
International Learning Center

Parent Handbook

Edition 1.01-0814

International Learning Center

2035 South Dayton St Denver Co 80247

Telephone: 720.535.8222

Fax: 720.535.8728

Email: interlcenter@gmail.com

Last update 08.18.2014

Edition: 1.01-0814

WELCOME!

Dear Family,

At International Learning Center, we welcome all families. Our focus is to develop children from diverse backgrounds, to appreciate enriching experiences, cultural diversity, and academic achievement, as we build each child's learning skills.

At International Learning Center, our goal is to enrich the family by focusing on the whole child. We do this by providing a secure, safe, and home-style environment where the staff and parents work together in partnership while giving each child quality care, educational excellence, and developmental support.

At INTERNATIONAL LEARNING CENTER, you will find caregivers who are educated, love children, and are always willing to care for each child as their own. Our providers are professionals who are proficient in the areas of early childhood development, cultural diversity, and a sincere desire to grow and develop children.

At International Learning Center, we are proud to reflect our dedication to provide quality care, excellence in education, and open communication between parents and staff.

We want to *thank you* in advance for choosing our center and we look forward to serving you and your child in the years to come.

Sincerely,

International Learning Center

SMS Investments LLC

TABLE OF CONTENTS

Philosophy	1
Mission	1
Certification	1
Ages of Children Accepted	1
Hours of Operation	1
Holidays	1
Definition of Family	1
Admission & Enrollment	2
Inclusion.....	2
Non-Discrimination.....	2
Confidentiality.....	2
Staff Qualifications	3
Child to Staff Ratios	3
Communication & Family Partnership.....	4
Publicity	5
CURRICULA & LEARNING	5
Learning Environment	5
Outings & Field Trips.....	5
Transition	6
Television Time.....	6
Electronic Media	6
Multiculturalism	6
Celebrations	7
Rest Time	7
Diapering.....	7
Toilet Training.....	7
GUIDANCE	7
General Procedure	7
Acts of Aggression and Fighting.....	8
Notification of Behavioral Issues to Families	8
TUITION AND FEES	8
Payment.....	8
Late Pick-up Fees.....	8
Special Activity Fees.....	8
Late Payment Charges	9
Returned Checks/Rejected Transaction Charges.....	9
Additional Fees Credits	9
ATTENDANCE & WITHDRAWAL	9
Absence/Late Arrival	9
Vacation	10
Withdrawals.....	10
Transfer of Records	10
Closing Due to Extreme Weather	10

DROP-OFF AND PICK-UP	10
General Procedure	10
Authorized & Unauthorized Pick-up	10
Obligation to inform Law Enforcement or When we have to inform Police	11
PERSONAL BELONGINGS	11
What to Bring	11
Cubbies	11
Lost & Found	11
Toys from Home	11
NUTRITION	12
Foods Brought from Home	12
Food Prepared for or at the Center	12
Food Allergies	12
Meal Time	12
Infant Feedings	13
Toddler Feedings	13
HEALTH	13
Immunizations	13
Physicals	14
Illness	14
Allergy Prevention	15
Medications	15
Communicable Diseases	15
SAFETY	16
Clothing	16
Extreme Weather and Outdoor Play	16
Communal Water-Play	16
Injuries	17
Biting	17
Respectful Behavior	17
Smoking	17
Prohibited Substances	17
Dangerous Weapons	18
Child Custody	18
Suspected Child Abuse	18
EMERGENCIES	18
Lost or Missing Child	18
Fire Safety	18
Emergency Transportation	19
CENTER POLICIES	19

ABOUT Us

Philosophy

International Learning Center believes in empowering children to learn. It is our mission to provide children with quality care in a safe, loving, home-style environment, where their exceptional learning styles, personalities, and abilities are focused on each day.

It is our philosophy that early childhood should be fun! During this special time of a young child's life, they should be afforded the opportunity to explore and discover life, in a warm, secure, and nurturing environment.

We believe that children are creative, diverse, and unique. Therefore, our well trained caregivers strive to cultivate, encourage, and empower each child by providing quality care in a gentle manner.

Mission

The mission of International Learning Center is to provide a loving, safe, home-style atmosphere where children experience a day filled with quality care, enriched activities, and a high-tech curriculum.

Carefully planned within the framework of our philosophy and purpose, International Learning Center undertakes the responsibility of providing excellence in academics, social and emotional development, and appropriate program of study that allows for healthy interactions with adults as well as peers.

Our mission is to encourage and build relationships with parents and other family members, as we commit to respecting the background and cultural diversity of each family unit.

Certification

Our center is under provisional license with the State of Colorado.

Ages of Children Accepted

We are open to children six weeks to 16 years. Hours of Operation

Child care services are provided from 6:30 AM to 6:30 PM Monday through Friday.

Holidays

Holidays are counted as part of the tuition even though the center is closed. The center will be closed on: New Year's Day - Memorial Day - Independence Day- Labor Day - thanks giving Day - Christmas Eve - Christmas Day - New Year's Eve. Full Tuition is due for the weeks in which these holidays observed. When holiday falls on a Saturday, the Center will be closed Friday. When the holiday falls on a Sunday, the Center will be closed Monday.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

The center admits children on a space-available basis. The registration fee is required in order to reserve a spot for your child. ***All paperwork must be completed before your child can be successfully enrolled.*** An enrollment fee of \$70.00 per child or \$100.00 per family is due at the time of enrollment. This fee is non-refundable. Based on the availability and openings, our facility admits children from six weeks to 16 years of age. ***Our process for introducing children to our program is children are admitted without regard to race culture, sex, religion, national origin, or disability.*** We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

Services offered for special needs children in compliance with the Americans with Disabilities Act is a Colorado Child Care Licensing rule and regulation.

International Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

Our education's philosophy is focused on the fact that *diversity* is one of the most important elements for early childhood education. Our enrollment policy is based on equal opportunity acceptance to all. We will be implementing an equal acceptance ratio based on both **(Private and Subsidy Programs)** AND the **Market Demand** as well.

At International Learning Center **equal educational opportunities** are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Complaints

We like to work and solve together any issue that concerns you! If for any reason you are NOT satisfied with our service we provide for your child/ern, please let the administrative staff know. If your concern is not addressed, you may contact the manager office at 720.535.8222.

To file a complaint about this center or to request the prior history, please contact:

Colorado Department of Human Services, Division of Child Care
1575 Sherman St., Denver, CO 80203
Tel: (303) 866-3755 Fax: 303.866.4453

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical the Center's staff qualifications are as follows:

Position Title	Education/Certification	Experience
Teacher-I	Advanced Certificates* in Early Childhood Education	5+ Years
Teacher -II	Intermediate Level Certificate (s)*	3-5 Years
Teacher-III	Basic Certificate(s)	1-3 Years

**Certificate(s): All certificates are specialized in Early Childhood Education*

** All Certificate(s) are to be from State's approved educations institution and department of Education*

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by International Learning Center.

Child to Staff Ratios

The written policy and procedure governing staff's responsibility for the supervision of children is a Colorado Child Care Licensing rule and regulation.

The procedure for identifying where children are at all times is a Colorado Child Care Licensing rule and regulation.

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
6 weeks to 9 months	5 to 1	10
9 months to 24 months	5 to 1	15
24 months to 36 months	7 to 1	14
3 years to 4 years	10 to 1	12
4 years to 5 years	12 to 1	13
5 years to 6 years	15 to 1	13
6 years and Older	15 to 1	20

Communication & Family Partnership

Daily Communications

Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day. A digital communications such as email, Text will be provided unless we receive a written and signed consents from parents is NOT to receive such communications.

Bulletin Boards

Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters

Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits

Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a *visitor's badge* while on premises and sign-out upon leaving.

Family Night

Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences

Family & teacher conferences occur annually and as needed. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Publicity

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

****Copies of daily schedules are posted in each classroom****

Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family. For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than one hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Electronic Media

Electronic Media are limited to 20 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, all children less than seven years of age participate in a quiet rest time.

Children are not required to sleep and may be given quiet activities. Crib sheets are provided by the center, but parents with infants need to bring sleep sack for the infants according to new licensing regulations.

Diapering

Children requiring diapers will be checked for wetness or feces at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child shall be changed when found to be wet or soiled. A diaper changing station or changing area shall be provided and located separate from any food preparation, storage or serving area and will comply with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 15 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Acts of Aggression and Fighting

Children are guided to treat each other and adults with self control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Payment

Payment is always *due in advance* with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*.

****Discounted prices are only valid with the current special and specials will end at the stated date or owners discretion. Other regular discounts offered are a 5% off for military discount. 5% off if you pay one month in advance.**

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$1.00 per minute will be assessed beginning at 6:30 PM and will be due upon arrival or within 24 hours.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$10.00 will be added for each day that it is late. If your account has not been paid in full within five business days, your child may be discharged from the program.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law (minimum \$35.00). This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Additional Fees/Credits

- **Vacation**-We offer five business days of vacation credit per enrollment year after 3 months of consecutive enrollment. After the five days have been used, you must pay full tuition to retain your spot in the classroom. Vacation days can be used if written notice is given in advance for the days the child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.
- **Withdrawals** - if a child is suddenly withdrawn from the program without a two week written notice of withdrawal, a two week tuition fee will be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

Non- Credits

- **Credit will not be given for Sick Days** - there are no credits for sick days. Sick days are pre-considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

ATTENDANCE & WITHDRAWAL

Absence/Late Arrival

If your child is going to be absent or arrive after 10AM, please call us at 720-535-8222 or email us at interlcenter@gmail.com

We will be concerned about your child if we do not hear from you.

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given five vacation days each calendar year.

Withdrawals

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) prevent us from opening on time or at all, notification to the families will be announced on *most* local Channels such as 4, 7, 9 and Fox31 and or calling our main office number at 720.535.8222 to listen for a prerecorded message.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 6:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:30 PM. Please allow enough time to arrive, sign your child out, payments, etc... and leave by closing time.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Each Parent will have a secret password phrase that is for the case of an emergency pick-up.

In the event of an emergency if you have not given written notice, you may call and notify the Director or Admin of the person who is authorized to pick up that day. This person must know **and** tell the Director or Admin your secret pass phrase. All persons picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after two hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Obligation to Inform Law Enforcement or when we have to Inform Police

If we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child, to protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. A sleep sack for napping.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program and enough diapers and/or extra underwear for the day.
- **Preschoolers:** at least one change of clothes, socks and shoes.
- **Kindergarteners:** at least one change of clothes, socks and shoes.
- **After School Care Children:** books, notes and supplies for homework.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbles

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's first name and photo. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the front Admin office. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring or take toys from-into home/center into unless they are part of a show-and-tell activity.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- If there is a food allergy, parents can bring in a supplement for their child. Otherwise, the school provides all food including breakfast, lunch, and afternoon snack.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated accordingly.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the table is set with disposable plates and flatware, and the food may be placed in small bowls from which the children can help themselves. Children are encouraged to serve themselves. Good table manners are modeled and encouraged.

Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies in the infant classroom. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Parents bring five bottles a day or as many as the child will need during their time in care. At the end of the day, parents will take all bottles home to wash. We will not keep unfrozen breast milk overnight.
- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula will be diluted at the child care site according to the instructions provided by the manufacturer or from the child's health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child's name. Solid foods will only be introduced after a consultation with the child's family.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January and upon enrollment, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. **Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. Immunization is seriously required upon enrollment's application and may delay or pause the enrollment process which might result in losing your spot in case of waiting list.**

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before, but must be received **NO later than 30 days** after your child begins the program. Families are responsible for assuring that their child's **physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program annually.**

Illness

The procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries is a Colorado Child Care Licensing rule and regulation. We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting - green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.

- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. Medication will be administered in the office.
- **Non-prescription medications** require a note signed by the physician. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require notes and or forms signed by both physician and family, specifying frequency and dosage to be administered.
- Sunscreen must be brought in by the parents and the bottle needs to be labeled with the child's first and last name.

****A separate form is to be signed from physician and family for all medicine such as (Tylenol, Ibuprofen, Sunscreen and all [OTC] Over the Counter medications) ****

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public

Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution. Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

The policy regarding inclement and excessively hot weather is a Colorado Child Care Licensing rule and regulation.

Outdoor play will not occur if the outside temperature is greater than 99 °F or less than 37°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50 or below.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions, including daily sanitizing of water tables, are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee).

You will receive an incident report outlining the incident and course of action taken.

If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately and or a local law enforcement will be involve.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire safety items including alarms, lights, and rolling cribs.

Our fire evacuation plan is reviewed with the children and staff on a regular basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies are reviewed quarterly updated annually or more frequently and are available for review upon request. To view the center policies, please contact the center director or the administration.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you for your cooperation, and we look forward to getting to know you and your family.

I have received the **International Learning Center Parent Handbook**, and reviewed the family handbook with a member of the **International Learning Center** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and signed any revision or update to this document throughout my child/ren enrollment in the center. And to ask the center management any questions I may have regarding any policy, procedure or information contained in the **International Learning Center Parent Handbook**.

I have read and agree to the above policies.

Recipient Signature

Date

Center Staff Signature

Date