

LITTLE GIANTS LEARNING CENTER
PARENTS HANDBOOK



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1. Mission

The mission of Little Giants Learning Center is to serve the community by providing the best quality care in a safe environment, whereby each child is enriched with experiences that are conducive to their social-emotional, physical, cultural and cognitive development.

2. Philosophy

- Children learn by exploring their environment using their senses and through play with hands-on experiences.
- Every area of development is crucial including social-emotional, literacy, language, cognitive, and physical.
- Child abuse is preventable by teaching, modeling, and treating each child with love and respect.
- Parents are the most significant people in a child's life.
- Our Center provides a nurturing environment where children are safe, happy and can express their individuality.
- The staff members at our Center are the cornerstone of our philosophy. We select our staff very carefully and each staff member is trained, provided with professional development, and evaluated periodically.

3. Admission and Registration Procedures

- A pre-admission interview with the child's parents or guardians will be conducted to determine if Little Giants Learning Center will meet the individual needs of the child and parents.
- When your child's authorization from CCAP is full time Monday to Friday, your child must attend the Center all five days and not less than five hours per day, otherwise childcare services will be canceled.
- The Center's Policies and Procedures will be reviewed with parents or guardians. If the parents or guardians agree to Little Giants Learning Center's terms and conditions a registration package will be provided. This packet must be completed before the child is enrolled in our program and a new packet must be completed each year.
- Little Giants requests that parents provide a current physical report and up to date immunization records.
- Every family will receive two key tags in order to access the building during business hours. Replacement keys will be available for \$10.00 each key. If you have additional members picking up your child/ren please plan accordingly in giving them the key or instructing them to call or ring the doorbell to gain entry. Please be aware that the main door can cause injury to fingers, hands, feet and limbs. Parents / guardians should be the only ones opening and closing the door to avoid accidents

4. Attendance/Notification of absences

Parents are required to inform Little Giants by 9:00 AM if their child will not be at the center on a scheduled day. This will enable the center to maintain appropriate ratios and help the classroom teacher plan for the day more effectively. If your child is sick, we request that you notify the Center Director not only of the absence, but also the nature of the illness. This helps our facility to keep track of any illnesses that may be contagious.

5. Children with special needs

It is important that parents provide Little Giants specific and relevant information regarding their child's mental, physical, and medical conditions at the time of registration.

LGLC will support children with special needs in their inclusion within the classroom and program as far as their abilities permit. We work together with families of children with special needs and support them to meet their learning and developmental goals to the best of our abilities. If a child is in need of additional support Little Giants will refer the child to the local Child Find or provide parents with resources to acquire the necessary services for their child.

6. Trauma Informed Practices

LGLC staff is trained in Trauma Informed Practices and is able to provide support to families experiencing trauma and/or adversities. If further support is needed, LGLC staff will provide you with resources in the community that can support your family needs to a greater extent.

7. Other languages

LGLC uses interpreters and resources to assist families to communicate in their home language.

8. Withdrawal Policy

We require a two-week notice when withdrawing a child.

9. Ages of Children Accepted

LGLC accepts children from 12 months to 12 years of age.

10. Tuition and Fees

Tuition is paid in advance (No exceptions)

For children that are part of the CCAP program the parent fee is due no later than the 3rd day of every month.

For children that are not part of CCAP, tuition payment is due on Monday morning prior to receiving the service. A late fee of \$5.00 will be charged per day if tuition or parental fee is past due. There will be a \$35.00 check return fee.

11. Hours of operation

Little Giants opens 7:00 a.m. to 5:00 p.m. Monday to Friday with exception of the following holidays:

- New Year Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Francis Xavier Cabrini Day-First Monday of October -Observed October 7, 2024
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Eve LGLC closes at 2:00 p.m.
- LGLC will close from December 23rd to December 27th 2024

If a holiday falls on Saturday it will be observed on Friday. If it falls on Sunday, it will be observed on the following Monday. Little Giants reserves the right to modify these closures as needed.

12. Late Pick Up

The Center closes at 5:00 PM. Please be at the Center no later than 4:55 PM to pick up your child, to give you enough time to gather your child's belongings and to allow the staff to complete the Closing Procedures in a timely manner. If you have an emergency and you are running late, please call Little Giants as soon as possible. If your child is not picked up on time, we will make every effort to call the parents or guardian, or the emergency person listed on the file. If we are unable to contact any of the people listed, we will contact the Department of Social Services and the child will be placed in protective custody.

At the end of every day Little Giants staff will check the Sign-In/out list and inspect every classroom, bathrooms, kitchen, and patios before leaving the building, to make sure that every child has been picked up. A late pick-up fee will be assessed at a rate of \$5.00 per child for every minute late.

13. Universal Preschool program

LGLC participates in the Universal Preschool Program offered by the state of Colorado. Full day classes are held from 8:30 a.m. to 3:30 p.m. Monday to Friday from August to May. Half day classes are 8:30 to 12:00 Monday to Friday. Parents will need to visit <https://upk.colorado.gov/> to apply.

14. Teacher/Staff

Teachers at LGLC are qualified according to the Colorado Department of Early Childhood. All staff undergoes an interview process, Pre-Service training, Colorado Bureau of Investigation (CBI) Fingerprinting and Criminal Background check (Trails).

15. Discipline

The classrooms are designed and organized to encourage children to engage in activities that promote independence and problem solving. Teachers use positive reinforcement and redirection to assist the child in achieving these goals. It is the policy of the Center to guide children in a loving and nurturing manner, no harsh discipline, corporal punishment or other humiliating methods are used. Discipline is never associated with food or sleep. When a negative behavior becomes an issue and intervention becomes necessary, parents are expected to participate in the development and implementation of a plan to support their children in their journey to modify the undesired behavior.

16. Communicable Illnesses, Accidents, and Injuries

If a child becomes ill at Little Giants, parents will be notified immediately. If the child exhibits the following symptoms, they must be picked up within an hour:

- Fever over 100.4 F or greater – Children must be FEVER FREE for a full 24 hours without the use of fever-reducing medicine. BEFORE returning to care.
- Suspicious rash or blisters
- New or persistent cough
- Two incidents of diarrhea or vomiting- child must stay home until child has NO symptoms for 24 hours.
- Head lice
- Not feeling well and unable to participate in regular activities and requiring more attention than usual.

If the child is injured or involved in an accident at school, the teachers will apply first aid immediately, and depending on the severity of the injuries, the following procedures will be followed:

- Parents will be notified
- Medical personnel will be notified including ambulances, Public Safety, Fire Department, etc.
- Colorado Department Early Childhood.
- The child's physician and/or dentist may also be notified.

If the injury is minor, the teacher will fill out an Accident/Illness/Injury report and parents will be notified during pick-up time. If a child experiences a head injury regardless of severity parents will be notified immediately.

LGLC will not be responsible for any miscommunications or handling of an incident when the parents/guardians failed to notify the Center in writing of any change in the emergency contact information.

Parents/guardians must keep Little Giants informed of current phone numbers where they can be reached quickly in case of emergency. Please notify LGLC in writing if there is any change in the emergency contact information we have on file. (Phone numbers, doctors, allergies, etc.).

All LGLC staff complete Universal Precautions Training yearly and are skilled in handling of bodily fluids, signs and symptoms of communicable diseases.

Children with a diagnosed communicable disease or with symptoms of a communicable disease will be temporarily excused from the Center. The parent/guardian or emergency contact will be notified and asked to take the child from the home, while the child is waiting at the center to be picked-up he/she will be isolated from other students. The Center keeps an illness log to recognize any potential outbreak, if a pattern of illnesses is noticed the Center's nurse is notified immediately, they will determine if Adams County Health Department needs to be informed.

The child returning to the center after a diagnosed communicable disease should be symptom free for 24 hours unless the primary care provider provides written documentation approving child care attendance before symptoms have abated. In special circumstances, if required by Adams County Health Department, children may be excused for up to 48 hours.

17. COVID

If a child has been in contact with someone with COVID-19 or someone who has had symptoms, please let us know so that we may follow the recommended state guidelines.

If a child becomes ill during the day, the child will be separated from the group and parents will need to pick up immediately. LGLC will maintain a sick log and monitor symptoms throughout the day. Temperature readings above 100.4 °F are sufficient cause to exclude children from care. The child's Primary Care Physician (PCP) will need to determine if the fever is caused by COVID-19 or by something else (i.e., teething, ear infections, etc.), and a clear-to-attend certificate from the PCP will be required in order to return to LGLC. LGLC will follow the most up to date guidelines for exclusion recommended by Adams County Health Department. <https://adamscountyhealthdepartment.org/>

18. Medication and Disposal of Medications

Only staff that has completed the 4-hour Medication Administration Class and has been delegated in writing by the Center Registered Nurse can administer medication. Medication is given only when written authorization from certified medical personnel is provided. This includes prescribed medications as well as over the counter medications. Additionally, the parent/guardian must give written authorization for each medication to be administered.

All medications must be in their original container bearing the original pharmacy label showing the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. All rescue medications are kept in a red backpack that is locked; the backpacks are stored in the child's classroom available to staff but out of reach of children.

Medication that is not picked up by the parents, as requested by the program staff, will be disposed properly.

A staff person (or RN) and a witness shall document on the medication disposal log the child's name, date, time, name of the medicine, and amount of the medicine disposed of. The staff person (or RN) and a witness shall sign the form.

19. Drop Off/ Pick up, Release to Authorized Persons

AM Drop off

When you arrive at LGLC we kindly remind you that children may not be left alone by the front entrance, anyone dropping off is required to physically walk the child to the bathroom or classroom and make verbal contact with the teacher so we can have an accurate child/ratio count. Failure to follow this procedure can result in disenrollment. Children may not be left alone in a classroom. Teachers will be in their designated classroom but in certain situations you may be asked to wait for a brief period of time as the teacher enters or prepares the room.

Parents will be required to assist their child/ren in washing hands. This is a health and safety procedure that we follow very closely as this helps with the spread of germs. Parents can use the bathroom sinks, sinks in their child classrooms (except for Dragonflies & Bumblebee's) or may also use the sinks outside weather permitting.

After washing hands parents are required to help their child remove jackets/hats/backpacks etc., check in with the teacher and sign in your child/ren. Your child's teacher will offer them breakfast and will invite them to participate in an activity of their choice.

For children participating in the Colorado Preschool Program the sign in-out book will be located in their assigned classroom. For all other children please use the sign in-out book located by the front entrance.

Rest time is scheduled from 12:00 PM to 2:00 PM. If you need to pick up your child during this time we ask parents to be courteous to the resting time of all the children and please call before arriving and wait by the front office while a staff member prepares your child for pick up.

PM Pick up

Depending on your pick-up time children may be outside, painting, playing individually or with a group. We ask that you encourage your child to pick up and put items away before leaving. Please remember to sign your child/ren out and allow yourself time for this transition as well.

Late fees will remain the same \$5.00 per minute per child after 5:00 PM.

Little Giants WILL NOT release the child to any person not authorized in the enrollment package on file. If a person picking up a child is unknown to the teacher/staff, they will be asked to show identification prior to releasing your child. Please do not be offended if we ask to see your I.D; our priority is your child's safety, and we want to make sure that he/she is released only to an authorized adult. All authorized persons must be at least 18 years of age. WE DO NOT ACCEPT TELEPHONE AUTHORIZATIONS.

20. Ensuring Where Children Are at All Times

LGLC uses the sign-in sheet to ensure that children are always accounted for. During the day the children are accounted for during major transitions, during all outside times, upon returning to the classroom, during mealtimes, after naptime, and at the end of each day. At the end of each day parents/guardians are required to sign their child out and record the time.

21. Missing Child

In the event staff identifies a child as missing, that staff person will immediately notify the supervisor. All attempts will be made to locate the child as quickly as possible. The supervisor will immediately verify that the child is not in any of the classrooms, bathrooms, closets, utility room, laundry room, playground, kitchen, etc.

If the child is not found in the facility, the supervisor will: Call the police, call the parents or guardian; if the parents or guardian is not reached the emergency contact person on the child's enrollment form will be called.

22. Evacuation plan

In the event that the Center needs to be evacuated for an emergency (smoke, tornado, fire, gas leak, rising flood water, evacuation order issued by the local police, fire, or other governmental authority, etc.). The staff overseeing evacuation procedures will be responsible to ensure that all the children and staff are safe and out the building using the sign in/out book.

According to the emergency, the staff supervising the evacuation procedures will instruct other staff members to transport children to KeyBank (6565 E. 73rd Ave, Commerce City, CO 80022; phone 303-287-7411 or Anythink Library 7185 Monaco St. Commerce City CO 80022, phone: 303-287-0063. Parents will be notified immediately after the evacuation is completed via ClassDojo where to pick up their child.

All children with disabilities will be assigned a staff member to guide them through their individualized evacuation plan.

23. Active Shooter

An active shooter occurrence is defined as an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. Little Giants conducts active shooter drills quarterly, in the event of an active shooter episode administrative personal/staff will call 911. Teachers will guide children to follow the armed intruder drill instructions.

24. Shelter in Place

Shelter in place means that all the occupants from the building need to seek shelter in the building from an external threat. In the event that Little Giants is notified by local law enforcement that a school shelter in place is needed, all doors will be checked to make sure they are secured. Children will be escorted away from windows and doors, no one will be permitted to enter or exit the building until law enforcement officials indicate it is safe.

25. Lock Down

Lockdown event is where the occupants of a building are restricted to the interior of the building and the building is secured. If Little Giants is notified by local law enforcement that a school lockdown is needed, all doors will be locked immediately. Children will be escorted away from windows and doors and no one would be permitted to enter or exit the building until law enforcement officials indicate it was safe.

26. Fire

LGLC conducts fire drills monthly, in the event of a fire children will be evacuated from the building and following the evacuation procedures noted above. Parents will be called to pick up their child in the alternative location. No one will re-enter the building until the fire department has indicated that it is safe.

27. Tornado

LGLC conducts tornado drills monthly from March to October. In the event of a tornado warning, the Community Emergency sirens will sound indicating that there is a possibility of a tornado in the area. Children will be led into the boys' bathroom and will be given

instructions on how to remain calm and safe. All windows and doors will be firmly closed and locked. The staff leading the tornado procedures will verify all staff and children are accounted for and safe.

28. Kidnaping

If a person who is not authorized to pick up a child attempts to do so, staff will intervene, and authorities and parents will be called immediately.

29. Inclement and Excessively Hot Weather

During inclement and excessive cold/hot weather children will be kept indoors. Alternate large motor activities will be offered, children will be allowed to go outside for short periods of time when the temperature is between 20°F and 32°F or below 95°F. Parents are encouraged to dress children appropriately for severe weather when expected, because we play in the snow, walk in the rain, and explore the wonderful Colorado weather.

30. Snow/Winter Weather Warning Closures

In the circumstances that the National Weather Services issues a warning for a severe snowstorm/winter weather advisory, Little Giants Learning Center will follow Adams 14 school district weather protocol about closing for business, parents will be notified as soon as possible via the ClassDojo application and our website <https://littlegiantslearningcenter.org/>.

31. Building Check

At the end of the day, teachers will check the Sign-In/Out list and inspect every classroom, bathrooms, the kitchen, and the patios before leaving the building, to verify that every child has been picked up.

32. Transportation/Field Trips

- All transportation arrangements to and from the Center are the parent's responsibility.
- Transportation for school age children to Hanson Elementary school will be available.
- Transportation is provided by the Center using a passenger van.
- From time-to-time Little Giants conduct neighborhood walks for children to witness nature's seasonal changes.

33. Transportation Safety and Emergency Procedures

- Children are seated in compliance with Colorado seat belt and car seat regulations. Children 4 to 8 years old and less than four foot nine inches would be seated in a restrained and approved booster chair.
- Emergency cards, cellular phone, water and a first aid kit are available in the van in the event of an emergency.
- Little Giants Learning Center meets the state motor vehicle department standards for van services.
- Safety is very important when transporting children, for that reason LGLC will not tolerate misbehavior of any kind in or around the vehicle.

34. Television/ Videos/IPADS

LGLC will feature “G” and “PG” rated movies from time to time, parents are notified in advance of the movie that will be watched. Parents can notify the teacher if they disapprove of a particular movie so that other arrangements can be made. Children are given alternative activities if they choose to not watch the movie.

Teachers use IPADS to enhance curriculum and provide students with the opportunity to incorporate technology to their learning activities. The students use interactive educational apps individually with teacher support for 10-20 minutes /3 times per week.

35. Personal Belongings

Each child is assigned a cubby for storing personal items. We ask that no money, jewelry, toys, valuables, or food be brought into the Center. The use of personal electronic devices (cell phones, tablets, etc.) is not allowed in the classrooms. Please do not send your child to school with any kind of neckwear; these can be a choking hazard.

Little Giants Learning Center is not responsible for lost, misplaced, or damaged items.

Bring your child in comfortable play clothes that you don't mind getting dirty, at Little Giants we try to use mostly washable supplies (e.g., paints and markers), and we cannot guarantee that children will stay clean. Many of our fun projects can also be messy.

All children must have a complete labeled set of clothing to be kept at school, make sure your child wears sturdy shoes for play. Tennis shoes are best, sandals, flip flops, etc. can be difficult for some play/climbing activities and are not always safe.

Children attending full day will need to provide a blanket, and a sheet for naps/rest time.

LGLC reserves the right to search cubbies, backpacks, and all personal belongings for unsafe items.

36. Food

Little Giants provides nutritious breakfast, lunch and afternoon snacks that are approved by the Colorado Child and Adult Care Food Program. The meal times are as follow:

Breakfast 7:45 AM - 9:15 AM

Lunch 11:00 AM - 11:45 AM

Snack 2:30 PM - 4:00 PM

To prioritize the safety and well being of all children at our Center, we kindly request that outside food not be brought onto the premises. This policy helps us maintain a controlled environment ensuring that all meals and snacks provided adhere to our stringent standards for nutrition and allergen management, ultimately fostering a secure and healthy learning environment for every child in our care.

Little Giants is a “Nut Free” facility. Because there are several children attending the school with potentially life-threatening allergic reactions to nuts, Little Giants does not allow nuts of any kind (peanuts, pecans, cashews, almonds, etc.) in the Center.

A copy of the weekly menu is posted on the Parent Board in the lobby

Substitutes for children with food allergies or restrictions are allowed when approved by a doctor's note.

37. Recall Procedures

When a food recall occurs, staff inspect the site for items listed in the recall. If an article is found, staff will remove it immediately. We will follow specific product disposal instructions in accordance with the FNS (food nutrition and consumer services). Similar procedures will be followed for equipment recalls.

A notification to the parents will be posted on the ClassDojo Application.

38. Diapering and Toilet Training

Diapering procedures are done following the directions of the Center for Disease Control and Prevention <https://www.cdc.gov/hygiene/pdf/diapering-childcare-508.pdf>

Toilet training begins with an agreement between teachers and parents once the child has begun to show signs that he/she is ready. If you are working on toilet training with your child, please talk with your child's teacher so we can work together on helping your child with this process.

39. Visitors/Volunteers Procedures

All visitors must check in at the office and sign-in/out on the Visitors Log. If the person is unknown to the Center personnel, the visitor will also be asked to show their picture I.D.

It is preferred that the Program Director has advance notice of visitors, so that arrangements can be made. A staff member must always accompany visitors.

40. Parents/Staff Communication

Parents or guardians are periodically informed of the progress of each child, and his/her social and physical needs and behavior via the ClassDojo Application. With previous arrangements Little Giants is open to visitation by parents/guardians of the child at any time that the center is in operation, daily parent-teacher communication is always encouraged.

41. Parent's Feedback, Concerns, and Complaints

Little Giants welcomes feedback from parents regarding any specific concerns, complaints, or suggestions to improve our services. Questions or concerns should be addressed with the Director, Assistant Director, or supervisor.

42. Reporting Licensing Complaints

If a parent or guardian suspects a licensing violation, they may file a complaint with the Colorado Department of Early Childhood Division of Early Care and Learning.

To make a complaint, call 303-866-5958 Monday through Friday between 8am and 5pm. If calling outside of business hours, you may leave a message. Provide your name, telephone number and mailing address. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint,
- To call you back if the investigator received contradictory or unclear information during the investigation, and
- To call you to let you know the results of the investigation.
- A witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed child care provider.

43. Reporting Child Abuse and Neglect

All LGLC staff members are required to complete the state provided Child Abuse and Neglect Training yearly. Staff members are considered mandated reporters pursuant to state law and have personal responsibility to report all incidents of child abuse and neglect according to State law.

Any staff member suspected of child abuse will be suspended temporarily pending an investigation by appropriate authorities.

44. Non-Discrimination Statement

LGLC has an affirmative action policy under which the Center agrees not to discriminate against individuals based on race, color, creed, religion, age, national and ethnic origin, gender or gender expression, disability, marital status, sexual orientation/presentation or the outward expression of gender or any other protected classification under federal, state or local law.

45. Transitions

When the child is ready to transition to a new classroom, we talk to the parents about the decision. Two weeks prior to the child's birthday, we take him/her to visit the new classroom to get familiar with the new teacher and classmates and to participate in the new activities.

In February we host a kindergarten transition meeting in person or via zoom where parents are giving information and resources for local school district enrollment.

46. Parent/teacher conferences

Little Giants provides two parent/teachers conferences a year: the first in October and the second in February, where an individual plan is developed to ensure that the child's needs are met. Parents may request a teacher-parent conference at any time.

47. Quality Improvement Plan

LGLC updates the Quality Improvement Plan (QIP) yearly and posts it on the ClassDojo app.

48. Primary Caregiving Practices/ Continuity of Care

Each child is to be cared for by the same one or two adults daily to promote formation of a strong emotional bond. At LGLC we practice primary caregiving, a teacher from each classroom assumes responsibility for each child's care and routines, the use of primary caregiving practices ensures that each family has the opportunity to develop a strong relationship with their child's teacher.

LGLC implements Continuity of Care by having the same peer group remain with the same teacher for more than one year.

49. Referral Practices and Procedures

LGLC is committed to best practices in child development, and we believe that an early referral to professional services for children can make a huge difference.

We may suggest an evaluation by a professional consultant to come in and observe the child in the classroom environment. In some cases, it may be appropriate for the child to be assessed by the local school district Child Find department.

50. Family Resources

At the time of enrollment, a checklist is given to parents where they can indicate if they are in need of any support such as mental health, housing, food, medical, etc. During the time that a family is receiving services from LGLC, parents are made aware of assistance available in the community and we help connect families to the appropriate agencies.

51. Disenrollment

LGLC wants a solid partnership with our families as a basis for their children's success within our program. LGLC does everything possible to work with parents/guardians to avoid a child's disenrollment, the following are some reasons but are not limited to special circumstances for disenrollment.

Working towards a positive solution, the decision to disenroll a child from LGLC is difficult for both the Center and the family. In all cases, LGLC's goal is to act quickly, to communicate, address and resolve concerns relating to the children in our care. LGLC personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s) before a disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or circumstances, he or she will document such concerns as soon as they arise. LGLC will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment.

- Changes to the physical environment
- The daily structure of activities
- Consistency
- Transition times
- Redirection etc.

LGLC makes efforts to help the family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child.

Information and referrals to specialized organizations regarding methods of improving behavior will be provided to the family if available and when appropriate. We may suggest an evaluation by a professional consultant to come in and observe the child in the center environment. In some cases, it may be appropriate for the child to be assessed by the local school district.

LGLC will attempt several approaches before making the final decision to suspend or disenroll a child from the program. If the behavior has not been resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the Center's decision. A follow-up letter will be provided which will include, if applicable:

- The reasons for the disenrollment or suspension.
- The date of the disenrollment or length of the suspension, which affords the parent sufficient time to seek alternative care (up to two weeks, depending on safety risks presented).

LGLC will not disenroll a child based solely on any of the following:

- Making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reporting abuse or neglect occurring at the center.
- Questioning LGLC regarding policies and procedures. If the center elects to disenroll a child, the Center will maintain on file a record of the circumstances, parental notification, and corrective action taken.

Immediate Causes for Disenrollment

Child's Actions

- The child is unable to adjust to the program after a reasonable time.
- Ongoing physical or verbal abuse to staff or other children.
- Ongoing uncontrollable tantrums/angry outbursts.
- Excessive biting.

Parent Actions

- A parent/guardian fails to follow LGLC policies or requirements imposed by the Colorado Child Care Licensing Department.
- Non-payment of tuition.
- A parent/guardian requests special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of the LGLC program.
- A parent/guardian is physically, verbally abusive or intimidating to LGLC staff, children, or anyone else at the Center.
- Potentially dangerous behavior.

LGLC reserves the right to discontinue childcare services at any time.