

GREAT ESCAPE

Preschool and Parent's Day out Program

**Parent Handbook
2011-2012**

**Littleton United Methodist Church
5894 S. Datura St.
Littleton, CO 80120
303-794-0707
greatestescape@littletonumc.org**

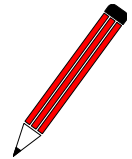
GREAT ESCAPE

Preschool and Parent's Day out Program

WELCOME

Welcome to Littleton United Methodist Church and the Great Escape Preschool and Parents' Day out Program. We are glad you have chosen our program. We hope your whole family will enjoy the program and the friends you will make here. This handbook is written to outline Great Escape's goals, policies, procedures and the many practical details that go into making each school day as happy and successful as possible for your child(ren). Please talk to the director if you have any further questions. We are looking forward to an exciting year.

All parents will be asked to sign a form stating you have read, understand, and agree to the policies, parental responsibilities, and procedures of the Great Escape program, which are outlined in this handbook.



PURPOSE/PHILOSOPHY

Great Escape is an outreach ministry of Littleton United Methodist Church dedicated to providing parents a one or two day a week program meeting the needs of children in a positive, loving, Christian atmosphere. Our program is designed to meet their needs at each stage of development. Each day is full of planned activities, which contribute to the individual child's socialization and enjoyment. Each child is provided developmentally appropriate activities, which encourage growth socially, physically, emotionally, intellectually, and spiritually.

PROGRAM GOALS

We strive to provide a safe environment, which will foster the joy of learning and help develop each child's God given potential.

Great Escape as a whole strives to provide an experience for the child to grow socially, emotionally, intellectually, physically, and spiritually in a secure and caring environment. Great Escape creates an environment that is supportive of the child's actions and language while giving opportunities for choices, decision making and problem solving while building confidence in their own abilities.

Classroom Names and Ages

Bunnies	12 months - 2 yrs
Lambs	2 yrs - 2 ½ yrs
Ponies	2 ½ yrs - 3 yrs
Penguins	3 yrs - 3 ½ yrs
Teddy Bears	3 ½ yrs - 4 yrs
Dinosaur (red)	4yrs- 4 ½ yrs
Dinosaur (yellow)	5 yrs - 6 yrs or when your child starts Kindergarten

Specific Classroom Goals

Bunnies - Our main focus at this age is to have a safe, loving, and comfortable place for the child to attend. Stranger anxiety often occurs at this age so an environment where the child is comfortable and feels as though they can move about the room safely is quite an accomplishment. Love and security to a child at this age is very vital to the healthy upbringing of the child; a lot of the day will be spent giving as much of this as possible. What is worked on developmentally in this room is mostly language. The teachers will constantly be talking to the children and exposing them to new words and experience through music, stories, talking, and sensory experiences. The children will have craft and story time.

Lambs/Lions/Ponies - We will still focus on language development in these classes but will also start to add structure to the child's daily activities. The children will learn that there is a planned schedule, which will increase the child's comfort level in the classroom. Having a schedule will also help with the daily transitions and anxiety that this brings on. We will start to do more fine motor skills such as craft time and playing in centers. This age needs a lot of semi-teacher directed activities so the children know what they should be doing but they are allowed to explore their classroom and meet new friends. Sharing is also something that children must learn and at this age it takes time for the child to cognitively learn that it is ok if "I" don't get everything I want right now.

Preschool Classrooms - Penguins/Teddy Bears/Dinosaurs - We will continue to work on language and keep the structure of the classroom but we will provide the children with more independence in regards to the choices that he/she may make.

We will also work on letters, numbers, and colors. At this age scissors are introduced to the children. Self-expression is very much encouraged between the children. We will work on manners and listening to each other. There will be distinct centers throughout the classroom where the children may decide to play. Discipline will be enforced at this age but through an appropriate manner so we do not damage the child's self esteem. At this age we are trying to develop individual interests and abilities. Using our senses- hearing, touching, smelling, tasting, seeing, and movement will allow the child to socialize and make sense of the world around them. At this age language still plays a major role in the child's day. In these classes we will work on helping the child to talk about experiences, describe objects, communicate feelings, label differences, relate ideas, define concepts, and make up stories. Using open-ended questions encourages problem solving and investigation. Socializing and making friends is also a big part of our day. The parent's will have the opportunity to have parent teacher conferences twice a year. The Dinosaur classroom will work to prepare your child for Kindergarten.

The children will have the opportunity to attend either a two or four day preschool program. The staff at Great Escape feels so dedicated to the children that not only do we strive to have a safe, loving, and social environment for the children to be in but we also want to teach the children and help them to grow developmentally and emotionally so that they are capable of moving on to kindergarten successfully. The preschool program is offered to children 3 years of age (by September 15th) to 6 years of age or Kindergarten. The preschool will run M/W, T/TH, or M-TH 9:30 - 3:00.

SPECIAL PROGRAMS

Great Escape offers programs outside of the regular classroom. These programs include Chapel/Music, Halloween Parade, Thanksgiving Pow Wow, and the Spring Music Program.

Enrichment Class

Our Enrichment classes are for children who are 3 by September 15th through 5 years of age. Classes meet on the 1st and 3rd Friday of the month. Subjects covered in some of the classes include learning about volcanos, camping, fieldtrips, and enjoying other fun exciting activities.

Music

The music program is offered to all children enrolled. We have dedicated music teachers who work with your children. The music sessions will incorporate singing, movement, instruments, and listening activities.



Chapel



Chapel Time will be held once a month during music. Chapel will incorporate simple opening and closing prayers, songs, and a brief, age appropriate lesson for the children. The lessons will be based on basic Christian beliefs, giving positive, loving messages to children. Chapel Time will be a cooperative effort of the Great Escape Director, Director of Children's Ministry, Assistant Director of Children's Ministry, and the music teacher.

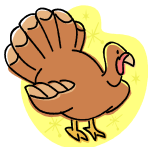
Halloween Parade

During the week of Halloween, children are encouraged to wear their costumes to Great Escape. The children will parade through the church building and offices. The older classes (Penguins, Teddy Bears and Dinosaurs) walk next door to the Bradley and Alison House, a retirement community, to sing Halloween and fall songs. Parents are welcome to attend. Costumes should be appropriate for a Christian preschool. In addition, please provide a change of clothes for after the parade. If your family does not celebrate Halloween, please speak to your child's teacher to make alternative arrangements.



Thanksgiving POW WOW

Each classroom celebrates in their own unique way. The Bunny, Lamb, Pony, Penguin, Teddy Bear and Dinosaur classes participate by each class preparing an item to share with their other classmates. Each parent will be asked to sign up to bring an ingredient that will be needed for your child's class. The Thanksgiving activity is held the Monday, and Tuesday prior to Thanksgiving Day.



Spring Music Program



In May, the Great Escape children perform a Music Program in which the children sing songs they have learned for an audience of family and friends. The program is thematically based, and each age group performs songs related to the theme. The program will be held in May in the Grant Fellowship Hall at 6:30pm with a reception immediately following in your child's classroom. All children from the program will perform together. All children who attend the program on Monday's and Wednesday's will perform on a Wednesday and then all children who attend the program on Tuesday's and Thursday's will perform on a Thursday. Dates of this event are found in the back of this handbook. We ask that all parents stay for the entire program. It is very disruptive to the children and teachers when people get up in the middle of the program and leave. Also, please be respectful to the children who are performing and not talk with those around you. The children work very hard to put on this performance and we would like to make sure that every parent has the opportunity to hear their child sing. We also ask that if at all possible you leave your little one's at home. This is a night for your child that attends Great Escape to spend some special time with Mom and Dad and we want to make sure that you are able to focus on your child who is singing their little heart out for you. If you would like to video tape your child you will be asked to stand in the taped off section that is designated for video taping only. Video cameras will not be allowed in the seating area.

PARENT TEACHER CONFERENCES

Parents of our children 3 years and older will have two opportunities to receive progress reports. We will also have parent/teacher conferences. Parents will have the opportunity to sign-up for a time slot that works for you.

DINOSAUR GRADUATION

In May the dinosaur classrooms will have a graduation ceremony. This ceremony will be about 20 - 30 minutes long. All parents and family members of the graduates are invited to attend. Each child will receive a diploma from Great Escape. We want to congratulate each child for all their hard work and let them know that we are proud of all their accomplishments. A short reception will follow the graduation ceremony.

STAFF

Our staff is made up of qualified, caring teachers dedicated to meeting each child's developmental needs. They value each child as a special and unique individual. All Group Leaders have formal education, training and/or work experience in early childhood education.

All staff members are trained in Pediatric First Aid, Pediatric/Adult CPR and Universal Precautions. Staff members are required to be cleared by the Colorado Central Registry. This registry has information concerning anyone who has been convicted of child abuse. Each staff person is also fingerprinted and cleared through the Colorado Bureau of Investigation for any felony charges.

Head counts will be done by staff throughout the day. Anytime the children transition from the classroom to music, playground, chapel, or Grant Fellowship Hall headcounts will be done when leaving and upon returning to the classroom. Teachers will also do headcounts periodically throughout the day in the room. This is to ensure the safety of your child at all times.

STATE LICENSING

The Colorado Department of Human Services licenses our program. We are bound by its rules and regulations. We are inspected by the Arapahoe County Department of Health and local fire department. Copies of our license and inspection reports are posted in the downstairs hallway.

NON-DISCRIMINATION POLICY

Great Escape admits students of any religion, race, color, and national or ethnic origin, and does not discriminate on the basis of income or ability to pay.

CHILDREN WITH SPECIAL NEEDS

Great Escape will try to accommodate all children to the extent that existing staff and facilities permit.

HOURS OF OPERATION

Our program operates from September (Labor Day) through May (Memorial Day). We offer a one or two day a week program (PDO) Monday, Tuesday, Wednesday and Thursday from 9:30 a.m. to 3:00 p.m. If your child attends the program two days a week you have the option of M/W or T/TH. We also offer a preschool program to children 3 years old by September 15th through 6 years of age. This is a two day or four day option M/W, T/TH, or M-TH. Children may be dropped off as early as 9:20 am. The main doors will remain locked until 9:20am. If you arrive early and doors are still closed please wait patiently till the doors open. Please note that when dropping off and picking-up your child that there is a crosswalk sign and safety cones in the parking lot. These are here for the safety of your child. We try to take every measure available to ensure the utmost safety for your child/children. We ask that you do not remove any of the cones from the parking spaces. The teachers need to have the best possible view of the parking lot when walking your children to the playground.

CLOSURES

The program will be closed for Thanksgiving, Christmas, New Years, Martin Luther King Day, President's Day and Spring Break per the Littleton Public School's (LPS) Holiday calendar. We are also closed the day after Easter due to the Church Holiday. We will also close when LPS closes for snow. If LPS closes during the day because of snow, Great Escape will also close. LPS closures are reported via local TV and radio. In inclement weather, the Director also has the authority to close school even if LPS does not close. Please monitor school closures and pick up your children promptly. Parents will be called if they do not arrive soon after the decision to close has been made.

In the case of an emergency closure that does not include LPS; the staff will notify parents by phone. The teacher may choose a parent from the class list to help with the calling.

Sufficient staff will remain to guarantee the children's safety and comfort until pick up. **NO** refunds or credits for snow or emergency closures will be made.

ENROLLMENT

Enrollment is on a first come, first served basis. Children must be 12 MONTHS OLD AND WALKING INDEPENDENTLY WHEN THEY BEGIN GREAT ESCAPE IN SEPTEMBER AND NOT OLDER THAN SIX YEARS OLD. Children's ages as of September 15th shall determine class placement. Enrollment is based on the following priorities:

1. Church members not currently in the program.
2. Currently enrolled families.
3. Families on the wait lists.
4. People of the Community.

For those registering after the program is full, a wait list will be maintained based on registration date.

WAIT LIST POLICY

If Great Escape has a wait list for all classes each day of the week, a child may be placed on the wait list for all days the program is open. The wait list is used to fill permanent slots as they become available throughout the year. Children are offered permanent slots based on their registration date. If you decline a permanent spot, your child will be placed at the bottom of the wait list.

Health Status

Children who enroll in the program are required to have current immunizations and a physical evaluation by a physician. A Certificate of Immunization card and a Statement of Health form must be in the program office before a child participates in the program. The health status record shall indicate the child's abilities and/or limitations to participate in a regularly scheduled program of play with a group of young children. The statement of health form must be signed and dated by a health care professional that has seen the child within the last 12 months if the child is over 2 $\frac{1}{2}$ years of age or the last 6 months if the child is between the ages of 12 months and 2 $\frac{1}{2}$ years of age. Reports of examinations related to the health plan must be submitted to the Great Escape Office. As per Social Services, the program has the right to refuse to admit a child if a statement from an approved health care provider is not submitted.

SPRING PRE-REGISTRATION

Pre-registration will take place in February for the following school year. A \$35/child (\$70/family) **non-refundable** fee is due along with the Great Escape Registration Form.

FINAL REGISTRATION

Final registration will take place in July. Each child in Great Escape must have the following items submitted before participating in the program:

1. Child Information Form
2. Child or Toddler Liability Release and Emergency Information
3. Pick-Up Permission Form
4. Signature Form (one/family)
5. Certificate of Immunization
6. Health Status Report
7. Medication Authorization (optional)
8. Three Snap Shot Pictures of Your Child - these must be of current age and in color. We use these for emergency use only. I can not stress enough the importance of these pictures. If the 3 pictures are not turned in at the time of enrollment a \$5.00 picture fee will be assessed to your account and we will take the pictures ourselves to ensure we have them on file for the first day your child attends the program.
9. Payment of tuition and Fees

PLEASE KEEP ALL FORMS CURRENT. USE THE CHANGE OF INFORMATION FORM INCLUDED IN THIS HANDBOOK.

TUITION AND FEES

Tuition is presently \$110.00 a month per child for all classes attending one day a week (PDO only). If your child attends two days a week tuition is \$220.00 a month per child. If your child attends three days a week (PDO only) tuition is \$300 a month per child, and four days a week tuition is \$400.00 per month per child. Please note that tuition has been prorated for the days we are closed due to Holidays i.e. Thanksgiving, Christmas, Martin Luther King Day, Presidents' Day, Spring Break, and the day after Easter. Payment is due the first



program day of the month. A \$25.00 tuition late fee will be collected for all accounts not paid by the 10th of the month, unless previous arrangements are made with the Director. If the 10th falls on a day that Great Escape is not in session, for example: Friday, Saturday or Sunday or on a school holiday or break, tuition is due the last day that your child attends before the 10th by 3:00 p.m. If the child/children's tuition, plus late fee, is not paid by the close of a given month, the child/children can not attend Great Escape until all tuition and payments are current. As a non-profit organization, Great Escape is dependent on timely tuition payments. Full monthly fees are due regardless of absences such as illness or vacations. Invoices will be sent home in your child's cubby on a monthly basis and will act as your receipt. If you have not received an invoice, it is the parents' responsibility to contact the Director. Returned checks will require a cash payment within two weeks along with a \$20.00 returned check fee. To retain top-quality teachers and to allow them to plan on a dependable income, fees will also be collected for snow days. Late tuition fee, late pick-up fee, sick child fees, and/or parent snack fees will be assessed with an upfront fee or charged on the following month's invoice. We reserve the right to increase tuition at the end of the school year for the following school year. This increase will be dependent upon Great Escape's needs. Notice will be given to all families prior to Registration for the following school year.

Great Escape Program Supply Fee

This year we have added a new Program Supply Fee. This will be a \$15 fee, per student that will be implemented to cover the expenses associated with regular day- to- day Great Escape operations. This fee will be collected at the final registration in July.

Tuition Payments

You may pay by Check, Cash or (ACH) Automatic Withdraws from your checking account. Sorry no credit cards accepted.

All outstanding fees must be paid by May 1, or registration for the following school year will be cancelled.

IF YOU ARE NOT ATTENDING GREAT ESCAPE THE FIRST DAY YOU NORMALLY MEET EACH MONTH, PLEASE MAIL YOUR FEE TO THE DIRECTOR BY THE DUE DATE.

Littleton United Methodist Church
Great Escape
Attn: Tamara Howard
5894 S. Datura St.
Littleton, CO 80120

SCHOLARSHIP

A limited number of scholarships are available, based on economic need. See the Director for further information.

WITHDRAWAL

Withdrawal from the program requires a written notice to the Director. No refund of your May's tuition will be refunded. If you withdrawal during the middle of the month, the full month's tuition is still due and no refund or prorated tuition will be given.



ARRIVAL AND DEPARTURE

Hours of *Great Escape* are 9:30 a.m. to 3:00 p.m. Upon arrival, take your child directly to his/her classroom and fill out the sign-in/sign-out sheet. Please bring your child to school at the scheduled arrival time. Doors will be locked until 9:20 a.m. If you are early, stay with your child and wait until the doors are open.

On field trip days, if you arrive late to *Great Escape* and your child's class has left the church, you will be responsible for delivering your child to the class at the field trip location. At that time, you will need to sign in with the teacher.

Please pick up your child promptly at 3:00 p.m. There is a grace period of 10 minutes for picking up your child (ren). You will be charged \$1.00/child for every minute you are late. If you are picking up more than one child we ask that you do so in a timely manner. If you do pick up your other children late you will be charged a late fee as well. The late pick-up fee will be assessed on the following month's

invoice. Two staff members will remain on the premises until all children have been picked up.

If your child (ren) is not picked up by 4:00 and an attempt to locate all persons on your emergency card has failed, the Director or other staff member will notify the Department of Human Services or the police and the child (ren) will be turned over to their care.

If you know that you will be late picking up your child, please call the Great Escape Office. We know that emergencies do arise, but late fees will still be assessed.

DROP-OFF POLICY

Children may be dropped off as early as 9:20am. The main doors will remain locked until 9:20am. If you arrive early and the doors are still closed please wait with your child patiently till the doors open. We try our best to promptly open the doors at 9:20am.

We understand that dropping off your child for the first time can be very difficult for not only the child but the parent also. In order to allow your child to transition into the program as easy as possible we ask that you do not stay in the classroom for extended periods of time. We understand that dropping off a crying child brings anxiety to the parent, but as difficult as this may be our staff is well trained to comfort your child and make them feel secure. We always allow parents to call during the day to check in on your child and find out how they are doing. If your child cries for an excessive amount of time and we are unable to calm them down, we always contact the parent via a phone call. We ask that you drop off your child within a 10-15 minute window period. If you forget an item that your child will need for their day (i.e. blanket or lunch) please do not re-enter the classroom once you have left. The item can be left at the reception desk or given to the Director. This will alleviate any further anxiety your child may incur.

ARTICLES NEEDED BY CHILDREN (LABEL ALL ITEMS)

Bunnies

1. Sippy Cup filled with juice, milk, or water. Please label with child's name.

2. Lunch with drink. Finger food. Toddlers are expected to feed themselves.
3. Crib Sheet - required by Department of Human Services
4. Blanket
5. Complete change of clothing
6. Diapers
7. "Lovey" item if needed. Please label with child's name.

Lambs

1. Empty Sippy Cup. Please label with child's name.
2. Lunch with drink. Finger food. Toddlers are expected to feed themselves.
3. Crib Sheet - required by Department of Human Services.
4. Blanket
5. Complete change of clothing
6. Diapers
7. "Lovey" item if needed. Please label with child's name.

Ponies, Penguins, Teddy Bears

1. Lunch with drink
2. Crib Sheet - required by Department of Human Services
3. Blanket
4. Complete change of clothing
5. Diapers if needed

Dinosaurs

1. Lunch and Drink
2. Complete change of clothing

Clothing

Children need to wear clothing that will allow freedom and comfort for messy projects and sneakers for outside and playground activities. No sandals or flip flops should be worn. Children should come to school prepared for Colorado's unpredictable weather. On wintry days, please include heavy jackets, hats, boots and mittens.

All children need to bring an extra set of clothing, including underwear or diapers, socks, pants and shirt. If your child is in the potty training stage, please be sure to supply us with extra training pants, as well as an extra set of clothing. We

expect wet pants occasionally and will treat all "accidents" matter of factly and will help your child change into dry clothing. If a child is wearing pull-ups and soils them, the program reserves the right to put diapers on, if repeated accidents happen. If your child wears pull-ups please provide diapers. It takes a lot of time to redress a classroom of children when changing pull-ups.

Wipes

If your child is in diapers or pull-ups we ask that you supply three boxes of hypoallergenic, alcohol free wipes a year. We will collect the wipes at the beginning of the year or at the time of enrollment.

LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD'S NAME.

This is important for the teachers in determining ownership of items and will help the child learn to take care of his/her belongings.

Place all belongings in a diaper bag or backpack, which should be marked on the outside with the child's name. Please bring enough disposable diapers for the day. All one-piece outfits should have a snap crotch. If your child is toilet training, please notify the teacher and inform her about the procedures you are following.

Lunch

Parents are responsible for bringing their child's lunch and placing it in the classroom lunch basket upon arrival. We ask that all foods are prepared in child size portions, cut-up/sliced/peeled and in non-breakable containers for easy and safe eating. All children need to be able to feed themselves. Lunch should include a drink. Please try to limit sending sugary desserts or candy. All lunch boxes and thermos cups need to be labeled with the child's name on the outside. Lunches will be refrigerated.

Teachers will give the "healthier" foods from the child's lunch first. Any remaining food that will not create a mess will be put back into the lunch box so you can determine what was eaten. There is no sharing of lunch. Teachers will directly supervise lunchtime. Please do not allow your child to eat his/her leftover lunch until they exit the facility.

Sippy cups and foods should be marked with the child's name. **PARENTS ARE RESPONSIBLE FOR PUTTING SIPPY CUPS IN THE BUNNIES REFRIGERATOR!**

Nap Items

A crib size sheet and a blanket are needed for afternoon nap/rest times for all classes. Mats are provided for resting time. Please note that children must leave their shoes on during nap/quiet time. This is done for safety reasons.

Bottles Given at Nap Time

No bottles will be given to any child during nap time. According to Section 7.702.65 B3 in the Department of Human Services Rules and Regulations Manual - a child may not be allowed to hold their own bottles when lying flat.

Personal Belongings

Great Escape discourages children from bringing toys from home because they get lost or broken; except during sharing time. **Absolutely no toys that represent weapons such as guns, swords, knives, or slingshots etc. will be permitted at Great Escape.** Anything brought into the facility should be CLEARLY MARKED with the child's name and placed in a backpack or diaper bag. Toddlers may bring a "lovey" if needed, but please have it labeled. Great Escape will not be responsible for lost and/or damaged items.

DIAPERING

Diapers will be changed at least twice a day and as needed. Diaper ointment can only be applied with written permission from both the parents and doctor. Gloves and all sanitary standards required by the Department of Human Services are followed in diapering children.

TOILET TRAINING

Teachers are happy to work with your child (ren) in toilet training. However no attempt to toilet train children under the age of 18 months will be made. Please speak with your child's teacher directly. Remember that the child will have to tell the teacher when he/she needs to go to the bathroom.

VIDEO/TELEVISION VIEWING

Occasionally, short, age appropriate videos may be shown in the classrooms during rest time or as an enrichment activity. The video to be shown will be displayed beside the sign-in/sign-out sheet in the morning. Occasionally, circumstances arise when parental pre-approval is impossible (i.e. change in weather). All videos will be G rated and less than one hour in length. At the beginning of the year, parents will be required to sign a permission form for your child to view videos throughout the year.

TODDLERS WILL NOT BE SHOWN VIDEOS

FIELD TRIPS

Children, except toddler ages, will have the opportunity to participate in local field trips. All children must have signed permission slips before attending any off campus events. When going on field trips all children must be in gym shoes and dressed appropriately for the weather. Unfortunately, we do not have changing facilities on the field trips. If your child is not potty trained or is in the process of potty training some one will need to accompany them on the field trips or unfortunately they will not be able to attend. Parents or guardians will also be required to sign and turn in the Release Liability form. Extra helping parents may be asked to accompany each class. Field trips will be within walking distance of Great Escape. Trips include the Littleton Historical Museum, Bemis Library, and parks.

PARENTS PLEASE NOTE, IF YOU DELIVER YOUR CHILD LATE TO A FIELD TRIP LOCATION, PLEASE NOTIFY THE DIRECTOR BY PHONE THAT YOUR CHILD IS ON THE FIELD TRIP.

BIRTHDAYS



The teachers will recognize all children's birthdays. If you choose to send treats in celebration of your child's birthday you may do so. We will recognize your child and have a short celebration. You must let the teacher know the week before what treat you plan on bringing so that if there are any allergies in the class we can account for them. If notice is not given to the teacher the treat will be sent home at the end of the day so we can avoid all possible allergies.

SUPPLIES

We ask that all parents bring in supplies that will be on a list that will be given to you by your child/children's teacher.

An additional wish list of items will be posted in each classroom. Donations are appreciated.

SIGN-IN/SIGN-OUT

Parents or authorized persons must use the sign-in/sign-out sheet when dropping off or picking up children. No one other than parents or authorized persons, who are listed on the Pick-Up Permission Form, will be allowed to take children from the program. Written notification must accompany any changes in these arrangements. In the event of an emergency, you must call the Great Escape Office and talk with the Director to give verbal authorization for someone other than who is authorized on the Pick-Up Permission Form to pick up your child. We will verify picture identification of any person who is not familiar to the staff before we release your child.

Do not leave a child in a classroom if a staff member is not present.

Please be sure to sign out your child and record the time that they left. Late fees

will be assessed based upon this record and you will be invoiced monthly for these charges. Also, if you are picking up more than one child we ask that you do so in a timely manner. If you do pick up late you will be charged a late fee as well. We will use this form to identify the children attending in order to make sure all children are with the correct class at all times. It is extremely important that you leave us information and a phone number as to where you can be reached during the day!

ABSENTEEISM

Please notify the *Great Escape Office* (303-794-0707) anytime your child is going to be absent. There are no make up days or refunds for absences.

VISITORS

Visitors are welcome at any time. They will be required to wear name tags and must sign-in at the *Great Escape Office*. Signing in shall include name, date, time and purpose of visit. If an individual is unknown to the staff, he/she must show one piece of picture identification to verify the reason for their visit and relationship to the individual or the school.

PARENT PARTICIPANTS

Although parent helper days are not mandatory, parents are a treasured and vital part of the *Great Escape* program! We encourage parents to help out in their child's classroom. We would like to give the parents the opportunity to share in their child's day and get to know the teacher and other children better. If you or a family member would like to visit your child's classroom we ask that you set up a time with your child's teacher to come in and visit in advance of the day of the visit. We appreciate your cooperation and flexibility with the teacher's schedule.



Parents are responsible for supplying a nutritious snack, juice (not red or purple) or milk, and cups and napkins 4-5 times a year. The classroom teacher will inform you of any food allergies. Sign up calendars will be available for parents when you return your registration materials. If you do not bring snack in on your assigned day a \$10.00 snack fee will be assessed to your account or arrangements with the classroom teacher need to be made. Please

make sure that if you can not do your snack day you trade with another parent in the class or make arrangement with your classroom teacher.

HAND WASHING

Frequent hand washing with soap and water is necessary to prevent the spread of disease. Children will be required to wash their hands before meals and snacks and after using the toilet facilities. All staff members are required to wash their hands thoroughly with soap and warm water after helping a child with toileting, after their own toileting, after wiping a child's nose, before preparing or serving food, and before administering medication. Set a good example and teach children how to properly wash their hands.

MEDICATIONS

It is Great Escape policy that only emergency and topical medication will be administered on the premises. Emergency and topical medications, such as baby powder, ointments, and EPI pen will be used with a written order from a physician to Great Escape and with written consent of the parent or guardian. All medications must be in the original container with the child's name on it. Please see the Director for the Medication Authorization Form. Emergency medication prescribed by a doctor will be stored in a locked medication bag that is kept with your child's teacher at all times. These procedures for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

SICK CHILD POLICY

PLEASE keep sick children home so other children and teachers can remain healthy! If your child has had any of the following symptoms, they are not allowed to attend Great Escape:

- Fever within last 24 hours (100 or above)
- Vomiting within last 24 hours
- Runny nose with cloudy mucus
- Diarrhea within last 24 hours

- Unknown rash or discharge from eyes or ears
- Red throat or earache
- Swollen neck glands
- Communicable disease
- Signs of conjunctivitis (pink eye)
- Any unusual change in physical appearance or behavior, listlessness, irritability, flush face, headache, lack of appetite, etc.

Staff will do a quick screening of children upon arrival and will not accept any child who is ill.

If a child becomes ill during *Great Escape*, we will notify the parents to pick the child up immediately. Sick children will be isolated until they are picked up. If we cannot locate an emergency pick up person, we will assign one staff member to monitor the child at a cost of \$15.00 an hour until someone is contacted and the child is picked up. This fee will be assessed on the following month's invoice.

If your child has been diagnosed with a communicable illness such as hepatitis, measles, mumps, chicken pox, strep throat, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella please notify *Great Escape* immediately. *Great Escape* must file a report with the Health Department, post warnings to parents if the cases are confirmed in the center, and hand out confidential exposure notices to parents of children with confirmed exposure. Children's confidentiality must be maintained.

In addition, if your child has been exposed to a communicable illness outside of the program you must contact the Director. The Director has the discretion of excluding the child from the program for the period of time prescribed by the child's physician or by the local health department.

ACCIDENT OR INJURY OF A CHILD

Staff members are required to be certified in CPR and First Aid. If a child is injured at our facility, the following procedure is followed:

For Life Threatening or Serious Injury:

1. 911 will be notified immediately AND/OR
2. Parents will be notified. If parents are not available, persons on the emergency sheet will be called. If the child is transported by ambulance to a hospital, a staff member will stay with the child until a parent or guardian arrives.
3. At the time of enrollment and before a child will be admitted to his/her classroom, parents must sign an emergency release and waiver of liability form. The child's file will be pulled and taken with the child for medical information.
4. The program must immediately report in writing to the Colorado Department of Human Services any accident or illness occurring at the facility that resulted in medical treatment by a physician or other health care professional or hospitalization. This report must be made within 48 hours after the accident or illness occurred.
5. Parents will receive a copy of the Accident Report.

For Non-Life Threatening or Minor Injury (scrapes, bumps, bruises, etc.)

1. Staff member will attend to the child. By law, we can only use soap and water, and adhesive bandages.
2. A parent will be asked to sign an Accident Report.

EMERGENCY PROCEDURES

The Director or in her absence the person in charge will coordinate action plans for all emergencies. Parents will be notified by phone using the number listed on the daily sign-in/sign-out sheet as to the plan of action, and when and where children may be picked up. If a parent cannot be reached, names will be called from the Emergency Information Form. Please keep your emergency information up to date at all times. It is extremely important to keep the office informed of any changes of address, phone numbers, or place of employment. This is for the protection of your child in case of an illness, injury, or other emergency.

BUILDING EVACUATION

In the event that the church building has to be evacuated, children will be walked to the Way Station across the parking lot where they will remain until it is safe to return to the church. Parents will be notified by phone in the event that their child/children need to be picked up from the emergency location.

Fire

The Director will conduct monthly fire drills as required by the Littleton Fire Department. Evacuation plans for each class are posted within the rooms. Staff members know the procedure for exiting the building and each class will take the sign-in/sign-out sheet with them when they exit the classroom.

Tornado

During a tornado alert, all children will be instructed to seek shelter in the downstairs hallway. They shall remain in this location until the alert is over and the Director has indicated it is safe to room back into the classroom.

Lock Down

In the event that *Great Escape* should be called for a lock down, no parents will be allowed in to the building or out. Parents will be notified by phone or e-mail when it is safe to pick up their child/children.

Lost Child

Upon discovering a child is missing, the *Group Leader* will begin an immediate search and notify the Director immediately. If the child is not found quickly, the Director will coordinate a thorough search of the facilities using all available personnel. If the child cannot be located, the police and parents will be contacted. *Great Escape* must submit to the Department of Human Services within 48 hours a written report about any child who has been lost from the center and for whom the local authorities have been contacted.

If you want further information on Great Escape's procedures in emergency situations, please ask the Director for a copy of the specific detailed procedure.

REFERRAL POLICY

CHILD FIND is a program available to parents of preschoolers when concerns about a child's developmental level are noted. Great Escape staff may recommend Child Find to parents as a special resource. Parents may contact the Child Find program in the county in which they reside.

DISCIPLINE

Great Escape staff members use positive redirection discipline. Children involved in negative behavior will be directed to positive activities. If a child continues to need direction, a teacher may use time-out discipline within the classroom.

If a child continually hurts other children or disrupts the class, a conference will be called with the parents, teacher and Director to determine a course of action. A behavior report will be written up and the parent will need to sign and date it. Prior to the conference, other staff members will make observations of the child. The parents, the teacher, and the Director will sign a contract of expectations. If improvement is not noted, the child may be asked to leave Great Escape. Our goal is to accommodate the differing needs of children, but not to the detriment of others. If the director and or teacher feel that a child's behavior is very disruptive to the classroom we reserve the right to disenroll the child from the program.

Biting

A child continuously biting other children is not acceptable behavior. Parents who have children that are involved in biting will meet with their child's teacher and the director in regards to resolving this issue. It is expected that biting behavior will change, but if the behavior does not change and the child bites 3 times where the bites have left a significant mark on a child the biting child will have to leave the program.

DIS-ENROLLED CHILD POLICY

The program reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payments of fees over 2 months
- Not observing the rules of the center as outlined in the handbook
- Child has special needs which we cannot adequately meet with our current staff
- Physical and/or verbal abuse of staff or children by parent or child
 - o Biting or continually hurting another child
 - o Not disclosing medical information on paper work about a health issue that the child has.

STAFF REPORTING OF CHILD ABUSE

In accordance with law, any staff member 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 to circumstances or conditions, which could result in abuse, shall immediately report the circumstances to the director. The report will be made available to the County Department of Social Services and/or local law enforcement agency. Our staff is trained to recognize signs of abuse.

PARENT REPORTING OF CHILD ABUSE

Great Escape has made every attempt to provide a safe and healthy environment for children. We are in compliance with all of the State Rules and Regulations for a licensed center. However, as a parent, you have the right to seek assistance from your County Department of Social Services if you believe that your child has been abused.

The Director would also like to be informed of any suspicion so that corrective measures can be taken. Report all circumstances to the Arapahoe County

Department of Social Services at 303-795-4825. (See Colorado Department of Human Services Letter included in this handbook.)

INCLEMENT AND EXCESSIVELY HOT WEATHER

We reserve the right to take children outside whenever the temperature is above 32 F or below 95 F. The Director and teachers will take age into consideration when making the decision concerning weather conditions and outside playtime. Make sure your child is appropriately dressed. You should apply sunscreen before leaving your child.

PARENT/STAFF CONFERENCES

Parents are welcome at any time to request a conference with the teacher and/or director at a time that is convenient for all. Children who are enrolled in the preschool program will have conferences available to them twice a year. A progress report will also be given at this time.

PARENT BULLETIN BOARD

The parent bulletin board is located at the base of the stairs. Please take time to review the board regularly to keep informed of program activities and communications.

MONTHLY NEWSLETTER

Monthly program newsletters will be sent out during the first week of the month to inform you of events happening with Great Escape and Littleton United Methodist Church. Classroom communication may be sent home throughout the year. Please take time to read these newsletters, as it is our main source of communication with our parents.

PARENT DIRECTORY

Parent directories will be prepared for all classes attending the same program day. The directories will include name, address, and telephone number. A directory will be distributed to all families in the program. (Parents must sign a permission form to be included in the directory. PLEASE notify the Great Escape Office of any changes in information, in writing, using the Change of Information Form included in this handbook. Changes will be updated in the newsletter. When you receive the directory you will be asked to sign that the directory will not be used for marketing purposes.

ALLERGIES/SPECIAL NEEDS

A listing of those children with allergies, the inability to consume certain food/beverages, and/or special needs will be posted in each classroom, the music room, the supply closet and the Great Escape Office. Please notify the director if your child (ren) has allergies or special needs.

CONFIDENTIALITY AND RETENTION

Great Escape will maintain the confidentiality of all family and children's records. These records must be available, upon request, to authorized personnel of the Department of Human Services. Records are maintained for 3 years and then destroyed.

PROGRAM EVALUATION

Parents will be given the opportunity each spring to evaluate the program. You will be asked to evaluate the facility, staff and our ability to meet your needs. These evaluations are extremely important and beneficial to us. Please take the time to complete and return them.

FUND-RAISERS

Fund-raisers allow the program to continually upgrade the quality of service offered at Great Escape. The Great Escape Board of Directors must approve all fund-raisers. In addition, the Board of Directors approves where funds will be spent, with Great Escape staff input. The funds raised go toward purchases of additional equipment and supplies that Great Escape would otherwise be unable to purchase.

CONCERNS

We are here to meet the needs of each individual child. Please bring concerns, comments, or suggestions to the appropriate person. Classroom issues should be addressed with the teacher and program issues with the Director. If your concerns, comments or suggestions are not addressed you may then go to the Director with classroom issues and the Great Escape Board of Directors with program issues. Please do not overstep this line of authority.

If you would like to file a complaint concerning the licensing of this facility, you may do so with:

The Division of Child Care
The Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
303-866-5958

BOARD OF DIRECTORS

The Board of Directors is the governing body of the Great Escape Program. The primary responsibilities of the board are to formulate the purpose and policies for Great Escape. There are 2 parent representatives on the board. If you would like to be on the board or would like additional information please contact the Director or a Board Chairperson.

FINAL NOTE

The Great Escape program is excited to serve you and provide your child with a wonderful experience. We will work with you in whatever way we can to make this possible. Please remember you are an ESSENTIAL part of our program!

We hope you and your child have a terrific year!

APPENDIX

1. 2010-2011 School Calendar
2. Change of Information Form

2011-2012 CALENDAR

July 14 th , 15 th	Registration Packets/Fees Due
August 24 th	Open House 9am - 12pm
September 6 th	Fall Program Begins
September 10 th	Kick off Carnival
October 25 th , 26 th , 27 th , 31 st	Halloween Parade
November 21 st , 22 nd	Thanksgiving Pow Wow
November 23 rd & 24 th	Thanksgiving Holiday (No Great Escape)
December 19 th to January 2 nd	Christmas Holiday (No Great Escape)
January 16 th	Martin Luther King's Birthday (No Great Escape)
February 20 th	President's Day (No Great Escape)
March 26 th to March 29 th	Spring Break (No Great Escape)
April 9 th	Easter Holiday (Church Closed)
May 2 nd & 3 rd	Music Program (6:30 Grant Fellowship Hall)
May 14 th , 15 th , 16 th , 17 th	Fun Days (Last Week of School)

Notes