P A R E N T H A N D B O O K

Operating Hours:
Monday-Friday 7:30 am – 5:30 pm

Physical Address:
236 W. 3rd Street

Mailing Address:
P O Box 333
Eagle, CO 81631

Telephone:
(970) 328-2300

School email:
mountaintots@yahoo.com

School website:
www.mountaintotspreschool.com
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• AUTHORIZATION & RELEASE FORM - MUST BE RETURNED
Welcome to Mountain Tots Preschool

Mountain Tots Preschool has been operating in Eagle County since 1974. When your child attends Mountain Tots Preschool, we hope you feel that this is YOUR SCHOOL. We encourage families to share ideas, goals and accomplishments. It is our goal to meet the needs of each child and to develop a relationship with our families. Your involvement in Mountain Tots Preschool sets the stage for your involvement in your child’s current & future education.

This handbook is a guide to inform families of the policies and procedures at Mountain Tots Preschool. We are a non-profit, non-denominational private school. We are committed to providing equal and non-discriminatory opportunities to all children under Federal and State law without regard to race, color, religion, or national origin. We welcome children with special needs, so long as we can provide a positive experience for your child and are able to address his/her needs within our regular teacher to child ratio. Mountain Tot’s strives to provide a high quality early enrichment program that enhances educational, social, and emotional development. If after reading this parent handbook, you have any questions, please feel free to speak with the director.

Mission Statement

At Mountain Tots Preschool, we believe in the value and uniqueness of each child we serve. Our preschool experience is designed to provide a high quality early learning enrichment program that enhances educational, social, emotional, physical, and cognitive development.

Philosophy

Our program is built around the concept that children are born ready to learn. As educators, we strive to create a learning environment that is safe, stimulating and encouraging.

Board of Directors

Mountain Tots Preschool is a non-profit school. Mountain Tots Preschool volunteer Board of Directors is responsible for determining Mountain Tots Preschool mission and vision, assists in the development and approves the annual budget, fundraising, hiring/evaluating and supporting the Mountain Tots Preschool director, recruiting and orienting new board members, and setting major policy and other responsibilities required for the smooth operation of the school. Between five and seven members who serve one-year (1) terms, comprise Mountain Tots Preschool volunteer board. All are current Mountain Tots Preschool parents. Meetings are held monthly. Parents, teachers, staff and interested community members are welcome to attend and observe to learn more about Mountain Tots Preschool. A copy of the bylaws and monthly minutes are available for review upon request, as well as job descriptions for the board positions of president, vice president, treasurer, and secretary. If you wish to have an agenda item added to a board meeting, please contact the school director or board president. Please feel free to contact the director if you would be interested in being a member of the board.

Parent Involvement

Parent involvement is vital to children’s success in school. Mountain Tots Preschool strives to involve parents in as many ways as possible, so that families can build the foundation for academic and lifelong success together. We offer various family involvement events throughout the year. Parents are encouraged to volunteer in the classroom; other opportunities to get involved include planning events, preparing projects, and participating in school events. Parent volunteering can be as simple as reading a book to kids in the classroom, or as in-depth as helping the School Board plan our annual fundraiser. For more on current volunteer opportunities, get in touch with our director. Finally, another great way to be involved is through Parent-teacher conferences. Conferences are held twice a year, once in the fall and once in the spring.
Volunteer Opportunities

It is through parent participation that our school can maintain the high standard of early childhood education. Parent participation is vital to the economics of our school and enables us to keep tuition at an affordable level. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the children. Mountain Tots Preschool also asks that parents share their talents and time to help make the school the special community it is. Here are some ways you can help:

- Fundraising
- Computer (website, assisting staff with database software, social media, etc.)
- Grant Writing
- Parent Directory
- School beautification
- Outreach/marketing
- Social Media/Website updates
- Sharing talents (profession, musical talents, yoga, etc.)
- Sewing
- Library support
- Craigslist/Vail Mom Classifieds, etc.

Fundraising

Mountain Tots Preschool holds fundraising events to earn money for specific improvements or classroom equipment. These fundraisers will be outlined in written communication. We request that families participate in these events and, in so doing, promote community spirit while financially supporting our high-quality program.

Some of our past fundraisers have included:

- Eagle Jamboree
- Silent Auction
- Holiday Catalog sales
- Butter Braids
- Scholastic Books

Please feel free, in lieu of participating in the fundraising events, to make a one-time tax-deductible donation to Mountain Tots Preschool. We will be happy to provide you with all the necessary paperwork to submit with your annual taxes.

Tax Identification: Mountain Tots Preschool Federal Tax ID number is 84-0677682.

Donations

Mountain Tots Preschool gladly accepts donations. For the health and safety of our children please be sure donated items are new or gently used, clean and laundered. The school can always use dramatic props & costumes, balls, bikes, outdoor play equipment, office supplies, school supplies, craft supplies, facial & toilet tissue, sandwich bags, toys, books, educational materials and videos. See the director for donation receipt for tax purposes.
General School Information

Physical Address: 236 W. 3rd Street, Eagle, CO
Mailing Address: PO Box 333, Eagle, CO 81631
Phone: (970) 328-2300
Federal Tax Identification #: 84-0677682
Website: www.mountaintotspreschool.com

Daily Hours

Mountain Tots Preschool is open 7:30 am – 5:30 pm Monday-Friday.

Teacher Contact Information

Director                     Sheryl Westenfelder     email: mountaintots@yahoo.com
Assistant Director / Lead Teacher  Jess Deerr
Lead Teacher                  Jeanette Castillo
Lead Teacher                  Liz Huff
Lead Teacher-Float            Marcela Chavez
Assistant Teacher             Karina Mata

Staff Qualifications

All Mountain Tots Preschool teachers meet or exceed the Colorado Office of Early Childhood, Division of Early Care and Learning licensing requirements. All the lead teachers hold a college degree and have completed required basic coursework in early childhood education. Every year, the director, teachers, and assistant teachers must complete a required number of continuing education training hours. All the staff has experience working with young children in a supervised program. More importantly, our staff members truly love and understand child development and our play-based philosophy.
Program Description

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create, and become a lifelong learner. We believe early childhood is a special time of growth, development and a time for formation of character and ability. Mountain Tots Preschool provides a range of indoor and outdoor activities. These are our learning objectives:

- **Gross Motor Development** – Through outdoor play including skipping, dancing, jumping, ball handling, balance, group games, climbing, adventure play, and climbing
- **Fine Motor Development** – By cutting, pasting, drawing, writing, puzzles, small construction sets, and lacing
- **Verbal Development** – Through complex sentences, vocabulary, correct usage, and creative expression
- **Concept Development** – Increasing the child’s understanding and appreciation of the world through field trips, science, community visitors, and social sciences, number awareness and reading awareness
- **Literature** – Introduction to a variety of children’s literature (stories, tapes, poems, songs)
- **Sensory Development** – Learning through the refinement of the senses: touch, taste, smell, listening, and observation
- **Creativity** – Through drama, music, art, and self-expression
- **Imaginative Play** – Block, Housekeeping area, Puppets, Sensory Table, etc.
- **Social Development** – Sharing, ownership, cooperation, responsibility, consideration, and compassion of others
- **Emotional Development** – Learning to understand, accept, and handle emotions
- **Self-Reliance** – Learning to take care of oneself (washing, cleaning, preparation of food, dressing, crossing streets, and handling emergencies

Mountain Tots Preschool implements three main curriculums: Dinosaur School, Handwriting without Tears and Zoo-phonics. We feel these are valuable curriculums. Further, these three curriculums have been instituted at the early education levels in the Eagle County Schools. The following are descriptions from their websites, describing the different programs. Please feel free to visit their websites for additional information.


Dinosaur School is our Social and Emotional curriculum; it is delivered at large group circle time twice a week. It is used to strengthen children’s social and emotional competencies. Topics covered include understanding and communicating feelings, using effective problem-solving strategies, managing anger, practicing friendship and conversational skills, and behaving appropriately in the classroom. Large group lessons are followed by small group practice activities and promotion throughout the school day.

**Get Set for School/Handwriting without Tears** [https://www.hwtears.com/gss](https://www.hwtears.com/gss)

The Readiness & Writing program (Handwriting without Tears) focuses on pre-writing and readiness skills. Children learn hands-on letter play, fine motor, and crayon skills. Music and movement help them develop social skills, body awareness, positions in space, and capital/number formation skills.

In Language & Literacy, students learn sounds, rhyming, letter recognition, and the parts of a book. They also learn to listen to and tell stories, sequence and communicate in full sentences.

In Numbers & Math, students learn counting, comparing, and the concepts of addition and subtraction. They also learn shapes, patterns, and sorting. Lessons cover the concepts of measurement and time as well as problem solving.


The Zoo-phonics Multisensory Language Arts Program is a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness. The curriculum uses animals drawn in the shapes of the letters for ease in memory. A related body movement is given for each letter. This concrete approach cements the sounds to the shapes of the letters. ZooPhonics lessons will be presented in both English & Spanish.
ENROLLMENT INFORMATION AND TUITION

Admissions to Mountain Tots Preschool

Mountain Tots Preschool admits children of any race, color, and national and ethnic origin. If parents have any major educational, social, or developmental concerns about their child entering Mountain Tots Preschool, parents need to discuss these concerns with the director before the child’s first day of admission. It is important that a positive and appropriate learning environment be established for each child. Mountain Tots Preschool classrooms are “multi-age” classrooms. (ages 2 ½ to 6 years of age) Multi-age classrooms we believe are better for children developmentally & academically. Developmental goals will be established for each individual child. To create the best fit for your child and family, Mountain Tots Preschool reserves the right to place children in the classrooms. Please provide any valuable information regarding your children development at the time of enrollment.

Eligibility

Children wishing to enroll in the preschool program must be at least two and one half (2.5) years of age and fully toilet trained* on or before the child’s first day of enrollment in our program. Children can attend through their sixth (6) year of age or eligible for kindergarten. *Mountain Tots Preschool is not currently staffed or set up (environmentally) to change heavily soiled clothes, so it is extremely important that your child be fully toilet trained before entering Mountain Tots Preschool. The director will discuss with you if your child is experiencing toileting issues, so that a plan of action can be discussed.

Procedures for Enrollment

Parents and children interested in the school are welcome to schedule a time to visit the school during preschool activities, and will be required to follow the visitor’s policy. Once your child has been accepted, you will be given a complete packet that will need to be returned on or before your child’s first day. The registration packet includes the Parent Handbook, Tuition Express information, Preschool Admission Record, Authorization & Release Form, annual Immunization Record and an annual General Health Appraisal form (on file at school within 30 days of enrollment). The latter two are to be completed by your child’s physician. If you do not have the enrollment paperwork on your child’s first day, you will be asked to complete it on the premises before your child will be allowed to stay. All paperwork must be updated annually to account for any changes in your child’s situation. If there are changes throughout the year, please notify the director at your earliest convenience.

Procedures for Withdraw

A two week written request to terminate enrollment is required from the parent/guardian and must be submitted to the director. This gives the school an opportunity to fill the vacant spot, and allows appropriate time to get required paperwork completed. Parent(s) are responsible for tuition during the 2 week notice regardless of attendance. Any unpaid tuition & late fees are due with the written notice.

Enrollment Guidelines

- Registration for fall enrollment begins in July/August
- Enrollment priority is given to current students, their siblings, and alumni families.
- When registration takes place, waitlist applicants are taken on a first-come, first-served basis.
- Class placement is determined by the director. Classrooms are multi-age (2 ½ to age 6)

Enrollment Forms

The following forms must be on file and returned on your child’s first day unless otherwise noted:

- Child Care Admission Record
- General Health Appraisal Form (signed by a licensed physician)-within 30 days of enrollment
- Current Immunization Record (copy)
- Signed Authorization & Release Form
- Parent Handbook Acknowledgment Form (keep the booklet for yourself, return the last page)
- Electronic Draft Tuition Express Enrollment Form (voluntary participation)
Enrollment Fee

A one-time fee of $50.00 per child will be assessed. This deposit is due with the child’s enrollment paperwork and is required to hold the child’s spot at Mountain Tots Preschool. This fee is non-refundable regardless of final enrollment status.

Arrival

- **We open promptly at 7:30am.** If possible, the teachers would appreciate if you can have your child here by 8:50 a.m., so your child may participate in all the day’s morning activities. Please escort your child into the classroom and make sure that the teacher knows that your child has arrived.

- **Attendance sign-in:** Upon arrival, please record time and sign your name on your classroom attendance sheet (required by the State of Colorado).

- Assist your child with putting their belongings into their cubby and then have your child wash their hands in the bathroom.

- Assist your child with putting their AM Snack into the AM Snack Bin and lunchbox & water bottle in the classroom refrigerator.

- Assist your child with choosing their daily job. Child will need to select their name card and select a job.

- Allow your child to enter free play/ table activities

  When you bring your child to preschool, give your child a hug and kiss and let them “get to work”. If you child has trouble separating, please be loving, but firm, say goodbye and then let the teacher assist your child in becoming comfortable. The child may cry briefly, but soon the teacher will have your child in an activity and happy again.

  To put your mind at ease, please feel free to call to see how your child is doing. If your child is not able to be consoled by the teacher and has not engaged in play or activity within 15-20 minutes, the teacher or the director will make a phone call to the parent or guardian for an alternative plan.

  If you arrive at the school with your child and his/her class is away on a field trip, you have two options. If there is a teacher or other staff member at the school, you may leave your child with that staff member. Otherwise, you may transport your child to the field trip location and sign-in your child with the staff member(s) (a copy of the attendance sheet will be carried for these situations). The location of your child’s class will be posted on their classroom door.

Dismissal

- **We promptly close at 5:30pm.** It is important that all children be picked up on time. Our staff members have responsibilities both before and after our school day, so it is important that parents be mindful of our closing time, for our staff to fulfill their responsibilities in a timely manner. It is also upsetting to your child when he/she is unexpectedly the last person in the class to be picked up.

- **Late pick-up:** Please keep Mountain Tots Preschool phone number, (970) 328-2300, programmed in your cell phone. You must notify the school if you are going to be late. After (5) Five late pick-ups within a fiscal year (July 1 - June 30), your child’s enrollment may be suspended or terminated at the sole discretion of the School’s Director. Late pick-ups will incur late fees. Please see Financial Policy.

- **Attendance sign-out:** Upon arrival, please record time and signature on your classroom attendance sheet (required by the State of Colorado).

- **Collect your child’s personal belongings.** Please take soiled clothing, lunch box, and other items home at the end of each day. Nap / Rest items may be left for the week and taken home at the end of the child’s week to be laundered.

- **Information** from the school may be attached to your child’s cubby for your review. Please be sure to read these notes.

- **Early pick-up/Multiple drop off/pick ups:** Be sure to follow the regular attendance sheet sign-out procedures-time and signature on class attendance sheet each time a child leaves the building and enters the building.
• At the end of the day, staff will ensure that all children have been picked up from the school. If a child has not been picked up by 6:00pm and no contact has been made with the school, the closing staff will attempt to contact you and your emergency contacts. If we are unable to contact either you or your emergency contacts then the Eagle Police Department will be notified. Your child will then be released to the custody of the proper authorities, i.e. Eagle Police Department, Eagle County Sheriff’s Department and/or Child Protective Services.

Authorized pick-up

• Anytime someone other than the typical pick-up person picks up your child please let your teacher know and add their full name to the sign-in/out sheet.

• If your child is to be picked up by someone other than a parent or the “persons authorized to pick up child” (listed on your child’s Admission Record), you must provide written notification via note or email (mountaintots@yahoo.com) in each instance. Please give the person’s full name and inform this person that Mountain Tots Preschool will require proof of identification (even for grandparents, aunts, uncles and close family friends) before releasing your child.

• In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else.

Parking Lot

• Mountain Tots Preschool authorized parking lot is along our playground fence line. Please do not park in Wiemer Heating & Sheet Metal parking lot, the apartment tenant’s parking space (garage door with red sign saying “No Parking”) or along the side of the building that is occupied by the Laughing Buddha.

• Be cautious when pulling in or backing out of parking spaces. Small children can be very hard to see and they can dart around quickly in the parking lot. PLEASE HAVE YOU AND YOUR CHILD WALK IN FRONT OF THE PARKED CARS - NOT BEHIND THE PARKED CARS OR IN THE STREET.

• PLEASE DO NOT LEAVE UNSUPERVISED CHILDREN IN YOUR CAR IN THE PARKING LOT AT ANY TIME.

What to Bring

Cubbies: Each child will have a cubby assigned to them. We strive to give children a level of responsibility that they can handle in order to build their self-esteem and self-help skills. “Doing their job” is our way of saying, we know they can put their belongings in the right places. When you arrive, it is your child’s job to put his/her things in the appropriate places. With a little direction, this will become the normal morning routine.

Labels: Please remember to label each item that your child brings to school. Many children have identical items, so they are easily misplaced in a preschool setting. Please label with a permanent marker or name label (namebubbles.com is a great resource). Place label in an obvious place to help teachers keep track of your child’s belongings.

Here is a general list of items your child will need to have with them each day:

• Healthy Morning Snack
• Healthy Lunch in Lunch Box or Sealed Container
• Water bottle
• Rest Blanket and Pillow
• Crib Sheet
• Pillowcase (used to transport sheets/blankets home weekly to be washed)
• Soft toy for naptime (optional)
• Large Bottle of Sunscreen (even in winter months)
• Extra Clothes - In school, at all times, each child should have at least one set of seasonal clothes that fit-pants, shirt, underwear, socks – which should remain in the child’s backpack at all times.

Revised 9/2017
• Backpack - At Mountain Tots Preschool we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. Each day your child need to bring a backpack, clearly marked with your child’s name, to hold his/her lunch box, extra clothes, art, and treasures. Please be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

What Not to Bring

• **Personal Items / Toys / Money/ Electronics:** We ask that you please leave your child’s personal items at home. Children will be allowed to bring in one soft toy for rest time. Toys that are brought to the school are distracting and often lost, broken, or fought over. Money can be a choking hazard and or lost. Mountain Tots Preschool will not be responsible for any loss or damage that may occur if a toy/money/electronics are brought from home.

• **Drugs, Alcohol, Tobacco, Firearms and Weapons:** These items are dangerous and never allowed on the school's property. For the safety of staff and all children, please be sure to check your child's backpack & pockets for items that may be considered weapons. Children are not to bring, guns, bullets, knives, scissors, nail clippers/files, lighters or sharp objects. The above list is not intended to be all inclusive. Teachers / Staff have a right to confiscate any unsafe item they feel could be dangerous or cause a safety concern for staff and students. Any confiscated items will be returned to the child's parent at the end of the school day and the director or staff member will address the incident with the parent at pick up. Subsequent occurrences may be reviewed by the director and the board and your child's enrollment may be suspended or terminated.

Dress

• Your child should be dressed for active and participatory play. Mountain Tots Preschool does not want a child’s creativity hampered because he/she is wearing clothing that should not get dirty.

• Your child should wear sturdy, protective shoes, which will enable him/her to run, climb, and ride bikes with ease.

• Children go outside most days, so please dress your child appropriately for our ever changing mountain weather.

• NO clothing with draw strings near the neck should be worn at school for safety reasons.

• In the winter, snow pants, warm boots, hat and WATERPROOF gloves, scarf, etc. are needed every day.

Holidays/School Breaks

Mountain Tots Preschool is closed on the following holidays:

• New Year's Day
• Martin Luther King’s Day
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving Day and the day after

*If a holiday falls on a weekend, the school will be closed on the Friday or Monday next to that holiday. Closure dates will be announced in writing each year by the first school day in September.

We will also close for the weeks of Eagle County School District's:

• Christmas Break (December)
• Spring Break (April)

Calendar

Revised 9/2017.1
A school calendar will be provided to you at the beginning of the fall (September). In addition your child’s teacher will provide you with a monthly calendar of events/projects that she has planned to help you prepare for what is happening on any given day. A copy of the school year calendar is available on our website. [www.mountaintotspreschool.com](http://www.mountaintotspreschool.com)

### Mountain Lion Classroom Daily Schedule (front room)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. - 8:50 a.m.</td>
<td>Arrival/Free Choice Centers</td>
</tr>
<tr>
<td>8:50 a.m. - 9:00 a.m.</td>
<td>Clean Up</td>
</tr>
<tr>
<td>9:00 a.m. - 9:20 a.m.</td>
<td>Large Group Morning Circle</td>
</tr>
<tr>
<td>9:20 a.m. - 9:40 a.m.</td>
<td>A.M. Snack (provided by family)</td>
</tr>
<tr>
<td>9:45 a.m. - 10:45 a.m.</td>
<td>Free Choice Centers</td>
</tr>
<tr>
<td>10:45 - 10:55 a.m.</td>
<td>Clean-up</td>
</tr>
<tr>
<td>10:55 - 11:15 a.m.</td>
<td>Small Groups (Handwriting Without Tears, Dinosaur School)</td>
</tr>
<tr>
<td>11:15 a.m. - 11:30 a.m.</td>
<td>Large Group Circle (Zoo Phonics in English &amp; Spanish)</td>
</tr>
<tr>
<td>11:30 a.m. - 12:15 p.m.</td>
<td>Lunch &amp; Free Choice Centers</td>
</tr>
<tr>
<td>12:15 p.m. - 1:15 p.m.</td>
<td>Outside Free Time</td>
</tr>
<tr>
<td>1:15 p.m. - 1:30 p.m.</td>
<td>Transition to rest time: restroom, wash hands</td>
</tr>
<tr>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>Rest Time</td>
</tr>
<tr>
<td>3:30 p.m. - 4:00 p.m.</td>
<td>Wake-up/nap clean-up/snack (provided by school)</td>
</tr>
<tr>
<td>4:00 p.m. - 4:30 p.m.</td>
<td>Free Choice Centers</td>
</tr>
<tr>
<td>4:30 p.m. - 5:30 p.m.</td>
<td>Outside (weather permitting) or Inside Free Choice Centers</td>
</tr>
</tbody>
</table>

### Big Horned Sheet Daily Schedule (back room)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. - 8:50 a.m.</td>
<td>Arrival/Free Choice Centers</td>
</tr>
<tr>
<td>8:50 a.m. - 9:00 a.m.</td>
<td>Clean Up</td>
</tr>
<tr>
<td>9:00 a.m. - 9:20 a.m.</td>
<td>Large Group Morning Circle</td>
</tr>
<tr>
<td>9:20 a.m. - 9:40 a.m.</td>
<td>A.M. Snack (provided by family)</td>
</tr>
<tr>
<td>9:45 a.m. - 10:05 a.m.</td>
<td>Small Groups (Handwriting Without Tears, Dinosaur School)</td>
</tr>
<tr>
<td>10:05 - 11:05 a.m.</td>
<td>Free Choice Centers</td>
</tr>
<tr>
<td>10:55 - 11:15 a.m.</td>
<td>Small Groups (Handwriting Without Tears, Dinosaur School)</td>
</tr>
<tr>
<td>11:15 a.m. - 11:30 a.m.</td>
<td>Large Group Circle (Zoo Phonics in English &amp; Spanish)</td>
</tr>
<tr>
<td>11:30 a.m. - 12:15 p.m.</td>
<td>Lunch &amp; Free Choice Centers</td>
</tr>
<tr>
<td>12:15 p.m. - 1:15 p.m.</td>
<td>Outside Free Time</td>
</tr>
<tr>
<td>1:15 p.m. - 1:30 p.m.</td>
<td>Transition to rest time: restroom, wash hands</td>
</tr>
<tr>
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<td>Rest Time</td>
</tr>
<tr>
<td>3:30 p.m. - 4:00 p.m.</td>
<td>Wake-up/nap clean-up/snack (provided by school)</td>
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<td>4:00 p.m. - 4:30 p.m.</td>
<td>Free Choice Centers</td>
</tr>
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GENERAL POLICIES

Financial Policy

- Tuition is calculated on a monthly basis, by the number of days your child is scheduled to attend. Tuition billing statements will be placed in your child's cubby by the 1st day of each current month. Payments can be placed in the tuition box located on top of the first bank of cubbies in the front room or by using Tuition Express Auto payment. (Please ask the Director for application if interested.) Please see the Director with any questions or financial concerns.

- Tuition is due by the 5th day of each current month. A 5 day grace period will be allowed, only if communication has been made with the director. If tuition is not received by the 10th day of the month and no communication has been made, a late fee of $5.00 per day will be assessed and added to the following month’s invoice. If tuition is not received by the 15th day of the month and no communication has been made with the Director, your child’s enrollment status may be suspended until full payment has been received. After 30 days of non-payment and no communication has been made with the Director, your child will be removed from the current enrollment.

- Full tuition is due regardless of absences due to illness, vacation, holidays (national, school or religious). School breaks (Christmas break & Spring break) have already been accounted for in the monthly calculation, and excluded from the annual tuition cost. Mountain Tots Preschool does not offer make-up days.

- A $25.00 fee will be charged for non-sufficient funds. Checks will be presented only once and fees must then by paid by cash or money order, to include the check return fee.

- Mountain Tots Preschool closes promptly at 5:30 p.m. Please be respectful that staff has their own families and outside obligations to meet. If you are going to be late for any reason, you must notify the school immediately with an approximate pick-up time or arrange for another person to pick up your child. On your next billing statement, you will be assessed a late pick-up fee of $10 per incident. After 10 minutes, you will be charged $1 per minute in addition to the $10 late pick-up charge. After 5 late pick-ups within a fiscal year (July 1-June 30) your child’s enrollment may be suspended or terminated at the sole discretion of the school director.

- Colorado Child Care Assistance Program. Mountain Tots Preschool is enrolled in the Colorado Child Care Assistance Program (CCAP) which offers funds from federal and state levels to assist families with their child’s tuition. Contact the Department of Social Services, Economic Services in the county in which you reside for more information. The contact number for Eagle County is (970) 328-8840

Tuition Rate Schedule

Below are our current tuition rates. Please remember these are monthly charges. These rates are calculated on a daily rate of $45 per day for 50 weeks per year. Spring Break & Christmas Break have been factored into of the monthly rate.

Example $45 per day x 5 days = $225 per week; $225 per week x 50 weeks, then total divided by 12 months = $937.50 per month

<table>
<thead>
<tr>
<th>DAYS PER WEEK</th>
<th>MONTHLY RATE</th>
<th>DROP-IN DAILY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$ 937.50</td>
<td>$ 45.00/DAY</td>
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<tr>
<td>4</td>
<td>$ 750.00</td>
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<tr>
<td>3</td>
<td>$ 562.50</td>
<td>$ 45.00/DAY</td>
</tr>
<tr>
<td>2</td>
<td>$ 375.00</td>
<td>$ 45.00/DAY</td>
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</table>
Supply Fee

An annual supply fee of $50.00 per child will be assessed. This fee is due with each year’s September’s tuition. If you have more than one child the yearly supply fee for the family is $85. All students will be charged the full supply fee regardless of days in attendance. This fee is non-refundable.

Ethics & Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Mountain Tots Preschool takes confidentiality very seriously and makes every effort to protect each family’s privacy. Communications among staff and parents about children should be kept confidential at all times. Mountain Tots Preschool recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the Mountain Tots Preschool community. Discussions in classrooms, entry and hallway should be kept to a minimum. If a parent has questions or concern, we suggest that this parent first contact the teacher or director via email or in person to arrange a time to discuss.

Communication

Communication between home and school is vital to a successful preschool program.

- Mountain Tots Preschool communicates with parents in a number of ways: (Telephone, email, notices attached to child’s cubby, sign in desk or glass on front door, conferences)

- Monthly newsletters and school calendar are available at all times on our website. www.mountaintotspreschool.com. Please check the website often for important information and updates. Please note all field trips or special events in the newsletter so that your child comes to school prepared. (please notify the director if for some reason you are not getting these monthly emails or are having difficulty opening them)

- Weekly lesson plans will be posted in the classroom.

- For information about bringing food for birthday and classroom parties, please make sure to review the “Food, Birthdays and Special Occasions) section.

- Please be sure to check contents of your child’s cubby and backpack each night so that you can find important notes, art projects, and so forth.

- Please see the “Emergencies” section of the handbook and our Emergency Plan about how communications will occur during a school-wide emergency.

Child-Specific Information:

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, please contact the director or feel free to email or drop off a handwritten note.

- Parent-teacher conferences are held two times per school year during the months of October and April. The fall conference is an informal meeting for parents and teachers to have an opportunity to discuss the child. For the spring conference, the teacher will prepare an evaluation for sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child’s developmental progress.

- If, at any time, you have special concerns, please feel free to contact your child’s teacher or the director – use email, send a note, or call the office to leave a message.

- If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
• Please do not discuss problems or concerns in the presence of your child or other parents.

• Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is helpful for staff to be aware of these developments. Mountain Tots Preschool will always respect your privacy.

• If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

**Health, Safety & Emergencies**

Mountain Tots Preschool is licensed by the State of Colorado for WELL children only. If a child becomes ill during the course of the day, the child will be cared for in an appropriate environment to prevent the spread of illness. Parents will be notified immediately so that the child may be picked up. Once your child has been symptom free for 24 hours they may return to school (see 24 hour policy).

• Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown infection or deep cough.

• We use the Child’s Admission Record to contact parents or another designated adult if your child develops symptoms of illness while at school. We will isolate your child in a comfortable, supervised place until he/she can be picked up. Please notify the director of any changes to the child’s Admission Record.

• If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:
  - temperature higher than 100 degrees F
  - loss of appetite
  - nausea or vomiting
  - red, pink, or crusted eyes
  - severe stomach ache
  - diarrhea (3x in one day)
  - rash/infection of skin
  - headache
  - thick or greenish mucus from nose
  - cough
  - loss of energy/decrease in activity/falling asleep
  - sore throat

• If your child is not well enough to participate in all aspects of the day, please keep them home.

• Mountain Tots Preschool staff is trained in CPR, pediatric first aid, use of fire extinguishers, & procedures for recognizing and reporting child abuse/neglect. Staff members will notify you on an Incident Report of an accident or injury (falls, bumps, etc.) that occur at the school. This Incident Report will need to be dated and signed by you. It will then be kept in the child’s file. Please notify your child’s teacher or director if you would like to have a copy of the Incident Report.

• Teachers will notify parents or guardians immediately if a medical emergency occurs. If we are unable to locate a parent or guardian immediately when your child is injured or ill, then the emergency contact listed on the Child’s Admission Record will be notified. Mountain Tots Preschool staff will call 911 for any serious problems; you give us this permission with the Medical
Emergency form. Mountain Tots Preschool will continue to try to contact the parent(s) or emergency contact person. Off premises injuries will be handled in the same manner.

- Parent(s) / Guardian(s) will be held responsible for all incurred fees related to the injury requiring outside medical attention.
- Every precaution is taken at Mountain Tots Preschool, to assure the safety of the children. If, however, a child should be injured and medical attention is required, please file any expenses incurred with your medical insurance carrier. Mountain Tots Preschool insurance policy has a liability insurance policy which only covers personal injuries for which Mountain Tots Preschool is legally liable. It does not pay for injuries that are the result of accidents.

**24 Hour Policy**

Any Child who has shown signs of illness in the last **24 HOURS MAY NOT ATTEND SCHOOL**

- **Fever free:** A child should be fever free for 24 hours, **without the use of fever-reducing medication.**
- **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school
- We strictly observe the health department regulation for children (and staff) to protect the health of everyone at Mountain Tots Preschool.
- **Parent must notify Mountain Tots Preschool immediately if a child:**
  - Is diagnosed with any **communicable diseases** (strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment). The notification is important so that Mountain Tots Preschool can inform the parents to be on the lookout for symptoms. Please remember that Mountain Tots Preschool will not release the name of the child or family involved. We simply post “There has been a case of _____ reported…”
  - Has any **allergies** or if you have any concerns about any aspect of your child’s health.
  - Is taking **medication**, as medicine may affect your child’s behavior.
- If a child is absent for **three days or more** due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor’s note requesting a child to stay indoors, we expect every child to participate in outdoor play.

Head lice sometimes occurs in school because it is contagious and easily passed from child to child.

- Please inform us immediately if your child has lice. We are required to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child’s head. If all parents check heads regularly, we can avoid any outbreaks at school.

**Medication**

No prescription medication or non-prescription medication such as, but not limited to, fever reducing medication, cough medication, nose drops, eye drops, antibiotic ointments, anti-itch ointments may be given or applied to any child except under the following conditions:

- A signed, dated, written authorization from the parent.
- Prescription medication is in the original container and labeled with the child’s name, name of drug, dosage, and directions for administering, date, and physicians name and phone number. Dosage amounts and times cannot be changed without a doctor’s written permission given to the staff.
• Non-prescriptive medication must be in the original container, labeled with the child’s name and includes the date, dosage and directions for administering the medication from the child’s parent and child’s physician.

A written report, including type of medication given, dosage, time, date and the name of the person administering medication shall be kept in Mountain Tots Preschool Medication log. The administering staff member is delegated by the consulting nurse prior to administer any medication to any child.

Medication shall be kept inaccessible to children, by means of a labeled, covered container. Medication can only be kept at the school for the amount of time it is to be given. Medication requiring refrigeration shall be kept in a designated separate covered container, clearly labeled, “medication”.

Food, Birthdays and Special Occasions

Mountain Tots Preschool encourages parents to promote good eating habits by sending in nutritious items for morning snack and lunch. Please pack a relatively small lunch, with a variety of foods. No candy please and, no more than one small dessert.

Morning Snack: Please provide a healthy morning snack (fresh fruit or vegetables, whole grain crackers, and water) for your child and bring it in a separate container marked with your child’s name.

Lunch: Parents should send a healthy lunch & a drink (if not using their water bottle) in a lunch box. Please label your child’s lunch box clearly with your child’s name on the outside of the lunch box. Lunches are stored in the school’s refrigerator in each classroom until lunchtime. Please use thermoses to keep food warm, if necessary Mountain Tots Preschool will heat your child’s food for lunch.

Afternoon snack: Mountain Tots Preschool provides a small healthy afternoon snack. We offer healthy foods (fresh fruit or vegetables, whole grain crackers). The daily snack is written on the Daily Attendance Sign in Sheet.

If your child has special dietary needs, please notify the staff immediately.

Birthdays and Class Parties

• Simple birthday snacks may be provided by parents to recognize children’s birthdays. Please notify your child’s teacher if you plan to bring in a birthday or celebration snack.

• Please check with your child’s teacher to ensure that your snack does not contain any ingredients that any of his/her classmates may be allergic to.

• Snacks provided by families must be store bought and should be in small portions.

Sunscreen

Please provide your child with their own large bottle of sunscreen. Sunscreen must be labeled with the child’s first and last name. Mountain Tots Preschool will apply sunscreen to your child with a signed written permission form. This authorization will be kept on file and updated annually. Mountain Tots Preschool will apply school sunscreen to your child if your child does not have any available, if there is a signed written permission form on file. Sunscreen is applied with gloves (changing after each child application) & all sunscreen is stored in a locked container out of reach of children.

Rest Time

In compliance with State regulations, preschool age children in care for more than 5 hours shall have a rest period. Teachers shall permit a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of books, puzzles and backpack toys (manipulatives), which will not disturb other children. The children do not have to sleep, but are encouraged to lie or sit quietly. Our scheduled rest period is from 1:30-3:30 p.m. daily.

Media Use/Television

A computer is available in the classroom and can be used by the children. Only educational programs and games are available on the computer. A maximum usage of 15 minutes per day per child limit is strictly enforced.
Mountain Tots Preschool does not advocate television viewing during school hours. On occasion, we will watch an education video related to our topic of discussion or learning.

**Playground**

Playground safety is of utmost importance to us here at Mountain Tots Preschool. By their nature, playgrounds are places where most injuries and the most serious injuries occur. These rules are created to prevent injury while understanding the need for children to test their skills, be physically active, and experience appropriate challenges. Children may only remove their shoes during pool/play on the grassy area and in the sand box. Otherwise, children must have their shoes on during playground time to keep their feet safe from injury.

- Sunscreen needs to be applied before the children go outdoors.
- During the summer months, sunscreen is to be applied by the parent before the child starts school.
- Children may not bring items from home to the playground.
- Children may only remove their shoes during water play on the grassy area and in the sand box. Otherwise, children must have their shoes on during playground time to keep their feet safe from injury.
- Clothing with hood and neck drawstrings are not permitted on the playground.

**Inclement Weather**

- In the event of extremely cold (below 10 degrees) or hot temperatures (above 90 degrees), strong winds, or rain, your child will be kept indoors and away from the elements.
- School closing and delays are made to assure the safety of our children.
- You must make your own judgment about driving in hazardous weather situations. If bad weather begins and you wish to pick up your child early, please feel free to do so.
- Mountain Tots Preschool follows Eagle County School District calendar, with a few exceptions. **If it is the decision of the District to close the public schools, we will also close.** Please keep in mind school closures do not happen often in this area.
  - If Eagle County Schools are closed, Mountain Tots Preschool will be closed
  - If Eagle County Schools have a delayed opening, Mountain Tots Preschool will open late at 10:00 a.m.
  - If Eagle County Schools closes early due to snow or other emergency, Mountain Tots Preschool will close early.

Mountain Tots Preschool reserves the right to close regardless of the Eagle County Schools decision, if our location is experiencing local power outages, snow removal, or other circumstances that may affect our ability to operate during inclement weather. An effort will be made to leave a voicemail message on the school answering machine and to contact parents through email or txt.

**How to know if Schools are closed**

- Eagle County School closings are communicated on local radio and Denver TV stations.
- Please get into the habit of checking local radio and Denver TV stations if we are experiencing adverse weather conditions.
- Every effort will be made to send an email to your email address by 7:00 a.m. Please make sure your email address is up-to-date for important notifications.
Field Trips

- Field trips can be an important enriching experience for our children. Teachers plan trips appropriate for their class that will provide a well-rounded experience.

- The medical emergency form and field trip form provide us permission to escort your child on walking field trips only (library, park). If we take a field trip that requires transportation, Mountain Tots Preschool will send out a specific permission slip outlining the activity, emergency numbers and the transportation method.

- Information and permission slips will be sent home each time a field trip is planned. In order to attend a field trip, each child needs a signed permission slip and/or payment of any necessary fee. (Except for walking field trip to the library and/or park)

- **Walking field trips**: each child must have a signed authorization form you giving Mountain Tots Preschool permission to escort your child on a walking field trip.

- **Field trips that require transportation**: Each parent will drive his/her child directly to and from the field trip destination and remain with their child for the duration of the field trip.

- Any child in the class who requires any type of emergency medication (for allergic reactions, etc.) will be accompanied by one of his/her teachers who will bring the child's necessary paperwork & medication for the field trip.

- For each field trip, there will be teachers with current CPR and First Aid training. A First Aid kit, Emergency forms, each Child's Admission Record & any emergency medical plans will be taken on the trip.

- Mountain Tots Preschool, its staff, or board members will not be held liable for any injuries incurred during any field trip.

Locating a Missing Child

The Director and a designated staff member will search the entire premises immediately. All staff will be questioned as to the last sight of the missing child. If the child is not located after a thorough search of the building and grounds, a call to 911 will be made and a report of the lost child will be given to the police. The Director will then immediately contact the parents.

**Please keep your emergency contact information updated!**

Child Abuse/Neglect

As per Colorado Childcare Facility Licensing Rules, “Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social service or local law enforcement agency.”

Likewise, if you suspect abuse at a child care facility, the report must be made to social services or local law enforcement agency. Call 1-844-CO-4-KIDS (844-264-5437) to report child abuse or neglect.
Child Guidance Policy

Mountain Tots Preschool is committed to providing a safe and positive learning environment for all children. The school’s behavior policy encourages children to develop social skills that reflect many of Mountain Tots Preschool values, including self-control, respect for other, and a positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of Dinosaur School Curriculum, and it helps children grow as successful, lifelong learners.

Mountain Tots Preschool commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child’s behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. The teacher may ask the child to “take a break” from the other children to try and calm their body. After the child is calm a “one to one” talk with their teacher may take place. If the situation calls for it, the teacher and the child will then talk with the other child/children that may have been involved in the situation. Instructive and individually appropriate consequences help to strengthen the child’s self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child’s behavior.
2. The teacher will discuss the child’s behavior with a parent and inform him/her of strategies the teacher will implement. The teacher will discuss options with the director.
3. The teacher and/or director will follow up with the parent about how these strategies are influencing the behavior.
4. If the concern persists, a conference will be held with teacher, parent and director to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. If the outside resource deems it is necessary, a meeting with the parent(s), teacher and director will take place. The outside resource will not observe your child without prior written consent. It will be the responsibility of the child’s parents to follow through with the proposed plan in order to maintain the child’s spot at Mountain Tots Preschool.

Behavior Policy Specific to Biting:

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control.

Biting Policy: The first bite will result in a call to the parent. If said child bites twice in one school day, then the child will have to be picked up from school and will have a meeting with the director upon pick up. If the bite results in breakage of the skin; then both children involved will have to be taken to the doctor for evaluation. After the third bite, the director will engage with an outside resource to determine if an action plan needs to be put in place. If it is determined that an action plan does need to be put in place, a meeting with the parent(s), teacher and director will take place. The outside resource will not observe your child without prior written parental consent. It will be the responsibility of the child’s parents to follow through with the proposed plan in order to maintain the child’s spot at Mountain Tots Preschool.
FACILITY POLICIES AND INFORMATION

Where to find Information

There are two bulletin boards at the main entrance of the school, where you can find information. A copy of the Colorado Rules Regulating Child Care Centers and the Mountain Tots Preschool Handbook are available to parents within each classroom or contact the director for assistance. You will be informed of field trips, upcoming events, parent resources, child illnesses, and other important news. In addition, your child’s cubby will hold billing information and any other important correspondence. A monthly newsletter and class calendar is available on our website www.mountaintotspreschool.com. The sign in attendance sheet will have information on a daily basis as well. Terms of our license and results from the most recent licensing visit are also posted on the bulletin board to your immediate left once entering the building. Please check your child’s cubby daily for important messages, correspondence and billings, etc.

Open Door Policy

The open door policy allows for parents to visit at any time without notice. We encourage parent participation and involvement in their child’s experience.

The staff at Mountain Tots Preschool work to communicate information about your child’s day. We welcome opportunities to discuss your child with you, please let your child’s teacher know if you would like to schedule a meeting. A Parent meeting may be called at any time by the teacher, director, or parent(s). However, formal parent teacher conferences will be offered twice per year (October and April) for all parents who wish to discuss their child’s development.

Visitor Policy

Enrolled families are encouraged to visit the school. We welcome you to speak with our staff frequently about your child.

If you or another relative/family friend would like to visit with your child for part of the day, we ask that you following the following guidelines:

- Discuss your plans with your child’s teacher
- Sign the visitor log when you arrive at the school
- Follow all rules of the school
- Do not remove your child from the school unless you inform the teacher and sign your child out.

All visitors must sign the visitor log. Name, address, phone number, and purpose of the visit are required as well as photo identification for persons not familiar to the staff. Additionally, please prepare family and family friends that they will be asked to a show state issued photo identification card.

Smoking

There is a policy of NO SMOKING within the Mountain Tots Preschool building and on the facility grounds.

Grievances

Parent(s) who have concerns regarding a teacher or other staff member should go directly to that person to discuss the issue. If the problem remains unresolved, parent(s) should then go to the director to discuss the issue.

Child Care Facility Complaint

Parents/Guardians have the right to file a complaint on a provider or center for suspected licensing violations. A complaint may be made either by telephone or in writing to: Colorado Department of Human Services, Child Care Division, 1575 Sherman Street, 1st Floor, Denver, CO 80203-1714 or call (303) 866-5958, or (800) 799-5876. This information is posted on the bulletin board at the sign in desk.
EMERGENCY SITUATIONS

Fire - Emergency

If a fire breaks out, the smoke detectors emit an alarm signal. The director or acting director will call 911. When the alarm is sounded, children have been instructed to stop what they are doing and meet the teacher for guidance to the nearest emergency exit. The teachers will take the attendance sheets and the emergency information with them prior to evacuating the room with the children. Teachers and children will exit single file to the nearest exit. Maps of the most efficient fire exit routes are posted in each classroom. All staff members will be oriented in the designated fire exit procedure from each location. Children will remain as a group with their assigned teacher as they exit the building. The teacher’s attendance sheets will be used to account for each child present by name and sight. Once all children are accounted for outside the building, the group will not re-enter the building without the proper approval from the fire department. Mountain Tots Preschool staff will call the parent(s) of the children. Parent(s) will be required to pick their child/children up immediately after being notified.

Fire Drill - Non-Emergency

As required by Colorado State licensing, Mountain Tots Preschool will conduct a monthly fire drill and may be assisted by the Greater Eagle Fire Protection District. When the alarm is sounded, children have been instructed to stop what they are doing and meet the teacher for guidance to the nearest emergency exit. The teachers will take the attendance sheets and the emergency information with them prior to evacuating the room with the children. Teachers and children will exit single file to the nearest exit. Children will be instructed to line up along the fence and escorted out of the school yard via the far gate to a meeting location on Washington Street. Once all children are accounted for outside the building, the group will re-enter the building with the approval from the fire department.

Lockout - Secure the Perimeter

In a lock out situation (outside threat such as a bear, mountain lion, etc.), the teacher will bring everyone indoors and lock all perimeter doors. The teacher will take attendance, increase his/her situational awareness and then conduct school activity as normal.

Lockdown - Locks, Lights, Out of Sight

In a lockdown situation (inside or outside threat, i.e., active shooter), the teacher will bring everyone indoors to the designated secure location. The director will lock the secure location door; turn out the lights, black out window, and move away from sight. All children will sit quietly on the floor and the door will remain locked while attendance is taken. Children will be given fruit snacks and coloring books to help them to stay calm. The director and/or teacher(s) will not allow the children to exit until the “all clear” has been given by the local police authorities. (Please note that the term “active shooter” will NEVER be spoken to any child)

Shelter in Place - Hazard and Safety Strategy

In a shelter in place situation (i.e., chemical leak in town, severe weather), the teacher will bring all children inside and secure the room, seal off all windows, turn off heat sources, and/or air conditioners. The teacher will take attendance. In the threat of a tornado, all children and staff will move into an interior room and drop, cover and hold until the threat is gone.

Evacuation Plan - Eagle Town Hall

- The teacher(s) will gather the Emergency Notification binder, Health Alert forms & Emergency Medications, cell phone, and all children. Attendance will be taken and then the children will lead all children to our evacuation site, located at the Town of Eagle, 200 Broadway, Eagle, CO, to the 2nd floor in the Red Cliff Room. Attendance will be taken again. Parent(s) will be contacted to pick up their child at the evacuation site. Parent(s) must upon arrival, record time and signature on your classroom attendance sheet.

To expedite notification of parents during these emergency situations, Mountain Tots Preschool staff will always carry emergency contact numbers for each child if they leave the premises. Please make sure if you have a change in your contact information that it is provided to the school immediately.
Authorization & Release Form

Child’s Name: ____________________________________________

Child’s Date of Birth: __________________________

This Form MUST BE RETURNED to the school prior to your child’s first day of attendance.

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<th>Parent Initial</th>
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<th>Policy / Procedure / Guideline</th>
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<tr>
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<td>I have read the Parent Handbook in its entirety. I understand all policies, procedures and guidelines. I understand the policy on Late Pick-ups, Late Payments and Mountain Tots Financial Policy. Furthermore, I agree to comply with such policies and procedures while my child is enrolled at Mountain Tots Preschool.</td>
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<td>I give permission for my child to participate in scheduled indoor/outdoor activities.</td>
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<td>I give permission for my child to be photographed and/or video recorded while participating in daily activities. Photos / videos will be taken on the school's digital camera and downloaded or printed to/from the school's computer only and used for slide shows, displays and newspaper articles.</td>
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<td>I give permission for media use, including but not limited to television, video, music, and computer software which are developmentally appropriate. (G-Rated)</td>
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<td></td>
<td></td>
<td>I give permission for Mountain Tots Preschool Staff to apply sunscreen on my child prior to outdoor activities (sunscreen provided by parents)</td>
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<td>I give permission for Mountain Tots Preschool to escort my child on walking field trips.</td>
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<td>I understand that if my child is to be transported by car or bus for a field trip, a separate permission form will be provided prior to the trip.</td>
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<td>I give permission for Mountain Tots Preschool to call a doctor/dentist or 911 in the event of an emergency where my child needs immediate medical attention. ** Parents accept all expenses incurred.</td>
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<td>I give permission for Mountain Tots Preschool and/or Emergency Medical Staff to transport my child in the event of an emergency. Every effort will be made to transport the child to the preferred hospital. ** Parents are to select a preferred hospital on the Admission Record. ** Parents accept all expenses incurred.</td>
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<td>I understand that due to inclement weather, road closures, construction and other unforeseen circumstances, the preferred hospital may not be accessible or available. The alternate hospital will be utilized in an emergency situation. ** Parents accept all expenses incurred.</td>
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Parent/Guardian Signature ____________________________ Date __________

Parent/Guardian Signature ____________________________ Date __________

Director Signature ____________________________ Date __________
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Revised 9/2017.1