



Welcome to De Colores Learning Center & Childcare. This handbook contains information regarding the child care program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about our program.

We ask that you read this Handbook and feel free to ask questions.

Mission/Philosophy

De Colores Learning Center & Childcare was established to provide quality, loving care environment for children from 0 to 12 years old. Children are encouraged to learn and explore at their own development in areas that interest them. De Colores Learning Center & Childcare, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open classroom setting based on observation and documentation. Children are free to choose from developmentally appropriate activities including art, music, language development, pre-math skills, science and nature, and dramatic play. Children develop self-esteem, independence and problem-solving skills and social emotional strengths as they make choices and assist in planning the environment and the activities.

Principles: Continue to provide an environment that children and families are safe and healthy along with developmentally appropriate learning experiences.

Goal is for children and families to feel safe and secure and in an learning environment..

Hours/ Days of Operation

- The center will be in operation Monday through Friday 6:00 am to 6:00 pm based on up to ten hours of child care per day, five day per week. However if you use more than ten hours in a day, you will be charged \$1.00 per minute in overtime. This late fee must be paid by the next school day or the child will not be able to attend that day.
It is the parent's responsibility to contact the school if an emergency arises. If you are more than 30 minutes late without notifying the center, and we are unable to reach you or any emergency contact, we are require to call Social Services who will pick up your child for safekeeping.
- We service infants (0- 12 months), toddlers (1-2 years), preschool (3 -5 years) and School-Age children (5-12 years).

The center will close to observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Early Dismissal will occur on Christmas Eve and New Year's Eve.

Staff

All De Colores Learning Center & Childcare personnel is certified and trained in First Aid, CPR, and are encourage to enroll in ECE classes.

De Colores Learning Center & Childcare will not exceed the following state required ratios:

1:5 or 2:11	Infants (0-12 Months)
1:6 or 2:13	1 year old
1:8 or 2:16	2 years old
1:13 or 2:26	3 years old
1:15 or 2:30	4 years old
1:20 or 2:40	School age children

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures. We strongly require Active Visual Supervision. A child must be able to heard and seen at all times.

Enrollment

Child Enrollment Procedures

Children will be admitted to De Colores Learning Center & Childcare only after registration is complete.

Registration information includes:

- The Arizona Department of Health Services Emergency, Information, and Immunization Record Card.
- A photo copy of child's immunization record.
- Parent consent forms
- Food program form
- Enrollment form

All records are confidential. If information needs to be updated at any point, it is the parent's responsibility to notify the director in writing.

Changes in information

Please keep us informed of any changes in home or work telephone numbers. This information is kept on your child's emergency form, and will be used to notify you in case of an emergency concerning your child.

Attendance

Studies continue to show children need to have a consistent schedule. Therefore: **All children must be in attendance a minimum of 3 days per week.**

Changes in Enrollment

Withdrawal Procedures

Parents may withdraw a child from the program by providing a 2 weeks written notice to De Colores Learning Center & Childcare that includes the reason for leaving, and the child last day of attending. De Colores Learning Center & Childcare reserve the right to remove any child who presents a risk to any of the children or the staff in our program. Violation of any policies in this handbook may also result in dismissal.

Probationary Period/Termination Policy

The first two weeks of your child's enrollment will be considered as a probationary period. If we/you feel things are not working out, we reserve the right to give notice for removal. If after the probationary period or any time prior to that, if we feel that we cannot meet the needs of the child, we may ask for the two week notice for your child.

Fees

Payment Policies

- Infants: Tuition and Fees are \$64.30 per day.
- 1 (one) and 2 (Two) years- old : Tuition and Fees are \$49.00 for Full-Time (6-10 hrs) and \$40.00 for Half-Time (less than 6 hrs.)
- Three (3), Four(4), Five(5) : Tuition and Fee are \$42.00 for Full-Time (6-10hrs) and \$36.00 for Half-Time (less than 6 hrs.)
- School Age(6-12) years-old: Tuition and Fee are \$35.00 for Full-Time (6-10hrs) and \$30.00 for Half-Time (less than 6 hrs.)

\$ Weekly Fees

	Infants	1 & 2 Year Old	3 Year Old	Pre-k 4 Year Old	School Age (5-12 yrs.)
Full Time (6 or more hours)	\$321.50	\$245.00	\$210.00	\$210.00	\$175.00
Part Time(less than 6 hours)		\$200.00	\$180.00	\$180.00	\$150.00

- Tuition fees are due to front office personnel, **Monday** morning upon arrival. There are no refunds on tuition. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether he/she attends or not.
- Payments must be made by cash, credit card, check or money order. There is a \$35.00 charge for any returned check.
- A late fee of \$25.00 will be charged for any payment made on Tuesday of the current week.
- Services will be suspended for all accounts that are two weeks delinquent.

- No tuition is required 1 week a year for family vacation. This week's tuition will be waived with a written 2 weeks' notice.
- Childcare Payment authorization must be received from your child's caseworker before your child can attend the program.

Rate Changes

It is our policy to review tuition annually. Parents will receive one month's notice of any tuition adjustment.

Absences/Holiday Policy

- Our program and licensing regulations require us to engage staff, based on the number of children who are scheduled to attend on any given day. Therefore, we do not give tuition refunds or discounts for any days your child is absent due to illness or for holidays. If your child will be absent from our program, please notify the Director as soon as possible.

Program

Infants

Children begin learning at birth so we encourage babies to communicate by playing games and communication between the child and teacher. Our program supports a child's need to be nurtured and loved by caring adults. Through holding, singing and talking to your child we give individualized care and attention that develop the foundations for language and learning. Experiences include, soft blocks, rattles, reading, using puppets, singing, nurturing by holding and attending to all their needs.

Toddlers

As toddlers children still need individualized feeding and sleeping schedules, as well as lots of care, attention and interaction. We listen and talk with each child and try to anticipate individual need. Since children learn through playing and exploring, we provide them with a wide range of activities through the day. At any time during the day your child will engage in block play, using paints, crayons as they use their creativity, use dramatic equipment such as kitchen, utensils, dolls, dress up, puppets, dance and singing, reading, play dough and much more,

Preschoolers

Preschoolers love to learn, and our programs are designed to encourage children's love of learning while preparing them for kindergarten and beyond. Hands-on sensory experiences help children understand concepts as we emphasize reading, basic math and science.

School age

School-aged children are involved with fun projects that challenge their creativity, problem solving and decision making skill. They are also allowed time for their homework activities. They may use paints, blocks, legos, books, outside physical activities such as basketball, soccer and use the outside classroom when weather permits.

Center-wide Policies and Procedures

Authorization to pick up child

Your child will be released only to those persons listed on your authorization form.

Please advise family and friends who occasionally pick-up that identification will be required. Please notify the office if there are any changes in pick-up plans or arrangements or changes on the authorization form, please contact the office.

Custody Agreements

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Children's Arrival and Parents Departure

In order to assure the safety of your child, we ask that you sign your child in and out each day. The Pro Care System has been implemented in the hallway to ensure you sign in and out your child in the system. A code will be assigned to your family. After signing-in, take your child to the designated classroom or area. Make verbal contact with a teacher in order for us to know that your child has arrived. We cannot be responsible for a child that we do not know has arrived. Please do not allow older children to enter the building or classroom alone. Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Do not try to "sneak away" or "slip out" as this action creates anxiety for your child. Tell your child that it is time for you to go to work, give them a hug and kiss if so desired then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary and help your child settle into an activity. If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot. Please feel free to call at any time to check on your child. Some parents find it beneficial to gradually phase their child into the Center. This process may include several visits prior to the first day of attendance and perhaps staying only through lunch or nap time on the first day. Phasing-in assists not only the child's adjustment to a new schedule and new program but also the parent.

Please check your child's cubby or mail box each day for messages, art work, or other take-home items.

Parent Involvement, Conferences and Communication.

The Center is focused on the child, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. We keep you informed of classroom and center activities through daily report forms, weekly newsletters, or a center newsletter. There are also bulletin boards throughout the Center that may have special notices for parents. *Please know that you are welcome to visit the center at any time.*

At anytime a parent would like to have a conference please check with your child's teacher to sign up for an appropriate time. Teachers have the responsibility to be actively involved with the learning we ask that conferences are held during nap time or after school time. This will ensure attention is given to the parent and the teacher. Teachers will ask for two conferences a year and will share milestones with you. Conferences may be requested by parents as well. The child should not be present at this time. We ask for your patience and consideration. Your comments and concerns are very important to us all.

De Colores offers Professional Development for our parents twice a year.

De Colores has an open door policy. Parents are welcomed at anytime. If there are any concerns a parent is free to bring them to the Director for resolution.

Birthdays & Special Celebrations

Birthdays and special celebrations are often celebrated with a special treat furnished by the child's parent. If you child would like to share their special day with their classmates, they are welcome to do. So, please notify us 24 hours in advance and he or she can advise you of any food allergies or

scheduling conflicts. State law requires baked goods to be store bought and packaged. We encourage healthy snacks as well as a care package with a little book, crayons and little tablet. As a parent you will decide and communicate with the teacher.

Photo Release

We need to have a written permission form on file for all children to have their picture taken. Picture of the children are taken quite often for room display, bulletin boards or sometimes media. Children cannot be photographed without a permission form from their parents/guardians.

Personal Belongings

The center provides sheets and blankets for both cots and cribs. If your child has a favorite sleep toy or any other security item, they are welcome to bring them to school. Often children may want to bring in items related to the unit being studied or share items from a vacation. You should check with your child's teacher to see if there is a day designated for sharing items. Please label all items brought to school. We ask that children not bring the following items to the Center:

Toys or toy weapons of any type, Money, Gum, Candy, Cosmetics, or Jewelry that can be a choking hazard.

Clothing

All children need at least one complete, labeled change of clothing at the center. As the seasons change please check and change the outfits left at the center. Young children may need several changes of clothing each day, especially those involved in toilet learning.

Diapers

You may bring in a large supply of disposable diapers for your child. Teachers will label items. Teachers will note on the daily report form when your supply is low.

Toilet Learning

We ask that you advise us when you are ready to begin toilet learning with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child.

Field Trip/Transportation of Children

Field trips are scheduled a few times a year if weather permits. Parents are informed in advance of outings and written permission must be obtained before your child can attend the field trip. On the day of the trip, a notice will be posted reminding parents and staff of the trip, where the children will be going, cost, when they will leave and return to the center. At least one staff member accompanying the group must have first aid and CPR Training. A first aid kit must be taken along, money for emergency telephone calls and children's emergency information. Name-tags will be on children with the following information; Program's Name and phone number. Prior to the trip, procedures and safety rules are carefully reviewed with the children and checklist completed. All field trip drivers are required to provide seat belts, a properly working car, and proof of insurance and valid driver's license.

Children under the age of 3 must be accompanied by a parent or designated person.
(Insurance requirement)

Meals and Snacks

De Colores Learning Center & Childcare participates in the Child and Adult Care Food Program. All enrolled children are eligible and encouraged to participate. Interested parents have to complete the Child and Adult Care Food Program Meal Benefit form inclusive of declaring family income in the registration packet. The form has to be signed by the parents to certify that all provided information is correct.

All meals ordered must be eaten at the Center, food cannot be taken home. Weekly menu are posted on the entryway bulletin board. Children under the age of 2 are provided with whole milk, all others are provided with low-fat milk. **Nursing mothers are welcomed to nurse their babies at the center or provide pumped breast milk.** De Colores Learning Center & Childcare follows the Child and Adult Care Food Program's Nutrition guidelines. Providing nutritious meals, snacks and introducing new foods to the children are important aspects of our Nutrition Program.

Meals are served family style with children being encouraged, not forced to eat. We encourage children to taste each item being served. During snack time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat.

Guidance and Discipline Policy

Positive Guidance

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in order to calm down and regain self-control. We encourage and support children as they solve their own discontent. The teacher facilitates once the child has calmed down.

Children are never spanked, humiliated, or embarrassed. If the behavior is persistent, teacher will examine the environment and the events which surround the behavior. Through observation and discussion, teacher will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of redirecting their children.

Behavior Management Procedures

When behavior problems occur, the child's age and stage of development will be considered to decide if the behavior is developmentally appropriate. You will be notified of behavior problems such as; causing harm to others, disruptive behaviors, or other behaviors concerns. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own actions. Teachers will observe and document to ensure positive facilitation. If the behavior continues, we will reach out to the community agencies for support.

Biting

When a child is bitten, it is a traumatic situation for both children and both sets of parents. Yet, biting is not unusual behavior for pre-verbal children. They may become frustrated then they cannot say "Move," "I was playing with that," or "You are too close." Because they cannot speak, some children will bite. They may have not developed the skill appropriate to enter play or ask to be included.

When a child is bitten, the area is cleaned and ice may be applied. They are held and consoled until they are ready to rejoin the group. We will teach the child that biting hurts and we will support the child facilitating words they may use instead of biting. The best way to stop biting is to encourage language development and using words as well as observing when and where the biting occurs.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Health and Safety

Accidents/Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot.

Fire Alarms

We have fire drills on a monthly basis. Every classroom has specific instructions to follow, and a diagram to show where the children are to exit. The staff also carries their attendance sheets to make sure all the children are present.

Injury/Accident procedures

If your child is involved in a mishap that require any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be left in your child's cubby.

If your child becomes injured other than a minor scrape or bruise, you will be notified immediately. This incident will be assessed and documented. You will be given a copy of the incident report upon pick-up your child.

In case of an emergency, we will contact 911 to care for your child. The parents will be contacted immediately. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet.

Other injury/Accident Prevention Procedures

- To prevent injuries on the playground, please send your child to our care with tennis shoes not open toe shoes.
- Do not allow your children to run on the parking lot, hold your child's hand. Children should not be left unattended in the car.
- Loose, comfortable clothes are recommended. Sweatshirts with strings around the hood are not recommended.

Guidelines for Management of Illness

If your child is ill, this is very important so we can alert parents of any contagious illness. According to State Licensing Standards, a child must be fever free for 24 hours before returning to the Center. Please do NOT administer a fever-suppressant and bring your child to the Center. This is unfair not only to your child but also to the other children and teachers.

Our protocol to call parents when child has a fever is when child reaches at temperature of 100.4 F axillary.

Please keep your child at home if he/she develops any of these symptoms of contagious disease for 24 hours and until the symptoms disappear:

Listed below are general criteria for EXCLUDING ill or infected children from the Center.

FEVER, defined by the child's age as follows:

Infants younger than 4 months	100 F axillary
4-24 month old	101 F axillary
Older than 24 months	102 F axillary or oral

SIGNS OF POSSIBLE SEVERE ILLNESS, including unusual lethargy, irritability, persistent crying, difficult breathing.

UNCONTROLLED DIARRHEA, after the second defined number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the diaper or toilet use. Must be Diarrhea free for 24 hours before returning to the center.

VOMITING, two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

MOUTH SORES, with drooling unless the child's physician has determined the illness not to be a communicable disease.

RASH, with fever or behavior change until a physician has determined the illness not to be a communicable disease.

PURULENT CONJUNCTIVITIS, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye.

INFESTATION (e.g., scabies, head lice), until 24 hours after treatment was begun.

IMPETIGO, until 24 hours after treatment was begun.

STREPTOCOCCAL PHARYNGITIS, until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours.

PIN WORM, until 24 hours after treatment was begun.

RINGWORM, until 24 hours after treatment was begun.

CHICKEN POX, until 6 days after onset of rash or until all lesions have dried and crusted.

RUBELLA, until 7 days after the rash appears.

In the season of flu or COVID, please let staff know so it has been confirmed and reported to Department of Health Services. Child will not be accepted to reentry until Physician releases the child.

The best prevention to prevent communicable diseases are as follows:

Universal precautions: Wear gloves whenever you are dealing with body fluids, (i.e.) mucus, vomit, blood, urine, fecal.

Wash hands before you glove up and after,
Wear a mask when possible, especially if someone has exhibited signs of illness.

If your child becomes ill while at the Center, you will be called to pick-up your child as soon as possible. You will be notified should your child be exposed to a contagious disease. Please notify the Center should your child become ill so that we may notify other parents of a contagious disease.

As you review the policy above, please keep this guideline in mind.

Staff procedures for illness inclusion and Exclusion are followed just like the children. Staff must be free of illness before reentry to the center. In the season of flu or COVID, please let staff know so it has been confirmed and reported to Department of Health Services. Child will not be accepted to reentry until Physician releases the staff.

If your child has a **dental emergency**, Staff will take all Universal precautions and call the parent to proceed with dental care.

Medication administration procedures.

Occasionally, children will need to receive medication while at the Center. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for the Center to assume that responsibility, the following guidelines must be followed:

- 1) Prescription medication must be ordered by a physician for the child to receive the medication. Do not ask that we administer medication that was prescribed for another child or member of your family. Prescriptions must be in the original container with your child's name on the prescription
- 2) No medication, whether prescription or not prescription, will be administered to a child without written parental authorization. Permission to administer medication forms is available in the office. The medication form must include the following:
 - A. Name of medication
 - B. Amount of dose
 - C. Time to be given
 - D. Date(s) to be given
 - E. Parent signature

Medication should be handed to the Assistant Director who is the only one who administers medication rather than leaving in on the counter or in a cubby. All medication must be in the original container with the child's name printed clearly on the label.

Outdoor Policy

Research has show that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperatures (wind chill and heat index factored in) drop below 20 degrees or rise

above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, etc. On day that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such a hula hoops, obstacle courses, dancing and exercising and more.

Pesticides

At least 48 hours before a pesticide application occurs on facility we will post on the bulletin board a letter containing:

1. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
2. The date and time of the pesticide application.
3. The pesticide label and the material safety data sheet; and
4. The name and telephone number of the pesticide business licensee and the name of the licensed applicator.

License

This center is regulated by the Arizona Department of Health Services located at 400 W. Congress, Suite 100, Tucson, AZ 85701, Tel.(520) 628-6540. Inspection reports are available for review at the site.

Liability Insurance

De Colores Learning Center & Childcare carries full liability coverage as required by the Department of Health Services.

By signing below, parents/guardians and provider agree to give teachers and all staff permission to seek medical and emergency services deemed necessary for the health and safety of your child and to abide by the written policies as stated in this handbook.

Director's Name (print)	Director's Signature	Date
Parent's Name (print)	Parent's Signature	Date
Parent's Name (print)	Parent's Signature	Date

Attention parents: Licensing requires all parents to be given a copy of our center parent handbook.

Student Name: _____ 202 _____

Dear Parents,

From time to time, I may take photos of the children during the day. The photos taken at De Colores Learning Center are solely used for “in-house” purposes such as portfolios, decoration of our classroom environment or for future newsletters that are sent only to the family enrolled at De Colores Learning Center & Childcare. Please indicate below if you give permission for you child’s photo to be taken and/or shared in the following ways:

For classroom environment use:

_____ I give permission for my child’s photo to be taken and be displayed in the classroom.

_____ Please do not take any photos of my child.

Sharing via newsletters:

_____ I give permission for my child's photo to be taken and be displayed in the classroom.

_____ Please do not take any photos of my child.

For Student Portfolio:

_____ I give permission for my child's photo to be taken and be displayed in the classroom.

_____ Please do not take any photos of my child.

Revised and reviewed on: _____

Date of Program review and evaluation: _____