

Little Sprouts

PARENT HANDBOOK

May 2024

Welcome to Little Sprouts Preschool!

We feel honored to be entrusted with the care of your child. It is our desire that you feel comfortable and genuinely satisfied with your decision in choosing our center. We believe that you will be impressed with the individual attention, concern and kindness shown to your child. The Parent Handbook is designed to provide our parents with a general understanding of various programs and policies. Should you have concerns regarding the content of this handbook, please feel free to stop by the front office for further clarification.

We want to thank you for choosing our facility and we look forward to serving you and your child in the years to come.

Information About Us

At our center we understand that children learn and grow at their own pace. Together with parents, we can help children enjoy learning by allowing them to solve problems, complete goal-oriented tasks, be creative, have a good relationship with others socially, and enjoy school and friends. Parents are encouraged to help their children adapt to his/her new surroundings. This can be achieved by displaying a positive attitude towards the school and teachers, discussing daily events, and actively participating in your child's various projects. Please notify us of any life changes or upsetting situations in your child's life, so that we may help your child work out any problems through the channels of conversation, goal-oriented activities, and play.

Center hours of operation are 7:00 a.m. to 5:30 p.m., Monday through Friday. Parent comments, suggestions and daily involvement will ensure that our center maintains the highest quality of care possible for your child. At our center, your child will not only learn but also will gain independence, discover more of the world around them, make new friends, and have fun in the process. Thank you for choosing Little Sprouts Preschool. Feel free to stop by any time, you are always welcome!

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1. Values, Mission & Goals

a. Our Values

- We believe that every child has the right to a nurturing and safe environment in which they can feel comfortable and secure.
- We believe each child has the right to develop a positive self-image – to feel good about who they are.
- We believe that each child is unique and has unique needs.
- We believe that by treating each child with love and respect, they in turn will treat others with the same love and respect.

b. Mission Statement

Where Learning is Fun!

Our mission is achieved by offering a safe, loving, and nurturing environment. We promote mutual respect and allow for individual differences. We offer experiences that foster the development of positive self-esteem and creativity. Children discover, learn, and develop through hands-on opportunities and positive interactions.

c. Goals

1. Children Goals

The goal of the school is to provide a safe, happy place for children where they can learn and grow physically, emotionally, intellectually, and socially at their own pace.

2. Family Goal

To establish and maintain a collaborative relationship with each child's family to achieve the child's development potential.

3. Teacher Goal

Teachers at our school play a significant role in accomplishing our mission. We employ a dedicated staff of early childhood educators and provide an encouraging environment for them growing in their knowledge and skills to excel in their job.

4. Program Goal

To meet and exceed the qualifications for a Colorado Shines Level 4 school in the areas such as work force qualifications, family partnerships, leadership, management & administration, learning environment, child health and other areas.

2. General Information

a. Contact and Social Media Information

Website: www.thebusybeepreschool.org

Email: vicki@athmann.org

Facebook: <https://www.facebook.com/busybeepreschool>

b. Our Services

Little Sprouts Preschool provides childcare and educational services for children from 6 weeks of age until the start of kindergarten.

We provide full and part day childcare and educational services to the following age groups:

- Preschool (3-4 years)
- Pre-Kindergarten (4-5 years)

c. Hours and Days of Operation

Little Sprouts Preschool is open year around, Monday through Friday, 7:30 AM to 5:30 PM, except for the observed holidays and on the days we close early. Our school year starts in the middle of August of each year.

Each year, we are closed to observe the following holidays:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day

In addition, we will be closed on the following days for staff training:

- Martin Luther King Day (Jan)
- Columbus Day (Oct)

3. Governing Policies

There are policies that we observe in the school, but these ones are the most important ones. They govern all polices we present later in the handbook.

a. Licensing Rules & Regulations

We are licensed by Colorado State Social Services. From time to time the government agencies amend the rules and regulations for childcare centers. We are not always notified of these changes, but we do our best to update our policies accordingly.

At of this time, you can find the Social Services Rules for Child Care Facility Licensing document here:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=8804>

The document is being revised continually. In order to find the latest, check out this table of contents:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=8804>

The document is being revised continually. In order to find the latest, check out this table of contents:

<https://www.sos.state.co.us/CCR/DisplayRule.do?action=ruleinfo&ruleId=2827>

You can also find the distributed version (shorter and easier to read) Rules and Regulations Governing Health and Sanitation in Childcare Facilities at:

https://drive.google.com/file/d/1NaKcxqbtHeY498GiDaLfb_ZdBmcbynNU/view

b. Non-Discrimination Policy

Little Sprouts Preschool does not and shall not discriminate because of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

c. Report Child Abuse Policy

Staff members of Little Sprouts Preschool are required by law to report any reasonable suspicion that a child has been subjected to abuse or neglect. All staff members are required to participate in annual training on identification and reporting of child abuse and neglect. If a report is necessary, the report will be made immediately to the County Department of Human Services or local law enforcement agency.

Also, parents have the right to report concerns they may have regarding childcare providers for their children. Parents can report by calling:
Colorado Child Abuse & Neglect Hotline is: 844-264-5437

4. Education Information

a. Curriculum

Little Sprouts Preschool follows the Colorado Early Learning and Developmental Guidelines. It is a comprehensive, scientifically based curriculum for children from birth to six years of age. Teachers use this model for observation, assessment, planning, and implementation of a developmentally appropriate program that promotes children's social-emotional development and learning in the core areas of literacy, mathematics, science, and social studies.

b. Colorado's Early Learning and Development Guidelines

Our curriculum adheres to with the domains of [Colorado's Early Learning and Development Guidelines](#), and is age-specific to the children the program serves to include:

1) For all ages:

- physical development and health
- social & emotional development
- language and literacy development
- cognitive development
- approaches to learning

2)Preschool and pre-kindergarten Ages (3-5):

- literacy knowledge & skills
- logic & reasoning
- mathematics knowledge & skills
- science knowledge & skills
- social studies knowledge & skills
- creative arts expression

c. Group Size and Teacher to Children Ratio

Both group size and teacher to children ratio affect the quality of care. In the following two tables, we list the size and ratio numbers according to Colorado State Licensing, National Association for The Education of Young Children (NAEYC), and those of Little Sprouts Preschool.

Little Sprouts Preschool operates group sizes and ratios equal or better than what is required by state licensing. We also meet the stricter group size and ratio requirements of NAEYC.

Age of Children	Maximum Group Sizes		
	Colorado State	NAEYC	Little Sprouts Preschool
3 years to 4 years	20	20	16-18
4 years to 5 years	24	20	18-20
5 years and older	30	24	24

Age of Children	Maximum Number of Children Per Teacher		
	Colorado State	NAEYC	Little Sprouts Preschool
3 years to 4 years	10	10	8-10
4 years to 5 years	12	10	9-10
5 years and older	15	15	15

d. Enrichment classes

Little Sprouts Preschool has outside vendors that come in to provide the students with enriching programs. We currently offer a music class and a movement class. We are looking to add to the programs we offer.

5. Enrollment Policies & Procedures

a. Admission & Registration Procedures

We invite all prospective parents to take a tour of our school at the beginning of their school-searching process.

If there is immediate availability and the parent needs care right away, the enrollment process is completed with submission of all enrollment paperwork.

If there is no immediate availability or the parent needs care in the future, we put your child on our wait list.

b. Enrollment Material

Enrollment material includes enrollment forms and other supporting materials. These are the required forms and paperwork:

- enrollment forms

- an updated health appraisal
- proof of up-to-date immunizations
- proof of health insurance/Insurance card
- other forms required at the time

Enrollment forms are distributed to parents after the tour, together with this Parent Handbook, they are also available to download on our website at www.thebusybeepreschool.org

Per state regulations, enrollment papers must be completed before your child attends Little Sprouts Preschool. Immunization records must be on file within 5 days of enrollment and be kept up to date by the parent.

Health appraisals must be updated and submitted after each required well-child check according to recommendations from the American Academy of Pediatrics schedule.

c. Initial Registration Fee

An initial registration fee will be charged upon enrollment. Registration fees are not refundable. If you disenroll your child and re-enroll in the future, a new registration fee will be charged.

d. Sunscreen Fee

A \$10 fee for sunscreen will be applied to your tuition each year in April. This fee will be applied to each child enrolled in the program.

e. Wait List

If we do not have space for you in the classroom desired or you do not need care within one month, we will put the child on our wait list.

Parents with at least one child already enrolled at Little Sprouts Preschool will have priority for the new child when a space becomes available. All openings are on a first come first served basis. Once you are notified of any openings you need to respond immediately.

6. Tuition Policies

a. Tuition Rates Policies

Little Sprouts Preschool traditionally adjusts its tuition rates according to the market conditions in August each year. If your child attends the school continuously during the school year, those are the rates you are going to pay.

b. Ten Hours Per Day Limit

The rates for our full-day programs are for a maximum of ten (10) hours of attendance per day. We believe that 10 hours per day spent at school approaches the limit that is considered healthy for children to stay away from their parents. When children spend more than 10 hours per day away from their parents, we have observed challenging behaviors start to emerge.

We encourage you to evaluate your actual childcare requirements before enrolling your child with us; once enrolled, parents should make the best effort to stay within the 10 hours per day limit.

c. Tuition for Non-School Days

Tuition is based on the child's class, not on attendance. Parents pay tuition throughout the year, including for non-school days. Non-school days are weekdays you do not send

your child to school. These include:

- observed holidays
- bad-weather days
- any other day you choose not to send your child to school

If your child is enrolled in a part-time program and the no-school holiday falls on your scheduled day, tuition is charged for that day.

d. Sibling Discounts

If a family has more than one child attending the full-time programs at Little Sprouts Preschool, the child(ren) besides the youngest child will each be given 5% discount on tuition.

Sibling discounts do not apply to part-time programs. It only applies to those students that are enrolled in full time programs.

e. Tuition Payments

Tuition is due on the first day of each week in the form of ACH withdrawal. Under very special circumstances, credit cards, personal check, cashier's check or money order will be accepted. We do not accept cash payment.

If tuition is not paid by end of day Wednesday, your child may not be admitted for the following week until full payment is received. Please contact the director if you need an extension of payment.

Parents are responsible for making good on all your payments. There will be a \$30.00 charge for each case of insufficient funds for ACH withdrawal or a bounced check. A cashier's check or money order will be required as payment when that happens.

f. Payment Default

In the event of a default in payment, you agree to pay, whether legal proceedings are instituted or not, a collection fee of up to 50% of the principal balance of any debt incurred hereunder and to pay all attorney fees, filing fees, service fees and court costs as a result of your default. You also agree to pay interest at the rate of 18% per annum on any account not paid when due.

Little Sprouts Preschool has engaged a law firm to explore all legal options to collect the debts that are due to us.

g. Payment Receipts & Year-End Statements

You can obtain receipts and other year-end documents through: <https://mybrightwheel.com>.

Please activate your account with the portal. In addition to viewing and printing receipts and statements, you can also check the accuracy of your transactions in your account in real time.

You may request receipts and year-end tax statements from the school's administrators. These tax statements will be available before the end of January.

7. Drop-Off & Pick-Up Policies

We strongly encourage you drop off your child before 9:00 AM every day. This ensures that your child experiences all community learnings offered during the day in the classroom. Please call the school by 9:00 am if you will be late in dropping off or your child will be absent for the day.

If you did not call by 9:00 am, we could release staff based on teacher/child ratios and your child might not be accepted for that day due to staff shortage. If you did not call by

9:00 am and you still wanted to bring your child late during the day, please call the school first to determine if we are able to accept your child based on our staffing situation.

Arrival & Dismissal

Please follow these arrival and dismissal policies:

1) **Check In/Check Out**

The state licensing rules require every child be checked in and checked out daily. We use the Brightwheel system for parents to check in and check out their children. You will choose your user-id and passcode on or before the first day of your child's attendance.

2) All children and their families should enter through the main front doors and children must be accompanied by an adult to the classroom. No child should be left unattended at any time in the hallways, parking lot, bathrooms, or classrooms.

3) Please check your child's cubby at the end of each day for projects and notes that need to go home. Children should bring home their water bottles weekly to be washed/sanitized, and to be brought back to school the following Monday.

Authorized People for Pick-Up

A child may only be picked up by their parent/guardian or people authorized by their parent/guardian to pick up. You provide the list of authorized people on the enrollment forms. Proper identification is required of those authorized to pick up for the first time.

After enrollment, we must have a written authorization for any changes in authorized people for pick-up. To avoid any complications, please make sure your child's file reflects all authorized people allowed to pick up your child. It is your responsibility to update your child's file when changes are made.

Late Pick-Up

Little Sprouts Preschool expects that all children be picked up promptly at the end of the school day according to that child's schedule. Parents who picked up their children late for any reason will be billed for late fees as outlined in the following procedure:

- 1) Any parent/guardian who anticipates arriving late for their child's pick-up must call to inform the school of the situation.
- 2) Little Sprouts Preschool uses the system time of Bright wheel system as the official time stamp. Parents are asked to synchronize their watches/clocks with the system time.
- 3) If a child is not picked up 30 minutes after our closing time, we will notify the Longmont Police Department and transport the child to the Police Department at 225 Kimbark St, Longmont, Colorado.
- 4) Little Sprouts Preschool defines late pick-up as any pick-up one (1) minute after the end of the child's scheduled school day.
- 5) If the parent/guardian or authorized pick-up person is late (defined 1 minute after 5:30 PM), he/she will be charged \$1.00 per minute beginning with the first minute.
- 6) A Late Pick-Up Form, indicating the child's name and late pick-up time, will be completed by Little Sprouts Preschool staff. Both the staff and the pick-up person will sign this form.

- 7) Completed Late Pick-Up Form(s) will be used for billing. All late fee(s) will be added to the following week's tuition bill. Failure to make a timely payment will be subject to the provisions of the handbook addressing the late tuition payment and the penalties thereafter.

Parents who have multiple cases of late pick-up will be asked to meet with the director to discuss alternative arrangements, and/or continuing enrollment of their child.

8. Disciplinary Policies

All State of Colorado licensed childcare centers are required to have a disciplinary policy.

It is important to know that discipline is different from punishment. Discipline is a way to help children learn the safe ways to participate in class, express feelings, resolve conflicts, and solve problems peacefully.

Our school has adopted the *Pyramid Plus Approach* model as a positive behavior support system. The Pyramid Plus Approach promotes social-emotional competence for all children, and ensures nurturing and responsive relationships, high-quality supportive environments, and specific interventions for children with challenging behaviors.

Our disciplinary policy is based on clear expectations and is built on children's strengths. Our school-wide clear expectations (rules) include the following:

- We keep ourselves safe.
- We keep our friends safe.
- We keep our things safe.

We have developed clear expectations for moving from one area of the building to another, and for the playground as well, to ensure the safety of all. All expectations are taught and practiced throughout the year.

We use positive language (i.e.: "We use walking feet to keep ourselves safe" rather than "stop running"). We help students identify and express their own feelings and recognize feelings of others. We help children to find safe and acceptable ways to express their feelings.

Little Sprouts Preschool does not permit any form of corporal punishment.

If a child develops and demonstrates consistent challenging behaviors, we will develop a plan to address the behavior in collaboration with parents.

9. Medical & Health Policies

a. Health Appraisal (Physical)

At registration, parents must submit a recent statement of the child's current health status signed by a healthcare professional who has seen the child according to the well-child check-up schedule recommended by the American Academy of Pediatrics. A health form is included in the enrollment packet.

Parents are to schedule a physical when well-child checks are due, and to submit the updated health appraisal to Little Sprouts Preschool. Failure to provide proof of up-to-date immunizations and/or an updated physical as required may result in temporary exclusion.

b. Immunization

Immunizations are important for your child and our community. Colorado law requires children attending a licensed childcare or preschool to be immunized against certain

vaccine preventable diseases. To see a list of those immunizations that are required for childcare and preschool attendance, along with the recommended vaccines which provide more protection, please go to www.coloradoimmunizations.com.

All children enrolled in our school are required to have written proof of immunizations prior to their first day of attendance. It is the parent's responsibility to ensure that immunizations are up-to-date, and that Little Sprouts Preschool receives proof of updated immunizations throughout the year.

Little Sprouts Preschool only considers accepting medical exemptions for immunizations and this decision is made on a case-by-case basis. We currently do not accept immunization exemptions for personal or religious reasons.

Children with an exemption may be kept out of the school during a disease outbreak.

c. Medical Insurance

Little Sprouts Preschool requires each child attending to have medical insurance and a medical home. The school provides information for families on where to obtain medical insurance if you do not already have insurance.

d. Policies on Exclusion from School Due to Illness

The parent, legal guardian, or other authorized party shall be notified immediately when a child has any sign or symptom that requires temporary exclusion from Little Sprouts Preschool. When you are contacted, you should pick up your child within one hour.

Little Sprouts Preschool will temporarily exclude a child/staff or send the child home as soon as possible if one or more of the following conditions exist:

- **Coughing**, if the cough is new and unrelated to a chronic condition. Children/staff will be excluded for persistent and uncontrollable coughing.
- **Fever**, defined as an elevation of body temperature above normal. Oral temperatures above 100.4 F, in-ear temperatures above 101.5°F, or axillary (armpit)/temporal (forehead) temperatures above 100.4 °F are too high to be normal in children. The child should be fever free for 24 hours without the use of Tylenol or Ibuprofen before returning to school.
- **Diarrhea**, defined by watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool that is not contained by the person's ability to use the toilet. Children/staff members with diarrheal illness of infectious origin may be allowed to return to school once the diarrhea resolves, or when the health care provider has determined that they may return to the facility.
- **Vomiting**: defined as the forceful expulsion of the contents of one's stomach through the mouth and sometimes the nose. If a child/staff member vomits during the school day, we will ask that you pick your child up and not return to school for at least 24 hours after the last time your child vomits, or one entire school day.
- **Pink Eye**: defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. If the physician prescribes eye drops, the child/staff may return to school 24 hours after this treatment begins. If eye drops are not used, they may return to school when discharge from the eye is no longer present. In cases of non-purulent pink eye, exclusion shall be required only if the healthcare provider recommends it.

- **Live head lice/Nits:** Child/staff may return after treatment is complete, including removal of nits.
- **Whooping cough:** signs and symptoms of possible severe illness until medical professional evaluation find the child/staff able to be included at the facility. Signs and symptoms of possible severe illness shall include lethargy that is more than expected tiredness, uncontrolled coughing, and difficult breathing, or wheezing.
- **Fifth's Disease:** the illness is no longer contagious once the rash appears.
- **Hand Foot and Mouth Disease:** If the child or adult has mouth sores, is drooling and is not able to take part in usual activities they must remain home.
- **Hepatitis A:** children and staff may return to school or childcare when cleared by the health department. Children and Staff should not go to another facility during the period of exclusion.
- **Herpes:** If there are open sores that cannot be covered or nonstop drooling they must remain home.
- **Impetigo:** children and adults need to stay home until antibiotic treatment has started. The child may return 24 hours after the first dose of antibiotics, or one full school day after.
- **Ringworm:** children may stay at school or childcare until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person-to-person contact.
- **Roseola:** If there is a fever or behavior changes.
- **RSV (Respiratory Syncytial Virus):** children and staff receive treatment and has not had a fever for 24 hours. Children and staff will need to be able to contain their cough as well need to be able to take part in usual activities.
- **Strep throat:** may return after 12 hours starting antibiotics or if doctor approves to return to school sooner. Children and staff also need to be able to take part in usual activities.

Persons without a fever who have mild symptoms associated with the common cold, croup, bronchitis, runny nose, or ear infection will not sent home from school, or separated from other children in the facility unless their illness is characterized by one or more of the following conditions:

- The illness has a specified cause that requires exclusion, as determined by other specific conditions as listed above.
- The illness limits the child's comfortable participation in childcare activities
- The illness results in a need for more care than the staff can provide without compromising the health and safety of other children.

e. Returning to School After Illness

If a child has been diagnosed with any of the following illnesses, these timelines must be followed before they return to school. The general rule is 24 hours **after** the symptoms subside:

- Live head lice/Nits: they may return after treatment is completed and all nits have been removed. The child may be checked by the administrative staff.
- Scabies: they may return after treatment has been completed.

- Impetigo: they may return 24 hours after treatment has been initiated
- Strep throat or other streptococcal infection: they may return 24 hours after initial antibiotic treatment and no fever present. The child should be fever-free for 24 hours without the use of Tylenol or Ibuprofen.
- Chickenpox: they may return after all sores have dried and crusted (usually 6 days).
- Whooping cough: they may return after treatment has been completed.

Little Sprouts Preschool reserves the right to require parents to consult with the child's health care provider and request a written diagnosis and release to return to school from the health care provider. The Director has right to refuse care if they feel that the child is too sick to be in care.

f. Outbreak of Communicable Child Disease

If there is an outbreak of a communicable childhood disease (i.e., chicken pox, whooping cough) those children who have not been immunized against those illnesses shall be excluded from class and their parents will be notified. They shall not return to school until the outbreak is over.

g. Medication Administration

Any drug or medicine administered to your child while on our premises must be in the original container showing the appropriate dosage instructions prescribed by a physician. Your doctor will need to provide us a form for its administration per instance. No standing orders are allowed. Each drug order must have specific dates and instructions per instance. Only staff certified in medicine administration will administer your child's medication.

Epi-pens and emergency medications are stored in the individual classrooms behind a locked cabinet door. Emergency medications are placed in a clear medication bag and hung in the cabinet for easy access. All other medication is placed in a locked box in that same cabinet. Trained staff in medication administration are always on site to administer medications. Little Sprouts Preschool reviews all medications and care plans monthly for expiration dates.

Any change in the original medication authorization requires a new written order by the prescribing practitioner and a change in the prescription label.

Sunscreen, lip balm and lotion does not need a physician's order if the skin is not broken, but permission to administer these must be in writing and signed by a parent. You must provide the sunscreen; lip balm or lotion and it must be labeled with your child's first and last name on the container, along with an expiration date.

It is the policy of the school that sunscreen be applied to your child before you drop them off at the school on days you child will be going outside. We will then reapply 20 minutes before going outside and if we stay outdoors for longer than 2 hours (field trips) we will then reapply again. Spray sunscreen is prohibited.

h. Allergies

It is essential for you to keep us informed of any allergies or sensitivities affecting your child.

Although this is a question on your medical form, sometimes allergies develop as the result of illness or medications. Please make sure that you report all changes in your child's medical profile to the office and classroom teacher.

i. Rest Time

All toddlers, junior preschool, preschool and pre-kindergarten children take rest time after lunch. This is a time for children to relax. All children will be encouraged to rest for at least thirty minutes (30). When children have outgrown nap time they will not be

forced to sleep. Children who do not sleep after 30 minutes will be provided with quiet toys and equipment to play with such as puzzles or books. Children will be allowed to leave their napping area within 10 minutes of waking. We provide your child with their own cot/crib which is sanitized weekly or more if needed.

j. Safe Sleep for Infants

All staff members who work with children 12 months and younger must complete a course annually entitled “*Prevention of Sudden Infant Death Syndrome and Safe Sleep Practices.*”

Blankets will not be used when children sleep for children under the age of 12 months. They will be put to sleep on their backs, and infants will be offered pacifiers for comfort if needed. If children fall asleep in a space other than a crib, children will be moved to a crib. Sleep sacks are permitted.

k. Smoke Free Environment

Little Sprouts Preschool is a smoke-free environment for the protection of our children. This includes no smoking in the parking lot (even in vehicles). Even smoke that lingers on clothing and other materials can be detrimental to children.

If a staff member is a smoker, they will be required to change their clothing before entering a classroom. If a child’s clothing or backpack smells like smoke when the child arrives, staff may change the child’s clothing, and put the smoky clothing in a sealed container to send home with the parent at the end of the day.

l. Outdoor Play and Excessively Hot Weather

Children are scheduled to go outside each day except in cases of extreme weather. Extreme weather is described as below 20 degrees or above 90 degrees. Please remember to send appropriate clothing for weather conditions every day (i.e., boots, hats, mittens, sun hat, etc.).

Excessively hot weather: Little Sprouts Preschool is air-conditioned throughout, so school will not be cancelled unless the air conditioning fails when the temperature is extremely hot. In that case, parents will be notified to pick up, and children will be kept comfortable with water play, under the shade or indoors. If it is too hot for children to play outdoors (above 90 degrees), additional gross motor equipment will be available for children to play in their own classroom.

Due to allergies and sensitivities parents are asked to apply sunscreen and insect repellent before bringing their children to school. If your child requires use of a specific sunscreen, please provide sunscreen to be stored in the child’s classroom. This sunscreen needs to be labeled with your child’s first and last name. Little Sprouts Preschool will reapply sunscreen for afternoon outdoor activities.

m. Policy on Diapering & Toilet Procedures

For all children not toilet trained, diapers are checked every hour and are changed as soon as they become soiled using universal precautions. Staff members are required to wear disposable gloves for each change. Children are required to use appropriate hand washing techniques (with assistance as necessary) after changes of diapers and/or toileting.

During potty training, children are taken to bathroom every 30-45 minutes throughout the day. Children will be potty-trained depending on developmental readiness. Preschool aged children tend to be self-sufficient in their bathroom skills. A staff member monitors bathroom use when the children are present. If children soil themselves their clothes will be changed.

Children can access bathroom for toileting as needed. All children are encouraged to be as independent as possible, while assistance is available as needed for clothing adjustments and hand washing. Staff will follow recommended procedures for hand washing and diapering as outlined in the Colorado Minimum Rules and Regulations for Childcare Centers.

n. Other Healthcare Needs

Please see the director regarding other healthcare needs. Individual health care plans signed by a physician must be on file for children requiring additional support/intervention (including, but not limited to asthma, seizures, diabetes, severe allergies, special diet).

Training of appropriate staff is provided by Little Sprouts Preschool's health consultant, a licensed registered nurse that visits at least once a month.

10. Safety Policies

a. Procedure for Identifying Where Children Are at All Times

Little Sprouts Preschool's procedure for ensuring that we always know where children are as follows:

1. All parents are required to clock-in upon arrival, and to walk their child to the classroom.
2. After your child is checked-in and until the time he/she is checked-out, your child will be under the direct supervision of the lead teacher and the teacher assistant of the classroom. At all times, it is the classroom teachers' responsibility to know who is working with/supervising a child.
3. Once your child has been picked up and clocked-out by the parent/guardian, it is the parent/guardian's responsibility to supervise the child. Please be sure that your child remains with you while entering and exiting the building. Please be sure that your child is always within your reach.
4. When children go outside for a walk, teachers carry a backpack that has a binder with the class roster and other emergency supplies including a first aid kit inside. Teachers will let the front desk know that they are leaving and take a field trip form with them for ease of attendance taking.

b. Field Trips

Field trips and special activities are part of the program for the preschool children, as permitted by licensing regulations.

You give permission for your child to participate in field trips in the enrollment package. You will be notified in advance of any trips, and you will have the opportunity to pull your child out of any specific trip. If your child does not participate in the group field trips, they will be placed in the closest age group for care until their group has returned. Supervisor ratios will be maintained for all field trips and special events based on the age group.

c. Transportation

Little Sprouts Preschool provides transportation for all field trips and special activities for our preschool age program. Each child will be provided a seat belt or child safety seat according to the guidelines of Colorado Law.

The teachers who transport the children will carry a cell phone along with the emergency contact phone numbers for each child who is attending the field trip. If at any time your child becomes separated from the group for any reason, the appropriate

authority along with the parent will be notified immediately. Children will be supervised by teachers from their classroom at state ratio or better. Parent chaperones are always welcome.

In case the school is under an emergency evacuation response, your child may be transported in our van or in private vehicles to the pre-designated sites. Age-appropriate child safety seats may not be available for all children during the evacuation, but they will be secured with seat belts while being transported to safety.

d. Visitor Policy

Little Sprouts Preschool encourages you to visit the school and participate with your child at any time. For new parents we encourage you to wait until your child has passed the adjustment period, as this can be stressful time for both the parent and child. Please be respectful of the nap schedule in your child's classroom and schedule your visit accordingly.

All visitors must check in at the office and will be asked about the purpose of the visit upon arrival. After presenting their current photo ID, visitors will be asked to sign the visitor log located on the counter in the front foyer. The visitor will be escorted to the appropriate area. Before leaving Little Sprouts Preschool, visitors will check out with administrative staff and sign out.

e. Incapacitated Parents

If any parent is intoxicated or appears to be under the influence of drugs while on Little Sprouts Preschool property, they will be directed to call another parent to transport their child from the school. If we feel that your child is in any danger, we will not let you take them from the school. The appropriate local authorities will be contacted for intervention, if needed.

f. Weapons

Little Sprouts Preschool is committed to providing a safe work and learning environment. Therefore, any possession and/or use of weapons, explosives, fireworks, or other objects designed and/or used to inflict injury or damage is prohibited while on Little Sprouts Preschool property. This includes, but is not limited to, items that simulate such dangerous objects. The possession of non-lethal self-defense instruments is not prohibited; however, reckless use of such devices will be considered a violation of this policy.

11. Emergency Procedures & Policies

a. Emergency Preparedness Plan Handbook

Little Sprouts Preschool maintains an Emergency Preparedness Plan Handbook, a copy of which is available at the front desk and made available for parents to review. This handbook may change as we change the procedures.

b. First Aid Emergency Response

In case of accidental injury or severe illness, we will immediately contact the child's parents/guardians. If necessary, we will call an ambulance. The child will be kept up front until either the parent/guardian arrives or the ambulance. The school will maintain parents' signed consent form agreeing to this provision.

Our staff will document any injury sustained by your child. If your child is injured and requires medical intervention, parents will be contacted immediately, and a follow up report will be filed with Social Services.

You are required to keep the school up to date on phone numbers, emergency numbers and other pertinent information. Social Services agency requires all this information to be updated and checked yearly. You will be given new forms annually to satisfy this requirement, but if your contact information changes during the year, you are required to update your child's records to reflect your new contact information.

c. Lost Children Policies

While we have never had a "lost child incident" at Little Sprouts Preschool, we feel that it is important to always be prepared. Therefore, if a child should become lost from the group, law enforcement agencies and parents/guardians will be notified immediately.

d. Fires

Fire safety evacuation plans are posted in each room. All children will be accounted for through the active classroom roster which will be taken with each classroom as they vacate the building. Once the building is cleared by the Longmont Fire Department for safe occupancy, the children will return to their classroom.

If the school is not cleared for occupancy, we will keep the children in a safe place and call the parents for pickup. Currently, arrangements have been made with Front Range Community College. Children will remain supervised until their parents can be notified, and all children have been picked up. The address for Front Range Community College is: 2190 Miller Dr, Longmont, CO 80501.

e. Tornadoes

In the case of a tornado, all children will be escorted to an area with no exterior windows. The children will be placed on the floor and staff will crouch over the children. Once the threat has passed, they will return to their classrooms.

If the school is damaged by the tornado, all children will be removed from the school as soon as possible and gathered in a preapproved safe place away from the building, where we can wait the parents for pickup. Our pre-designated safe place is Front Range Community College. Children will remain supervised until their parents can be notified, and all children have been picked up. The address for Front Range Community College is: 2190 Miller Dr, Longmont, CO 80501.

f. School Closings Due to On-site Emergency

Like in a fire, during any other emergency evacuation of the building, arrangements have been made with Front Range Community College. Children will remain supervised until their parents can be notified, and all children have been picked up. The address for Front Range Community College is: 2190 Miller Dr, Longmont, CO 80501.

g. Evacuation Due to Emergency in the Immediate Area

Like in a tornado, if Little Sprouts Preschool must be evacuated due to an emergency in the immediate area, the staff and children will be transported to the Front Range Community College. Children will remain supervised until their parents can be notified, and all children have been picked up. The address for Front Range Community College is: 2190 Miller Dr, Longmont, CO 80501.

12. Inclement Weather Policies

a. School Closes Due to Inclement Weather

In the event of inclement weather, the director will determine whether Little Sprouts Preschool will be closed. A decision will be made no later than 6:00 AM of the day. Please check Brightwheel messaging center for closure news. When possible, the answering machine at Little Sprouts Preschool will be modified to reflect the closure.

If the weather worsens while your child is at school, you are welcome to pick up your child early. If bad weather causes you to be late picking up your child, please let the office know as soon as possible.

The school does not refund tuition if we close due to inclement weather.

b. School Stays Open Under Inclement Weather

We may decide to open even on days when the public schools are closed due to inclement weather. On such days, we may open late or close early, please stay tuned for our announcements on Brightwheel.

On such days, some of our staff may be unable to get to the school on time, and some may not be able to come at all. As a result, we cannot guarantee that we have capacity for all children who need care. For parents that must work, we will take as many children as we have staff for. Children will be accepted into the school on first come-first-serve basis. Please send a message to see if we can take your child on these days.

13. Children's Personal Belongings Policies

a. Cubbies:

Each child will be assigned a cubby upon enrollment. This provides storage for clothing, papers or activities completed throughout the day. Please check your child's cubby every day. It may also contain information of upcoming events or changes within the school operations.

b. Personal Belongings and Money

Children shall not bring money to school unless specifically requested. Staff cannot be responsible for personal belongings that are valuable brought from home. Bringing toys from home is discouraged unless approved by the classroom teacher in advance.

c. Change of Clothes

Little Sprouts Preschool children have fun, and sometimes having fun gets messy! Please provide a complete spare set of clothes (socks, underwear, pants or shorts, shoes, and a top) that can remain at the school. We ask that parents of infants and toddlers provide two sets of clothing. The clothes will be stored in your child's cubby. Please replenish the items when they have been used, during seasonal changes, and as your child grows throughout the year. Please be sure to label every article of clothing with first and last name.

d. Lost & Found

Please check with management for any missing items. After a few weeks, the items will be considered unclaimed and will be removed from the school.

14. Voluntary Disenrollment Policies

Parents can disenroll a child voluntarily from the school. If you decide to withdraw your child from the school, you are required to give a 2-week written notice directly to the director or assistant director. Do not give the written notice to your child's lead teacher or teacher assistants.

If a 2-week written notice is not given, you will be charged and are responsible for paying the tuition during this notice period. If your account is not paid in full by your removal date, the balance will be sent to a collection agency and all fees, interest and penalties will be charged.

15. Involuntary Disenrollment Policies

We reserve the right to disenroll any child and/or family who is having a hard time adapting to the rules of Little Sprouts Preschool. In the event this does happen, we will try to give you ample time to find alternate care (no more than two weeks). If this disenrollment is due to physical or verbal abuse to another child or staff, you will be asked to remove the child immediately.

Little Sprouts Preschool's childcare programs are centered on the children for whom we care. We seek to provide programs designed to support each child's development and to encourage them to learn. Given the diversity of the families and communities that we serve, it is important for us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program.

Little Sprouts Preschool seeks a solid partnership with our families as a basis for their children's success within our program. Because Little Sprouts Preschool's child-centered/family approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's disenrollment from the school.

a. Reasons for Involuntary Disenrollment

The following are some reasons why we would have to disenroll a child or a family from the school.

Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting (see "Temporary Exclusion Due to Biting" below)

Parental Actions:

- Failing to abide by school policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Little Sprouts Preschool's program

Immediate Causes for Disenrollment:

- A parent/guardian or a child is physically or verbally abusive or intimidating towards school staff, other children, or anyone else at the school.
- Potentially dangerous behavior by a parent/child or guardian towards school staff, children, or anyone else at the school.

b. Working Towards a Positive Solution

The decision to disenroll a child from Little Sprouts Preschool is a difficult one for both the school and the family. In all cases, Little Sprouts Preschool's objective is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. School personnel will attempt to work with the family to take constructive steps to find a suitable solution that resolves the problem(s), before a disenrollment occurs.

When a child's teacher or an administrator has concerns over a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The school will inform the child's parent/guardian by notes, phone calls, or meetings.

If the child's behavior is problematic, a review of that behavior using the school's developmental profile and other developmental tools will aid in understanding the behavior in its appropriate context. This review includes input from several teachers and administrators, as analysis of the issue will involve multiple perspectives.

As the school develops strategies to address a child's problem, a variety of options should be considered, including:

- changes to the physical environment
- the daily structure of activities
- consistency
- transition times
- redirection

Similarly, teachers' expectations, home classroom management skills, and intervention techniques should be evaluated and changed to adapt to the circumstances.

Support is available for parents on how they might integrate the plan at home by adjusting their interactions or expectations for the child. Literature and other support resources on behavior improvement will be provided to the family, if available.

Parent conferences will be held to review the problematic behaviors and the progress of the plan implemented to resolve them. It is the school's goal to provide the parents sufficient time to take the necessary corrective action to allow the child to remain at the school and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the home classroom base environment.

Ultimately, Little Sprouts Preschool personnel will attempt several approaches before making the final decision to suspend or disenroll a child from the school.

c. Disenrollment Process

If we could not resolve the problematic behavior after exhausting all remedial action, the school will call a conference with the child's parent/guardian to communicate the

school's decision to disenroll. At the end of conference, the school will follow up with a disenrollment notice that specifies the following:

- the reasons for the disenrollment or suspension
- the date of disenrollment or length of suspension, giving the family sufficient time to seek alternative care (up to two weeks, depending on safety risks presented)
- the expected behavioral changes required for the child or parent to return or to resume or continue enrollment at the school

d. Exclusion Due to Biting

Biting is a natural part of children's development. One in ten toddlers will bite spontaneously. There are a variety of reasons for biting.

When a child starts biting the other children, we try to find the reasons. As a team (parents, teachers and Director) we will come up with a plan to decrease the biting. This plan may be developed by outside sources as we seek help to come up with an action plan. If the biting seems to be occurring frequently, you may be asked to disenroll your child from the center.

If there are 3 instances of biting in a short period of time (where the skin is broken), we may ask the parents to exclude their child from the school. This is for the safety of all the children and staff involved.

e. No Retaliation Disenrollment

Little Sprouts Preschool pledges not to disenroll a child based solely on the following actions by the parents:

- making a complaint to the Office of Licensing regarding a school's alleged violations of the licensing requirements
- reporting abuse or neglect occurring at the school
- questioning the school regarding policies and procedures

16. Healthy Food Program Policies

Meal & snack time is an important part of your child's day. Besides the nutritional value, meal & snack time offers an opportunity to observe, learn, and practice self-help and social skills.

a. No Nuts Policy

****NO NUTS (peanut OR tree nut)–** Due to severe allergies of some of the children and staff, Little Sprouts Preschool is a nut-free environment. Snacks and birthday treats brought in must be store-bought (with a list of ingredients still attached). Before bringing in any food to share with the class, please ask your child's teacher about any specific food restrictions.

b. Daily Food Program

Little Sprouts Preschool provides a morning and mid-afternoon snack for the children enrolled in the school.

Any allergies must be recorded as well as individualized dietary requirements. Every attempt will be made to accommodate your child's need.

Lunches will be brought from home daily and should contain foods from the major food groups. We promote healthy balanced diets and strive to instill good eating habits in the children.

c. Special Diets

If your child is on a highly restricted diet: gluten free or multiple intolerances to food and food ingredients, it is important for you to contact director directly to discuss options. You are required to supply all the additional food for your child.

If you do not like the food we offer and choose to provide your own, you must provide your child with nutritious, balanced food, free from nuts of any kind.

d. Nutrition

The following is information that will be helpful when preparing your child's lunch that is brought from home as well as guidelines for celebrations at Little Sprouts.

1) Fruits and Vegetables

- We offer fruit to children each week as part of our snack menu.
- We offer fresh vegetables to children every week as part of our snack menu.

2) Grains

- We offer whole grain choices at snack every week.

3) Dairy

- We offer dairy weekly, such as cheese, yogurt, and milk.
- Milk served to preschool students is low fat (1%) milk.

4) Beverages

- We make drinking water freely available so children can serve themselves both inside and outdoors. **Parents provide individual water bottles for their children.** Children are encouraged to drink throughout the day.
- We do not offer sweetened beverages to students during the program day.

e. Feeding Practices

- Our staff members ask children if they are full before removing their plate.
- Our staff members ask children if they are still hungry before serving more food.
- Our staff gently and positively encourage children to try a new or less preferred food.
- We do not use food to encourage positive behavior.

f. Supporting Healthy Eating

- Our staff joins children at the table at snack time.
- Our staff often talk informally with the children about trying and enjoying healthy foods.
- When providing your child's lunch, we encourage you to provide fruit, vegetables, protein, whole grain, and dairy for your child's lunch.

g. Food and Snacks from Home

We ask that parents to refrain from sending these snacks: cookies, candy, processed "fruit snacks", cake, sugary drinks, and other foods high in salt and sugar. We encourage parents to send fresh fruits and vegetables.

h. Healthy Guidelines for Celebrations

We encourage parents to join us for the child's birthday or other special occasions. If food is part of the celebration at school, please plan with your child's teacher in advance. Please select healthier food options that your child enjoys. Suggestions include:

- Fresh fruits
- Fresh vegetables and dip
- Cheese & whole grain crackers
- Lower fat baked goods (ex. whole grain muffins)
- Healthy foods in fun shapes

Food at a celebration that will be "shared" must be prepared & packaged in a commercial kitchen. We will not serve homemade foods. Please plan with your child's teacher in advance.

17. Primary Caregiving & Transition Policies

a. Primary Caregiving

We use a "Primary Caregiving" model in providing care. Under this model each classroom has at least two full time teachers/assistant teachers. These two teachers are assigned as primary caregivers to the children in the classroom. They take the lead responsibility for ongoing assessment and ongoing communication with parents. From time to time, we have floater teachers providing care to children in the classroom.

b. Transitions

• Home to School Transition

Transition from home to school can be stressful for both parent and the child. The importance of parents' involvement in their child's transition from home to school cannot be stressed enough. With the support of a caring parent, this transition can be a positive experience for a child, giving him or her a sense of self-confidence and accomplishment. To make the transition a positive experience, we have the following suggestion for the parents:

- Give your child opportunities to leave you and spend time fun times with other adults and children.
- Talk about school in positive ways.

- Give your child opportunities to play with items like scissors, crayons, pencils, markers, paint and paper.
- Read books to your child and talk about the pictures and the story.
- Encourage your child's independence by letting them follow simple directions and by letting them do tasks on their own.
- Take your child to visit our school. Playing on the playground, touring the building, and finding the bathrooms are helpful activities.
- Ask your child what they think school will be like. You may learn that your child understands what to expect, or you may find that they have unrealistic fears or misunderstandings. Listen and talk about school.
- Expect your child's transition to be successful. Remember the adjustment will take time.
- Your positive outlook can help your child; let them know you are confident in their ability to do well.

Between the time when you turn in your enrollment material and your child's first day at school, we would like to meet you to discuss the details on how to have a smooth transition from home to school. We would also like to arrange you to meet the lead teacher in your child's classroom so you can ask any questions you may have on our program.

- **Transition Between Classrooms**

Transitions are based on individual readiness and age. These are the times when we transition a child from one classroom to another:

- Preschool children transition to the Pre-Kindergarten program at the beginning of the school year at the same time.

Before we transition your child to an upper class based on individual readiness, the director will talk to you about your child's readiness. We will initiate the transition process after we obtain your consensus. During the transition period, we will let your child "visit" the upper class for a couple of hours each day for a week. At the end of the transition period, the receiving classroom teacher will decide whether your child is ready for transition.

18. Screen Time & Physical Activity Policies

At Little Sprouts Preschool, we restrict children's screen time and encourage active play.

a. Restrict Screen Time

TV and other electronic media can get in the way of exploring, playing, and interacting with others. Limiting screen time encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:

- Having ZERO screen time (iPad, video, and computer) for children under the age of two years for entertainment purposes.
- Not allowing screen time during meals and snacks
- Allowing no more than 15 minutes of educational computer/tablet time per day
- Allowing a maximum of 30 minutes total per week of educational and age-appropriate screen time

b. Encourage Active Play

At Little Sprouts Preschool, we understand that active play is important for healthy growth and development of young children, therefore:

- If weather is permissible, children attending a full day program will receive at least 60 minutes of outdoor play daily, in addition to 45 minutes of indoor gross motor activity (active play).
- These physical activities are scheduled so that they meet these criteria: Once in a four (4) hour or less time period; twice in a five (5) hour or more time period.
- If weather is not permissible, full-time students will receive at least 90 minutes of active indoor play.
- We will **not** withhold physical activity as a punishment.
- We will consider physical activity as a positive consequence.
- We encourage children to be active, and staff members join children in active play

19. Universal Screening, Assessment and Intervention

Throughout the year, our teachers use developmentally appropriate assessment tools for all children and ongoing observation in multiple settings to monitor progress in all areas of every child's development. In collaboration with parents, individual goals are created based on observations at school and at home, and specific strategies are implemented to aid in success. The greatest success stories for all children occur when parents partner with staff to implement similar successful strategies at home.

When it becomes evident, through universal screening, ongoing observation and any additional data, that there is a need for additional support for a child to be successful, the following procedure will be followed:

- 1) An initial conference will be held, during which all team members will meet to share observations, thoughts, questions, successful strategies, and need for additional support. A successful team must include the parent, teacher, the teacher assistant, director, and other parties as appropriate. It is expected that all members of the team disclose and discuss all pertinent information, including outside testing results as applicable.
- 2) All team members should work collaboratively to establish goals and agree upon a plan in the home and school settings. All members of the team agree that they share responsibility for successful implementation of the plan, and ultimately the success of the child. The parent is always an integral part of the team.
- 3) Any changes to services and supports will be discussed as a team and decisions will be made as a team.

- 4) When the team concludes that professional help is needed, we will make referral for you to seek such help outside of the school.
- 5) When a child is struggling due to challenging behaviors that interfere with the safety of self and/or others or require intense and/or frequent one-on-one support at school, the team will meet to create a Behavior Support Plan. The team will reconvene, as often as necessary, to review progress and make changes to the plan. All members of the team agree that they share responsibility for successful implementation of the plan, and ultimately the success of the child.
- 6) Open communication and collaboration between home and school are critical components for a child's success. If team members are unable to agree upon and implement a plan successfully, it may be determined that Little Sprouts Preschool is not a "good fit" for the individual child.

Our goal is to achieve Little Sprouts' mission, provide a safe environment conducive to learning for all, and to ensure success for all students through implementation of a collaborative, team approach and family-school partnership. Little Sprouts Preschool reserves the right to exclude a student due to ongoing safety concerns resulting from the individual child's needs, and/or the inability of the program to provide substantial 1:1 support for an individual child's needs.

20. School & Parent Communications

We deliver our communication to parents through Brightwheel, paper copies in cubbies, snail mail and social media posts.

a. Keep Your Contact Information Current

Social Services requires all contact information to be updated and checked yearly. You will be given new forms annually to satisfy this requirement. If your contact information changes during the year, you are required to update your child's records to reflect your new contact information.

You are required to keep the school up to date on phone numbers, emergency numbers and other pertinent information. If your email address has changed, you need to contact the school to have it changed.

b. Monthly Communications

Our Monthly Parent Newsletters are uploaded on your Brightwheel account. The newsletter illustrates activities children have been participating in, upcoming events and important notices. Your teacher will post lesson plans and classroom's arrangements outside your child's classroom.

c. Progress Reports

Little Sprouts Preschool will perform developmental evaluations at least 2 times a year for each child at the school. You will have the opportunity to meet with the lead teacher, or director to discuss in detail your concern

about your child's development. You may request a conference with your child's teacher and/or the director at any time if you are concerned about your child for any reason.

d. Back to School Night

An orientation is scheduled in August each year for parents and students. We strongly encourage all parents/guardians to attend.

e. Resolution of Concerns & Complaints

In any school, there may be times when a parent is not satisfied with a situation. Little Sprouts Preschool's goal is to support a relationship between you and your child's teacher that will enable you to resolve concerns or differences. Therefore, you're encouraged to talk to your child's teacher first to resolve any concerns you may have. Generally, this discussion should be held when you identify the issue or concern, or within 3-5 days if you are responding to a specific incident. Most concerns should be able to be resolved in this manner.

If your concerns are not resolved, or you have concerns that you are unable to talk about with your child's teacher, you are encouraged to take your concerns to the director. Should you not be satisfied after speaking with the director, you may take your concerns to the owner and president of the school.

21. School & Parents Partnership Policies

Our goal with parents is to establish and maintain a collaborative relationship with each child's family in order to maximize the child's development.

To reach our goal we must work cooperatively with parents. We encourage parents to become involved with the school and invite suggestions and comments to improve our programs. These interactions aid our goal for the children to feel important about themselves and to give them a sense of pride and accomplishment.

a. Opportunities for Partnership

As a Little Sprouts Preschool parent, you have plenty of opportunities to build a strong family-school partnership with us. Here are some examples that could happen during the year:

- visit classrooms
- participate with field trips
- attend school-wide events and parties
- volunteer in school activities
- participate in surveys initiated by the school
- attend parent/teacher conferences twice a year
- attend the educational information sessions on child development and learning that are organized by the school
- provide genuine, respectful, constructive and helpful feedbacks on social media

b. Social Media Interactions

Little Sprouts aims to build a positive public image in the community. As an independently run school, the positive reputation we have built over past

decade is very valuable to us. We desire to maintain and enhance our positive image in our community through our hard work and genuine care for our community.

We use these channels to provide helpful information about our school or about early childhood education in general. Our primary audience are currently enrolled families, but at times are public in general.

Parents are welcome to interact with us on social media. All we ask is for all of us to be genuine, respectful, constructive and helpful to each other.

It will be tremendously helpful if you leave positive reviews on social media or business review sites such as Google, Facebook, Care.com etc.

22. Video & Photography Policies

The school has surveillance cameras which are used for security and training purposes. Please note that while on site you may be videotaped. All taping is strictly used for the benefit of the school, its security and training purposes.

Photos may be taken for use in the child's portfolio and will be taken only with the school's camera/card. Photos of children will not be removed from the school for any other use unless your written permission has been given first. All photo/video is used internally including the graduation and holiday shows.

Families give permission for their children to be videotaped and/or photographed. If you are taking video or pictures (for example, for your child's birthday party celebration) please check with your child's teacher regarding which children can be included.

23. Licensing & Complaints

a. Licensing Inspections

Little Sprouts Preschool is licensed by the State of Colorado, Department of Human Services. The most recent Fire, Health, and Childcare Licensing inspections are available for review upon request. Inspections are maintained by the Director of Little Sprouts Preschool.

b. Reporting Licensing Complaints

If you have a complaint concerning suspected licensing violations at Little Sprouts Preschool, you may file a complaint at: Colorado Department of Human Services, Division of Childcare & Licensing, 710 S. Ash Street Denver, Colorado 80246, or call (303) 866-5958 or 1-800-799-5876.

Tuition Rates
(as of August 1, 2024)

Preschool (ages 3-5 years)-Full time only

5 Days: \$310/week

3 Days: \$220/week

2 Days: \$150/week

Part time (ages 3-5 years)

Hours: 9:00 am-12:30 pm

5 Days: \$200/week

3 Days: \$125/week

2 Days: \$90/week

Initial Registration Fee- \$100 for one child, \$150/family (non-refundable)

Annual Registration Fee- \$100 for one child, \$150/family (due August 1st each year)

Sibling Discount- 5% off for each child besides the youngest child of the family in full time programs only.

Military and Law Enforcement/First Responder Discount: 5% off