



FAMILY HANDBOOK

2026-2027

Note: This handbook is a living document. Any changes made will be implemented into the handbook, and an updated version will be provided to the families at the Flagler Learning Center.

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CONTACT INFORMATION

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PHILOSOPHY

Our vision for Flagler Learning Center is to be linked with families in your child's growth, development, and learning, and offer a multitude of opportunities to grow, have fun, and learn new cognitive, physical, and social skills. We provide a stimulating environment for your child to learn through play, and the program recognizes each child's individual developmental needs and follows developmentally appropriate practices. We will provide experiences in which each child can succeed, and therefore help develop a positive self-image. An enriching experience awaits at the Flagler Learning Center.

LICENSING

Flagler Learning Center is a licensed childcare facility and subject to all rules and regulations determined and issued by the Colorado Department of Human Services. We provide qualified staff each day to maintain compliance with the rules and regulations established by the State of Colorado.

SCOPE OF SERVICES

Flagler Learning Center provides services to children from 6 weeks through 5 years of age. Your child is placed in a classroom based on your child's age & development. Children in the Infant Room may transition to the Toddler Room after 12 months of age, and based on motor skill development (including but not limited to eating table food and walking). Your child will be placed where his/her needs will be best met.

To be admitted to the preschool room, your child must be 3 years of age and potty-trained. (Preschool students who will be eligible for Kindergarten the following year must be four years of age by August 1st.)

Infant Room	6 weeks to 18 months (9 Infants)
Toddler Room	12-36 months (9 Toddlers)
Preschool Room	3-5 years (20 Preschoolers)

STAFF

The Flagler Learning Center is staffed by a licensed teacher in the Preschool room and licensed Early Childhood Teachers in the infant and toddler rooms, with paraprofessionals supporting those teachers. Students with special needs also receive services from the Early Childhood Special Needs Consultants, per the student's Individual Education Plan (IEP).

Children enrolled at FLC will be cared for primarily by the same adult daily to establish strong foundational support and an emotional bond. Substitute staff and support staff (to allow for staff breaks, lunches, etc.) may be in the classroom on occasion, but the majority of your child's day will be spent with the same lead adult.

HOURS OF OPERATION

Flagler Learning Center is open Monday - Thursday from 7:30 am to 4:05 pm and on dates specified below. FLC will follow the Arriba-Flagler CSD 20 calendar and will not be in session on days/holidays that the school is closed, snow days included. FLC will be open only to primary staff children on Fridays of teacher work days, parent-teacher conferences, and snow make-up days.

*Due to daycare staff sponsoring homecoming events, FLC will be closed on 9/19 for non-primary staff children.

To ensure fairness and respect for our staff's time, a late pickup fee of \$25 will be charged if a child is not picked up by 4:25 PM. This fee will be added to the current month's invoice. After five late pickups, a meeting with the lead teacher and director will be scheduled, and possibly discontinued enrollment. We appreciate your cooperation in helping us maintain a consistent and respectful schedule for all families and staff.

TUITION AND PAYMENT SCHEDULE

Every child enrolled will have a written contract agreement that both the Director and parents will sign, stating an agreed-upon attendance schedule and tuition rate. Contracted days are to be paid for even if your child is absent. You are paying for your contracted weekly agreement. A signed contract agreement must be on file prior to the child's first day of attendance.

Families must complete and submit a signed Leave Contract, including the reason for withdrawal and the child's last day of attendance, in order to discontinue billing for contracted days. A minimum of one week's written notice is required for withdrawal. Please contact the Director to obtain the Leave Contract and begin the withdrawal process.

Infant Room

Full-Time or Part-Time/ 4 days a week (Monday-Thursday)

- \$29.00 per day (under the age of 18 months)
- Same days as the district calendar for contracted care

Toddler Room

Full-Time or Part-Time / 4 days a week (Monday-Thursday)

- \$27.00 per day (ages 2-3)
- Same days as the district calendar for contracted care.

Preschool Room

Children registered full-time (Monday-Thursday/all day) take priority over children registered part-time.
Full-Time / Part-Time

- \$27.00 per day
- Same days as the district calendar for contracted care.

Tuition Payments

Billing will be done at the end of each month. Payment will need to be made in full by the 10th day of the following month. (Example: August payment due September 10th). Checks can be made out to Flagler Learning Center. All tuition payments should be given to the secretary in the school office (Sarah Bledsoe) or dropped off in the black dropbox outside the business manager's office. Receipts will be written for tuition.

Accounts that are more than two months past due will result in their child's services being suspended until the amount owed is paid in full. To avoid disruption of care, we encourage families to communicate with the Director promptly if they are experiencing financial difficulties or need to discuss payment arrangements.

Universal Preschool Program (UPK)

Our center participates in the Colorado Universal Preschool (UPK) Program, which provides families with free preschool hours for children in the year before kindergarten (4 years old before August 1st). Families must apply through the official UPK Colorado portal and match with our center to receive funding. The number of funded hours may vary based on individual eligibility. Any tuition balance beyond the UPK-funded hours is the responsibility of the family. For more information or assistance with the application process, please contact the Director, Katie Koehn.

Apply through the UPK portal at: <https://upk.colorado.gov/>

Colorado Child Care Assistance Program (CCCAP)

It is the policy of Flagler School Child Care Center to accept the Colorado Child Care Assistance Program as payment for childcare services. Any family using CCCAP must have proof of an approved application with Kit Carson County Human Services AND the required PIN in order for the child(ren) to be enrolled. Childcare services by FLC cannot begin until the PIN is confirmed. Please contact the Director for more information on the CCCAP application process.

ENROLLMENT, ADMISSION & WAIT-LIST

Flagler Learning Center will accept registration for admission throughout the year when openings are available. Children may register for part-time or full-time slots, but children registered full-time (Monday-Thursday) take priority over children registered part-time if we meet our maximum number of children for the room. Each classroom is licensed for a specific number of children. Enrollment availability depends on the capacity of each room and is determined using a "last in, first out" system.

Infant Room/ Toddler Room chain of enrollment:

1. Returning FLC Children
2. Primary School Staff Children (Teachers, On-site personnel staff)
3. Secondary Staff Children (Coaches, Board Members)
4. Students on an IEP (Individualized Education Plan)
5. Community Children

Preschool Room chain of enrollment:

1. Returning FLC Children
2. Primary School Staff Children (Teachers, On-site personnel staff)
3. Secondary Staff Children (Coaches, Board members)
4. Students on an IEP (Individualized Education Plan)
5. 4-year-olds (4 yrs old by August 1st)
6. 3-year-olds

Required Forms

All required forms must be filled out completely before the first day of attendance. Incomplete or missing paperwork will result in non-admission.

Required documents for Infant & Toddler Room:

- Registration Form
- Emergency Contacts/ Pick-Up Form
- Authorization for Emergency Medical Care Form / Medical Consent Form (Notarized)
- General Health Form (All general health check-up forms up until age 3)
- General Health Physical Form (signed by a healthcare provider) per AAP Guidelines for every age (2m, 4m, 6m, 9m, 12m, 15m, 18m, 24m, 3yr, 4yr, 5yr)
- Immunization Records (up to date)
- Permissions Form (Sunscreen, sleeping mat, etc.)
- Contract Agreement
- Any additional forms as determined by State Licensing, applicable and/or classroom-specific forms:
 - Health Action Plan
 - Medication Administration Form
 - Any additional forms as determined by FLC

Required Documents for Preschool Room:

- Registration Form
- Emergency Contacts/ Pick-Up Form
- Authorization for Emergency Medical Care Form/ Medical Consent Form (Notarized)
- General Health Form
- General Health Physical Form (signed by a healthcare provider) per AAP Guidelines for every age (3yr, 4yr, 5yr)
- Immunization Records (up to date)
- Permissions Form (Sunscreen, sleeping mat, etc.)
- Contract Agreement
- Preschool Fee Form (free & reduced meal application form to be used)
- Any additional forms as determined by State Licensing, applicable and/or classroom-specific forms:
 - Health Action Plan
 - Medication Administration Form
 - Any additional forms as determined by FLC

Vaccination Exemption Requirements

For non-immunized students, a state-issued Medical Exemption Form or Non-Medical Exemption Form must be on file before the first day of attendance. A nonmedical exemption is an exemption to one or more school-required vaccines based upon a religious belief whose teachings are opposed to immunizations or a personal belief that is opposed to immunizations. This process may be completed by parents/guardians. Parents/guardians can obtain a certificate of nonmedical exemption in one of the following ways:

- Completing an online Immunization Module at <https://cdphe.colorado.gov/nonmedical-exemption-nme#module>
- The child's healthcare providers meet the criteria to sign the certificate of nonmedical exemption and is willing to provide immunization consultation before signing the certificate of nonmedical exemption.

Re-enrollment & Updating Forms

All enrollment forms must be updated yearly. Medical information needs to be updated when there are any changes in your child's information (i.e., after immunization, yearly physicals, etc.).

Closure Due to Inclement Weather

Closure of Flagler Learning Center due to inclement weather or extenuating circumstances will be announced via school's communication calling/texting system and posted on the school's website and Facebook page. Flagler Learning Center will run on the same closure protocol as Flagler schools. If FLC is canceled while already in session, you will receive a phone call and will be expected to pick your child up in a timely manner.

Family Handbook

At enrollment, families will receive a copy of the Family Handbook and will refer to the handbook about policies and procedures of the FLC that are set forth in FLC Policies and Procedures Manual. Any time a change is necessary to the handbook, families will receive a notice of the change.

OPERATING PROCEDURES

Daily Structure/Activity Schedule

Identifying Children's Whereabouts

Children will be accounted for every two hours using classroom headcounts and checklists. It will then be documented on a checklist that every child is accounted for and the space they are in. Staff will ensure that all children have been signed out by authorized individuals before leaving for the day.

Infant Room

All activities with infants are on demand; babies sleep, play, and eat on demand. Diapers are checked hourly or more often as needed. All cries are attended to immediately. Older infants are slowly adjusted to a more structured schedule to get them ready for when they transition into the Toddler Room.

Infants are given one-to-one and group time. Social interaction is encouraged as infants develop. Infant room teachers apply developmentally appropriate practices daily to create meaningful experiences that respond to an infant's developmental strengths, interests, and needs.

Toddler Room

Toddlers will be involved in various activities within their development domains during the course of the day. These activities will take place on an individual and group basis. Toddler room teachers apply developmentally appropriate practices to create meaningful experiences that respond to toddlers' strengths, interests, and needs. Social and problem-solving skills are also part of the daily curriculum.

Other activities include walks with strollers/wagons, indoor structured / free play, and outdoor structured / free play. The toddler's daily schedule is posted in the classroom. The times will be approximate, and organized activities will sometimes be changed or modified if the children are engaged in another activity.

Preschool Room

The goal of preschool is to make a child's first experience in a structured school setting positive and nurturing, where they can feel secure, competent, and valued. Each child will be provided with an environment where learning evolves through play, social interaction, and developmentally appropriate activities. Activities may include, but are not limited to: circle time, arts and crafts, music and movement, indoor structured and free play, and story time.

Rest/Nap Time

Each classroom at FLC facilitates a rest/nap time. For this time, please send a fitted crib sheet and sleep sack (infants) or blanket (toddler & preschool) that your child would need during this time. Please label items with your child's first and last name. Children will be required to keep these items in their cubby when not at rest time. Items will be kept at FLC or transferred weekly to and from FLC. It will be the parent/s guardian's responsibility to wash bedding each week.

Children who remain awake after a reasonable amount of time will be allowed to do quiet activities for the remainder of nap time.

Infant Safe Sleep Practices Policy

To reduce the risk of sudden infant death syndrome (SIDS), all staff, substitute staff, and volunteers at FLC will follow this safe sleep policy. This policy applies to infants up to 12 months old.

Sleep Position

- Infants will be placed flat on their backs to sleep every time unless there is a health care professional's signed sleep position medical waiver up to date on file. Any waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used.
- Pacifiers will be offered when infants are placed to sleep, and will not be put back in should the pacifier fall out once they fall asleep. Parents wishing not wish to have pacifiers used will be asked to indicate this on a signed form.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment

- Consumer Product Safety Commission guidelines will be used for safety-approved cribs and firm mattresses.
- Only one infant will be placed to sleep in each crib.
- The crib will have a tight-fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects.
- The temperature of the rooms where infants are sleeping will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, will be used as alternatives to blankets.

Supervision

- When infants are placed in cribs, they will be within sight and hearing of staff at all times.
- Sleeping infants will be checked by staff frequently.
- When an infant is awake, they will have supervised “tummy time.”
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when awake.

Training

- All staff will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff each year. Specific training on these policies will be given before any individual staff member is allowed to care for infants.
- Documentation that staff have read and understand these policies will be kept in each individual file.
- All staff will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance, before they are allowed to care for infants.

Pacifiers

- Pacifiers will be offered for every sleep time unless the parent/guardian has signed a waiver that the infant is not to be given a pacifier.

Toddler Rest/Nap Time

- A mat permission form is necessary for children in the Toddler Room who are under the age of two. This will be provided inside the enrollment packet.
- Provide the child with their own blanket and label it with their first and last name.
- 1 nap a day

Meals

Infants

The requirements of the meals for the infant room vary by age. Parents are required to provide all meals their child will be eating throughout the day. This includes breast milk, formula, and solid foods. Children will not be allowed to be dropped off without adequate bottles/meals. All bottles must be labeled with the child's first and last name. In accordance with our safety standards, **all bottles must be plastic or food-grade silicone containers. No glass bottles are permitted.** Babies who cannot hold their own bottle must be held while drinking from the bottle. At least 6 clean bottles and feeding utensils for 3 meals must be provided by parents each day. All items will be returned to parents at pick up to be cleaned at home.

Breastmilk: Breastmilk must be provided daily and must be clearly labeled with the child's first and last name and the date expressed. Breastmilk must be brought thawed. If previously frozen, the milk must be labeled with the date expressed (less than 3 months prior) as well as the date and time thawed (less than 24 hours prior).

Formula: If an infant is being fed formula, parents must provide their own. Please send a new, sealed container and label it with your child's first and last name. The formula must be iron-fortified, unless signed documentation is provided by a health care provider. Bottles must be labeled with the child's first and last name and come prefilled with an appropriate amount of water.

Baby Food/Other Meals: For older infants, parents are responsible for sending age and ability-appropriate baby food weekly for their infant. If refrigeration is needed, food must be brought daily. In accordance with our safety standards, **all food must be brought in plastic or stainless steel containers**. Glass jars or containers are strictly prohibited within the facility to prevent breakage and injury.

Toddlers

Snacks/Lunch: Snacks (2 per day, AM snack & PM snack) and meals for child(ren) are to be provided by the parents. If a child doesn't have food when they arrive at FLC, they will not be allowed to stay.

- Please bring AM & PM snacks daily instead of large bulk, as it is hard for us to store and organize that much food.
- NO bottles.
- All cups and snacks need to be labeled with the child's name.

In accordance with our safety standards, **all food must be brought in plastic or stainless steel containers**. Glass jars or containers are strictly prohibited within the facility to prevent breakage and injury.

Preschool

Breakfast/Lunch/Snack: Breakfast, lunch, and snacks are provided to preschool-aged children through the school. Students may bring their own breakfast/lunch if desired.

Diapering & Toileting

It is the policy of FLC to provide a safe, private area for all children in need of diaper changing. The parent/guardian is responsible for providing the supplies needed for their child.

Diapering

As stated above, it is the parent/guardian's responsibility to provide diapers, wipes, and powder/cream for their child. FLC will have some extra supplies on hand in case of an emergency.

Toilet Training

Flagler Learning Center is not allowed to participate in toilet training before the child is 18 months old. The staff will provide guidance and support in helping a child become toilet-trained after 18 months. As stated above, it is the parents/guardians' responsibility to provide all necessary clothing and supplies. When starting, pull-ups or diapers are used during nap time.

When ready to begin toilet training, please communicate that with your child's teacher. Please bring ample clothing to accommodate accidents. After three accidents, a pull-up or diaper will be used for the rest of the

day. Parent/s guardians are welcome to bring reinforcers such as stickers, sticker charts, edibles, etc. Any edibles must be peanut and tree-nut-free. Toilet training is a learning process. Children are never disciplined in any way for toileting accidents.

Toileting (Preschool Room)

Preschool students entering the Preschool Room (3 -5 yrs) must be potty-trained. Toilets for the preschool-aged students are located outside of the room and are not as accessible or cannot be accessed as quickly.

Personal Belongings/Items from Home

Flagler Learning Center will provide children enrolled with a cubby to store their belongings. The belongings must be labeled before entering FLC. Children are asked to provide a backpack or carrying bag for transporting daily papers, projects, etc. Flagler Learning Center discourages the practice of bringing personal items, such as money, toys, stuffed animals, books, etc., except on special occasions. Families will be informed of these special occasions. Exceptions include blankets and special items for naptime only.

Attire

Children must arrive clean, dressed in comfortable clothing that is appropriate for the session, and that will not cause worry if soiled. Shoes are required because we do play outdoors. Parents are responsible for providing gloves, hats, jackets, swimsuits, etc. These items should be labeled with the child's first and last name.

Special Occasions

Flagler Learning Center allows families to celebrate special occasions, birthdays, etc., by providing treats. Participation in this is optional for families. Families providing special treats must coordinate this with the staff prior to the celebration. As per health department regulations, any outside food items must be in a sealed package with all ingredients listed.

Extreme Temperatures & Attire

When the weather reaches temperatures below 35 degrees or above 90 degrees, children are kept indoors. Staff will be attentive to signs indicating that a child is becoming uncomfortable in the weather conditions while playing outdoors. Parents are encouraged to dress their children appropriately for the weather outdoors. Please send snow boots, gloves, hats, and coats when necessary.

Sunscreen & Insect Repellent

A sunscreen/insect repellent permission form must be signed in order for staff to apply sunscreen or insect repellent to your child. Parent/s guardians are asked to provide sunscreen and insect repellent for their child, labeled with their child's first and last name. FLC staff will apply sunscreen/insect repellent every two hours, or more often if needed, throughout the day when outside.

Screenings

Resources and information about screenings for hearing, vision, dental, and other support services can be requested from the Director. A preschool screening is held before the beginning of a student enters the preschool room, usually taking place in April.

Volunteers / Visitors Requirements

All volunteers/visitors must check in at the school's front office upon entering FLC and check out when departing. Name tags will be worn by all visitors/volunteers while at FLC. Volunteers/visitors will be under the supervision of FLC staff at all times and are never allowed to be alone with children. If needed, FLC will provide training for volunteers. This training may include, but is not limited to: guidance, classroom, and emergency procedures.

Music/Video Viewing

Appropriate music is played daily during playtime and in certain activities. Music will contain no references to violence or inappropriate content and will contain no profanity. The sound machine will play during nap time to provide comfort for infants and toddlers. Video/movie viewing will only be viewed on special occasions with signed permission from parents.

Absences

Please notify FLC if your child will not be attending by 8:00 am. This notification of absence must be given to the director and/or staff directly from the parent/guardian, either by phone message, direct conversation, or in writing.

Field Trips

Field trips will be taken on foot only and within walking distance. A parent permission slip will be required for children to attend the field trip.

Family-Staff Conferences

To build relationships between families and the staff at FLC, it is our policy to provide opportunities for the parents/guardians to participate in family-staff conferences throughout the year. These conferences will be held in the fall and spring and will consist of a conversation with the parents/guardians about their child's progress in the following areas: social/emotional, cognitive, and motor skills.

Children with Special Needs

Preschool and special services are offered at no cost for children with special needs, ages three and older. Students with special needs from the surrounding communities will be accepted if space is available. Their home district will be expected to make financial arrangements with the Arriba-Flagler Consolidated School District #20.

Withdrawal of Services

It is the policy of FLC to establish and implement the following procedures in the event of a child being withdrawn from FLC. Document the following:

- 1) Reasons for withdrawal
- 2) Date of withdrawal
- 3) Status of payment schedule
- 4) Any information pertinent to the situation including transfer requests

Flagler Learning Center requires a 2-week notice prior to withdrawal. This will provide time for the vacancy to be filled. FLC reserves the right to charge for the two week tuition if sufficient notice has not been provided.

ARRIVAL & DEPARTURE

If your child has a hard time transitioning from home to FLC, it will be easier if the process is not prolonged. Please keep goodbyes brief and allow teachers to step in and provide comfort and reassurance to your child. If your child arrives and you cannot locate your child's class, please contact the front desk, and a staff member or the Director will help you locate them or will remain with you until the class returns. Children are not allowed to stay if they don't have their food.

Transportation

Transportation to and from FLC is the responsibility of the parent/guardian. There will not be any transportation of children from the facility in a vehicle. All field trips will be taken on foot only.

Sign In/Sign Out

The arrival and departure of each child must be recorded daily. All sign-in and sign-out procedures will be done through the sign-in sheet with your child's teacher. Children will be counted throughout the day as well by doing name-to-face checks and counting the children to record attendance. Staff will ensure that all children have been signed-out by an authorized individual before leaving FLC.

If a child is at FLC after closing hours, a staff member will stay with the child until an authorized individual comes to pick them up. The following procedure will be utilized when there has been no communication with a parent who is late picking up their child:

1. The staff member will make every effort to contact the parent/guardian.
2. Staff members will make every effort to contact emergency contacts.
3. If the above procedures are unsuccessful, and the child has not been picked up by 5:00 PM, the staff member is required to contact the Department of Social Services or the local police department. The staff member will care for the child until he/she is picked up. The lack of provision for the child's care by the parent/guardian may be considered as possible neglect.

If a parent is consistently late picking up their child. Communication will be made to resolve the situation. If the situation is not resolved, a late fee penalty of \$1.00 a minute will be applied after 15 minutes.

Release of Children and Procedure for Unauthorized Pickup Attempt

Release Authorization

The child's enrollment forms designate written authorization by the child's parents or guardian, including the names, addresses, and telephone numbers of individuals approved to pick up the child from FLC. It is policy to release a child to ONLY those persons listed and authorized for release, unless there has been prior written permission from the parent or guardian. Authorization by phone is permitted only in cases of an urgent situation.

Unauthorized Individuals

Any authorized person who is not recognized by staff will be required to provide photo identification before the child is released. If any unauthorized person attempts to pick up a child, the child will be kept at FLC until an authorized individual is contacted and arrangements are made for the release of the child.

GUIDANCE PROCEDURES

It is the policy of Flagler Learning Center that physical punishment will never be used as a means of discipline by any adult at FLC. Positive behavior is praised, and setting clear limits, redirection, distracting, modeling, and discussing techniques are used to encourage self-discipline. No harsh discipline (pinching, spanking, rough handling, etc) or other humiliating methods are used. Discipline is never associated with food, toileting, or sleep. Verbal abuse and derogatory remarks about children are not permitted. Separation, when used for guidance, must not exceed five minutes and must be appropriate for the child's age.

When the need for intervention arises, the staff member will handle the problem. If a serious problem arises, the staff member will consult with their immediate supervisor and/or the Director to establish a plan of action. The Director will discuss this plan with the family. If the plan proves to be ineffective, a conference will be scheduled to meet and discuss with the family. If the family's cooperation is ineffective, alternative plans will be made to meet the child's needs.

Suspension/ Expulsion

When a child's behavior proves to be consistently disruptive, and/or demands so much individual attention that the supervision of the entire group is compromised, and/or there are concerns for the safety of other children or staff, the following actions will be required:

- 1) Staff will document the child's behavior and the staff's actions to monitor and modify the behavior.
- 2) The parent/guardian will be provided with written notification requisitions for a conference with the parent/guardian and staff to address the problem.
- 3) Staff will implement a plan (a written plan that is signed by the parent/guardian and the FLC Director) mutually agreed upon with the parent/guardian. The Director will consult with an early childhood mental health consultant or specialist as needed.
- 4) A second conference will be held to provide positive feedback and ,if needed, modifications to the behavior plan.
- 5) If all attempts result in little or no success, FLC reserves the right to suspend childcare services for a period of up to one week.

- 6) When returning after one week to FLC, the child's disruptive behavior continues, FLC reserves the right to terminate the child's enrollment with one week's notice to the parents/guardians.

If a child's behaviors result in purposeful physical harm to other children or staff, FLC reserves the right to immediately terminate the child's enrollment.

HEALTH AND SAFETY PROCEDURES

Standard Precautions

All FLC employees are required to complete Standard Precautions training annually to ensure that proper procedures are established and followed when handling situations requiring first aid, diapering, and toilet training.

Sanitizing & Disinfecting

Flagler Learning Center will work towards keeping disease and illness at bay. We will do so by having a sanitizing and disinfecting schedule in place.

Schedule

Daily:

- Classrooms are vacuumed and sanitized.
- Toys, tables, etc., are sprayed with a sanitizing solution at the end of the day and allowed time to fully dry.
- Bathrooms are swept, mopped, and disinfected.
- Tables are washed and sanitized before and after activities, meals, and snacks.
- The walls, sinks, tables, cribs, high chairs, cubbies, and other furniture are constantly maintained, washed, and sanitized.
- Diaper changing tables are disinfected after each use.

Once Per Week:

- Toys in the classrooms are sanitized and allowed time to dry fully.
- Crib bedding will be sent home once a week to be washed by parents/guardians.
- Mats are disinfected on Fridays. All materials mentioned are laundered/disinfected more often if needed.

Hand Washing

Another way to prevent the spread of illness is by hand washing at FLC. Children are taught the proper process of washing their hands. Children will be required to wash their hands at the following times, but are not limited to: upon arrival of FLC, before meals, after using the restroom, and upon re-entering the room from outside.

Soiled Clothing

If a child soils their clothing, the un-rinsed items will be sent home in a plastic bag. Per Colorado licensing rules and regulations, FLC staff are not allowed to rinse soiled clothing.

Illness & Exclusions

We ask that you help keep FLC as healthy as possible by following these guidelines and keeping your child at home if any of the following are present:

- 1) An illness that results in a greater need for care than what the staff can provide without compromising the health and safety of other children.
- 2) A fever greater than 101 or higher. Your child may not return until fever-free (without the use of fever-reducing medicine) for 24 hours, and no other symptoms are present (sore throat, vomiting, diarrhea, etc.)
- 3) Lethargy, irritability, persistent crying, difficulty breathing, severe coughing, or other manifestations of possible severe illness. Your child should stay home until they are symptom-free for 24 hours.
- 4) Exclusion after the first episode of vomiting. Your child should stay home until 24 hours after the final episode.
- 5) Unexplained rash or outbreak on skin, until a health care provider has determined that the illness is not a communicable disease, or treatment has begun, and the child is no longer contagious.
- 6) Conjunctivitis (pink eye): Exclusion not necessary unless other symptoms are present, such as fever, sore throat, vomiting, diarrhea, behavior changes, rash, etc.
- 7) Strep throat is excluded until 24 hours after treatment has been initiated.
- 8) Head lice are excluded until after the first treatment.
- 9) Chickenpox is excluded until all lesions have dried and crusted (typically 6 days).
- 10) Whooping cough is excluded until 5 days of appropriate antibiotic therapy.
- 11) Mumps is excluded until 9 days after the onset of parotid gland swelling.
- 12) Measles, excluded until 4 days after the onset of rash.
- 13) Hepatitis A virus infection is excluded until 1 week after the onset of illness or jaundice.

Flagler Learning Center staff asks parents to notify FLC when their child has a communicable disease, excluding colds (i.e., chicken pox, head lice, etc.). Notes will be sent home to notify parents that their child was exposed to a communicable disease.

If your child becomes ill while at FLC, they will be isolated from the other children and a parent/guardian will be notified to come and pick up the child. Please make every effort to pick up your child within 30 minutes of being notified.

Reporting Communicable Illness: As required by Colorado regulation, it is the policy of FLC that people treating or having knowledge of a reportable communicable disease, whether the disease is suspected or confirmed, including food-borne outbreaks, must report the case to the state or local public health agency. A list of communicable diseases and conditions reportable is available at www.colorado.gov.

Protection of Infants from Secondhand and Thirdhand Smoke

We desire that the environment around the children is as safe as possible, and therefore, the FLC is a smoke-free / tobacco-free center both inside and outside of our building. Parents/guardians, staff, and visitors are required to comply with this policy. To make sure our infants are protected from possible second-hand and

third-hand smoke, all applicants for employment will be informed of the smoke-free policy prior to the applicant accepting an offer of employment.

Incident/Injury

Minor Injury

In the event of a minor injury occurring at FLC, the teachers will apply first aid immediately, which consists of only washing with water, applying ice, and bandages. Depending on the severity of the injury, parents will be contacted immediately or notified at pick-up. A written report will be completed by the staff member attending to the child. The staff member will inform the Director, who will sign the report. A copy will be made for the parents; the original will be placed in the child's file.

Serious Injury

In the case of an incident or serious injury, FLC will immediately contact emergency medical care first, then the parent/guardian. If unable to reach the parent/guardian, FLC will call the emergency numbers listed in the child's file. The necessary emergency and medical personnel will be called. The family will be responsible for any resultant expenses. The staff will provide appropriate care until the parent/guardian and/or medical emergency personnel arrive. In the event of a serious incident or injury occurring that results in medical treatment by a health care professional, hospitalization, or death, a written report will be submitted to the Department of Human Services within 24 hours of the incident.

No Glass Policy

At FLC, the safety and well-being of our students are our highest priorities. Because young children are active and classrooms are high-traffic areas, broken glass poses a significant risk of injury and is incredibly difficult to clear completely from play surfaces and carpets. To maintain a secure environment, we enforce a strict **No Glass Policy**.

Prohibited glass items include, but are not limited to: Glass baby bottles, food containers, water bottles, fragile person items. Acceptable alternatives include: BPA-Free Plastics, stainless steel, and food-grade silicone. If a glass item is accidentally sent to school, the following steps will be taken. The teacher will remove the item and place it in a secure area out of reach of children. If the item contains a child's lunch or drink, we will do our best to transfer the contents to a disposable or school-provided container so the child can still eat/drink. The glass items will be returned to the parents at the end of the day with a reminder of the policy.

Medication Administration

State licensing requirements will guide FLC in administering medication. Parents are welcome to personally administer medication to their child while at FLC.

Requirements

FLC is only allowed to administer medication with an authorization form signed by a healthcare provider. These forms are available upon request to the Director or the front office. This includes both prescription and over-the-counter medications. Here are the requirements for each type of medication:

Prescription medications must come in their original container labeled with: child's name, name of medicine, time to be given, dosage, route, date medicine is to be stopped, licensed health care provider's name, and pharmacy name and phone number. For medication that needs to be given daily, please ask the pharmacist for a separate medicine bottle to be kept at FLC.

Over-the-counter medication must be packed in the original container labeled with the child's first and last name. The dosage must match the signed health care provider authorization.

Storage

Medication will be stored in a locked medication box/refrigerator in the front office.

For children who have an EPI-Pen or inhaler, FLC must have a Health Action Plan from a health care provider on file. Epi-pens and inhalers will be kept in an easily accessible, unlocked cabinet in the classroom, out of reach of children. These items will be taken on field trips/outings and kept on the teacher's person.

Expired/Unused Medications & Refills

Expired or unused medication will be returned to the parent/guardian for proper disposal. For children who take medication daily, parents are responsible for refilling medication when necessary.

EMERGENCY PROCEDURES

Emergency/Evacuation Attendance

In all emergencies, the Director and staff members will have the list of children who have been signed in for the day, and will have available the emergency contact information for each child.

When children are gathered as a group in a safe room at FLC or in a designated alternative safe location, an immediate head count will be taken to ensure that all children signed in for the day are present.

Students with disabilities will have a designated emergency person to help facilitate the proper evacuation plan to assist them.

Bomb Threat, Lockdown, Active Shooter, & Evacuation

It is the policy of FLC to ensure the safety of all children and staff in the event of situations that may result in harm to persons inside the child care center, including but not limited to a shooting, hostage situation, intruder, trespassing, disturbance, or any situation deemed harmful. The decision to follow a procedure for bomb threat, lock down, active shooter, or evacuation is at the discretion of the Director or public safety personnel.

Fire

It is the policy of FLC to establish and practice a fire emergency evacuation procedure. This procedure includes the evacuation of the students and staff in a timely and safe manner from the building to a safe place and a method of counting children, staff, and volunteers to ensure the safety of everyone at FLC. Staff will be informed of a fire by the alarm or other designated system. All students will be escorted out of the nearest and safest exit. All classes will meet in the empty lot located in the back southwest corner of the school by the baseball fields. After everyone is accounted for, everyone will move to the baseball fields for pick-up. FLC will practice fire drills once a month and know how to exit each classroom and the building. Fire extinguishers are located in each classroom by the exterior door. They will be inspected annually.

Lost Child

Monitoring procedures are established to maintain the location of the children at all times. Staff constantly count children and are required to monitor the location of all students in attendance at FLC. In the event of a child being lost, staff members will join together in search for the child. If necessary, parents/guardians and/or proper authorities will be notified.

Off-Site Designated Assembly Areas for Emergencies

Depending on the level and type of emergency, the following assembly areas have been designated. Primary: the open area south-west of the school by the baseball field. Secondary: baseball fields in the west corner of the school grounds.

Tornado/Severe Storm Precaution

The policy of FLC is to ensure the safety of all children and staff in the event of a tornado or severe storm. An announcement will be made that all persons are to seek shelter in the designated interior rooms of FLC or the designated tornado location in the hallway.

Notification of Authorities

Local authorities will be notified of the disaster by calling 911 or a number listed on the telephones. Disasters are the following: fire, gas leaks, electrical problems, bomb threats, and any other emergencies that might occur.

Notification of Families

Families will be notified by telephone as soon as possible. A sign will be posted on the front door of FLC, indicating that children and staff should leave FLC. The sign will include the updated location for child pick up.

REPORTING PROCEDURES

Grievance Procedures

Flagler Learning Center will provide procedures for the prompt and equitable resolution of parent/community member grievances at the lowest possible administrative level. These procedures are provided to work toward a constructive solution to problems that have not been resolved ordinarily. Those involved in the process agree to keep matters confidential and to conduct them in a professional manner. The requested procedure listed below can be followed when a parent or community member has a grievance:

- 1) The staff member receiving the grievance shall refer the person to the Director. The staff will make every effort to resolve the grievance at the lowest possible level.
- 2) The grievance will be discussed informally between the person making the complaint and the Director. If the grievance is not resolved, the person making the complaint must present the grievance to the Director in writing within 10 working days. The director has 5 working days to decide how to resolve the grievance.

- 3) If the complainant is not satisfied with the decision, or if no decision is made within the time limit, he/she may file a grievance in writing with the Arriba-Flagler CSD 20 superintendent. The superintendent will have 10 working days to decide how to resolve the grievance.

Concerned persons may file a complaint/concern directly by contacting:

Colorado Department of Human Services
Phone #: 800-799-5876 or 303-866-5958
Division of Child Care Services
1575 Sherman Street, First Floor
Denver, CO 80203-1717

Licensing Violation

Flagler Learning Center will provide the following information for filing a complaint concerning suspected licensing violations.

Contact: Colorado Department of Human Services
Phone #: 800-799-5876 or 303-866-5958
Division of Child Care Services
1575 Sherman Street, First Floor
Denver, CO 80203-1717

Suspected Child Abuse or Neglect

All FLC employees are mandated reporters. FLC will provide staff with training for defining child abuse and neglect. Any staff member who has reasonable cause to know or suspect abuse or neglect must immediately report or cause a report to be made to the Kit Carson County Department of Social Services at (719) 743-2404 or the local law enforcement agency. The appropriate child abuse/neglect reporting form will be completed and maintained on file at FLC. Any parent who has reasonable cause to know or suspect abuse or neglect has the right to file a complaint with the Kit Carson County Department of Social Services at the above number or the local police department.