

Eagle Valley Child Care Association Parent Handbook

Mailing Address:

PO BOX 1700
Vail, Colorado 81658

Edwards Location:

0025 Mill Loft Road
Edwards, Colorado 81632
p: 970-926-2501
f: 970-926-2028
millerranchchildcare@hotmail.com

Vail Location:

2099 N Frontage Road
Vail, Colorado 81657
p: 970-476-1615
f: 970-476-1528

Affiliations:

- Licensed by the State of Colorado, Division of Child Care
- Members of the Colorado Association for the Education of Young Children
 - Qualistar Rated Programs
 - Community Brightstart Partner

Purpose and Philosophy

Eagle Valley Child Care Association strives to provide high quality child care programs that meets the needs of the families of Eagle County:

- Provide a developmentally appropriate, discovery-learning environment that meets the needs of every child's healthy cognitive, language, motor, social, and emotional development.
- Provide supportive parenting guidance to every family enrolled in the center.
- Provide the Eagle Valley Business Community with a way to assure quality child care for their employees through the Business Partner Program.

Eagle Valley Child Care Association uses the Creative Curriculum throughout our facilities. The basic foundation for this curriculum method is that "children learn by doing." As teachers, we support children in this hands-on learning by providing encouragement, staging the environment, and providing ample opportunities for creative expression.

Components of a quality program include:

- the appropriateness of the program with regard to children's developmental stages, culture, individual development and characteristics
- responsiveness of the environment to children's and family's individual needs and preferences
- the way in which staff interact with children and families
- the nature of the curriculum and how it is implemented
- the staff-child ratio and qualifications of the staff

The staff of the Eagle Valley Child Care Association will follow the Developmentally Appropriate Practice Guidelines developed by the National Association for the Education of Young Children (NAEYC). Copies of their materials are located in the Parent Library.

Hours and Closures

Eagle Valley Child Care Association early childhood centers are open Monday through Friday from 7:30am-5:30pm. The Board of Directors will determine holiday closures for the following year each November. A copy of the holiday closures will be distributed to all families after final approval by the Board.

Wait List Procedure

Children of Business Partners and Siblings of already enrolled children receive priority placement in our center. Otherwise, rooms are filled on a first come, first served basis. If rooms are full, the child's name will be put on a waiting list to fill vacancies as they occur. Enrollment shall be granted without discrimination in regard to sex, national origin, or religious beliefs. A child with special physical, mental, or emotional requirements will be considered for enrollment on an individual basis. Within the scope of our ability and resources, we will make every effort to meet the special developmental needs of the child in collaboration with Child Find and Eagle County's early intervention system.

Enrollment Procedure

When a vacancy opens up, the wait list will be called. If your child is offered a space at an Eagle Valley Child Care Association site, you will be contacted and receive a formal offer of care. Upon acceptance of the space, you will receive registration paperwork and be required to pay the registration fee. The registration fee is \$75 for new families, and is non-refundable. In addition, each child is subject to a \$35 supply fee for new families, and \$25 for September Renewal. A re-registration fee of \$50 and a \$25 re-supply fee will be charged on the September invoice.

Children will not be accepted until at least eight weeks of age and have obtained ALL immunizations required for their age. If you and your doctor choose to forgo immunizations, you must submit a written note from your doctor explaining your choice. In addition, if there is an outbreak of a disease that has a vaccine to combat it, your child must stay home until the outbreak is contained.

As required by the State of Colorado, you will be asked to update your child's paperwork annually (September). Eagle Valley Child Care Association also requests that you turn in updated immunization copies any time your child receives immunizations.

Licensing

The Miller Ranch Child Care Center is currently licensed for children between the ages of 8 weeks and 6 years.

- Infants: Children can range in age from 8 weeks to 18 months. Typically, the transition to the toddler room will occur around 15-18 months depending on the child's walking skills, napping schedule, and feeding habits. Each infant room is licensed for 10 infants, with a required State of Colorado ratio of 1 adult to every 5 infants.
- Toddlers: Children can range in age from 12 months to 3 years. Each toddler room is licensed for 8 toddlers, with a required State of Colorado ratio of 1 adult to every 5 toddlers.
- Preschool: Children between the ages of 2 ½ years – 6 years. Each room is licensed for up to 20 children, with a required State of Colorado ratio of 1 adult to every 10 children.

The Vail Child Care Center is currently licensed for children between the ages of 8 weeks and 6 years.

- Infants: Children can range in age from 8 weeks to 18 months. Typically, the transition to the toddler room will occur around 15-18 months depending on the child's walking skills, napping schedule, and feeding habits. The Vail Child Care Center Infant Room is licensed for 9 infants, with a required State of Colorado ratio of 1 adult to every 5 infants.
- Toddlers: Children can range in age from 12 months to 3 years. The Vail Child Care Center Toddler Room is licensed for 10 toddlers, with a required State of Colorado ratio of 1 adult to every 5 toddlers.
- Preschool: Children between the ages of 2 ½ years-6 years. The Vail Child Care Center Preschool Room is licensed for 22 children, with a required State of Colorado ratio of 1 adult to every 10 preschoolers.

Fundraising

We understand that your child's care is a big financial commitment for all of you. Our expenses as a child care center are numerous, and parent tuition does **not** cover our major staffing costs (wages and minimal benefits). Despite this, early childhood professionals are some of the lowest paid professionals in the Valley

Fundraising is a huge part of the operations of many early childhood centers. The Director staff will outline fundraising goals annually and work collaboratively with the Parent Advisory Board to coordinate fundraisers for the school. We expect a committed effort from **all** parents to make our fundraising objectives a reality for the Eagle Valley Child Care Association. See Parent Volunteer Contract for more details.

Fundraising Policy and Volunteer Contract

EVCCA requires all enrolled FAMILIES to complete 12 volunteer hours on behalf of their center annually. Volunteer hours will be prorated for the year if a child terminates care with EVCCA or adds mid-year. Failure to complete volunteer hours will result in a \$10 fine per hour not completed assessed on your child's January invoice. Please see the 2010 Fundraising Policy and Volunteer Contract for complete information.

Parent Volunteer Opportunities

Parents are always welcome to visit our centers. Come and enjoy lunch with your child! Read your favorite book! Bake! Sing/Play an instrument! Share a hobby/career! Please let us know how you would like to become involved. We often suggest Volunteer Opportunities via the newsletters, notes on classroom boards, etc. Studies indicate that when parents are involved in their child's school, the child tends to have higher achievement!

The **Eagle Valley Child Care Association Governing Board** is comprised of representatives from each of our Business Partners and parents (1-2 representatives) from each school (Miller Ranch and Vail Child Care). The purpose of the Governing Board is formulation of overall policy of the Association and the financial picture of the Association.

The **Eagle Valley Child Care Association Parent Board** is comprised of parents and is under the direction of the Executive Director. Fundraising is an important component of ALL non-profit early childhood centers. The purpose of the Parent Board is fundraising assistance. The Parent Board meets as-needed to discuss specific events. All parents are encouraged to attend meetings.

Tuition

Miller Ranch & Vail Child Care Infant & Toddler Tuition

	5 days week Monthly Rate	4 days week Monthly Rate	3 days week Monthly Rate	2 days week Monthly Rate	1 day week Monthly Rate
Cash or Check	\$1,084.00	\$884.00	\$663.00	\$451.00	\$230.00
Credit	\$1,116.00	\$911.00	\$683.00	\$464.00	\$237.00
*Cash/Check Payments receive a 3% discount					

Miller Ranch Child Care Preschool Tuition

	5 days week Monthly Rate	4 days week Monthly Rate	3 days week Monthly Rate	2 days week Monthly Rate	1 day week Monthly Rate
Cash or Check	\$889.00	\$728.00	\$546.00	\$373.00	\$191.00
Credit	\$915.00	\$750.00	\$562.00	\$384.00	\$196.00
*Cash/Check Payments receive a 3% discount					

**Vail Child Care Center
Preschool Tuition**

	5 days week Monthly Rate	4 days week Monthly Rate	3 days week Monthly Rate	2 days week Monthly Rate	1 day week Monthly Rate
Cash or Check	\$954.00	\$780.00	\$585.00	\$399.00	\$204.00
Credit	\$982.00	\$803.00	\$603.00	\$411.00	\$210.00
*Cash/Check Payments receive a 3% discount					

Invoices will be placed in your child's mailbox by the 1st of each month. Tuition charges are due **on or before** the 5th of each month. Payments may be made by cash, check, or Visa/MasterCard. If you wish to keep a credit card number on file, please fill out the Authorization Form located in your registration packet. We will automatically bill your card on the 5th of each month or on the closest business day prior.

A late fee of \$25.00 will be added to your child's bill after the 6th of each month.

Tuition rates will be reviewed annually by the Board of Directors. Any potential rate changes will be announced at least 30 days in advance.

Sibling Discount

Eagle Valley Child Care Association offers a sibling discount. Families with 2 or more children enrolled in the program will receive a 5% discount on the lower tuition rate. For example, the Brown Family has an infant and a preschooler enrolled at Miller Ranch Child Care. The Brown family will receive 5% off their preschooler's monthly tuition.

Financial Policy

Eagle Valley Child Care Association will not allow balances over \$250 or greater to be carried past 30 days. 30 days delinquent is 30 days past the

invoice date. Miller Ranch requires a credit card to remain on file to charge on the 45th day if the account is delinquent. If a family is unable to keep the balance below \$250, they will be disenrolled from the program until their account is in good standing. Miller Ranch will not offer any guarantee of space for the children in the family.

Sick Days and Scheduled Vacations

All children must be registered to attend. The center does not accept children on a "drop-in" basis. If your child is unable to attend on one of his/her regularly scheduled days, we will be happy to offer a make-up day if we are notified by 8:30am. If you do not notify the center by 8:30am on the day of the absence, a "no show" will be charged and no makeup day will be allowed.

Make-up days will be granted on a first come, first serve and space available basis. Credit for vacation will **not** be given, but we will offer makeup days on a space available basis. A family cannot use makeup days once the 4 week notice for disenrollment is given. A family can accrue makeup days up to 24 days.

Upon disenrollment from the center, any make-up days that the child has accrued are no longer valid. Make-up days may not be used in lieu of payment or in lieu of a four week notice.

Colorado Child Care Assistance Program

Miller Ranch Child Care is enrolled in the Colorado Child Care Assistance Program which offers funds from federal and state levels to assist families with their child's tuition. Contact the Department of Social Services in the county in which you reside for more information. The contact number for Eagle County is 328-8840.

Arrival and Departure

Parents are required to sign their child in and out daily. This is the most accurate way for us to ensure that ALL children are picked up at the end of each day.

Children will be released only to parties who have been listed by the parent/guardian on the registration form. Parents must notify us in writing if someone else is picking up their child. Persons who are unfamiliar to staff will be asked for photo identification before the child will be released to their care.

A court order is required to be a part of the child's file if a natural parent is prohibited by the court from picking up the child.

Children must be picked up from the center no later than 5:30pm. A late fee of \$1.00 per minute will be charged after 5:31pm. Any late charges incurred will be added to your invoice the following month. If your child is not picked up by 5:40pm, we will attempt to contact you. If you cannot be reached, we will contact the emergency contact noted on your registration form. If the child is not picked up by 6:15pm, the center will call the Eagle County Sheriff and/or Eagle County Social Services.

Discipline

The staff of Eagle Valley Child Care Association will treat every child with dignity and respect, and encourage children to learn mutual respect for individual differences. We believe that young children need our support and guidance to develop the skills needed to make good choices and understand the consequences of their decisions. Our staff will create an environment that supports self-discipline and that encourages positive social behaviors through modeling. Punishment will not be used as a method of discipline. Your young child is in the beginning developmental stage of learning and acquiring appropriate social behaviors. Instances of inappropriate social behavior (hitting, biting, slapping, pinching, etc) are likely as your child learns the difference between behaviors that are acceptable and those that are not. These will be immediately addressed by staff with the individual child/children involved, and appropriate alternative behavior will be modeled.

Eagle Valley Child Care Association's discipline policy directs staff as follows:

- Redirect children to an acceptable activity by suggesting appropriate alternatives

- Talk on the child's level
- Speak softly and slowly
- Be positive and patient, but firm
- Guide children to resolve their own problems
- Reinforce appropriate behavior
- Remind children of rules and the consequences, encourage children to think about the impact their behavior has on people, objects, and events
- NEVER use physical punishment or verbal slights

In some cases, children may exhibit a more extreme behavioral issue. In these instances, the staff of Eagle Valley Child Care Association will work with the child and family involved on an individual and confidential basis to develop a Behavior Action Plan. We have many resources available to us, and we may request that the family seek professional advice. We expect the family to cooperate with us in our efforts to alleviate the problem behavior. If we feel that we have exhausted our resources and have seen no marked improvement in the behavior, it may be that we are unable to meet the needs of that particular child and a new environment may be best for that child. In that event, the parents may be asked to withdraw the child from the center.

Medical Emergency

In case of a medical emergency with your child, you and/or the person designated by you as the emergency contact will be notified promptly. At the discretion of the staff, any immediate emergency medical care and/or transport to Vail Valley Medical Center will be arranged. If you are unable to be contacted, a licensed physician, dentist, or medical provider will carry out any necessary medical care for your child. You are monetarily responsible for all medical care and transport involved.

Health and Safety

The health and safety of the staff and children enrolled in Eagle Valley Child Care Association schools are a major concern. Your child may **NOT** attend the center if he/she has displayed any of the following symptoms within the **last 24** hours:

- Axillary (underarm) temperature of 100 degrees or higher
- Vomiting within the last 24 hours
- Unexplained, frequent (3 or more times) diarrhea
- Flu like symptoms (please ask about H1N1)
- Fussy, cranky, tired, or generally not themselves
- Severe colds with heavy coughing, sneezing, and/or constant nasal discharge accompanied by another symptom
- Discharge from the eyes or pink eye
- Croup sounding cough
- Any other health reason, in which the Center Director deems your child not well enough for group care.
- A child with a streptococcal infection may not return until he/she has been taking antibiotics for 24 hours AND is feeling better

If your child becomes sick at school, we will call you at your emergency number. You will be required to pick up your child immediately. Your child may not return to school until they are symptom free for 24 hours. Doctor's notes are not accepted to be used in lieu of your child staying home until they are symptom free for 24 hours.

If your child has RSV, the flu or something else that is serious, you are required to obtain a note from your doctor stating that your child can return to group care.

PLEASE respect the staff and children of Eagle Valley Child Care Association schools by keeping your child home if he/she displays any of the above symptoms.

Medication

Medications will only be administered with written authorization from the child's doctor and with the medication release form filled out by the parent/guardian. All medication (over the counter and prescription) must be in the original container with the original label. Prescription medication must include a label with the child's name, dose of medication, frequency, and expiration date. If necessary, ask your pharmacist for a duplicate container to send medication to school.

Parents are responsible for providing all medications and supplies to the child care program. Children may not transport medications to and from child care; this includes medication left in diaper bags or backpacks. Medication that is needed during the day must be left with the program director so that it may be stored according to regulations during the day.

Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child attends child care. Whenever possible, the first dose of medication should be given at home, to allow parents to observe if the child has any type of reaction.

Fire/Evacuation Procedures

The procedures for evacuation in case of fire shall be posted in all areas of each site. Alternate routes are practiced on a monthly basis at regularly scheduled fire drills. All children will be moved as quickly and efficiently as possible to the designated exit areas and wait for directions from the fire department. Infants will be evacuated in specially designed evacuation cribs.

Emergency Center Closing

If public schools are closed due to inclement weather, Eagle Valley Child Care Association schools will also be closed. Listen to television and/or radio reports for school closings.

Families will be notified of emergency early dismissals by their contact numbers. In these emergency situations, we expect full cooperation from parents in a prompt pickup. Staff will follow normal closing procedures in the event of an emergency school closing.

Inclement/Excessively Hot 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.

Visitor Policy

All visitors to the Center must sign the visitor's log. Name, address, phone number, and purpose of visit are required as well as picture identification for persons not familiar to staff.

Both Eagle Valley Child Care Association schools have a security system in place. In order to benefit from this, we ask that all parents only open the door for individuals that they know.

Eagle Valley Child Care Association practices an open door policy for enrolled families and encourages our parents to make frequent visits to the center. We encourage you to speak with our staff frequently about your child. Ask questions about what you can expect from the child care experience.

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

- Discuss your plans with your child's teacher
- Sign in when you arrive at the center
- Follow all rules of the child care program
- Do not remove your child from the program unless you inform the teacher and sign your child out

Field Trips

At the time of registration, you will be asked to give your child permission to attend field trips within walking distance of our schools. In the event, that the field trip requires an alternate mode of transportation (e.g., bus, car, etc.), you will be asked to fill out a separate field trip permission form.

State of Colorado child-adult ratios will be met or exceeded on field trips, and children will be actively supervised at all times. While on a field trip, staff will have contact information for the children in their care. A list of all children and staff on the field trip will be kept at the center.

Television Viewing

Videos are not part of the regular curriculum at our schools. Videos may be viewed when they are written into the lesson plan with permission, or for a special occasion.

Infants

Infants need to bring everything they need for the day. This includes enough clean bottles, formula, food, diapers, wipes, extra clothes, and pacifier. Please bring a large package of diapers, wipes, cereal, and formula to leave at the center. We will let you know when your supply is low.

LABEL EVERYTHING!

Diapering and Toilet Training

Children in diapers will be changed in regular intervals throughout the day, and as necessary between scheduled changing times. **An adequate supply of diapers and wipes must be provided to the school.**

Toilet training is part of being a toddler. Please talk with us frequently about your child's progress and success in this area so that we may assist you and your child in reaching this important developmental milestone. It is also very important that during this time you have multiple changes of clothing for your child.

Eagle Valley Child Care Association staff will help children get into the habit of hand washing after diapering and toilet use.

Items from Home

Eagle Valley Child Care Association discourages toys from home. This includes money! Eagle Valley Child Care Association provides an adequate supply of play materials and activities for your children during the day. When teachers request a "Show and Tell" let your child bring a toy for that day only, and please label it. If your child bring an item from home, he/she will be required to place the item in the "toy basket" located in the front office.

Outdoor Play

Weather permitting; we will go outside at least once per day. It is extremely important that you provide your child with proper clothing for outdoor play (sunhat, jacket, appropriate shoes, snow clothes, etc.). **Please apply sunscreen every day!!!!**

Rest Time

Infants will be on individual nap schedules according to their needs. We will do our best to accommodate the schedule you have established at home. According to state regulations, all infants must be placed in a crib on their backs for sleeping.

Toddlers and preschoolers have a scheduled nap time after lunch. Mats are provided for each child. Your child is welcome to bring a blanket or stuffed animal for rest time. All children will lay down for a rest. Those who do not fall asleep within 30 minutes will be allowed to do quiet activities on their mat.

Cubbies/Mailboxes

Your child will be assigned a cubby for storing his/her personal belongings in. **Please keep a full change of clothes in your child's cubby.** Depending on your child's schedule, he/she may be asked to share a cubby with another child. Please be considerate of each other's space.

Your child's mailbox will be located outside of your child's classroom. Any correspondence from the director staff or teachers will be placed in your child's mailbox, so please check it frequently.

Birthdays

Your child's birthday is a special time for him/her. If you wish to celebrate at school, please discuss your plans with your child's teacher so that you are aware of any special concerns (i.e., allergies, healthy snacks). **Please do not bring party favors, gifts, or games!**

For out of school parties, no invitations may be distributed via children's cubbies unless all children are invited. Addresses and phone numbers are part of the confidential information in a child's file and will not be given out by the school. Please ask for the class email list if you wish to distribute invitations or announcements.

Snack/Lunch

Eagle Valley Child Care Association does not provide any snacks or lunch to your child throughout the day. You are required to provide your child with a healthy lunch and (2) snacks on a daily basis. Gum, candy, and soda will not be served at school.

Miller Ranch Child Care Center is a peanut/peanut butter free environment. As a precaution for the number of children with allergies, we ask that you **DO NOT** provide any meals or snacks that contain peanuts/peanut butter.

Parent-Teacher Communication

Communication between home and school is vital to your child's success. Please speak with your child's teacher daily so that you are both aware of the events in your child's life.

Formal conferences will be offered two times per year in the preschool classroom (October and April). However, conferences may be set up on an individual basis in any room to discuss a child's progress or behavior.

All classroom teachers' journal weekly regarding your child's progress. Please talk with your child's teachers to discuss what day their journal will be written in. Newsletters will be sent home via email on a monthly basis to keep you apprised of events in your child's classroom as well as the school.

Ensuring Where Children Are At All Times

Staff will count every time they transition to a new activity or place to ensure that all children have remained with the group. At the end of the day, staff will ensure that all children have been picked up from the center.

by the sign-in sheet. Please remember to sign your child in and out each day to help with this process!

Caring for A Child Who Arrives Late to the Center

UNDER STATE LAW, it is the responsibility of the parent or individual transporting the child, to sign the child in/out of the program. In the event that the child's teachers are not in the building (i.e., field trip), a sign will be posted on the classroom door stating the time of departure, destination, and approximate time of return. The parent or individual transporting the child may choose to meet us at our destination, wait for our return, or continue to care for their child for the remainder of the day. Miller Ranch or Vail Child Care Center must be notified of the child's absence.

Lost Child

In the event a child becomes lost, all available staff will search the premises immediately. 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 police. **Please keep your emergency cards updated!**

Child Abuse

All child care staff are legally required to report any incident of suspected child abuse or neglect to the State or County Department of Social Services immediately.

Termination of Child Care Services/Withdraw

Eagle Valley Child Care Association reserves the right to terminate childcare services for past due accounts, non-compliance with school policies, and/or unacceptable behavior by children or parents. If any of these situations occur, a conference with the directors and related staff will be scheduled to discuss resolutions. However, if the problem is not resolved in an agreed upon time period, the child will be dismissed.

If you are withdrawing your child from an Eagle Valley Child Care Association site, we request a minimum of four weeks' notice. Make up days may not be used in lieu of a four week notice.

Grievances

Families 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, families should then go to the director staff to discuss the issue.

To file a licensing complaint against this facility, you may contact:
Colorado Department of Human Services
1575 Sherman Street
Denver, Colorado 80203
1-800-799-5876