



POLICY AND PROCEDURES

HANDBOOK

**CHILDCARE NATION, LLC
POLICY AND PROCEDURES**

TABLE OF CONTENTS

1.001. Who We Are	2
1.002. Vision Statement:	3
1.003. Mission Statement:	3
1.004. Purpose	3
1.005. Values	3
1.006. Beliefs:	4
1.007. Theory	4
1.008. Approach	4
1.009. Philosophy of Childcare Nation:	4
1.010. Ages of children:	5
1.011. Hours of service Before Care Hours/ Holiday Closures:	5
1.012. Inclement/Excessively hot weather or if a natural disaster occurs:	5
1.013. Admission, Registration, and Itemized fee schedule:	5
1.014. Identifying the Location of Children at all times:	5
1.015. Guidance and Positive Instruction:	5
1.016. Notifying parents for injuries, illnesses, accidents:	6
1.017. Lost child -- emergency procedure:	6
1.018. Field Trips:	6
1.019. Releasing Children:	7
1.020. Late Pick-up/Drop off procedure:	7
1.021. Medication Delegation and Administration:	7
1.022. Children's personal belongings and money:	7
1.023. Meals and Snacks:	8
1.024. Visitors:	8
1.025. To file a complaint:	8
1.026. Child Abuse:	8
1.027. Dates and Times:	8
1.028. Notification of Cancellation of Students:	8

**CHILDCARE NATION, LLC
POLICY AND PROCEDURES**

1.029. Volunteers:	8
1.030. Policy on Withdrawing a Student:	9
1.031. Discipline and Consequences Procedures:	9
1.032. Parent and Staff Conferences:	9
1.033. Decisions and Suspension:	9
1.034. Staff-Child Ratios	10
1.035. Maximum Group Size for Children	10

CHILDCARE NATION, LLC POLICY AND PROCEDURES

1.001. Who We Are

Welcome to Childcare Nation Early Childhood Enrichment Program. We believe it is important for children to have positive experiences with caring adults and peers in a safe, secure, nurturing, friendly environment while having tons of FUN!

Preparing children to be life-long learners through play-based educational programs has proven to be one of the most beneficial aspects in preparing them for the next level of education.

1.002. Vision Statement:

To educate children that we are all created equal with no prejudices.

To respect all nationalities and cultures with patience and manners while learning their ways.

We envision a world where all children are prepared for success in school through highly effective early childhood education.

1.003. Mission Statement:

To build confidence in our children that they can achieve anything in life if they take advantage of the education provided to them. To help them understand education is a privilege not an entitlement.

1.004. Purpose

At Childcare Nation, we base our delivery of services on how your child sees and experiences their environment. Viewing the environment through “the eyes of a child” guides the program to provide services based on what the child needs to develop, such as trust, feelings of security, independence, and initiative. Our goal is to enable each child to develop his or her potential in all aspects of physical, social, emotional, and intellectual development. We provide individualized support to ensure the children have access to activities, materials, and other learning experiences.

Childcare Nation values an inclusive setting for all children, regardless of family circumstances, that honors and respects their diverse abilities, cultural beliefs and traditions. We encourage staff and children to celebrate diversity through our curriculum by sharing cultural experiences, worldviews and family customs.

We believe that you are the expert on your child. Our purpose is to synergistically support your efforts in your child’s development in line with your goals.

1.005. Values

The values that underlie all efforts and activities undertaken by Childcare Nation are Excellence, Stewardship, Growth, Innovation, Collaboration, Diversity, Family-Centered, Integrity, and Accountability.

CHILDCARE NATION, LLC POLICY AND PROCEDURES

1.006. Beliefs:

We believe each child is unique and they should be educated based on their individual personalities. We let them learn at their own pace with no pressure. Early childhood is the best time to support the optimal development of children. High-quality programs support the optimal development of individual children so they can succeed in school, and in life.

1.007. Theory

Quality early childhood programs are created and implemented by adopting and adapting evidence-based early childhood developmental and educational theories.

Childcare Nation continuously strives to improve program quality and child outcomes by bringing life to early childhood theoretical approaches. These approaches inform us about best practices for serving both the Childcare Nation community, the greater early childhood community and the families we serve.

1.008. Approach

Through the reflective practice process, Childcare Nation assesses school quality on an ongoing basis. This enables us to address areas needing improvement; establish goals and benchmarks; and adapt, change and implement the most promising early childhood practices in a responsive and efficient manner.

1.009. Philosophy of Childcare Nation:

We want to set the standards in the industry and encourage childcare companies to hire certified teachers who help with educational enrichment. We help underprivileged families afford top-quality care for their children which is why we partner with Colorado Child Care Assistance Program (CCCAP), Project Self Sufficiency and Women Give.

1.010. Ages of children:

3yrs to 6yrs may attend Childcare Nation's Early Childhood Enrichment program. All children of this age must be potty trained

1.011. Hours of service:

6:45am to 6:15pm M-F. Information on hours for Holidays will be posted in advance. Emergency and early closures will be handled as they arise.

1.012. Inclement/Excessively hot weather or if a natural disaster occurs:

Childcare Nation will host activities in-doors if the weather is too hot or cold outside. If there is a fire, all children will be taken outside to the safest area. If there is a tornado, all children will be led to a hallway where there are no windows. Once the weather has passed and deemed safe, the children will resume in their designated room. Fire and Tornado drills will

CHILDCARE NATION, LLC POLICY AND PROCEDURES

be performed once every other month, or as stated in the Director & Staff Responsibilities document.

1.013. Admission, Registration, and Itemized fee schedule:

A pre-admission interview (either by phone or in-person) will be held with the child's parent(s) or guardian(s) to determine whether the services offered by Childcare Nation will meet the needs of the child and or parent(s) / guardian. See Enrollment Link for registration details. Immunization records must be included with the enrollment package on a form that we provide. Health information must be turned in at the time of registration and updated annually.

1.014. Identifying the Location of Children at all times:

No child will be out of the sight of the director or program leader at any time. The program will be located in a designated classroom, cafeteria or playground.

1.015. Guidance and Positive Instruction:

Childcare Nation actively practices positive instruction by supporting positive behavior. Positivity, compassion, listening, and understanding are ways we choose to facilitate a well balanced early childcare enrichment program.

1. We cultivate positive child, staff and family relationships by accepting and celebrating children's differences. We adapt and listen effectively by giving the children our time as they ask questions, grow and learn individually at their own pace. We develop communication skills with children, staff, and families we serve to create a high functioning early childcare program. By learning to give and take feedback, we grow with our families and their children to meet their needs fully and effectively.
2. We create and maintain a socially and emotionally respectful early learning and care environment by being relentlessly proactive to ensure quality care for the children of Childcare Nation.
3. Implement teaching strategies supporting positive behavior, prosocial peer interaction, and overall social and emotional competence in young children. We support this by a moral code of educational enrichment strategies.
4. Provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspension and expulsions. We pay attention to each child's individual needs by listening and practicing active communication.
5. For children with learning disabilities, we recommend parents to consider accessing an early childhood mental health consultant or other specialists as needed.

CHILDCARE NATION, LLC POLICY AND PROCEDURES

1.016. Notifying parents for injuries, illnesses, accidents:

If a child requires medical attention under Childcare Nations supervision, the parent(s) or guardian(s) will be notified, and necessary medical care will be sought from a licensed physician or medical facility. A responsible staff member will be present or within a visual and aural distance of any ill child. If considered not to be a serious injury, illness or accident, the staff will properly administer first aid to the child and notify the parent/guardian of an incident.

1.017. Lost child -- emergency procedure:

After an extensive search of the entire facility and its perimeter, if a child is lost for more than 10 minutes, the police and the Parents/Guardian(s) will be notified. If we cannot reach parents, Childcare Nation staff will call every person on the "authorized for pick-up sheet". If a child gets lost while on a field trip all activities will be canceled until the child is found. All procedures previously stated above will apply. At no time will a staff member leave a child until all issues are resolved. Within 48 hours of a lost child incident, the Colorado State Dept. of Child Services will be notified.

In case of a tornado, fire, earthquake, etc. we will respond to the emergency as efficiently as possible with safety being our top priority. We will stay informed, evacuate in need be, avoid unnecessary risks, and go to the safest location to keep all children safe from harm.

1.018. Field Trips:

If and when we have field trips, there will be a 1:10 adult/child ratio at all times. Children will be actively supervised at all times. An itinerary of field trips and children/staff names will be posted at the headquarters location. The director will have the children's files with them at all times in case of an emergency. Swimming Field Trips: All requirements stated above apply along with; A certified lifeguard on site.

If there is a video or television movie/show watched, it will be G rated. Children will be supervised the entire time of viewing by directors.

1.019. Releasing Children:

Children will only be released to the names of the people provided on the "Authorized for Pick-Up Sheet". No child will be authorized to leave with anyone that is not on the Pick-Up sheet. Children will not be allowed to sign themselves out for any reason. If a parent is not allowed to pick up their child, there must be a written custody court order in the child's file stating as such.

1.020. Late Pick-up/Drop off procedure:

If a parent or authorized pick up person has not arrived by the designated closing time, Childcare Nation staff will call parents and/or everyone on the "Authorization for Sign Out Sheet" and will stay with the child until an authorized person arrives to pick up. Once all

CHILDCARE NATION, LLC POLICY AND PROCEDURES

emergency contacts have been called and still no response the director on-site will be responsible for calling the police to report it after 30 minutes. This will be followed by a call to Larimer Child Protection Services. A “Late Pick-up” form will need to be completed and signed at the time of pick-up and additional fees for late pick will be applied. If a child arrives late to the program they will be admitted unless the group has already left on a field trip. Once the group has left, the doors will be closed and locked. Staff will not be available to provide care. The parent will be required to transport the child to the field trip or make other arrangements.

1.021. Medication Delegation and Administration:

Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written consent from a prescribing practitioner and parent/guardian’s consent. All medications must be provided by the parent/guardian and kept in the original container clearly marked with the child’s name. Controlled medications will be locked and accessible to delegated staff only. The center may, with written parental/guardian consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff will be aware of which children have asthma and who may use their own inhalers as needed. The center will administer medications for chronic health conditions or emergency situations by Medically Delegated Staff. If a child has a communicable illness, they will be separated from the other children until a parent or guardian picks them up. Sunscreen lotion must be supplied by the parent and will only be administered by a staff member or supervised by a staff member if the child prefers to apply it themselves. Please note, if the company supplies the sunscreen, it will have an SPF of 40 or more. See the “Medical Information Sheet” for more details.

1.022. Children’s personal belongings and money:

The school and company are not responsible for lost items or money. Childcare Nation will do everything possible to help the children keep all their belongings in a neat and orderly fashion by issuing separate bins to store personal items.

1.023. Meals and Snacks:

Childcare Nation does *NOT* provide food. Parents will pack AM snack, lunch and an afternoon snack. Water is provided at all times. If the child(ren) would like to bring a snack they may do so at any time. Children will wash hands before eating or when needed. Must be USDA approved.

1.024. Visitors:

Parents/Guardians must provide documentation to Childcare Nation staff of a visitor in advance. All Visitors must provide their name, address, the purpose of the visit and a photo I.D. Visitors will sign in and out at the time of their arrival and departure.

CHILDCARE NATION, LLC POLICY AND PROCEDURES

1.025. To file a complaint:

To file a complaint about this facility, please contact: The Colorado Department of Human Services Division of Child Care 1575 Sherman Street, Denver Co. 80203 or call (303) 866-5958 or 1-800-799-5876 Fire, Health and Inspection Reports are available upon request.

1.026. Child Abuse:

If any of our staff suspects that a child is the subject of child abuse, they will report it to Larimer Co. Human Services Division 844-CO4-KIDS or if in Weld County, Human Services Division 970-352-1551.

1.027. Dates and Times:

Annually 6:45am to 6:15pm. Services offered to parents will be notified by flyers, website-links and written material.

1.028. Notification of Cancellation of Students:

Parents are required to give a (1) one month (if applicable) notice of cancellation if they intend on withdrawing their child from the program. Childcare Nation will give a one (1) month notice to parents if services will no longer be provided for any reason.

1.029. Volunteers:

Volunteers must sign in and sign out as per the visitor policy. Specialty instructors will follow the same policy. If a volunteer volunteers for more than 14 days per school year and they are counted in the staff to child ratio, they must have an FBI fingerprint and TRAILS background check. Volunteers are not allowed to be left alone with the children at any time. The Volunteer's function is to help supervise, educate, play and maintain the safety of all the children. They must be directly supervised by a director or program leader and must read and understand the policies and procedures of the center.

1.030. Policy on Withdrawing a Student:

Childcare Nation will document all unacceptable behavior and report to the child's parent/guardian. The parent/guardian must sign-off on the report stating they have read and understood the incident report.. After three reports have been documented, a meeting is to be scheduled with parent(s), teacher and executive director to discuss in detail. Childcare Nation will provide options and work with the families to do everything we can to help your child succeed in the program. After three negative reports and discussions with parents, if the unacceptable behavior persist, our last resort will be to withdraw the child from the program.

CHILDCARE NATION, LLC POLICY AND PROCEDURES

1.031. Discipline and Consequences Procedures:

1. The child will be separated from the situation in a calm manner and the staff member will discuss the desired behavior. We let them know that we care for them, it is simply their behavior that is not acceptable.
2. Children will never be subjected to physical, emotional harm or humiliation.
3. Staff will never use, or permit another child to use, corporal or harsh punishment, including but not limited to: pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening methods of discipline.
4. Discipline will never be associated with food, rest, or toileting. These basic needs will never be denied or forced upon a child as a disciplinary measure.
5. Separation, when used as a discipline, will be brief and appropriate for the child's age and circumstances. The child will be in a safe, lighted, well-ventilated area and be within the hearing and vision of a staff member. The child will never be isolated in a locked room, bathroom, or closet. Verbal abuse and derogatory remarks about any child are not permitted. Authority to discipline will never be delegated to other children, and Childcare Nation will never sanction one child punishing another child.
6. Abuse: If Childcare Nation observes signs of child abuse we are legally permitted to report the abuse by the Code of Colorado Regulations 7.701.5, General Rules for Child Care Facilities.

1.032. Parent and Staff Conferences:

Childcare Nation provides conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs; we want to meet your child's needs as effectively as possible to help ensure their growth and education. Conferences provide an understanding of how our staff can assist your child by sharing and trusting one another to customize the proper care and learning techniques for your child.

1.033. Decisions and Suspension:

Decisions are made according to the Code of Colorado Regulations for early childhood social services rules and regulations. The owner of Childcare Nation will effectively take steps prior in regard to suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues. These procedures must be consistent with the center's policy on guidance, positive instruction, discipline and consequences, and include documentation of the steps taken to understand and respond to challenging behavior.

**CHILDCARE NATION, LLC
POLICY AND PROCEDURES**

1.034. Staff-Child Ratios

AGES OF CHILDCARE NATION CHILDREN	NUMBER OF STAFF
3 years to 4 years	1 staff member to 10 children
4 years to 5 years	1 staff member to 12 children
5 years and older	1 staff member to 15 children
Mixed-age group 3 years to 6 years	1 staff member to 10 children

1.035. Maximum Group Size for Children

AGES OF CHILDREN	MAXIMUM GROUP SIZE
3 years to 4 years	20 children
4 years to 5 years	24 children
5 years and older	30 children
Mixed-age group 2-2 to 6 years of age	20 children