

First Light Nature Preschool

Instruction provided by Laura Paas

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Welcome

I consider it a privilege and thank you for the opportunity to assist you in caring for your child(ren). I believe that all children are special and have purpose. Each one is uniquely gifted by God and needs to be nurtured, encouraged, disciplined and given space to learn to help them reach their potential. Here at First Light Nature Preschool, the children in my class are my top priority.

My goal is to provide your child(ren) with a safe, comfortable environment, where they can play and learn with guidance and loving care. In order to make our relationship as enjoyable as possible the following are some mutually beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. There is a lot of information here. Please read all of it. If any of my policies seem unfair or unnecessary, please take a moment to think about that policy and how it would apply to your current working situation... I'm sure it will make sense in that light. These policies are enforced for the same reasons policies are enforced in any job situation - for fairness and respect. If you have any questions please ask.

The policies listed below are set forth by First Light Nature Preschool and are in accordance with Colorado Child Care regulations. These policies and accompanying contract become effective upon acceptance by the parent/guardian and First Light Nature Preschool.

Hours of Operation

Class starts at 8:30 AM and goes until 12:05 AM beginning the week after Labor Day and will continue until Memorial Day. (Holidays are listed in a separate section.) Children can be dropped off between 8:30 AM - 8:40 AM. Pick up begins at 12:05 AM and extends to 12:15 AM, unless otherwise agreed upon.

To ensure the safety of your child, only you or your designated alternatives may pick up your child. Phoning me to let me know someone other than you will be picking up your child is fine if I know the person or your child can identify him or her. Each child must be signed in and signed out of my home.

If you are unable to pick up your child and your child remains at my home one half (1/2) hour after the designated pick up time I will contact the first alternate pick up person designated by you to come pick up your child. If this person is not available to pick up the

child I will call the second alternate. If no one is able to pick up the child I will contact the local police department and/or Larimer County department of social services.

Verification of legal custody; I must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules if such arrangements exist. Otherwise I have no choice except to release the child to his/her parent.

Parents will be notified via telephone or text message if severe weather causes me to close. School closures due to weather will follow the Loveland Classical School (LCS) Closures. If LCS is closed, so am I. Notification will be given as soon as I know that LCS has closed. A school calendar can be found on my website, www.firstlight-naturepreschool.com or you can request a printed copy from me.

The following holidays I will be closed.

- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day

Children Served

I can operate under two separate licenses. Both licenses allow me to care for children ages 12 and under and teach preschool. The class sizes will be no more than 6 students, ages three to six.

Children with disabilities shall be cared for in the same manner as the rest of the children, with love and respect. All care shall be in accordance with the Americans with Disabilities Act.

Admission Paperwork

Before your child can attend class, I MUST have the following:

- Registration Fee
- Signed Contract
- Health Statement
- 1st Month Tuition
- Enrollment Form
- Permission Forms

Trial Period and Contract Termination

Your child's adjustment is important to me. A two month trial period will exist before arrangements are finalized. This will give your child, me and the other children in class an opportunity to get to know one another. It is my responsibility to let you know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is your responsibility to let me know the same. You or I can terminate the contract anytime during the trial period by doing so in writing.

Once the trial period has ended your spot in the class is reserved. Full semester fees shall be paid regardless of attendance. I will terminate our preschool arrangements immediately for any of the following reasons (but not solely limited to):

- Destructive, uncontrollable or violent behaviors that persist even with parent cooperation in stopping the behavior
- Habitual, excessive lateness in picking up of children
- Lateness of payment or nonpayment
- Failure to comply with the policies set forth in this contract
- Failure to complete required forms
- Inability to meet child's needs without additional staff
- If parents knowingly bring their child ill
- Blatant disrespect towards provider or provider's family

These situations will be grounds for termination. Prior to termination the following steps would be taken in attempt to continue care.

1. A Parent meeting would be held to discuss why it isn't working and what steps can be taken to make it work.
2. If the situation is child related, an outside teacher would be asked to come in and observe the child in class and give input on steps that can be taken to make it work.
3. If the situation is parent related, a mediator would be contacted to assist in resolving the issue.
4. The family and provider would have a one month transition period to make new arrangements if it were deemed necessary.

Confidentiality

All of your child's health records, your financial information, work habits and family issues are your private business. I will not be discussing these items with anyone but you. The only exceptions will be if I suspect child abuse and/or neglect or I am required to share this information by law.

Enrollment, Fees & Payment

To comply with state licensing regulations, enrollment forms must be completed before your child can attend. An enrollment form will accompany this contract.

A summary of fees is listed below.

- Initial Registration Fee
 - \$100
- Tuition Details
 - \$300 per month for three - 3.5 hour classes per week (Tues, Wed, Thurs)
 - 4 Year Olds participating in the UPK (Universal Pre-K) state program will only be responsible for the registration fee (Tuition is paid by the state)
 - Tuition can be paid monthly, per semester or per year
- After school care
 - Must be arranged ahead of time
 - \$10/hr with snacks and meals included

The registration fee is required to hold your spot. This fee helps to create and obtain their specific class supplies and pay for our special activities and visitors throughout the year.

Teacher Sick Days

If my children or I are sick class will be cancelled. This is rare, but it does happen. Families will be notified as soon as possible in these cases. No refunds will be issued for closures as they are built into the monthly tuition.

Parent Vacations

Please let me know in advance of any planned vacations. Your fee is required while you are on your vacation and your child is not in school. For family emergencies please give as

much notice as possible, but let me know if your child will not be attending because of this reason.

Substitute Care

If I have an appointment outside of my home or plan on being gone on a short term basis for any reason, I will have a substitute teacher guide the children in my absence. If I am unable to find a substitute, arrangements will be made in advance so that you are aware of how the situation will be handled. In the event that I need to leave for an emergency you will be notified that you need to come and pick up your child. A substitute will be here to watch the kids until you are able to get them. Prompt pickup is appreciated.

Arrivals and Departures

Children are to arrive clean and fed. Please do not allow your child to walk to the door by themselves at drop off. It is important to take a minute to walk them to the door and greet me. This gives us both the opportunity to discuss any changes for the day and allows you to get the child signed in.

Drop-off and pick-up times are not good times to discuss serious problems. Little ears and minds don't need to hear everything. I am not comfortable discussing a child in the presence of anyone but his or her parents. Topics that concern day-to-day events or light-hearted discussion are fine. You can contact me by phone, text, e-mail or we can set up a separate meeting to discuss serious issues.

If I feel that the person who arrives to pick up a child is intoxicated or impaired in any way that will endanger the safety of the child, I will notify the local police department if this person leaves with the child.

Weather

Please be sure to dress children appropriately and send an extra set of clothing. This is an outdoor program and most of our time is spent outside. It is very important that your child arrive with clothing for extended outdoor play, regardless of weather. Rain, snow or shine, we will be outside for the entire class time (3.5 hours) with the exception of extreme temperatures. Please keep in mind that rain gear may be required on the raining days (coat, pants & boots), snow gear is often too hot.

Please be aware of the weather and apply sunscreen prior to class if you deem it necessary. I will not be reapplying sunscreen unless special arrangements have been made.

Daily Needs

Due to the emphasis on outdoor play, your child will often get dirty, wet and/or muddy during our exploration time. Each child will need to have a back pack containing one extra set of clothes, a wet bag or plastic sack for soiled or wet clothes, a water bottle and their snack for the morning. Additional "special" clothes may be requested for specific events. All personal belongings should be marked with the child's name.

Toys and equipment used at my home are updated based on current recall information. When a recall is recognized the recalled item will be removed immediately or no longer used until it can be updated or removed. Recall information is obtained from the Parents.com product recall website. This information is passed on to the parents by forwarding it through e-mail.

Toys from Home

I provide a variety of playthings. I ask that no toys be brought to school from home. Anything brought will be put in their backpack or bin until the child is picked up. This policy is for the concern of all children in my care. Children often have a hard time sharing the toys they bring from home and soft toys can bring allergens to school that may bother other children. The one exception to this policy is on "Show and Tell" days. You will be aware of these days before they occur.

Cleanliness/Hygiene

I do my best to maintain a clean and safe home. Children's hands are washed (or a child safe sanitizer used) upon arrival at school, before meals and after toileting. This helps to keep your child and the other children in my care healthy.

Child Abuse/Neglect

It is not only the law, but my responsibility to report any and all abuse or neglect performed on a child. I cannot "look the other way" when a child has been abused or neglected. Therefore, I will notify the Colorado Child Abuse & Neglect Hotline when it appears that a child in my care is being physically, sexually, or emotionally abused, neglected, or exploited.

If you suspect a child is being abused please report it to the Colorado Child Abuse & Neglect Hotline, 1-844-CO-4-KIDS.

Health Policy

Per state of Colorado family child care home rules and regulations, all medical forms must be completed and returned on or before the first day of school. A new statement of health status must be submitted every time your child has their scheduled well child checkups (Routine checkups according to the American Academy of Pediatrics). If the parent or legal guardian of a child wishes an exemption from the requirement for immunizations due to medical, religious or personal beliefs, the child's parent or legal guardian must complete and sign the appropriate Colorado Department of Public Health and Environment exemption form.

Some children in school are not immunized on the recommended schedule and some may not have been immunized at all. You can request to know which immunizations have not been given, but the child's name will not be attached to the information.

Your child should not attend class if he/she has a fever (over 100°F), is vomiting, has diarrhea, sore throat, continuous coughing, barking cough, runny nose other than clear, draining eyes or ears, unexplained rash, lice or shows signs of a contagious disease. Please keep your child home if they are ill. Any child, who is on an antibiotic for a contagious disease, must not return to my home until they have taken the antibiotic for 24 hours. If your child becomes ill at my home, I will keep them isolated away from the rest of the children until they can be picked up. Prompt pick up in these circumstances is required. Your child may return to care 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. I have the right to refuse to care for a sick child.

I am responsible for the health and well being of many children so I will closely follow health department regulations when it comes to illness. I understand and respect your need to be at work, but your cooperation is extremely important on this issue.

Masking your child's symptoms with over-the-counter medications and bringing them to school anyway is not allowed and could be cause for immediate termination. It is also inconsiderate to all families involved. A sick child should be allowed to recuperate fully at home after an illness so that the other children and the provider do not risk unnecessary exposure. If you are unable to stay home with your sick child it will be necessary for you to make arrangement at your own expense.

Please notify me if your child has been exposed to a contagious disease. This protects your child, other children in my care, and my entire family. For things such as strep throat, pink eye, etc. parents of all children in care will be notified.

Your child may be brought to school if they have a common cold (which means a slight cough, clear runny nose, sneezing); however I will call you if your child is just plain miserable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities or if your child is unable to sleep and/or waking often at night because of congestion and coughing.

My home is a smoke free environment and when we are out of the house measures will be taken to keep your child away from second hand smoke.

Medication

If your child needs to be given medication while at school, it must be in the original prescription bottle with the child's name on it. Over the counter medication may be given with a written order from a health care provider. It must be brought to my home in the original container with the child's name on the outside of the container. The written order from the health care provider for all medication (prescriptive and over the counter) needs to contain the following:

- Child's name
- Name of medication
- Current date
- Dosage
- How to administer (route)
- Time medication needs to be given while in child care
- Start date and end date
- Reason for the medicine (may be confidential)
- Side effects
- Special instructions or storage information

On receipt of any medication, I will store it in the hall closet out of reach of the children until such time that it is not needed. At that time any unused portion will be returned to the parent/guardian for disposal.

A "Permission to Administer Medications" Form will need to be filled out in order for me to give your child over the counter medications. This form is to be updated yearly, or as often as the health care provider deems necessary. This form can be obtained from me as needed.

If your child uses an inhaler or nebulizer for asthma, or an EpiPen, I will need an individualized health care plan in their file. This needs to be filled out and signed by your health care provider and will need to be updated annually.

I will need written authorization from you to apply bug spray. I provide bug spray (deet free) for all children in my care. If your child needs a special brand, you will have to provide it for them. Please label it with your child's name.

Snacks

Snack time is around 9:45 AM every day. These snacks are the responsibility of the parent to provide. No snacks or meals will be served except on special occasions (i.e. birthdays, holidays). Parents are welcome to make/bring a treat to share to celebrate their child's birthday. Please inquire about allergies before doing so.

Children that are not picked up at the agreed upon time will be fed meals and snacks according to the regular schedule of the home. These meals will be at an additional cost of \$5.00 each.

Outings/Fieldtrips

Excursions will be taken often, almost weekly, starting the second week of school. These excursions will be within walking distance and within the neighborhood. Field trips will be taken periodically and parents will be notified ahead of time.

Media Use

There will be very limited television viewing, used only to enhance lessons and it will be restricted to shows that are educational and/or encouraging in nature, i.e. Veggie Tales, StoryBots, ABCMouse.com and Sid the Science Kid. A permission form has been included in your packet. Music and software used will also be restricted to educational and/or encouraging in nature. Leap pad type computers and story readers are the only "software" used by the children.

Damages

It is expected that your child be respectful of my personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages my property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due within one month.

Bathroom Use

All children attending class are to be potty trained. They should be able to make me aware of their need to use the bathroom and use the bathroom independently. Stools and other items needed to assist them will be available. Please be sure your child is dressed in clothing that they can manage when needing to use the bathroom. Overalls and belts, although very cute, can be difficult for some children to manage when they need to use the bathroom "right now".

Behavioral Goals

While in my care only positive encouragement and time-outs are used. Children will NOT be subject to spanking, hitting, kicking, or to verbal, emotional, or physical punishment. I believe the most effective ways of enforcing positive behaviors are: Encouragement, Respect, Re-Direction, and Positive Re-Enforcement. During conflict it is important for children to feel respected, secure, and loved. They need to know I am always available to listen and help, not to judge. My goal is to coach the children so they can negotiate compromise, brainstorm and work it out together.

I will place a child in a separate area for an age appropriate time if they refuse to obey or if I feel that they are a threat to the safety and well being of themselves or others. Physical restraint shall be used if a situation is to arise where the child is a threat to themselves or others in my care. When either of these measures becomes necessary I will make sure everyone is alright and parents will be notified.

If something of a more serious nature or a persistent behavior should occur that is of concern to me or a threat to the safety of others, I will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and in my care. If the problem cannot be resolved, arrangements must be made for the child to attend school elsewhere.

Transitions

Children transitioning into my classes will have a chance to meet and get to know the children in their class and me prior to our first day of class. This is done by participating in our "Get Comfortable" time. The week prior to the start of class, we will have at least two days that the kids can come and participate in activities and families can get together to meet each other.

During the last month of class we will discuss change and moving into a new school. We will read about and look at pictures showing children transitioning into a new school and discuss the feelings involved. Children remaining in my class for the upcoming year will also be encouraged during our discussions.

Policy Revisions

Revisions to policies and procedures, contracts and forms due to a new regulation will take place immediately.

Policies, contracts, and forms will be reviewed periodically and updated, if necessary (usually every summer). I will notify you in writing of any changes. Upon update all previous forms will become obsolete.

Open Door Policy

You are welcome to come by and visit at any time. For the children's and my safety doors are kept locked except for scheduled drop off and pick up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding may want to leave with you if you stop in for a visit. Please take into consideration our schedule when dropping in or calling. Remember that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children. Since we are outside for the entire class time please text or call my cell phone (970 690-0203) if you need to get in touch with me. I will have my cell phone with me while we are outside. Please keep in mind there may be times when it is not possible for me to answer the phone. If the phone goes unanswered, please do not become alarmed, simply leave me a message and I will call you as soon as I am able.

Parent/Teacher Communication

In order for us to provide the best possible care for your child we will need to communicate openly and often. I grow to love each child very much and want the best for them. It is essential that we communicate openly in order to make this experience the best it can be for your child.

I welcome questions, feedback, or discussions of any kind that encourage a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may call me between 7:00 a.m. - 8:30 p.m.

and can text anytime. I provide monthly calendars at the beginning of each month that show scheduled activities, events and school closures.

Parents will receive a daily summary of the child's day via e-mail on the same day class was held.

Special Instructions

Any deviations from the standard contract and policies, agreed upon by both parties shall be listed here, and super cede the standard contract and policies.

Rules & Regulations

Parents can find the most up to day Rules Regulating Family Child Care Homes at the Colorado Office of Early Childhood website.

<http://www.coloradoofficeofearlychildhood.com/familychildcarehome> After arriving at the site click on "Rules and Regulations" and then on "Child Care Facility Licensing Rules (2/1/2016)".

To file a complaint regarding any child care home or center please contact the State of Colorado Division of Child Care at 1-800-799-5876.

I (the parent/guardian) hereby acknowledge that I (the parent/guardian) am aware of the conditions stated in First Light Nature Preschool's Policies & Contract, and agree to abide by the above signed policies.

Mother/Guardian Printed Full Name _____

Mother/Guardian Signature _____ Date _____

Father/Guardian Printed Full Name _____

Father/Guardian Signature _____ Date _____

Childcare Provider's Signature _____ Date _____