

Steamboat Child Care Center



Family Handbook

2025

Steamboat Child Care Center



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The Purpose of this Handbook

The purpose of the SCCC Family Handbook is to provide families with the policies and procedures that families and staff are required to follow as members of the Steamboat Child Care Center. This handbook is a combination of rules and regulations set forth by the Colorado Department of Early Childhood and the Colorado Department of Public Health and Environment as well as policies that are unique to Routt County and Steamboat Child Care Center. Prior to a child starting, families are provided time to read, review, and ask questions about this document. Once reviewed, families are required to acknowledge this handbook by digitally signing an acknowledgment in Brightwheel. Children may not attend until this acknowledgement has been signed.

Our Mission

The purpose of the Steamboat Child Care Center is to provide high-quality relationship-based care for children of Steamboat Ski and Resort Corporation employees and of the greater Steamboat Springs community. It is one way in which we **invest in our team** and **support our community**. Our mission is to celebrate, care for, protect and encourage a vibrant and resilient community. We strive to create an inclusive environment where all families are valued and respected. Here at the Steamboat Child Care Center, we provide a safe, fun, and secure environment for young children to meet their physical, cognitive, and social-emotional needs.

Our BIG RULES: be SAFE, be KIND, and be RESPECTFUL

Philosophy

We believe that children learn best when they are actively engaged in their environment and outside playing in nature. Our infant and toddler programs focus on relationship-based care where children stay with the same caregiver for up to 3 years. We offer a nature-based preschool focusing on outdoor play, environmental education, and a love of the outdoor, mountain lifestyle. It is in our nature to protect nature. In addition to treating the planet well, we believe in treating our people and community well. And along the way, contribute to those who share our vision and our passion for Doing Good.

Our Community

Steamboat Child Care Center is committed to providing employees, children, and families a healthy, safe, and respectful center free of harassment, bullying, discrimination, and intimidation. This requires kindness, cooperation, support and understanding from all who are involved in SCCC. Families and teachers are expected to model kindness and respect. Every person who walks through the SCCC entrance has a responsibility to set a positive example and behave in a manner that respects all staff, children, and families.

Ages

The Steamboat Child Care Center is fully licensed for children 8 weeks to 7 years. Our classrooms are for children:

- Infants 3 months to 18 months (employee babies can start at 8 weeks)
- Toddlers 12 months to 36 months
- Preschool 2 ½ to 5 years
- PreK 4-5 years (children can attend through the summer before kindergarten)

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There is overlap in ages for the classrooms to allow children to move up during our transition periods and when developmentally appropriate. For more information about transitions, please read the “Transitions” and the “Continuity of Care” sections.

Hours of Operation

Our toddler, preschool, and PreK classrooms are open Monday – Friday 7:30 am - 5:30 pm

Our infant classroom is open Monday – Friday 8:00 am - 5:00 pm

During the summer months, we run a summer camp for preschoolers, PreK, and children entering kindergarten. Because we go on field trips daily, we ask that all campers arrive by 9:00 am. Campers can be picked up as early as 3:00 pm and no later than 5:30 pm.

During the school year program, we ask that all children arrive at school by 9:00 am so that children can participate in daily activities and routines. Toddlers, Preschool, and PreK can be picked up any time between 3:00 and 5:30 pm. Infants must be picked up by 5:00 pm. If you are not able to arrive by 9:00am or you need to pick your child up before 3:00 pm, please send your teachers a message in Brightwheel.

On the first Thursday of every month, we close at 5:00pm for a monthly staff meeting. We will remind families in newsletters and the day of the meeting via Brightwheel. A late pick-up fee will be charged for those picking up after 5:00pm.

Registration

Open enrollment for new families will take place in September for the ski season (November) and in March for the summer (June.) Registration will NOT be first-come, first-serve. Registration will be prioritized based on the following SSRC and AMC employment tiers and criteria:

1. Full Time Year Round
2. Flex Year Round
3. Season-to-Season
4. Seasonal Full Time
5. Seasonal Part Time
6. Community members who are currently attending the SCCC
7. Community members with a sibling who is already attending the SCCC and who have flexible days.
8. Community members who are already on the waiting list, have signed the waitlist agreement, and have paid the waitlist fee.
9. New community members who want care 5 days/week and have flexible days.

Currently enrolled families will need to re-enroll and sign all waivers and permissions annually, per Colorado Rules and Regulations. Your child’s enrollment will be confirmed with an Enrollment Confirmation Letter that will be emailed. Employees can get on the waitlist as soon as they are hired. Community members who wish to join the waitlist, must register during one of our semiannual enrollment periods, sign the waitlist agreement, and pay the \$100 nonrefundable waitlist fee.

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Enrollment Forms

Once it is determined that space is available for your child, please fill out all required forms and return them on or before your child's first scheduled day. You are required to download and use the Brightwheel app to fill out the following required forms:

1. Enrollment form
2. *Release of Liability* including authorization for medical treatment and permission for field trips
3. Family Handbook (Policies and Procedures) acknowledgement
4. Child Care Center *Acknowledgement and Receipt* including:
 - Sick policy acknowledgement
 - Tuition agreement
 - Late policy
5. General health appraisal health form and immunizations
6. Photo waiver for Brightwheel; media release (optional)
7. Cot consent (if applicable – for toddlers 12-24 months)
8. Topical cream waiver (if applicable)

We cannot admit your child without these completed forms.

An updated General Health Appraisal form and current immunizations must be turned in prior to your child's first day of care and each time your child has a well-child check-up with their doctor. We must always have updated medical information and emergency contact info in your child's file. Infants and toddlers are required to provide us with these forms at 2 months, 4 months, 6 months, 9 months, 18 months, 2 years, and 2 ½ years. After the age of 2 ½ years, this is an annual requirement. These forms can be brought to us on paper or emailed directly from the doctor's office to our administrative and nursing team at: childcaresbt@steamboat.com.

For the health and safety of all children and teachers, **we ask that every child in our facility be current on all recommended vaccinations** or have a religious or medical waiver on file. Nonimmunized and under-immunized children will not be allowed to attend the Steamboat Child Care Center without a valid current religious or medical waiver. **Personal exemptions will not be permitted.** If your child is not yet fully vaccinated, please work with your doctor to develop a written plan to catch up on vaccinations. Please submit this written plan along with your medical exemption form with your doctor's signature. Per state law, we are unable to care for your child without a copy of their immunization records.

Admission Procedure:

A pre-admission interview will be held with the child's parent/guardian, an administrator, and the child's classroom teacher. The purpose of this interview is to determine whether the Steamboat Child Care Center will meet the needs of the child and their family.

Americans with Disabilities Act Compliance & Supporting an Inclusive Classroom:

Prior to enrollment, all families will participate in preadmission interviews. Please inform the Director and your child's prospective classroom teacher if your child has special needs that require accommodations. The Director and classroom teacher will consult with families and a health care professional in order to make an individualized assessment to determine whether the SCCC can meet your child's needs. The SCCC will make reasonable modifications to its practices and policies to integrate children with disabilities into its program, unless doing so requires a fundamental alteration of the program. Additionally, the SCCC will accept a child with a disability unless the child poses a direct threat to the health and safety of others or

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him/herself. The SCCC staff is happy to support children with their individualized goals; administrative and teaching staff will be a part of special education meetings and plans. Private therapy specialists are welcome to provide services at the SCCC (at the family's expense) with approval from the Director.

Waiting List

The Steamboat Child Care Center accepts children based on their caregiver's employment status. In addition, space is determined by your child's age and classroom. We enroll children 3 months* - PreK in three mixed-age classrooms.

Infant room (3*-18 months,) 1:4 ratio
Toddler room (12-36 months) 1:5 ratio
Preschool room (2.5-5 years) 1:10 ratio
PreK (4-5years) 1:12 ratio

The number of children in the Steamboat Child Care at any one time is restricted based on State of Colorado licensing regulations and available staff. A waiting list will be maintained when all allotted spaces are full. In order to be placed on the waiting list, families will fill out our online registration form, sign our waitlist agreement and pay the nonrefundable \$100 waitlist fee through our Brightwheel system. Community members can get on the waitlist during one of our semiannual open enrollment periods. Employees can get on the waitlist at time of hire by contacting SCCC administration directly via email at childcaresbt@steamboat.com. Families will be contacted via email when their name comes to the top of the waiting list and a spot is available. If a family chooses not to accept a spot when it is available, they will lose their spot on the waiting list and will need to complete the waitlist process again during our next open registration.

Daily Tuition Rates:

Steamboat Ski and Resort employees are eligible for a 20% discount off community rates. Should your employment terminate, your family *may* be asked to leave the Steamboat Child Care Center in order to give priority to our employees based on the employment tiers listed above. If this is necessary, we will implement a transition plan and connect you with community partners who can help your family find alternate child care. If we are able to continue to offer your family a spot in our center, you will be required to pay the community rates. Seasonal employees will pay community tuition rates during the off-season when they are not actively employed. Ski season employees will pay community rates May-October and pay the employee rate November-April. Please note: we will review tuition rates on an annual basis and make appropriate adjustments. You will be provided with at least 30 days' notice of any tuition rate increases.

2024 Tuition Rates

	Community Rates	SSRC Employees
Infants	\$90	\$72
Toddlers	\$90	\$72
Preschool and PreK	\$85	\$68
Drop-in fee	Additional \$15/day	Additional \$15/day

Tuition is to be paid by the fifth day of each month. Payment will be made through Brightwheel and can be made by credit card or ACH. If you choose to use a credit card, you will need to pay Brightwheel's additional 3.5% credit card service fee. You may choose to have your tuition automatically

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charged/deducted. If you select this, you will automatically be charged on the first business day of the month.

Credit card numbers will be kept on file for ALL families. Should your payment be late, we will charge your card for the amount due. If your account is delinquent past 5 business days, there will be a \$50 late charge added to the bill and your child will not be able to attend the Steamboat Child Care Center until the balance is paid.

Universal PreK (UPK)

Children who are 4 by October 1 are eligible for Universal PreK, funded by the Colorado Department of Early Childhood (CDEC). In addition to enrollment at SCCC, students eligible for UPK must enroll on the CDEC website and designate SCCC their school of choice.

Gapless Enrollment

The Steamboat Child Care Center offers families a choice of 3 set schedules that they can choose from. We will do our best to accommodate everyone's first choice but cannot guarantee it.

Class	Schedule Options
Infants, Toddlers, and Preschool PreK (during summer camp June-August)	Option 1: 5 days a week, M-F Option 2: 3 days a week, M, W, F Option 3: 2 days a week, Tu, Th
PreK (during school year September-June)	Option 1: 5 days a week, M-F Option 2: 4 days a week, M-Th

Fees

Waitlist fee	\$100 per child (nontransferable)
One-time enrollment fee	\$100 per child
Annual Activity & Material Fee (added annually to your June bill)	\$100 per child
Late Pick-up Fee	\$2 per child per minute after 5:30pm \$2 per min after 5pm (infant room)
Lost Fob Fee	\$10 per lost fob

Security

The safety of your children and our staff is our highest priority, and as such:

- **Fobs:** Access into the facility will require an access fob. Parents, guardians, and family members who regularly drop off children will be issued a fob. Each person assigned a fob will need to sign an access card/fob agreement, agreeing to notify us immediately if one of these becomes lost, stolen, or misplaced. A \$10 fee will be implemented to cover the replacement cost of lost fobs.
- **Photo IDs:** All persons, even those who have been issued a fob, must also bring a photo ID each time they drop-off or pick-up a child.
- **Security Cameras:** NOTICE TO STUDENTS, PARENTS, GUARDIANS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON CHILD CARE CENTER PROPERTY:

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For the safety of our students, staff, and visitors, this facility employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. It is not possible for surveillance cameras to cover all public areas of the SCCC building. Surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Public areas may include building entrances; hallways; parking lots; front offices where students, employees, and caregivers come and go; classrooms; and outside playground areas. Surveillance cameras will not be installed in “private” areas such as restrooms, changing areas, or private offices (unless consent by the office owner is given.)

Meals and Snacks

Please provide nutritious morning snacks, lunch, and afternoon snacks with limited sugary food for your child. Please put this food in an insulated lunch box with a leak proof ice pack clearly labelled with your child’s name. Make sure all containers are also clearly labeled with your child’s name. Sorry, but we cannot refrigerate or heat up snacks or lunch items – except for infant bottles.

Food Guidelines

- Please send a morning snack with breakfast type foods meeting 2 food groups, a well-balanced lunch including at least 3 food groups, and an afternoon snack of at least 2 food groups; it is helpful to have the morning and afternoon snack labeled.
- Provide more food that you think your child will eat – we will send home the leftovers.
- All foods must be pre-cut, peeled, and prepared for the teachers to serve.
- Infants and toddlers can NOT have choking hazard foods including popcorn, nuts, raw carrots, whole fruit – including grapes, nor any fruit snacks/gummies.
- All food should always be cut into bite-sized pieces.
- Make sure your child has a variety of fruits and vegetables, grains, & proteins.
- We will not serve any candy or cookies, and chocolate only in a granola bar/ power bar after children have eaten enough “growing foods.”
- Your child’s lunch must meet 1/3 of their daily required nutrition per State Rules and Regulations.
- Please provide a “stay-at-school” water bottle for your child to keep in their classroom. The water bottles will be sanitized at the end of each day.
- If you forget to bring your child's meal, please have one at the Steamboat Child Care Center by 9:00am.

Infants who are bottle fed must bring their own premade bottles, with at least 4-6 oz of milk per bottle, to the infant room each morning. These bottles must be clearly labelled with the infant’s first and last name, date, amount, and contents. Caregivers are required to bring at least one 4-6 oz bottle for every 3 hours that an infant is at the Steamboat Child Care Center. All unused bottles must go home at the end of every day.

ALL BOTTLES MUST BE CLEARLY LABELED WITH YOUR CHILD’S FIRST AND LAST NAME, DATE, AMOUNT, AND CONTENTS.

Breastfeeding Friendly Child Care Recognition & Creating a Supportive Environment for Breastfeeding

Breastfeeding is Welcome: Staff and families are encouraged and supported to continue breastfeeding. This includes feeding of expressed breastmilk when they are unable to breastfeed the infant. In accordance with Colorado law, staff will be given breaks to breastfeed their child or express milk, as needed, throughout the workday.

Breastfeeding Space: Our program provides a clean, private area for families and staff to use for breastfeeding throughout the day. Our breastfeeding space has a comfortable chair, an electrical outlet

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which can be used for expressing milk with a breast pump, and resources available for to assist with any breastfeeding questions or needs families may have.

Breastmilk Storage: Expressed breastmilk should be stored in non-BPA or in an approved storage container (such as a breastmilk storage bag). The bottle/bag should have a waterproof label with the child's name, date of birth, date & time the milk was expressed and use by date. Staff and caregivers can store labeled expressed milk in the infant refrigerator.

Preparing, Warming, and Feeding Breastmilk: Breastmilk is heated in a bottle warmer, not in a slow cooker or microwave oven. Gloves are not required for handling or feeding expressed breastmilk, but our program chooses to use them as an extra precaution.

Feeding: Infants are fed on cue of hunger such as opening the mouth or making suckling sounds unless the child's primary care provider give written instructions otherwise. These feedings are by the same teacher/caregiver whenever possible. Feedings stop when the infant is no longer interested in feeding.

Staff Training: Staff receives training at least once a year on breastfeeding practices which include:

1. Health benefits
2. Importance of breastfeeding
3. Supportive practices
4. Safe handling
5. Storage of breastmilk
6. Age-appropriate feeding practices including recognizing baby hunger cues & feeding in response to cues.

Positive Behavior Guidance

We believe that one of the roles of early childhood professionals is to meet the individual care and developmental needs of the whole child and their families. In order to support all children, the Steamboat Child Care Center utilizes the Pyramid Model for our positive behavior guidance strategies. The Pyramid Model is a framework of evidence-based practices for promoting young children's healthy social and emotional development.

At the Steamboat Child Care Center, we provide an effective workforce, build nurturing and responsive relationships, and create high-quality supportive environments. We will use targeted social and emotional supports and individualized plans to support families and children who may require more intensive intervention. Children who require more intensive intervention will work with a team that include the child's teacher, an administrator, and an early childhood behavior specialist and/or a mental health consultant. This is part of the relationship-based approach we use with all children and their families. More information about the Pyramid Model can be found here: [Basics - National Center for Pyramid Model Innovations \(challengingbehavior.org\)](http://www.nccprism.org/innovations)



Trauma Informed Care

Teachers at the SCCC have taken training on creating safe spaces for Trauma Informed Care. Children experiencing trauma or challenges in their life will be supported by staff and additional local resources are available for families. Families can schedule a special meeting if there are big changes upcoming or

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happening in their child's life (ex. moving, new sibling, death, divorce, etc.). Teachers may also schedule a meeting if they feel that there has been an event that might cause the child to need extra or alternative support. Should in-person meetings not be available, teachers or administration may use email or phone to contact families for a check-in, to make a plan, or for additional clarification of recent events and behaviors.

Family Communication and Parent Teacher Conferences

Family communication is delivered in a variety of ways. Our primary communication tool is through Brightwheel. **Caregivers are required to have the app and have notifications ON for messages; this is how you will be notified in the case of an emergency or illness.** Administrative communication will be sent via email and Brightwheel. Teachers may also use email for newsletters, calendars, and other classroom information. Teachers and administrators will respond to emails, phone messages, and Brightwheel messages only during working hours Monday-Friday 7:30am-5:30pm.

In the infant room, Brightwheel is used to log diapers, feeding/bottles, and naps. Teachers in the toddler room will log bathroom/diapers and naps but meals will be logged as a class (what time they all ate.) Preschool and PreK will use Brightwheel to log accidents. All classes will use Brightwheel to share photos with families if time permits. We are a media-free school, and our priority is with our students; Brightwheel is secondary. Brightwheel will be updated at the end of the day for caregivers.

We value frequent communication with families. Communication occurs through Brightwheel and verbally during conversations between teachers and caregivers at pick-up and drop-off. Teachers have classroom information posted on the classroom communication boards outside their rooms. Program information is posted in our family welcome area on the "Family Resources" board. This board contains information about program policies, school days off, licensing, and local family and child resources. Families can also access the Routt County Youth Service Guide, available in English and Spanish, located for free in the lobby and online. Administrative emails will be used to communicate important policy changes.

SCCC also holds Information Nights (1-2 times per year) and an annual Family Night. Family Night is an open house event for caregivers and students to explore the classrooms, get to know the teachers, and learn about our curriculum. Teachers use Teaching Strategies Gold to assess each child's developmental progress three times each year. We offer parent-teacher conferences (to parents and primary caregivers) after the fall and spring assessments and as needed. Conferences are an opportunity for families to be updated on student progress, identify student goals, and collect family information such as learning goals, student interests, and supportive home routines. Information Nights are opportunities for teachers and administrators to share upcoming policy changes, child development information, and to prepare your family for your child's transition to their next classroom. Information Nights and Family Night are 2 opportunities for families to connect with each other. Classrooms also host special family get-togethers for seasonal celebrations, holidays, Mother's Day, and Father's Day.

If families need resources, they can reach out to the classroom teachers or administrators in person, via email, or with Brightwheel. There are Family Resource Guides available in the lobby and when new or seasonal resources are available, they will be shared in the monthly Administration Newsletters.

Language and Interpretation

Steamboat Child Care Center is proud to provide early childhood care for children of a variety of cultural and language backgrounds. Important documents have been translated into Spanish through Integrated Community and, if needed, can be translated into other languages. Interpretive services can also be arranged for meetings, conferences, and other events using interpreters provided by Steamboat Ski and Resort

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Corporation or by Integrated Community. Classroom teachers also take the extra effort to use children's native/primary language when possible.

Staff-Family Relationships & Conflict of Interest

In order to maintain a professional center, and to support the wellbeing of all staff, no staff members from SCCC may live with or work for any SCCC family. Any relationships with families and staff must be disclosed at time of enrollment for any exceptions to be made. This includes babysitting. Staff may not work for other child care centers or babysitting services while employees at SCCC without prior permission from the Director.

Continuity of Care and Primary Caregiving - a Relationship Based Approach

The Steamboat Child Care Center uses a primary caregiving approach, where children are assigned to a primary caregiver/teacher. Whenever possible, the primary caregiver stays with their primary care group throughout the children's time in the infant room; the primary caregiver will continue to be with their group as they get older and move into the toddler room. This continuity of care model allows a child to have a strong bond with a teacher and group of students for up to 3 years. Moving children from one room to the next is based on their developmental readiness and the space that is available. Although children are placed in a primary caregiving group, we consider the individual developmental needs of each child in order to determine when each child will move up to the next classroom.

Within each classroom, grouping young children together in a mixed-age group resembles the natural state of childhood, such as in families and neighborhoods. We know that mixed-age grouping stimulates cognitive and personal growth in children. That interaction among children benefits all individuals because of the combined learning that is taking place. The older children scaffold learning and development for the younger children, and they learn empathy and important social-emotional skills by teaching and caring for their younger classmates.

A child will stay with their primary caregivers until they transition to the preschool classroom. Primary caregivers and all teachers build relationships with children and their families. Our staff is dedicated to ensuring the well-being of all our children. Continuity of care and primary caregiving practices are part of our mission and core values.

Transitions

When children are enrolled at SCCC, after they have completed all the enrollment paperwork and completed a site visit, families are given a "Getting to Know You" packet to fill out and return to the teachers. This will allow the teachers to be prepared for the new student (having high interest materials ready, knowing how to support the student emotionally, etc.). During the site visit, families are also provided with classroom orientation materials to better understand the classroom routines, philosophy, and daily schedule. Caregivers are encouraged to express any concerns they may have about transitioning their child into SCCC; we will do our best to provide accommodations during transition periods.

When children are preparing to transition between the infant and toddler classrooms, students will spend time in the toddler room. At first, they will join the toddlers for small periods of time gradually spending more time in the classroom to learn rules and routines. Prior to transitioning, families will also be educated on the toddler room's schedule, routines, rules, and have an orientation/family night before the final transition.

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Toddler to preschool transition will happen at scheduled times of year. Toddlers preparing for preschool transition will get to “practice” in the preschool room, spending small amounts of time with the preschoolers gradually spending more time in the classroom to learn rules and routines. The toddler and preschool teachers have a check list of preschool readiness skills. Families will get a copy of the list and will receive a preschool orientation as well.

Preschool children who are transitioning to the PreK classroom will get to visit in May. They will also transition from naptime to quiet time. While all children are permitted to rest, PreK students do not have naptime. The PreK school year helps students transition to kindergarten.

When children are preparing to transition from the PreK program to kindergarten, families meet with the PreK teacher to review developmental milestones and the Teaching Strategies Gold assessments. Families will also be able to attend the local school “Kindergarten Round Up” events held in late summer.

Outside Play

At the Steamboat Child Care Center, we believe that children learn best when they are outside playing in nature and involved in the active exploration of their natural environment. Our preschool program is a nature-based program focusing on environmental education, sustainability, and a love of the outdoor, active mountain lifestyle.

We go outside (almost) every day! Please make sure that your child has weather-appropriate clothing every day. This includes seasonal clothing for changing weather conditions and appropriate footwear – closed-toe running shoes, mud or winter boots, and water shoes.

Sunscreen

Please sunscreen your toddler and/or preschool child every morning. Please send in an original container of sunscreen with at least a rating of SPF 30 to be kept at school. We will reapply sunscreen every 2 hours and as needed. Please label the sunscreen with your child’s first and last name and hand it to your classroom teacher. The sunscreen needs to be kept out of reach of children.

Inclement Weather Guidelines

It is the goal of the Steamboat Child Care Center to provide all children with daily outdoor experiences except for in the case of inclement weather.



Extreme Cold:

- Infants will only be taken outside if the temperature is above 32 degrees.
- Toddlers will be taken out daily provided the real feel temperature is above 20 degrees.
- Preschoolers will be taken outside daily provided the real feel temperature is above 10 degrees.

Rain and Storms:

- **Toddlers, preschoolers, and PreK will go outside to play in the rain.** Do not forget your raincoat and mud boots! No umbrellas please.
- They will not be permitted to play outside in hailstorms or when there is lightning.
- Children will not go out if lightning is reported within 10 miles of SCCC. Children will stay inside for 30 minutes after the most recent, nearby strike.

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Extreme Heat:

- Infants will not go outside if the temperature is over 90 degrees.
- Toddlers will limit outside time to up to 30 minutes if the temperature is over 90 degrees.

Wildfire Smoke and Air pollution:

- The Director and classroom teachers will monitor air quality using purple air.
- Infants will not go outside if the reading is above 50 ppm.
- Toddlers will not go outside if the reading is above 100 ppm.
- Preschoolers will limit outside time to 30 min if the reading is 100-125 ppm. Preschoolers will limit outside time to 15 min if the reading is 125-150 ppm. Preschoolers will not go outside if the reading is above 150 ppm.
- Please inform us if your child has any respiratory issues or asthma. We will accommodate children's needs, as necessary.

Please make sure that your child has weather-appropriate clothing every day!

Media Use

We are a media-free zone. We will not be showing videos or TV. Children are not permitted to use media or the internet while they are at the Steamboat Child Care Center. We ask all families to refrain from using their cell phones while at the Steamboat Child Care Center except while checking their child in or out on Brightwheel.

What to Bring

We get dirty! Please make sure that your child has at least 2 extra changes of clothes each day. Children who are potty training will require additional changes of clothes including extra underwear. We ask that all families bring in 2 reusable waterproof wet bags for children's dirty clothes.

Your child's teachers will provide a specific list of items that your child needs for his/her classroom.

- Items your child needs every day:
 - ✓ 2 shirts
 - ✓ 2 pairs of pants
 - ✓ 2 pairs of underwear
 - ✓ 2 pairs of socks
 - ✓ A wet bag to send home dirty clothing
 - ✓ A sweatshirt, sweater, or hoodie
- CLOTHING - Summer and warm sunny days:
 - ✓ sun hat
 - ✓ closed toe shoes (no flip-flops or crocs allowed)
 - ✓ light jacket, sweatshirt, or hoodie
 - ✓ water shoes when applicable (water days will be posted on each classroom's calendar)
- CLOTHING - Winter and snowy days:
 - ✓ winter hat
 - ✓ waterproof insulated snow boots
 - ✓ winter jacket
 - ✓ snow pants



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- ✓ waterproof mittens
- CLOTHING - Mud season and rainy days:
 - ✓ rain coat or mud suit
 - ✓ mud boots
- SHOES
 - ✓ 1 pair of inside closed-toe shoes, hard sole
 - ✓ 1+ pair of weather-appropriate outside shoes or boots
- NAP ITEMS – All items must fit in the nap bin provided
 - ✓ 2 crib sheets (play yard size for infants, full crib size for toddlers and preschool)
 - ✓ A sleeveless sleep sack (infants only; sleep sacks are not permitted in the toddler classroom.)
 - ✓ Pacifier, if applicable (infants and toddlers only)
 - ✓ A blanket (toddler and preschool classroom only)
 - ✓ A small comfort object such as a stuffed animal or lovie (toddler and preschool only)
 - ✓ A small pillow (preschool and PreK only)
- DIAPERS AND WIPES, if applicable
 - ✓ At least 8 diapers per day
 - ✓ A package of wipes to keep at school
 - ✓ Diaper cream if needed (please sign authorization if using diaper cream)

Please be prepared for changing daily weather conditions. Dirty, wet, or soiled items must go home to be washed and dried at the end of every night. Families are required to take nap items home to wash at the end of every week. The Steamboat Child Care Center is not responsible for any damaged, stolen, or lost items. **Everything brought into the Steamboat Child Care Center must be clearly labelled with your child's name.**

What not to bring: We ask that all medications, money, valuables, books, toys, and media stay at home. Children should not have any personal belongings at the Steamboat Child Care Center except for the items listed above or requested by your classroom teacher.

Sick Policy

The Steamboat Child Care Center is a healthy and safe environment. **Please do not bring your child to school if they are sick!**

For the health and safety of all our children and staff, we will strictly enforce our sick policy. **If you are unsure if your child is healthy enough to attend school or if you have any questions, please contact the center before bringing your child to school.** If a child has symptoms, they will be sent home; children must remain at home the day they were sent home and the following “recovery” day. We will not admit a child who is sent home until a full day has passed.

We do not accept children who have any of the following symptoms:

- A child diagnosed with COVID. Please refer to this [CDC document](#)
- A fever above 100 degrees Fahrenheit
- Uncontrolled coughing or a dry barking cough
- Heavy mucus or green or yellow discharge from eyes, nose, or mouth

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- 2 or more episodes of vomiting in the past 24 hours or one episode of vomiting at school
- 2 or more episodes of diarrhea in the past 24 hours
- Preschool or PreK children who have one episode of uncontrollable diarrhea
- Conjunctivitis (pink eye) until the child has been on medication for 24 hours
- Unidentified or unexplainable rashes
- Bacterial infections or illnesses that requires antibiotics. Children cannot return to school until they have completed 24 hours of antibiotics.
- Lice, ringworm, or scabies that are untreated and contagious to others

In addition, we cannot care for a child who is not well enough to participate in routine activities, at the Steamboat Child Care Center or a child who requires more care than the program staff can provide without compensating the health and safety of other children in care.

Children requiring over the counter (OTC) drugs like pain relievers, cold medicine, or cough syrup, should remain at home until symptoms are gone without medication. Children who require a regular regimen of OTC medications (seasonal allergies, laxatives, etc.) need to have a written health care plan on record. We will NOT administer any OTC or prescriptions (except lifesaving medications; see our policy on “medications”).

We do not permit children to return to school the same day that they have received vaccinations. We also recommend that children stay home the following day if they are strongly affected by the vaccination. Note that children who are not able to participate in activities or require additional care will be sent home and cannot return until a full day has passed.

In the event we call you to pick up your child from school, please pick up your child ASAP, within 30 minutes. If you are not able to make it in in that amount of time, please find an alternate adult that can come pick-up your child. **We are not equipped to care for sick children.**

If you or an approved alternate pick-up person does not pick-up your child within 30 minutes, and you do not communicate with us to let us know that you are on your way, you will be charged a fee of **\$2 per minute** after the allotted time. If your child is not picked-up within one hour, we will contact social services and/or transport your child in an ambulance at your expense if we deem it medically necessary to do so.

We are doing everything we can to prevent the spread of illness to keep our staff and families safe and healthy. If your child is sent home due to any of the illnesses or symptoms listed above, please do not bring your child back to the Steamboat Child Care Center until the child is symptom free without the use of over-the-counter medication or has a doctor’s note and permission from the Director on Duty. We reserve the right to ask your child to stay at home even if the doctor indicates that he/she can return to school. In addition, children must remain at home the day they were sent home and the following “recovery” day. We will not admit a child who is sent home until a full day has passed.

Please note: our COVID policy will change in accordance with the Colorado Department of Public Health and Environment and local regulations, and the full policy is not listed here. Please check your email or Brightwheel for updates to our COVID policy.

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Illnesses, Accidents, and Injuries

When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella the center must immediately notify the local health department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of children in care. Children's confidentiality will be maintained. The Director will ask families to report exposure of a child to communicable illness outside the center, and the child should be excluded from the center for the period prescribed by the child's physician or by the local health department. Children whose illness requires prescription medication must be on that medication for a **full 24-hours** and the remainder of that school day before returning to school. After the allotted period of time, children can only return to school if they are fever-free without the use of over-the-counter medications. Children should be well enough to participate in all activities before returning to the Steamboat Child Care Center.

Families will be notified as soon as possible if your child becomes ill or is seriously injured. In the case of an injury, the child's teacher will fill out an incident report on Brightwheel and families must confirm in writing that they have seen the message. Please read the release of liability form and ask us if you have any questions.

Procedures for Emergencies and Disaster Preparedness

In an emergency or disaster, families will be notified by the Director and/or Steamboat Child Care Center staff. In the event we must evacuate the facility for an emergency situation, children and staff will be transported in a SSRC shuttle by security or CDL-certified child care staff to the Meadows parking lot for reunification with families. Please don't respond to the facility if we are in a lockdown or have evacuated. **It is important to keep your child's file updated with your current telephone numbers, addresses, and emergency contacts.** You need to have text messaging turned on for Brightwheel alerts.

Here at the Steamboat Child Care Center, your child's safety is our #1 priority. We will practice safety drills as recommended by the State of Colorado's Rules Regulating Child Care Centers. We practice fire drills monthly and lockdown drills at least quarterly. Prior to caring for children, all Steamboat Child Care Center staff must complete a department-approved training in emergency and disaster preparedness. All staff members will be briefed on any children who may need extra assistance in an emergency. Infants will be transported in emergency evacuation cribs for safety drills. Older children, who are mobility impaired, have special needs, or require extra assistance during emergency evacuations will be physically assisted by a staff member assigned to them to ensure they stay with the group and are able to get to a safe location.

Fire:

We practice fire drills monthly. Each staff member of the Steamboat Child Care Center is trained in fire safety and the use of available fire extinguishers and fire alarms.

1. We practice fire drills both using the actual alarm and by using the intercom system to announce the drill. During an actual fire, the fire alarm will sound and 911 will be called.
2. Students will line up behind the door of their respective classrooms leading to the playground. Infants will be placed in the evacuation cribs and 1 staff member will roll each crib (with up to 5 infants each) to their exterior classroom doors.
3. Staff will bring their emergency backpacks containing each child's emergency forms and first aid kit as well as their iPads with the class attendance record. They will count the children to be evacuated and ensure that the number of children matches the attendance record.

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4. One staff member will be in front of the line of children and one staff member will go to the end of the line. In the infant room, one staff member will be assigned to each evacuation crib.
5. Staff will safely lead students in a quiet, calm manner out to their predesignated safe spot. Provided it is safe, this spot is located at River Creek Park, on the south side near the Handicap parking spots.
6. Staff will count the children again and account for all children. Meanwhile, the Director will check in with each class to ensure that all children are accounted for. During a drill, the Director will communicate when it is OK to return to the classrooms. In the case of a real fire, staff and administrators will await specific instructions from SSRC security and the Steamboat Springs Fire Department.
7. When directed, staff & children will report back to the center. Children will be counted again to make sure all children are accounted for.

Lockdown:

A lockdown will occur if there is emergency weather such as a severe storm or tornado or if there is concern about an intruder/active shooter on the premises. A lockdown will also occur if there is suspicion of a child abduction. During a lockdown, all exits will be sealed. You will not be able to enter the building during a lockdown and children will stay in one room with teachers.

Steamboat Child Care Center staff is trained how to respond in the event of a lockdown. We will work with Steamboat security and local authorities to determine the appropriate course of action depending on the location and nature of the hazard or threat. In accordance with licensing regulations, we will practice lockdown drills quarterly.

Our lockdown procedure:

1. Staff will keep children in a designated spot in each classroom. Children will be given books and quiet toys and remain seated with a teacher.
2. Doors and windows will be closed and locked.
3. Teachers will stay with their class for the duration of the drill or lockdown. One teacher will stay with the children while the second teacher will close the blinds if it is safe to do so.
4. The Director on Duty will discuss with security the need to secure the site and deactivate all security codes.
5. Police and emergency personnel will be notified.
6. The Director on Duty will lock all internal doors.
7. Staff will follow the directions of the Steamboat Springs police department and SSRC security. Families will be notified in accordance with their recommendations.
8. Doors may be unlocked, and children can be dismissed to an authorized pick-up person only after emergency personnel has given their OK.

Shelter-in-Place:

A shelter-in-place will be conducted when all children and staff need to remain indoors for an undetermined period of time. This may be due to a wild animal, unsafe outdoor environment (like weather) or other events that required a building to provide safety. If there is a wild animal on or near the school property, we will follow the following procedure:

1. Teachers will immediately get all children in the building and report the animal citing to the director on duty.
2. The director on duty will ensure that all children and staff are accounted for and note the time.

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3. The director on duty will monitor the premises and will be the one to “deem it safe for play.” This may be a 30 minute “hold” while watching the movement of the animals.

Lost Child:

In the unlikely event of a lost child, we will adhere to the following procedure:

1. All staff will be alerted and asked to thoroughly check their classrooms.
2. The Director will walk through each room, bathrooms, staff rooms, and make a thorough search of all areas.
3. The Director or Assistant Director will secure the site and lock all doors.
4. Police and emergency personnel will be notified.
5. Parents and guardians will be alerted to the situation.
6. A report will be filled out and filed per child care licensing regulations.

Wildfire:

In the case of a wildfire evacuation, you will be notified via a Brightwheel notification, and your child needs to be picked-up immediately. You are responsible for providing transportation for your child in case of an emergency wildfire evacuation. Please make sure that you, or an authorized pick-up person, is available to pick-up your child within 30 minutes in the case of a wildfire evacuation. We reserve the right to close the Steamboat Child Care Center if it is likely that the area will need to be evacuated due to a nearby forest fire. We may preemptively close the center during a pre-evacuation order. In the case of an immediate threat, security will transport children in a SSRC shuttle to the Meadows parking lot.

Flooding:

In the case of an impending flood, you will be notified, and your child needs to be picked-up immediately. You are responsible for providing transportation for your child in case of a flood. We reserve the right to preemptively close the Steamboat Child Care Center if there is risk of flooding.

School Closures

In the event that the Steamboat Child Care Center will be preemptively closed due to an emergency (severe weather, flooding, wildfire pre-evacuation, or community health outbreak,) you will be notified via an alert on Brightwheel. You must have text message notifications turned ON for messaging; we use Brightwheel notifications to communicate during emergencies.

Procedure for Identifying Where Children Are At All Times

Our #1 priority is to keep children safe. We implement several strategies to ensure that children are accounted for at all times. During each transition, including going to/from the playground and classroom, we count the children. Children will be counted every time they leave their classroom and every time they return. We make transition times fun and use this opportunity to strengthen numerical literacy skills.

End of Day Procedures

Procedure for releasing children from the center: Children will only be released to individuals who are on their authorized pick-up list. Anyone other than legal guardians will be required to show a photo ID to pick up a child. Make sure that your child’s teacher knows that you are there when you are picking up your child. Please be sure to sign your child out using Brightwheel. Everyone who drops off or picks up your child must be designated as an authorized pick-up person on your Brightwheel account. Remind all authorized pick-up personnel that they must bring a photo ID. Keep in mind that anyone picking up or dropping off a child must be over the age of 16. You may not give your fob to your authorized pick-up. Adults, other than

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parents, who are authorized to pick-up your child must ring the doorbell, check in with front desk staff, and show a photo ID. If an unauthorized person attempts to pick up your child, security will be called.

All persons picking-up a child from the SCCC are required to abide by our Safe Pick-Up Policy. The Safe Pick-Up Policy is a separate attachment that must be signed annually.

Procedure for late pick-ups: The Steamboat Child Care Center closes promptly at 5:30 pm. Please be respectful of our staff, many of whom also have families. **There will be a late charge of \$2.00 per child per minute if a child is picked up after 5:30 pm.** If you know that you will be late, please send a message on Brightwheel. If an administrator or teacher does not confirm that they have seen the message, it is your responsibility to call 970-871-5006 and ask to speak with the Director. If we have not heard from you, the Director on Duty will stay with your child until 5:45 pm at which time we will begin calling other people who are authorized to pick up your child. If a child is not picked up by 6:00 pm, and we have not heard from you, the Director will contact Steamboat Security, the Steamboat Springs Police Department, and/or the Department of Social Services.

Visitors

All visitors to the center must check in with the Director or front desk personnel and show a photo ID. The Director on Duty will check the visitor's ID and the visitor must sign-in. The date, time, visitor's name, and the purpose of the visit will be recorded.

Field Trips

During the summer, the Steamboat Child Care Center will run a summer camp program for potty-trained children ages 2.5 years and older. Children may attend summer camp through the summer before they enter kindergarten. During summer camp, the preschool children go on a field trip nearly every day! Because we take fieldtrips off-site for most of the day and may use public transportation, all children that participate in the summer camp program must be fully potty-trained. The location of all summer camp field trips will be posted on the preschool classroom's calendar.

During the school year, the toddler, preschool, and PreK classes will go on field trips. These field trips will be posted in advance on each classroom's calendar. Preschoolers, who are at least 3 years old, may also attend ski lessons during the winter at an additional cost. Transportation for the ski lessons will be provided by our SSRC shuttles. The toddler, preschool, and PreK classes may use public transportation during field trips. Infants will take walking field trips only.

If a child arrives late on a day when a field trip is planned, we will not hold up the group to wait for his/her arrival. Please call ahead if you know your child will be late and we may decide for you to meet up with the group. If we have not heard from you by the time we leave, we will post a note stating the time, location, and cell phone number where we can be reached so that your child may join us if possible.

When a child arrives after the class has left for a field trip, all efforts will be made for the child to join them. If this is not possible, **the child must remain with the caregiver.** This complies with state mandated ratios and age limits. In the event you do not want your child to go on a field trip or participate in an activity, you will need to find alternate care until the class has arrived back at school.

Transporting Children

The toddler, preschool, and PreK classes will go on field trips. These field trips will be posted in advance on each classroom's calendar. Classes may use the city bus or our SSRC shuttle buses driven by our highly

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qualified CDL drivers. Guardian permission for transportation is included in our *Release of Liability*. You must sign this form in order for your child to participate in field trips.

Our #1 priority is to keep your children safe. Before every field trip, teachers talk with their class to review safety rules related to transportation and field trips. When riding in a vehicle, students must be seated facing forward with their backs against the seat. If toddlers participate in a fieldtrip, they are not allowed to sit in the front row of the SSRC shuttle buses. The back of the seats provides a barrier that protects the children in case of an emergency. Only toddlers, preschoolers, and PreK students will be transported. Infants go on walking field trips only, except for in the case of an emergency evacuation. In case of a medical emergency, we will contact 911 and your child will be transported in an ambulance.

Medical Issues

Please inform us if your child has any allergies, medical issues, or special needs. We will do our best to accommodate each child's individual needs. Make sure your child has been exposed to peanut butter and other major allergens before they start our program. Infants, who are fed solids, must have tried each new food at home with you at least 2 times before we will serve it at the Steamboat Child Care Center. In the event of a medical emergency, we will call an ambulance. You are responsible for any charges related to transporting your child in case of a medical emergency.

Medication

Please take all steps possible to administer necessary medication to your child at home. You may also come to the center to administer medication to your child. However, children are not allowed to have fever-reducing medication (such as Tylenol or ibuprofen) before or during the school day. If your child requires this medication, they are not healthy enough to be at school. If your child needs medication during the day for other reasons, *prescription or over the counter medication*, and you are not able to administer the medication personally, the following CDHS regulations apply:

Prescription and non-prescription (over the counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written guardian consent. Centers may administer medications for chronic health conditions or emergency situations.

The written order by the licensed prescribing practitioner must include:

- Child's name
- Licensed prescribing practitioner name, telephone number, and signature
- Date authorized
- Name of medication and dosage
- Time of day medication is to be given
- Route of medication
- Length of time the medication is to be given
- Reason for medication (unless this information needs to remain confidential)
- Side effects or reactions to watch for
- Special instructions

All medications, including over the counter medication, must be kept in the original labeled bottle or container, and be labeled with the child's first and last name. Prescription medications must contain the original pharmacy label that lists:

- Child's name
- Prescribing practitioner's name

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- Pharmacy name and telephone number
- Date prescription was filled
- Expiration date of the medication
- Name of the medication
- Dosage
- How often to give the medication
- Length of time the medication is to be given

In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label. Medication forms can be obtained from an administrator or by emailing childcaresbt@steamboat.com.

Medication will be stored in a locked area inaccessible to children. Please hand all medications and medication forms to the Director on Duty or to your child's teacher. **Children are NEVER allowed to keep medications in their backpack or personal cubby area.** This includes over-the-counter medication such as acetaminophen or ibuprofen. Staff who have the authority to dispense medications have completed a medication administration class. The Steamboat Child Care Center also works with our nurse consultant, on issues related to medication and medication administration.

A written medication log must be kept for each child. This log is part of the child's records. The log must contain the following:

- Child's name
- Name of the medication, dosage, and route
- Time medication is to be given
- Special instructions
- Name and initials of the individuals giving the medication
- Notation if the medication was not given and the reason

Topical preparations such as diaper cream, sunscreen, bug sprays, and other ointments may be administered to children with written guardian authorization. **These preparations cannot be applied to open wounds or broken skin.** A permission form is required for Steamboat Child Care Center staff to administer any topical preparations including diaper cream or sunscreen. These forms can be found on Brightwheel.

Diapering and Potty Training

Children who wear diapers will be changed every 2 hours and as needed. Please make sure that your child has at least 8 diapers at school and 1-2 packages of wipes. In addition, please bring diaper cream in its original container clearly labelled with your child's name. You will need to fill out the "diaper cream" authorization form in Brightwheel.

Diaper cream will be applied as requested by caregivers ONLY if the "Topical Ointment and Cream" permission form has been signed. Diaper Cream can only be applied to healthy or red skin. If a child has open sores, cream cannot be applied, and the child must be sent home per licensing regulations. Children may be readmitted on a case-by-case basis.

We will support your decision to potty train your child when they are in the toddler classroom, but only if they are interested in the potty and are showing signs that they are ready. Signs that a child may be ready include knowing when they have to go, being uncomfortable when they are wet or dirty, being able to sit and balance on the potty, and asking to use the potty. After you have begun the process of potty training at home, we will work with you to ensure it is as smooth as it can be. We will do our best, within reason, to

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accommodate your child's potty training. It is recommended that children who are learning to use the potty be brought to the toilet about every hour, or when they ask, and encouraged to sit and try. We will never force a child to sit on the toilet. Please remember, there are multiple children potty training at the same time. Be sure to bring extra clothes while your child is potty training and remember that accidents are normal! Children will never be punished for having an accident. We require all children participating in the preschool summer camp program to be potty trained. Preschool children who are potty trained will have occasional accidents and we can accommodate them on site, but not on field trips. **All preschool children participating in our summer camp program must be fully potty trained.**

Naps

Naps and healthy sleep are a requirement of the Colorado Rules and Regulations for Child Care. All staff who work with infants and toddlers have taken a state required training in safe sleep.

Infants:

We are required to follow "Safe Sleep Practices" per Colorado Department of Early Childhood regulations. We are required to lay all infants on their backs for sleep. It is recommended that infants, ages 12 months and younger, be offered a pacifier as there is evidence that a pacifier may reduce the risk of SIDS. Infants are also allowed to use a sleep sack; no swaddles or things that restrain arm movement. Infants will be offered naps when they show signs of being tired. Infants who fall asleep in a car seat, a baby seat, or other infant equipment must be moved to their cribs. This is a legal requirement. Infants, who require modifications to their sleep arrangement or a different sleep position due to health conditions, need to have a health care plan completed and signed by the child's physician. Swaddling of infants must only be allowed with a health care plan completed and signed by the child's health care provider. In accordance with Colorado Rules and Regulations, infants cannot have mobiles above or pillows, blankets, or stuffed animals in their cribs. All sleeping infants will be physically observed at least every 10 minutes by an infant caregiver. To protect infants from second hand and third hand smoke, we ask that all nap items be kept away from people who smoke and their vehicles. Infant staff are not permitted to smoke during the workday. All infant staff are required to wear smocks to cover their clothing. When children in the infant room are 12 months, they can follow the toddler sleeping practices.

Toddlers:

Children ages 12-36 months will sleep on a 2" cot in the toddler room. The State of Colorado Department of Early Childhood requires that all children under the age of two years have written authorization to sleep on a cot or mat. If you have a toddler between 12-24 months, please sign the "Cot Consent" form located in Brightwheel. Please bring 2 crib sheets and a blanket for your toddler's nap; sleep sacks are not permitted in the toddler room. You may also send a comfort item such as a lovie or stuffed animal. Toddlers who still use a pacifier will be offered the pacifier at nap time only. They will put the pacifier away with their other nap items when naptime is over. Teachers and parents will work together to wean toddlers from using a pacifier when they are ready; pacifiers are not permitted in the preschool room. All crib sheets and blankets must go home at the end of every week to be washed.

Preschool:

Children in the preschool class will be offered a rest time. We will never force a child to sleep but per Colorado Rules and Regulations, they are required at least 30 minutes of quiet time on their cot. Children who do not sleep after 30 minutes will be allowed to move to another area and be provided with quiet toys, puzzles, or books. Preschool children need a crib sheet and can also have a small pillow, blanket, and soft lovie if they wish. Families will need to bring all nap items home at the end of the week to be laundered.

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PreK:

PreK students have mindfulness and relaxation time for 30 minutes so that they can rest. A yoga mat will be provided, and a small pillow can be left at school. Pillows will go home at the end of every week for laundering. Yoga mats are sanitized every day. PreK students who fall asleep can stay asleep for the full hour for the first half of the school year. During the second half of the school year, we will do a gentle wake up after the 30 minutes to help children transition to a kindergarten schedule.

Licensing

The Steamboat Child Care Center is fully licensed as a large child care center by the Colorado Department of Early Childhood (CDEC.) A copy of the Rules Regulating Large Child Care Centers is available here: [CO Rules Regulating Child Care Centers](#)

Should you have any concerns about our program, if you want to recognize any staff member for providing excellent care, offer suggestions, or tell us what you love about our program, please let us know: childcaresbt@steamboat.com. We welcome family feedback.

Any concerns or complaints about our compliance with Colorado law can be made to:

Colorado Department of Early Childhood
Division of Early Learning Licensing and Administration
710 S Ash St, Denver, CO 80246
303-866-5948

Withdrawal Policy

Families must provide at least a 2-week written notice if they wish to withdrawal their child from the Steamboat Child Care Center. You will be required to pay for those 2 weeks and until the end of the calendar month – even if your child does not attend those final weeks. Failure to provide written notice will result in your account being billed regularly until the end of the month during which a 2-week notice has been provided in writing. You can send notification to: childcaresbt@steamboat.com. If you know that you will be withdrawing your child from the Steamboat Child Care Center, it is helpful if you can provide as much notice as possible. This allows us to contact families on the waiting list and offer them a spot in our child care center.

Termination of Child Care

The Steamboat Child Care Center reserves the right to terminate care of a child. Reasons include but are not limited to:

- Families who do not follow this handbook after an official written warning has been issued.
- Families or caregivers who do not demonstrate kindness or respect to children, staff, and other SCCC community members while on SCCC premises.
- Families who do not abide by SCCC's Safe Pick-up Policy.
- Lack of payment for child care services or habitually late payments defined as 2 payments that are more than 10 days late in 2 out of 6 consecutive months.
- A family's termination from SSRC: If a caregiver's employment status changes or the caregiver quits employment or is terminated from SSRC, the family *may* be asked to leave the Steamboat Child Care Center. If it is determined that we need to terminate your family's care, we will give you 2 weeks' notice and connect you with local child care services to help you find new child care. If we are able to continue to offer your family a spot in our center, you will be required

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to pay the community rates. Winter seasonal employees, who do not work a summer seasonal position, will be pay the community tuition rates May-October.

- Disciplinary reasons concerning a child's behavior: Here at the Steamboat Child Care Center, our #1 priority is to keep your children safe. If a child is hurting other children or staff on a consistent basis or staff is not able to support the needs of a child, we will implement the following steps:
 1. Classroom teachers will verbally communicate any safety or behavioral issues.
 2. Any time that a child visibly hurts another child, an incident report will be provided to both families. Families will be asked to sign the report; a copy of the incident report will be kept in the child's file. Children's confidentiality will be maintained.
 3. A conference will be held with your child's teacher, the Director, and your family to determine how we can best meet the needs of your child.
 4. We will work with families, a behavioral specialist, and/or a mental health consultant to develop a behavior plan for your child.
 5. A behavior plan will be implemented.
 6. Another conference with the family, Director, and classroom teachers will be held to determine if the behavior plan is effective or a new behavior plan needs to be implemented.

The Pyramid Model supports our goal of meeting the individual needs of every child and their family. One goal of the Pyramid Model is to reduce or eliminate suspensions and expulsions of preschool children. We will do everything we can to support your family. However, the Steamboat Child Care Center reserves the right to terminate care if the above steps are not successful and it is determined that we are not the best fit for your family.

Grievance Procedure

If a family member has a formal grievance about SCCC, an SCCC staff member or SCCC policy, it can formally be submitted to the Director of Child Care via email. If there is a grievance against the Director of Child Care, a written grievance can be submitted to their supervisor, VP of HR. All grievances must be submitted in writing via email.

Child Abuse and Neglect Reporting

Child Care Staff are mandatory reporters. Mandatory reporters are required by law to report all reasonable suspicions of child abuse and child neglect. All child care center facility staff (including teachers, administrators, and support staff) are required to take the Mandated Reporter Training prior to working with children and must renew this training annually.

Mandated reporter training provides information on warning signs of child abuse or neglect, appropriate responses, and how to make a report. It is our intent to build a partnership with families. Please note that state laws require us to report all cases of suspected child abuse or neglect. Suspected child abuse or neglect cases will be reported before notifying families.

The State of Colorado Rules Regulating Child Care Centers section 7.701.53 Reporting of Child Abuse requires the following:

1. A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
2. Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected

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to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

3. If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.
4. If the suspected child abuse did not occur at the child care facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.
5. At the time of admission, the facility must give the child's parent or guardian information that explains how to report suspected child abuse or child neglect.

You may report suspected child abuse or child neglect by calling 844-CO-4KIDS. More information can be found here: <https://cdhs.colorado.gov/colorado-child-abuse-and-neglect-hotline-reporting-system>

Children's Records

At all times, the following forms must be in the child's file:

1. Enrollment form
2. *Release of Liability* including authorization for medical treatment and permission for field trips
3. Policies and Procedures acknowledgement
4. Child Care Center *Acknowledgement and Receipt* including:
 - Sick policy acknowledgement
 - Tuition agreement
 - Late policy
5. General health appraisal health form and immunizations
6. Photo waiver for Brightwheel; media release (optional)
7. Cot waiver (if applicable – for children 12-24 months)
8. Topical cream waiver (if applicable)

All information is kept confidential and is used to adhere to the State of Colorado Rules Regulating Child Care Centers and solely to help teachers and administrators provide your child with individualized, developmentally appropriate care during their time at the Steamboat Child Care Center.

In Gratitude

The Steamboat Child Care Center considers it a privilege to care for your children. Our staff is comprised of Early Childhood Education professionals who meet the Colorado Department of Early Childhood's requirements for Early Childhood Teachers, Assistant Teachers, Early Childhood Coaches, and Early Childhood Directors.

It is our goal to provide a nurturing environment encompassed with developmentally appropriate activities and learning tools. As your child grows with us, we will strive to help him/her grow emotionally, socially, and academically. Thank you for giving us this special time with your children.

Thank you for your support. We appreciate the time you spent to read these policies and procedures. Please let us know if you have any questions.