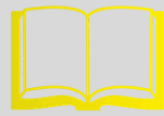




# Elite Early Learning Program



**EARLY EDUCATION  
JUST FOR YOU**

# Parent Handbook

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## INTRODUCTION

# Taking a Tour



Once you have decided you are interested in the program, you will reach out to Karla Moran by email or phone to schedule an in-person, no-obligation tour.

During the tour you will see the space, ask any questions you have, share what you are hoping to get out of your experience, and observe your child interacting in the environment.

You will be given information about curriculum, redirection techniques, class routine, and a general overview of the day and how each play area is used to engage children in play to enhance their learning.

# MAKING YOUR DECISION

# How To Enroll

## Registration Fee

After your tour, if you choose to enroll, a registration fee of \$200 will be submitted to hold your position in the class.

The first tuition payment will be due the 1st of the month with the exception of August, which is due by the first day of class. The full tuition is due in August, which covers August and May. No tuition will be collected in May for families that pay the full tuition in August. For families that join at a later date, May tuition will be due the 1<sup>st</sup> of May.

## Paperwork

The state of Colorado requires education programs to have certain paperwork on file, and be updated annually. Whether you are re-enrolling or enrolling for the first time, you will be required to submit paperwork for your child's file.

The necessary paperwork will include a health appraisal form your child's pediatrician dated within the last 12 months. A complete vaccination record is necessary to enroll. These forms are specific and need to be the exact form that will be provided to you. Other formats of these documents will not be accepted.

**If your child has an allergy/ies you will need to include an allergy/anaphylaxis form with their allergy plan, signed off by an allergist within the last 12 months. Along with their allergy plan, all medications, OTC and RX must be provided as written on the plan. Failure to provide or provide correct medication may delay your child's enrollment.**

Other required information includes the contact information for all primary or secondary caregivers. Each family is required to provide information for at least three emergency pick-up options.

Your signature is required on several policies in order to attend. Your signature represents your understanding of the policy and your agreement to follow the policy. These can be found in the acknowledgement section and include agreeing to the policies in this handbook, The following have their own policy in which your permission is needed.

Bathroom assistance

Technology use

Medication Administration

Sunscreen Application

Walking Field Trip

Affection/Physical Comfort

Pictures for marketing

Late Fees

Emergency Medical Care

Permission to share contact information with other families.

## PROGRAM INFORMATION

# Days: Monday–Thursday Hours: 9am–2pm

### Schedule

Each year the schedule changes depending on the specific needs of the class. However, the order in which we do our schedule is consistent.

- Drop off
- Free Play (inside or outside)
- Circle Time
- Snack
- Table Time
- Free Play (inside or outside)
- Lunch
- Quiet time/Enrichment
- Pack for end of Day
- Outside (weather permitting)
- Pick Up

### Tuition Payment & Late Fees

Tuition is due on the first of each month. **Any tuition that is paid after the 5th is considered late and a late fee of \$25 will be added to the total amount. Once tuition is behind by 5 days your student will be unable to attend until tuition and late fee is paid.**

Tuition is paid by means of Venmo and Zelle for your convenience. Other forms of payment may also be accepted. Personal checks are not accepted.

### Calendar Schedule

Elite Early Learning Program follows Douglas Co. School District calendar for breaks and days off, including weather delays and cancellations.

A current DCSD calendar will be provided to you

No school days can be found in the newsletter

**Back to school night** will take place the Wednesday before classes start.

**The first day of school** may vary and will be communicated to families by August 1st.

**Last day of school** is in May, either the 2nd or 3rd Thursday (whichever is two weeks of class)

**For weather delays, please arrive at 10:30**

**For weather cancellations, school will not operate**

For closures outside the control of Elite Early Learning Program, a refund will not be issued for the day/s



## WHAT TO EXPECT

# First Day of School

For your child's first day of class, please send them with the following items:

- A snack container that is separate from their lunch and they can independently open
- A lunch container your child can open independently with healthy foods your child enjoys eating
- A leak-"proof" water bottle with their name on it
- An extra set of clothes including shirt, bottoms, underwear, and socks in a bag with their name

## WHAT TO EXPECT

# Teacher Communication

At the beginning of each new school year, I create a family text thread which includes all caregivers and adults who pick up and drop off. I use this as a fast way to get information out. I also send pictures of what we are up to that day when I get time. (Not every day.) I also create a text thread for each student with the two primary caregivers. There is also an option in the permissions for parents to exchange information.

Each month I will send out a newsletter around the 1st of the month. In the newsletter you will find what your child has been working on, what we will be doing next, a breakdown of weekly themes and updated literacy and math concepts. Class birthdays and star student information is at the bottom.

When I need to address the group, and it is not urgent, I will send an email.

.The choice to communicate through phone calls and text messages will be at my discretion. Text messages from families may be sent at any time with the understanding that they may not get a response immediately. When I am able, I will respond and am happy to assist in any way I can. If it's not a good time I will try to reply letting you know.

## DROP OFF AND PICK UP

# DROP OFF

Drop off begins at 9:00am and ends at 9:30am. If you are going to arrive after 9:30 or be absent that day, please let me know before 9:30am.

If you arrive before 9:00am you are welcome to wait in your vehicle or at the gate. Please do not open the gate. I will open the gate each day when class begins.

On your way down and up the stairs, please keep off the rocks. I will keep the stairs clear of the elements as best as I can.

There is a sign-in form, and each day the adult dropping off and adult picking up are required to sign and write the time.

Transitioning into the day can be difficult for some children. Parents may come to drop off anytime after 9:00am, but must leave at or before 9:30am. It is preferred to have a quick drop off, but some days extra time is necessary.

When children start their day inside the routine for them includes: taking off their shoes and jacket, putting shoes in shoe box and their jacket and backpack in their cubby. The next step is washing their hands. (They may also use the potty at this time and wash hands after that.)

Once their hands have been washed, they may get their ticket and choose where they want to play.

**Pick Up** Pick up starts **at 1:55pm and child must have a caregiver present or already be picked up by 2:00pm**

**Late Pick Up** Late pickup is defined by waiting for a caregiver to arrive and waiting to close the gate at 2:05 or later. Casual conversation not included

**Late Pick Up Fee**

Late Fee is calculated the following way:

2:05- **\$10** Inconvenience Fee

2:05- **\$1 per min** after **2:00pm**

**Total: \$15 plus \$1 per minute after 2:05pm**

## WHAT TO BRING

# Snack

If your child brings a snack in a container from home, **please make sure your child can open it independently.**

Part of our fine motor curriculum is learning how to open packages, so those are fine.

Included in their snack is a **spill-"proof" water bottle labeled with their name.**

Parents are encouraged to **bring extra snacks to be stored in their cubby or in the fridge for days your child is extra hungry!**

Please avoid frequently (more than one day per week) sending your child with sugar-filled snacks and lunches

Let me know if you need extra ideas for snacks or lunch items!



# Lunch

Your child should be able to open and close their lunch with little assistance. Lunch should consist of foods which your child enjoys and will eat.

**Drinks other than water will be kept in their lunchbox and sent home.**

When sending food that requires utensils, please send them with your child. I try to keep some on hand, but do not always have them.

There is access to a refrigerator and microwave if needed.

## Allergies

Allergy protocol will vary each year depending on whether there is an allergy in the class, and their sensitivity to that exposure,

Allergy medication will be stored out of reach of children, but not locked up

I am certified and trained to administer emergency medication

# DRESS CODE

No special clothing is required to attend Elite Early Learning Program. However, children will be actively using art and sensory items which may get messy. Elite Early Learning Program will do everything possible to take care of your child's clothing during messy play but **there is no guarantee that clothes will not get messy. Children should wear close-toed shoes. Please provide an extra set of clothing in your child's bag in case of a clothing emergency.** Our daily schedule allows for time outside so please make sure your child comes dressed accordingly. **If you choose to send your child in a dress or skirt, they must wear a pair of shorts underneath.**

Jackets, hats, and weather appropriate shoes are expected as necessary. **Failure to arrive with weather-appropriate clothing may result in you needing to return with those items if you want your child to stay.** When temperatures reach 50 degrees or warmer children are allowed to decide to wear/not wear a coat unless I am told by a parent that they need to keep their jacket on. **Please dress your child with the assumption that we will be playing outside every day, even in the winter.** There are a few days when it is too cold, but even on chilly days we may run around for a few minutes and come back inside. **Please refrain from bringing any outside toys or items to Elite Early Learning Program. I am not responsible for the loss or misplacing of such items.** If an item is brought in for educational purposes, please understand the risk of doing so.

Although the class is small, it is helpful to label your child's belongings to help identify them when there is uncertainty.

## Sunscreen Application

ELITE EARLY LEARNING PROGRAM IS **NOT RESPONSIBLE FOR THE APPLICATION** OF SUNSCREEN OR RESULTS DUE TO SUN EXPOSURE. CAREGIVERS ARE ENCOURAGED TO APPLY BEFORE ATTENDING. HATS AND SUNGLASSES ARE ALSO ENCOURAGED.

## POTTY TRAINING

# Toilet Use and Assistance

Potty training is a process. If your child is one that may need occasional assistance on the potty, a waiver will be signed, allowing me to assist them when needed.

As a part of using the bathroom, children are expected to wash their hands independently as well. We encourage practicing this at home as well.

Each child is expected to attend with at least one extra set of clothing in the case of an accident. Include: Top, bottoms, underwear, and socks

## ACCIDENT POLICY

All children must be mostly potty trained to enroll at Elite Early Learning Program. If your child has an **accident more than 3 times in a week, he/she will be expected to wear pull-ups until the issue is resolved.**

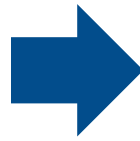
**Elite Early Learning Program will not participate in the cleaning of a fecal incident with your child. In such case, a parent will be notified to come and assist their child.**

**This policy is for the safety of other children and their right to be properly supervised. I am unable to properly supervise students while also cleaning up a fecal incident.**



## ASSESSMENTS

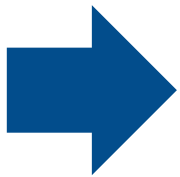
### Observation



During free play, a large part of my job is the observation process. I am intentional about observing skills and making notes about them to monitor development and growth throughout the year. I make notes about their social emotional skills and play games with them to better understand some of the hands-on skills.

I use my observations to make a summary, which breaks up each developmental category and gives notes from each of them. I make a note of what I see and anything I observe that causes concern.

For children who are receiving services, I share my observations with the service providers to give them a bigger picture than what they can see coming in for one short time during the week.

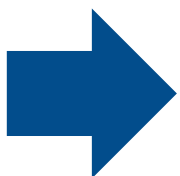


### Conferences

In September, the first conference will be held to discuss results and goals.

Another assessment and conference will be held in February to document progress and set new goals.

The last conference is more informal and takes place of a conversation about their strengths and weaknesses and some ways parents can work with them over the summer.



### New Goals

After the conference summary is reviewed, the caregivers and I come up with a set of goals to work on. The goals can be in any developmental category. The child's goals are worked on and reviewed at the next conference, with regular updates throughout the semester.

### Evaluation

In addition to observation notes, some skills are assessed through activities and some are hands-on. For these skills, I use a developmental list, comprised from multiple others that I have found to give the most thorough picture of each child's abilities.

All areas of development are looked at and notes are taken.

After I have assessed a child, I write up a summary of my observations and findings. At the conference, this is what the caregiver and I review.

I also include work from class such as: cutting and pasting, tracing, writing, coloring, etc so caregivers can see how their child is doing.

After the first conference, some of the work materials are kept in the child's file to compare with their work for the next conference.

In preschool there is a wide range of ability and each child is challenged for their assessment. Not all children will do the same activities or answer the same questions for their assessments.

# IDENTIFYING AND ADDRESSING SPECIAL NEEDS AND ACCOMMODATIONS

During the enrollment process, parents are asked to communicate any special needs or accommodations they believe their child may need. In order to properly identify the need/s of each child, caregivers are given a developmental checklist to complete and review with me as the provider. Once completed, the proper recommendations are made about which kind/s of services may be beneficial. Caregivers may be referred to Child Find at this time to have more in-depth assessments completed.

Once a child has their service/s in place, Elite Early Learning Program supports the child by way of allowing service providers to hold their sessions in the school in addition to working with service providers in a way to include the child and their specific needs into the classroom setting, in efforts of helping the child feel included and not singled out. Examples of how this has been done include the inclusion of a speech therapist, occupational therapist, and physical therapist into the classroom on a regular basis. As the instructor, I used their individual strategies with the class in group settings to help all children engage and grow together while supporting the child/ren with specific needs meet their goals.

In a situation where developmental or learning delays are not identified before enrollment, the process follows the same steps, beginning with a developmental assessment, reviewed together with the instructor and caregiver. At that time, recommendations are made about how to best support the child in their development. A screening through Child Find is recommended and parents and instructor work as a team to best support the child in their learning (and home) environments.

If a family has a need for other kinds of community resources, parents are provided with a Family Support Guide as a part of their welcome packet. They have the option to use the guide or have a private conversation with me if they need support beyond that.

Elite Early Learning Program will enlist the services of an interpreter, as needed, to better accommodate families who may need one. This is available upon request.

(2/7/26) An agency was not enlisted at the time of the original submission so I am not including this as part of my re-submission.)

# TRANSITIONING INTO AND OUT OF THE PROGRAM

All children grow and develop differently, and as a program that strives to meet each child where they are at, entering into the program may differ from child to child. Ideally, children are able to attend the program from 9-2, Monday through Thursday, as scheduled. However, exceptions can be made if needed to better accommodate the best interest of the child. Some of the ways the program has been modified are to allow some children to only attend three days instead of four while they get used to a more active day. Some children have transitioned into school by coming until 1pm instead of 2pm to allow adequate time for an afternoon nap that they still require. These situations are pre-arranged with the families before starting and terms are agreed upon in the best interest of the child as a way to make the transition into the program most beneficial for the child.

During the last conference of the school year, parents are encouraged to participate in the conversation in the next steps for their child. At the conference, parents will be informed of the overall status of their child's developmental, academic, social, and physical status (as observed and recorded). Some resources may be provided or recommended at this time depending on the child's needs. Parents and I will discuss the best options for moving forward with enrollment in kindergarten, spending another year in the current program, or other applicable options.

# HEALTH SCREENINGS

Elite Early Learning Program cares about the overall health of its students. As a part of the enrollment process, caregivers are provided with a “screenings” page, in addition to places they can complete the screenings if needed. If there is a concern with hearing, dental, or vision, I will sit down with the caregiver of that child and discuss my observations and recommend a screening to rule out or gain more information about what could be going on with their child.

# PARENT FEEDBACK AND CONTINUED IMPROVEMENTS

Parent feedback is important to the continued goal of a quality program. Parents are provided with a survey twice throughout the school year, with opportunities to give feedback on what can be improved. This survey can be anonymous and given around mid-year and the end of the school year. Parents are also encouraged to bring to light any concerns as they arise throughout the school year. A meeting or phone call can be arranged to discuss their concerns in detail.

In addition to the feedback taken from families, Elite Early Learning Program will also work to make improvements that coincide with the quality rating guidelines of Colorado Shines and the Family Childcare Environment Rating Scale. These improvements will be communicated to families as they are being completed to demonstrate continued growth and efforts to always be improving.

Some of the previous improvements that have been made in reflection of the self-assessment include the addition of an indoor large motor space (PDIS goal November 2024), playground updates and expansion (PDIS goal August 2024), and multiple indoor and outdoor environment improvement goals spanning over the course of several years. These improvements include painting walls and furniture for a less stimulating environment, the purchase and assembly of all new shelving to allow better visual access to materials, as well as picture and word labels to help children be independent in their ability to clean up, a new sandbox, outdoor easel, outdoor instruments, an all new playground, and other smaller improvements. A large project that was completed for safety and environmental purposes is the completion of all new stairs leading to the school and a patio for a safer play space, completed summer 2025.

**Children are sent home for symptoms on this list, regardless of suspected cause.**

You will be notified by me if:

- Your child has an injury to the head
- Any other symptoms or behaviors that imply your child is not feeling well
- Injury leaves a mark on their body- A picture will be taken and sent to you
- Your child is showing signs of illness to include but not limited to:

cough, heavy nasal discharge, fussy/cranky and not their normal self, red/weepy eyes, abdominal pain, sore throat and tiredness—**heavy nasal discharge is defined by needing their nose wiped more than 3 times in a 30 minute span of time**

**Your child will be sent home, and asked to stay home for 24 hours AFTER the last symptom (without meds), if:**

- They have a fever of 100 degrees or higher
- They are vomiting
- They have diarrhea

**You may also be asked to come get your child or be refused drop off if:**

- Your child has an undiagnosed rash
- Suspected head lice
- Suspected bed bugs
- Any other medical or physical condition that may put others at risk

Children may return to school upon a thorough treatment for lice, a diagnosis from a doctor for the rash (and it is safe for child to return), and once the home has been exterminated for the infestation.

**If your child appears to be feeling ill, Elite Early Learning Program reserves the right to use discretion in monitoring them and asking a parent to pick them up if they are unable to participate in the program.**

If you are contacted to pick your child up early due to illness, Elite Early Learning Program reserves the right to get in contact with emergency contacts if you have not responded within 15 minutes of being notified. **Child will be expected to be picked up within 30 minutes of initial contact. If not possible, please plan to arrange someone to do so.**

If there is a suspected outbreak in the school, parents will be notified of what symptoms to look for.

## ILLNESS POLICY

# Teacher Time Off

Elite Early Learning Program, since run by an individual person, may require the use of an emergency or sick day during the year. If there are more than 5 absences in a school year, **parents will be refunded starting with the 6th missed day of class** due to this reason. No alternative teacher will be provided in the instance of a sick day, and it will be **the responsibility of the caregiver to find alternative care.**

The sick days will match the wellness information below in order to be considered:

- fever of 100 degrees or higher
- vomiting
- diarrhea
- Other signs of contagious illness
- **Any other health issue that prevents me from being able to successfully run the program**

## Absentee Policy

Parents are asked to communicate known absences the week prior, and to communicate a last-minute absence by 9:30am that day. This is best done in writing, but not required.

If your child is sick, you will be asked to provide their symptoms and any other relevant information.

Please try to limit "unexcused" absences.

No refund will be provided for absentees due to child illness or family vacations.

## Medication Administration

Although I am certified to do so, Elite Early Learning Program will not be responsible for providing or administering any non-emergency medications. In the case of storing and administering emergency medications, those medications will be stored out of reach of the other children. The disposal of such medications will follow the guidelines outlined in the medication administration course that has been completed.

## LET'S CELEBRATE

# Birthdays and Holidays

If your child has a birthday during the school year, we would love to celebrate them! If you plan to send treats for the class, please verify any allergies before bringing them so all children can have the opportunity to enjoy the treat. It is up to the family as to whether they would like to bring a treat. I am open to other ideas if you have any, so feel free to ask about other ways to celebrate your child.

We celebrate some of the common holidays. I will announce the day of each celebration in that month's newsletter and give more details at that time. The parties we will celebrate will likely be: Halloween (October), Holiday Party (December), Valentine's Day (February), Spring Party (April), and graduation/ end of the year party (May). These are subject to change.



## STAR STUDENT

## Let's Learn About You

Each child will have an opportunity to participate in "Star Student Week". The week will be held the second week of the month, with all children getting a chance to participate. This can be as involved as you and your child would like it to be. The week before it's their turn, a poster will be sent home for them to color, decorate, write, and share information about themselves. During this week your child is allowed to bring a toy from home (no more than one per day) to do show-and-tell with. They may also bring a favorite book/s to share with the class, treats for the class (especially for the summer birthday kids) and any other activity to share with the class to make themselves feel special. These are just some ideas you may use; you are not obligated to do any of them if you choose not to. I am also open to other options, so if you have a question about an idea you have for this week feel free to ask.

# CURRICULUM AND CLASSROOM MANAGEMENT

## Curriculum      Classroom Management

The curriculum for Elite Early Learning program is written by the program specifically for the children attending the program and may be changed and modified depending on each child's skill level and personal goals.

Handwriting without tears is used for letter introduction and how to begin the handwriting process. Each letter is introduced in a multi-sensory way with touch, sound, and seeing the way the letter is put together with lines and curves. Letter sounds are reviewed daily throughout the year and lowercase letters are brought in after uppercase letter recognition is mastered. Academic components are included into the curriculum in an age-appropriate way. Free play is a majority of the program, and to ensure children get the most out of their play, materials are rotated on a weekly basis, centering on a common theme, usually connected to a letter of the week.

As a part of my connections, Elite Early Learning Program offers direct access and assessment from: an Occupational Therapist, Speech Therapist, and Physical Therapist to provide the best recommendations to set your child up for success. Other professionals can be recommended as needed.

In addition to studying child development and different discipline strategies I have had specific training in conscious discipline and love and logic. With this knowledge, I will encourage children to solve their own problems by giving them the words (when needed.) Children will be given appropriate choices or redirected as needed. Conflict is expected during this process so much of our free-play time will focus on skills regarding problem solving and communication with peers. Appropriate skills and tools will be provided and modeled for children as a way for them to learn self-regulation skills. My role as an instructor is to guide children in solving their problems and to step in only when necessary.



## BEHAVIOR MANAGEMENT

# Behavior Management Plan

Children are expected to participate in the program in an age-appropriate way. However, if any student engages in behavior that becomes disruptive to the learning environment for other students in such a way as, but not limited to:

- Aggression
- Violent
- Foul Language
- Destruction of property
- Destructive to self
- Excessive yelling/Screaming
- Spitting/Biting
- Any behavior that prevents me from properly caring for the students in the classroom or puts anyone in danger



In the instance of these (or any other behavior that is disruptive to the learning environment of the other children) a conference with the parents will be held and a behavior plan will be discussed and implemented.

After two weeks another conference will be held to discuss progress/lack of progress and modifications will be made as necessary. Elite Early Learning Program will utilize or refer local resources including: a behavioral specialist, an RN, a play therapist, or other specialist as pertains to the specific situation.

If after 20 days from the initial incident there are still disruptive behaviors occurring on a regular basis, the child will be expelled from the program until further notice.

In the instance of a child destroying school property, the parents may be asked to be fully or partly liable for the replacement of the item/s depending on the circumstances of the incident.

## OTHER POLICIES

### Withdrawal Policy

**If for some reason a caregiver wishes to withdraw their child, a 30-day written notice will be required, as well as tuition for the 30 days. No pre-paid tuition will be reimbursed.**

If there is a conflict and a family is asked to disenroll, pre-paid tuition will not be returned. If this happens, no notice is required, and family is not expected to pay beyond the current month.

### Technology

Technology can be a tool used to keep children's interests. We may use up to 30 minutes of time on education.com each week. We also listen to music in the background, and on a rare occasion we may watch a short movie.

### Transportation

Elite Early Learning Program does not have the capability to transport children to or from locations via vehicle. In the case of an emergency or prior arrangement, this policy may be modified.

On occasion we may take a walk around the neighborhood or to the park. Permission slips will be signed ahead of time.

### ADA Guidelines

Elite Early Learning Program will use ADA guidelines to accommodate all special needs on a case-by-case basis.



### Under the Influence

If there is any reason to believe a caregiver is under the influence of any substance, Elite Early Learning Program is required to deny pick-up and contact the correct authorities.

### Sunscreen

During the months where the sun is particularly strong, it is recommended that parents apply sunscreen prior to drop-off. Elite Early Learning program is not responsible for the supplying or application of sunscreen.

### Smoke (Any Kind)

Elite Early Learning Program reserves the right to protect children and self from secondhand smoke. Please ensure you are free of any kind of smoke that may hinder the health of children or myself.

### Outdoor Time

Outdoor playtime will be weather permitting. Elite Early Learning Program will use discretion when making the choice to stay in or go outside.

## OTHER POLICIES

### Parking

Families are welcome to park in the street in front of my house. Please avoid blocking any driveways, including mine.

Elite Early Learning Programming is not responsible for the ticket or towing of any vehicle, should this occur.

### Emergency Pickup

Two emergency contacts are required (information in enrollment paperwork)

**An ID of emergency person will need to be provided as well as contact from a caregiver as to who will be picking up.** (Reason is not required)

In the instance of a child needing an early pick due to illness or injury, emergency contacts may be notified if there is a lack of response from the caregiver.

**If I am unable to make contact with a caregiver or emergency contact, and child is still in my custody at 2:30, I am required to contact the correct authorities.**

Child will be fed as needed during these situations.

Emergency response procedures can be seen in the attached form

### Mandatory Reporting

Elite Early Learning Program is operating as a mandatory reporting program. This means that if there is reason to suspect any form of child abuse including but not limited to: physical abuse, mental abuse, sexual abuse, or neglect, the program is legally obligated to report it.

### Safety Check

Elite Early Learning Program will exercise due diligence with the safety of toys and materials by regularly checking recall lists. Per licensing requirements, all required courses and policies will be kept up to date as needed. The door is kept locked when children are inside for class. Security cameras monitor the front and sides of the house.

### Emergency/Disaster Procedure

In the event of an emergency or disaster, parents and caregivers will be notified as soon as possible. If the location becomes unsafe, multiple locations have been named as reunification spots. These are listed on the emergency contact information provided with this handbook. Depending on the nature of the emergency/disaster, parents will be informed of which reunification location to meet at.

In the instance of damage to the program location (10075 Brisbane Ln) to the extent that the program needs to be closed for a portion of time, efforts will be made to proceed at another location, if possible. If not possible, all pre-paid tuition will be pro-rated by the day and refunded to each family. The program will resume as soon as the environment is made safe. Parents will not pay tuition during the time the program is closed.

In the instance of an epidemic outbreak and schools are closed, Elite Early Learning Program will use discretion about closure and make a decision that is in the best interest of the safety of the families. Online teaching and resources may be offered for a discounted tuition.

## OTHER POLICIES

### Fire Safety

Elite Early Learning Program will exercise due diligence in switching batteries in the smoke detectors and ensuring the fire extinguisher is up to date.

### Unexpected Intruder

In the instance of an unknown intruder on the property, Elite Early Learning Program will secure the children inside with the door locked. If needed, we will be located where we are unable to be seen from outside and the curtains will be closed. Once children are safe, authorities will be notified about the intruder and I will follow their instruction on how to proceed.

### Service Referrals

A large part of this preschool program is observation and assessment. Through this process, sometimes the observations I make help me conclude that there are other services your child may be in need of. I may refer your child to Child Find or other specialists if I feel they have needs above and beyond what I can assist them with. These needs may vary and the recommendations may vary.

### Sterilization and Sanitation

Elite Early Learning Program will ensure proper procedures are followed in the cleaning and sanitizing of materials and furniture. When needed, standard precautions will be followed to prevent the spread of disease and bloodborne pathogens.

State issued air purifiers have been provided and filters will be replaced as needed as a part of preventing the spread of airborne germs.

Any biohazard materials will be discarded according to standard precautions.

Trash bins will be emptied at least weekly, or more if needed.

### Car Seat Safety

As an early educator I am also a mandatory reporter. To ensure the safety of your child, each child should have an age-appropriate car seat for their child at drop off and pick up. If you need assistance obtaining an appropriate seat for your child, I am happy to help you.

At the ages of 3-5 a child should be in a 5 point harness seat with a back that is either attached by anchors or the seatbelt. If you need help with properly installing your seat, I can show you and you may then have it inspected by a CSPT or at a fire station.

### Severe Allergies

In the instance of a severe allergy in the class, a notice may be displayed and known allergens may be restricted from meals at school. This is a class by class basis and you will be notified if this applies to you.

# EMERGENCY AND OTHER INFORMATION

Secretary of State Website:  
Rules and Regulations of in-home care  
<http://www.sos.state.co.us/CCR>

In Case of Emergency:  
Elite Early Learning Program Address:  
10075 Brisbane Ln  
Highlands Ranch, CO 80130  
816-518-1008  
[eliteearlylearningprogram@gmail.com](mailto:eliteearlylearningprogram@gmail.com)

Child Abuse and Neglect Hotline:  
303-663-6270 (Douglas Co)  
844-264-5437 (State of CO)

Licensing Complaints:  
Child Care Licensing and Administration  
Division of Early Care and Learning, CDHS  
1575 Sherman Street, 1st Floor  
Denver, CO 80203  
Phone: 1-800-799-5876 or 303-866-5948  
Fax: 303-866-4453  
[cdhs\\_oec\\_communications@state.co.us](mailto:cdhs_oec_communications@state.co.us)

Reunification Locations:  
Driveway in front of house  
Across the street at Brisbane and Darwin

In the case of leaving the neighborhood:  
Cherry Hills Church (Grace Blvd)  
Arrowwood Elementary (Arrowwood)  
Other: communicated to parents via phone

Emergency-Backup Staff:  
In the instance of an emergency in which a child needs to be escorted via ambulance to a hospital- back up staff is Kevin Moran- who has completed a background check. His role will be to wait with the remaining children until parents arrive to pick them up.



# WAIVERS

Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_

## **Bathroom Assistance Waiver**

I DO give permission to Elite Early Learning Program assist my child with toilet use, as needed during his/her time at the program.

\_\_\_\_\_  
Signature Date

I DO NOT give permission to Elite Early Learning Program to assist my child with toilet use, as needed during his/her time at the program.

\_\_\_\_\_  
Signature Date

## **Medication Agreement**

I understand that due to the length of the program, Elite Early Learning Program, although trained to do so, will not participate in the administering of any non-life saving medications.

\_\_\_\_\_  
Signature Date

## **Sunscreen Agreement**

I understand that it is my responsibility as the caregiver to apply sunscreen prior to drop-off. Elite Early Learning Program is not responsible for the application or results of lack thereof due to sun exposure.

\_\_\_\_\_  
Signature Date

## **Emergency Medical Care**

I, \_\_\_\_\_ the parent of \_\_\_\_\_, allow Elite Early Learning Program to provide emergency medical care to my child with the understanding that there may be a financial cost associated with the care provided.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **Permission to share Contact information** (Please sign only one)

I DO give Elite Early Learning Program to share my contact information with other parents/professionals in the form of a group text or email.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Walking Field Trip**

I give my child permission to participate in a walking field trip, in which I will be notified ahead of time.

(Circle) YES NO Date\_\_\_\_\_

**Technology Agreement**

I understand that Elite Early Learning Program will use technology in the form of appropriate children’s music, short videos to enhance curriculum, and occasional use screen time in the form of an assessment from education.com. By signing below, I give my child permission to participate in such activities.

Signature \_\_\_\_\_Date\_\_\_\_\_

**Affection and Comfort**

I allow and understand that my child will be comforted in the form of holding, hugging, or picking them up when needed.

\_\_\_\_\_  
Signature Date

**Promotions/Advertising** (please sign only one)

I DO give Elite Early Learning Program to use full pictures of my child, to possibly be posted on social media for the purposes of advertising and promoting the program

Signature\_\_\_\_\_Date\_\_\_\_\_

I DO NOT give Elite Early Learning Program to use full pictures of my child, to possibly be posted on social media for the purposes of advertising and promoting the program, with the understanding that pictures may be used, but my child’s face will not be shown in the pictures.

Signature\_\_\_\_\_Date\_\_\_\_\_

**Late Fee Agreements**

I understand that **failure to pay tuition on or before the 5th of the month will result in a \$25 late fee**, which will need to be applied to that same month’s tuition. Please see the payment information section in the handbook for additional information.

Signature:\_\_\_\_\_Date:\_\_\_\_\_

I understand that a **late pick-up will result in a \$15 fee, adding an additional \$1 for each minute after 2:05pm**. Due to having commitments after school, I need to ensure my availability after school hours. You may wait in your car if you arrive early and don’t want your child to miss out on the end of the day.

Signature:\_\_\_\_\_Date:\_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_

**Acknowledgement**

I (we), the caregiver(s) of \_\_\_\_\_, have read and agree to the rules and policies of this program. I (we) acknowledge that changes may be made in the form of an addendum, which I (we) will be able to review before signing. We understand that we will be held accountable for the violation of these policies and will respond accordingly.

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Signature      Date