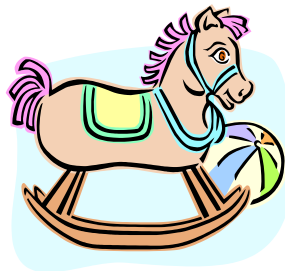


CHILDREN'S WORLD DAYCARE



Parent Handbook



**Located at and affiliated with
Christ the King Lutheran Church
495 FLORIDA ROAD
DURANGO, COLORADO 81301
PHONE 970-247-4397
FAX 970-247-2666**

Revised 4-08

PHILOSOPHY

Children's World is a non-profit, fully licensed, developmentally appropriate child care center. We serve children ages 6 weeks to 36 months.

The whole child is cared for and nurtured in our Christian center. Our program emphasizes all aspects desirable for the child's intellectual, social, emotional, physical and spiritual growth.

Mission

The mission of the center is to provide the highest quality child care in a safe, secure, yet stimulating environment wherein each child may experience success, thus developing a sense of self-worth.

Our role, as we see it, is to extend, reinforce and complement a child's home and family.

HOURS

*The center is open from 7:30 A.M. to 5:30 P.M., Monday through Friday, year-round.

If you are late, there will be a charge of \$1.00 for each minute, starting at 5:31 P.M. This is payable immediately to the staff member staying with your child. If we cannot contact you or someone authorized to pick up your child within one hour after your child was supposed to be picked up, Social Services will be called to come get your child.

On the following major holidays, we will be closed. All holidays must be paid for if it falls on your child's scheduled day.

NEW YEAR'S DAY	JANUARY 1
MEMORIAL DAY	THE LAST MONDAY IN MAY
INDEPENDENCE DAY	JULY 4
LABOR DAY	THE FIRST MONDAY IN SEPTEMBER
THANKSGIVING DAY	THE FOURTH THURSDAY IN NOVEMBER
DAY AFTER THANKSGIVING	THE FOURTH FRIDAY IN NOVEMBER
CHRISTMAS EVE	DECEMBER 24
CHRISTMAS DAY	DECEMBER 25

TUITION & FEES

All Day	7:30 A.M. to 5:30 P.M.	\$35.00 per day
Drop-Ins		\$4.25 per hour

Since we are a non-profit institution, all monies collected go directly to staff salaries, supplies and equipment for the center. Therefore, we gladly accept donations relating to children.

Tuition is due on a weekly basis and must be paid in advance to care. Your tuition will be based on the days and times you indicate a need for on your Child Care Contract.

*If your bill falls more than 2 weeks behind, you will lose your child's designated days and times.

*Social Service clients must have their monthly parental fee paid in full by the 1st Friday of every month. If your bill falls more that 2 weeks behind, you will lose your child's designated days and times.

*A yearly \$50.00 registration/materials fee is due before the completion of the admission process.

*A deposit in the amount equal to 1-week tuition is due before the completion of the admission process. We ask for a two-week notice when your child will no longer attend the center. This deposit will be applied towards the last week of tuition as long as we receive the appropriate notice.

If you have any questions regarding billing or payment, please speak with the center Director.

VACATION/SICK TIME

For the first six months, if your child is absent from a scheduled day, due to illness or other circumstances, you will still be responsible for tuition. After your child has been in care for six months, you will have 10 days to use as vacation or sick time without charge. This is based on the calendar year and days left in December will not carry over to the next year. As soon as you know your child will be absent (for any reason) on a scheduled day, please contact the center so the staff is aware of the circumstances.

DROP-INS

Drop-ins are accepted on a first-come, first-served basis only when there is space available. The parents/guardians must speak with the Director to confirm if there is space available. All appropriate paperwork must be filled out prior to care.

VISITORS

Visitors are welcome to the center and must sign in. A visitors' log, including name, address, date, reason for visit and time, is kept by the office door. All visitors will be supervised and accompanied by our personnel.

ARRIVAL/DEPARTURE

Children arriving are to be brought into the center by the person responsible, escorted to their classrooms and signed in. It is very important that your child is signed in and out each day, as this is how we keep track of the children's attendance. All messages, medication, etc., should be given to a staff person. Please allow time for necessary communication with staff. Children will be released only to the persons listed on the registration form. Children can be released to someone not listed on the registration form if we have prior consent from the parents/guardians, and the person picking up the child presents a picture I.D.

MEALS & SNACKS

Morning and afternoon snacks are provided by Children's World to all children over the age of 12 months. These snacks are carefully planned and meet guidelines set by the Health Department. A snack menu is posted monthly on the Center Information bulletin board in the hall. Lunches are to be provided by the parents/guardians. All lunch boxes should be clearly labeled with your child's name on the outside. Please place your child's lunch in our refrigerator in the kitchen, even if it does not need to be refrigerated. All items that need heating should be sent in microwaveable containers. The center will provide plates, bowls, and utensils for snacks and lunches. Parents should provide a drink with lunch. Lunches should contain healthy food and an assortment of different options for your child. Candy, sodas, and sweets will not be offered to your child. If a parent/guardian forgets to bring a child's lunch or the lunch is missing nutritious foods, Children's World will provide a lunch for the child for \$5.00. This fee will be billed on the child's tuition bill, and must be paid.

If your child is under 1 year of age, you must supply us with breast milk/formula and/or baby food, lunches and snacks for your child.

FIELD TRIPS

Prior to any field trip, permission forms will be required. The standard form is included in the enrollment forms. Without parental signature, children will not be allowed to participate in outings. All field trips will be within walking distance of the center. If your child is not permitted to attend a field trip, or you drop your child off late and your child's class is on a field trip, your child will stay at the center with a staff member.

DIAPERING/TOILETING

Our Center does hourly diaper checks/changes. It is the parents'/guardians' responsibility to provide us with diapers, wipes, and diaper ointment, and a couple of extra changes of clothes. If a parent/guardian forgets to bring diapers or wipes, Children's World will provide the necessary items at a rate of \$1.00/ diaper and \$0.50 cents/ wipe. We will not borrow diapers from another child until you bring more. These fees will be billed on your child's tuition bill and must be paid. Potty training is a big developmental leap that your child may be ready for between the ages of 2 and 3. Let us know what is happening at home and we'll support your efforts. Our potty training consists of hourly diaper checks/changes and trips to the toilet after the removal of a diaper. If your child is attempting to potty train, we ask that you please bring 2 extra pairs of clothing/underwear and dress your child in easy to put on and take off clothing.

HEALTH

According to Colorado law, any child who is ill is not permitted to attend the center. If a child becomes ill while attending our program, the child will be isolated and the parents/guardians will be contacted to pick the child up as soon as possible. It is important for you to have a back up plan should you not be able to pick up your child. Please contact the center immediately if your child is diagnosed with a communicable disease. We must notify the Health Department if a child has been diagnosed with a communicable disease such as hepatitis, measles, mumps, diphtheria, rubella, salmonella, tuberculosis, etc. Colorado law also states that we must inform you that not all children attending the program may be fully immunized due to religious or other reasons. The Health Department assures us that immunized children are not at risk and in the event of a quarantine, children not immunized will not be allowed to attend the center.

**Children will be allowed to attend the center when they are no longer contagious and have been fever-free for 24 hours.

MEDICATION

Children's World will administer medications only for teething, fevers, allergies, rashes, fungi, and dry skin. It is our recommendation that medication for any other condition be administered to the child before he/she comes to the center, or the parents/guardians come to the center to dispense the medication. The child's parents/guardians and physician must fill out the Permission For A Trained Children's World Employee To Administer Medication Form before any medicines for the above conditions can be administered. Medication to be administered to your child must be brought in the original container with the child's name and instructions on it. We must also have your permission to apply sunscreen to your child. This question is asked in the Enrollment forms. Please indicate yes or no and the brand you will bring for your child to wear.

Medications are stored in an area inaccessible to children. Children will not be allowed to take medicine on their own. Please do not put any form of drug (i.e. teething tablets, cough drops, prescription, etc.) into your child's lunch box, pocket or diaper bag.

SPECIAL NEEDS

Children's World wishes to accommodate all children. We will make every effort to care for, in the best possible way, children with special needs.

DONATIONS

Due to the nature of our non-profit center, donations are graciously accepted. Some ideas for items to donate include nutritious snacks, equipment, art supplies, materials and toys. We greatly appreciate your support.

WITHDRAW PROCEDURES

If you choose to withdraw your child from the center, you must give the Director a 2-week notice. The deposit you paid before your child was admitted to the center will be applied to your last week of tuition.

INCLEMENT WEATHER

In case of inclement weather, Children's World will be closed all days the Durango School District 9-R is closed due to weather. Therefore, parents are encouraged to watch the news or listen to the radio to find out about these closures. There will be no contact from staff that the center is closed. It is assumed that if the public schools are closed then parents and staff should know that the center is also. Parents are responsible to pay tuition for the first two days of the calendar year the center is closed. If closure should exceed more than two days per calendar year, then your tuition bill will be credited for those days.

EMERGENCIES

In case of an emergency involving your child, we will administer first aid if needed, call 911 if we determine it necessary, call the parents/guardians, and fill out an accident report.

WEATHER/EVACUATION EMERGENCIES

In the instance that an evacuation needs to take place, the children will be escorted out the nearest emergency route and the appropriate procedures will be followed. If deemed necessary we will either seek shelter at Curves or the Family Center or escort the children to the far side of the parking lot and take cover in the church vehicles until the situation is evaluated. In the instance that a tornado alert is issued, children will be moved away from windows and gathered in the hallway adjacent to the Director's office, placed under cribs, placed in bathrooms and under doorways.

DISCIPLINE

The staff at Children's World strives to develop positive relationships and rapport with every child. In our center, children's dignity is respected and interesting activities are offered, therefore, discipline problems are hopefully minimal. If problems do occur, staff will provide positive guidance, re-direction and set clear-cut limits, which help children develop self-control, self-esteem, and respect for the rights of others. If necessary, thinking chairs (time-out) periods may be used. No form of corporal or harsh punishment is allowed.

CHILD ABUSE POLICY

Our staff is required by Colorado law to report any person(s) who is suspected of child abuse or neglect. On the other hand, if you suspect someone in our center has abused your child, you should seek immediate assistance from the center Director and/or La Plata County Department of Social Services at 970-382-6150.

LICENSING VIOLATIONS

The staff of Children's World strives to keep the center within and above licensing regulations. If you need to report a complaint involving a suspected violation, please seek immediate assistance from the center Director and/or The Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203-1714; 1-303-259-5465.