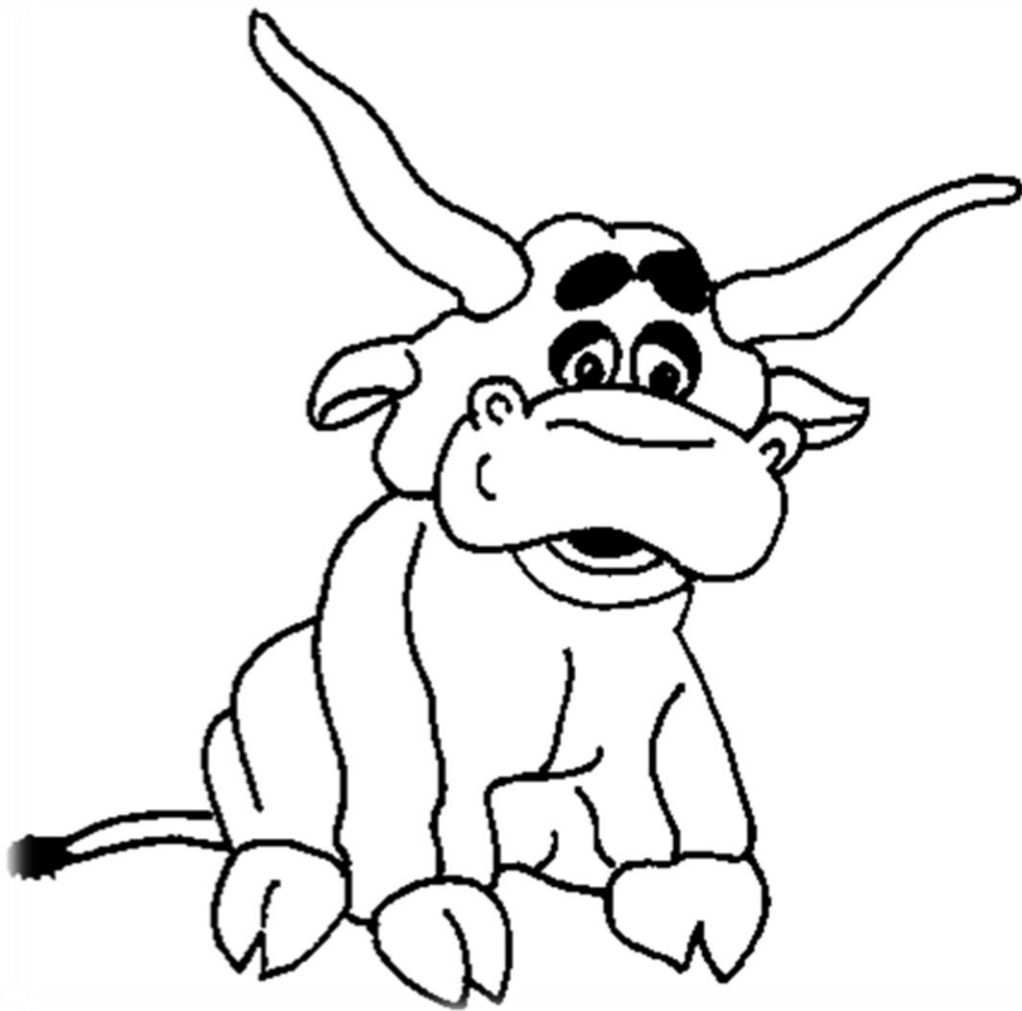


# Little Mavericks

Learning Center



Parent Handbook

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# Thank You

Thank you for choosing Little Mavericks Learning Center (LMLC). The staff and Board of Directors at Little Mavericks welcome your family to our early learning center. This Parent Handbook is intended to provide you with policies, procedures, and general information that will assist you during time shared with us at Little Mavs.

## General Information

### History

Little Mavericks Learning Center was incorporated in 1978 to provide childcare services to Mesa College students. The program was first housed in the basement of the Early Childhood Education Building on the corner of Elm and College Place. Twelve children were registered in the program. Little Mavericks then moved into a house on Bunting Ave. Toddler Tech was established next door to Little Mavericks in 1996 to serve one to three year olds. Between the two buildings, 79 children could play. Then, in 2000, LMLC moved to a single building where we spent the next 10 years. In January of 2010 we packed up our toys, equipment, and memories and settled into our current location. We work and play every day to create new memories for our children, parents and staff.

Little Mavericks works in partnership with Colorado Mesa University to provide quality childcare at an affordable price. For over three decades Little Mavericks has not only been the on-campus child care center, we have also been a lab school. CMU students are able to visit Little Mavericks, observe, and play with the kids. We work closely with the Early Childhood Education department as well as the Nursing department. All departments on campus are welcome to send students to learn about children.

### Philosophy

Little Mavericks Learning Center provides quality care for young children aged *12 months to five years*. Our program is designed to help each child grow into a healthy, happy, intelligent and contributing member of his/her world.

We provide experiences that enrich and enhance each child's cognitive, social, emotional, physical, and creative development. Within our center's daily schedule, each child has opportunities to create and explore his/her environment, learn problem solving and personal interaction skills and learn concepts through first hand experiences. Children develop a positive feeling about themselves and their abilities through a balance of structured and self-directed activities.

Our staff provides care that is supportive, nurturing, warm, and responsive to the individual needs of each child. We recognize and respect parents as the most important provider of care and nurturing for their children. We encourage parents and teacher to become partners in their child's care and education.

## Mission/Purpose

To provide high quality early childhood education to the children of Colorado Mesa University students, faculty and staff in a safe, nurturing and creative environment which fosters a child's natural desire to explore, discover, create, and become a lifelong learner through play.

## Beliefs

Our program is built around the belief that children are born ready to learn. At Little Mavericks Learning Center, we understand that children are individuals with different learning styles. They come to our program at various levels of development. We believe in providing experiences that enrich each child's cognitive, social, emotional, physical, and creative development. As caregivers, we strive to create a learning environment that is safe, stimulating, respectful and engaging.:

## Goals

Our play based childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. We invite your child into a welcoming, happy, safe, sensory rich and active environment where he/she can learn and grow. Teachers facilitate learning by exposing children to a variety of experiences. As caregivers and educators, our goal is to provide a safe and developmentally appropriate learning environment which fosters a child's natural desire to explore, discover, create and become a lifelong learner.

Our long-term goal is to be instrumental in your child's life as they learn self-awareness and develop confidence with their own independence. Together with parents, we will work as a team keeping the children's best interest as our highest priority. We want to create classrooms that are positive; a place children and families feel comfortable and safe.

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in preschool, but also all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives. Our curriculum identifies goals in all areas of development:

- ★ Social: To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the 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.
- ★ Physical: To help children increase their large and small muscle skills and feel confident about what their bodies can do. The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

## Licensing

Little Mavericks Learning Center is licensed by the State of Colorado Department of Human Services, Division of Childcare to serve children *12 months of age and walking through 5 years*. Staff qualifications and teacher/child ratios meet and often exceed local and state requirements.

Little Mavericks prohibits discrimination in its programs and activities on the basis of race, color, origin, gender, religion, disability, political beliefs, sexual orientation, marital or family status. We are an equal opportunity provider and employer.

To file a written complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410. To phone in a complaint, call 800-795-3272.

## Chain of Authority

All staff members are responsible to the Center Director. The Center Director is responsible to the LMLC Board of Center Directors. All policy will be developed and implemented with approval of the Board. All staff is expected to follow policy that has been set.

## Grievance Policy

Little Mavericks Learning Center makes every effort to provide a safe, nurturing environment for your child. If you believe the center is not meeting the conditions of licensing, or you feel your child has been neglected or abused in any way, seek immediate assistance from the local department of social services; the telephone number for Mesa County Department of Social Services is (970) 241-8480.

If there are problems that are of concern to you at Little Mavericks Learning Center, speak first with the Director, then a member of the Board of Directors. If no action is taken, a report may be made to the Colorado Department of Social Services in writing or by calling (303) 866-5958.

## Mandatory Child Abuse Reporters

As childcare professionals who interact with children on a daily basis, each staff member of Little Mavericks Learning Center is a mandatory child abuse and neglect reporter and must contact the Colorado Department of Human Services or the local police department whenever abuse or neglect is suspected. It is not the staff's role to investigate suspected child abuse, only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

Under the "Child Protection Act of 1987" (C.R.S.) in the Colorado Children's Code, child care center workers are required to report suspected child abuse or neglect. The law, 19-3-304, states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the local county department of social services or to the local police department."

"Abuse" or "child abuse or neglect" means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death;

any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child's parents, legal guardian or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and, if convicted, will be punished as provided in section 19-1-103 (1)(A), C.R.S. The staff person could also be liable for damages, "proximately caused thereby."

### **Affidavit Policy**

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask a Little Mavericks Learning Center staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. Little Mavericks Learning Center staff members will not provide written statements or affidavits of a professional nature to families.

### **Family Partnerships**

Little Mavericks encourages families to share their unique family dynamics and cultural views. Children learn best when their learning activities are rooted in a familiar, cultural context. Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance. Learning is embedded in a culture.

### **Communications**

It is important that you make yourself aware of Little Mavericks happenings. Please read the fliers, bulletin boards and classroom postings. Please check your family file on a daily basis. This is located by the sign-in sheet. The files are in alphabetical order by your child's last name. The files are separated into Toddlers and Preschool/Pre-K. If you have multiple children at Little Mavs, your parent file is filed by the oldest child's name.

Most importantly, feel free to talk with any of the staff or the Director about concerns, share your comments, or make suggestions.

### **Confidentiality**

Confidentiality is a top priority for Little Mavericks. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.



## Curriculum

Our Little Mavericks' staff's combined knowledge and age appropriate education is the basis for our actions and planned curriculum. We are constantly improving and changing our programs to meet the needs of our children. We hope that you as parents support our efforts and will work with us, as a team, to achieve our goal of a successful, developmentally appropriate program.

The philosophy behind our play based curriculum is that young children learn best by doing. Learning is not just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things. In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols - the stick and the block - are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during the Preschool years as children play.

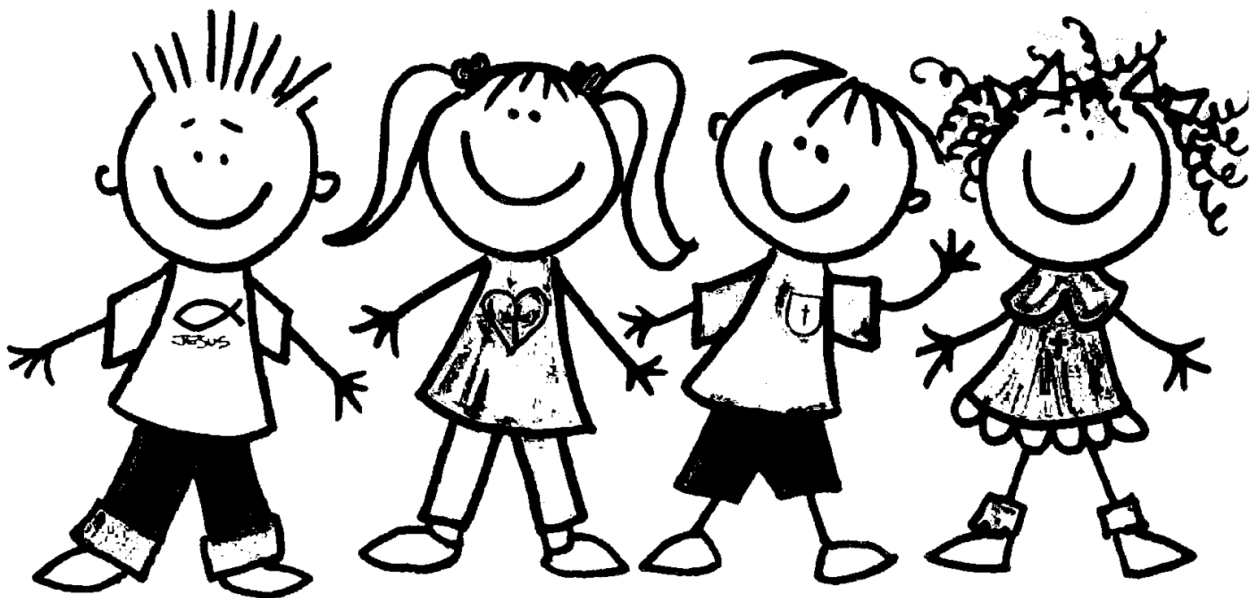
Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for mathematical concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Our teachers refer to the temperature chart provided by Mesa County Licensing Dept. to determine if it is too hot or cold to play outdoors. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). Please clearly label all articles of clothing with your child's name. Little Mavs has a few extra hats and mittens, but not enough for every child. If a child is not dressed appropriately for the weather, he or she may have to remain inside. Please ask your child's teacher if you have any questions about weather-appropriate clothing.



## Daily Schedule and Activities

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active play and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions. "Free-play" (also called child initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships with peers and adults. Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb, and use their bodies in ways that would otherwise be unsafe in an indoor classroom.



## Play in Preschool: Why It Matters

*Parents often hear of the importance of play in preschool. But playing with dolls and blocks seems to have little to do with the academic knowledge that children will need to succeed in kindergarten. So why is it so important?*

*Play is the foundation for all learning for young children, and giving your child the time and a few basic toys can provide him/her with a variety of valuable learning opportunities. "Play is how children begin to understand and process their world," says Angie Rupan, Program Coordinator for Child Development Center in South San Francisco, CA and early childhood educator for over 20 years. "Children's play unlocks their creativity and imagination, and develops reading, thinking, and problem solving skills as well as further develops motor skills. It provides the base foundation for learning."*

*Why is play so important and what do preschoolers learn when they play? Try a few of these simple ideas with items you have around your house and learn about the educational benefits that each can provide for your child.*

## Language and Vocabulary Development

*When playing with other children or adults, vocabulary and language skills are fostered. Your child will listen and learn the language he/she hears without even realizing. Children will learn to use language to communicate meaning as well as picking up new words and hearing the grammatical structure of the English language.*

- *Vehicles and Animals. Playing with cars, trucks and trains as well as animals provides for many new vocabulary words as children learn the names of each, what they do, what they eat or where you can find them. Additionally, children and adults can create all kinds of scenarios that the vehicles or animals might find themselves in, providing for further language and vocabulary development.*
- *Dollhouse and Dolls. Playing with a dollhouse or dolls allows your child to reenact what happens in her everyday life, using the words and phrases he/she hears. You are likely to hear your own words come out of their mouth as they recreate events that have happened; perhaps with an outcome more suited to her liking!*

## Imagination and Creativity

*In our fast paced and high tech society, children have fewer and fewer opportunities to use and develop their creativity. Children who are not given frequent opportunities to play may have a difficult time entertaining themselves as they simply do not know what to do without instruction. By providing opportunities for open-ended play, your child will automatically get his/her creative juices flowing, and the possibilities are endless.*

- *Dramatic Play. Provide a few props such as dishes and play food, empty food boxes and a cash register or stuffed animals and a doctor's kit, and your child will be transported into a different place! Watch and be amazed at what he/she will come up with as he/she plays.*
- *Craft Supplies. Without a specific project complete, provide your child with a variety of craft supplies such as markers and crayons, scraps of fabric or paper, empty boxes or containers, glue, buttons and stickers. Allow him/her to create anything he/she likes and watch his/her inner artist emerge!*

## Problem Solving and Mathematics

*Children can solve complex problems that arise as they play and learn a few mathematical principals as well. Blocks and puzzles are excellent “basics” to provide your child with many opportunities to foster these important skills.*

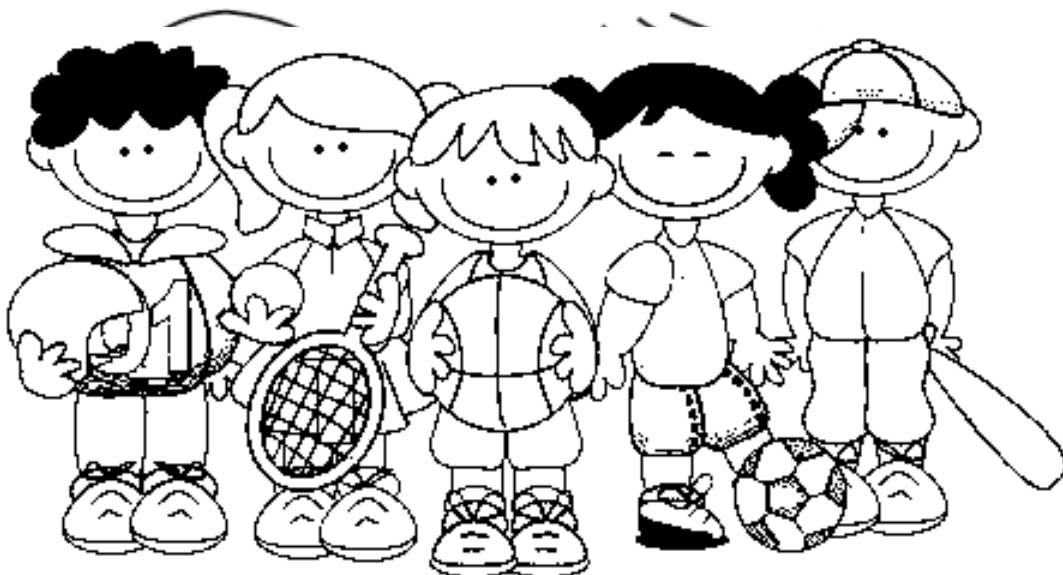
- *Blocks. Playing with blocks provides for many problem-solving scenarios. How can we make it balance? How tall can we make this tower? Can we build a castle? Children also learn some basic math concepts with the various shapes and sizes of the blocks.*
- *Puzzles. When trying to make puzzle pieces fit, children are gaining important math and problem solving experience. Learning a bit about sizes (is the piece too big for that spot?) and shapes (does the shape of the piece look the same as the hole?) You can encourage this learning by engaging in conversations as your child plays. Your child will also gain an important sense of accomplishment as his/her practice leads to a completed puzzle in the end.*

## Gross and Fine Motor Development

*Gross motor skills involve the large muscles of the legs and arms while fine motor development is building the muscles of the hands that will be used for writing. Play can provide many opportunities to work on strengthening these muscles without your child even being aware of it!*

- *Stringing Beads and Lacing. Giving children beads and plastic tipped laces provide a fun way to work on fine muscle control. Your child can create a beautiful necklace while strengthening the fine motor muscles. Lacing cards or child safe needles and burlap will also provide fun “sewing” projects for young children.*
- *Balls and Balance Beams. Kicking balls and walking on balance beams can help your child become more coordinated. Get outside and kick a ball around, create a goal area to make it a game. Anytime you see a narrow brick wall or wooden plank give your child some assisted practice at balancing.*

*Gather up the toys you have around the house and make it a point to provide ample time for play. Playing around with your child is sure to provide many wonderful childhood memories and reap some great educational benefits as well!*



# Center Information/Policies

## Hours of Operation

Monday ~ Friday, 6:45am-5:30pm.

Little Mavericks is closed periodically throughout the year for holidays and announced closings. Little Mavericks is closed the Thursday and Friday of Thanksgiving week and from Christmas Eve until the Monday after January first.

Little Mavericks will close when the President of CMU closes campus.

## Classrooms

There are 5 classrooms at Little Mavericks that serve children 12 months to 5 years of age:

- ★ Little Tots                      12 months -24months
- ★ Big Tots                         24 months -3 years
- ★ Little Preschool               3 years-4 years
- ★ Big Preschool                 3 ½ -4 ½ Years
- ★ Prekindergarten              4-5 years

Additionally, Little Mavericks provides a summer session that is open to children from the community from 1 to 12 years of age.

## Enrollment

Enrollment is open to all children 12 months through 5 years of age, regardless of race, color, national origin, sex, or disability. We see children as individuals having differences and being unique. We try to serve all the needs of every child. However, we do have a limited ability to serve those children requiring specific special needs.

An application form must be filled out and submitted to Little Mavericks. You will be contacted when a space becomes available for your child. A \$30.00 registration fee per child is due at the time of acceptance in the program.

A completed enrollment packet must be turned in prior to the child starting school. The packet includes family and social history, child's developmental history, emergency/contact information, permission/releases, statements of understanding, health, and immunization forms.

Little Mavericks Learning Center is required to follow the State of Colorado Health Department guidelines regarding immunizations. This requires families with children under the age of 2, to update their health forms, including immunizations, at 3 months, 6 months, 9 months, 12 months, and 18 months of age. After one year families are required, by law, to update their health forms and immunizations annually. If these requirements are not met after 30 days of enrollment the child will be excluded from childcare. Thank you for your cooperation.

The enrollment packet is the contract for services between parents and Little Mavericks Learning Center. It is the parents' responsibility to make sure the information in the enrollment packet is current and accurate. The packet must be completed before the child is allowed to attend Little Mavericks.

Prior to the beginning of each Fall Semester, Little Mavericks requires a new Enrollment Packet be filled out for each child. The completed packet will be turned in during registration (date to be announced; usually a week prior to the beginning of the Fall Semester) Children enrolling for the first time for Spring Semester and Summer Session must have a completed enrollment packet prior to the start of school.

An additional registration fee of \$30.00 (per child) is due at the end of Spring Semester. This fee holds your child's spot over the summer months until Fall Semester begins. The fee helps cover the cost of maintaining accounts and paying state licensing fees. The registration fee is non-refundable and non-transferable.

### **Scheduling**

Your child may attend while you are in class, studying or working.

There is a minimum of two full days or three part days for attendance at Little Mavs for CMU Students, three full days for CMU Faculty/Staff and Community families. Any time less than five hours is considered a part-time day, five hours or more is considered a full day. Schedules are set on as much of a permanent basis as possible. Permanent schedule changes can be made in writing by the 25<sup>th</sup> of the month prior to the month the change will take effect. When CMU campus is closed, but Little Mavericks is open, signup sheets will be posted in the rooms. You will be billed for the days you scheduled. The only the option is full days during breaks.

### **Tuition:**

Tuition covers the cost of childcare, preschool time and any meals served at the time your child is in attendance. Parents are billed according to the schedule given at the beginning of the semester. You may not switch days and there is no credit given for days missed. If for any reason you choose to bring your child's food, you are still charged the full tuition rate.

- ★ You are billed for the days scheduled with Little Mavericks at the beginning of the semester unless changes are made with the Director. A schedule change form must be filled out and turned into the office by the 25<sup>th</sup> of the month.
- ★ All tuition is paid in advance of service.
- ★ A tuition bill will be in your parent file by the 5<sup>th</sup> business day of the month.
- ★ Tuition is due on the 15<sup>th</sup> of the same month. The exception is the first month of the semester, which is included with the second month's bill and is due on the 15<sup>th</sup> of the second month. For example, August and September are billed Sept 1<sup>st</sup> and due Sept 15<sup>th</sup>, similarly, January and February are billed Feb 1<sup>st</sup> and due February 15<sup>th</sup>.
- ★ Payments may be made with checks, cash, or money orders. Make checks payable to Little Mavericks Learning Center.

- ★ When CMU campus is closed, but Little Mavericks is open, you are billed for a full day. There are no part time options.
- ★ Repeated incidents of failure to pay will result in termination of childcare services.

### Late Payment Fees

- ★ Late payment will result in a fee of \$5.00 per day for each day after due date.
- ★ A payment plan should be discussed with the Director if a family is having trouble making tuition payments.
- ★ A \$25.00 Fee will be added to your account for returned checks.during the non-contracted day.

### Late pick up Fees

All children must be picked up by 5:30pm. Little Mavericks charges a late fee of \$5.00 for every fifteen minutes per child starting at 5:30pm. The fee will be added to their next tuition bill.

### Extra Hours:

If you exceed the number of hours for which you have contracted, extra hours will be billed for at the part day or full day rate, depending on the number of hours your child is at Little Mavericks

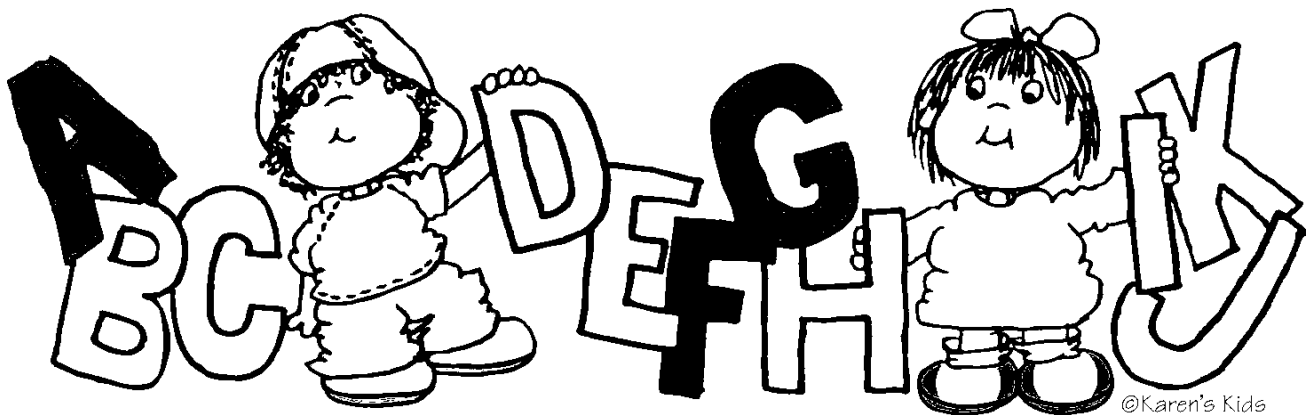
### Sick Days/Absences:

You will be charged for the same number of days each month, regardless of whether or not your child attends. You may not switch a sick day or vacation day for a non-scheduled day. You can add a day if you need care on a day your child is not regularly scheduled to attend. Adding is based on availability. You will be charged for any added days based on the daily rate you pay for your child's regular schedule.

### Delinquent Accounts

Delinquent accounts are accounts that have a balance remaining after tuition was due.

- ★ If a balance remains after the last day of the month tuition is due, your child will no longer be able to attend Little Mavericks until the balance is paid off, unless other arrangements have been made with the Director.
- ★ Any account that goes without a payment for 90 days will be sent to collections.



## Withdrawing a Child from Services

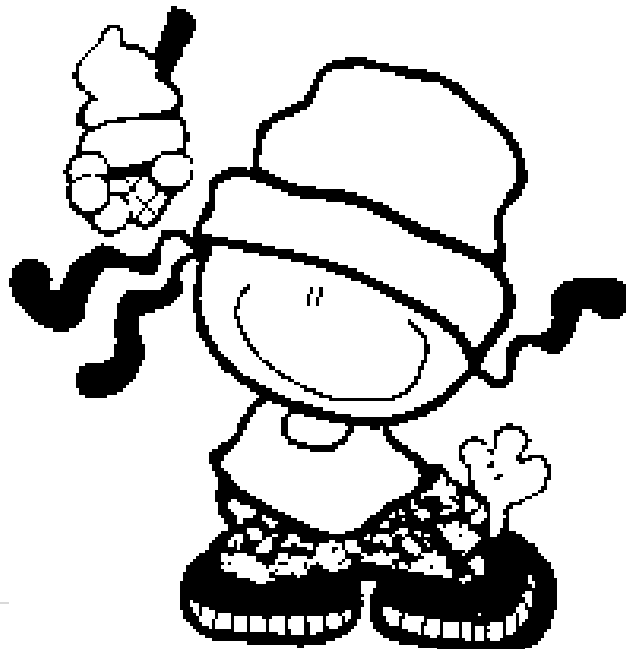
To withdraw your child from the center, LMLC ask that you provide as much advance notice as possible.

- ★ A two week written notice is required. Withdrawal forms are available in the office at Little Mavericks
- ★ LMLC does not give a refund for any advance payments.
- ★ The parent will be held responsible for the full month's tuition if a two-week notice is not given.
- ★ Please provide us with your reason for withdrawing your child if you feel that it will help us improve our services.
- ★ Little Mavericks reserves the right to dis-enroll any child/family who presents a risk to the health, safety, or well-being of other children or staff, or any child/family whose needs cannot be met in our program. Refusal or inability to follow our policies may also result in dis-enrollment. If you withdraw your child and then choose to re-enroll, you must pay the \$30 registration fee.

## Termination of Enrollment

Our goal is to meet the needs of the parent and child. We recognize however that this may not always be possible. In certain circumstances after all avenues of behavior modification have been explored, it may be necessary for the Director to terminate services. Little Mavericks Learning Center reserves the right to terminate or suspend services, without notice for reasons including, but not limited to, the following:

- ★ Destructive behavior of the child
- ★ Non-payment of tuition or registration fee
- ★ Incomplete enrollment packet
- ★ Disruptive behavior of the child
- ★ Excessive or prolonged crying
- ★ Child demonstrates aggressive behavior toward other children or adults
- ★ Child does not respond to corrective behavioral efforts
- ★ Retention of child would be detrimental to the health and safety of other children, the staff, other adults or the child him/herself





## Arrival

Little Mavericks is a secure facility. The Director of Little Mavericks, not the MAVcard Office, can request parent's MAVcard to be programmed to open the lock on the front door.

If a person, picking up or dropping your child does not have a MAVcard, there is a doorbell they can ring and a staff member will let them in.

Please note that because Little Mavs is open almost 11 hours a day, and our staff works 6-8 hour shifts, the staff you see at drop off will often differ from the staff at pick-up, or from day to day.

Parents are required to accompany their child into the center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher, about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:

- ★ Help your child wash his/her hands upon arrival.
- ★ Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- ★ Separate once. If you come back into the classroom again and again, it will increase your child's anxiety. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.

Parents, or someone assigned by the parent, are responsible for signing their children in and out of Little Mavericks each day your child is in attendance. It is a state regulation that children are signed in and out as this is our only way of knowing who is in the building in case of an emergency. Parents also need to understand that LMLC will not assume responsibility for children if they have not been signed in when they arrive. Once a child is signed out they are no longer LMLC's responsibility.

If a child arrives after their class has left the building on a campus walk, that child will be placed in either the next older or younger group of children, depending on ratio requirements. A child may also be supervised by the director in the office, if classroom space is not available. The child will rejoin his/her class upon return of the class.

## Departure

Your child must be picked up and out of the building by 5:30pm. Children who remain after closing time are subject to unnecessary worry and apprehension over the arrival of their parents. Please avoid this by being prompt. A late fee of \$5 per 15 minutes, per child will be charged to your account. If you will be late picking up your child, please provide us with as much notice as possible.

Your child will be released only to you as parents or to persons for whom we have prior written or verbal authorization. If someone other than a parent will be picking up a child and this person is not included on your approved pick-up list, please fill out the "CHILD PICK UP

AUTHORIZATION REQUEST” form, and then give it to your child’s teacher. The request can also be called in and a teacher will fill out the form with the information you provide. Please let this individual know that they will need a photo ID when picking up your child. Anyone other than the parent picking up a child, must be at least 18 years old.

**Be sure to say good-bye to your child’s teachers so they know you are leaving.** Once you have reunited with your child and are departing, Little Mavericks Learning Center is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director will be notified and the Department of Human Services will be notified to ensure the child is picked up.

As childcare providers, it is our responsibility to protect the safety of the children we serve. If a person appears to be intoxicated or otherwise incapacitated, the staff will not release the child to that person. The staff will locate the parent or another authorized person to pick up the child. If the person refuses to comply and/or the staff member feels threatened, LMLC will call the police and report the situation.

### **Child Safety**

Staff members are responsible for the whereabouts of children assigned to their group. They use the sign in sheets and daily classroom logs to track the children that are in attendance for the day. At all times close attention is paid when going to and coming from the playground. The classroom logs are checked each day when transitioning from outdoors to indoors and when returning from campus walks. The closing teachers check all the rooms at the end of the day and review the sign out sheets to make sure all the children have been signed out. If a parent did not sign their child out, the staff member will highlight or circle the scheduled time and double check with other teachers to make sure the child was picked up. It is the responsibility of the person dropping off and picking up the child to make sure the sign in/out sheets are completed.

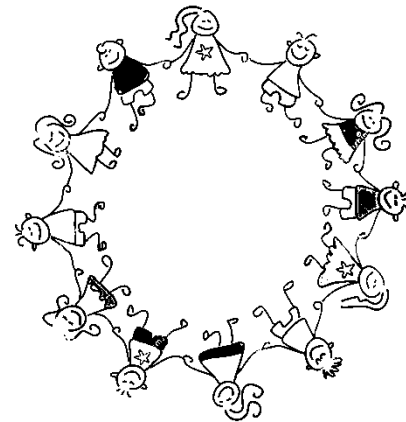
# Guidance

## Guidance Strategies

Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior. Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Little Mavs' staff will use only positive guidance techniques. When interacting with young children, staff and parents should ask themselves the following questions:

“Am I...”

- ★ Validating feelings?
- ★ Asking open ended questions?
- ★ Encouraging problem solving?
- ★ Respecting children's choices?
- ★ Using praise and positive reinforcement?
- ★ Talking with children – not at them?
- ★ Circulating throughout the classroom?
- ★ At the child's eye level?



## Useful Phrases

The following phrases are useful when problem solving with children.

- ★ Instead of “No” or “Don’t” Say “Please stop”, “I don’t like that”, “That’s not OK”, or “That is not a choice”
- ★ Instead of “That’s not nice” Say “That’s not OK”, “Please use gentle touches”, or “That hurts Jordan”
- ★ Instead of “No running” Say “I need you to use your walking feet” or “You may run when we go outside”
- ★ Instead of “Stop crying” Say “I need you to use your words to tell me what is wrong”
- ★ Be careful of phrases like, “Can you put away your toys?” (If it is not a choice, do not pose it as a question)
- ★ Say “You may help me pick up the blocks, or help Alyssa pick up the puzzles”
- ★ Instead of “I said yes” (when a child tells you “no”) Say “No is not a choice, I need you to...”

## Reasons for Misbehavior

If caregivers and parents understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- ★ Children want to test whether caregivers will enforce rules.
- ★ They experience different sets of expectations between school and home.
- ★ A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- ★ They want to assert themselves and their independence.
- ★ They feel ill, bored, hungry or sleepy.
- ★ They lack accurate information and prior experience.
- ★ They have been previously "rewarded" for their misbehavior with adult attention.

## Preventing Misbehavior

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- ★ Set clear, consistent rules. (e.g., walking feet; gentle touches)
- ★ Make certain the environment is safe and worry-free.
- ★ Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- ★ Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- ★ Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- ★ Build children's images of themselves as trustworthy, responsible, and cooperative.
- ★ Give clear directions, one at a time.
- ★ Say "Yes" whenever possible.
- ★ Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- ★ Encourage children often and generously.
- ★ Set a good example. (e.g., using a quiet voice when children should be quiet)
- ★ Help children see how their actions affect others.



## Responding to Misbehavior

Below are strategies Little Mavericks staff will use to respond to a child's misbehavior. Teachers use various methods to explain fully and clearly so the children understand the rules and classroom expectations before misbehavior occurs. Whenever possible, children will be involved in making the rules for the classroom.

- ★ **Redirection:** This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn.
- ★ **"Logical consequences:** These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt.
- ★ **Participate in the solution:** If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come help me make him feel better."
- ★ **Natural consequences:** Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- ★ **"Take a break" or "Calm down chair:** In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. Because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

- Staff will report behavior and what strategies have been attempted to the Director
- The Director will observe the child and meet with the Lead Teacher and parent to develop an Individual Intervention Plan.

## Aggressive Behavior

Aggressive or inappropriate behavior is defined as consistently hurting other children or adults, with physical or verbal action and/or causing damage to property. Examples of inappropriate behaviors may include, but not be limited to:

- ★ Disruptive or dangerous behavior...hitting, kicking, biting, slapping, pinching, scratching, throwing objects at children or adults
- ★ Yelling and/or screaming at other children or adults
- ★ Defiance of authority
- ★ Abuse of equipment, supplies or facility

When a child exhibits any aggressive behavior(s), the child's action and reactions will be documented and his/her parents will be notified. If a pattern develops, a conference will be held between the parent, teacher, and Director to establish a corrective behavioral plan in order to reduce the aggressive behavior to prevent suspension or expulsion.

Little Mavericks may require that a parent seek professional help for their child in order for the child to return to the program. Parents can access mental health specialists through Child Find, Strive, Mesa County Partnership for Children and Families, Western Slope Center for Children or Mind Springs Health. There are also private therapists that parents can use. All expenses for therapy and evaluations will be the responsibility of the parent. The child may also be terminated from services if the parents fail to follow through on their part of the behavior plan.

## Biting

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Little Mavericks to prevent and stop biting. This is the process followed when a child bites:

- ★ The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- ★ The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- ★ It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

# Individual Intervention Plan

The process of developing a Individual Intervention Plan is the same for all misbehaviors, aggressive behaviors and biting.

The teacher will examine the context in which the behavior is occurring and look for patterns. The following questions should be asked:

- ★ What is the exact behavior?
- ★ Why might the child be doing this?
  - ✓ Was the space too crowded?
  - ✓ Were there too few toys?
  - ✓ Was there too little to do or too much waiting?
  - ✓ Was the child who misbehaved getting the attention and care he/she deserved at other times?
- ★ What can I do to prevent this behavior?
- ★ What new skills can I teach to replace the unwanted behavior?
- ★ What strategies will be used to implements new practices or support others in implementing new practices?
- ★ What supports and resources are needed to accomplish these activities?

The actual plan will be filled out by the teacher and the parent with the assistance of the Director as needed.

The team will evaluate the Individual Intervention Plan. Adjustments will be made as needed.



## Documentation of Special Health Care Needs

A Care Plan will be on file for any child with special health care needs (seizures, allergies, etc). A copy of the Care Plan will be kept in the classroom binder. All staff working in the classroom will familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs. A list of food allergies and restrictions will be posted in each classroom and in the kitchen

## Documentation of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Sick Child Report will be completed. A copy of the form will be given to the parent and the original will be placed in the child's permanent file.

All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness.

## Documentation of Accidents

Staff members shall document accidents and incidents that occur at Little Mavs. A copy of the form will be given to the parent and the original will be placed in the child's permanent file.

Biting incidents are documented as accidents. If a biter breaks the skin of another child, an accident report will be completed for the biter as well as the child who was bitten. If the injury is serious, a parent will be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy will be given to the parent. All will be placed in the child's permanent file.

## Medications

LMLC's staff is able to dispense prescription medications, and over the counter medications. Licensing regulations state: 7.70252 C

- ★ "Any routine medication, prescription or non-prescription (over the counter) must be administered only with a current written order of a health care provider with prescriptive authority and with written parental consent. Home remedies, including homeopathic medications, shall never be given to a child."
- ★ "Medication must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label."
- ★ "Over the counter medication must be kept in the originally labeled container and be labeled with the child's first name."

Please hand all medicines to your child's teacher for safe storage. Medications are stored in the locked closets in the child's classroom. If refrigeration is required, meds are stored in the kitchen refrigerator. Unused medications will be immediately returned to the family and will not be stored at Little Mavs.



## Illness

Our first priority at Little Mavericks Learning Center is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- ★ Fever accompanied by behavior changes or other signs/symptoms of illness
- ★ Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- ★ Diarrhea (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- ★ Blood in stools not explainable by dietary change, medication, or hard stools.
- ★ Vomiting (two more instances in past 24 hours) until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- ★ Persistent abdominal pain (continues more than 2 hours) or intermittent pain with fever or other signs/symptoms of illness.
- ★ Mouth sores with drooling, unless a health care provider determines the sores are not contagious.
- ★ Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease.
- ★ Pink eye (conjunctivitis) until after treatment has been initiated.
- ★ Head lice, from the end of the day until after first treatment.
- ★ Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend childcare.
- ★ Impetigo, until 24 hours after treatment has been initiated.
- ★ Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever.
- ★ Chicken pox, until all sores have dried and crusted (usually 6 days).
- ★ Pertussis, until 5 days of appropriate antibiotic treatment has been completed.
- ★ Mumps, until 9 days after onset of symptoms.
- ★ Hepatitis A virus, until 1 week after onset of illness.
- ★ Measles, until 4 days after onset of rash.
- ★ Rubella, until 6 days after onset of rash.
- ★ Unspecified respiratory tract illness accompanied by another illness which requires exclusion.
- ★ Herpes simplex, with uncontrollable drooling.

Little Mavs reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Children can return to Little Mavericks after they are symptom-free for 24 hours and feeling better or have a note from his/her treating doctor stating he/she is able to return. The children go outside every day. If your child is well enough to be at school he/she is well enough to go outside

We ask families to make every effort to pick up a sick child as soon as possible after being notified.

Please contact Little Mavericks by 9:00AM at 248-1318 whenever your child is ill.

## Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival.

Other times your child (and staff members) will be expected to wash their hands:

- ★ Upon arriving at the center or when changing classrooms
- ★ After each diaper change or using the toilet
- ★ Before and after meal times
- ★ Before and after administering medication
- ★ After handling bodily fluids (mucus, blood, vomit)
- ★ Before and after using the sensory table
- ★ After coming indoors from the playground
- ★ After handling pets and other animals

Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well. Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off faucet.



## Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed their child's Enrollment Packet. This contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the forms allow Little Mavericks Learning Center staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this packet and to make corrections to this information when necessary.

If a child becomes ill or injured after arriving at Little Mavericks, the teacher or the Director will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/ will be called.

- ★ The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first the staff member will ensure the child is stable and if possible, bring the child with them to call 911.

In the case of serious accidents or illness the following procedures will be followed

- ★ An ambulance will be called if a child cannot be moved due to severe injuries
- ★ First aid will be administered, if necessary
- ★ Parents will be notified immediately. If the parents cannot be reached, the emergency contact person and/or the family physician will be called.
- ★ The Director or lead teacher will accompany the child in the ambulance to the hospital.
- ★ The Director or lead teacher will bring the child's personal file containing the authorization for medical treatment forms.
- ★ The accident will be documented in writing, signed by the parents, and placed in the child's file.

In case of a minor accident or injury:

- ★ Staff will administer first aid as is permitted by licensing
- ★ The Parent will be called, if necessary
- ★ The child's physician will be called, if necessary
- ★ The parent will be informed in writing

The parent or guardian will accept the expense of emergency medical treatment or care.

Little Mavericks staff members are not allowed to transport children in their personal vehicles to medical facilities even at the request of a parent.



# Additional Information

## Food Service

We serve two snacks and a noon meal. Snacks are prepared on site and lunch is purchased through Sodexo (the on campus food service). When CMU is not in session, parents will be responsible for providing a sack lunch for their child, this includes Fall Break, Thanksgiving, Winter Break, Spring Break, J~Term & Summer Session.

Each semester we have children with food allergies, some quite severe. We will let parents know what foods to avoid bringing into the center for sack lunches or birthday treats.

### Play Clothes

Please send your child to Little Mavericks in comfortable play clothes and shoes. Indoor and outdoor play is active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Dancing, painting, and toileting are all easier if your child is dressed in easy, comfortable, wear and tear clothes. Sneakers or other closed toed shoes are the best protection for your child's feet and for taking on campus walks/field trips.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, a teacher will change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a couple complete change of clothing to be kept at school and replenished as needed. Extra pants, underwear, and socks are necessary to keep at Little Mavs. Please be sure to clearly label all items of clothing.

## Items from Home

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to share their special "treasures" with classmates. We ask that all items brought to Little Mavs from home be placed in your child's cubby shortly after arrival. Please clearly label all belongings brought from home. It is recommended that items of value, such as iPods or handheld gaming systems be left at home, due to the risk of damage or theft. Little Mavericks is not responsible for lost, stolen, or damaged items.

## Birthdays

Your child's birthday is a special day. You are welcome to bring in treats to share with your child's class. Please check with your teacher in advance when you plan to bring treats and she will let you know how many children to plan for. Healthful/store bough treats preferred.

## Walks

All the children participate in walks around campus. We maintain the state required adult/child ratios during these outings.

## Field Trips

If children take a field trip off campus you will be notified in writing before the events, and a special permission slip will be sent home.

## Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movies, and videos based upon weekly themes. Children are not required to view part or all of a movie or video. Instead, the activity is offered as one of several centers. Videos may be used daily for 20-30 minutes. Inclement weather could change this policy with the Center Director's approval. A full-length movie may be used no more than once a week. Alternate activities such as large motor activities, songs, games, or extended preschool activities must always be offered when videos are shown.

In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and with whom they chose to interact.

## Developmental Screening

The first few years of your child's life are very important. Together we can build a strong foundation for your child's growth and learning and ensure that your child has the ability to reach his or her maximum potential.

In order to support this goal, we utilize developmental screening within our center as a first step in looking closely at your child's development.

Developmental Screening looks at expected growth and learning in a child's cognitive, motor, communication, or social-emotional development to determine if children are learning basic skills.

Screening results can help to connect children at risk of developmental delay to community resources and supports for further evaluation, or to determine eligibility for specialized services.

Developmental Screening can also provide valuable information about your child's strengths and insight into ways we can partner to best support their growth and learning.

## Parent-Teacher Conferences

Parent-teacher conferences will typically be held twice per year, in November and April. The goal of the parent-teacher conference is to gain insight into your child's development in both the center setting as well as the home setting.

## Program Evaluations

Little Mavericks asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals for our center and to improve the overall quality of care at our center. A parent's point of-view is different from a teacher's point-of-view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our families.

## Security

To ensure the safety of our students and staff, all doors will remain locked during school hours. Only authorized persons or those accompanied by the director or a staff member will be allowed to enter during school hours. Parents' MAVcard can be programmed to unlock the front door.

## Advancing Children

The primary occupation of young children is play. Play is the mechanism through which children learn and form the basis for all future learning; it is a child's way of making sense of the world and resolving issues in their lives. It is early childhood care and education at its best. Each child is a precious and unique individual who is highly regarded at Little Mavs. For this reason, children will move on to the next classroom when they are developmentally ready and a spot is available. A child will be recommended for advancement into the next classroom by the teacher, after visiting with the director and the parents. When possible, the Big Toddlers will be given an opportunity to spend a little time in the Preschool room before moving up stairs

All preschool and pre-k students need to be potty trained. They should be able to take care of bathroom hygiene by them self, (i.e. be able to take clothes on and off with some assistance as well as be able to wipe their own bottom. We understand that accidents do happen.

## Pets and Visiting Animals

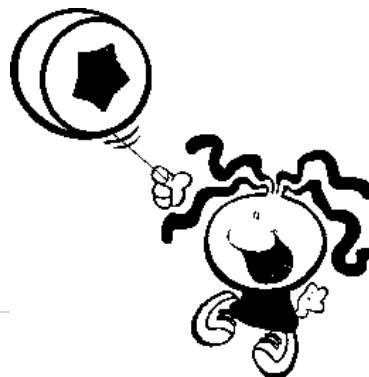
Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Little Mavericks without first notifying and receiving permission from the Director.

## Visitors

All parents and guardians having legal custody of a child are welcome to visit and participate at their convenience. Any person in the Center who is not a staff member will not have unrestricted access to the children. All visitors are required to sign in and report to a staff member before entering a classroom. A visitor tag must be worn at all times Visitors are required to sign out upon leaving.

Building supportive relationships between our staff and our families is an important goal of Little Mavericks. LMLC provides opportunities for parents and caregivers to learn more about young children and their development. Classroom newsletter with articles, events, and reminders are published and posted in classrooms, on parent bulletin boards, and on LMLC's web site.

Parents and teachers have the opportunity to communicate each day during drop off and pickup They also have the opportunity for phone calls or texts during the napping period between 1:30 and 3:00 p.m. or arranged meeting times during the day as long as the meeting does not interfere with the daily routine.



# TODDLERS

## Diapers

Toddler parents are responsible for providing disposable diapers or pull ups for their child. Extras are stored on site.

Cloth diapers may be used. Families must provide a container for storage of soiled cloth diapers while at the center. Cloth diapers must be the kind that requires no diaper pins.

## Diaper Ointments

Non-medicated diaper creams may be applied with written permission and directions for application from the parent. All creams must be supplied by the parent and remain in the original containers with the child's full name written on the tube.

## Toddler Potty Training

Potty training needs to be a positive process. Toddler teachers will make every effort to work with the parents to keep the process consistent between home and school. Toddler teachers may speak with parents regarding the use of pull ups verses regular underwear. LMLC encourages the use of regular underwear during the potty training.

Children must be potty trained before they move to the Little Preschool room. The preschooler should be able to take care of bathroom hygiene by oneself, (i.e. preschooler should be able to take clothes on and off with some assistance as well as be able to wipe their own bottom). We understand that accidents do happen.

## Pacifiers

Children can use pacifiers at Little Mavericks during naptime. Please label it with a permanent marker.

## Bottles

State licensing allows the use of bottles for the first 30 days the child is in school. We are unable to mix formula, so bottles must be made and brought in daily. Please mark the bottle with the child's name and date the formula was made. It will be kept in the refrigerator and returned at the end of the day.

## Drop Off

Please arrange your schedules so that you can drop your child off before 11.45am or after 2:00pm. Between noon and 2:00 is lunch and naptime. It is very disruptive to the children trying to nap when other children arrive or depart at that time.

# Emergency Operations Information and Procedures

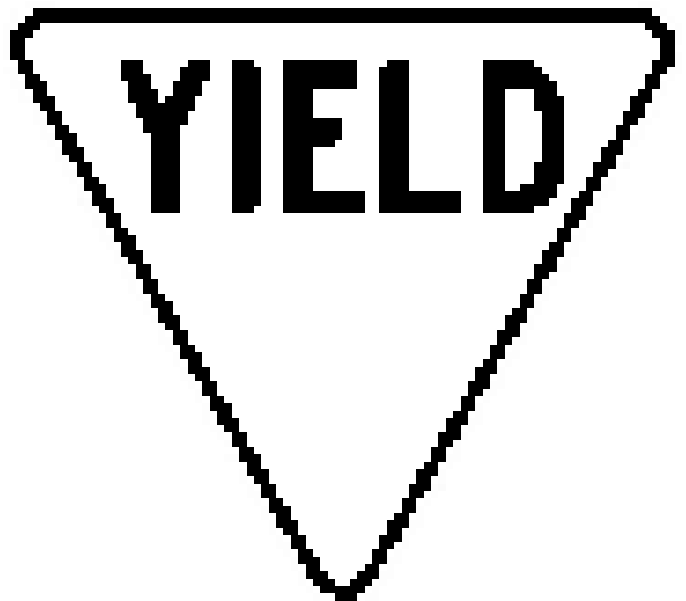
## Lockdown and Shelter-in-Place

If a STOP sign is on the front door, Little Mavericks is in Lock Down No one is allowed in or out as long as a lockdown order is in place. If your Mav Cards still open the front door, you are allowed to seek shelter in the building. You are not allowed access into the classrooms that have been secured. Anyone in a secured classroom or other secured area will remain in the room until the All Clear is given.

Teachers will not respond to any knocks on the door, unless the person(s) identifies themselves as The Director or a GJPD Officer, that person must provide an official Id slid under the door.

Teachers will not release the children to parent/guardian unless instructed by The Director after they are given an “all clear.”

If a yield sign is on the front door, Little Mavericks is in Shelter in place  
Persons associated with LMLC are allowed to enter the building, but must remain in a classroom until the shelter in place order is lifted





## Lockdown: Information

- ◆ Is a response to an immediate danger
- ◆ It is not always preceded by any warning
- ◆ Is implemented when the threat of violence or gunfire is identified on or near the campus, or the school is directed by law enforcement
- ◆ Demands quick action; an active shooter can fire more than one round per second
- ◆ Requires common sense thinking under duress. Do what must be done to best ensure survival of both students and staff
- ◆ Requires closing and locking interior and exterior doors immediately
- ◆ Dictates that, once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or ALL CLEAR is issued by The Director, or designated person
- ◆ Is intended to prevent intruders from entering occupied areas of the building
- ◆ Be ready for a lengthy stay of 2-4 hours
- ◆ The Director or Acting Center Director may put LMLC into lockdown or shelter-in-place any time they feel threatened by any situation on campus or surrounding areas. Remember, better safe than sorry
- ◆ After given the “all clear” by the GJPD the regular daily routine will resume.

## Shelter-in Place Information

- ◆ Is necessary when it is safer for children and staff members to remain in the building rather than evacuate or have parents come for pick-up
- ◆ Protects against environmental threat
- ◆ Calls for closed, unlocked inner doors
- ◆ Allows for the free movement of staff and students within the classroom or office

## Secured Areas

Any room that has handle-locks or half-barrel dead bolts is a secure area. This includes the following rooms:

- ◆ All classrooms.
- ◆ Kitchen
- ◆ All closets
- ◆ Upstairs big motor room
- ◆ Office and storage room

## Evacuation

Evacuation is necessary in some emergency situations because it will not be safe to stay in or around the facility. When evacuating, children and staff will follow pre-designated evacuation routes and exits to leave the building in an orderly, safe manner. If it is unsafe for the children and staff to remain at Little Mavericks, the west hallway of Houston Hall or the classroom immediately inside the doors and the Library are the designated meeting areas.

### Procedure:

- Teacher position themselves between the children and impending threat, as much as possible.
- Teachers collect the classroom first aid kit, classroom binder, and attendance clipboard.
- Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place, inside Houston Hall. *Every classroom must stay together as a group.*
- Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
- Toddlers exit through their playground gates
- Preschool and Pre-K exit through the front door and proceed to Houston Hall. If the main entrance is blocked the teachers will determine the best route to take the children to Houston Hall.
- The Center Director and other available staff members will verify, as soon as possible, with Lead Teachers that all children are accounted for.
- Lead Teachers will be responsible for contacting parents and informing them of the situation or designating other staff members in assisting to contact parents.
- Parents will meet at the designated evacuation site.
- Children will not be released to parents until the staff has the OK from the Director, GJPD or GJFD



# Emergency Procedures

## Emergency Information Forms

These forms are part of the Enrollment Packet. They contain contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Little Mavericks Learning Center staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury.

It is the responsibility of the parent to complete this form and to make corrections to the information when necessary.

## Ready-to-Go File

“Ready to go” files with current essential information on each child, remain with the teacher, whether sheltering-in-place or evacuating. It is the teachers’ and parents' responsibility to keep these classroom emergency file up to date

## General Emergency Procedures

Natural disasters do occur in Colorado. No plan is fool proof; however, every effort will be made to keep the children safe and parents informed.

In the event of any emergency, every effort will be made to contact the parent/guardians or emergency contacts provided on the forms in the enrollment packet. However, if a parent or contact is unable to be reached, medical treatment will be given accordingly.

In the case of an evacuation from the building for any reason, the staff will take the children to Huston Hall. We will gather in the hallway or a classroom near the west entrance. If Huston is not an option, we will gather in the Library.

Teachers take the Sign in/out sheets and the Ready to Go Files (classroom emergency files) with them. They do a head count as they exit the building and again once they reach the emergency meeting destination. Parents will be contacted just as soon as possible.

## Utility Outage: Electricity, Water, Gas

Staff members and children should remain in the classroom or go to the playground until power resumes. If power or water cannot be restored within two hours, Little Mavs will close and parents or emergency contact person will be notified. Activities will resume as possible until parents arrive

In the case of a gas leak, we will exit Little Mavericks as quickly as possible without using the phone and without turning off lights to avoid causing sparks. We will then go to Huston Hall or the Library and call for help. Parents will be contacted as soon as possible.

## Hazardous Materials

Hazardous materials can be found in all homes and businesses and include: cleaning products, pesticides, paint supplies, lawn and garden products.

Hazardous materials will be clearly marked, kept in their original containers, and out of children's reach.

## Fire

In the event of a fire the children will be taught to meet at a "safety area." Little Mavs' staff will assist the children to the playgrounds and if necessary evacuate the building. The children will then be accounted for and parents/guardians will be contacted as soon as possible.

## Building Flood

In the event of a water pipe busting and the building floods, the children and staff will go to the playgrounds or to Houston Hall and parents will be contacted as soon as possible.

## Inclement Weather

Little Maverick's staff will make special arrangements for the children to have alternative activities indoors when the weather is excessively hot or cold. Special activities including large motor, self-selected play centers, table time, and short movies may be included. Severe Weather: Major Storms, Blizzards, Lightening

Little Mavericks will remain open during most severe weather. The Director will monitor the weather and local news stations to determine when it is appropriate to close Little Mavericks early or cancel care for the following day. In the event that Little Mavericks closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can safely travel home.

In the event of a **blizzard** or severe weather that forces the children to stay at Little Mavericks for an extended amount of time, routine classroom activities will continue until parents arrive. The staff will remain on duty as long as necessary to care for your children. If it is necessary for the children to remain overnight, they will be provided with dinner and a bedtime snack. The staff will ensure that the children are made comfortable and ready for bed. They will be given a mat and blankets. The staff will keep the children fed, warm, and comfortable during their stay. Fees will be assessed on your account accordingly.

## Bomb Threats

If a staff member receives a bomb threat or locates a suspicious package, the Director will be immediately notified. The Director or assigned staff member will contact the Grand Junction Police Department by calling 911. Evacuation procedures will be followed.

## Missing or Abducted Child

In the event of a missing child, the Classroom Teacher will search for the child in the immediate area. If away from the building on an outing, a search of the area where the loss occurred will be made. If the child cannot be located in 10 minutes, The Director will notify the Grand Junction Police Department by calling 911, the child's parents, and the President of the Board of Directors.

In the event of an abducted child, the Classroom Teacher must immediately contact The Director. The Director or teacher will contact the Grand Junction Police Department, the child's parents and the President of the Board of Directors.

## Intruder/ Dangerous Adult

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying and or firing a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in Little Mavericks, staff members in the immediate area will position themselves between the children and intruder. A staff member will attempt to have the intruder move to the hallway and close the classroom door, while a second staff member notifies the Director to assist with the situation. A staff member will contact the **Grand Junction Police Department by calling 911** to notify them of the situation.

If the children are on campus for an activity, the teacher in charge will take the kids to the nearest building that will provide adequate protection.

## Intoxicated Parent/Guardian

In the event that a parent or other authorized person arrives at LMLC to pick up a child while intoxicated or in an impaired condition, staff will use their best judgment in determining if they are in a condition which may prevent them from assuring the child's safety. A staff member may see if an officer is available at the substation for assistance.

Should the teacher feel that the person is in a condition that prevents him/her from assuring the child's safety, a teacher will call the **Grand Junction Police Department by calling 911** and inform them of the situation. The staff may assist in making alternative arrangements for the child to be picked up, including, attempting to contact another person on the Authorized Child Pick-up List or calling a taxi. If the intoxicated person's actions puts the staff member s or the child in danger, the child must be released to the intoxicated parent. The Staff member present will inform the parent that the police have been notified

*Keep in mind: By law, parents cannot be denied access to their children, and although we can generally tell if someone is intoxicated, even law enforcement relies on specific sobriety tests before they charge someone with DUI*

# Mental Health Care Resources

## Mesa County

**Western Colorado 2-1-1:** Western Colorado 2-1-1 provides toll-free, one-call access to program and service providers on the western slope, all services are free. The Western Colorado 2-1-1 program is designed to help those in need get easy and quick access to agencies/programs/services that can assist them including, but not limited to, mental health services, substance abuse treatment services, day care providers, individual and/or family therapy, basic need assistance (i.e., food, clothing, & shelter), etc.

Western Colorado 2-1-1 covers the following counties: Delta County, Eagle County, Garfield County, Gunnison County, Lake County, Mesa County, Montrose County, and Pitkin County. To access this resource, simply dial 2-1-1 from any land line or 970-244-8400 from a cellular phone to connect with an Information & Referral Specialist. 2-1-1 is staffed from 8:00 am to 5:00 pm Monday through Friday.

**1-800-CHILDREN:** 1-800-CHILDREN is a statewide helpline that offers a lifeline of support, encouragement and information regarding resources in local communities. Parents and caregivers can call 1-800-CHILDREN and talk with a trained volunteer who can provide them with information, support and/ or referrals in their local communities, as well as connect callers with professionals throughout the state who work with families and children. The helpline is staffed from 10:00 am to 10:00 pm every day.

### **The Parenting Place-**

Located at 516 15th Street, the Parenting Place is a place for all parents. The Parenting Place is a nonprofit family resource center that strives to strengthen families within Mesa County. We offer many different resources to families to support educate and develop a strong parent community.

**For more information about our classes that support all parent's needs, please call the Parenting Place at 254-8240**

### **Additional Resources:**

Mesa County Partnership for Children and Families  
Mesa County Social, Emotional, & Mental Health Domain Partners  
Ariel Clinical Services  
Colorado West Mental Health  
Head Start, Federation of Families  
Hilltop  
Latimer House  
Marillac Clinic  
Mesa County Department of Human Services  
Mesa County Health Department  
Mesa County Valley School District 51  
Mesa Developmental Services  
Peak Parent Center  
Primary Care Partners  
Rocky Mountain Health Plans St. Mary's Hospital

# Health Care Resources

## **Health Care Resources**

970.244.7000

## **Counseling and Education Center**

2708 Patterson Rd, Grand Junction, CO 81506

970.243.9539

[frontdesk.cecwecare@bresnan.net](mailto:frontdesk.cecwecare@bresnan.net)

## **Community Hospital**

2021 N. 12th St. Grand Junction, CO 81501

970.252.0920

## **Family Health West-Fruita Hospital**

970.858.9871

## **Health Department** (Mesa County)

510 29 1/2 Rd

Grand Junction, CO 81504

970.248.6900

[HealthInfo@MesaCounty.us](mailto:HealthInfo@MesaCounty.us)

## **Mind Springs Health** (Colorado West Mental Health)

515 28 ¾ Road, Grand Junction, CO 8150

Office 970.263.4918

Admissions 970.201.4299

24 hr. Crisis Line 888.2074004

## **National Alliance on Mental Health(NAMI)**

970.462.3989

NAMI provides support, education and classes for individuals and families of all ages.

## **Stewards of Children**

Western Slope Center for Children

259 Grand Avenue

Grand Junction, CO 81502

970.254.3788

What's Stewards of Children? Stewards of Children is a program of prevention training that teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is designed for organizations that serve youth and people concerned about the safety of children.

## **Strive** (formerly Mesa Developmental Services)

950 Grand Ave, Grand Junction, CO 81501

970.241.5396

