



YOUNG TRACKS PRESCHOOL AND CHILDCARE CENTER

PARENT POLICIES AND PROCEDURES

Effective January 2018
(Subject to change without notice)

“This institution is an equal opportunity provider, and employer.”



STATEMENT OF PURPOSE:

Young Tracks, Inc. operates with the purpose of offering quality early childcare and education to residents of our community and surrounding communities.

PHILOSOPHY:

We believe in a program and staff which:

- Provide warmth, affection and unconditional acceptance of each child
- Know and follow the interests of children
- Allow children to move at their own pace
- Maintain a relaxed atmosphere
- Accept and plan for individual differences
- Use a wide variety of materials
- Provide many sensory experiences
- Allow for thinking and discovering
- Provide nutritious meals and model acceptable "table manners"
- Promote the development of self-esteem in children

Ages of Children Accepted:

Young Tracks is licensed for and accepts children for enrollment from two months through seven years of age.

Hours of Operation and Scheduled Closures:

Young Tracks is open from 7:30 am to 5:30 pm, Monday through Friday. All families will be assigned a pin number for the front door lock. The main door will be open from 7:30 am – 9:30 am and 3:30-5:30, but locked the remainder of the day. Families will need their own pin to access the building after 9:30am and before 3:30pm.

2018 CLOSED DAYS:

- Jan 1 New Year’s Day
- February 19 Presidents day
- May 28 Memorial Day
- July 4th and 5th Independence Day
- September 3 Labor Day
- November 1 staff development day
- November 22 & 23 Thanksgiving
- December 24, 25 & 26 Winter break

We reserve the right to close for professional training opportunities, but will always announce these special events well in advance.

VISITOR POLICY:

Visitors are welcome, under strict supervision, on the premises of Young Tracks Preschool and Child Care Center. Visitors must sign in and out as required by state law. The sign-in sheet is located near the front entryway. Visitors must also obtain a visitors pass from the office upon arrival.

NON DISCRIMINATION POLICY:

“This institution is an equal opportunity provider and employer.”

In Accordance with Federal law and U.S. Department of Agriculture policy this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status.

HOME LANGUAGE POLICY:

If you require a translator for any or all documents, conferences with staff, parent meetings or general information, an interpreter will be provided.

ENROLLMENT PROCEDURE:

You will be asked to fill out an enrollment application as well as an "Individual Care Plan (ICP)" form for your child. An initial registration charge of \$100.00 per family is required, there after an annual enrollment fee of \$90.00 will be added to each family's September bill. Should you unenroll from Young Tracks for any reason, for any amount of time and choose to reenroll, and regardless of the length of time your child does not attend, you will need to pay a new enrollment fee. Once a spot for your child has been secured, enrollment forms including emergency card, authorization and release, intake record, medical form signed by your child's physician, and immunization card, must be completed prior to admission. After you are enrolled please keep us updated on all changes of emergency contact phone numbers and changes in your place of employment.

Young Tracks recommends all children be enrolled no less than 3 days per week and requires all children to be enrolled no less than 2 days per week.

TRANSITIONING INTO OLDER CLASSROOMS:

As your child gets older and more developmentally capable they will be moving throughout the building. At each move-up you will receive notice and have the opportunity to meet the staff in your new room. The children will have opportunities to visit the new room, as space allows, and meet and spend time with the new teachers in the new environment. A move-up packet will be provided to you prior to the move up date and all state required paperwork MUST be updated at that time.

ASSESSMENT TOOLS:

The DECA and Teaching Strategies GOLD assessments are used in each classroom and are provided to parents during Parent/Teachers Conferences held twice annually in each classroom. Assessment is the ongoing process of observing, recording and otherwise documenting the work children do and how they do it, to provide a basis for a variety of educational decisions that affect the child. Assessment is integral to curriculum and instruction. In early childhood programs, assessment provides a basis for: 1) planning instruction and communicating with parents; 2) identifying children with special needs; and 3) evaluating programs and demonstrating accountability. Assessment involves the multiple steps of collecting data on a child's development and learning, determining its significance in light of the program goals and objectives, incorporating the information into planning for individuals and programs, and communicating the findings to families and other involved people. The collection methods vary by tool and information is recorded and stored electronically and reevaluated several times during the year.

PARENT INVOLVEMENT:

We encourage parents to volunteer 5 hours of their time per year at the center, which can be coordinated with the director.

TUITION POLICY:

Tuition is paid in advance. At the time of enrollment an active credit card must be submitted. You will be billed by the 25th of the current month for the following month's tuition. (I.e. November tuition will be billed by October 25th). Payment is due by the 5th of the month. Should the balance owed not be paid by the 5th of the month, your credit card will be charged for that month's tuition, plus a \$25 fee. If your credit card on file is denied your child will not be able to attend until the balance is paid in full. If your child begins in the middle of the month, tuition for the remainder of the month is due upon enrollment. There will be a \$50.00 fee assessed on returned checks and declined cards.

It is expected that families will pay for the days, with the school, which they reserve and contract for, for their children. If a child does not attend a day that has been reserved and contracted for, the family is still responsible for payment for that day. If a family desires to withdraw their child from the school, for any length of time, we reserve the right to fill that space on a permanent basis.

You will be responsible for tuition if two-week notification of withdrawal is not given.

| TUITION RATES AS OF 2018: | <u>REGULAR DAY RATE</u> | <u>DROP-IN RATE</u> |
|-----------------------------------------------------------------------------|--------------------------------|----------------------------|
| <u>Infant Program</u> | | |
| Cougar Room (two months through crawling)/Puma Room (crawling to 18 months) | \$66.00 | \$71.00 |
| <u>Toddler Program</u> | | |
| Pollywogs (One year olds) /Bear Cubs (Two year olds) | \$66.00 | \$71.00 |
| <u>Pre School Program</u> | | |
| Pre School (Three year olds)/ Pre K (Four year olds) | \$65.00 | \$70.00 |

A sibling discount of 5% will be applied to families with multiple children enrolled in the program. This rate is only applicable to days that both children attend and is applied to the lower daily billed rate.

Families who receive scholarships are not eligible for sibling discounts.

ADDING A DAY (DROP-IN DAY):

On a space available basis, parents can add additional days to their child's regular schedule. To add a day, parents need to contact *and* receive confirmation that space is available to them from the Office in advance of the additional day(s) desired. Additional fees of \$5.00 per child per day will be applied and must be paid on the added day.

If you contract for an additional day, you are responsible for payment of that day. Added days, cancelled without 24 hours' notice, will billed at 50% of the added day rate.

OVERDUE ACCOUNTS / COLLECTIONS POLICY:

An Account will be considered delinquent when an account invoice has not been fully paid by the 5th of the month after invoicing, and an additional fee of \$25 will be added to the account.

Once an account is delinquent, the child (ren) will not be allowed to attend until the account has been paid in full, and any scholarship dollars awarded will be revoked and the family may no longer be eligible for any scholarship assistance through Young Tracks.

Further, Young Tracks will require the following process to be followed:

Parent(s) must meet in person with the Director and agree, in writing, to:

- * A written payment plan approved by the Director
- * If eligible, visit Routt County Human Services and apply for assistance

SCHOLARSHIP POOL:

The Board of Directors realizes there is a need for a scholarship pool to assist families to pay tuition payments and in hardship circumstances during times of extended illness or during a family emergency. The Board has established an annual Scholarship Pool to which families may apply for assistance through the Director. Scholarships awarded may be revoked by the Director and/or the Board of Directors if payment plans are not followed. Full tuition (prior scholarship award amounts) will be billed during the scholarship award period if a scholarship is revoked due to non-payment. Families who receive scholarships are not eligible for sibling discounts.

DISCHARGE POLICY:

We reserve the right to cancel enrollment for, but not limited to, the following reasons:

- Non-payment of tuition
- Excessive late pick-ups
- Non-observance of our policies as outlined in this parent handbook
- Physical or verbal abuse of staff by parent or child

DISCIPLINE POLICY:

The behavior guidance techniques used by staff will center on positive reinforcement, positive role modeling by adults, conflict resolution techniques, and redirection. When problem behaviors arise, we will look at our routines, the environment, and the individual needs of the child to help the child overcome the behavior. We will consult with parents to ensure that we are all working together. Time-Out will be used appropriately as a last resort when problem behavior arises in the classroom. Time-Outs will only be used with children who are two and older.

VIDEO AND TELEVISION VIEWING:

Television is not a part of the curriculum at the center. Videos, when shown, are announced in advance on our monthly calendar and are tied to the theme of the month in which they are shown. An alternative activity is always offered for those children who do not wish to view the video.

INCLEMENT WEATHER:

We will attempt to go outside every day, when the weather is 20 degrees or higher. We will be aware of “real feel” temperature and go out or stay in accordingly. In the event that negative outside temperatures exceed -30 (and if the Steamboat Springs public schools are closed) Young Tracks will be closed. Please check local radio stations and our Facebook page for school closings.

In the event of excessive heat (above 105 degrees), the children will not go outside.

In the event that the air quality is compromised due to smoke, particles in the air, or other environmental factors, the children will not go outside. We will base all closures on day-to-day events.

TORNADO'S:

In the unlikely event of a tornado, staff will move all children away from windows and doors. A battery-operated radio will keep us updated on the weather changes and when it is safe to return to regular routine.

MEALS AND SNACKS:

Young Tracks participates in the Colorado Food Program sponsored by the Colorado Department of Health. We provide three nutritious meals a day that follow food guidelines mandated by the Colorado Adult and Childcare Food Program. Parents of infants are expected to provide their own formula if they do not use the formula that is provided by Young Tracks. The Pre School and Pre K children will need to bring lunches from home during the summer months, so that they may be able to take lunches on their field trips. All meal components must meet in the lunches from home, based on USDA guidelines. In the case when lunches from home come without proper components the center will provide supplements, at an additional charge to families. **PLEASE DO NOT SEND NUTS OR PEANUTS** in ANY form, (walnuts, almonds, pistachios, pecans, hazel nuts, brazil nuts, or ANY other tree nuts), peanuts, peanut butter or ANY other nut butters, as some of our children have such severe allergies that simply smelling nuts can trigger a reaction..

FOOD ALLERGIES/PREFERENCES:

Special provisions, within reason, will be made for children with allergies or special dietary needs. Parents of children with extreme food allergies, or with significant dietary needs, will be asked to bring food from home. Children are always allowed to bring their own food; we ask that parents provide a sound, nutritional substitute for the meal we have planned. All children with allergies must have a signed Individual Healthcare Plan, outlining allergies, reactions, steps to take in the event of an emergency. If we are to provide substitutions for foods we also need a signed Special Diet Statement on file, this form will need to be updated every six months.

TOILET LEARNING:

We will work in conjunction with the parents on toilet learning. We do not encourage starting the toileting process until the child is at least two years of age. When the time comes we ask parents to provide MANY changes of clothes each day and take all soiled clothes home each night. Clothing that is easy for the child to remove, such as sweat pants, is highly recommended. We will not use a reward system, but will give lots of positive reinforcement. We will not discipline a child for accidents. We do reserve the right to recommend waiting if the attempt seems too early.

DIAPERING:

Parents must provide diapers and 2 packs of wipes monthly. If your child is sensitive to certain types of wipes we ask that you specify this to your child's teacher. We pool all the classroom wipes together and use one package at a time. We follow the Health Department's policy on sanitary diaper changing using gloves, sanitizing steps, and proper hand washing techniques.

FIELD TRIPS:

Children who are in the Preschool and Pre K classrooms, take frequent field trips in the summer and less frequent field trips in the other months. They travel by commercial vehicles maintaining proper teacher to child ratios. Teachers carry cell phones and can be in contact with the center or emergency authorities whenever they need to. The staff is responsible for the proper supervision of all children while on field trips. Field trips are scheduled on the monthly calendars. If a child's class has already left for a field trip, it is the parent's responsibility to find the child's group and drop the child off with his/her group. A child cannot be left with another class at school. Field trips are an educational and fun part of the curriculum. Spontaneous excursions may occur as well as planned expeditions. Whenever the children leave the building, a notice will be posted at the school, so that you may always locate your child. Parents will be required to sign a permission form for every fieldtrip, children without signed forms will not be allowed to leave with their group and families will be called to come and pick up their children.

VEHICLE SAFETY:

If traveling by private vehicle, the driver will be a licensed driver over the age of 21 and the vehicle will be insured. When children are riding in cars they will be restrained in an age appropriate manner. Parents will provide car seats and seatbelts will be worn for those who do not require car seats. All children under 40 lbs. are required to be in a car seat by law. All state-regulated staff to child ratios will be followed when traveling. In the event of an on-road emergency, the proper authorities will be notified as well of the Director of the center.

AUTHORIZATION TO PICK UP CHILDREN:

Our staff will not permit your child to leave with any person not listed in writing as an authorized person for pick up. In the event of an unforeseen situation, please call the office to make arrangements and instruct the person picking up your child to bring a Photo ID.

ARRIVALS and DEPARTURES:

Parents must sign their children IN and OUT every day on the "Sign-In sheets", including times in and out and a signature, located in every classroom. We use these sheets throughout the day and in emergencies, to determine which children are presently in the building, further, when the children travel in and out of the classrooms and to the playground these sheets go with them.

LATE ARRIVALS:

We ask that all children be dropped off and signed in by 9:30 EVERYDAY. The front door will be locked after 9:30. All classrooms have activities planned throughout the day and it is disruptive to the classroom to have late arrivals.

LATE PICK-UPS:

Hours of operation are: 7:30am to 5:30pm. Please respect that while staff may be here before official opening time, this is a time for us to get things set up for the busy day ahead. At the end of the day, our staff is ready to go home. Be here by closing time (5:30) to pick up your child. If you arrive to pick up your child near closing time, please be considerate and pack things up quickly. Please call us if you know you are running late, so we can reassure your child that you are on your way. You will be charged a late fee, which increases as follows for every minute late after 5:30. On the 1st offense you will be charged \$1.00/minute for every minute late. On the 2nd, \$2.00/minute for every minute late a 3rd offence you will be charged \$5.00/minute for every minute late. A 4th late pick-up will result in termination of enrollment.

If we do not hear from you within 20 minutes of closing; we will try and notify parents first and then begin to call people on your list of emergency contacts. If the child is still at the center one hour after closing without any contact with parents, we will call The Dept. of Human Services to report an abandoned child.

LOST CHILDREN:

In the event of a lost child, (includes a child that has been out of sight of the teachers for any period of time), the Director will be notified immediately. The Director will then notify the parents and the Department of Human Services. If a child is not found immediately, the police will be notified.

CHILDREN'S MEDICATION:

Only staff that is certified in medication administration is permitted to administer medicine to children. All medication must be prescribed by a doctor and come to school in the original prescription bottle. The "Permission for Medication form" must be signed by parents as well as by a prescriptive authority. Medication will be stored in locked "Medication Boxes". **All** over-the-counter medication requires a doctor's note. Medical Marijuana does not fall under the guidelines of Young Tracks Medication Administration Policy, as Marijuana is classified as a Schedule 1 Controlled Substance according to the DEA, thereby having no accepted medical use in the United States. Young Tracks must abide by this ruling as we receive federal funding and must comply with federal laws.

DIAPER CREAM AND SUNSCREEN:

Diaper cream and sunscreen will be applied *as needed* to your child as a preventative measure. If you have a special brand that your child needs, or would prefer for our staff not to administer any diaper cream or sunscreen, please give us a written letter with specific instructions for your child, provide the special brands and inform your child's teacher.

PARENT/STAFF CONFERENCES:

Conferences are offered in all classrooms both in the fall and spring on a sign-up basis. At any time during the year, any parent may request a conference. At any time during the year, a staff member or the Director may request a conference with a parent.

HEALTH AND ACCIDENT POLICY:

Young children frequently become mildly ill. Infants, toddlers, and preschoolers experience a yearly average of six respiratory infections (colds) and can develop one to two gastrointestinal infections (vomiting and/or diarrhea) each year.

Deciding when children can attend school can be difficult.

It is important for Parents and Caregivers to discuss the child's symptoms, what observations have been made, and agree on a plan of action.

Parents should contact the school when their child is sick and describe the illness and symptoms. If a specific diagnosis, (such as strep throat or "pink eye") is made by a doctor (health care provider), let program staff know immediately so that other families can be alerted.

Sometimes it is necessary for a child to remain at home. You are the best judge of your child's health and we trust that you will not bring a sick child to the center.

Notices will be posted regarding any instances of communicable illness. If your child is sent home for any illness, they **may not** return to school the following day. This is to prevent the spread of disease.

If we do not hear from you within **20 minutes of the staff calling you**, we will try to call people on your list of emergency contacts. If the child is still at the center **one hour after calling without any contact with parents**, we are required to call The Dept. of Human Services to report an abandoned child.

In the case of serious accidental injury, we will make every attempt to notify a parent immediately. If we are unsuccessful we will call the child's physician. If necessary, we will call an ambulance. Until a parent's arrival, the Director or staff member in charge will make all decisions about the care of the child. The parent will be responsible for any expenses incurred.



Children's Hospital Colorado

**ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME
FROM SCHOOL OR CHILD CARE
FOR SCHOOL HEALTH PROFESSIONALS**

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Children with the following symptoms or illness should be kept home (excluded) from school:

| SYMPTOMS | Child Must Be at Home? |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DIARRHEA frequent, loose or watery stools (poop) compared to child's normal ones that are not caused by food or medicine | Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that cannot be contained in the diaper or the toilet. |
| FEVER with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention. | Yes , if the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. |
| "FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea | Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever. |
| COUGHING <i>Note:</i> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment | Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary. |
| Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough | No - may attend if able to take part in school activities. <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i> |
| RASH WITH FEVER | Yes – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. <i>Note:</i> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor. |
| VOMITING Throwing up two or more times in the past 24 hours | Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration. |

13123 E. 16th Avenue B 215, Aurora, Colorado 8004

The School Health Program of Children's Hospital Colorado provides school and child care health consultation and services in a variety of settings in Colorado. This document has been reviewed and approved by designated staff of Children's Colorado. It is intended to supplement, not replace, medical information provided by the healthcare provider. January 2017

**ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME**

| ILLNESS | Child Must Be at Home? |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHICKEN POX | Yes - until blisters have dried and crusted (usually 6 days). |
| CONJUNCTIVITIS (PINK EYE) pink color of eye <i>and</i> thick yellow/green discharge | No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment. |
| CROUP (SEE COUGHING) | Seek medical advice <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities. |
| FIFTH'S DISEASE | No - child is no longer contagious once rash appears. |
| HAND FOOT AND MOUTH DISEASE (Coxsackie virus) | No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities |
| HEAD LICE OR SCABIES | Yes - from end of the school day until after first treatment. |
| HEPATITIS A | Yes - until 1 week after the start of the illness and when able to take part in usual activities. |
| HERPES | No, unless - the child has open sores that cannot be covered or is drooling uncontrollably. |
| IMPETIGO | Yes – until treatment has started. |
| RINGWORM | Yes - from end of school until after starting treatment Keep area covered for the first 2 days. |
| ROSEOLA | No – children don't need to stay home unless the child has a fever or behavioral changes. |
| RSV (Respiratory Syncytial Virus) | Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms. |
| STREP THROAT | Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities unless explicitly indicated by a medical provider that it is okay for the child to return sooner after starting appropriate antibiotics. |
| VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough) | Yes – the doctor says the child is no longer contagious. |
| YEAST INFECTIONS including thrush or Candida diaper rash | No - follow good hand washing and hygiene practices. |

HANDWASHING:

Frequent hand washing with soap and running water is a necessity. Children and Staff need to wash their hands (at minimum) before preparing or eating snack and lunch, after toileting and after coughing or nose wiping. Please wash your hands and your child's hands when entering the building.

NAP TIME:

All the children (except the infants, under 12 months of age, who follow their individual schedules) at the center rest in the early afternoon. Children under the age of one will sleep in a crib; all others will sleep on a cot or mat. In the 2-year-old room and older classrooms, you will need to provide a standard size crib sheet to put on your child's cot or mat. All bedding must go home weekly to be laundered. If your child has a special blanket that he/she sleeps with he/she may bring that as well.

BABY BOTTLES:

Children over the age of one, enrolled in the Pollywog room, are not allowed to have bottles while at school.

TOOTHBRUSHES AND WATERBOTTLES:

The children in the older classrooms use water bottles to drink from throughout the day. The children in the 2-year-old classrooms and older classrooms brush their teeth daily; please provide a toothbrush for your child to use at school. Toothbrushes will need to be replaced by the parent quarterly or more frequently as needed.

CLOTHING:

We recommend simple, comfortable clothing that is easy to get on and off, is sturdy and appropriate for the weather. Some of our activities are messy, and we cannot be responsible for stains.

DO NOT SEND YOUR CHILD IN CLOTHING THAT YOU ARE CONCERNED ABOUT GETTING LOST OR GETTING LOTS OF WEAR AND TEAR.

During the winter months, **we will go outside**. Boots, waterproof mittens, hats and snowsuits are required. In the summer, children are asked to bring a sun hat, bathing suit, towel and sturdy walking shoes.

LABELING:

Please label all clothes and any other items brought in from home.

Young Tracks is not responsible for lost or missing items.

TOYS FROM HOME:

We understand that bringing a toy from home may be of comfort to your child. Generally, we encourage you to leave all personal toys at home, unless it is a specified sharing day. If your child must bring a toy from home, please understand that we are not responsible for any lost or broken toys. We will strongly encourage all personal items to remain in cubbies throughout the course of the day. Remember to label toys from home.

CUBBIES:

Your child will be assigned a cubby for his/her belongings. Please check your child's cubby daily for items that need to go home such as art projects and staff communications. Please remove seasonal items when no longer appropriate. Occasionally your child may have to share a cubby, we will try to pair the children who come on different days or overlap as little as possible.

BIRTHDAYS:

Birthdays are generally celebrated during afternoon snack. If you would like to send a treat, please notify your child's teacher. All treats brought into the center must come from kitchens that have been inspected by the Colorado Dept. of Public Health and Environment. No homemade treats are allowed.

FAMILY PARTICIPATION:

We want you to be involved in your child's school. If there are any books, traditions or rituals that your family is excited about, please share them with us and we'll try to incorporate them into your child's day at school. We'd like for Young Tracks to be an extension of life at home.

SLEEP POLICY FOR INFANTS:

A separate sleep policy will be given to all families of Infants under 12months of age. All Infants under 12 months of age are required to sleep in a crib while at the center. Cribs with sleepers in them may not have any other items in them; this includes swaddling blankets, special blankies or stuffed animals. Sleep sacks are recommended and families will need to provide these on the first day of enrollment. There will be no exceptions to the sleep policy.

FILING A COMPLAINT:

Parents have the right to call the Department of Human Services to voice a complaint about the health and safety of their child at any time (970) 879-1540. If the complaint is more program related than regulation related the staff and/or director will be available to talk at any time except when it endangers the children on the premise, (ex. If only one teacher is present, that teacher must remain with the children.)

In case of emergency call 911 or (970)-879-1144 (non-emergency) for Routt County Dispatch.

As a client of Young Tracks, Inc. you have the right to report any suspicion of abuse, neglect or non-compliance with licensing regulations to: The Colorado Dept of Human Services 970 879 1540

Or by mail: Colorado Department of Human Services
Division of Early Care and Learning
Attention: Complaint Intake
1575 Sherman Street, 1st Floor
Denver, CO 80203

“This institution is an equal opportunity provider and employer.”

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filling_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

*Health and Accident Policy Based on information from The Handout
Developed by The Children’s Hospital School Health Program, Denver, CO (303)-281-2790, 1995, revised 1999, 2001, 2003, 2005*

References

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 - American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools, Elk Grove Village, IL 2005*
 - Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Child Care Providers, Denver, CO., December 2002*
- Kendrick AS, Kaufman R., Messenger KP, Eds. Healthy Young Children: A Manual for Programs. Washington, D.C. National Association for the Education of Young Children; 2002*

**Young Tracks Pre School and Childcare Center
2018 Parent Handbook/ Policy and Procedures Sign-Off Sheet**

I have read, understand, and agree to all terms within the Young Tracks Pre School and Childcare Center Parent Handbook and Policies and Procedures. This form must be signed and on site for a child to attend Young Tracks.

Child's Name: _____

Parent (Guardian) Name: _____ Initial: _____
(Please print)

Parent (Guardian) Signature: _____ Date: _____

