



Parent Handbook



We are looking forward to getting to know you and your child. This handbook covers some basic information about our center and our policies.

Young Peoples Learning Center is a non-discriminating, state licensed, early childhood education center for children 6 weeks to 15 years of age. Infant/Toddler care for children 6 weeks to 3 is offered through our Alliance Program - Toddler care, for children 1 to 3 years, is offered at our Mathews Street location and Preschool care, for children 2 ½ to 5 years, is offered at our Plum Street location. For school age children, we offer transportation from selected nearby schools to our school age program. Our school agers also enjoy special weekly programs for Holiday and Spring Breaks; the most active summer programs around for children ages 5 to 10 years (KinderCamp and FunCamp); as well as a unique, very active summer program for 11 to 15 year old (Teen Camp.)

Most people select Young Peoples because we have a small, homelike environment - a good stepping-stone between home and elementary school. We believe in learning through play, color, messes and noise. We invite you to walk around, observe, and talk with the staff and children and see Young Peoples for yourself.

Young Peoples Learning Center welcomes and celebrates the diversity of our students. We accept students with disabilities whenever feasible. We will work with outside agencies in order to provide additional programming as needed. We have specific relationships with local speech and language centers, child and family therapy services and occupational therapists to serve families and train staff. We work closely with these service providers to get children and families as much support as possible. These services can be provided on or off site. Please speak with a director about any special accommodations your child might need, and we will do our best or help families work with the Larimer County Early Childhood Council to refer them to more appropriate care options. Our classrooms are not equipped or trained to restrain children and we may also not be the right care setting for children who have issues with harming other children. We want children to be in the best fit possible for their needs and will work with parents to give referrals if we are not the right location. Please note our downtown facilities have stairs and narrow doorways which may prevent certain families from having the access they need.

Children or families whose first language is not English are always invited to request paperwork or other information be translated for them. In addition, we will work with local higher education institutes (CSU and FRCC) and school districts (PSD) to provide teaching assistants or resources who speak a child or parent's native language whenever possible (see attached list). Parents should request this through a director two weeks before the material is needed or a week before a meeting in which a translator is needed.

Our History

Janice and Dennis Griffith began running Young Peoples Learning Center (YPLC) out of the Mathews Street location in 1978. They purchased the Plum Street location in 1994. We are truly a family business and strive to treat employees, children and parents as all part of our Young Peoples Family. With backgrounds in Early Childhood, Business Administration and Social work with Children and Families, our philosophies are based on learning through play, teaching behaviors through loving guidance and program quality that matches the investment of families. In the following pages we will share with you our philosophy toward children, as well as our school policies. As you read them, it is our hope you will sense our commitment to providing a positive high-quality learning environment for your child.

Philosophy

Young Peoples Learning Center was named after its philosophy was developed. "Young Peoples" was chosen to accentuate equality between children and adults. The rights and desires of adults are comparable to those of children; the



right to be respected, the right to express feelings and opinions, the right to be heard and responded to, the right to independence, the right to choose, and the right to be seen as an individual.

“Learning Center” was chosen because your child will learn and grow socially, emotionally, physically, and intellectually through the many activities and situations presented to him/her – dramatic play, books, manipulative toys, block play, cognitive learning games, large muscle exercise, creative art, craft projects, puppets, science experiments, field trips, group time discussions, baking projects, social interactions, eating experiences, etc. These various experiences will enable your child to become an independent and positive person ready to succeed in the lifelong learning process.

Our Programs

The Alliance Program is open from 7:00am to 5:30pm, the Toddler Learning Center is open from 7:30am to 5:30 pm and the Preschool Learning Center on Plum Street is open from 7:30 am to 5:30 pm. We are open year-round Monday through Friday, excluding the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. If Christmas and New Years Day fall on a weekend, we will either be closed the Friday before or the Monday after. We are also closed on Columbus Day and President’s Day for staff in-service and training.

We provide special camp days for any school-out days when PSD is not in session. Please note that not all charter and private school schedules can be accommodated. The schedules for these days will be posted on our school-age monthly calendars. We also provide care on most un-scheduled days off public school, such as snow days. Give us a call on these days to see what is available.

Admission and Registration

Before registering, we like parents to speak with a director and walk through the school. Please set up a tour with the director. We encourage all parents to set up a day for your child to visit his or her classroom with you for a short introduction time once you have decided to register.

During this process, you will be requested to fill out several forms which give us information about your child and your family. In addition to our in-house forms, we need a well child form and a record of your child’s current immunizations. Children may not be admitted to the school without these forms. We will also require updates to these forms for your child to continue attending. We have attempted to capture information we think may be helpful in caring for your child,

but we always welcome additional information you think might be helpful. These forms must be completed and submitted at least 24 hours **before** your child's first day. Children are required to have all AAP recommended vaccines. Only medical exemptions will be accepted.

If your child has a medical condition that requires a Health Care Plan, this plan must also be complete and in place before your child may be received into the center. These include plans for seizures, asthma, diabetes, severe allergies and heart or respiratory disabilities.

Family Connections and Participation

Research shows that when families interact with their child's school, children benefit in a multitude of ways. Their rates of academic success increase, and they are better able to handle stresses throughout their school career. These outcomes are often attributed to children being able to feel and experience their family's commitment to education when families are participating in classrooms and activities, engaged in out-of-school time events and when they talk about school at home. The connection between families and school needs to begin early, and we want to make sure there are opportunities for families here.

Get involved in the classroom! We encourage family members to take some time to share a talent or some time with their child's classroom. Do you have a cool job that you could come into the classroom and show off your tools? Does your child's grandmother have an hour or two they would like to come read stories in the classroom? Do you have a hobby or talent that you could come teach or share with the children? Do you work somewhere that we could take a field trip to? We would love for you to be involved in any way you can!

We have many additional opportunities for families to get and stay connected with our school which include child and parent lending libraries, take-home worksheets, art work for home, classroom parties, outside of class time social events, family education nights and notes and newsletters provided to families.

In addition, we invite parents to have input on our programs and policies. We send out surveys on our overall programs throughout the year and an additional survey when your child moves classrooms. Once a year we will produce an annual report for parents to review. This report will include policy information, general personnel information, general business practices, changes in programming for the year our Quality Improvement Plan, our timelines for improvements and our outcomes from the last year. We ask for written feedback upon

releasing the report and in addition, we will discuss decisions and changes to our programs each year at our Annual Parent Information Meeting.

Also referred to as Back to School Night, this event happens each year in September and introduces new families to our program and classrooms. Sometimes, if lots of children enter a classroom at a different time of year, we may hold a special additional night. Each classroom and year has slightly different goals, policies and personalities and our program is always changing and improving, so please attend these nights each year!

Parent teacher conferences will be held each year in October/November and May for preschool classrooms and before a transition to a new classroom in the Toddler program. We will discuss your child's progress at these times but would also like to talk about your goals for your child and any information about your home which may be helpful to your child at school.

Get involved in our policies! We always welcome parents to give feedback. We request surveys when you transition from one classroom to another, but we welcome feedback at any point – give us a call, drop us an email, or reach us in person. In addition, we host a meeting each December to discuss business practices, teacher recruitment and retention and to review a “State of the School” document as well as our current Quality Improvement Plan – a document that is constantly being worked on and is available in a recent form on our website for review at any time. Join us!

Volunteers and Visitors

All visitors who are not parents must sign in with the Visitor Log at the front desk.

Occasionally, you may see a different face in the classroom. We do work with high schools, Front Range Community College, AIMS Community College, CSU and UNC in accommodating student teachers and volunteers who need experience with young children. We feel we make an impact on future children's lives by helping to educate future teachers from the community. Even when we have volunteers and visitors, children are always in the care of a Young Peoples staff member.

Occasionally, we have to have a substitute teacher due to illness or vacation time of a regular teacher. If we do have to call from our substitute list, we have one of our regular teachers also in the classroom.

Birthdays

Birthdays are celebrated at the center. You may provide a special treat and celebrate your child's birthday at snack time. The "party time" will usually be during a scheduled snack time. Please check with teachers about the number of snacks to provide and the timing of party.

We request that parents try to bring healthy treats for these celebrations. Fruit and creative vegetable creations are great. Low-sugar fruit popsicles, sweet breads or a nonedible treat such as stickers or pencils are also a good choice. If you do bring cupcakes, please make them the miniature sized ones. We may not serve food that was not prepared in a commercial/licensed kitchen. Please bring store-bought/prepared treats.

Pajama Parties

We are open on the first and third Friday evenings each month at our Preschool Learning Center in Fort Collins from 6 to 11 pm. These nights are just fun for kids and a break for parents. We often watch a movie and have a snack! Please check for notes on the front door and parent sign-in/out boards for sign up information. This is offered through teachers dedicating extra time and participation is priced separately. Please see the signup sheet for details. In addition, we are usually open all Friday nights in December for parents to shop for the holidays.

Screening, Referrals and Additional Services

We find it important for children to be screened in the following areas: Overall Development, Hearing and Speech, Vision, and Dental.

We ask that parents provide information with their well-child check-up form from their doctor, that a developmental screening has occurred. This screening should be part of the annual exam and we hope this policy empowers parents to ensure their doctor visit is complete.

We invite speech pathologists from the Children's Speech and Reading Center (970-419-0486) in to do speech and hearing screenings periodically at our preschool site. We request that your child be screened at least once per year and provide waiver forms for this purpose.

The Lyon's Club sends volunteers on an annual basis to do a vision screening for children in our care. We request that your child's vision be screened once per year and provide waiver forms for this purpose. This is only at our preschool location.

Dental screenings are provided by a local dentist office on an annual basis for children in our care. We request that your child

have a dental screening once per year and provide waiver forms for this purpose. This screening occurs our toddler and preschool locations.

For children from birth to age 5, referrals for developmental/cognitive/speech screenings are made through the local Child Find organization. For 0-3 that is done through Foothills Gateway (970-226-2345), and for children ages 3-5 that is done through Poudre School District (970-490-3040).

If your child is not present for the screening days on site or needs a screening in-between these times, information has been

provided in the intake paperwork for providers who can complete the screenings. This information is also available anytime at the front desk. Additional referrals for children are always made as a team effort. Parents, teachers or administrators may initiate a request for a screening or evaluation by speaking with a director, teacher or parent. If parents agree and a referral is made, it is additionally up to the parent whether Young Peoples' staff will be invited to be a part of the evaluation or treatment process. Directors are always willing to facilitate on-site observations of children or Young Peoples' staff and we are always happy to send teachers or administrators as support to a family or team meeting or service visit. Please let a teacher or director know how we can help! Young Peoples will make ourselves available to be part of plans made by outside providers whenever possible.



Our Toddler Program

Our toddler center will provide your child with a safe and nurturing environment designed especially for 12 months to 3-year olds.

Through developmentally appropriate activities, we will help your child in growing fine and gross motor skills, language skills, and social skills.



For many children this is their first experience in a childcare setting, and for many it will be the first time away from mom and dad. We want to make the transition as smooth as possible by developing a trusting, empathetic and nurturing relationship with your child. We also value an open relationship with parents. Working together, we can help your child have a successful transition. Daily notes home help to keep you updated on your child's progress. Parent conferences are

conducted whenever a child transitions from one classroom to the next and on a “as needed” basis, as requested by parents, teachers, or directors.

Turtle Classroom - The Turtle class is for children 12 to 18 months.

Our home like environment and nurturing teachers help your child to adjust and feel comfortable. We gently encourage positive social skills, independence through exploration and familiarity with routines. To accomplish these goals, children are provided with inviting surroundings, a variety of materials and furniture for their size, activities designed to allow growth and finer development of motor skills and nurturing and experienced teachers.

Dolphin Classroom - Children in the Dolphin Class are 18 – 24 months.

Children in the Dolphin Class are rapidly changing. Their ability to use words to express their wants and desires is expanding from just one or two words to a whole sentence. They are becoming more aware of the concept of others – learning about boundaries of behavior and awareness of other people in their lives. A child’s excitement in learning new skills can be both exciting and frightening for them. The Dolphin Class offers them a nurturing, safe place to explore their world and learn new skills.

When children leave the Dolphin Class, they will be better able to develop friendships with their peers and express their feelings and needs in an understandable manner. Through hands-on learning they will have had exposure to math, science, art, language, music and literature. Our varied enrichments invite new people into their lives which not only has educational but social benefits. As your child leaves the Dolphin Class you will notice a big difference in their personality. They not only are ready for the next exciting step in the classroom, but they love the challenge and excitement of learning more skills.

Whale Classroom - The Whale Classroom is for children 24 to 36 months.

As teachers, we help these children in becoming independent and creative while preserving their unique personalities. Your children will learn to dress themselves and learn how to use the bathroom. We practice getting along with our friends and taking care of our own things. Math, science, literature and art are incorporated into each day. We specialize in providing a loving and safe environment in which your child will grow and flourish.

The Whale Classroom is designed to accommodate your child’s active and changing personality. Through large muscle, small muscle and art activities, we teach colors, shapes, numbers, letters, counting,

patterns, songs, finger plays, etc. We have a varied and interesting curriculum which engages each child in learning

Sample Daily Schedule at Our Toddler Learning Center

- 7:30 Center opens – Free play, rocking, cuddling, stories
- 8:00 Teacher Directed Activity & Free Choice Activity Time
- 9:00 Snack-Time
- 9:30 Group Time – Music, stories, discussions
- 10:00 Free Choice Activity Time – Art, center-time, games
- 10:30 Enrichments (such as music, language arts, science, movement, etc.)
- 11:00 Outside Play/Walks
- 12:00 Lunch
- 12:30 Naptime – Rocking, rubbing backs
- 2:30 Quiet Stories and Play
- 3:30 Snack-Time
- 4:00 Teacher Directed Activity & Free Choice Activity Time
- 4:30 Free Play – Outside
- 5:00 Story time, table toys (manipulatives)
- 5:30 Center Closes

(Diapers will be changed every two hours, or when needed)

Our Preschool Programs

Our preschool program serves children from ages 2 and a half through their transition into kindergarten. Our building opens at 7:30 am, and we request children arrive by 9:00 am every weekday to take full advantage of the curriculum, **children may not be dropped off after 11am.**

Themes are selected according to the children's interest and developmental needs. Group times, activity times, field trips, speakers, displays, songs, and games are planned around these themes. Group time is a time for discussions, stories,

language arts, and learning games. Morning snack and lunch are included as a nutritional and social part of our program.



Activity time is a time for teacher-directed experiences (such as creative art, craft art, baking, science, math projects, group games, etc.) and child-directed activities (such as blocks, dramatic play, workbench, art easel, climber, cognitive learning games, etc.) This “freedom of choice” time allows children to choose friends and activities they enjoy and need; they learn to socialize, explore, and create in a child-oriented environment. Some groups also enjoy a fitness walk after lunch!

A written evaluation of your child’s progress in our program will be completed each October, January and April. Parent conferences will be conducted twice a year in October and May as well as on an “as needed basis,” as requested by parents, teachers or directors.

Penguin Classroom - The Penguin Classroom is for children approximately ages two and a half to three and a half.

Many children this age is moving to this school from our toddler learning center, or are attending school for the first time. Children in this classroom should be potty-trained or ready to move forward with that process. As with all skills, we help them every step of the way. In this classroom, children are exposed to learning in small groups and larger groups. They are taught many self-help skills such as dressing and family style eating. Through talking, reading, games and hands on activities, children are taught concepts of letter recognition, basic science and math principles, art and music enjoyment and social skills. We take time each day to focus on nutrition and movement as well as social emotional skills. The emphasis in this classroom is placed on helping each child to become independent by building life skills. We work to unite the classroom as a community using cooperation and loving kindness.

Parrot Classroom - The Parrot Classroom is for children approximately ages three and a half to four and a half.

This classroom nurtures children’s growing need for social interaction and their need to organize their social and

academic world. By the end of their time in this classroom, children have a good grasp of beginning letter sounds and can recognize most letters and numbers. They have a good concept of 1-to-1 correspondence and have begun to learn addition and subtraction. They can ask questions about things they are curious about. They can explore their world both physically and intellectually as they gain control of their muscles and their own creativity. They have a vocabulary that enables them to express their feelings and speak to what they see in the world around them, create with their own hands and think with their active imaginations.

Eagle Classroom - The Eagle Classroom is our Pre-Kindergarten Classroom.

Children leave this classroom prepared with the academic and social skills necessary to enter kindergarten the following fall. The classroom prepares children in pre-reading and writing skills, early math and number correspondence skills, and the confidence needed to ask questions and find answers to all their questions. They work with letters and numbers daily and infuse skills into each of their learning centers and projects. They use computers in their classrooms to explore technology, field trips to explore their community and their minds to explore themselves. Children leaving this classroom have a good sense of their world and how they fit into it as well as a developed sense of the importance and joys of learning.

Sample Schedule

Preschooler Learning Center

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| 7:30 | Center Opens – Free choice activities |
| 8:00 | Teacher directed activity offered |
| 8:30 | Work on writing our letter of the week |
| 9:00 | Enrichment |
| 9:30 | Morning Snack |
| 9:45 | Activity Time – Teacher directed activities and small centers open |
| 10:00 | Outside time |
| 11:00 | Set up rest mats and story time |
| 11:30 | Lunch |
| 12:00 | Outside Play |
| 1:00 | Nap-Time Begins |
| 3:00 | Nap-Time Ends |



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|------|----------------------------|
| 3:15 | Afternoon Snack |
| 3:30 | Afternoon Activities |
| 4:30 | Outside Play |
| 5:00 | Story-Time and Group Games |
| 5:30 | Center Closes |

Educational Goals and Curriculums Beliefs

To provide a happy and safe learning environment by:

Providing laughter, socialization, and fun activities

Providing constant quality supervision and the ability to foresee and prevent problems and accidents

Providing quality experiences, such as projects, field trips, and routines that encourage learning in a kind and gentle manner

To gain respect from children by:

Showing genuine interest in children

Talking with children

Playing with Children

To teach self-discipline and self-control by:

Providing CHOICES with consequences, not punishments

Teaching children self-regulation skills in order to make good choices early in life to help them make good choices later in life

Speaking to children as we would want to be spoken to – kindly, gently, and most importantly with respect

What we want for the children in our

programs:

We want children to learn to enjoy school and learning. We want them to experience being able to make choices and to learn to be confident, so they know how to make right choices for themselves. We want them to feel safe, loved and cared for. We want them to experience success in academic, kinetic, physical and social tasks.

By the time they leave our programs, we want children to be ready to succeed in kindergarten. We want them to have the social and

emotional skills to be ready to learn in a group setting. We want them to be in control enough to choose their own behaviors and have the skills to communicate their feelings and needs to others.

We want them to have the basic language skills to be able to write their name, recognize and identify letters and beginning word sounds and to begin to decode words. We want them to be excited about words, reading and new vocabulary.

We want them to have counting skills and an understanding of basic addition and subtraction concepts. We want them to have a full understanding of words such as over, under, more, less, bigger, smaller, little and big.

We want them to be able to appreciate art and music both through having experienced others' art as well as through making their own.

We want them to have a developed physical ability to dress themselves, feed themselves, run and play with outdoor materials, and to hold and manipulate small objects.

We want them to have a curiosity for their world that leads them to explore and ask questions, as well as the ability to seek answers to those questions



To Achieve These Goals:

We have developed an extensive and unique curriculum.

Children learn best by experiencing a concept through a *hands-on approach*. Reading and talking about water is not as beneficial as actually feeling and working with water. Our goal is to help children learn and grow through hands-on experiences in their world. Every day we want children to **experience** science, math, art, music, literature, small and large motor activities. Block centers, housekeeping centers, computers, writing, art, and library visits are additional ways we supplement the classroom material.

Children also need both child-directed activities, such as center playtime, and teacher-directed activities, such as creative art projects, so they can grow socially, emotionally, intellectually, and physically. Before kindergarten we want children to be able to have social control over their world by being able to find a friend, enter into a group, listen to different adults as well as having the necessary skills such as how to use scissors, how to write their name and how to follow directions. Our balanced curriculum supports children in meeting these learning goals.

In continuing with the hands- on approach to teaching and learning, we also enjoy field trips into the community. It is important that children get to experience for themselves, first hand, how things work. The pumpkin patch, the farm, nursing homes, music stores, grocery stores and many more provide many more hands on opportunities. Preschool programs take two field trips per month and our Toddler program takes walking field trips occasionally.

Visitors are also invited to share with us their time, talent or information. We have enjoyed having “Bat Man” – a researcher from CSU come and talk to us about bats! We have had a parent who plays country music come and play for us with his band! We have had many parents set up a time to spend an hour or so in the classroom each week with their child. Parents are always welcome to share their time or talents with our school!

We make families our partners in helping their children learn and grow. Families are a child’s first and foremost teacher and we cannot accomplish our goals with children unless we work together. We communicate through daily notes, emails from teachers, assessment reports and conferences, but it will always be our friendly teacher daily check-ins at drop off and pick up that will be our best means of keeping in touch with you!

Transitions

When children enter our programs and as they age, grow and develop, they will move through different classrooms and locations at Young Peoples. At each transition point, parents are invited to request a tour and a visit time for the new classroom. Parents will be notified of transitions verbally or in writing. Parents may request a conference at any point but may be particularly interested in one at this time. During transitions, teachers work together to pass on individualized plans and notes on each child. These occur through the transition of assessment book data as well as in conferences between teachers. Parents are invited to request to be a part of this conference as they see fit.

Some children may need additional considerations for transitions from one classroom to another. These needs will be

discussed with parents on an individual basis. We expect parents to have a voice in when and how transitions occur, please feel free to discuss any suggestions or concerns with a teacher or director.

In addition, as children transition to kindergarten, we will work hard to be sure they are ready for a new “big” school. We will provide information packets from Poudre School District to parents as they are released. When available, we will host an employee of Poudre School District or a Kindergarten Navigator from The Mathews House for a question and answer session for parents. Also, during graduation week, we take prekindergarten students on a field trip to a “big school” (typically Putnam Elementary) for a tour.

Discipline

Our philosophy behind disciplining a child is to teach self-regulation. We want them to choose correct behavior because it will make them feel good. If a child behaves because it will please their parent or their teacher, the child may misbehave when these external controls are removed (if you leave the room or turn your back.) Our goal is to instill in your child a good internal feeling toward positive behavior and the skills to control their upset and make good choices.

Teachers model for children how to keep themselves in control in order to make good choices. They model positive and assertive ways of communication and empathetic and helpful responses to other’s upset. Teachers demonstrate and teach children how to calm themselves, through breathing and brain regulation; how to communicate their feelings and needs; how to make choices for positive outcomes; and how to creatively problem solve.

For Toddlers:

Our first response is always distraction. At this age, most children’s behaviors are not planned, but impulsive and situations can be resolved with re-directing the focus of a child. For very young children, distraction may include physical removal from that specific play area to another play area. After this step, or with older toddlers, we have created a comfortable area within the classroom where they can relax, breathe and take a break while remaining in the room. This space is often referred to as the Cozy Corner and is a small area with pillows and comfortable items. For very young toddlers, the use of this space may result in a small nap if they child falls asleep. Children may leave this area whenever they wish with join the class again.

If children are struggling for a prolonged period of time, the director may choose to assist the teachers so the teachers can move then child out of the classroom to help calm them down. The director may take the

place of a teacher in the classroom, or the director may take the child from the classroom. Some children need just a few minutes without so many peers around to breathe and reset their brains for learning. The child may return to the classroom whenever they feel calm and ready. For older toddlers, this also includes a skill building discussion and verbal plan for reconnecting with peers.

For Preschoolers:

Children experiencing behavioral difficulties will first be invited to go to a center or space in the classroom where they can be alone, and teachers will help them calm themselves through breathing techniques. If this space is inadequate for calming a child, the child may spend time outside of the classroom with a director or teacher until they are more in control. After a child is calm, the teacher will help them talk through their emotions and then through the problem and using assertive voices to get what they need. At this point the child will be offered choices for returning to the group. Sometimes a teacher may limit the choices of a child at this time or ask other friends to help them transition back to the group.

If a child is consistently exhibiting troubling behaviors, we will begin a log of the behaviors to attempt to track causes and solutions that might be helpful in teaching skills the child needs. Parents are always welcome to look at these logs.

Parent support in helping us deal with the problem is imperative. In addition to personally speaking to parents, we use kid reports to keep communication going between home and school. In addition, we occasionally host parent trainings on the techniques we use in the classrooms.



Sometimes, we have children for whom these in-class and home supports are not enough. We consult with local mental health specialists as well as Early Childhood Council classroom coaches for ways in which we might be able to change our techniques to help a child. We will often also request parents meet with these providers to come up with additional home-supports. At a point where our classrooms are not the best fit for a child, we will help families in locating a better care option. Some of these may include: A small home-provider setting, Respite Care or a nanny situation.

Children who are victims or perpetrators of angry, violent acts or sexualized behavior will be tracked separately from daily notes or log books. Special Behavior Reports will be filled out and a copy will be provided to

parents as well as be logged in a child's file. The Behavior Report has specific talking points for parents to use at home with their children around these types of behaviors. Our staff is highly trained in these areas and additional resources will be provided quickly when these are the issues being faced.

Procedures and Policies

Dropping-Off and Hand Washing

Please sign your child in each morning on the ProCare computers. These are in the front hallway at the Mathews Street center and at the front desk at the Plum Street location. These computers communicate with the tablets in the classroom, so teachers know when kids arrive and leave. Please do not skip this step every day.

Please assist your child in getting their things into their cubbies and transitioning into the classroom. Check in with your child's teacher, let them know any important messages for the day and get reminders from them. Notes to parents are in parent boxes, on bulletin boards, in classroom emails to parents through kid reports, on monthly calendars and on newsletters. Please be aware of these notices and address any questions to teachers and directors.

Each morning as the children arrive, they need to wash their hands. In addition, any parent or adult who enters a classroom must also wash THEIR hands. This is a great time to model correct procedures! The hand-washing procedure at Young Peoples is as follows: Turn on the warm water and wet hands. After hands are wet, add soap and scrub for 20 seconds. After the soap has turned to bubbles, rinse under the water for 20 seconds. After rinsing, use a paper towel to turn off the water or have a teacher turn off the water. Thank you for helping to keep our school environment as germ-free as possible.



Dressing for School

We prefer children to dress comfortably and casually. At school, your child will be encouraged to dress himself/herself and be responsible for his/her own clothes. We want him/her to feel free to work with finger-paint, glue, water, sand, clay, etc. We strongly advise against patent leather shoes, fancy clothes of any kind, clothes with difficult fasteners, crocs and sandals without back straps. As well as any other potentially problematic clothes. Please consider simple, washable play clothes.

What to Bring for Your

Child

Please provide a crib-size sheet, a small blanket, and any other bedding your child would like for naptime. Please mark all

items with your child's name and ensure that the items are small enough to fit into our storage bags (Usually Target brand re-usable grocery bags) or bins (depending on the classroom). Please keep one set of extra clothes with us at school in case of accidents. In the winter, do not forget to bring mittens, hats, and rubber boots as appropriate for weather conditions.

Please bring a water bottle each day for your child – it is a health department requirement that these go home each day to get washed. Please do not bring in toys from home. We prefer children to bring items from home only on show and tell days. Toys from home distract from classroom activities and can be lost or broken.

Pick-Up

It is very important that only authorized persons are picking up your child. The registration forms you complete tell us who may and who may not pick up your child. If anyone is picking up other than those listed, a special form must be submitted. These forms are available at the front desk of each center or from the directors. If there is a last-minute change in plans, you may call and give us verbal permission for someone else to pick up. Please tell anyone else picking up your child that they will be required to present a photo ID.

Pick up time is a great time to take a few extra minutes to visit with your child's teacher when possible. We ask that parents are not on their cell phones during drop off or pick up time so that teachers can relay important messages from the day.

Please know where the lost and found is located and check it daily. We will periodically gather all lost and found items, place them out on a table for parents to go through, and then donate any remaining items to a local clothing bank. Please check the lost and found often so your things don't get taken away!

Check your parent cubby and your child's cubby everyday your child is here.

Late Pick-up

YPLC Plum Street Learning Center closes promptly at 5:30 pm. For those parents who arrive after closing time, there will be a charge of \$10.00 per fifteen minutes or any portion thereof. When you are late, please pay the teacher directly.

If no authorized person has come to pick up your child by closing time, teachers will attempt to contact you. If parents cannot be

reached, we will attempt to contact your “emergency contacts.” If a staff member is unable to locate a parent or emergency contact by one hour after closing, we will contact Larimer County Department of Human Services.

Children’s Cubbies

Each child is assigned their own cubby in their classroom to store personal belongings, extra clothes, etc. Please make sure all items are labeled with your child’s name. Please do not leave medications in the cubby area (give medications directly to director.) Check the cubby every day for projects and artwork, toys from home, lunch boxes, etc.

Parent Mailboxes and Communication

Each parent has a mailbox. Special notes and announcements will go in here, as well as children’s art work. These items might also be in your child’s cubby. Please check both, daily.

Daily communication happens through Kid Reports, an online application that sends a notice to parents daily. This program helps to track eating, sleeping, diapering (when appropriate), behavioral and academic activities daily. Please let us know if you are not receiving these messages so we can trouble shoot the technology. Significant incidents will always be documented through additional notes or with a personal phone call to you.

Meals and Snacks



The preschoolers at our Plum Street location can choose to have a “cereal breakfast” provided by the center between 7:30 and 8:00 am. Children at any center may bring their own breakfast to be eaten between these times. A morning snack, lunch, and an afternoon snack are also served at both locations. Our main consideration in planning our menu is nutrition. Fresh fruits and vegetables, beans, eggs, cheese, whole wheat bread, and milk are examples of foods chosen for your child. When feasible, we

make our snacks and meals from scratch. Please let us know about all food allergies or special food needs. We will work with our staff and with you to accommodate vegetarian or other special food needs. Please no nuts, we are a nut free facility.

We consider our eating experiences as a time to relax, to socialize, and to learn about good eating habits. We serve old favorites as

well as new foods and encourage the children to try everything at least once. However, children are never forced to eat when they don't want to. The choice of taking more food is up to each child. After eating, the children are responsible for cleaning up their place at the table. During mealtimes, small motor skills for pouring, passing and eating with utensils are stressed as developmentally appropriate.

Please provide a lunch for your child on Fridays. This gives the children a break from our menus and allows them to share unique food and a little about each of their own "home cultures". The children really enjoy sharing and interacting with their peers about their lunches!

We prefer that parents do not send Lunchables. We feel Lunchables do not completely meet the daily nutritional needs of the children, so if you do send them, please add fruits and vegetables. Good additions to consider are: pretzels, cereal, fruits and veggies. Choose nutritious and energizing foods that help keep kids going all day! Also, please monitor the volume of food brought home to adjust how much more or less to send the next time.

Naptime

Naptime at YPLC begin between 12:30 and 1:30 and goes until 2:30 or 3:00 each day. The children are encouraged to participate in making their own beds and putting their bedding away when naptime is over. Naptime usually begins with a story or two, followed by a teacher rubbing the children's backs to help them relax. Naptime is an enjoyable experience.

Parents can help their children at naptime by being sure they have a clean crib-size sheet and a small blanket. These items must be taken home weekly to be washed. We will put them under your child's cubby on Friday to help you remember.

Children are not required to sleep but are encouraged to "rest their bodies and their minds". They are often prompted that we want to hear "no teacher voices and no kid voices" during this time. However, children who do not fall asleep within 20 - 30 minutes or who wake up and do not return to sleep within 10 minutes will be given additional activity choices such as quiet book reading on their mats or sometimes small puzzles and games.

Outside Time

We take the time to enjoy our beautiful playgrounds by playing and learning outside. We also enjoy the beautiful neighborhoods our centers are located in by taking nature/fitness walks. We do not go outside in excessive heat (typically 90 degrees or above) or cold (typically 20 degrees for preschoolers or 35 degrees for toddler or

below) or situations of unsafe wind or unhealthy air quality. These situations are rare in Colorado and we will utilize outside play spaces when possible. Please provide appropriate clothing for your child, as well as any extra necessities, such as hats, mittens, and boots. Please let us know if there are any special circumstances about your child and outside. Permission slips will be provided for you to sign in order for sunscreen to be applied in the summer.



No matter what, we do 60 minutes of indoor or outdoor daily physical exercise. Typically, we have an additional outdoor time for each class as well as an additional two structured indoor physical activities each day – exercise for the body is the best exercise for the brain!

TV, Videos and Screen Time

YPLC is proud to offer children a high-quality education. For this reason, television and videotapes/DVDs are rarely used. Use is restricted to educational uses and is less than 10 minutes. Toddler programs never watch TV or videos.

Weapons at School

Weapons are not permitted at YPLC. This includes guns, knives, swords, bows and arrows, etc. Children are not permitted to bring toys to school if they include pretend weapons. Children are not permitted to play “fighting games,” and may not use or create play weapons. There are no exceptions to this policy, all weapons must remain at home, even during show-and-tell and dress up events.

Money at School

There are never situations where children need money for any involvement in our programming. Please do not allow your children to bring money to school. Any money that is brought to school should be given to the site Director upon drop-off.

Field Trips

Each child must have the permission sheet signed by a parent in order to attend field trips.

We take attendance several times during field trips - before we leave for the field trip, when we arrive at the field trip site, before we leave the field trip site, and when we return to the center. We continually count your kids while we are on the field trip, particularly anytime we enter or exit a van or building.

If your child arrives late and their class has already left on a field trip, they may visit another class. We strictly enforce state ratios and try to provide extra staff for field trips. Adding children during a field trip can make it difficult to keep these ratios and to keep correct counts of children. For this reason, it is important that you arrive at the center before the departure time listed on the permission slip.

If your child does not attend on the day their class is going on a field trip, we encourage you to meet the class at the field trip or to call ahead and see if you and your child can meet the class at the center to attend. In these scenarios, parents stay with their children.

Children will always be restrained in vans according to Colorado and Larimer County laws. We follow all regulations and will provide the needed car and booster seats. All staff who are transporting children have taken 4 hours of transportation safety courses.

For all field trips, teachers will carry a cell phone as well as the emergency phone numbers for all parents and children's physician information. If any emergencies or problems should occur, teachers will stop the vans in a safe location and use the cell phones to call the center or emergency services. Usually parents will be contacted by the center at this point and any medical personnel will be contacted by the teachers. In addition, all vans are equipped with first aid kits, fire extinguishers and there are staff trained on medication administration, first aid and CPR on all trips and in all vehicles. Any medications necessary will be taken on the field trips with all corresponding paperwork.

Parents are welcome and encouraged to chaperone on field trips. YPLC pays for the activity costs for the first 3 parent volunteers, but all parents are welcome to attend!

Our toddler program only takes walking field trips. All emergency materials are carried with them in a backpack.

Illness, Injury, and Medication

**See addendum for illness related COVID Policy

To be in compliance with State Regulations, if your child has a fever, diarrhea, or is vomiting, you will be contacted to come and pick him/her up. Your child must be fever free, with no vomiting and no diarrhea for 24 hours before they may return. If your doctor prescribes an antibiotic, your child needs to be on the antibiotic for 24 hours before they may return. There may be times that will

require a doctor's notice stating that your child is not contagious and can be in child care.

Children often get bumps, scrapes, and other minor injuries while they are playing. Parents should receive an injury report through Kid Reports. These reports state how and when these minor accidents occur. If any serious injuries occur, appropriate medical personnel and parents will be notified immediately, an "incident report" will be filed and the state will be notified.

Strict rules are in place for administering any medication or treatment within child care facilities. It is recommended that every possible means be taken to give children medication at home or for a parent to administer a child's medication. If it becomes apparent and necessary for a child to take any form of medication at the childcare facility, you must follow these steps:

1. Written authorization from a person with prescriptive authority (from your doctor's office) stating the child's name, medication route, dosage, time to be given, for how many days, and any possible side effects.
2. Medication must be brought in its original pharmacy labeled container or original over-the-counter container.
3. Written permission by the parents giving the childcare facility authorization to administer the medication must be provided.

(There is a medication form included in your registration materials. Keep this form with you for later use. More copies are always available from your center's director.)

If these three legal requirements aren't met, medication cannot be legally administered at the childcare facility. Medication must be delivered directly to your center's director and will be stored in locked medication boxes at the appropriate temperature. Medication can only be legally given by the childcare facility nursing consultant or by personnel who are trained and to whom the child care facility nursing consultant has delegated the task of giving medication.

It is Young Peoples' policy that if your child has a seizure, we will call 9-1-1 immediately. We also require that your child has a Seizure Health Plan on file at the center if they experience seizures regularly or after they have experienced one while in our care. Other medical issues that require a medical health plan are asthma, eczema, and severe allergies. We reserve the right to request a medical health plan for any other medical reasons as needed.

We have a nurse consultant who visits Young's Peoples on a monthly basis. She is also on-call for us if we have questions

regarding medical issues. We have created medical policies based on state rules along with advice given to us by our nurse advisor.

Emergencies

In the event of emergency evacuation at YPLC we will rely on Kid Reports as well as classroom attendance sheets to know which children are in attendance - please check your child in/out every day! Children and teachers will practice evacuation procedures regularly (about once per month) so everyone is comfortable with the process. Parents will be notified as soon as possible after an evacuation. Staff will remain with the children and emergency personnel will be notified. If we must evacuate to a secondary location, we will always evacuate to the nearest library. If we need to move from the school, we will notify local police and authorities and contact parents as soon as it is safe to do so.

In addition, we will practice procedures for “sheltering in place” for situations such as tornados or earthquakes as well as procedures for intruders in the building. If we are “sheltering in place” we will gather in a group in a safe location (typically away from glass windows and on the lowest level of the building) and sit calmly. If an intruder is in the building, teachers will move children first to the classroom farthest from the intruder, then out of the building and toward our secondary location. In this situation, children will WALK toward the location and not be loaded into vehicles.

Teachers will remain with children and directors and administrators will be responsible for notifying parents and authorities in emergency situations.

Lost Child Policy

Teachers perform head counts of their children throughout the day, approximately every 15 minutes. If a child is missing from the class, the director will be notified. Teachers will combine their children into one room and all available staff will begin to search for the child until the child is found or the police are notified. Parents will be contacted. If the class is on a field trip, staff will notify the on-site manager and utilize the facility’s PA system and security personnel.

Child Abuse Reporting

All our teachers and staff are trained and instructed on abuse and assault. It is state policy that any staff member of a childcare facility must report ANY suspicions of child abuse or assault immediately. Parents should report any concerns they have as well. The state-wide hotline to speak with someone about a concern or to report suspicions is 1-844-CO 4 KIDS.

Voicing a Grievance

To report a grievance or file an official complaint pertaining to the license of a childcare facility, please contact
The Division of Child Care, Colorado Department of Human Services
1573 Sherman Street, Denver, CO 80203-1714, (303) 866-5958

YPLC UPDATED COVID POLICY – EFFECTIVE 1/6/2022

If your child is exposed to a covid positive person here at YPLC:

You will be notified immediately via phone and/or email and asked to pick up your child

Your child must then quarantine at home for up to 14 days. The allowable quarantine periods are as follows:

1. Minimum allowable quarantine: Child must be tested on or after day 5 of exposure (test must be done at a doctor's office, clinic, urgent care, or testing center, at home tests are NOT acceptable). If results are negative the child can return on day 8 post exposure. For example, if your child is exposed on Tuesday 12/28, they must be tested on or after Sunday 1/2, and can return with negative test results in hand on Wednesday 1/5). See below for testing center options.
2. Allowable quarantine without a test: Child must quarantine at home for 10 days from exposure and can return to care on day 11 only if they are 100% symptom free. If any symptoms arise during the 10-day quarantine, they must be tested to return to care. For example, if your child is exposed on Tuesday 12/28, they can return to care 100% symptom free on 1/8, which falls on a weekend, so they can return that following Monday.
3. Gold standard quarantine: Your child quarantines at home for 14 days. They can return to school with or without a test on day 15. This is not required by YPLC, but if it makes you feel better, we support your choice.
4. Children who have had covid in the past 90 days: Child must quarantine for 5 days. If they are 100% symptom free they can return on day 6 (preferably in a mask for the additional 5 days). If they show symptoms during those 5 days, they must be tested, and a positive test will act as a new case. If they get an antigen test, it may be more likely to show a current case and not report from the previous case. **** This is subject to change as the CDC and Health Dept. learn more about the new variants****

** The health department has reduced quarantine time for adults who are exposed to covid to 5 days. They must remain at home for 5 days and can return to work/school on day 6, but only under the following conditions: they must be symptom free and they must wear a tight-fitting KN95 disposable mask.

** Because we cannot expect children in our care to wear a mask appropriately for the entire day, they are not eligible to follow the 5-day quarantine guideline.

** The same quarantines are required if your child is exposed to covid outside of YPLC.

If your child tests positive for Covid-19:

They must isolate for 10 days from the start of symptoms or from the date of the positive test (if asymptomatic).

If a staff or teacher test positive for Covid-19:

They must isolate for 5 days from the start of symptoms or from the date of the positive test. If they are asymptomatic, or symptoms are improving and they have been fever free for at least 24 hours they may return on day 6 as long as they are wearing a tight fitting KN95 mask AT ALL TIMES.

If someone in your household tests positive for Covid-19 (not the child):

Please reach out to the health department to determine exact quarantine times, as the last date of exposure is harder to determine with family members. Your child will need to quarantine and will not be able to attend school until cleared by the Health Department.

Tuition during quarantine periods:

1. If your child is exposed to covid at YPLC and must quarantine you will NOT be charged tuition (or your account will be credited if you have already paid) for the 7-day quarantine period. Should you choose to not test your child and keep them out the full 10 days, you will be charged for days 8, 9 and 10 as we do allow children to be tested and return after 7 days.
2. If you are willing to pay any part of tuition during your child's quarantine period, it is always appreciated as YPLC continues to pay staff and all other expenses.
3. If your child is exposed to covid outside of YPLC you will not receive any credit or reimbursement for tuition.

Other Covid policy information:

Masks are **REQUIRED** for all teachers, staff, visitors, and parents inside the building. Masks are strongly recommended for children over 3 years of age. No one will be allowed inside the classroom without a mask. If a parent is dropping off or picking up their child and they do not have a mask, they must call the center and we will escort the child in or out of the building.

Temperature and wellness checks will continue to be **REQUIRED** for all staff, students and visitors who will be in the building for more than 10 minutes. Parents are asked to take their child's temperature at the front desk/by the front computer and complete the Health Department wellness check form daily.

Return to Learn Guidelines for children who have ANY illness symptoms (per Larimer County Health Department guidelines):

- If symptoms resolve within 24 hours of onset, the child can return to school per normal protocol (must be 24 hours fever, diarrhea and/or vomit free).
- If symptoms were MINOR (sore throat, runny nose/congestion, headache, nausea or vomiting, diarrhea) and resolved within 48 hours of onset, the child can return to school per normal protocol.

- If symptoms were MINOR (see above) and did NOT resolve in 48 hours, or were MAJOR (temperature of 100.4 or greater, new, or worsening cough, shortness of breath, loss of taste or smell), your child NEEDS to get tested for Covid. They can return to care with a negative test result as long as symptoms are improving (at home tests are not acceptable for return to learn). If they do not get tested, they must follow home isolation for 10 days following symptom onset.

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Important phone numbers:

Plum Street: 970-482-1212

Mathews Street: 970-482-6264

Alliance Program: 970-490-3064

Health Department Covid line: 970-498-7000

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Resources:

Testing options/locations:

<https://www.larimer.org/health/communicable-disease/coronavirus-covid-19/covid-19-testing>

To order FREE at home tests from the county:

<https://covid19.colorado.gov/covid-19-testing-at-home>

Reporting of a positive result on an at home test to the county health department:

<https://form.jotform.com/212415590790052>

