



**COLORADO  
COLLEGE**

# PARENT HANDBOOK

Cheryl Schlessman Bennett Children's  
Center

Updated December 2024

*The Center will notify the parent/guardian in writing of significant changes in its services, policies, or procedures so that they can decide whether the center continues to meet the needs of the child.*

*Policies and procedures are required to be available to parents/guardians and staff according to the Division of Child Care Colorado Department of Human Services. (7.702 - Rules Regulating Child Care Centers)*

## **The Center's Purpose and Philosophy on Child Care**

The Colorado College Cheryl Schlessman Bennett Children's Center practices a philosophy of serving each child's unique individual social, emotional, cognitive, and physical growth in a developmentally appropriate program. As we focus on each child, we do our utmost to incorporate a respect for the mind, value all persons, practice honesty and integrity, nurture a sense of place, introduce social responsibility, and strive for excellence. We join with the greater Colorado College community to promote these core values.

## **Our Mission**

In partnership with families, faculty, staff, and students at Colorado College, the Center provides early care and education that supports excellence in learning and is an integral part of the campus community.

## **Communicating with Families**

The Children's Center at Colorado College makes every effort to be inclusive of all families. Staff at the Children's Center will make every effort to communicate with families in their home language whenever possible. The center provides written communications via monthly newsletters, and classrooms communicate with parents weekly via email and daily through the ProCare app.

ProCare is the Childcare management software the Children's Center uses to manage family accounts, communicate with families, and sign children in and out each day. In order to sign up for Procare, either on your phone or laptop, Center administration must first create your account. This is done during the enrollment process. Once your child is in enrolled status, you will be sent a message to set up your ProCare account. You will then be able to make payments and message teachers.

We understand that communication is key to establishing a solid relationship with our families. Therefore, we will be using the non-profit organization Tarjimly if a family requires a translator. They offer a wide range of free and affordable services with their mobile app. To read more, please visit <https://www.tarjimly.org>.

## **Ages of Children Accepted**

The Center has an authorized capacity of 74 children: ages 8 weeks to 6 years old.

Infant 1 – 8 children aged 8 weeks-18 months  
Infant 2 – 8 children aged 8 weeks- 18 months  
Toddler 1- 10 children 12 months- 3 years  
Toddler 2- 10 children 12 months-3 years  
Preschool 1- 14 children- 2.5 years-5 years  
Preschool 2- 14 children- 2.5 years-5 years  
Preschool 3- 10 children – 2.5 years- 5 years

## **Hours of Operation**

Monday-Friday 7:45 a.m. to 5:15 p.m.

## **Center Closures**

The center is closed for Memorial Day and Independence Day, Fall Break, Winter Break and Spring Break. These closures are the same for all campus departments.

The center follows the Colorado College academic calendar and will have adjusted hours on the Fridays of block break for staff in-service day. This allows children's center staff to conduct department meetings, allows time for mandatory trainings, and to plan and execute a high-quality program.

The current Center calendar is available on the Center website under the parent tab and posted on the lobby information board.

## **Program Goals**

The Center provides a well- rounded program for young children. The needs of the child and options for care will be determined by collaborating with center administration, parents/guardians, teachers, and other professionals, as necessary. We strive to develop a wide range of skills and interests in each child. The overall goals of our program are to:

- Foster a love of learning and exploration.
- Expose children to varied experiences and cultural opportunities.
- Provide opportunities for positive social development.
- Build feelings of trust
- Enhance the child's self-esteem, encouraging independence, confidence, and competence.
- Introduce structure and organization while promoting self-expression and creativity.
- Foster healthy habits, such as eating well and getting physical exercise.
- Encourage children to express and understand their feelings and those of others.
- Appreciate and participate in activities such as drama, literature, art, dance, math, and science.

## **Colorado Shines and Quality Improvement**

Colorado Shines is a quality rating and improvement system for all of Colorado's licensed early learning programs serving children birth to 5. It encourages and supports programs to improve their quality and to connect with families looking for quality care for their children. If parents are interested in reading the Children's Center's Quality Improvement Plan, there is a hard copy in Kim's office.

## **Guidance Guidelines**

The guidance philosophy of the Children's Center includes positive instruction and supporting positive behavior. Positive guidance is used as an opportunity to teach children social-emotional skills, such as self-regulation, problem solving and empathy for others. Teachers use positive reinforcement for appropriate behavior including redirection, reminders of classroom rules, changing the classroom environment and/or daily schedule, and providing a supervised quiet time for the children who need it. We will implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. Our goal is to foster positive relationships that allow for open communication should a challenge arise.

Teachers observe all children and document any concerning behaviors to help ascertain any patterns or precipitating factors. When a child exhibits concerning/unsafe behaviors or persistent challenges the teacher will meet with Center administration to develop a plan of action to include access to an early childhood mental health consultant or other specialist, as needed. At this time, staff shall request a meeting with the child's parents/guardians, working to develop action plans to resolve/unsafe behavior. Teachers will document ongoing concerns, progress, and accomplishments.

The goal for Children's Center staff is to cultivate responsive, positive child, staff, and family relationships and interactions. We try to create and maintain a program-wide culture that promotes children's mental health, social and emotional well-being. Staff will also provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions, and we will also help to identify and consult with an early childhood mental health consultant or other specialist, as needed.

## **Meeting the Needs of ALL Families**

**The Early Intervention (EI) Colorado** program provides developmental supports and services to children and their families from birth through two years of age (up to the child's 3rd birthday) who have developmental needs. EI Colorado can help improve your child's ability to develop and learn. The program can also help you and your family learn ways to support and promote your child's development within your family's daily activities and community life.

The EI Colorado evaluation gives families a snapshot of how a child is doing in the five areas of development. The five areas of development are cognitive (problem solving, play), social-emotional (interactions with others and self-soothing), physical (how a child moves), communication and language, and self-help/adaptive skills (such as feeding and dressing). The EI Colorado evaluation will determine if your child could use some extra support in one or more areas of their learning and growth or if the child is right on track.

Either way, families learn more about their child, the child's strengths and challenges, and how they can best support the child's development.

EI Colorado does not charge family fees and services are provided at no cost to families who participate in the program. There are no income requirements to participate in the EI Colorado program.

Research shows that the first three years of a child's life are the most important time for developing and learning. By providing needed services and supports during this time, families will be able to help their children with special needs develop to their full potential and may decrease the need for additional help later in life.

**Child Find** is part of Colorado's system for identifying children suspected of having a delay in development. If a young child is not meeting typical developmental milestones, or someone is concerned about the child's growth or learning, child find teams will evaluate how the child plays, learns, speaks, behaves and moves. The purpose of the evaluation is to determine if there is a significant delay or if there is a need for early intervention or special education services. Evaluations conducted by Child Find teams are at no cost to parents.

If you feel that your child may qualify for either of these programs, please talk to center administration or you may contact them directly at [Child Find for Children Ages 3 Through 5 Years Old | CDE \(state.co.us\)](#) or [Early Intervention Colorado | EI Quicklinks | Home \(salesforce-sites.com\)](#)

The Colorado College Children's Center partners with families of children with special needs to support inclusion in each classroom. If a child has an identified need, staff will partner with families and their team to meet individual learning and developmental goals. Families requiring services will coordinate with their provider and Center staff what will work best for the child. Therapists, consultants, and other early childhood special needs professionals will always be welcome.

## **Admission and Registration**

Admission priority is based on affiliation with Colorado College. Requests for care must be made via the center website under the parent tab. In addition to a facility tour, a pre-admission interview must be completed with the child's parent/guardian to determine whether the services offered by the center will meet the needs of the child and the parent/guardian.

Category A- Children of full-time status college employees and full-time students.

Category B- Children of families associated with the college, i.e., retirees, block visitors, part-time employees, alumni, part-time students, food service and custodial full-time employees, and grandchildren of Category A employees.

Category C- Not affiliated with Colorado College.

Upon acceptance into the center, families will receive a 30-day notice to enroll, paperwork will be sent via email and a classroom orientation meeting will be scheduled.

Parents/Guardians must complete the registration and admission process and return the following forms BEFORE the child's first day of care to the Center's administration. The center has the right to refuse admission to a child if enrollment paperwork, the statement of health, documentation of immunization status, or exemption is not submitted.

The confidentiality of children's records will be maintained. Children's records are kept for 3 years following the last date of attendance in the program. Records must include:

- Registration form-emergency information and authorization for treatment and transportation (update annually or when changes occur.)
- Statement of Health Status (update based on the American Academy of Pediatrics)  
*\*This form is to be completed and signed by your child's primary care physician.*
- Immunization Record (update based on Colorado Department of Public Health and Environment)  
*\*This form is to be completed and signed by your child's primary care physician*  
*NOTE: Children who are not/under immunized may be enrolled at the facility*
- Consent Forms (update annually or when changes occur)  
These include:  
Walking Field Trip Permission  
Photo Consent  
Observation Consent  
Topical Preparations  
Media Release  
Sleeping Mat Permission (for children under the age of 2)  
Pacifier Permission (for infants 12 months and younger)

Parents/Guardians are assigned an access card at the time of enrollment. The parent/guardian access cards operate Monday-Friday from 7:45 a.m.- 5:15 p.m. Access to the center is not available when the center is closed. Playgrounds after hours must also be closed to families due to the liability of injury.

Parents/Guardians are required to sign up for RAVE. RAVE is the emergency notification system used by Colorado College to communicate safety and weather information in real time. The link to register is:  
<https://www.getrave.com/login/coloradocollege>. Unless the RAVE notification specifically denotes a "test," consider the messages as current information.

## **Tuition Rates**

Tuition rates are reviewed every spring and rate information is sent to parents/guardians and posted on the Center's website and front entry bulletin board prior to the start of the next fiscal year.

Monthly tuition is due on the first business day of each month for childcare services provided for that month (i.e., tuition paid on July 1 is for the month of July) Checks or money orders (made payable to C.C.C.C.) are accepted. The Center does not accept credit card or cash payments.

Parents/Guardians who are employees of Colorado College may elect to have the monthly tuition deducted from their paychecks. An after-tax payroll deduction authorization form for childcare tuition payments must be completed and submitted to the Center’s administration. The Center director signs the form and submits the completed form to the Human Resources Department for payroll deductions.

**Fees**

There will be a \$25 service fee for returned checks.

A non-refundable \$50.00 registration fee must be paid upon enrollment.

Any tuition in arrears will require a payment plan and failure to adhere to the payment arrangements will result in the child’s dis-enrollment from the Center.

<b>Age Group</b>	<b>2024-2025 Tuition Campus Monthly Rates</b>	<b>2024-2025 Tuition Alumni &amp; Community Monthly Rates</b>
Infant	\$1500	\$1600
Toddler	\$1450	\$1550
Preschool	\$1375	\$1475

**Late Pickup**

Children are to be picked up by the Center’s closing time; 5:15 pm. If a child is not picked up by the end of business, the teacher will call the parent/guardian. Attempts will be made to contact the parent/guardian and then the listed emergency contacts will be contacted. If contact is not made, the Center will contact the college’s Campus Safety department. Attempts to contact the parent/guardian and emergency contacts will be made for 30 minutes and if no contacts are made, the Colorado Department of Human Services will be notified.

After four late pick-ups in a 12-month period, there will be a discussion with the Center’s director on the continuation of childcare at the center.

**Withdrawing Children from the Center**

Parents/Guardians must give a written notice (email is acceptable) to the Children’s Center director one month before dis-enrolling their child/ren.

*\*Children who are 5 years old on or before October 1 each year will be withdrawn from the center no later than the first day of school, based on their home school district.*

## Releasing Children from the Center

The center is required by Colorado State Licensing to release children from the Center only to persons over the age of 16 identified by the parent/guardian with written authorization. This information is recorded on the bottom of the child's registration form. In an emergency, the child may be released to an adult for whom the child's parent/guardian has given verbal authorization. If the Center staff does not know the adult, identification will be required prior to releasing the child.

Individuals not authorized by the parent/guardian who attempts to pick up a child will be denied, and the child's parent/guardian will be contacted. Campus Safety will be contacted if assistance is needed.

If the any staff member has a reasonable belief that the authorized individual is under the influence of drugs or alcohol, and the authorized individual leaves with the child and is operating a motor vehicle, then the program must immediately report such to the police and/or social services.

## Identifying Where Children Are at All Times

Teachers complete periodic head counts throughout the day, including transition times from inside to outside, outside to inside or when moving to another room to ensure that every child assigned to the classroom is present and accounted for. All classrooms will be checked at the end of the day to ensure all children have been released from care.

## Child Drop-Off When Class is Off-Site

When a child arrives to the center after their classroom has left the Center for a planned event, the parent/guardian has the option to take their child to the planned event location or request if their child may remain at the center in another classroom if there is space available. Since field trip events are planned, parents/guardians are required to plan with the classroom teacher ahead of time to take the child to the event location or talk with the Center administration to have the child assigned to another classroom for that day.

## Control of Communicable Diseases

When a child is diagnosed with a communicable illness, the center will notify parents/guardian. A communicable illness notification will be posted on the affected classroom sign-in/out clipboard. The child's identity will remain confidential.

Parents/Guardian are asked to report any and all illnesses to the center Director. Many illnesses need to be reported to the county health department and the center Director will decide if the child must be excluded from the center for any length of time. The center follows guidance from the Colorado Department of Public Health and Environment "[How Sick is too Sick](#)" to determine exclusions and return to care.

## Illness and Accidents

When a child exhibits signs of illness such as fever, lethargy, complaint of not feeling well, or eye discharge, the teacher will begin documenting symptoms of the child and contact the parent. If the child reaches a temperature of 100.4, cannot comfortably participate, has eye discharge or other symptoms that warrant exclusion, the teacher will contact the parents/guardians to pick up their child. Parents/Guardians will have 1 hour from the time of the phone call to come pick up the child. An exclusion form is completed by the teacher, signed by the director, and a copy given to the parents/guardians when the child is picked up. Children that need to be seen by a doctor will also have a **Return to Care Form** sent home with them, to be filled out by the pediatrician. Children will be excluded from care for one full day, regardless of the time they are excluded. Children who begin an antibiotics must be on the antibiotic for 24 hours before returning to care. Children must not be given any fever reducer or cough medicine for a full 24 hours before returning to care.

When a child is injured at the center, the teacher will complete an Accident/Arrival/ Incident report. This report must also be completed by the classroom teacher if the child comes to the center with an injury. A copy of the report will be given to the Parents/Guardians.

If the child needs emergency attention, 911 will be called and the parent will be notified immediately. If emergency services determine a child needs to be transported to a health care facility, the child's teacher or the center Director will go with the child during transport, if the parent/guardian is not immediately available.

### **Administering and Storing Children's Medication**

Unexpired prescription and non-prescription (over the counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parent consent. **All medications must be cleared with the center nursing consultant prior to receiving and/or administering at the center** This could take up to 24 hours and your child may not have permission to stay depending on medication, reason and type until the nurse consultant has approved of the administration while at school. Certain center teachers/staff may administer medications with approved delegation.

- ❖ Home remedies, homeopathic medication, vitamins, and supplements **will not** be administered to children in care.

The written order by the licensed prescribing practitioner must include:

- Child's name and birthdate
- Licensed prescribing practitioner name, telephone number, and signature
- Date authorized.
- Name of medication and dosage
- Time medication is to be given by written authorization (specific times are necessary)
- Route of medication
- Length of time the medication is to be given.
- Reason for medication
- Side effects or reactions to watch for
- Special instructions

*\*If you need a medication administration form to take with you to the doctor, please contact the Director.*

Medications must be kept in the original labeled bottle or container with appropriate dosing devices (cup, dropper, syringe). Prescription medications must contain the original pharmacy label that lists:

- Child's name
- Prescribing practitioner's name
- Pharmacy name and telephone number
- The date prescription was filled.
- Expiration date of the medication
- Name of the medication
- Dosage
- Time of day medication is to be given.
- Length of time the medication is to be given.

Over-the-counter medication must be kept in the original container and be labeled with the child's first and last name.



- In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms are reauthorized according to Colorado Department of Public Health and Environment age requirements.
- Any changes in the original medication authorization require a new written order by the prescribing practitioner.

Medications are kept in an area that is locked and inaccessible to children. Emergency medications will be easily accessible for teachers to administer. When away from the classroom, authorized staff must carry emergency medication.

Children are not allowed to carry their medications into the building. Only parents/guardians are permitted to drop off medication to an authorized teacher or Director.

If the date of the medication has expired or any medication is left over, parents/guardians are responsible for picking up the medication. If parents/guardians do not respond to requests to pick up the medication, the Center will dispose of the medication as required by the Colorado Department of Public Health and Environment. Disposal of medications is documented.

Topical preparations such as petroleum jelly, diaper rash ointments, sunscreen, bug repellent sprays, and other ointments may be administered to children with written authorization from the parent/guardian. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner, and the prescribed medication contains all the applicable information.

### **Inclement and Excessively Hot Weather**

Classrooms follow a weather/temperature chart to assist the teachers in making decisions about outdoor play. If the temperature is below 20 degrees, all children will remain indoors. If the temperature is between 20-30 degrees, children will only play outdoors for a limited amount of time. If the temperature is above 98 degrees, all children will remain indoors. Outside play will occur every day, weather permitting.

If the center must close due to storm conditions, parents/guardians will be notified via RAVE. If Colorado College is placed on limited operations, the center will close. If Colorado College is on limited operations such as a late start, the Center will open at the late start time. If the Children's Center is already operating and the college announces a limited operations status, the center will close within an hour of the decision and parents/guardians must pick up their children within that period.

### **Sun Protection**

The center requires parent/guardian written authorization and instructions to apply sunscreen to their child's exposed skin prior to outside play year-round during the enrollment process. Parents/Guardians will be responsible for providing a full spectrum UVA/UVB sunscreen with an SPF rating of 30 or greater. The use of sunhats is permitted and encouraged.

Parents/Guardians are asked to apply sunscreen on their child before drop-off and notify teacher what time the sunscreen was applied. Sunscreen will be reapplied by staff as needed before and/or during outdoor play as directed by the product label.

A doctor's permission is not needed to use sunscreen unless the child is under a doctor's order, or the sunscreen is a prescription. The use-by date for sunscreen must not be expired.

Each sunscreen must be labeled with the child's first and last name. Children over 4 may apply sunscreen to themselves under a teacher's supervision. Children under 6 months of age will be kept out of direct sunlight while outdoors.

## **Protecting children from Secondhand and Thirdhand Smoke**

Colorado College is a smoke-free campus. The Children's Center prohibits the use of tobacco and marijuana products on all center property, both indoors and outdoors. Staff who smoke must change clothes and wash their hands prior to returning from their break.

## **Standard Response Protocol**

***Colorado College Emergency Notification System, RAVE will be used for reunification after an emergency or disaster.***

**Fire Drills:** The center conducts regular monthly fire drills. Emergency evacuation routes and building maps are posted near the door of every classroom. Each classroom evacuates to the south side of Autrey Field, Robson Arena or to the Hybl Student Center. Once at their specified area, teachers will take attendance and wait for an "all-clear" message from the college's Campus Safety department or the center Director.

**Tornado Drills:** From March-October the Center conducts monthly tornado drills. Emergency evacuation procedures are posted near the door of every classroom. In case of a tornado, teachers quickly and calmly lead children to the designated areas within the building. If out on the playground, classes immediately enter the building and go to the designated area for their group. Classes may return to their normal activities once cleared by the college's Campus Safety department or Center administrator.

**Lockdown: Locks, Lights, Out of Sight:** Teachers will lock interior (hallway) doors, turn out lights, close shades, move away from sight and maintain silence. Doors to the playground should always be locked when the children are in the classroom.

**Lockout:** Secure the Perimeter. Everyone stays inside, close shades, business as usual.

**Lost Child:** If a teacher discovers a child is missing, the Director is notified immediately. A thorough search of the building and playground areas will be conducted. After a few minutes searching, if the child has not been found the Director will contact the college's Campus Safety department and the parents/guardians. The center must submit a report to the Department of Human Services, about any child who has been separated from the group outside of the supervision of their assigned staff members or for whom the local authorities have been contacted.

## **Firearms**

Firearms are prohibited on the premises, both indoor and outdoor. No concealed carry firearms are allowed during childcare hours even if the adult possesses a concealed carry permit.

## **Transportation**

The center does not provide transportation.

## **Field Trip Policies and Procedures, Including Supervision**

All children participating in field trips must have written authorization signed by a parent/guardian. At all times children will be actively supervised by a qualified Early Childhood Teacher. Staff to child ratios will always be maintained. The center Director has information on the trip itinerary. Emergency medications required by teachers and/or children will be taken on all field trips. All field trips are within walking distance of the center.

## **Screen Time**

Screen time, which includes television, recorded media, computer, tablet, cell phones, video games and other media devices, is prohibited for children less than 2 years of age. Screen time is prohibited during snacks or mealtimes. For children 2-5 years of age screen time will be limited to no more than 30 minutes per day. Children will be provided with a developmentally appropriate alternative activity once they lose interest in the activity.

All television or video viewing must first be approved by the Director and, if requested, an explanation of how the video is developmentally appropriate and curriculum related is required. Parents/Guardians will also be given information on content in advance. Any media children are exposed to will not contain explicit language or topics.

There is no restriction for children using personal adaptive equipment or assistive technology.

### **Special Activities**

Parents/Guardians will receive advanced notice of special activities/events and parent written authorization is required when applicable. The center teachers make every effort to be inclusive and sensitive to all families and children in an environment of respect and value to diverse cultures. The center does celebrate birthdays and some holidays. If you do not wish your child to participate in any planned or specific activities, please inform the classroom teacher or the center Director.

### **Children's Personal Belongings**

Each child is assigned a cubby in the classroom. The child's belongings that will be used during the day are stored in the cubby (hat, gloves, coat, backpack, bottles, extra shoes, personal items). Parents/Guardians and children are encouraged to keep their cubbies neat and organized.

Items that may not be stored in cubbies are: lip balm or ChapStick, lotions/creams, wipes, hand sanitizer or any item that state "keep out of reach of children." Other items that should not be in cubbies include coins or other choking hazards, toys, or food/drinks.

The center is not responsible for broken/damaged lost personal belongings including toys brought from home.

### **Meals and Snacks**

Morning snacks, lunch, and afternoon snacks are served daily. Morning snacks are served between 8:30 and 9 am, lunch between 11:30 am and 12:30 pm, and afternoon snacks between 2:30 pm and 3:30 pm.

Menus are posted on the website, the parent board, the kitchen area, and in each classroom. The center follows a 6-week menu for Spring/Summer and one for Fall/Winter. Meals are served in the classrooms in a modified family-style. Foods provided by the Center meet current USDA Child and Adult Care Food Program meal pattern requirements.

Parents/Guardians may not send food with their children, except under specific circumstances (i.e., allergies, special diets) and when arrangements have been made in advance with Center administration.

**Feeding Infants:** Each child between 8 weeks and 12 months of age will have an infant feeding plan. This plan will be completed upon enrollment and updated every 3 months or as the child's nutritional needs change. Solid foods will not be introduced prior to the child turning 6 months old without express permission from the parents, and parents must offer foods at home before staff will offer them at school.

### **Rest Time and Equipment**

Children must be allowed a nap/rest period while in care for more than 5 hours. During nap/rest time the classroom will provide an environment conducive to sleeping (dim lights, soft music, back patting). If, after 30 minutes of rest, the child

does not sleep, they will be allowed to use quiet toys and activities. Staff will not wake children.

The center provides a two-inch mat for each child ages 18 months and up to rest on. We ask that a fitted sheet or other suitable covering and a blanket are provided for your child from home. These must be laundered weekly or if soiled.

**Providing Infants with a Safe Sleep Environment:** Each child will be placed on their back to sleep, on a firm mattress with a fitted crib sheet. Infants do not share cribs. Staff will visually monitor sleeping children at least every 10 minutes. The nap room is monitored continuously through a sound monitor. Infants may not nap in car seats, swings, or bouncy seats. If an infant does fall asleep in one of these pieces of equipment, they will be relocated to a crib immediately. Alternative sleep positions and swaddling will only be permitted with a health care plan signed by the child's physician.

### **Supporting Breastfeeding**

Our program provides a clean, private area, across from the Toddler 2 classroom on the north end of the building for parents and staff to use for breastfeeding throughout the day. (Labeled "Mother's Room"). Our breastfeeding space has a comfortable chair, an electrical outlet which can be used for expressing milk with a breast pump, and resources available to assist with any breastfeeding questions or needs parents may have. Parents are encouraged to use this space during business hours as needed by their child. If you will be nursing at the end of the day, please make sure that you allow enough time so that staff can close the room at 5:15.

Expressed breastmilk should be stored in a non-BPA storage container (such as a breastmilk storage bag). The bottle/bag should have a waterproof label with the child's name, date of birth, date & time the milk was expressed and use by date. The infant classrooms provide a refrigerator and freezer space for the storage of breastmilk. Breastmilk is heated separately from other bottles in warm water or a bottle warmer, not in a slow cooker or microwave oven. Water used to heat breastmilk is discarded after each use. Because the Children's Center practices responsive caregiving, infants will be fed on cue of hunger. Teachers will coordinate with parents when infants are ready to nurse versus needing a bottle.

### **Diapering and Toilet Training**

Parents/Guardians with children in diapers must provide a daily supply of diapers and wipes. Diaper changes are done every two hours or as needed when soiled. Infant and toddler teachers record diaper changes on the daily information sheets, which are sent home at the end of each day.

Children in the process of toilet learning should have enough wipes and extra clothing in the event of accidents.

Teachers work closely with parents/guardians to ensure the success of each child during this toilet learning process. The child's developmental abilities and needs will be considered to determine if toilet training is appropriate. There must be no attempt to toilet train children until they can communicate or otherwise indicate need, help manage their own clothing, and access toilet facilities.

### **Assessments/Observations**

All teachers complete observations and record developmental milestones for each child in their classroom. The Center uses a focused portfolio approach. Each child has an individual portfolio containing photo documentation of milestones, samples of artwork, anecdotal records, and developmental charts.

### **Parent/Teacher Conferences**

There will be an initial intake conference between the classroom teachers and parents at enrollment. Additional parent/teacher conferences take place in April and October. During a parent/teacher conference, the child's behavior,

progress, social, emotional, and physical needs are discussed. Additional conferences may be requested by either the teacher or the parent/guardian at any time. Conference documentation will need to be completed for the child's file.

### **Group Placement and Classroom Transitions**

When a child is ready to transition from one classroom to another, the center Director will inform the parents and current teachers. The current teachers will complete a transition overview for the parent and receiving teachers to review and sign. Parents/Guardians will have an opportunity to meet with both current classroom and new classroom teachers. To read more about the procedure visit [Transition Procedures](#).

### **How to File a Complaint about Child Care**

Parents/Guardians may report licensing complaints to the Division of Early Care and Learning at 1-303-866-5958 Monday through Friday 8 a.m.-5 p.m. Parents/Guardians are also encouraged to talk with the Center director about their concerns.

### **Reporting Child Abuse**

All Colorado College Children's Center employees have a legal responsibility to report all cases of suspected child abuse, neglect, or maltreatment to the El Paso County Department of Human Services. If you suspect child abuse or neglect you may report your concerns to the Colorado Child Abuse and Neglect Hotline Reporting System at 1-844-CO-4-Kids (1-844-864-5437).

### **Supporting Families Affected by Adversity**

Because adversity affects families and individuals from all different backgrounds, the Colorado Department of Early Childhood has put together a resource page for families needing additional resources. [Family Support Programs | Colorado Department of Early Childhood](#). Additionally, campus employees can access CC's Employee Assistance Program, which provides free, short-term counseling, referral, and follow-up services. Employees will be connected to a counselor who will help clarify the issue, identify options, offer support and professional guidance, and help develop an action plan. [ComPsych Corporation - GuidanceResources Online - Login](#)

## **ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK**

I, \_\_\_\_\_ (Parent) have received and read the Cheryl Schlessman Bennett Children's Center Parent Handbook. I agree to follow, accept the conditions of, and give authorization and approval for the activities described therein.

Please note: The Cheryl Schlessman Bennett Children's Center policies and procedures are subject to change to reflect the needs of the children and the program. Policies and procedures will be reviewed at least annually. We may also make changes or modifications without advance notice in our policies and procedures if required by county and/or state governing agencies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_