

Statement of Policies and Procedures for **The Learning House**



The mission of The Learning House Foundation for Early Childhood Development is to create a fully inclusive early childhood Science and Math preschool program that is innovative and developmentally appropriate.

Section A: Philosophy : The programs at The Learning House have been designed to meet the developmental needs of children. Our programs empower children physically, emotionally, and mentally while encouraging children to express themselves through creativity and social interaction. Our main goal is to prepare children for the next phase of their lives.

Section B: Ages of Children Accepted: At The Learning House children must be 3 years of age to attend preschool; children who are 4 years by October 15 may attend PreKindergarten; and children who are 5 years by October 15 may attend Kindergarten. Playgroups for infants and toddlers (ages 12-35 months) are parent participation programs and are non-licensed programs.

Section C: Hours: From the last week in August through May, The Learning House is open 8:30-3:30, M-F. Class times and holiday closures can be found on our current school calendar. Summer hours vary.

Section D: Policy for Inclement Weather: Please dress children appropriately for the weather so that they can participate in all activities appropriately, indoors and out. To ensure the safety of children we will not go outdoors during excessively hot, cold, or inclement weather.

In the case of severe weather please check the voice message at the school by calling 970. 266.0844 or go to our website (thelearninghouse.org) for information regarding school closure and/or class cancellations.

Section E: Procedure for Admission and Registration: Families must fill out a registration form and provide a \$100 non refundable deposit to enroll at The Learning House. The \$100 is applied to your first session's tuition. Families will receive an informational packet prior to beginning school. This packet will contain paperwork for enrollment such as a medical form, immunization records and contact information, required by the State of Colorado.

Section F: Tuition Payment: We ask that families pay tuition at the start of each session. Payment plans can be arranged by speaking with Mary.

Section G: Identifying Where Children Are. Please sign children in as they line up for class each day and sign them out when class is over and staff have released them. Staff in each room will count children routinely throughout the day to ensure that everyone is accounted for. Staff will monitor the exit to the school following classes to ensure that children leave with appropriate adult supervision.

Section H: Guidance, Instruction, Behavior, Discipline, and Consequences

Staff at The Learning House focus on positive teaching practices and guide children to express themselves in a positive way. We believe in coaching children on how to accept differences, resolve disputes, be empathetic to other's needs, and build successful peer relationships.

Children who intentionally hit, kick, or otherwise assault another person will be given an immediate "time out". Following a few minutes of time away from the group and before rejoining the activity, staff will discuss the incident with the child and have them identify how to resolve the situation differently in the future, without using physical contact. Any time this occurs, staff will discuss the situation with parents of the children involved. Our staff works as a team to identify the social and emotional needs of children. We do our best to understand

children's behavior and develop behavior support plans for children who need them. Staff will discuss behavioral issues with parents and include them in the plan so that children are given the benefit of consistency and a better chance to be successful. When a child's needs are difficult for staff and parents to adequately address, the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

Section I: Parent Notification of Illness or Injury: We immediately notify parents or guardians when their child becomes ill, is involved in an accident or is injured and requires emergency medical care while at school. All non-emergency or minor accidents and injuries will be treated with first aid by a trained staff member. Parents will be notified following school.

Please keep children home from school if:

they have been taking prescription antibiotics for less than 24 hours.

they have had a temperature of 100 + in the previous 24 hours.

they have had vomiting or diarrhea in the previous 24 hours.

they have green or yellow discharge from nose or are coughing up mucus.

Please call our school (970.266.0844) and let us know when your child is too sick to attend. If children become ill during the school day they will be given a place to lie down, away from others until an approved adult arrives to pick them up. Please contact the school if your child is diagnosed with a communicable illness, such as chicken pox, so we can inform families that may have been exposed. Names will be held in confidence.

Section J: Emergency Procedures: The school requires emergency data information to be on file for each child. This information must be updated yearly. Please notify the office **promptly** regarding change of address, telephone, medical provider, emergency contact person, or other information that would affect school records. If we cannot reach a parent in an emergency, we will call the person(s) listed.

If your child becomes lost while in our care, we will alert the proper authorities, as well as all staff within our building and immediately call the parents or guardian.

We will conduct emergency drills to ensure that staff and children know what to do if an emergency situation arises. Our Disaster Preparedness Plan is available upon request and provides detailed information regarding emergency situations.

Section K: Transportation of Children: Staff at The Learning House only transport children in the case of medical emergency.

Section L: Field Trips & Television: The Learning House does not include field trips or television in its curriculum.

Section M: Transportation Safety: Staff at The Learning House only transport children in the case of medical emergency.

Section N: Procedure for Releasing Children: Parents/care providers are not required to stay during preschool and prekindergarten programs, however they are required to bring children into the building and come into the building to pick them up.

Parents/care providers must record the arrival and departure of children at The Learning House by using the sign in/out sheets outside each classroom. In addition, please make sure a staff member is aware that your child has arrived or is leaving for the day. Once a child has been signed in, they remain under

the direct care of their classroom teacher for the duration of their class until they are picked up by a designated adult.

Children will only be released to the parents or those individuals designated on your signed authorization form. Parents must provide signed, written permission for anyone other than those listed on the authorization form to pick up children from school. Authorization must provide the person's name, phone number, relationship to the child, and the date(s) they will be picking up your child. Please be sure to sign the note! Individuals picking up children must provide a picture ID available to staff in order to establish positive identification.

Should an unauthorized person attempt to pick up a child we will do everything in our power to keep the child in the class until we have contacted you or the proper authorities. However, we are restricted from physically restraining a person from exiting the school. Please keep the staff informed of any legal issues in your family that limit contact with individuals.

Section O: Procedure for Late Pick Up: It is extremely important for children to be picked up on time following their classes at the Learning House.

We understand that sometimes situations arise that will make a parent unavoidably late in picking up their child. If something does come up, we ask that you call us immediately and let us know when you will be there or to notify us of the arrangements you have made for your child to be picked up. If a child remains at school 15 minutes after the end of class and we have not heard from the parents, the staff at The Learning House will :

1. Notify the Director and attempt to call the parents.
2. If parents are unavailable, the staff will attempt to contact persons listed on the Release Authorization Form.
3. If the staff is unable to contact the child's parents or any authorized adults by the close of business for the day, the Fort Collins' Police Department and/or Child Protective Services will be contacted to pick up the child.

Parents who are late picking up children more than 3 times may be assessed a additional fees to cover the cost of staff or may lose their enrollment altogether.

Section P: Procedure for Late Arrival: Children who arrive late may join their class in progress.

Section Q: Administration of Medications: ONLY emergency medications for life threatening allergies (Benadryll and/or EpiPen) will be administered by the staff of The Learning House. Any medications other than emergency medication should be given to children by their parents or guardians outside of their attendance at school.

Emergency medications must be:

provided prior to a child's attendance at The Learning House.

given directly to a staff member.

accompanied by a written protocol from the child's physician.

in a clear, zipper storage bag on which the child's name has been clearly marked.

in the original container bearing the label showing prescription number, name of medication, date filled, physician's and child's names, and directions for dosage.

Emergency medication will be stored in the child's classroom, out of the reach of children. If it becomes necessary for a child to receive emergency medication due to an allergic reaction, staff will contact parents and 911 immediately.

It is parent's responsibility to put sunscreen on their children before coming to school.

Section R: Personal Belongings: We ask that parents dress their child appropriately for hands on activities at school, as well as exploring outside. Each student will be provided a space to store belongings. The Learning House is not responsible for items stored in cubbies. Please leave toys, money, etc. at home whenever possible.

Section S: Meals and Snacks: Snack is provided for the students in each program -- we do not serve meals. If children require special snacks because of allergies or other conditions, parents are asked to bring food safe, pre-packaged items to school for their child. These snacks must be clearly marked with the child's name and in a re-sealable container.

Children may not bring food, candy or drinks to class. If children need to eat in the building, they may do so in the lobby playroom area and must be supervised by a parent or care provider. Children must sit at the table to eat. Any unfinished food/drink should be removed by the supervising adult and disposed of in the kitchen trash receptacle.

The Learning House is a nut and peanut free school! Many children have life threatening allergies when they come in contact with peanuts and tree nuts. Please do not bring food with nuts or peanuts into the school and be sure children are free of peanut and nut residue on hands and faces before coming to class.

BIRTHDAYS: Parents may bring a special snack of unopened, store bought food and drinks only. It is the Colorado Health Department policy that **we may not serve homemade items**. We ask that you do not bring cake or ice cream products for treats, as they are extremely messy. Cookies, "crispy" treats, and fruit snacks are our preferred choices for treats.

Section T: Diapering and Toilet Training: Children who are not potty trained must arrive for class in a clean diaper or pull up. Parents should leave a bag at school containing extra diapers/pull ups, wipes, and a change of clothes. This bag must be clearly marked with the child's name.

ALL children should be taken to the bathroom by their parent/care provider before coming into class for the day. Please notify the staff in your child's classroom if you are potty training so that we can remind your child to go to the bathroom periodically during class.

Section U: Visitors: Visitors must sign in at the front desk and be accompanied by staff at all times.

Section V: Parent and Staff Conferences: The Learning House staff is always happy to talk with parents regarding their child's progress or any issues they may be having. PreKindergarten and Kindergarten teachers will have scheduled conference times for each family during the year. Additional conference times may be scheduled as needed.

Section W: Filing a Complaint: If there are any concerns or if you would like to file a complaint regarding our school, please contact Office of Early Childhood, Division of Early Care and Learning Licensing 1575 Sherman Street Denver, CO 80203 (303) 866-5948.

Section X: Reporting of Child Abuse

If child abuse is suspected within our program, please contact the Larimer County Child Protective Services Department (970) 498-6990 or the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437).

Section Y: Notification of Withdrawal from The Learning House

If, for any reason, you need to withdraw your child from The Learning House, please let us know as early as possible so that we can fill your spot.

Section Z: Suspension and Expulsion

Our staff are well trained to work with the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff is not able to provide. If we feel that your child's behavior endangers the safety of the other children we will notify parents and begin with a parent teacher conference. To best accommodate your child, we will work with the family to develop an action plan. During that time, if the child is a danger to themselves or other children, we may suspend your child for a period of time. Once the child returns to our program, if the child is still a danger, then we will discuss if The Learning House is able to meet your child's needs. It is only as a last result that we would ask you to remove your child from our school.

If you have questions regarding this information, please feel free to ask Ernie or Mary.

Thank you for choosing The Learning House!

Notice of Nondiscriminatory Policy as to Students

The Learning House Foundation for Early Childhood Development school admits students of any ability, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of ability, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and school administered programs.

