

PARENT HANDBOOK
Parker Landing Child Development Center
3104 S Parker Rd.
Aurora, CO 80014

Purpose

Parker Landing Child Development Center is ready to meet the needs of working parents while providing their children with a variety of productive learning experiences in an exciting and unique group setting.

Philosophy

Parker Landing's mission is to provide quality childcare in a safe, fun and loving environment. We offer a complete program to help each child develop academically, socially and creatively. Each child can advance at his/her own pace in a classroom that is structured to give them self-confidence and a positive self-image.

Admission

Parker Landing will enroll any child regardless of race, color or religion. The following forms need to be on file in order for registration to be complete: enrollment application, medical and shot records, authorization form and emergency card. The medical for must be on file in our office before registration is completed and it must be signed by your physician, physician assistant, or nurse practitioner within 30 days of enrollment.

Hours of Operation

Parker Landing is open Monday through Friday from 6:30 a.m. to 6:30 p.m. We close for business on the following holidays:

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| New Year's Day | Labor Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |

Tuition in full is required for the weeks in which these holidays occur. If one of the above holidays falls on a Saturday, we will close on the preceding Friday. If the holiday falls on a Sunday, we will close on the following Monday.

Registration

There is a \$65.00 nonrefundable annual registration fee due at the time of enrollment and every September thereafter.

Tuition

The tuition charge reserves your child's space in our program. To ensure a quality program and proper staffing, your tuition is due even when your child is absent. Tuition is payable in advance and due the first day your child attends each week. A \$40.00 late charge will be assessed if not paid by Wednesday AM. If payment is over due two weeks, services may be terminated. All checks or money orders should be made payable to Parker Landing. Any returned check will have a service fee of \$40.00 assessed to your account.

Ages

Parker Landing Child Development Center accepts children from two and half to age twelve. Handicapped children are welcome provided the staff feels they will be able to adequately meet the needs of the child.

Immunization Schedule

Upon enrollment, your child's immunization is due on their first day of attendance and their physical form must be on file within thirty days after enrollment and signed by their physician.

Preschool: 2 1/2 to 3 years

In every preschool classroom an action packed new day will begin with an adventure in our theme based program. From morning opening where your child will learn the months of the year, days of the week, talk about the weather and engage in new friendships, your child will build a very strong feeling of self-confidence.

Throughout the day your child will be participating in different centers. Center time not only includes arts and crafts but a time to play in home living, enjoy games, and having fun with a variety of different toys. Teachers will eagerly work with each child to ensure that your child will have a strong foundation and will have all the necessary skills to be ready for kindergarten.

Preschool: 4 to 5 years

In every preschool classroom an action packed new day will begin with an adventure in our theme based program. From morning opening where your child will learn the months of the year, days of the week, the Pledge of Allegiance, and learn all about the letter of the week, to engaging in new friendships, your child will build a very strong feeling of self-confidence.

Throughout the day your child will be participating in different centers. Center time not only includes arts and crafts but a time to play in home living, enjoy games, and having fun with a variety of different toys. Teachers will eagerly work with each child to ensure that your child will have a strong foundation and will have all the necessary skills to be ready for kindergarten.

School Age Program: 5 to 12 years

Fun, best describes our school-age program. It is a place where before school, after school or on any school break your child will want to come. Our reliable vans not only transport your child to local schools or on an exciting excursion, but they can do this watching their favorite DVD on our flip-down TV's.

At the center friendships will blossom while participating in a wide variety of activities while eating snacks, playing outside or inside, doing homework, reading, playing foosball, pop-a-shot basketball, Barbie's, games, or creating an arts and crafts project, we can guarantee your child will have a great time.

Health

The state of Colorado requires all enrolling children to have a record of immunizations on hand the first day they start. A health examination must be on file signed by their physician within thirty days after enrollment

Children will be observed for contagious diseases and other signs of illness. If your child becomes sick during the day, we will isolate your child until you arrive. You will be requested to come at once. A child should not be brought to the center and/or will be requested to be picked up when:

- A) A temperature of 99.6 F or above
- B) Diarrhea or vomiting
- C) Discharge or puffy red eye, ears or profuse nasal discharge
- D) Sore throat, burning of the ears, or general complaint of illness
- E) Undiagnosed rash
- F) Severe coughing or severe congestion

If your child is exposed to an infectious disease while in the center, we will post a sign. In return we ask for your assistance in preventing the spread of illness through the center. Please call us at 303-337-9444 to report a contagious illness.

Under emergency conditions we will handle the situation in the best interest of your child. In case of the following:

Accidents/Injuries - If a child is injured, he/she will receive appropriate first aid practices. We attach an accident report, which documents the circumstances, on the child's sign in sheet. Whenever there is an injury involving the head or face, regardless of the severity, we will issue a courtesy call to the parent. In the event of a true emergency, we will call 911 immediately.

Fire - In the case of a fire or suspected fire, all children will evacuate immediately to the parking lot, or to the neighborhood fire station if the damage is extensive.

Tornados - In the event of a tornado or tornado warning, children will remain in an enclosed area away from windows until the threat of the tornado has passed.

Blizzards - Under extreme snow conditions, you may need to arrange to pick up your child as soon as possible. If Parker Landing closes due to severe weather, major local news channels will post the announcement as well as the center phone will leave notification on the voicemail.

Medications

Any medication can only be administered if both the child's physician and parents sign a consent form. This is a Colorado State Law. The consent form can be brought in along with the medication or faxed to the center (303-745-3773).

Any prescribed or over the counter medication (Tylenol, cough syrup, Vaseline, etc.) must be in the original container which states the child's name, date, type of medication and dosage. All medication will be stored in a locked box in the kitchen. This is in compliance with the nurse practice act.

Absences

You will be charged full tuition during times that your child is ill and absent from Parker Landing.

Children's Location

All children will be signed in by the adult who is dropping off the child. Each classroom teacher will take attendance and be responsible for keeping a current account of all children's arrivals and departures.

Discipline

Disciplinary techniques are used to teach children to internalize rules and become self-directed in their behavior. We use the following methods: verbal intervention, giving choices, problem solving, ignoring, re-directing, natural and logical consequences, and/or cooling off or timeout period (timeout is structured at one minute for each year of the child's age). If inappropriate behavior continues throughout the day you will be notified. If we are unable to care for your child we feel the need to terminate services, a two-week notice will be given. If concern for the welfare and safety of the other children and staff are present, immediate withdrawal may become necessary.

Visitors

Any visitor who enters the school must sign in and present ID. This is to ensure the safety of all children attending.

Field Trips

You will be informed of upcoming field trips through classroom letters and/or signs in the front lobby. Children will be actively supervised at all times. A cell phone will be available on all excursions. Extra spending money for the children is not allowed. Treats will be sent along when needed.

Lost Children & Other Emergencies

At and away from the center every precaution will be taken to ensure the welfare and whereabouts of your child. Staff ratios will always be maintained here or on a field trip. If a child should become lost or have an accident, immediate calls to 911 and parents will occur. Written notification within 48 hours will be sent to the Department of Social Service. Attendance will always be taken when leaving and returning to the center. A visual account will be taken continually. Emergency cards on each child will always be ready and available to staff.

Transportation

A van is available for transportation to and from local Elementary Schools. All children will be required to wear individual seat belts. Written parental permission is required to riding the school van. This is obtained at the initial time of enrollment.

Inclement or Excessively Hot Weather

If the weather is extremely cold or hot, outdoor playtime will be limited or indoor large motor activities will be done.

Drop off/Pick up

Please sign your child in and out daily at the front desk. Also, please walk your child to his/her classroom. If someone other than those authorized in the child's enrollment application is picking up your child, please arrange with staff at the front desk. The person picking up your child is required to provide photo identification. There is a \$1 per minute fee charged to your account if you are unable to pick up your child by 6:30 p.m. After 6:30 p.m., if we are unable to contact the parents and persons listed on the emergency contact list, we will call the police to make decisions on the child's welfare.

Late Arrival

Any child who arrives late to the center and their class is away on a field trip or excursion will be able to join another class as age appropriate as possible. If a parent decides to take their child to the exact location of the trip they must notify the center as well as the staff member in charge of the field trip.

Visiting and Conferences

We look forward to your visits with us at anytime during the day. Please feel welcome to bring in Grandparents and other visiting friends or relatives to the center. We evaluate children twice a year. Parents or teachers may request a conference at anytime if the need arises.

Clothing

We request that you dress your child in washable play clothes that are free from complicated fasteners. Part of your child's day is outside play, so please consider the weather and dress accordingly. All clothing should be labeled with your child's full name.

Personal Belongings

Please help your child to understand that it is not wise to bring toys or other valuables to school unless specifically requested. Children can become very upset if a favorite toy is lost or broken. If an item is brought to school, we cannot be responsible for it. It must be shared and it must have your child's name on it.

Special Programs

Karate will be taught once a week by U.S. Martial Arts School. The fees for these activities are the parent's responsibility. This is an optional program.

Breakfast

Breakfast is served from 7:00-8:00AM daily. This consists of cereal, juice and toast. The charge is \$1.00 per day. This fee will be added to your account

Lunch and Snacks

Nutritional lunches and snacks will be served to your child daily. We offer a variety of foods that are appealing to a child's taste. Our weekly menu will be posted on the bulletin board in front of the office. If your child is allergic to any foods please let us know so we can prepare a proper diet for them. We also provide for religious preferences.

Special Events/ Birthdays

Each family will be notified of holiday parties and special events. We would like to take a part in celebrating your child's birthday, so please let us know in advance. We will be celebrating birthdays during our afternoon snack. If you would like to bring a special birthday treat, please talk to your child's teacher for serving amounts.

TV/ Videos

TV and video viewing is limited. Each age group will have a special movie day. Cartoons and G rated movies will only be shown to Pre-K and younger. On occasion the school age children will view PG movies at the center discretion of the center director.

Court and Subpoenas

If Parker Landing has to become involved in legal matters, we will charge \$50 per hour per staff/management person associated with the circumstance or situation. This charge includes any telephone conversations with legal council, driving, court time, etc.

Staff and Family Interaction

We would appreciate and highly discourage family and staff involvement outside the center. This includes baby-sitting, house sitting, etc.. This often affects the relationship between Parker Landing and its clientele.

Child Care Complaints

We will make every effort to provide a safe and adequate environment for your child. If a problem arises please see the director so that we can take care of any concerns that you may have. If you believe that your child has been abused in anyway, by law you should report this to the department of Social Services (303-866-5958).

Child Abuse and Neglect

It is state law for our center to report to authorities any suspected case of child abuse or neglect. Parents with children who have been left at the center after time of closing will be contacted if neither parents nor persons listed on child's enrollment form are unable to be reached, the police will be contacted to make decisions on the child's welfare. Please call Arapahoe County Human Services at 303-636-1750.

Termination of Care

When withdrawing your child from our center, a two-week notice is mandatory. In turn, if we are unable to care for your child we feel the need to terminate services, a two-week notice will also be given. This will give you ample opportunity to make other arrangements. Failure to give a two-week notice will result with a charge equal to two weeks tuition. If this two-week fee is not paid, it will be turned over to collections, and all charges and fees incurred will be paid by you.

Complaints

To file a complaint about this facility contact The Colorado Department of Human Services or call 303-866-5958 or 1-800-79905876:

Division of Child Care

1575 Sherman St

Denver, CO 80203