



# New Legacy Charter School Early Learning Center

*An Early Learning Ventures Affiliate*

## Parent Handbook

Effective: August 24, 2015 (and thereafter)

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## WELCOME

Welcome to the **New Legacy Charter School (NLCS) Early Learning Center (ELC)**. We are pleased that you have enrolled your child in our program. We ask that you look over this parent handbook and then keep it at home for future reference. Please have all of your children's caregivers (e.g. extended family, nannies, etc.) review the handbook as well.

The purpose of this Parent Handbook is to provide an organized source of detailed information specifically related to ways that families can partner with the program to ensure a high quality experience for all. We have established a number of policies concerning program and classroom practices. These guidelines have been developed to comply with both state licensing standards and other accreditation criteria. The policies and procedures described in this booklet are written to provide a clear description of what parents may expect of **NLCS Early Learning Center** and what **NLCS Early Learning Center** expects of parents. Our goal is to provide exemplary early childhood services for families.

Prior to enrolling your child, we request that you review our handbook. All parents must sign a written statement agreeing to abide by these policies at the time of enrollment.

We hope that your experience at our **NLCS Early Learning Center** is positive and that you are secure in the fact that your child is well cared for.

Thank you for allowing us to travel on this journey with you and your child!

Sincerely,

New Legacy Charter School Early Learning Center

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## GENERAL INFORMATION

### **Mission**

**NLCS Early Learning Center** is to offer young parents a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and e careers.

The Early Learning Center's goal is to help children grow physically and mentally in an atmosphere of acceptance that helps build feelings of confidence and independence. Every effort is made to consider the whole child in all environmental experiences.

### **Vision**

Young families creating a legacy of education leading to a compelling career, financial independence, and positive parenting.

### **Non-Discrimination**

**NLCS Early Learning Center** does not discriminate on any basis in regards to hiring practices or enrollment. **NLCS Early Learning Center** is dedicated to promoting full inclusion of children into all aspects of program services. Every effort is made to provide comprehensive services to all children including those with special needs. **NLCS Early Learning Center** provides services in accordance with the ADA. We will work with your needs to the best of our ability and make any reasonable accommodations.

### **Hours of Operation for School Students**

To accommodate your needs as a parent, our center is open from 8:15 a.m. to 4:00 p.m. Monday- Tuesday and Thursday-Friday. Wednesday 8a.m. to 11:53 or 2:00 p.m. if attending AE Families should have their children picked up and be out of the center no later than 4: 15p.m. Monday through Tuesday and Thursday- Friday, and Wednesday by 2:10 p.m. If attending AE. If tardiness becomes excessive, your child could be discharged from our program.

### **Hours of Operation for School or District Staff**

To accommodate your needs as a parent, our center is open from 7:30 a.m. to 4:30 p.m. Monday through Friday. Families should have their children picked up and be out of the center no later than 4:45 p.m. If tardiness becomes excessive, your child could be discharged from our program.

In case of an emergency, we request notification of any delay in picking up your child. If a child is still at the center at 5p.m. and we have not heard from you, we will attempt to contact all emergency contacts. If we are unsuccessful in reaching an emergency contact by 6p.m., your child will be considered abandoned and we will notify the proper authorities.

### **Ages Served**

**NLCS Early Learning Center** accepts children 6 weeks to 5 years of age.

## CURRICULUM & PROGRAM SERVICES

### Staff

All of our staff members are hired in compliance with the requirements and qualifications set forth by The Colorado Department of Human Services Division of Child Care. All staff members of **NLCS Early Learning Center** are placed in well-supervised team situations with scheduled breaks. In addition, staff members participate in a staff orientation class and ongoing staff training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practice, guidance, family relationships, cultural and individual diversity, and professionalism.

The staff of **NLCS Early Learning Center** is mandated by Colorado State law to report any evidence or knowledge of suspected child abuse or neglect to the county's Department of Human Services.

**NLCS Early Learning Center** strongly discourages parents/guardians/sponsors from entering into employment arrangements with staff (i.e., babysitting). Any arrangement between parents/guardians/sponsors and a **NLCS Early Learning Center** employee for employment or services outside the programs and services of **NLCS Early Learning Center** is an individual endeavor and private matter, not connected with or sanctioned by **NLCS Early Learning Center**. An **Acknowledgement and Release** form confirming this policy must be signed by parents/guardians/sponsors.

### Infant/Toddler Care

Parents/guardians/sponsors that have children enrolled in the infant program are responsible for supplying the following items: enough clean bottles for a day's use, at least six diapers per day, and at least two changes of clothes per day.

The center will provide formula and baby food. Infants will only be fed foods approved by parents/guardians/sponsors. With your infant's best interests in mind, the center will not introduce any new foods into your child's diet.

To prevent items from becoming misplaced or lost, please label all items (brought from home) with your child's name—for example, clothes, bottles, diapers, pacifiers, etc. **NLCS Early Learning Center** will not be responsible for any lost or damaged items.

Parents/guardians/sponsors of children enrolled in the toddler program are responsible for supplying six diapers and at least two changes of clothes per day. Because it is not developmentally appropriate and goes against licensing specifications, we will not make any attempts to toilet train children less than 18 months old.

### Partnership Programs

Colorado Preschool Project: **NLCS Early Learning Center**, in conjunction with the Colorado Charter School Institute, participates in the Colorado Preschool Program. The Colorado Preschool Program, a state funded program, is designed to increase kindergarten readiness skills prior to entering kindergarten. This partnership allows parents an additional educational

option and offers full-day care. All high school students are required to complete the CPP enrollment paperwork.

**Early Head Start: NLCS Early Learning Center partners with Early Learning Ventures Mile High Early Learning which is the local Early Head Start grantee, have an innovative and collaborative program that offers full-day early education for children that meet Early Head Start eligibility guidelines.** Early Head Start provides early, continuous, intensive, and comprehensive child development and family support services to low-income infants and toddlers and their families, and pregnant women and their families. All eligible high school students are required to complete the Early Head Start enrollment paperwork.

## **Curriculum**

At **NLCS Early Learning Center**, a rich learning environment that is developmentally appropriate to the specific age in each classroom is provided. Our program is child directed and initiated. We have a flexible daily routine that allows children to advance through the day at their own pace. We strongly believe that learning happens through play. Learning and exploring is hands on and is facilitated through interest areas. Our program is designed to enhance children's development in the following areas; creativity, self-expression, decision making and problem solving, responsibility, independence, reasoning, openness to diversity and that which is different from ourselves, and the ability to work and play with others.

The curriculum at **NLCS Early Learning Center** is Creative Curriculum. It is based on the philosophy that children speak to us through their behavior, that play is the child's vehicle for understanding the world, and that the child and family must be the central focus when developing programs that value and initiate lifelong learning. Our goal is for children to become independent, self-confident, and inquisitive learners. The following points provide a better understanding of how we incorporate the four areas of Creative Curriculum.

- Social - To help children feel comfortable in school, trust their environment, make friends, and feel they are a part of a group.
- Emotional - To help children experience pride and self – confidence, develop independence and self-control and have a positive attitude toward life.
- Cognitive - To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observation, and feelings.
- Physical - To help children increase their large and small muscles skills and feel confident about what their bodies can do.

Large and small group activities are planned for each day, indoors and out. The daily routine allows for a variety of interactions between children and their peers and adults. As adults interact with the children, they observe their behaviors and abilities. These observations are used as a guide for evaluating, planning, designing and implementing teaching strategies that can be tailored for each child's individual needs.

## Home/Personal Visits

Parent participation is encouraged and welcomed. **NLCS Early Learning Center** uses the **Personal/Home Visit** model for family support and communication. **The Personal/Home Visit** model is designed:

- To guide families and teachers with a way of sharing valuable information about their child;
- To individualize the planning process for each child in the context of their family, culture, and community;
- To explore ways to use a child's family's strengths to promote growth and development;
- To utilize practical, everyday activities and routines to enhance each child's development at home, in school, and within the community;
- To create an ongoing process for recording the growth and development of the child.

Each family receives two personal/home visits and two conferences with their child's teacher each year. The first visit occurs upon enrollment and every September thereafter. The visit may take place in the home, at school, or at another mutually agreed upon place. The teacher and family discuss the child's strengths, likes and dislikes, and styles of learning. At this time we work together to set goals for the child's growth and development. Parent/Teacher conferences will be held in November to update families of the child's progress. We will also share information with families on child growth and development as well as ideas to use at home to promote growth. Personal/Home visits will occur again in February followed by another Parent/Teacher conference in May. These are also used to share information about their child's development.

A parent/guardian may request a conference regarding their child's progress at any time. **NLCS Early Learning Center** encourages parents/guardians/sponsors to communicate concerns through conversations with their child's teachers or center director.

## Field Trips

The children of **NLCS Early Learning Center** may go on supervised trips at the discretion of the Center Staff. **NLCS Early Learning Center** uses the public bus system, or contracts with a local school district for field trip transportation. We welcome you to join your child on their field trips. Permission slips for each field trip must be signed by the parent/guardian/sponsor. Infants and Toddlers do not participate in field trips.

We ask for your cooperation to have your child dropped off on time for field trips. Departure times are coordinated with bus schedules and event times. To ensure your child's safety, children will not be permitted to be dropped off or picked up at the field trip site by a parent/guardian/sponsor unless the parent remains with them.

Walking shoes are required for field trips. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. Please send your child in sturdy walking shoes.

## Rest Time

All children will participate in a quiet rest time. Children are not required to sleep and after a short period of rest, they are given quiet activities. Cots/mats and blankets will be provided by the center. These items are washed and disinfected weekly.

## **Clothing**

Children should dress 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, water and other sensory activities. Please dress your child in clothes that allow for your child's full participation in all classroom activities. Our classroom staff takes precautionary measures to protect your child's clothing; however, in the event that your child's clothing is damaged or lost, **NLCS Early Learning Center** will not be held responsible. Each child should have a minimum of one change of clothing, labeled with the child's name.

## **Toys**

**NLCS Early Learning Center** does not allow children to bring toys, outside food, or money to our center unless requested by the child's teacher. **NLCS Early Learning Center** will not be responsible for lost or broken items.

## **Guidance**

Guidance at our center is positive and re-directive. Children are treated with dignity and respect at all times. Parents/guardians/sponsors may be asked for advice and assistance regarding their child's behavior. There are times when the needs of some children cannot be met by the programs at **NLCS Early Learning Center**. When those needs cannot be met, alternative placement is recommended and/or required.

## **Professional Behavior**

All **NLCS Early Learning Center** employees have been trained to treat all children and families with respect and dignity. In return, we expect the same from all of our families. **NLCS Early Learning Center** will not tolerate hostile or aggressive behavior from families. If this occurs, we reserve the right to ask parents to control their behavior or to remove their children from our center's care.

## **Parents/Guardians/Sponsors Involvement & Communication**

**NLCS Early Learning Center** encourages family participation. Parents/guardians are encouraged to visit our classrooms at any time, volunteer, or to come and eat a meal with your child. Parent meetings allow parents and children time to share, learn, and have fun. Parents have an opportunity to feel welcome, be part of their child's early learning experience, and connect with other parents.

Parent meetings are scheduled on a regular basis. These parent meetings include fun filled age-appropriate activities for children and parents/guardians to engage in together.

Early Head Start Partnership Classrooms have quarterly Parent Center Meetings that are open to all families enrolled at the center. Parent Center Meetings provide opportunities for families to learn about early childhood development and to have social interactions with other families.



### **Media use (Television, Video Viewing & Internet Usage)**

**NLCS Early Learning Center** has a variety of child appropriate music during arrival, small and large group time, rest/nap time, and departure. All media items are available to children at all times. We encourage adult and child interaction and believe that children learn through individual and small group play.

During special school activities, children will be accounted for by each teacher while the children remain signed in their classrooms. When school events outside the classroom take place, children will be signed out by a parent or guardian. Both parents and ELC children will be supervised during special school activities by school faculty.

Some classrooms may have computers and access to the internet. Children may have opportunities to play educational games and programs. Internet usage is closely monitored by the classroom staff, and the children are only allowed access to age appropriate web sites.

## PROGRAM POLICIES & PROCEDURES

### Confidentiality

All records concerning your child are confidential. Information regarding your child will not be released without your written consent, with the exception of those requested by our regulatory and partnering agencies.

**NLCS Early Learning Center** is mandated by Colorado state law to report any evidence or knowledge of suspected child abuse or neglect to the appropriate county's Department of Human Services.

### Location of Children

With your child's safety and well-being as our primary concern, it is the parent's/guardian's/sponsor's responsibility to sign their child in/out and accompany him/her to their classroom upon arrival and pickup. In the event your child's class is out of the building, he/she will join another group until their class returns. All children will be accounted for by use of sign in sheets, attendance recorders, computer sign-in, and/or field trip attendance lists.

### Identification of Children

All classrooms monitor attendance by updating their attendance records throughout the day and by counting and matching the numbers of children present with names on attendance records. Children are accounted for at least once every 15 minutes and when transitioning from the classroom to another location and upon return.

### Celebration Policy

**NLCS Early Learning Center** does not celebrate religious holidays. This allows **NLCS Early Learning Center** to offer a developmentally appropriate program and to ensure that all children can participate in all activities. Our children learn to respect all cultures and to appreciate the value of diversity within all our families. **NLCS Early Learning Center** will encourage classroom or center celebrations such as classroom events, harvest festival, winter wonderland party, or friendship week.

**NLCS Early Learning Center** must adhere to health department regulations. In accordance with these regulations, food items shall consist only of foods that are prepackaged, labeled, and prepared from commercial sources. These food items shall be non-potentially hazardous or shelf stable and received sealed. Perishable food items that have to be kept at a certain temperature, such as chicken and potato salad, are not allowable.

### Open Door Policy

**NLCS Early Learning Center** has an open door policy for parents/guardians/sponsors. We encourage you to visit us at any time. Child development is a partnership with families.

### Volunteers

Volunteers are supervised and given instructions as to the center's policy and procedures. Volunteers are not left alone with children and are not included for teacher to child ratio.

## **Weather: Excessive Hot/Cold Weather**

Children have access to a shaded, sheltered or inside-building area at all times to guard against the hazards of hot or cold weather. Please keep in mind that the children go outside every day. Please dress them accordingly. If your child is too sick to go outdoors, his or she should be at home.

## **Visitor Policy**

For your child's safety and protection, all visitors entering our centers must sign in at the front desk with their name, address and reason for the visit. This is a Colorado Department of Human Services licensing requirement. Each visitor must wear a visitor's badge while on the property and sign out upon leaving.

## **Child Attendance**

Daily attendance and prompt arrival is important to **NLCS Early Learning Center**. When children are in school daily and have a consistent routine they gain a sense of order and confidence that are important to children and are essential tools for lifelong learning.

For safety reasons and to comply with Colorado childcare licensing requirements, children must be checked in and out by a parent/guardian or an authorized adult daily. Children will not be released to an unauthorized person without the parent's consent. In addition, parents who are authorized for CCAP must swipe their child/ children in and out daily to be in compliance with the Department of Human Services.

## **Arrival & Pick-Up**

Each family will be given a 6-digit code upon enrollment. This code will allow access into the center's computer/child management system. From here, a parent/guardian/sponsor will be able to check in and check out their child. Our goal is to provide a safe environment for children so please use discretion before giving your code to anyone else. It is also important not to hold the door open for others. The person walking in behind you may not be a parent. The Colorado Department of Human Services requires a full signature from the parent/guardian/sponsor when the child is dropped off or picked up from the center. No child will be released to any person without prior approval from the enrolling parent/guardian/sponsor or to any person less than 18 years of age. Parents less than 18 years of age will be allowed to pick up their own children. Until we are familiar with you, a photo ID will be required before any child is released.

**If staff members feel that the adult picking up the child is not in a condition to be driving, any one of the following options may be exercised:**

- We may contact additional authorized adults who can pick up your child;
- Pay for a cab (fare will be charged to your account);
- If the parent/guardian/sponsor or other adult is aggressive or threatening, we will call 911.

**If this situation happens repeatedly, the NLCS Early Learning Center reserves the right to discontinue care of your child.**

## **Non-Authorized Pick-up**

In the event that someone who is not authorized arrives to pick up a child, the child will not be released and the parent/guardian will be notified. If possible we will try to prevent the child from seeing the non-authorized person. The non-authorized person will be informed that they need to leave the premises immediately or the authorities will be called. We will do as much as possible to prevent the non-authorized person from taking custody of a child. If a child is removed, we will attempt to get the license plate number of the vehicle they are driving and to report this matter to authorities. We will not take unnecessary risks with our staff, the child, or other children to prevent abduction.

## **Child Custody**

If there is a custody issue, we are legally bound to respect the wishes of the parent/guardian/sponsor with legal custody. We will ask for a certified copy of the most recent court order. Without a court document, both parent/guardian/sponsor have equal rights to custody. We will not accept the responsibility of deciding which parent/guardian/sponsor has legal custody when there is no court documentation.

## **Safety**

Customers, guests, or staff (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises of **NLCS Early Learning Center**. 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.

## **Infant Safe Sleep Policy**

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined. Child care providers can maintain safer sleep environments for babies and help lower the chances of SIDS. **NLCS Early Learning Center** has a stringent safe sleep policy for those enrolled infants ages 12 months and younger. **If there is a violation with the safes sleep policy NLCS Early Learning Center is required to notify all parents with infants about the violation in form of a letter.**

In the belief that proactive steps can be taken to lower the risks of SIDS in child care and that parents and child care providers can work together to keep babies safer while they sleep, **New Legacy Charter School Early Learning Center** will practice the following safe sleep policy:

Safe Sleep Practices:

1. All child care staff will receive State-approved training on our "Infant Safe Sleep Policy".
2. All child care staff will successfully complete the training modules "Reducing SIDS" through The American Academy of Pediatrics.
3. Infants will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a waiver notice will be posted at the infant's pack and play and the wavier filed in the infant's file.

4. The American Academy of Pediatrics recommends that babies are placed on their backs to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep.

5. Visually checking sleeping infants. Sleeping infants will be checked every 15 - 20 minutes. We will be especially alert to monitoring a sleeping infant during the first week the infant is in care. We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating including flushed skin color body temperature by touch and restlessness.

6. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing.

#### Safe Sleep Environment:

1. Room temperature will be kept between 68 - 75 degrees and a thermometer will be kept in the infant room.

2. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. A wedge is strongly discouraged by the State of Colorado. Doctor's authorization is required with specific instructions how to install the wedge. Swaddling also requires doctor authorization. As a result, **New Legacy Charter School Early Learning Center** does not use a wedge or the swaddling procedure.

3. No loose bedding, blankets, pillows, bumper pads, etc. will be used in pack and plays.

4. Toys and stuffed animals are not allowed in the pack and play.

5. Pacifiers will be allowed in infant pack and plays while they sleep. Parent written authorization is required.

6. A safety-approved pack and play.

7. Only one infant will be in a pack and play at a time. Infants will be assigned a new pack and play.

8. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and play.

In order to reduce the risk of SUID, including SIDS, **NLCS Early Learning Center** is required that infants 1 month and older be offered a pacifier for all sleep times with parent permission.

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.**

#### **Transportation Policy**

It is the policy of **NLCS Early Learning Center** not to transport the children in vehicles.

In the event your child needs to be transported due to a medical emergency an ambulance will be called to transport. This will only occur in the event that no other authorized person can be contacted and the need for transportation is essential.

## Emergency Procedures

The center has an evacuation plan in case of fires, inclement weather or if a lock down becomes necessary. These plans are posted in the center and reviewed with the children and staff on a regular basis. In the unlikely event that a child should become lost or separated from a group, all available staff will look for the child. If the child is not located within ten minutes, the parent/guardian/sponsor will be notified by phone, the authorities will be notified, and this will be reported to the Colorado Department of Human Services, Office of Child Care Licensing.

## Publicity

**NLCS Early Learning Center** reserves the right to use pictures and names of children unless the parents/guardians/sponsors indicate on the Media Release Form that they do want their child to participate in publicity.

## Meals & Nutrition

Breakfast, lunch and an afternoon snack are served each day. Parents who wish to participate in the school **breakfast** program (for themselves &/or their children) should plan to arrive *no later* than 8:15am. The nutrition program delivers breakfast each morning at 8:30 am to **ELC classrooms**. For lunch Parents and children eat together and an afternoon snack will be provided in the classroom. Good table manners are modeled and encouraged. Weekly menus are posted and available for parents/guardians. Children with food allergies must have a special diet statement from their physician that lists appropriate food substitutions. Special diet statements must be updated at least annually. Children are encouraged to eat healthy foods included on our menu. **NLCS Early Learning Center** requests that you do not bring food from home into our centers.

## Health

Children with the following symptoms or illness should be kept home (excluded) from school:

<b>SYMPTOMS</b>	<b>Child Must Be at Home?</b>
<b>DIARRHEA:</b> Frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine.	<b>Yes</b> - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet.
<b>FEVER:</b> with behavior change or other illness. <i>A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.</i>	<b>Yes</b> - when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
<b>"FLU-LIKE" SYMPTOMS:</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.	<b>Yes</b> - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.
<b>COUGHING</b> <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.	<b>Yes</b> - if severe, uncontrolled coughing or wheezing. If the child has rapid or difficulty breathing, medical attention is necessary.

<p><b>MILD RESPIRATORY OR COLD SYMPTOMS:</b> stuffy nose with clear drainage, sneezing, mild cough</p>	<p><b>No</b> - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i></p>
<p><b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school; call the doctor.</p>	<p><b>Yes</b> – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated.</p>
<p><b>VOMITING:</b> Throwing up two or more times in the past 24 hrs</p>	<p><b>Yes</b> - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration.</p>

### Physicals and Immunizations

Immunizations must be turned prior to enrollment along with a current physical or an appointment date indicating a scheduled physical/immunizations. Children who do not have current physical and immunization records may be excluded until their physicals/immunizations are brought up-to-date. We are unable to hold a spot for your child unless your account is current.

### Illness Policies

If a child is absent after being hospitalized or having a contagious disease, a written doctor's note addressing whether it is appropriate for the child to return to school is **required** to resume enrollment.

## ENROLLMENT & TUITION

Tuition rates are as follows:

	<b>Full Pay</b>	<b>Other Public School/District Staff</b>	<b>NLCHS Staff</b>
		<b>15% Discount</b>	<b>30% Discount</b>
Infants (up to 18 months)	\$380/week	\$323/week	\$266/week
Toddlers (18 to 36 months)	\$340/week	\$289/week	\$238/week
Preschool (3 or older)	\$300/week	\$255/week	\$210/week

**Payment is always due in advance.** You will receive a statement at the each month and payment for the following week is due on the first of every month even if your child has been absent. Any account that has not been paid in full by the close of business on second day of the month will be charged a \$5.00 per day late fee. If payment has not been collected by the end of business on the third day, your child may be discharged from the center. If your child care fees are past due and your account must be sent to a 3<sup>rd</sup> party collection agency, you will also be charged an additional 50% of the total amount due to cover the collection costs. You will also be responsible for all court and attorney fees that may accompany the collections process. If your account has been sent to a 3<sup>rd</sup> party collection agency you must contact them regarding the account. Families with unpaid balances will be discharged from the center. Re-admission is at the discretion of **NLCS Early Learning Center** administration.

**Enrollment Priorities:** When the ELC has capacity for tuition-based families, children of NLCS staff will be given the first opportunity to enroll. Additional vacancies will be offered to other public school employees. When spots in the ELC become available, students of NLCS will have first priority.

Parents must pay for the weeks that the school is in session and the center is open, which totals approximately 45 weeks per year as shown on the annual calendar. The center will typically be closed for two weeks over winter break, one week over spring break, and four weeks in July. Parents will not pay on days the school is not in session.

A 10% discount is offered to families with two or more children enrolled in the **NLCS Early Learning Center**. The discount applies to the second child and any subsequent children enrolled.

### **CCAP**

If your family is eligible for childcare assistance, we require your participation in the Colorado Child Care Assistance Program (C-CCAP). Your center administration has more information about the CCCAP. If you choose not to participate, your fee will be based on the full tuition rates.



All CCCAP parental shares are due by the close of business on the first of the month. A \$5 late fee will be charged on the 2<sup>nd</sup> day of the month if payment was not received by the close of business on the 1st. A late fee will be charged for each day thereafter until payment is received. If payment has not been collected by the close of business on the 3<sup>rd</sup>, your child may be discharged from the center. If the 1st falls on a day **NLCS Early Learning Center** is closed, payment is due by the close of the next business day. If your child care fees are past due and your account must be sent to collections, you will be charged an additional 50% of the total amount due to cover the collection costs. You will also be responsible for all court and attorney fees that may accompany the collections process. If your account has been sent to a 3<sup>rd</sup> party collection agency you must contact them regarding your account. Nonpayment of C-CCAP parental shares are reported to C-CCAP.

### Returned Checks/ACH Transaction Charges

All returned checks or ACH transactions (automatic debits) that do not go through will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or ACH transactions will result in your account being placed on “money order only” status. **NLCS Early Learning Center** does not accept post-dated checks and we do not hold checks.

### Center Hours and Late Pick-Up

<b>Student Hours</b>	
Monday-Tuesday & Thursday-Friday	8:15am – 4:00pm
Wednesday	8:15am – 11:53 or 2pm if in AE
<b>Staff Hours</b>	
Monday – Friday	7:30am – 4:30pm

A late fee of \$1.00 per child per minute will be assessed if your child is picked up after 4:30 p.m. Monday through Tuesday and Thursday through Friday, and Wednesday after 1:30 pm. These late fees must be paid promptly. Late pickup fees that have not been paid in full by the close of business on the following Monday will be charged a \$5.00 per day late fee. In case of emergency, we request notification of any delay in picking up your child. A call does not void late pickup fees.

### Snow Days

**NLCS Early Learning Center** is closed if Aurora Public Schools are closed. If this happens during the course of the day, parents/guardians/sponsors will be notified immediately to pick up their child.

### Holidays

The following holidays will be included in the weekly tuition.

- Labor Day
- Thanksgiving – including the Wednesday before and the Friday after the holiday
- Fall Break

- Winter Break
- Martin Luther King Jr Day
- President's Day
- Spring Break
- Memorial Day

## Withdrawals

**NLCS Early Learning Center** requires a **two-week written notice** when a child is being withdrawn from our program. A two-week tuition fee may be applied in lieu of receiving the two week notice. **NLCS Early Learning Center** reserves the right to waive these fees. If your child has not been in attendance for 5 or more days, we will treat that non-attendance as giving notice unless you contact the center administration regarding the absence and your account is current. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

## Program/Kindergarten Transitions

**NLCS Early Learning Center** recognizes that transitions are important to parents as much as they are to children. **NLCS Early Learning Center** staff will provide an individual transition plan to parents when a transition occurs within the program. This plan will involve all current and future staff as well as parents of the child to assure that everyone is aware of the child's growth and developmental needs.

**NLCS Early Learning Center** is dedicated to assist parents in becoming their child's advocate as they transition into elementary school. Throughout the school year teachers will provide two Parent/Teacher conferences, along with two Home Visits to discuss child's growth and development and set attainable goals for children. **NLCS Early Learning Center** Staff will provide resources such as: Choice/Open Enrollment at Aurora Public Schools, parent meetings, kindergarten teachers from surrounding schools, and summer list activities.

## Developmental Screenings

Your child's teacher will be completing the Ages and Stages Assessment Instrument/Questionnaire (ASQ) or the Early Screening Inventory- Revised (ESI-R) as well as the Devereux Early Childhood Assessment (DECA) and Teaching Strategies Gold (TSG) which is a yearlong online development assessment.

The **ASQ** looks at five areas: communication, fine motor, gross motor, problem solving, and personal-social development.

The **DECA** looks at specific protective factors within your child and will allow teachers and other NLCHS Early Learning Center staff to work with you to plan to strengthen any areas of improvement. The following factors are measured by this assessment:

1. Initiative - the child's ability to use independent thought and action to meet his/hers needs.
2. Self-Control - The child's ability to experience a range of feelings and express them using the words and actions that society considers appropriate.

3. Attachment - A mutual, strong, and long lasting relationship between a child and significant adults such as parents, family members, and teachers.

**TSG** is an online assessment that the teachers use to document their observations of your child for the following areas of development; Social Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and Arts. At each check point, teachers will print our reports that will support goal setting during Home Visits and Parent/Teacher Conferences.

### **How to File a Complaint**

To file a complaint about this facility contact:

The Department of Human Services

1575 Sherman St.

Denver, CO 80203-1714

Or Call:

(303) 866-5958 or 1-800-799-5876

Most current fire, health and licensing reports are available upon request.

**NLCS Early Learning Center  
PARENT HANDBOOK ACKNOWLEDGEMENT**

I acknowledge that I have received and will abide by the policies in the **NLCS Early Learning Center** Parent Handbook dated \_\_\_\_\_. I acknowledge that I am expected to read, understand, and adhere to **NLCS Early Learning Center** policies and familiarize myself with the material in the Handbook.

\_\_\_\_\_  
**Parent/Guardian/Sponsor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Center Administrator Signature**

\_\_\_\_\_  
**Date**