

Linden Early Learning Center

Family Handbook Policies & Procedures



4770-4780 Eliot Street
Denver, CO 80211
Phone: 303-477-0313
Fax: 303-455-9062

WELCOME

Dear Family,

Linden Early Learning Center is licensed by the State of Colorado Department of Social Services, under license number 1754611 for children 6 weeks – 2 years-of-age and 1744781 for children 2 years-of-age - 5 years-of-age. Our license is on display in the office of our facility.

A Director gives overall immediate supervision. Teachers are employed according to Colorado licensing regulations.

We want you to know and understand our goals and procedures, so please read this packet carefully and ask questions. Feel free to ask for conferences with your child's teacher whenever desirable. By the same token, you may be asked by a staff member to come and discuss your child's behavior, progress or social or physical needs. Parents and teachers together help children develop their full human potential.

We want you to look often into our busy, happy, noisy, creative classrooms to see your child at play. We want you to realize the validity of play and the fact that it leads to learning.

Thank you for choosing Linden Early Learning Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Linden Early Learning Center

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ABOUT US

Philosophy (A)

Children should have a safe and happy time at school while being stimulated in the areas of social, physical, artistic, and intellectual development. We believe each child is an individual and make a conscientious effort to get to know each one in order to meet specific needs in the continuum of growth. We believe a child's day should contain both freedoms to choose activities and structure to help children develop the social skills necessary to function in society at large. We believe guidance should be conducted in a loving, but firm, manner. We believe strongly in the family unit and desire to work directly with parents to do what's best for each child.

Linden Early Learning Center follows the practices of Continuity of Care and Primary Caregiving. Continuity of care and Primary Caregiving promotes secure teacher-child attachment by allowing the teacher to develop meaningful relationships with children over time, as they become familiar with each child's individual needs, skills, interests, and ways of learning. In addition to this important relationship, children develop the beginning skills of friendship and empathy by spending longer periods of time with the same group of peers. Family-teacher relationships are strengthened as well, as parents and teachers also have more time to get to know and trust one another. Within this relationship, parents are more likely to share concerns about their child, listen to the teacher's suggestions, and learn from observing teacher-child interactions.

Finally, this approach allows teachers to develop and put into practice a broader understanding of child development as they observe it first-hand over a longer period of time than in most childcare settings. Anecdotal evidence suggests that teachers experience greater emotional satisfaction from the longer relationships with children and families, which may in turn lead to increased job retention, a critical goal in the field of early care and education.

If you have further questions, please feel free to discuss them with the administrative office at Linden Early Learning Center. We have an open-door policy and are happy to hear your questions or concerns at any time.

The mission of Linden Early Learning Center is to provide children with a safe, loving, respectful, quality environment where children can learn and grow. To provide parents with a safe, worry free, nurturing environment that is respectful of each family's values.

Certification

Colorado State Child Care License #1744781 and 1754611

Ages of Children Accepted (B)

We accept children aged 6 weeks until age 12.

Hours of Operation (C)

The childcare center is in session Monday through Friday. Our doors open promptly at **7:30 am and close promptly at 5 pm**. The closing staff members will stay with all children until they are picked up. Drop off may not be later than 9:30am, unless the child has a doctor's appointment. An email or a phone call must be made ahead of time to notify the admin that they have an appointment. Late drop off due to doctor appointment may be no later than 12pm and your child must have had lunch. Planned closure dates are posted in September for the upcoming school year.

Holidays

We are closed for certain holidays: New Years' Day, Memorial Day, Week of the 4th of July, Labor Day, Thanksgiving Day and the day after, and the week of Christmas and New Year's Day. Please check out our closure calendar for specific dates. There will be no adjustment in fees for any of these holidays.

We also closed for teacher training days. 2 days in the Spring and 2 in the Fall. (These are paid tuition days) Please refer to our school calendar for complete listing.

Definition of Family

In this handbook we refer to a family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment (E)

All admission and enrollment forms must be completed, and enrollment fee paid prior to your child's first day of attendance.

An enrollment fee of \$300 per child (older infants through preschool) is due at the time of enrollment. This fee is non-refundable.

There is an infant reservation fee of \$300 to reserve a spot for your child. This fee is non-refundable and does not apply toward the first month tuition. Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, we would appreciate any available documentation so that we can plan for your child's needs. Such documentation might include an IEP, IFSP, or your doctor's review of such needs. This will also help us to get the proper training that is needed to care for your child.

The following forms must be completed and returned to the school office before your child's enrollment and registration becomes official. All forms must be updated every September regardless of start date. Please see the student health records and immunization sections for more information.

- **REGISTRATION/EMERGENCY FORM: (Annual)**
- **CHILD PICK UP INFORMATION**
- **EMERGENCY INFORMATION AND AUTHORIZATION.**
- **HEALTH HISTORY.**
- **CONSENT AND RELEASE.**
- **TOPICAL OINTMENT ADMINISTRATION**
- **TUITION AGREEMENT**

ADMISSIONS POLICY STATEMENT

IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, it is our policy to admit and to treat all children without regard to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. The same requirements for admissions are applied to all students. Children are assigned within the school without regard to race, color, or national origin. There is no distinction in eligibility for, or in the manner of providing to any child, the services provided by or through the auspices of LELC. All persons and organizations having occasion either to refer children for admissions or to recommend LELC are advised to do so without regard to the child's race, color, or national origin. If you have any questions concerning compliance, talk first with the Director, if you have further concerns, you may contact the Executive Director of Colorado's Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203 or the Regional Director of the Office of Civil Rights, Department of Health, Education and Welfare, 1961 Stout Street, Federal Office Building, Room 9017 Denver, Colorado 80294.

Intake Interview

Linden Early Learning Center requires an interview with the family prior to enrollment. This helps us to better know the child and family. It helps us to make sure that we can meet your goals for your child while attending Linden Early Learning Center.

Inclusion

Linden Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At Linden Early Learning Center Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of those required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum.

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering employment arrangements with staff (i.e., babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Linden Early Learning Center.

Child to Staff Ratios

Children are always supervised. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness. Linden Early Learning Center keeps attendance and each classroom accounts for each child every half hour. This attendance accounts for children moving from room to room with a teacher.

We maintain the following child to staff ratios. We like to have lower than these if at all possible.

Age Child to Staff Ratio

0-12 months 5 to 1

12-36 months 5 to 1

2 1/2-5 year olds 10 to 1

Communication & Family Partnership (V)

Family Partnerships. Linden Early Learning Center strives to build good relationships with the families that attend our center. Communication is the key in building that relationship. We feel ongoing communication between staff and our families will allow our staff to better understand

your child and for you to understand more fully what is happening with your child in the classroom. By better understanding your child we can adapt our program and environment to fit their needs and to maximize their learning potential.

We have attached as an appendix our full list of activities that promote a strong family partnership. (Family Partnerships)

Daily Communications We use the HiMama app to provide daily updates from center staff which will keep you informed about your child's activities and experiences at the center. Toddlers and infants will have posts throughout the day on diaper changes and feeding schedules.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters will be sent to you by email.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

Conferences. Family & teacher conferences occur two times a year for the center. We can do more if needed by teachers or families. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Complaints (W)

The procedure for filing a complaint about childcare (see 7.701.5, General Rules for Child Care Facilities-Child Care facilities must provide written information to parents at the time of admission on how to file a complaint concerning suspected licensing violations. The information must include the complete name, mailing address, and telephone number of the Colorado Department of Human Services, Division of Child Care, is a Colorado Child Care Licensing rule and regulation.

Colorado Department of Human Services, Division of Child Care
1575 Sherman St., Denver, CO 80203
Tel: (303) 866-3755 Fax: 303.866.4453

Publicity

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

Photographs

Photos/Videos taken may be shared with other families if their child is in them. You must give us permission to send out pictures in the HiMama app.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Our Curriculum includes outside (Movement room if bad weather) time each day. Please send your children dressed appropriately. We offer structured physical activities once in the morning and once in the afternoon. Each time is for at least 30 minutes. We will go outside in temperatures of 20-90 degrees.

Copies of daily schedules are posted in each classroom.

Developmental Screening

Linden Early Learning Center does participate in the use of developmental screenings to help us provide appropriate curriculum and individual help for each child. Families will be able to see our results during our conferences.

If there is a concern about your child, we will meet with you and help you find an appropriate service that can help address that concern. We will help you by making a referral to the agency.

Coordination of Services

Linden Early Learning Center takes an active role with community service providers, families, school district personnel, etc. to design learning activities that aid in meeting outcomes/goals of Individualized Family Service Plans (IFSP), Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plans, and/or other individual plans.

Transition

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center. Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs. Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Television Time (L)

Our normal daily routine does not include television watching.

Electronic Media (L)

We currently do not use the computer with any activities with the children.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Home Language

Linden Early Learning Center honors every family's home language and we will to the best extent have a teacher in each room that speaks that home language.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs.

The children in our care will nap on a mat on the floor in all classrooms for children ages one year through preschool.

After lunch, all children less than 6 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities if they wake early.

Diapering (T)

Children requiring diapers will be checked for wetness or feces at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child shall be changed when found to be wet or soiled. A diaper changing station or changing area shall be provided and located separate from any food preparation, storage or serving area and will comply with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities

Toilet Training (T)

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions

and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

When the decision is made to start toilet training you will need to bring in pull-ups and underwear. We also ask that you follow through with this at home so that the child does not get mixed messages.

Guidance.

General Procedure (H)

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions. We believe that teaching children appropriate behavior is an important part of their education; we will use positive behavior support to teach and encourage children positive behavior.

Children will receive guidance regarding the proper behavior and instruction as to how to handle all emotions to include, but not limited to, anger, frustration, and peer interactions. Children will be made aware of the classroom rules each day and rules will be posted in each classroom. We believe that all children desire to make good choices and be accepted by their peers. We feel a strong responsibility to give the children the tools they need to have positive social interaction with their peers, family, and the greater community.

If a child does not respond to positive guidance techniques, we will request a meeting with the parents, at that time the child may be placed on a behavior support plan devised by the Director, Teacher and Parents.

If it is later decided that the child is not meeting the milestones set in the plan within a given timeline, the parents will be contacted for another meeting. If you are not willing to work with us finding alternative ways to help your child, you will be asked to pick the child up. Return to school will be at admin discretion. LELC reserves the right to deny further enrollment to any child unable to comply with the guidance offered here. This would be a last resort after the suspension and termination rules are followed.

Constructive methods for behavior are used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are never used.

Linden Early Learning Center participates in the Pyramid Plus Approach to develop a socially emotionally competent child. We have various steps that we work through with you and your child to build a strong foundation for your child.

Acts of Aggression and Fighting (Z)

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families (Z)

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. We will bring in specialists to help our staff work with you and your child.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Tuition and Fees.

Payment (F)

Linden Early Learning Center depends on your timely and current tuition payments for its budget. The policy of LELC is that all tuition is due and payable in ADVANCE of attendance.

All tuition is due the 1st of each month. If a payment is received after the 3rd of the month, you will be charged an AUTOMATIC \$20.00 LATE CHARGE and an ADDITIONAL \$5.00 for each week that your tuition is past due, being accrued from the 5th of the month to date. (When the 5th falls on a Saturday or Sunday, tuition payment may be made the following Monday by 5 pm.)

There is no reduction in rates for illness, holidays, snow days or staff planning days. If this school policy is not respected, your child may be dropped from our school enrollment until your account is made current.

An outstanding balance on an account (tuition or childcare fees) at any point during the year may jeopardize a student's current enrollment at Linden Learning Center. Linden Learning Center reserves the right to place a student on a waiting list at any point to return, due to an outstanding

balance on the account.

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

A percent per month service charge 1.5 % (annual 18%) may be charged on all accounts 30 day past due. An approximate \$250 service charge will be assessed on all accounts that are turned over to our collection agency. This will happen after all attempts by the school have been ignored. You are to assume that if your account has been turned over to our collection agency, that your child has been withdrawn.

TUITION/FAMILY RATES

Linden Early Learning Center will offer a 5% discount on the oldest child's tuition for the following:

- Military (Honorable discharge Only, must show a copy of dd214)
- Service jobs (police, fire, EMT, prison guard, nurse, and doctor)
- Siblings- families with more than one child enrolled in the school.

Discounts may not be combined.

TUITION/TEACHER DISCOUNT

Linden Early Learning Center will give teachers a 5% discount on the oldest child's tuition. **OR** Teachers may opt for part-time during the summer only June 1-July 31 (minimum of 3 days/week paid. Days are Tuesday, Wednesday, Thursday). If the part-time option is taken the 5% discount will not be applied.

Social Service Clients

Social Services clients must pay the parental share (if any) by **the fifth of each month**. We ask that families with Social Services status make every effort to be regular in attendance, missing *no more than* three days per month. If you are absent more than three days per month, Social Services will not pay for your space. Therefore, you will be responsible to pay for any days absent after three days absent. We reserve the right to terminate enrollment for excessive absences.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees will be assessed at a rate of \$3 per minute per child beginning at 5:00 PM. This fee is due in cash (exact change) at the time of pick up or before the next day of attendance. This fee may be given to the director.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

All MONTHLY tuition is due on the 1st of each month. If a payment is received after the 3rd of the month, you will be charged an AUTOMATIC \$20.00 LATE CHARGE and an ADDITIONAL \$5.00 for each week that your tuition is past due, being accrued from the 3rd of the month to date. (When the 3rd falls on a Saturday or Sunday, tuition payment may be made the following Monday by 5:00pm.)

Tuition / Past Due Accounts

A percent per month service charge 1.5 % (annual 18%) may be charged on all accounts 10 business days past due. An approximate \$250 service charge will be assessed on all accounts that are turned over to our collection agency. This will happen after all attempts by the school have been ignored. You are to assume that if your account has been turned over to our collection agency, that your child has been withdrawn. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Additional Fees Credits

- **Vacation** - to retain your child's spot during vacation (summer), 80% of your regular tuition is due.
- **Withdrawals** - if a child is suddenly withdrawn from the program without a 2-week written notice of withdrawal, a 2 week tuition fee will be due.

Credits & No Credits

- **Credit will not be given for Sick Days.** Sick days are pre-considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

ATTENDANCE & WITHDRAWAL

Door

Linden Early Learning Center has installed a security door for the safety of your children. Parents are given a code to enter. This code is to be used by the parents of each child. All other people picking up children will need to ring the doorbell for entry. The code can be changed when needed for security purposes.

I (we) agree to abide by the following rules:

- I (we) will not give out our door code to anyone else.
- I (we) will not let anyone in. Everyone entering will need to put in their code or ring the doorbell.
- If I (we) give our code to anyone else, we will be charged \$100. At that time your code will be changed.

Attendance

Linden Early Learning Center uses an electronic attendance tracker. You will be signed in by your child's teacher each day. This is required by the Colorado Dept. of Child Care Licensing. This procedure helps us to account for each child; plan for snacks; and make decisions based on attendance.

If you are going to be absent, please enter that information on the HiMama app.

Absence/Late Arrival (P)

If your child is going to be absent or arrive after 10AM, please call us at 303-477-0313. We will be concerned about your child if we do not hear from you.

We assume that your child is going to be here every day that he is scheduled to attend. If your child is going to be absent, please call or email as early as possible that morning so that the teacher can plan accordingly. If your child has contacted a communicable disease, please contact the school immediately so that we can let our other parents know. Your child's name and classroom will not be released.

In the event of a child left after 5:00 parents and/or emergency contacts will be notified by phone by 5:00 pm. If the parent cannot be reached, we will make every effort to call all the numbers listed on your emergency form. If no one can be reached after 1 hour, we are required to contact the Department of Human Services.

Parents must pick up and be out of the building by 5:00. pm, Parents will be charged a fee of \$3.00 per minute per child, starting exactly at 5:01 pm, this fee is payable at the time of pick up or the next scheduled day of attendance in cash. Exact change only. Any fees not paid within 2 days

of attendance will be charged an additional fee of \$5 per day per child. We would ask that you plan to always be here on time as it does cause your child stress and anxiety when parents are late. Frequent violations of this policy will result in disenrollment.

In the event of an emergency, please call Linden Early Learning Center at 303-477-0313. If not available, please call 303-478-4652.

Vacation

Vacation days are included in the cost of tuition each year. The center is closed the week of the 4th of July and the week of Christmas.

Withdrawals (Y)

We understand that life happens. People move and great opportunities arise. We are always sad to see students and families leave us, however, we understand. If you find yourself in the position that you need to withdraw your student from Linden Early Learning Center, a written two weeks' notice must be given along with when their last day of attendance will be. The two weeks after the date of written notice, are required to be paid for, whether in attendance or not.

The center reserves the right to terminate care for your child if payment is not made on time or if the child or family does not follow our procedures.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

If Denver Schools call for a snow day and close, so will we. Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) prevent us from opening on time or at all, notification to the families will be announced on our phone answering machine as well as the HiMama app.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Delayed School/Childcare Opening

If Denver Schools call for a delayed start we will open at 9:30am. This information will be sent via HiMama app and our voice mailbox will be changed to ensure proper communication. On days there is a delayed start the cut off time for arrival will be extended to 11am

The tuition will remain the same and no refunds or credits will be given.

Children will not be taken outside to play during inclement weather (if it is snowing, raining, lightning, black clouds, high winds, or excessively hot/cold weather, etc.). Children will be offered a drink of water whenever needed as well as following outside play. On excessively hot weather days the children will be kept inside the building or in a shaded area. Labeled sippy cups or water bottles may be sent to school and must be taken home every day. The childcare teacher will take these outside whenever the children go out to the playground.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Authorized & Unauthorized Pick-up (N)

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. In an emergency a phone call will be acceptable from either parent until such time as the parent can add the information of release to the application.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Obligation to inform Law Enforcement or when we have to inform Police

If we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child, to protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough already prepared bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day.
- **Toddlers:** enough already prepared bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. We will also need several pull-ups and underwear.
- **Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies (R)

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's first name and contain your child's change of clothing. Cubbies are for storing your child's personal belongings. You will also be assigned a folder for things that need to be taken home. Please check your child's folder daily.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the attendance computer. Please note that we are not responsible for lost personal property.

Toys from Home (R)

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Any money brought from home will be placed in an envelope and stored in the office for you to pick up.

NUTRITION

Foods Brought from Home

We are a nut free center.

Parents will provide lunch for their child(ren) every day.

Food brought from home is permitted under the following conditions:

- **Celebrations.** Must be store-bought and in its original package. We do not allow any nuts in the center.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. **If an epi pen is prescribed, you must have the allergy plan, epi pen, and prescribed antihistamine to give to the school before they can attend.**

Meal Time (S)

Children will eat lunch and snacks in the classroom with their friends and teachers. Good table manners are modeled and encouraged.

A caregiver who is trained in first aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home. Bottles must be ready to go each day. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. We will send home any unused milk each day.
- Formula must be brought to the premises fully prepared in bottles. Formula brought from home must be labeled with the child’s name.
- Solid foods will only be introduced after a consultation with the child’s family.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. **We only accept immunized children.**

Medical Insurance and Medical Home

On our application you will need to provide Medical Insurance Coverage so that if we must seek medical attention on your behalf, we have the appropriate Insurance Company and Insurance Numbers.

Authorization for Medication Authorization Forms

In accordance with regulation 7.702.62C, "Prescription and non-prescription (over the counter) medications can be administered only with the written order of a person with prescriptive authority and with parental consent." If Your Child Requires Medication While at Child Care or School: All prescription and nonprescription medication given in childcare or school settings require a written authorization from your healthcare provider, as well as parent written consent. This is a child care licensing requirement. The medication authorization forms are available from the director or can be sent via email (forms soon will be available on our website). The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration and the length of time the medication needs to be given. All medications must be brought in the original labeled container. Note: Medication prepared in a bottle or "cup" may not be left with program staff. Vitamins are considered like any other medication, please do not leave them with your child. Program staff involved in medication administration receive special training and are supervised by a nurse consultant. Program staff is not authorized to determine when an "as needed" medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse. Any expired medication that is not picked up within one week from the director's office will be disposed of per FDA regulations.

Authorization for Topical Medication Form

This form gives Linden Early Learning Center permission to apply topical ointments that are being used as a preventative. Examples are diaper cream, lotion, and sunscreen. *****Note: diaper cream may only be applied if the skin is not broken.***

Physicals

Students must get a health appraisal completed and signed by their doctor's office. Copies of this form can be found by the sign-in book or can be acquired from administration in either paper form or via email. These must be kept updated. ***Health appraisals are due at 2, 4, 6, 9, 12, 18, 24 and 30 months.*** After the age of two and a half health appraisals and immunizations are only required annually. An updated immunization record is required at each well child check. This is a requirement for all students and must be kept up to date. If you are on a delayed vaccination plan, this plan must be in writing from your child's doctor then signed and reviewed by the

physician, parents, and Linden Early Learning Center. If the plan is not followed this may be terms for dis-enrollment. *PLEASE NOTE:* Linden Early Learning Center will not accept children that are not fully immunized and will not accept exemptions for medical, personal, or religious.

Illness (I)

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours, if no antibiotics until eyes clear for 2 days.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until 3 treatments are complete and all nits are removed.
- Hand Foot Mouth (Coxsackie Virus) -child must be free of sores inside the mouth, and on the lips; sores must not be weeping/oozing (on any part of the body). If scabs come off during care you will be asked to pick up your child. This is in addition to the above. (Dr note required)
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours or longer if requested by the center..
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious.
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in each classroom and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications (Q)

The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act" is a Colorado Child Care Licensing rule and regulation.

All medications should be handed to the office with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. (Colorado Child Care Licensing requirement is you must have permission for medication form signed by both the parent and the physician) The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a note signed by the family. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. (The only non-prescription medications that can be administered for three days without permission for medication form is ibuprofen or acetaminophen if it was authorized on their annual health form, all other non-prescription medication needs the permission for medication form signed by the parent and the physician.)
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the family, specifying frequency and dosage to be administered.
- **Sunscreen** The family is required to apply sunscreen to each child before coming in. Linden Early Learning Center will be applying sunscreen to each child prior to outside play in the afternoon. We will apply sunscreen to all exposed skin areas. You will be required to provide sunscreen for your child. You must label the sunscreen with the child's first and last name.

Children over 4 may be allowed to apply sunscreen to themselves under direct supervision of a staff member.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is

our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Sun Protection

Linden Early Learning Center staff will assist with the application of sunscreen to your child with your written request/permission. They will apply it to bare surfaces including the face, tops of ears and bare shoulders, arms, legs, etc., 15-30 minutes before outdoor activities in the afternoon. The childcare staff will sunscreen the children before morning play and before afternoon play. Sunscreen will be reapplied if outside for more than 1 hour. Sunscreen will not be applied to any broken skin or if any skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. It is the parent's responsibility to provide sunscreen with a minimum SPF of 30. A Sunscreen Permission Form is available from the Office and is also in the enrollment packet under topical ointment authorization.

Children over 4 may be allowed to apply sunscreen to themselves under direct supervision of a staff member.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children's clothing or jewelry that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to

participate in some activities.

Extreme Weather and Outdoor Play (D)

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 20 °F degrees. Additionally, outdoor play will be canceled if the air quality rating is 50 or above.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions, such as hand washing prior to and after play, are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries (I)

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always non-smoking areas. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

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Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse (X)

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

To report child abuse please contact Denver Dept. of Social Services at 720-944-3000.

Visitors (U)

School visits by parents are encouraged at any time; however, according to the Colorado State Department of Social Services Reg. #7.702.34c visitors who are unknown by Administration or school personnel must first "Log-In" in the Director's Office. Visitors must provide their name, current address, phone number, and state the nature of their visit. LELC will verify this information with the visitor's current ID (driver's license). A "Visitor's Log" book is provided for this purpose. When a parent has a visitor who is planning to tour the school, please call the school office and set up an appointment. All visitors are expected to show courtesy and good manners during their visit.

EMERGENCIES

Accidents

In the event of a serious incident, 911 will be called immediately, then parents or other emergency numbers as listed on the Child's Information Form. Less serious accidents which are

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not emergencies but are nevertheless of concern, will be called to parents after first aid is administered. Staff and parents will then work together to decide whether the child should see a physician or remain at school. Minor accidents will be noted on an Accident or Illness Report to Parents/Guardians which you are then asked to sign at pick up time. The reports are kept in the child's file in the office for future reference. The same form is used to file all incidents of accident or illness at Linden Early Learning Center. Only injuries which result in death or a visit to a physician or hospital will be reported to Social Services.

Blizzards

Linden Early Learning Center will try to remain open during or following a blizzard, but please call (303-477-0313) to make sure! We will leave a message on our answering machine whether we are open or closed. **Please let us know if YOU won't be here.** If we lose power from weather conditions and it becomes impossible to remain open, we will **call you to come for your** child.

Linden Early Learning Center will follow the Denver County Public School system weather closure schedule. As part of that we will observe the same extreme weather closure days as the county. In case of circumstances that would necessitate the closing of school, such as blizzard, snow storm, tornado, or natural disaster, parents should listen to or visit: Channel 9 news or <https://www.denverpublicschools.org>. Please listen/visit these stations or call the school. In the event school is to be dismissed before the regular closing time, these same stations will make announcements, or individual calls may be made.. An email will be sent, a post to our HiMama app page, and our voice mailbox will be changed to ensure proper communication. In the event of inclement weather and Denver Public Schools is not in session, the call will be made by the owner. It will be posted and/or sent out by 5:30/6:00 am. Check your email, channel 9 news closures, our website, our HiMama app, or call Linden Early Learning Center.

Lost or Missing Child (J)

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

Fire Safety (J)

Our center is fully equipped with alarms, lights, emergency roll out cribs.

Our fire evacuation plan is reviewed with the children and staff monthly.

In the event of a fire, an alarm will sound automatically, and teachers will assist the children in vacating the building in an orderly fashion as practiced in fire drills. As soon as possible, parents will be contacted to come for children.

Children with disabilities will be helped out of the building by a designated teacher. Children will exit through the toddler or infant room doors which have immediate access to the outside on a firm surface and direct access to the sidewalk or parking lot. The teachers will stay with the children until we are allowed to go back inside or we evacuate to a different location and parents are called.

If we need to evacuate to a different location, we will walk to Faith Lutheran Church at 4785 Elm Ct.

Tornado (J)

When a tornado warning is heard while indoors, teachers will help children crouch with heads protected on the floor near inside walls and stay calm until the danger has passed. If outdoors, the children will be led indoors to a safe place. Teachers will instruct and practice procedures with the children as a class from time to time although no drills will be done. If a tornado should strike, 911 will be called to assist with injuries. At least 75% of the staff present at any time is CPR and First Aid certified and such staff will do whatever possible to help injured children until paramedic teams arrive. Parents will be contacted as soon as possible.

Emergency Transportation (J)

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies are reviewed quarterly, updated annually or more frequently and are included in this document.

Appendix A

FAMILY PARTNERSHIPS

Linden Early Learning Center strives to build good relationships with the families that attend our center. Communication is key in building that relationship. We feel ongoing communication between staff and our families will allow our staff to better understand

your child and for you to understand more fully what is happening with your child in the classroom. By better understanding your child we can adapt our program and environment to fit their needs and to maximize their learning potential.

Activities Timeline
Parent Intake Upon Enrollment
Universal Pre-K – Denver Public Schools - September thru May
Denver Preschool Program Year Round
Parent Teacher Conferences October, February, May
Creative Curriculum Gold Assessments October, February, April
School Readiness Program Year Round
Picture Day Yearly
Valentine’s Day Party February
Monthly Newsletter Monthly
Back to School Night /Open House September

Appendix B
Infant and Toddler Policies

INFANT & TODDLER POLICIES

General Information

Every day you will receive a daily report informing you of how your child's day went: nap times, how well he/she ate, his/her diaper schedule, etc.

Infant bottles must be brought in pre-made, labeled with your child's name, date, and contents. It is recommended that you leave one clean bottle and formula in case of emergency. If sending breast milk, please label the bottle as breastmilk, with first and last name, date and red band (band provided by us). You may bring one frozen bag to be used as an extra. This must go home at the end of the day.

Please label all bottles and food with first and last names and contents. Everything must go home at the end of the day.

Bottles, Sippy Cups and Beverages

Infants will not be allowed to move to the next classroom, until they are completely

bottle free. Infant/Toddlers must always be sitting when drinking from a sippy cup.

Water or milk only.

Mealtimes and snacks

Parents provide all food for infants. Infants will wear a bib at mealtimes. After they eat, their faces and hands will be washed with soapy water. We will wash bibs and Washcloths daily. The staff member will supervise them when they are eating, and if necessary, feed them.

Due to allergies with infants, all food that is brought to school must have been tried at home at least three times.

If a child has specific allergies or special dietary needs, please notify the director and supplement as needed.

Miscellaneous

If car seats are brought to school, please place them in the designated area in the classroom/outside the classroom. Children are never placed in a car seat for disciplinary reasons or at any other time. Children also may not be left sleeping in car seats. Staff are not allowed to remove children from car seats or buckle them in.

An evacuation crib will be used for transporting infants for fire drills. Toddler wagons will be used to transport toddlers during evacuation drills.

Appendix C COVID-19 Policies and Procedures

Parents,

In a continued effort to comply with all orders and recommendations set forth by State Agencies, CDC, State Licensing, CDPHE, DCHD, and AAP, Linden ELC will do the following;

Travel

Any child traveling out of the country must notify Linden of their travel plans. If the intended destination is outside of USA, your child may not return to school for 72 hours.

Testing

If anyone in the household is being tested for COVID 19 or scheduled for a COVID 19 test (not including scheduled Job-related (required testing) your child may not attend Linden until you receive a negative result.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills (100.4 degrees or higher)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion

Inability to wake or stay awake.

Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

If anyone in your household tests positive for COVID 19, notify Linden immediately. We must follow all guidelines from our governing agencies. After speaking to the health department we will notify you on the exclusion period. This is different for every situation depending upon a variety of factors.

Classroom quarantine is also dependent upon factors like who tests positive within the household, when was the last date of attendance, and age group.

Please keep me home if...

I am vomiting

I have diarrhea or loose stool

I have a fever and am not myself

I have a rash with a fever or a rash without a fever and do not feel well

I have a sore throat and or tummy ache

I just do not feel very good

I may have strep throat or impetigo or I have chicken pox, whooping cough or “stomach flu” symptoms.

I may have *Respiratory Syncytial Virus (RSV)* or croup

I am unable to drink or eat normally

I am unable to participate in daily activities

Exclusions

Fever- unexplained fevers (must have doctor’s note)

- If fever over 100.4 resolves without the aid of medication-24 hours
- If fever does not resolve within 24 hours, exclusion is 72 hours, and must be fever free without the aid of medication for at least 24 hours.

Please refer to the complete list and details in the parent handbook

Cleaning procedures

All staff will continue cleaning and sanitizing during the day.

If a child puts a toy in their mouth, staff will immediately wash and sanitize before returning the toy for children to play with

Our cleaning crew will continue coming in to clean and sanitize the building

I appreciate your cooperation during this time. If you have questions, feel free to reach out to the

administration.

Sarah Highland
Director
Linden Early Learning Center

Shawn Coronado
Assistant Director
Linden Early Learning Center

Amy Linden
Owner
Linden Early Learning Center

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you for your cooperation, and we look forward to getting to know you and your family.

I have received the **Linden Early Learning Center Family Handbook** and reviewed the family handbook with a member of the **Linden Early Learning Center** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management any questions I may have regarding any policy, procedure or information contained in the **Linden Early Learning Center Family Handbook**.

I have read and agree with the above policies.

Recipient Signature Date

Center Staff Signature Date