



# Early Learning Parent Handbook



### **Welcome!**

Welcome to the Early Learning Program! The Early Learning Program is looking forward to new beginnings with your child. For many children, this is the beginning of their school career. At this age, learning to separate from parents and beginning to interact in a group setting is a big step in the developmental process. Your child's development is important to us and we want to assist them in their growth as a learner. Please feel free to contact us with any questions. We are here for you!

Welcome to the Early Learning Program! As you read through the parent handbook, you will find information regarding our programs, policies and procedures, and the City and County policies. Please remember to ask questions, we are here for you!

Congratulations on becoming part of the Early Learning family at the City and County of Broomfield!

### **Philosophy**

At the Early Learning Programs we value the parents, the children in our care, our employees, and the community.

We encourage learning through age appropriate curriculum that aids in the development of social, emotional, intellectual and physical skills. We believe in providing a safe, and healthy environment focused on the children in our care.

We establish positive methods of individual and group guidance that encourages independence and a sense of responsibility. We dedicate each day to being the best child care provider in the community that we serve.

### **Values**

Support each staff member and every child.  
Make our intentions clear and fulfill our obligations.  
Make a positive difference for the children.  
Do the RIGHT thing!

#### **Locations:**

Broomfield Recreation Center  
280 Lamar, Broomfield, CO 80020

Paul Derda Recreation Center  
13201 Lowell Blvd, Broomfield, CO 80020

#### **Telephone:**

Kimberly Evelsizer  
Early Learning Supervisor  
(303) 460-6911  
[kevelsizer@broomfield.org](mailto:kevelsizer@broomfield.org)

Diane Sorge  
Preschool Director  
(303)464-5545  
[dsorge@broomfield.org](mailto:dsorge@broomfield.org)

**Hours of Operation:**

Class times located in brochure.  
Monday through Friday

**Ages of Children Served:**

2 ½ years to 5 years (All children must be toilet trained)

**Licensing:**

The Early Learning preschool program is licensed by the Colorado Department of Human Services. We are required to maintain licensing standards, including staff to child ratios. Please see us with any questions or concerns that you may have regarding our facilities and our staff.

**Children with Special Needs:**

The Early Learning Program welcomes participants to enjoy the classes and facilities regardless of religion, gender, ethnic background, disability, and/or sexual orientation. The Early Learning program is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please contact Kimberly Evlizer at (303) 460-6911. We ask that you contact us at least two weeks prior to the program starting to set up a meeting to verify medication needs.

**Weather Policy**

Under most circumstances the preschool program will operate regardless of weather. If the weather is severe and a cancellation is needed Broomfield staff will make every effort to contact parents. If the school districts in the area are closed, the Early Learning Program will be closed. Please use the news and Radio Stations as an additional source of information. The Early Learning Programs contact number (303) 460-6911 will be updated in case of cancellation.

**Closures**

You will want to note that The Early Learning Programs will be closed on the major holidays. Please arrange your schedule according to the brochure information for class dates. Early Learning will be replacing class once in a while with “special” field trip days, or events that are not located in the Recreation Centers. Instructors will keep all families informed two weeks in advance.

**Sign In/Out Procedures**

Parents must accompany their child(ren) into the classroom and sign them in and out of the classroom each day. This is a requirement of The State of Colorado Human Services. This procedure is a critical component of your child’s safety in our programs. Only authorized adults listed on the child’s enrollment form will be allowed to pick up your child. Authorized persons must be 18 years old. You may list as many people as you like, but must include at least two names. Alternates must show picture identification at the time of pick up.

**Late Parent Procedures**

Please bring your child to school on time and return for pick up at the scheduled time. This helps staff receive breaks, as well as prepare for upcoming classes. In the event that a person does not pick up his/her child within 15 minutes of program time, the preschool staff will start making necessary phone calls from the emergency information form. If the parents or emergency contacts cannot be reached 30 minutes after class has elapsed, the Early Learning Supervisor will turn the child over to the City of Broomfield police department. Every reasonable effort will be made to contact the parent/guardians before this time.

### **Medication Policy**

Please administer medication for your child before class. If medication does need to be given during class, a medication permission slip, signed by a physician must be received before medication can be given to any child. Parents need to meet with the Early Learning Supervisor/ Center Director in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in class.

All medications will be kept in a locked cabinet, away from children. Medication must be kept in the original container and bear the original pharmacy label that shows the prescription number, name of medication, date filled, physician's name, child's name and directions for distribution.

### **Sunscreen**

During sunny sessions, sunscreen should be applied to your child(ren) daily before arrival to class. Please complete the required form authorizing the Early Learning staff to apply sunscreen to your child(ren) as needed.

### **Appropriate Clothing**

Appropriate clothing is necessary to allow children freedom to participate in class. Please make sure to accommodate dress for physical activities and weather. Children will not be taken outside in excessively hot or cold weather.

### **Conduct in the Classroom**

The Early Learning Programs use positive methods of guidance that encourage independence and a sense of responsibility.

1. Redirection is a way to remove the child from an area to a more appropriate activity.
2. Communication with the child concerning the situation is helpful. This communication should not be in front of other children. This leads to embarrassment and ridicule.
3. Only when necessary, parents may be involved in a "guidance plan" to help the child become successful in the Early Learning Program.
4. Staff will document all behavior problems.
5. Physical punishment is not tolerated!

It is the parent's responsibility to inform the Early Learning Supervisor if their child has any behavior, mental, or physical issues, which may affect his/ her day-to-day activities in class. Such issues must be noted on the child's registration emergency form. Failure to do so may result in the child's dismissal from the program.

### **Child Abuse and Neglect**

As required by law, staff members will report abuse or neglect of children to the Broomfield County Department of Human Services. A report demonstrates that there is just cause for concern, and should not be interpreted as an accusation toward the parents. Your child's best interests, health and safety are our prime concerns!

### **TV Viewing**

On occasion, the Early Learning Program will be watching videos related to the theme being studied and will have been previewed by the teacher. A parent or guardian will be asked to sign a permission slip to allow their child(ren) to view the videos.

### **Communicating With Parents!**

Staff will keep each parent informed as to their child's progress. This will be accomplished in a variety of ways, including:

- \*Conversations with parents before/after class
- \* Family Activities are planned throughout the year to encourage interactions between families and staff.
- \*Written notes sent home or telephone conversations with parents
- \*Weekly Lesson Plans/ Assessments twice during the school year.

### **Complaints**

Complaints regarding suspected licensing violations must be reported to the Colorado Department of Human Services Division of Child Care.

1575 Sherman Street  
Denver, Colorado 80203-1714  
(303) 866-5958  
Complaints regarding child abuse reporting:  
(720) 887-2271

Complaints regarding the class programs need to be reported to:

Early Learning Supervisor  
Kimberly Evelsizer  
(303) 460-6911

[kevelsizer@broomfield.org](mailto:kevelsizer@broomfield.org)

### **Restroom Breaks**

The Early learning program prefers that participants are potty trained. If your child is not potty trained please speak with the instructor prior to the first class. If your child is NOT potty trained, you must remain in the facility during class. Please have your child(ren) use the restroom before class. We will take the children to the restroom during 2-3 hour class periods only. Children will also be taken to the restroom if needed.

### **Volunteers/Visitors**

We readily encourage parents to volunteer! All volunteers must set up time with the instructors to volunteer during class time. All visitors and volunteers will be required to sign in and out on the visitor's log, and will be expected to present picture identification at the time of arriving to the program. All volunteers will be supervised by the Early Learning staff and given necessary instruction as to the class policies and procedures.

### **Personal Items**

Broomfield Recreation Department and its employees are not responsible for lost, stolen, or damaged items brought to the program. Parents are discouraged from allowing a child to bring personal items to class. Check with the teachers for special activity days when these items are encouraged.

### **Snacks**

Please have children bring their own "nutritious" snack and drink to class. The preschool program will supply snacks if children forget. Please do not bring any snacks with **any "nut" product**. Many of the children in class are allergic to this food item.

We encourage parents to bring "special treats" for birthdays or any celebrations. "Special treats" must be store bought, unfortunately we cannot except homemade items.

### **Illness**

Parents are requested to keep children at home when they show signs of illness including temperatures. Please be considerate of others! For the safety and well being of all involved, children with a contagious illness will not be allowed to return to the program without written permission from a doctor, or for 24 hours after administration of medication.

If a child should become ill or get injured during class, the parents/ guardians will be notified and may need to pick up their child. Please make sure that the contact phone number remains current throughout the year.

### **Communicable Disease**

Communicable diseases are reported to the Broomfield County Health Department. The Health Department will determine the appropriate and necessary actions as the situation requires.

### **Emergency Accidents**

In case of a medical emergency- 911 will be called, and every effort will be made to reach the parents as identified on the emergency form. If all efforts to reach the parent/guardian have failed, the Early Learning staff will take the steps necessary to obtain care.

These steps include, but are not limited to the following:

1. Staff will attempt to contact parent/guardian.
2. Staff will contact any of the authorized persons listed on the emergency form.
3. The staff will contact the child's physician by telephone.
4. Emergency paramedics will be called for emergency assistance.

### **Late Child Arrival**

If you arrive late with your child, please contact the front desk for the location of the children if we are not in the classroom.

### **Accountability/ Lost Child Procedure**

All children are under direct supervision at all times. Children will be counted on arrival, during class, and at departure. All staff will be taking "head counts" continuously for safety of the children. If a child is lost from his/ her class, the Early Learning Supervisor will notify parents/ guardians as well as the Broomfield police. Within 48 hours, the Recreation Coordinator will submit a written report to the Colorado Department of Social Services.

### **Field Trips**

The Early Learning Programs will be taking field trips once or twice yearly. These trips will replace original class time. Parents will transport children to and from the field trip, and may be asked to stay the entire field trip time.

### **Transportation Policy**

The Early Learning Programs will not need transportation. Classes will remain in or around the Recreation Centers unless parents transport children.

### **Natural Disaster/ Tornado/ Fire**

The Early Learning staff will take every precaution necessary to protect the children!

Staff will assess the situation, promptly notify the Early Learning Coordinator, and determine the proper action to take including:

1. Specific procedures for responding to the crisis will occur.
2. If and when to notify local authorities/ Early Learning Coordinator.
3. Take proper head counts of children.
4. Emergency transportation, if necessary.
5. Children's parents or guardians will be notified promptly.

### **Custody Situations**

It is common for custody of a child to be shared by parents/ or guardians. For all programs, it is presumed that the parent or guardian who signs the enrollment paperwork has the legal right to the child. If there are any custodial arrangements that may affect the child during participation in the classroom, it is the enrolling parents responsibility to make staff fully aware of all such legal arrangements.

Let us know if we can answer any questions for you. We are here for you and your children!

