



**Firm Foundation  
Childcare**

# Parent Handbook

2025

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## **FIRM FOUNDATION CHILDCARE PARENT HANDBOOK**

Firm Foundation Childcare (FFC) is a Large Child Care Center caring for children 6 weeks to 6 years old in beautiful Meeker, Colorado. FFC is licensed by Colorado Department of Early Childhood (CDEC) and meets or exceeds the Minimum Standard Rules developed by CDEC. FFC ensures the program is operated according to these high standards with the use of annual inspections, continually updated record keeping, and monitored safety practices.

Our FFC Staff strives to create a firm foundation of Christ's love for us and living for Jesus out loud with our heart, voice, and actions. Our vision is to see every child grow in wisdom and Godly character.

FFC was established in 2023 and is operated by the Firm Foundation Childcare Board of Directors. FFC is a ministry of The Church at Meeker, and as such, spiritual growth is a key component of the goals for all children and staff. Christian beliefs will be expressed to the children, as well as the importance of faith and trust in God. Daily education and interaction for all age groups will include Christian-based curriculum, books, stories and songs, memorization of Bible verses and prayer before meals.

### **Our Mission**

Our mission is to provide high-quality infant care and early education in a Christian based environment that enhances each child's self-esteem and encourages a life-long love of learning and loving Jesus Christ. We believe, by providing this environment, we can stimulate growth and development in early childhood while opening the hearts and minds of our children and their families to Christian love and service.

### **Our Statement of Faith**

- We Believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We Believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We Believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We Believe in the spiritual unity of believers in our Lord Jesus Christ.

## Our Convictions

**Holy Scripture:** Believing that the Holy Bible, both Old and New Testaments, is the Word of God, fully inspired and without error or omission, written by men under the inspiration of the Holy Spirit. Believing in the verbally inspired Word of God, not merely the thoughts and concepts. The Bible is and shall remain to the end of the age the only complete and final revelation of the will of God to man and the supreme standard by which all Christians should conduct themselves. (Matthew 23:35, Romans 15:4, 1 Thessalonians 2:13, 2 Timothy 3:16, Revelations 22:18-19)

**Race and Ethnicity:** Believing in a biblical view of human nature, we affirm that all people are made in the image of God and are consequently worthy of respect. Scripture also states that Christ has "ransomed people for God from every tribe and language and people and nation, and ... made them a kingdom and priests to our God." Therefore, we look at the value of all persons through the lens of biblical truth as image bearers who can have a new identity in Christ. (Genesis 1:26,27; Ephesians 1-2; Revelation 5:9,10)

**Sex and Gender:** In affirming "traditional family values" in our Strategic Priorities, we mean what Bible-believing Christians have always meant, that God created human beings in His image as male and female, that He ordained that marriage is to be between a man (biological male) and a woman (biological female) for life, and that sexual intimacy is exclusively for marriage. (Genesis 1:26-27; Genesis 2:18-24; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19:7-9)

**The Church and its Ministries:** The purpose of the Church at Meeker is to follow the commission of our Lord in Matthew 28:18-20 to make disciples, baptize them and teach them the ordinances, truths as well as doctrines in the Bible; to promote evangelism at home and abroad; to seek the spiritual improvement of its members through the Gospel of Jesus Christ; to watch over one another in brotherly love; to remember each other in prayer; to charitably aid each other and our community in sickness and distress; and to cultivate Christian sympathy in feeling and courtesy in speech.

**The Gospel:** As evangelicals, we believe in Jesus Christ as Lord and Savior. The term "evangelical" comes from the Greek word euangelion, meaning "the good news" or the "gospel." Thus, the evangelical faith focuses on the "good news" of salvation brought to sinners through Jesus Christ. We have a biblical mandate to share this good news everywhere. We also understand the language of being "saved" in our Statement of Faith to mean that we are saved (i.e., justified) by grace alone, through faith alone, in Christ alone, and that true faith will show itself in good works. (Romans 3:21-28; Romans 5:1; Galatians 2:16; Ephesians 2:8-10)

**Christ-centered Education:** We believe that each child is a unique and special gift from God and should be encouraged to progress at his or her own rate of speed toward enriched experiences, self-discipline, and the ability to make good choices. Our goal is to provide an early education program that develops the whole child by providing a preschool experience of lasting value with biblical values and principles woven throughout.

**Spiritually:** by providing a Bible time, and by integrating a biblical worldview throughout the curriculum and learning environment. We model Christ-centered character qualities through the love of our staff and the responses given to the children in our care. Bible stories, songs, and prayer give children an awareness of God's love for them.

**Socially / Emotionally:** by encouraging whole group participation activities, getting along with others, and developing a true sense of security and belonging based on their value as human beings created in the image of God.

**Cognitively:** by encouraging an enthusiasm for learning through exploring and hands-on experiences.

**Creatively:** by encouraging the exploration of art mediums, creative experiences, and music.

**Physically:** by encouraging experiences that will develop large and small muscle coordination and motor skills.

These Statements of Faith and Convictions are neither a substitute for, nor a supplement to, the Word of God. It is simply a review as they apply to practical matters and a guide to aid in the application of biblical principles. The Word of God shall be the first and final authority on all matters. Any questions regarding the above statements should be addressed politely to and/or with The Church at Meeker Board Members.

## **FIRM FOUNDATION CHILDCARE DAILY OPERATION**

**The childcare is open Monday through Thursday 7:30am-5:30pm.**

We will be closed on the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve and Christmas Day.

Firm Foundation Childcare Classrooms will be divided accordingly:

Infant Classroom	ages 6 weeks-14 months
Toddler Classroom	ages 15 months-36 months
Preschool Classroom	ages 3-6 years

### **ARRIVAL AND PICK-UP**

All children must be brought and picked up by a responsible adult. \*Please be aware that state law forbids anyone under the age of 16 to pick up your child from our center. Your child will not be released to anyone not included on your authorization sheet. In an emergency, your child may be released to an adult for whom you have given verbal authorization to the Director, Assistant Director or supervising teacher. At least one piece of identification must be inspected for individuals who are strangers to personnel at the center. Please notify us in writing if there are any changes to the authorization. If you know you are going to be detained, please notify the school immediately so that we can reassure your child. If an unauthorized person attempts to have a child released to them, they will be denied and asked to leave. Parents/guardians of the child will be contacted. If the unauthorized person refuses to leave, staff will call 911.

If a parent or adult smells of marijuana, alcoholic beverage or appears to be impaired, the child will not be released and other pick-up arrangements will have to be made.

Firm Foundation Childcare has a NO SMOKING policy in and around its facility and parking lot area. Please do not smoke when dropping off or picking up your child(ren).

### **SIGNING-IN AND OUT**

Parents or care-givers are required to sign your child in using the Procare App when you leave your child at the center, and sign out using the Procare App when you pick your child up using the Procare App to assure all children are accounted for and their location is confirmed. **Also, upon arrival please don't leave your child until a teacher is aware they have arrived.** Upon pick up, please don't come in and take your child without checking them out with a teacher. Thank you!

### **OUR PROGRAM**

At Firm Foundation your child will have time to grow, time to explore, to experiment, to discover, time to play and time to rest. The program we pursue is geared toward providing a safe and nurturing environment that promotes the spiritual, physical, social, emotional,

intellectual, and language development of each child while striving to impart to them that they are fearfully and wonderfully created by God. We also strive to develop the foundation of character in each child. God is the greatest teacher of character and we will support your child's learning of character with Bible verses, Bible stories and songs that reinforce Biblical concepts. We will help your child learn how to resolve conflicts and make friends. We will strive to emphasize respect for parents and teachers.

Curriculum will be used to ensure milestones are met educationally, physically, and emotionally as well make learning fun! ABC Jesus Loves Me curriculum will be used for 12-24 month olds and the Grace Community School Early Childhood Education curriculum and Institute for Excellence in Writing curriculum will be used for ages 2-6.

### **Procare APP**

Procare is the Childcare Management App used to collect, record, and retain children's records. The Procare App will be used by Parents/Guardian's to complete the enrollment forms, tuition and fee billing and payments, viewing children's daily routines (diaper changes, feedings, sunscreen applications, injuries, illnesses, etc) and celebrations (photos, pictures, etc), and communications to and from Parents/Guardians. The Procare App will be the primary way to check your child in and out of the center as well.

Please download the Procare: Child Care App and create an account if you have not already.

### **MEALS AND SNACKS**

Your child's body and brain are growing at a rapid pace in these young years. Good nutrition is essential to support this growth. The school is not able to prepare meals at this time so we require parents to provide the meals and snacks their child will need through the day. If your child will arrive before 8 am please provide them with breakfast, a lunch and 2 snacks for the day. Lunch are stored in your child's cubby so please provide a cold pack or heated thermos if needed. Lunches cannot be heated up at this time. We ask that you pack nutritious foods for your child with milk or juice, (you do not need to send water) in your child's lunch, not soda or Kool-Aid, and please only one dessert, not several, keeping processed food to a minimum. Children at this age can be a little finicky, so we understand the challenge, but please encourage healthy eating. Feel free to talk to your child's teacher; they may have some creative suggestions for you if this is a challenge. Again, water drinking is encouraged and available to your child all day.

Healthy snacks and lunches will be available in the event a child forgets to bring food for the day, but an attempt will be made to reach the parent/guardian to bring food items to the center if forgotten.

## **CLOTHING**

Please dress your child comfortably and consistent with the weather. Think sturdy, comfortable, simple, and WASHABLE!! We work with many art materials and other messy activities, and although we do use painting shirts and aprons, we don't want your child to have to worry about spoiling their clothes. Remember that in the fall and spring outdoor play can include mud, and although we don't encourage it because we don't have the resources to clean them up afterward, they do inevitably gravitate toward it! We encourage you to dress your child in tennis shoes because they are comfortable and provide the best traction for running, climbing and playing. Cowboy boots and open sandals (without backs) are too slippery for running. Younger children have a hard time with belts and one-piece outfits which are difficult for them at restroom time – so please make it simple for them. We will never send your child home because 'they're not wearing the right clothes or shoes', but when shopping for new clothing items, please consider these recommendations for your child's comfort. And then there's winter. . . . . yes, we try to go out every day in the winter and run, and play in the snow, which means you'll need to provide snow clothes from that first snowfall until spring.

For our youngest walking children (18 mos), if you haven't purchased anything yet, we would recommend one-piece outfits – jacket, pants, and head covering in one. Then you just have to add gloves and boots. We also understand hand-me-downs and making the best use of what we have or are given, so as long as your child has bib overalls or snow pants, a jacket with hood or hat, gloves and boots – terrific. Please provide WATERPROOF gloves or mittens, as children love to pick up snow.

## **FINANCIAL, ADMISSIONS & WITHDRAWAL INFORMATION**

### **REGISTRATION**

A non-refundable registration fee of \$50.00 per family is payable when you enroll your child(ren). If a child withdraws and then re-enrolls within three months, the re-registration fee will be \$25.00.

### **ADMISSIONS**

All families are required to meet with the Director or Assistant Director in person as part of the admissions process. Please schedule an appointment by emailing [firmfoundation@meekerchildcare.org](mailto:firmfoundation@meekerchildcare.org).

Your child can only be admitted after the completion of several necessary forms and fees including:

1. Enrollment Form
2. Policy and Procedures Acknowledgement
3. Health History and Health Statement signed and dated by a healthcare professional
4. Emergency Medical Care Form

5. Immunization Record or Complete Vaccine Exemption Form
6. Topical Consent Form (sunscreen, diaper cream, etc)
7. Photo and Media Release Form
8. Medication Authorization Form (if applicable)
9. Health care plan (if applicable)
10. Financial Agreement & Contract
11. Non-refundable \$50 registration fee per family
12. Deposit of \$250 per child to cover the last two weeks of care.

At the beginning of each week, please bring for nap time (with your child's name on them):

Infants ages 6 weeks - 12 mos - a sleep sack or 1-piece sleep suit (*per state regulations, no other soft items such as blankets or stuffed animals may be in cribs with a sleeping infant under 12 months of age.*)

Children ages 15 mos - 4 years - a child-size blanket and pillow

Nap items will be sent home for laundering on a weekly basis.

An extra set of clothes including socks and underwear are to be kept in your child's cubby, preferably in a large, ziploc bag.

Please provide clothing appropriate for weather (i.e. snow clothes for winter).

Toddlers should have diapers/pull-ups and wipes, as well as extra underwear and pants available in their cubbies. Diapers and wipes should be resupplied at the beginning of each week by the parents or guardians.

**Preschool children - must be completely potty trained before being admitted to Preschool.**

All communication will be directed to the placing parent/guardian. In circumstances such as a distant parent, non-custodial parent or separated/divorced parent, it will be the responsibility of the placing parent/guardian to forward information.

**PAYMENT CONTRACT**

Upon enrollment, we will ask you to sign a payment contract and provide \$250 per child as a deposit. This deposit will be held for use toward tuition for the last month in which your child attends Firm Foundation Childcare. In the event you choose to withdraw your child unexpectedly, this deposit will be used to cover any unpaid tuition. If a balance is outstanding with the termination of care, the account must be settled within 30 days to avoid additional fees.

You may break your deposit amount into three (3) payments with the final balance due by the 6th week of care if needed.

If you give 2 weeks notice of withdrawal from FFC and you have no outstanding tuition or fees, then you will receive your deposit back or you may use your deposit toward payment of your final two weeks of childcare tuition.

### **TUITION RATES**

All ages are approximate – advancement to the next room will be determined by center staff

Infants Room (6 weeks-14 months)	\$60/day
Toddler Room (15 months - 36 months)	\$55/day
Preschool Room (3 years-6 years)	\$50/Full-Day; \$30/Half-Day

The Colorado Child Care Assistance Program (CCCAP) is accepted by Firm Foundation Childcare. Please provide FFC with a copy of your Authorization Eligibility Notice for your CCCAP eligibility worker. A Financial Agreement will be produced based on the details of our CCCAP eligibility. To inquire about qualifying for CCCAP, please visit the [CCCAP website](#) for details.

A scholarship program is available upon request for households whose income is less than \$75,000. Please contact the Firm Foundation Childcare Director or Assistant Director to inquire.

### **SCHEDULING POLICY**

Because of state regulations, staffing numbers per child must remain constant therefore, parents will be required to maintain the same weekly schedule for their child(ren). Changes to your regular schedule will need to be discussed with the Director in advance to ensure FFC has available space for your child. We will do our best to accommodate rotating schedules but priority will be given to children already enrolled for specific days. If you have a rotating schedule, in order to ensure your child has a spot held for them, you may have to be billed for the full week. Otherwise we cannot guarantee your child a spot each day. If your employment has regular/weekly schedule changes please make this known to the Director as soon as possible.

### **LATE PICK-UP FEE**

Because the school has no provision for care after 5:30 p.m., there is an overtime charge of \$5.00 for each minute for each child, starting at 5:30 p.m., as indicated by the Procare clock. Late fees will be added directly to your next tuition invoice.

### **BILLING OPTIONS**

Tuition payments may be paid Weekly, Bi-Monthly and Monthly but all tuition payments must be made two (2) weeks in advance of care being received. Tuition is charged for your child's scheduled days even if they are absent. All billing will be done online through the Procare App using a debit/credit card (Card Fee: 2.95%), or linked to your checking account (ACH Fee: 0.6%, \$0.25 min, \$2 max) or for paid directly to FFC by check.

## **DELINQUENT TUITION**

Families will not be allowed to have delinquent tuition accounts. If payment is more than one (1) week late and unless special arrangements are made with the Director in advance, this may be a cause for termination. We will work with you on a plan to bring your account up to date within 3 weeks; however, you must be honest and work with us, too! We cannot allow any account to consistently carry back tuition.

## **WITHDRAWAL**

If you decide to withdraw your child from childcare at any time, we require two weeks advance notice in writing, OR two week's tuition payment payable upon your child's last day. If your child does not attend for two consecutive weeks without notifying Firm Foundation, it will be assumed that the child has withdrawn. The last two week's tuition is still due. In order for your child to continue at Firm Foundation, any unpaid tuition must be paid and the re-registration fee must be paid.

## **TERMINATION**

Firm Foundation Childcare reserves the right to terminate a child if the staff decides such action is necessary after considering the goals and purposes of our center. This includes delinquency in payment of fees or tuition, or inability, as determined by the Director, of a child or parent to adjust to the school program. In cases of severe behavioral issues, parents will be notified, and every effort will be made to develop a plan to address and correct the behavior. If the severe behavior issue persists, the child will be suspended or terminated for the overall well-being of the other children as well as the staff. A child may be temporarily suspended if they do not have the signed medical and immunization forms or non-medical immunization form submitted as required by the state updated yearly. The child will then be re-enrolled with the appropriate forms and a re-enrollment fee of \$25.00.

## **POLICIES**

### **GUIDANCE & DISCIPLINE**

Our teachers create and maintain a socially and emotionally respectful early learning experience in our classrooms. For that to be accomplished, adults need to be consistent, firm, patient and understanding. Teaching strategies that support positive behavior, pro-social peer interaction and overall social and emotional competence in young children are implemented. In addition to positive reinforcement, some situations may require logical consequences, redirection of activity, time out, or removal from the situation. A teacher's role in a conflict between two children is to help those children resolve the conflict themselves through respectful verbal communication and mutual problem solving. Hitting, kicking or hurting (physically or emotionally) is not acceptable. In such cases, a meeting with the Lead Teacher and parents will be coordinated and a positive behavior support plan will be put into place.

Our desire is to help this child succeed by setting clear expectations and creating accountability for the benefit of all. This plan will be evaluated after a specified time with the expectation of progress. If guidance & positive instruction options are exhausted and significant progress is not made, it may be grounds for dismissal. Referral to an early childhood mental health consultant or other specialist is an option if parents so desire. Parents may choose (and are encouraged) to contact outside agencies/organizations for programs or services directly. Lists of resources in our area are available to any parent who would like information about organizations that provide early intervention and connect families to appropriate community service agencies. The referral process is outlined below:

- The teacher informs the Director of their concern
- A meeting is scheduled with the parents, teacher(s) and Director
- The parent is given the contact information for the appropriate referral agency
- The parent makes contact with the appropriate agency and a screening is arranged
- The outcomes are discussed with the teacher/director.

## **PARENT AND STAFF CONFERENCES**

Good communication between parents and the staff and Firm Foundation Childcare is important to give your child the best possible experience and outcome in their early childhood years. We are committed to holding 2 scheduled conferences with parents every year, so that teachers and parents may discuss questions and progress. Parents are encouraged to contact their child's teacher or room supervisor or the center Director if they have any questions or concerns regarding their child or the care their child is receiving.

## **SCHEDULE CHANGES**

The center will be scheduling staff and children throughout each week based on available spaces and staff needed in each room. Children thrive when they have consistency and routine. If you need to make a change to your child's schedule, we will do our best to accommodate you by adding or changing days, provided we have available space. We understand that schedules of our working parents can change, which may reflect changes to your child's schedule. We ask that these arrangements be made out of the necessity of a true schedule change (long term) and not frequent changes out of temporary convenience. Standard rates apply for all schedule changes.

Family vacations and togetherness are important for maintaining healthy families! To support this, each family is granted one week of consecutive days, matching their regular attendance schedule, as non-chargeable time each year. For example, if a child attends on Mondays and Wednesdays, they will not be charged for one Monday and one Wednesday during a chosen week of the year.

Here are the guidelines:

- The non-charged time must be **scheduled 2 weeks in advance** with the Director or Assistant Director.
- These **days off must be used within 12 months** (starting on 10/1/2024), and the days will **not roll over to the following year**.
- After the year ends, the **non-charged days will reset** on 10/1 each year.

## **ITEMS FROM HOME**

Children often want to bring toys from home to school. This can be counterproductive to the learning environment we are striving for. As a result, we must ask that you NOT allow your child to bring any toys from home. Although this is firmly enforced, your child's teacher will be forced to make the determination at school once toys arrive and tends to put a damper on the morning for all parties involved. Parents are asked to talk to their child regarding this rule and enforce it from home before arriving at school. This rule especially and specifically applies to other items such as cell phones, electronic devices, money, purses, makeup, etc.

On the other hand, we highly encourage things such as books, items from nature or objects brought from home that directly relate to our area of study that month. Suggesting one of these is a great way to divert the desire to bring toys and extend and enrich learning for all. Bringing something to share in this way also helps your child to feel a sense of confidence and belonging by contributing to the class. At naptime we allow children to bring a stuffed animal from home which, along with their blanket, comforts them at naptime. If the item is not soft, lights up or makes sound, then it would fit into the toy category and needs to stay at home.

## **BIRTHDAYS**

We are happy to celebrate your child's birthday with them in a simple and loving way. You are welcome to provide a snack (such as muffins, cookies) for their birthday, which we will celebrate at either morning or afternoon snack. Treats are limited to food items and not decorations and party favors please. If you are planning a birthday party for your child outside of Firm Foundation, please DO NOT place invitations in children's folders or cubbies unless you are planning on inviting the whole class. This has, understandably, led to hurt feelings. At this age, being left out of a birthday party can be devastating.

## **VISITORS**

All visitors to the center must sign in and out in the Visitor's Sign-In Book located at the entrance to the child care facility. Visitor's name, address, cell number and purpose of visit will be recorded. At least one piece of identification will be checked. Anyone found wandering around the childcare center without having signed in will be asked to leave immediately. Please help us keep the children and staff and our organization safe and orderly.

## **VOLUNTEERS:**

We plan to have volunteer opportunities at Firm Foundation. These jobs and their duties will be published to our families as they are developed. A Volunteer Handbook will be developed and made available upon request. All volunteers must receive a background check.

## **TELEVISION AND VIDEO VIEWING**

Although we never watch TV at the preschool, we do occasionally watch videos. The objective for video viewing is primarily to extend learning with regard to our area of study that month. For example, during Fire Prevention Month when the Fire Department visits us, they may show a Stop, Drop & Roll video. For Dental Health Month, a visiting dental hygienist may show a short video on how to properly brush our teeth. In the wintertime, we schedule one Pajama Day per month. This is a day that the children may wear their pajamas to school (teachers too) and we have popcorn and a movie. The name of the movie will always be on the monthly calendar. The contents of videos are screened, and we have a very conservative standard. From time to time, interests and questions spark in the classroom such as, "How do bats hunt for food?" Or, "why does a flamingo stand on one leg?" At the discretion of the lead teacher, an age appropriate video may be viewed from our classroom computer. The fun is always finding a practical and authentic way to extend these videos and information with real life experiences. It may be just practicing standing on one foot like the flamingo.

## **TRANSPORTATION AND OFF CAMPUS FIELD TRIPS**

At this time Firm Foundation Childcare will not be providing transportation for children or scheduling off campus field trips.

## **HEALTH AND SAFETY**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. This health form must be updated yearly. We also require that your child have certain standard immunizations, or that you maintain a current copy of the Colorado State vaccine exemption form on file. These are state requirements. Your child may be sent home if he/she appears to have symptoms of illness. In such cases, the child is immediately isolated from the other children (in a clean, quiet place) and a parent is contacted to pick up the child. It is expected that the parent comes immediately or makes arrangements for an authorized person to promptly pick up your child. Please keep your child home for the following:

- Less than 24 hours after a temperature of 100 or more
- A continuous cough that is difficult for the child to control and interrupts the child's nap.
- Runny nose with heavy discharge (yellow or green)
- Sore throat
- Upset stomach
- Less than 24 hours after last vomiting or diarrhea
- Less than 24 hours after starting antibiotic medicine for infection
- Drainage, redness or puffiness around eyes
- Lethargy, or not feeling well enough to participate in active preschool play.

Even if your child is just overly tired, rest at such times may prevent the development of an illness.

\*Please notify the school at once if the child has been diagnosed with a communicable disease.

Firm Foundation Childcare has a NO SMOKING or VAPING policy in its building and parking lot area. Please do not smoke, vape or chew when dropping off or picking up your child(ren).

### **SUNSCREEN POLICY**

Sunscreen is applied thirty (30) minutes before going outdoors. If the child will be outside for more than one hour, sunscreen must be reapplied every two hours. Parents/Guardians must supply the sunscreen of choice for their child to Firm Foundation Childcare with the child's name if they do not want the sunscreen provided by FFC applied to their child. Supplied sunscreen must be full-spectrum UVA/UVB rating of SPF thirty (30) or greater.

### **INFANT SAFE SLEEP POLICY**

Qualified staff will remain in the Infant Room at all times, whether infants are sleeping or awake. There are no sound monitors used. The temperature in the Infant Room will be maintained to be comfortable for a lightly-clothed adult. Infants are provided their own individual crib and will be placed in a sleep sack if needed for warmth, laid on their back with no other blanket or soft materials in the crib that could provide a hazard. Infants can be placed in alternative sleep positions with a doctor's written plan. Infants will be offered pacifiers at the parent's direction. Parents must provide pacifiers. Sleeping infants will be physically observed every 10 minutes by staff. Infants who fall asleep in locations other than a crib will be removed from that location and placed into a crib as soon as staff notice they are asleep. Infants who cannot sit up on their own yet will be offered supervised tummy-time 4 times per day for short periods.

### **ACCIDENTS AND INJURIES**

Minor bumps and scrapes are a part of life for active young children. In these cases, we treat each child with tender loving care as we wash and care for their wounds. If the minor injury will leave a mark, or the child is very upset, we will call their parent/guardian and report the injury as well as encouraging the child to speak to their parent/guardian for comfort – to tell them the 'whole sad story'! (This seems to help) In the event of a serious accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call your emergency contact and the child's physician. If necessary, we will also call an ambulance or paramedic. The Director or Assistant Director will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up to date on phone numbers, emergency numbers, and other pertinent information.

### **DIAPERING AND POTTY TRAINING**

For Toddlers who are not yet potty trained, diapers/pull ups are routinely checked throughout the day and changed when wet or soiled. This policy applies to Infants as well. Parents supply diapers/pull ups and wipes. Please keep an adequate supply at the child care at all times. If your child's supplies are running low, your child's teacher will notify you. Diapers and pull ups are changed according to health standard requirements for infancy and early

childhood. Potty training begins when the child shows interest and/or readiness and is a joint effort between home and school. Good communication between parent and teacher supports a child's success.

## **PRESCHOOL POTTY TRAINING POLICY**

Preschool aged children **must be fully** potty trained before being allowed to enroll or move into the Preschool Classroom. Parents need to speak directly with the Director or Assistant Director if they want to implement a potty training support plan for their child. Parents need to speak directly with the Director or Assistant Director if their Toddler is ready to move into the Preschool Classroom but is not potty trained by that time.

## **SUPERVISION**

Children are always under supervision by one or more staff members whether indoor or, outside on the playground. Staff consistently check records to maintain accurate roll and child counts throughout the day. After the last child has been picked up at the end of the day, the lead closing staff member walks through the entire facility, including restrooms, to ensure that there are no children remaining.

## **MEDICATION**

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. The preschool is not authorized to administer home remedies, including homeopathic medications. This is a state regulation. The following policy steps are in place for each and every medication your child may need at FFC:

- A **Medication Administration** form, signed by your physician and yourself, with complete instructions for administration must be provided for each medication your child needs.
- Even Over-the-Counter medication must have a permission form signed by your doctor or Nurse-Practitioner and yourself.
- Every box or bottle of medication, even OTC, must be in the original container with the child's name and directions for use clearly marked and a signature from your doctor or Nurse-Practitioner.
- Please give the medication to the Director or Assistant Director, with the proper form at the time of arrival so that the medication can be placed in a locked cabinet.
- Any medication needed for a life-threatening condition (anaphylaxis) is not kept in a locked medicine box but is stored near to the child, inaccessible to children but readily accessible to all staff.
- DO NOT send medication in a child's backpack or lunch box. Preferably medication is administered at lunchtime.
- Only staff members who have received training in Medication Administration are allowed to administer medication to children.

## **EMERGENCY PROCEDURES**

### **Blizzards/snow days:**

In the event of heavy snow days, the staff will make every effort to open the preschool. However, due to road conditions, this may not be possible or safe. The director will determine whether the preschool will close on these days, and the staff will make every effort to contact you. If the weather conditions require the public schools to close, we will follow suit. You will not be charged for days the preschool is closed due to snow days. If extreme weather develops during the course of the day, parents will be called for an early pickup and children will be cared for until all children are picked up.

### **Lockdowns:**

In the event of a mandatory lockdown, we will not unlock the doors until authorities confirm that the area is safe. This will be to ensure your child's safety.

### **Fire Evacuation:**

A safe and quick-fire evacuation plan has been determined for FFC, and all staff are trained in this plan. Fire drills are practiced with the children periodically throughout the year. FFC is equipped with a fire alarm system in every room, which has an immediate notification to the Meeker fire department. When our alarm sounds, a fire truck is on the way. Children and staff will be relocated to the furthest end of the parking lot. FFC will remain closed during this time until the Director and Board of Directors (and with city official's advice) has determined the area to be safe for young children. When the decision is made to re-open FFC, all parents will be notified by telephone and/or email.

In the event of an actual fire, parents will be notified of the evacuation by phone or text once all children and staff are in a safe location. The safety and well-being of your children, as well as your knowledge AT ALL TIMES as to where your child is, is of utmost importance to us. Our list of supplies to take with us include drinking water, snacks, children's nap bags (for comfort), first aid, family emergency phone numbers, attendance sheet, and cell phones.

**Off-Site Evacuation:** In the event that an emergency occurs at Firm Foundation Childcare and an "off-site evacuation" is necessary due to events such as a brush fire, flash flood, gas leak, etc. the children will be relocated to the *Meeker Recreation Center located at 101 Ute Road*. The children will remain at this alternate site under the care and supervision of our child care staff while parents/guardians are contacted. Attendance will be taken by teachers and staff at a safe distance from the building and at the evacuation site. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child or authorize that care be provided for the remainder of the day.

### **Emergency Medical attention:**

If children are exposed to toxic fumes or injured during the emergency or the evacuation, they will be transported to Pioneers Medical Center by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted where they will be examined by a health care professional and the parents/guardians will be contacted.

**Excessively hot weather:**

In the event of excessively hot weather, we will refrain from outside play and stay indoors as the center is air-conditioned. If the air-conditioning malfunctions under these conditions, we would set up a play pool in the shade and have lots of cool water play until parent's arrive.

**Tornado/Severe Winds:**

(Although we don't experience tornados up here in the mountains, the State of Colorado requires a plan) The director has identified the best tornado shelter in the building. All occupants of the building will gather in the Tornado Shelter until danger has passed. Tornado drills are conducted once a year.

**Lost children:**

If a child is separated from the center, the local authorities and parents will be contacted immediately. Staff will consistently check records to maintain accurate roll and child counts. At this time, we do not have plans to conduct field trips away from Firm Foundation Childcare. However, if that develops in the future, the policy will be that all children will have the center phone number on their nametag when away from the center.

**Continuity of care:** In the event that the building is not able to reopen due to damage, the church building will be used for the care of children until the facility is able to reopen.

**Children with Disabilities, Access, and Functional Needs:** An evacuation plan will be coordinated with the child's parent or guardian to meet the needs of the child upon notice of the individual needs.

**REPORTING SUSPECTED CHILD ABUSE OR NEGLECT:**

Please call the Rio Blanco Child Abuse and Neglect Hotline - **970-878-5437**  
or you can call the Colorado Child Abuse and Neglect Hotline - **1-844-264-5437**  
(1-844-CO-4-KIDS) to report concerns about a child's safety and well-being.

**REPORTING A LICENSING COMPLAINT:**

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street, First floor  
Denver, CO 80203-1714  
(303) 866-5958