in advance so they can plan this time. Candles or open flames are not permitted. ALL TREATS MUST BE STORE BOUGHT WITH THE ORIGINAL PACKAGING AND SEAL INTACT. Check with your child's teacher for any known allergies.

Parties: Parents may contribute food or treats (store bought with the original packaging and seal intact, except for fresh fruit and vegetables) to their child's class parties. We ask that all fruit and vegetables be washed and sliced before bringing them to school.

In-School Field Trips: In-school field trips are planned each year. Several different groups are brought in to help enhance your child's learning throughout the school year. Some of these special activities may require an additional fee which will be announced in advance and money collected by the due date. Classroom teachers will supervise all children in their classroom during all special events.

Field Trips: Teachers may plan school year field trips for children 3 and older. Field trip permission forms will be sent home in advance. If there is a cost it will be stated on the form. Transportation will also be stated on the form. No child will be permitted to go on field trips without a signed permission form. A list of all children and staff participating in the field trip will be left at the school with approximate time of departure and return. If a child arrives after

the group has left the center, he will be in the care of the staff that remained at the center. All parents who wish to chaperone must complete an online “Safeguarding our Children” class. Parents will be asked to provide car seats. Parents may volunteer to walk with the children and staff but must adhere to all school policies while on the field trip with children. Smoking/Vaping/Alcohol drinking will not be permitted at any time during a field trip.

Cooperation and Behavior Policy

At Shepherd of the Hills ELC, we have the opportunity to learn to know the Lord Jesus and live lives that please Him. Students and teachers alike should frequently encourage each other to this end. To love God and to love our neighbor is God’s will for our behavior, and it serves as a very practical guideline for our thoughts, words and actions.

Shepherd of the Hills Early Learning Center uses Love and Logic principles to foster responsible student conduct at school and in our related ministries. As such, teachers provide direct instruction to introduce the student to classroom rules and expectations, giving special attention to treating students as unique individuals, as special children of God.

Redirection is used whenever possible. A short separation may be used for persistent behavior problems.

Unacceptable behaviors include but are not limited to: hurting another child or staff member (hitting, kicking, biting), hurting others feelings (name calling, language, bullying), and hurting him/herself. As well as, destructive actions (throwing, cutting, drawing on inappropriate objects, or breaking items) or disregard for classroom and/or playground rules.

In the event a child is struggling with challenging behaviors that are outside the norm, a conference with the parents, teacher and director will be called to discuss and partner to put a positive behavior plan into place.

Snacks

A nutritious morning snack is served daily as part of the tuition charge. The children drink out of a child sized cup with no lid. **If your child attends after school care we will provide an additional snack.**

The snacks are prepared on the premises. All snacks served meet the requirements of the Colorado Department of Health and the Child and Adult Care Food Program.

Weekly menus are posted on the Parent Information Board in each classroom.

Food and Beverage Allergies

Please indicate on the Child Emergency Information and on your child's Health Status Form if your child has a known food or beverage allergy. You will also need an Individualized Health Care Plan to be signed by your child's physician and returned to Shepherd of Hills.

Due to the growing number of children with food allergies in our classrooms, our policies include:

- Nut aware environment
 - Depending on the severity, we will have special peanut-free areas for allergic children to eat or we will limit peanut products in our school.
- All outside treats must be store-bought with the original packaging and seal intact.
 - We cannot ensure the safety of homemade treats due to possible cross-contamination of allergens.

If your child has multiple or significant food and/or drink allergies, we request that you check the daily menu and provide your child's food when appropriate. The staff at Shepherd of the Hills ELC will not substitute any food or drink to a child if a parent fails to supply alternative food.

An allergy list will be available in every classroom to alert the staff to any food allergy.

The goal of this policy is to reduce the chance a child with allergies will have contact with life-threatening foods. In addition, we will work with families on an individual basis to manage each child's situation. Please note that while we do our best to ensure the safety of all children with allergies, other groups use our facility throughout the week and we cannot strictly enforce these policies outside of school hours.

Packed Lunches

When packing a lunch for your child, please send a well-balanced and nutritious meal packed in reusable plastic containers instead of Ziploc baggies. Partitioned lunch containers are preferred. We recommend lunches come in an insulated lunch box or bag with an ice pack. Lunches will not be refrigerated. Children need a variety of healthy foods to learn and grow, so we ask that junk (sugary) food is kept to a minimum. In order to meet current state licensing requirements, please help us by sending a protein, grain, fruit and vegetable in your child's lunch each day. If a component is missing, we are required to supplement the lunch with the missing component. We would like to keep costs down, but if this becomes a frequent occurrence, a charge of \$3.00 for each day we need to supplement the lunch will be added to your account. All candy found in lunch boxes will be returned home with your child. Please send foods that can be opened easily or do not require special preparation.

Medication

The staff will administer medication such as Epi-pens, inhalers, etc. for children who have life threatening illnesses. Doctor-prescribed medication must be in its original container with the pharmacy name enrolled in our school.

Medical permission forms are available in the office and on-line. Before any prescriptions are accepted or administered, all forms must be filled out and signed by the Physician, and a parent. Please give the medication and the completed form directly to the teacher in charge or ELC Director. Never leave medication on the counter, in a cubby or in a backpack.

We ask you to put the medication and the Physician signed Medical permission form in a zip lock bag with your child's name on it. All storage and administration of children's medication is in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act".

MEDICATION NOT COVERED BY A HEALTH CARE PLAN CAN NOT BE ADMINISTERED AT SCHOOL.

Immunizations and Pre-Admission Health Evaluations

State Law requires proof of each child's immunizations. All children must be current on immunizations or submit a paper copy of an exemption form to enroll at Shepherd of the Hills ELC. The physician needs to sign the child's current immunizations within 30 days of their start date. Please visit www.coloradoimmunizations.com for more information.

Included in the application packet is a copy of the General Health Appraisal Form or physical examination. Part A needs to be filled out by the parent and Part B must be filled out and signed by your child's physician.

All children who are in the Early Learning Center must have a current physical once each year from the last physician visit.

Emergency Procedures

In case of emergencies or serious illness, it is the parents' responsibility to ensure that we have the most current information on the child's emergency contact sheet.

Shepherd of the Hills ELC will then do the following:

1. Attempt to contact the parent or guardian.
2. Next we would notify the persons listed as the emergency contact.
3. If necessary, we will call an ambulance.
4. A staff member will accompany the child to the hospital and stay until a parent or guardian arrives.

In the event of the following emergencies Shepherd of the Hills ELC will take the appropriate measures to keep all children as safe as possible:

Sheltering/Lock Down: If the building is safe, we will protect your child by doing one or more of the following, depending on the nature and seriousness of the event:

- ❖ Secure the perimeter by locking all outside windows
- ❖ Proceeding to the safest location in the building
 - o a. The school will not open doors for anyone except public safety officials during a lockdown or sheltering.
 - o b. The school will do their best to communicate with parents depending on the situation. The school will make decisions based on what public safety officials say.
 - o c. Do not call the school. Doing so will hinder necessary communications between the school and public safety officials.
 - o d. Do not expect that the school will call you immediately if an emergency strikes.
- ❖ **Our first priority is protecting students and staff. Calls will be made as soon as practical.**

Evacuation:

If the building is not safe, your child will be evacuated to a safe location.

The evacuation may be for a short period outside onto the playground.

If possible, we will evacuate to Arapahoe High School, although it may not be possible to use this location. The determination of an evacuation site may be altered to suit the particular situation.

Missing or Lost Child:

If a child were missing from our Early Learning Center the staff would follow the steps outlined below:

- One assigned staff member would check all classrooms, bathrooms, hallways, and offices then proceed downstairs to check the entire lower facility including the stairwells.
- A second staff member would check the playground.
- This same staff member would then check the north outside area.
- A third staff member would check the south outside area.
- Once a child is deemed lost the Director or Assistant Director would pull the child's permanent file for the current picture, phone numbers and address of the child. The Director or Assistant Director will first contact the Arapahoe County Sheriff's Department, second the Parents of the child and third the Department of Human Services Child Care Division.

Fire Drills and Tornado Drills:

Fire Drills: The children practice monthly fire drills with evacuation.

Tornado Drills: The children practice tornado drills with evacuation to a safe, secure location. The ELC staff will direct the children to the lower level inside classrooms or basement when possible. Our tornado drill is a verbal announcement.

Lockdown Drills: The children practice lockdown drills to a safe, secure location within our building. The ELC staff will direct the children to a secure location and stay in place until the lockdown is lifted.

Emergency evacuation maps are posted in each room.

Preschool Cancellation Policy

Please check the brightwheel message board for updated information about school closures. All unplanned closure will be announced via email blast from the school.

Inclement Weather Policy

Daily Weather: The staff will monitor the weather on a daily basis. If it is too cold (based on temperature and wind chill) or snowy, we will not take the children outside to play. We require all children to bring a warm jacket, gloves, appropriate shoes and a hat as weather can change and allow us to play outside.

We will monitor the heat index. If it is too hot or humid, we will not go outside. Again, we require all children to bring a water bottle with their name on it during these months.

When the temperature is not within licensing guidelines, the children will play inside.

Clothing

Since children will engage in vigorous play and a variety of art experiences, we suggest they be dressed in durable, washable clothing. Dress length should be to mid-thigh with shorts or leggings underneath. All clothing should be clean, neat and in good repair.

Climbing and running are part of a preschooler's day and sturdy, well-fitting shoes are needed. All shoes must be safe for running and climbing and be close-toed with a back strap. ***** **NO FLIP-FLOPS/OPEN-TOED SHOES** *****

All children must bring a complete change of clothes including socks, underwear, shirt and pants, shoes, clearly marked with the child's name, in case of an occasional spill or accident and kept in their backpack. If your child is in the process of potty training, please bring an additional set of underwear and pants. Soiled clothing will be sent home to be laundered and a clean change of clothes will need to be returned the next class session. Please update the clothing with the season and growth of your child. We do keep some extra clothing on hand, but most children feel more comfortable wearing their own.

Since temperatures can change quickly, layered clothing is recommended. Children should bring a sweater or jacket on all but the warmest days. All removable clothing is to be clearly marked with the child's name or initials.

We go out in cold weather, so please make sure that your child has appropriate outerwear including hats, gloves, and boots. Please bring shoes that your child can wear inside on cold days as boots can get very warm and are not comfortable all day in the classroom.

The school is not responsible for replacing damaged clothing.

Sunscreen

Please apply sunscreen to your child before coming to school. Shepherd of the Hills ELC will have No-Ad SPF 50 sunscreen available for your child if re-application is needed. If your child requires sunscreen other than No-Ad, you may provide your own brand of sunscreen. Parents are required to fill out a Topical Preparations waiver before staff can apply any sunscreen, ointments, bug sprays, etc. When filling out this waiver, please use your CHILD'S name.

Rest Time

Children who stay for Afternoon Blast will rest each day after lunch. A rest period is required by the state-licensing agency for children who are in the building for more than 4 hours.

The center provides a sleep cot for each child. Parents are asked to provide a blanket and a crib sheet (size needed for cot) labeled with the child's name. Blankets and sheets will be stored in the child's backpack or bedding bag. Bedding needs to be taken home every Friday to be laundered. Children may bring a small stuffed animal or soft toy for rest time. For children under 3, any stuffed animals brought to school need to have sewn eyes to avoid any choking hazards.

Video Viewing

Videos are used only in conjunction with topics that the children are studying or holiday related. I understand videos shown to my child will be rated "G". The section related to television/video viewing on the Waiver and Indemnity Agreement form must be initialed by the parent. This release/agreement will

be kept on file. Video viewing/computer time is kept to a maximum of 30 minutes per week. Children under 2 years of age will not view videos on any type of device per state licensing regulations.

Toys, Personal Belongings, Etc.

Since it is disruptive to have toys from home, they will only be allowed at school on a child's classroom share or special day. Your child's teacher will post these days ahead of time. Because of Licensing regulations we ask that all chapstick and lotions, etc. be kept at home unless there is an absolute need in which case the items will be stored by the teacher. Shepherd of the Hills cannot be held responsible for the loss of these items. At no time are guns or weapons allowed, toy or otherwise.

Toilet Training

Shepherd of the Hills ELC will not begin toilet training until after 24 months of age. If your child is not fully toilet trained, please send 2 changes of clothes and a week's supply of diapers/pull-ups and wipes at all times. The Toddlers classrooms will provide wipes for their students with a monthly charge equating to \$0.55 per day depending on a students schedule.

We require that all children entering our 3 year old Preschool Classroom should be able to use the toilet independently. This includes communicating the need to use the bathroom facilities, being able to manipulate clothes, knowledge of flushing, and washing of hands. All children should be able to wipe themselves after going to the bathroom. We do monitor the bathrooms when they are in use by children. Special needs children will be considered on a case by case situation.

Visitors

All visitors must sign in at the reception area. All visitors must receive permission before visiting a classroom and will be asked to show photo identification. The Director or the receptionist may grant such permission. All volunteers will be under supervision of a teacher or Director.

Adult Restrooms

All adults are asked to please use the bathrooms located in the south end of the building. The restrooms in the ELC are reserved for the students of the ELC.

Parking

Parking is on the south side of the building for any ELC events such as field day or the art show. For early or late pickups and drop offs, parking is on the north side of the building. The speed limit is 10 miles per hour in the entire parking lot. Please respect the handicap parking places.

Children with Special Needs

Shepherd of the Hills ELC staff will evaluate all students with learning differences to determine if Shepherd of the Hills ELC has the proper facilities to meet those children's needs. All children are accepted on a two-week probationary period. This means that if we are unable to meet the needs of the child, we may ask the parents/guardians to remove the child from the center. The parents/guardians of children with special needs may reciprocate with the same notice as above during the probationary period.

Staff Qualifications

All staff members of Shepherd of the Hills meet or exceed the requirements to be an Early Learning Teacher or Assistant Teacher according to Colorado state licensing by the Department of Human Services. These requirements include formal education, training, and work experience in early childhood education. In addition to these qualifications, each staff member participates annually in 15 hours of continued education specific to the profession of early childhood. Of the 15 hours, at least three of the hours are specific training in social emotional development. All staff members are routinely trained in Pediatric/Adult First Aid, CPR, and Universal Precautions. All staff members also participate in "Safeguarding our Children" training upon hire and every year thereafter. Medication administration delegation training is administered by our school nurse and is updated yearly.

Reporting of Child Abuse

Shepherd of the Hills Early Learning Center is licensed by Colorado Department of Human Services. The license indicates that our facility has met the regulations for operation of a child care facility. We therefore, are required to report any suspected child abuse and to make each parent/guardian aware of how to report physical or sexual abuse.

If you suspect or witness child abuse of any kind, it is your responsibility to report it to the police or Human Services. You may call the police in the

jurisdiction where you witnessed the abuse or call 911. The number for Human Services is 303.866.5700.

Confidentiality of Student Records

Student records are stored in the Early Learning Center office. Parents have the right to inspect these records (with a 24 hour notice) as well as the child's teacher, Director, and an authorized employee of the licensing agency.

Complaints and Legal Observations

To file a complaint about Shepherd of the Hills ELC contact:

The Colorado Department of Human Services
Division of Child Care
1575 Sherman Street Denver, Colorado 80203-1714
Phone 303.866.5700 or 1.800.799.5876 | Fax 303.866.5563

If you would like Shepherd of the Hills to objectively observe your child for any legal reason, a court order must be on file.

BASE Camp Information

Statement of Purpose

Shepherd of the Hills BASE Camp is a ministry of Shepherd of the Hills Lutheran Church and is available to children aged 2 ½ -14 years. We strive to provide a safe, fun, Christian learning environment at BASE Camp before and after school and during most school breaks.

Hours of Operation

Hours of operation for BASE Camp on school days are 7:30am-8:15am and 3:15pm-5:30pm. Hours for BASE Camp during school breaks will be determined and published before each break. Days of operation are Monday through Friday. Days and hours of operation may be altered if not enough children are registered.

BASE Camp will be closed the following days unless otherwise posted:

- Labor Day
- October - Teacher In-Service
- Thanksgiving and the day after
- Christmas Break
- New Years Day
- January - Teacher In-Service
- March - Teacher In-Service
- Good Friday & Easter Monday
- Memorial Day and Summer Camp set up

BASE Camp School Breaks are: Fall Break and Spring Break

PLEASE NOTE: WE MAY BE CLOSED ON CAMP DAYS IF TWELVE OR FEWER STUDENTS ARE PRE-REGISTERED AND PRE-PAID

Enrollment

Before your child attends BASE Camp:

- A Statement of Health and a copy of the child's immunization records must be updated annually. Children over six years old need to be updated every two years.
- An Enrollment and Emergency Information Form and Waiver and Indemnity Agreement must be completed.

Fees

	<u>18 months - 2.5 years</u>	<u>2.5 years - 6 years</u>
7:30-8:15am and 3:30-5:30pm	\$25 per/day	\$22 per/day
7:30-8:15am	\$10 per/day	\$9 per/day
3:30-5:30pm	\$10 per/portion of an hour	\$9 per/portion of an hour

School Break BASE Camp fees will be \$65 per day per child. Hours and availability for school break BASE Camp will be determined and published prior to the start of any school break.

Charges will reflect a daily minimum charge of \$9 (preschool) or \$10 (toddlers) for each day a child is dropped off prior to 8:15am or picked up after 3:30pm.

Students in the Toddlers classrooms will have a monthly fee of \$0.55 per/day charge for diaper wipes.

No-show Policy: Camp day charges are made for all reservations regardless of attendance. A 24-hour notice to cancel a pre-registered day must be received in order to avoid a penalty. In the event a 24-hour notice is not received, no refund will be issued.

Morning BASE Camp is available by reservation only. We require 24 hour notice Brightwheel that your student will need morning BASE Camp.

Account statements are issued and mailed on the 10th of each month. In the event there is a balance, payment is due upon the receipt. A late payment fee of \$25.00 will be assessed if payment is not received by the 20th of the month.

Late Pick Up Fees

Families who arrive after 5:30pm to pick up their children will be subject to a late fee of \$2.00 per minute, with a \$5.00 minimum. The fee will be added to your Brightwheel account.

Drop Off and Pick Up

All BASE Camp drop off and pick up must take place through the BASE Camp entrance located at the northwest corner of the main school building. This entrance remains locked, so please be sure to message your teacher in Brightwheel and ring the doorbell. When the children are not in the BASE Camp room, a notice indicating their whereabouts will be posted on the outside door. Please remember that our teachers will be with their classes so we ask that you remain patient while they might not be able to answer the door immediately.

Sign In and Sign Out

Children who are signed in or out incorrectly, or not at all, will be charged for the entire morning or afternoon. Children in morning BASE Camp must be signed in by an adult 18 years or older. Charges for morning BASE Camp begin when the child is signed in and end when the child is dismissed to class. Children attending afternoon BASE Camp immediately after school or extracurricular activities will be signed in by a staff member on duty. All children who are not picked up by 3:30 p.m. will be signed in to afternoon BASE Camp by their teacher. Children must be signed out by a parent or other adult at least 18 years of age that is listed on their Enrollment and Emergency Information Form. For safety reasons, each family member will have a unique check-in code. Please ensure you are using your specific code so that our staff knows who picks up and drops off. If you would like someone else to pick up your child, you must send written permission including the date, name of the person to pick up, their phone number and your signature. Children will never be released to unauthorized individuals. Anyone picking up a child should be prepared to show a photo I.D.

Breakfast and Snacks

Children who are in morning BASE Camp are welcome to bring breakfast. Please send food that does not require special preparation. Children who are in afternoon BASE Camp will have a snack provided for them. The snack schedule will be posted weekly on the parent information board. Children who come to BASE Camp after extracurricular activities will be allowed to eat a snack out of their lunch box. If your child has multiple or significant food and/or drink allergies, we request that you check the daily menu and provide your child's food when appropriate. The staff at Shepherd of the Hills BASE Camp will not substitute any food or drink to a child if a parent fails to supply alternative food.

Snow Days

If Preschool is canceled due to inclement weather before the school day begins BASE Camp will also be closed. If Preschool is canceled due to inclement weather during the school day already in progress, we will assess the situation and contact parents to confirm parents' awareness of the school closure. We may close BASE Camp early depending on the severity of the weather to help ensure the safety of our students and staff. Regular hourly billing will apply. If we remain open until 5:30pm, late fees will apply.

Withdrawal from BASE Camp

If Shepherd of the Hills BASE Camp does not meet the needs of a child, the parents are free to withdraw their child(ren) at any time. No fees or penalties will be imposed.

If Shepherd of the Hills BASE Camp requires a child to be withdrawn from the program to ensure the safety and enjoyment of the other children, such action will be clearly communicated to parents. No refunds will be given.

Signature page for Parent Handbook.



Please initial and sign.

_____ I have received, read and understood the Shepherd of the Hills ELC Parent Handbook and agree to abide by these policies.

_____ I understand that it is my responsibility to make monthly tuition payment for my child to attend Preschool at Shepherd of the Hills ELC.

_____ I understand that any additional fees will be my responsibility to pay.

_____ I understand that fees associated with BASE Camp accrue daily, and will be added to the nearest statement after services are received and will be paid in a timely manner.

Students Name

Parent's Signature

Date

Director's Name

Date