



## Policies & Procedures

This policy handbook is provided to families in order to cover some aspects of their school experience and to answer questions that might arise. These guidelines are for informational purposes only. They neither describe all circumstances and situations in which E11 Creative Workshop families might find themselves nor can they or do they describe all policies and procedures that might affect the contractual relationship. If at any time an E11 Creative Workshop family has any questions or concerns about this handbook or any other aspect of their obligations, contractual responsibilities or any other matter, the E11 Creative Workshop family is responsible for contacting a staff member for further clarification.

This policy handbook supersedes all prior E11 Creative Workshop policies and procedures and all other statements or commitments, oral or written, concerning the terms and conditions of your contractual agreement. E11 Creative Workshop reserves the right to change, replace, withdraw, or deviate from any or all of the following guidelines without prior notice. The Director of E11 Creative Workshop is responsible for the interpretation of the school guidelines as outlined in this policy handbook.

### **Purpose**

E11 Creative Workshop's Preschool program is becoming licensed as a part-day preschool program by the Colorado Department of Human Services. Our Department of Human Services' license number is 17939227.

### **Mission Statement**

#### ***Preschool creativeFREEchoice***

At E11 Creative Workshop we appreciate the importance of nurturing human intelligence and creativity along with an understanding of how intelligence and creativity express itself differently in every individual child. E11 Creative Workshop is dedicated to providing preschool children with a caring school environment and developmentally appropriate activities that support their social, emotional, cognitive, creative, and physical development.

### **Preschool Philosophy**

E11 Creative Workshop's educational philosophy includes the following beliefs:

- *That each child is a unique individual with special gifts and talents for intellectual, emotional, social, creative, and physical development*
- *That the needs of the whole child must be considered and nurtured when planning any activity or environment for young children*
- *That parents are the primary educators of their children and that we serve to support the family in its child-rearing role*
- *That children must be nurtured and respected as they go about their everyday role of work through play*
- *We acknowledge that growth during the early years is uneven and that each child learns at his/her own pace. As such, a developmentally appropriate curriculum is planned to meet the needs of each child*
- *Hands-on experiences for young children are the best teachers. Emphasis is on learning by doing, rather than by being told*
- *At all times the health, welfare, and happiness of the child and family must be respected.*

### Preschool: Child-Centered Learning

We believe in a *child-centered* learning environment. We follow the guidelines for developmentally appropriate practices as described by NAEYC. A strong emphasis is placed on learning through play, with the teacher as the facilitator, role model, and listener rather than *teacher* in the traditional sense. Our teachers are constantly looking for the *teachable moment* when the child is developmentally ready to absorb and learn a particular concept. Learning is more meaningful for the child when there is a high level of interest. Children learn best when they are actively involved in the learning process. Learning centers are set up throughout the classroom and children select activities that are of interest to them. Multiple and diverse opportunities are provided for artistic expression and representation. Children are encouraged to explore and develop in all areas to provide a well-rounded experience for each child.

### Diversity

E11 Creative Workshop is open to all regardless of race, religion, sexual preference, gender, ethnic or cultural background. We value diversity and acknowledge that diversity may include children with special needs. Children with special needs are welcome at E11 Creative Workshop if the Parent/Guardian, Teacher and other professionals such as Speech and Language, Physical or Occupational Therapy and/or Educational Psychology determine that E11 Creative Workshop can reasonably meet the child's needs without extraordinary adaptations on the part of the School and its Teacher.

### Program Schedule and Ages of Children Accepted

E11 Creative Workshop is open from the first Tuesday after Labor Day, 2020 to the Friday before Labor Day, 2021

9 am to 2 pm, Monday to Friday. Our center offers two programs:

Program	Ages	Grades	Days of the week	Times
Preschool creativeFREEchoice	3 to 6		Monday to Friday	9 am to 12 pm
Extended day	3 to 6		Mon to Friday	12 pm to 2 pm

Celebration	E11 Creative Workshop closed
Labor Day	Monday, September 7
Thanksgiving Break	Monday, November 23 to Friday, November 27
Winter Break	Tentative: Monday 21 December to Tuesday 5 January
Martin Luther King Jr. day	Monday, January 18
President's Day	Monday, February 15
Spring Break	Tentative: Monday, March 22 to Friday, March 26
Last Day of School	Tentative: Friday, May 21

### Inclement Weather and School Cancellations

Cancellations of school due to unsafe conditions such as inclement weather conditions (including winter storms or excessively hot weather) will be reported to parents via cell phone text, and email. We follow District 14 decisions on school closures.

### Snow Day Policy

When Public School District 14 announces **closures** due to inclement weather **E11 Creative Workshop will be closed**. When D14 announces a **late start E11 Creative Workshop will open at 10:30 am**. Check radio and TV stations for District closures. Install the MSSD14 App which will provide families with 24/7 access to district alerts (school closures, etc.), news, calendars, lunch menus, directories, events, sports schedules and results, and more.

### An E11 Creative Workshop day typically consists of:

Program	Time	Schedule
Preschool	9am-9:20am	Arrival & morning meeting
	9:20am-10:20am	Self-directed play/explorations including mini-atelier (aesthetic literacy activity)
	10:20am-10:30am	Tidy up & bathroom, wash hands for snack
	10:30am-10:40am	Family style snack time
	10:40am-10:50am	Reading time
	10:50am-11:10am	Circle time (dancing, singing, games and/or guessing boxes) if developmentally appropriate for the class
	11:10am-12pm	Outside explorations in the MAC courtyard, downtown Manitou Springs, or a field trip to Memorial Park
Extended Day	12 pm to 2 pm	Bring a sack lunch and enjoy more studio time

Times and activities may vary.

Field Trips may also be planned in order to enhance the classroom learning experiences.

Television viewing is not part of the curriculum at E11 Creative Workshop.

### Curriculum

The curriculum implemented at E11 Creative Workshop is emergent and we believe gives children the tools to represent their learning and knowledge through an array of hands-on learning and artistic activities. The work of E11 Creative Workshop has been inspired by the ongoing work by colleagues in *Reggio Emilia, Italy*, and by the Teaching for Artistic Behavior movement and colleagues in the USA who share this inspiration.

We use the *Project Approach* as a way of helping children learn by exploring their own world and learning to relate their understanding in a variety of ways. Throughout the work of the children and the teachers, we use experiences familiar to the children and to the teacher as a basis for creating basic understanding and skills. We introduce a variety of art materials to the children to allow them to gain competency in the language of these materials - aesthetic literacy. Once competent in the area of

various art expressions the children are able to use that language to represent their events and experiences of their daily lives. We believe that this makes learning meaningful to the children.

### Teaching Strategies

- Dispense occasions that challenge children intellectually and emotionally
- Serve as the children’s scribe; writing their dictations
- Have children talk about which representation communicates the best
- Let children choose and discuss which media work best
- Teach technical skills and aesthetic literacy directly, for example, when working with clay
- Comment on the work itself rather than on the children's skill level
- Combine objects and materials in unexpected ways; for example, bring the outdoors in and the indoors out
- Learn from children
- Allow children slow, unhurried time

### Admission & Enrollment Procedure

In order to ensure continuity of the school community and to maintain full enrollment the following directions must be adhered to:

- Prospective families must arrange a tour of E11 Creative Workshop of at least 15 minutes whilst school is in session. An appointment should be made by emailing [e11@e11cw.com](mailto:e11@e11cw.com)
- The Director will send interested families the website link for registration which will need to be completed every school year
- Vacancies shall remain unfilled until a Registration Form and deposit is in the possession of the school. This is a binding contract. Your Registration will be automatically accepted and become binding without further notification.

All enrollment decisions must adhere to the enrollment directions. These directions are intended to provide consistent policies and procedures for enrollment. E11 Creative Workshop reserves the right to make exceptions to these guidelines on a case by case basis.

### Immunizations

Immunizations are not required; however, E11 Creative Workshop must have a current and complete copy of the original immunization card for each child. If a child has not been immunized for religious or personal reasons a written statement signed by the child’s parent or guardian must be submitted to the center. Privacy will be maintained; however, in the event of the illness occurring or of potential exposure, all parents and guardians will be notified that an exposure has occurred and that there are children in the center who are not fully immunized.

### Tuition Schedule

The Director of E11 Creative Workshop sets the tuition schedule each year. Tuition is based on a number of factors such as: anticipated operating costs, competitor rates, estimated vacancy rate, etc. Tuition is due monthly either by cash, check, online or onsite with debit/credit cards.

#### Tuition is due on the 1<sup>st</sup> of the month.

Payments received after the 4<sup>th</sup> of the month are charged a \$10 a day late fee.

Tuition is at a flat rate and does not vary due to Federal Holidays, vacation days, absences, or snow days.

There are approximately 32 contact weeks of School from September to May and 2 weeks of teacher training:

Month	Weeks of attendance	Month	Weeks of attendance
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September 2020	3 weeks	February 2021	4 weeks
October 2020	4 weeks 2 days	March 2021	3 weeks 3 days
November 2020	3 weeks 1 day	April 2021	4 weeks 2 days
December 2020	2 weeks 4 days	May 2021	3 weeks
January 2021	4 weeks 1 day		32 weeks 3 days

### **Fee Schedule**

There is a \$100 non-refundable annual combined registration/materials fee.

This contract with your family is a year-long commitment to the Preschool program.

You will be placed on a SQUARE recurring invoice plan. See attached 2020/21 Tuition

**Changes may be made to your reserved schedule with 30 calendar days' written notice. If this notice is not given, the following month will be charged at the reserved rate. For example, if you reserve Monday to Friday 9 am to 2 pm and decide to reduce this schedule to Monday and Wednesday 9 am to 12 pm you will be liable to pay for the former if you do not give the Director 30 days written notice of the requested change. The school needs at least 30 days to fill the vacant space.**

### **Late Payments/Returned Check Fee**

Payments are due by the first of the month for that month's tuition. Payments received after the 4<sup>th</sup> of the month are charged a \$10 a day late fee. Full payment for the period is required at the start of each period.

The returned check fee is \$30.00 plus any additional costs incurred for a returned check. The charge for a returned or declined ACH or Credit Charge depends on the reason for being declined or returned and can range from \$7 to \$30 plus any additional costs incurred for a returned payment. Families will be charged fees accordingly. If any form of payment is repeatedly returned or declined the account holder will be required to pay cash for services.

### **Collection of Overdue Accounts**

Accounts that are three months or more past due may be sent to collections. In case of default payment, the account holder(s) agree(s) to pay any and all costs of collecting this account including, but not limited to, attorney fees and court costs. It is the responsibility of the account holder to pay all past due center fees and tuition. In addition, it is the responsibility of the account holder to pay any collections fees accrued during the collections process.

### **Supervision**

At E11 Creative Workshop children are under the supervision of an adult by sound and sight at all times. In the unlikely event a child would appear to be lost, staff members will take the following action in the order listed:

1. Contact all adults associated with E11 Creative Workshop who might have a knowledge of the child's whereabouts
2. Conduct a thorough search of the premises
3. Contact the parents to see if they have removed their child without informing staff
4. Notify the police.

### **Guidance & Discipline**

The discipline policy at E11 Creative Workshop is designed to nurture children under our care, not to punish them.

Discipline is guidance in areas such as sharing, taking turns, problem solving and self-awareness. Our goal is to help each child develop self-confidence and inner-controls by providing a healthy, supportive, caring and encouraging environment. We will provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior; and development, adopting and implementing a team-based positive behavior support plan with the intent to reduce mistaken behavior; and access an early childhood mental health consultant or other specialists as needed.

Teachers will help the children in our care to identify his/her feelings and mistaken behaviors and encourage them to use words and practice appropriate behavior. Developing these acceptable problem-solving skills is an ongoing process that requires constant guidance and modeling from their teacher and parents.

### **Guidance Methods**

- E11 Creative Workshop arranges the learning environment to proactively create harmony in the studio
- Children need to know that they are important and so are the things they do and say
- We provide affectionate care, reasonable classroom order, security and an interesting day
- We plan a daily program that is suitable for the ages and needs of the children
- We set up creative and developmentally appropriate activities for the children and provide plenty of materials
- Natural consequences will be used when possible
- Children will be counseled if they display mistaken behaviors. The guidance will include modeling of the appropriate social behavior, followed by the child practicing appropriate behavior with support, and finally independently playing
- Comfort and apology will be authentically modeled by grown-ups but not demanded of children
- We will redirect the children to help them feel successful and empowered.
- We will give children two options of socially-acceptable behavior rather than one direct instruction, in order to empower the child to have *shared control* of a situation.

### **Guidance Statements**

- The teacher will have reasonable expectations for the children
- Children will not be expected to perform tasks that they are not developmentally ready for
- The teacher will respect the children, their feelings and understand their developmental limitations and strengths
- The teacher will set a good example for children, knowing that they imitate adults
- The teacher will keep at the forefront of his/her mind each child's individual strengths and weaknesses
- The teacher will help children to understand their feelings and the feelings of others. We will give suggestions to children how to express their feelings in a healthy way
- Children will not be allowed to hurt themselves or other children. They will know their teacher is there to protect them
- No child will be humiliated or embarrassed in front of peers or adults
- Children will be given the opportunity to work out their own conflicts
- The teacher will intervene before it becomes physically or emotionally harmful
- The teacher will work together with the children to help them discover a better way to resolve problems
- The teacher will have a caring, loving attitude toward children
- The teacher will not threaten children with unrealistic consequences

### **Parents & Discipline**

In keeping with the school's discipline policy, no physical disciplinary action will be permitted to any child, by a parent or any adult, while on the center premises. The discipline policy at E11 Creative Workshop is designed to nurture preschool children under our care, not to punish them. Discipline is guidance in areas such as sharing, taking turns, problem solving and self-awareness. Our goal is to help each child develop self-confidence and inner controls by providing a healthy environment and trained teachers who can support and encourage the children.

### **Illness Policy**

A child should not attend if the illness prevents him/her from participating comfortably in activities, or if the illness results in a greater care need than E11 Creative Workshop can provide without compromising the health and safety of the other children.

Please call the school when your child is ill and describe the illness.

If your child becomes ill at school, you will be called to take your child home. Please notify a teacher if your child has any contagious disease or infections so that other parents can be notified. Please do not send your child if he/she has vomited, had a fever, had diarrhea, or started an antibiotic within the past 24 hours. Please have a "back-up" person in place to pick up your child quickly if he or she becomes ill while at E11 Creative Workshop. If a child has a fever over 100°F, or is vomiting, or has diarrhea, or has an unusual rash or is listless/lethargic, or acting strangely, a parent will be called to pick the child up. If the parent does not respond in 10 minutes (or fewer if the situation appears urgent) E11 Creative Workshop will contact an alternate contact on the child's list. If no one can be found to pick the child up or if the staff deems it necessary, emergency services may be called to attend to the child.

If E11 Creative Workshop requests emergency medical and/or dental treatment and/or emergency transportation for any reason, the parents or guardian of the child agree to assume all associated costs. It is not the responsibility of E11 Creative Workshop to determine if insurance covers the child's care or emergency transportation.

### **Reporting of Communicable Illnesses to the Local Health Department**

#### **Public Health Reporting Requirements, Case Investigation, and Outbreak Investigation**

By law, certain diseases and conditions are reportable to public health for surveillance purposes and so disease control measures can be implemented. Per Colorado regulation 6 CCR 1009-1 "Rules and Regulations Pertaining to Epidemic and Communicable Disease Control," persons treating or having knowledge of a reportable disease, whether the disease is suspected or confirmed, must report the case to the state or local public health agency. This includes schools and child care providers. A list of diseases and conditions reportable in Colorado is available on the next page, and also at the following website: <https://www.colorado.gov/pacific/cdphe/report-a-disease>. This website also contains links to the Colorado statutes and regulations that address disease reporting.

Per the Colorado "Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado" (available at <https://www.colorado.gov/pacific/cdphe/child-care>), in addition to consulting with the state or local public health agency, child care facilities should also consult with their child care health consultant about any type of communicable disease issue, case, or outbreak.

To report a suspected or confirmed disease case or outbreak, please contact your local public health agency (contact information can be found at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency)), or CDPHE at 303- 692-2700 or 800-866-2759 (after-hours 303-370-9395). To the extent it is available, the following information should be reported for all suspected or confirmed cases: Diagnosis, Patient's Name, Date of birth, Gender, Race, and ethnicity, Address, Phone number, Parent/Guardian Name, Name and address of the responsible health care provider, Laboratory test results, and Case suspected or confirmed.

<b>Disease/Illness</b>	<b>Should my child stay at home?</b>	<b>Reason</b>
Chickenpox	Yes	Children with uncomplicated chickenpox may return on the 6th day after the start of the rash or until blisters are crusted over
Conjunctivitis (pink eye)	Yes	Until 24hrs after treatment or note from a health care provider
Coxsackie Virus (hand, foot and mouth disease)	No	May attend if able to participate in activities
Diarrhea with illness (vomiting, fever) or stools that contain blood and mucus	Yes	
Fifth's Disease	No	The child is no longer contagious once the symptomatic rash appears
Head Lice	Yes	Until the day after treatment
Hepatitis A	Yes	Until 1 week after onset of jaundice and when able to participate in activities
Herpes	Yes	If the area is oozing and cannot be covered
Impetigo	Yes	Until 24hrs after treatment starts
Mild Cold Symptoms (stuffy nose with clear drainage, sneezing, mild cough)	No	May attend if able to participate in all normal school activities
Ringworm	Yes	May return after treatment starts
Roseola	Yes	Seek medical advice. A child with a rash and not fever may return
RSV	Yes	If not able to participate in activities

Scabies	Yes	Until the day after treatment begins
Strep Throat	Yes	Until 24 hours after treatment, and the child has been fever-free for 24hrs
Upper Respiratory Complications (a large amount of yellow-green nasal discharge, extreme sleepiness, ear pain, fever)	Yes	Seek medical advice and decide whether your child should be in school
Vaccine-preventable diseases (such as mumps, measles, hepatitis A, Pertussis)	Yes	Until judged not infectious by a health care provider
Vomiting illness (2 or more episodes of vomiting in the previous 24 hours)	Yes	Until vomiting resolves or until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration
Yeast Infections (thrush or candida rash)	No	May attend if able to participate in all normal activities

### Accidents & Injuries

If a child is injured at school first aid will be administered and parents notified immediately. In case of a medical emergency, 911 will be activated. All accidents or injuries are recorded and reported to parents. In the event that the parents cannot be immediately located, emergency medical treatment will be secured by E11 Creative Workshop. If necessary, the child will be transported to the source of emergency medical or dental care listed on your child's enrollment form or the nearest available source of medical assistance. The source of emergency medical services will sustain life and do basic first-aid, but will not be able to go forward with treatment until the parent or legal guardian arrives to authorize treatment.

### Flood/Fire/Tornadoes Plan

In the event of a fire, the children will be evacuated throughout the nearest exit and moved to the safest point away from the building. Fire drills are practiced on a monthly basis. Sprinklers are installed in the building and there are two fire extinguishers.

In the event of a Flash Flood Warning from the Manitou sirens, E11 Creative Workshop staff and children will remain at the MAC as it is on sufficiently high enough ground to keep safe. The Director will keep parents informed of all developments as it may not be possible for timely pickup. Staff will stay with your children until it is possible for parents to enter Manitou. The Director can be reached on 719-659-5371. Please register your cell phone for flash flood warnings: <http://www.elpasoteller911.org/>

In the event of a tornado, E11 Creative Workshop staff and children will remain at the MAC and shelter in place in E11 Creative Workshop.

### Safety

E11 Creative Workshop has established the following precautions to help ensure your child's safety:

- No child will be left alone or unsupervised.

- Spray aerosols are not permitted or used in the classroom anytime children are present.
- The teacher has immediate access to a phone in the event of an emergency. A cell phone is used when children are on walking/field trips.
- In the event of an emergency such as a tornado or fire children will be evacuated to the safest possible location and 911 will be alerted. All teachers will then use their cell phones to inform parents about the ongoing situation.

### **Transportation**

In the event that E11 Creative Workshop conducts an off-site field trip, we will encourage parents to attend and drive their own child. All adults driving will need to provide proof of insurance. It is the parents' responsibility to provide an appropriate car seat.

### **Parking Lot Safety**

Please do not stand in the parking lot to talk to other parents unless your child is safely in the car. Never let your child out of the car and allow him/her to cross the parking lot alone. Help us teach your child that he/she must never leave the building unless accompanied by a teacher, parent, or designated adult. E11 Creative Workshop requests that you **DO NOT** leave your car running in the parking lot at any time for safety, liability and security reasons.

Please use extra caution when pulling into and out of parking spaces.

### **Field Trips**

***“There is no such thing as bad weather, just bad clothes.”***

Regular outdoor play is a very important part of a child's growth, exploration and learning about their environment. Field trips are regularly planned into Manitou Springs. Field trips give children the opportunity to expand their learning beyond their immediate surroundings. Field trips are limited to sites within walking distance and will always have adequate supervision. If a child arrives late to the center on a field trip day, the parent/guardian may call the center's cell phone and meet the class. The child may be signed in on location with the supervising teacher.

There may be occasions when an additional fee is required.

All age groups play and investigate the outdoors regularly, however, children's health and safety is a priority when considering suitable conditions. The length of time outside will be limited and gauged by the comfort of the children and their ability to communicate this. All children should come with appropriate outerwear (coat, hats, mittens/gloves) to protect them in these conditions. The parent should supply snow pants and boots on days when there is snow on the ground.

### **Television Viewing**

Television viewing is not part of the curriculum at E11 Creative Workshop.

### **Signing In and Out**

Each child must be signed in and out by the parent or driver each day.

### **Authorized Person to Pick Up Children**

Parents are required to provide the school with a list of authorized people who are permitted to pick up their child. This list shall be updated immediately by the family should any information change. This information must be updated in writing including through electronic means (fax, email, and similar technology). If someone other than the regular person is to pick up your child, please ensure this person is named on the pick-up authorization form in your child's file. For obvious safety reasons, we cannot allow a child to leave with a stranger.

If an unauthorized pickup attempt is made we will call the parent to verify verbally and via email and/or text. If we are unable to communicate with parents, the child will NOT be released to an unauthorized individual.

### **Closing the Center at the End of Day**

At 2 pm, a member of staff must be positioned outside and another inside the front doorway to greet parents as they arrive, confirm they have signed their child out and are now responsible for them, and that all children have left the building.

### **Absences**

Please notify the school when your child is going to be absent for any reason.

### **Parents**

The ideas and skills that families bring to schools and, even more importantly, the exchange of ideas between parents and teachers favor the development of a more collegial style of school environment, with an integration of different wisdoms. When family and school lives merge together, a child can transition with ease into the world beyond the family. With this at the forefront of our thinking, E11 Creative Workshop encourages you to share your talents and interests with your child's teacher, stay and play, feel welcome to converse with other parents in the foyer or take time to read newsletters, offer to drive to field trips, and/or eat lunch with your child and his/her peers. Please let Maria know if you would like to stay for longer periods so that you may be provided with volunteer guidelines.

### **Preschool Arrival & Departure**

Please bring your child to school at 9:00 am for the morning session. Please do not arrive earlier than this, as the teacher needs time to be fully prepared for the day. Your teacher will be able to greet your child with her undivided attention if you arrive at this specified time. Moreover, when the children arrive at approximately the same time, it will ease any separation anxiety they may be experiencing.

Please pick your child up promptly. Children worry when their parents are late, as such they begin looking for their parents as soon as the first parent arrives, and they find themselves increasingly uncomfortable as more children depart. If you should be detained unavoidably, please call the school if possible (719-659-5371).

### **Late Pick-Up**

If a child is not picked up by 12:10 pm (Preschool) or 2:10 pm (Extended Day) the parents will be called and if no response occurs within 5 minutes, the alternative contacts will be tried. The child will be released to whichever of the authorized adults arrives first. If it is not a parent, the parents will be called to inform them of who has the child in custody and how to contact that person. In the event that no contact is made with either parents or emergency contacts within 30 minutes, the police will be called to take custody of the child.

### **Charges applied for Late Pick-Ups are:**

- \$5.00 for the first five minutes and a courtesy call
- \$1.00 for each minute thereafter.

The time will be determined by the teacher's cell phone. Families that continue to have excessive late pick-ups may be disenrolled for failure to adhere to the center's hours of operation.

### **Child Arrival During Field Trip**

Parents must contact Maria Navaratne on 719-659-5371 or Alain Navaratne on 719-510-5104 and arrange to meet at the field trip location.

### **Medication Policy**

No prescription or over the counter medications will be administered without expression written permission from a licensed health care physician with prescriptive authority and written parental

consent. It is recommended that medications be given at home if possible. It is also recommended that the child receive the first dose of any new medication while under the supervision of a parent.

All medications must be kept in their original container and will be stored according to current recommendations in the Medication Administration training manual. Prescription medications need to have a pharmacy label. Only staff with the proper training will administer medications and have had state-approved training and delegation with an RN. This is in compliance with the Delegatory Clause of the Nurse Practice Act (Section 12-38-132 C.R.S).

If your child has any special medical needs or allergies, please speak with the Center Director.

### **Storage of Medications**

Non-emergency medications will be stored in a locked container. Emergency medications, including inhalers and epinephrine, will be stored in the classroom out of reach of the children to allow for quick access in the case of emergency administration of medication. Refrigeration will be provided if noted on the label.

### **Child Self-Carry**

Families of school-aged children that wish to self-carry must have a written contract between the center, the parent(s)/guardian(s) and the child that acknowledges assignment of levels of responsibility of each individual. This contract will accompany orders for the medication from a health care provider along with confirmation from the health care provider that the child has been instructed and is capable of self-administration of the prescribed medication.

### **Delegation of Medication Administration**

Medication will be administered only by a staff member who has been trained and certified by the center's Health Consultant to administer each medication to each child.

### **Individualized Health Care Plans**

Families with a child that has an existing individualized health care plan in place must provide a copy of the plan to the staff of E11 Creative Workshop before the first day of attendance. These plans are to be authorized by the child's health care provider and parent(s)/guardian(s) and define the interventions needed to care for a child who has an identified health or developmental condition or concern including, but not limited to: seizures, asthma, diabetes, severe allergies, heart or respiratory conditions, and physical disabilities.

Families of children who have an identified health or developmental condition, but do not have an existing plan in place must obtain a plan from the child's health care provider and the parent(s) / guardian(s) and turn the plan into the center within the first 30 days of enrollment. The plan must define the interventions needed to care for a child who has an identified health or developmental condition or concern including, but not limited to: seizures, asthma, diabetes, severe allergies, heart or respiratory conditions, and physical disabilities. Medication cannot be administered and medical procedures cannot be completed by center staff until a plan has been received and any required delegation by the school nurse has been completed.

Health care plans should include (as needed) a medication schedule, nutrition and feeding instructions, medical equipment or adaptive devices including instructions, medical emergency instructions, toileting, and personal hygiene instructions, behavioral interventions, and medical/procedure/intervention orders. Failure to provide the plan in advance may cause a delay in enrollment due to the need to review the plan, train staff, and receive a delegation from the school nurse. Health care plans must be updated every 12 months or if changes occur.

### **Personal Belongings & Restricted Items**

Accessories such as gloves, scarves, socks, and sunglasses are occasionally lost or damaged. E11 Creative Workshop will not be responsible for replacing/repairing these types of items. Children should not carry money, ChapStick, lotions/ointments, or any medications in their pockets or backpacks.

Children's individual belongings will be stored in their cubbies.

The following items are not allowed at school:

- toys from home (unless it is "Guessing Bag" for sharing time)
- gum
- video games/electronic devices
- movies from home
- plastic grocery bags

### **Meals and Snacks**

Good health involves a combination of sound medical, dental and nutritional practices. We support your child's physical well being at E11 Creative Workshop by following the guidelines listed below, as well as reporting any changes in your child's health that we observe.

- We notify parents in writing of any possible exposure to communicable diseases. We will care for a child that has symptoms of a communicable illness until a parent or authorized adult arrives. If a communicable infection such as chickenpox, or conjunctivitis is suspected, E11 Creative Workshop will follow specific exclusion guidelines provided by the State of Colorado.
- Children's allergy and medication sheets will be posted for the attention of substitute teachers.
- A morning snack is served at approximately 10:30 am. We encourage and model good hand-washing techniques to help reduce the risk of infection at E11 Creative Workshop and learn personal hygiene.
- E11 Creative Workshop maintains an illness policy with clear guidelines for parent's use in determining whether a child must stay out of the program and for how long.
- E11 Creative Workshop observes each child for signs of illness prior to entering the group each day and provides a separate area for those children who might be ill or contagious to other children until a parent can be contacted to collect them.
- E11 Creative Workshop maintains consistent procedures and schedules for toys and preschool cleanliness and sanitation.

### **Peanut Free**

**E11 Creative Workshop will not serve children food that contains nuts or nut products if we know of a child that has a nut allergy. All items brought to the school by parents need to be peanut-free.**

### **Food Brought from Home**

Occasionally a classroom may celebrate a holiday, birthday or tradition in the classroom. Some suggestions are carrot cake with cream cheese frosting; frozen yogurt; trail mix in colorful cups or muffin liners; sliced fruit in parfait glasses; yogurt sundaes topped with granola; fruit; muffins sweetened with apple juice; banana, pumpkin or zucchini bread. So much of the enjoyment of food is in the presentation of it e.g. using real parfait or dessert glasses

### **Toilet Training & Diapering**

Children must be toilet trained to attend E11 Creative Workshop.

Our staff will monitor the children in the bathroom and take them on a regular schedule (and as needed). The staff will supervise bathroom behavior and hand washing, however, the bathroom is for single use and the children will be asked to close the door for privacy. Please let us know if you have any concerns. If a child needs help with wiping, the staff will help when asked by the child or if a parent asks for the child to be regularly assisted.

### **Making Your Child Comfortable**

Please always provide:

2 changes of underwear and socks, a complete change of clothing including shoes (change seasonally), water bottle, hat and sunscreen (warm weather only)

### **Visitors**

Visitors are required to sign in and out of the school.

The following information may be required at any time:

- Name and contact information
- Copy of driver's license

### **Parent & Teacher Conversations**

Parent-Teacher Conversations are held each year. At that time, parents and teachers celebrate your child's development, in confidence. Parents are encouraged to schedule additional conversations at any time with their child's teacher as the need arises.

### **To file a Complaint about this Child Care Center**

Contact the [Colorado Department of Human Services](#), Division of Child Care, 1575 Sherman Street, Denver, CO 80203-1714 or call (303) 866-5958 or (800) 799-5876

### **Child Abuse**

E11 Creative Workshop is required by law to report to the local Social Services Office any suspected physical, emotional, sexual abuse or neglect. To report suspected abuse or neglect, parents may call (719) 444-5700.

### **Termination of Enrollment**

In worrying cases of inappropriate behavior, the following steps are taken:

- A consultation will be held between the teacher, parents and other professionals as deemed necessary.
- An individual education/behavior plan will be developed in consultation with the above and the relevant child. This plan will incorporate small steps, achievable objectives, methods, resources, and learning/behavior outcomes.

If reasonable efforts have been made and it is deemed that the child requires a more specialist support system than the school can offer, the child will be referred to a more suitable preschool and the contract will be terminated. The parents will not be responsible for tuition beyond the last day of the month during which the referral and termination of contract occurred.

### **Moving from the Pikes Peak Region**

In cases of parents moving out of the Pikes Peak region, they will be responsible for tuition through the last day of the month that their child attends school, provided that the parents have given the School notice of the move at least thirty (30) days prior to the child's last day of school.

### **Breaking the Terms of the Contract**

A contract will be considered broken when a parent:

- Jeopardizes the safety of the children
- Fails to pay tuition in a timely manner

**Privacy Policy**

Information collected by the school is for school purposes only. Parents, employees, subcontractors, or vendors may only use any information obtained for on-going school-related communications.

**Policy Agreement**

I have received the policies and procedures, and by signing this policies and procedures document, the parent(s)/guardian(s) agree to follow, accept the conditions of, and give authorization and approval for the activities described in these policies and procedures.

Breach of this contract in any way from the parent/guardian may result in immediate termination of all services.

**Please complete and submit with your child’s enrollment forms:**

<b>Child(ren)’s Name(s):</b>	
<b>Parent Signature:</b>	
<b>Date Signed:</b>	
<b>Director Signature:</b>	
<b>Date Signed:</b>	