Steamboat Child Care Center



Fall 2026 Family Handbook Addendum

This document is an official addendum to the 2026 SCCC Family Handbook.

1. Registration & Enrollment Policy Update

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 primary care group for up to 3 years.

Registration Tiers for New Families

Registration for **new families** will be prioritized based on the following SSRC and AMC employment tiers and criteria **when spots become available**:

1. Full Time Year Round
2. Flex Year Round
3. Season-to-Season
4. Seasonal Full Time
5. Seasonal Part Time
6. Community members with siblings currently attending the SCCC

Note: SSRC and AMC employees can get on the waitlist as soon as they are hired.

Enrollment Commitments & Future Community Transition

- **Commitment to Current Families:** We are fully committed to continuing care for our currently enrolled community children through May 2027. Existing enrollments will remain secure and will not be displaced to accommodate new children; incoming employees requiring care will be placed on our waitlist.

- **Infant & Toddler Community Admissions:** We are not currently enrolling non-employee children in our infant and toddler classrooms.

- **Enrollment Confirmation:** Your child's enrollment will be confirmed with an Enrollment Confirmation Letter that will be emailed.

2. Primary Caregiving Model & Infant Cohort Enrollment

The Steamboat Child Care Center follows a primary caregiving model grounded in early childhood best practices that prioritize consistent relationships with familiar caregivers over time. Children are cared for by a small, consistent team of teachers, allowing them to build secure, trusting relationships. The goal of this model is to keep the same caregiving team with the same group of children whenever possible, as children move forward together with their peers from the infant room into the toddler room and beyond.

Transitions between classrooms are based on each child's developmental readiness, group needs, and available space rather than age alone. While children are part of a primary caregiving group, individual developmental needs are considered to ensure smooth, supportive transitions. This approach promotes emotional security, strong relationships, and a stable learning environment during a child's early years.

a. Classroom Age Structure & Cohort Start Dates

As part of our primary caregiving model, SCCC launches new infant cohorts aligned with the start of a designated primary caregiver (start months shift based on program scheduling).

- SCCC accepts infants into our infant classrooms starting at 3 months old (serving children 3 months to 18 months).

b. Program Entry & Enrollment Guidelines

- **Employer Coverage:** SSRC covers the cost to reserve an employee infant's placement until the child reaches 3 months of age, allowing children to officially join their primary caregiving cohort when they turn 3 months old.
- **Family Choice / Delayed Start:** If families make the personal choice not to start their child at 3 months, they are responsible for paying full tuition to retain their spot until they decide to start.
- **Enrollment Confirmation & Offer Response:**

- SCCC will send families an Enrollment Confirmation Letter via email at least 60 days prior to their start date.
- Families can agree to this policy or decline their spot offer and remain on the waitlist.
- If a spot is declined, SCCC will contact the family if another spot becomes available in the future, subject to availability (placement is not guaranteed).

3. Child Safety and Family Privacy Policy (New Policy) *Effective Immediately*

To protect child safety and family privacy, our center keeps nonpublic spaces, including classrooms, offices, and playgrounds, secure at all times. In non-emergency situations, if a law enforcement officer arrives, staff will obtain their identifying information and request that they remain in the front reception area and immediately notify our Administrative Team, who will contact legal counsel before sharing any information or granting entry. Any warrant or other legal process must be reviewed by the Administrative Team and legal counsel prior to disclosing information or granting entry. Staff shall not collect, access, use, or disclose immigration status information or other protected personal identifying information except as required by applicable law or as approved by the Administrative Team in consultation with legal counsel. SCCC will make reasonable efforts to minimize disruption to children's educational and care activities while maintaining safety and complying with applicable law.

4. Schedule Changes & Withdrawal Policy

Withdrawal & Schedule Reductions

Families must provide a minimum of two (2) weeks' written notice to withdraw a child from the center or to reduce a child's enrolled schedule. Written notice must be submitted prior to the monthly billing cycle via email to childcaresbt@steamboat.com.

Tuition is billed on the first day of each month for the upcoming service period. Consequently, notices regarding withdrawals or schedule reductions must be received at least two weeks prior to the start of the final billed month. Tuition already processed is non-refundable.

Families remain financially responsible for:

- The required two-week notice period, and

- The remainder of the calendar month in which the notice period falls, regardless of attendance.

If written notice is not provided, monthly tuition will continue to be billed as scheduled until formal notice is received, and the corresponding billing cycle concludes.

Please note: Re-instatement of previously dropped days cannot be guaranteed and is subject to space and staffing constraints.

Adding Permanent Schedule Days

Requests to permanently add days to a child's schedule must be submitted in writing to childcaresbt@steamboat.com. Schedule expansions are evaluated based on classroom capacity and required teacher-to-child ratios and are subject to availability.

5. Drop-In Fee Update

In direct response to feedback from our biannual parent survey, effective November 1, 2026, the daily drop-in fee will be reduced to **$10 per day**. This fee is charged in addition to standard tuition for any pre-approved drop-in days.

Acknowledgment & Closing

Please take your time to review this document. You may reach out to the administrative team with any questions.

Completion of the digital acknowledgment form in **Brightwheel** is required by **October 23, 2026** for continued enrollment.

Thank you,

SCCC Administrative Team

Sarah Mikkelson, *Director of Child Care*

Alicia Penrose, *Assistant Director – Operations and Enrollment*

Kristen Parrino, *Assistant Director – Infant & Toddler Program Supervisor*

Lennae Jenkins, *ECE Coach*