

***T*enderfoot**

Child & Family Development's

HANDBOOK

For Families and Staff

700 North Colorado Street
Gunnison, CO 81230
(970) 642-1949
tfootdirector@gmail.com





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Phone: (970) 642-1949
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Child & Family Development Center

Dear Parents and Guardians,

I would like to take this opportunity to welcome you to Tenderfoot Child and Family Development Center. We are so pleased that you have chosen to become a part of the Tenderfoot family and look forward to the many days of learning and growing that your child will have in our care.

From this day forth we accept the awesome task of caring for your child and providing him or her with the highest quality environment, interactions, and experiences that will help them grow and develop into their fullest potential. We believe that your child's early educational environment and experiences are the foundation for a lifetime of contributing and growing.

It is our goal to provide a nurturing, safe, comfortable environment where your child can explore, create, learn, and flourish. We have worked hard to create a structure and routine that will challenge your child's innate curiosities through developmentally appropriate activities. We care for the whole child and approach our curriculum and care with holistic intentions. Our center, staff, and our daily activities will support your child's social, emotional, physical, and cognitive development while encouraging their individuality. We will facilitate their maturity into creative, collaborative problem solvers with a love of learning and discovering.

As I'm sure you'll soon agree, our center's greatest asset is our staff. Our teachers are knowledgeable, devoted professionals who love and care for the children at our center as if they were their own. We combine our backgrounds in early childhood, elementary, and special education to create a truly exceptional place for children.

We are excited to get to know your child and the people most important in his or her life! We are honored to be a part of your family, and will strive to work toward common goals as a team. We look forward to the many smiles and success that your child will share with us at Tenderfoot.

Sincerely,

Lynnā Frymoyer

Lynnā Frymoyer, MA ECE
Administrative Director

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Program specific information is attached.

1. TENDERFOOT'S MISSION

Our mission is to help families reach their full potential. We educate and nurture children while contributing toward the development of a healthy community.

2. TENDERFOOT'S PHILOSOPHY

Our programs are based on the following beliefs about early childhood education:

- Children learn best through a play-based, child-initiated program.
- Families, community members, volunteers, and teachers are valuable partners in our children's developmental and educational process.
- Children need the opportunity to experience an interactive environment that offers them choices in all areas of development and opportunities for positive relationships with their caregivers and peers.
- A sense of community and an emphasis on social-emotional development can help encourage life-long learners.
- Each child in our care needs to feel loved, accepted, and to know they are people of value and worth.
- The children we care for embody the hopes and dreams of the future, and we are responsible for nurturing them to achievement.

3. TENDERFOOT'S INFORMATION

Address: 700 North Colorado Street
Gunnison, Colorado 81230

Phone Number: (970) 642-1949

Tenderfoot's Administrative Director: Lynnā Frymoyer, tfootdirector@gmail.com

Tenderfoot's Finance Director: Sandy Ayers, tfootfindirector@gmail.com

Infant Program Coordinator: Lynnā Frymoyer, tfootdirector@gmail.com

Toddler Program Coordinator: Adriana Villalobos, tenderfoottoddlers@gmail.com

Preschool and After-School Program Coordinator: Jen Orth, tfootpsgreen@gmail.com

4. LICENSE INFORMATION

Tenderfoot is licensed by the state of Colorado's Department of Human Services Division of Child Care to provide care for children aged 6 weeks to 13 years old.

Our center is licensed to serve 147 children under the license identification number 102382.

5. DESCRIPTION OF SERVICES

Tenderfoot Child and Family Development is a state licensed nonprofit early childhood education organization that is committed to high quality child care at affordable rates. We operate with integrity, financial responsibility, and in accordance with federal, state and local guidelines and regulations.

Tenderfoot provides care for infants, toddlers, preschoolers, and school-aged children. Our center meets and excels in operating beyond the state of Colorado's minimum requirements for licensed child care centers. We are an approved provider of the Colorado Preschool Program (CPP) and meet all practices recommended by this statewide preschool tuition assistance program.

We currently serve children from 6 weeks to 12 years old, from diverse families and with diverse needs. In addition to all day care we provide an approved preschool program, after school care and a summer program for school aged children.

Tenderfoot believes that our employees are one of our greatest assets. We employ people from diverse backgrounds and generations. All of our staff, from our administrators to our teachers' assistants are professional, educated, nurturing, responsive caregivers who are committed to the children of our community. Our staff is continually educated and trained in the best practices in early childhood care and education.

As our name suggests, Tenderfoot Child and Family Development Center cares for and educates the whole child and their family. We offer education in all areas of childhood issues such as health, safety, nutrition, positive discipline, and parenting strategies. We take advantage of the resources and experts of our community and offer educational opportunities to our families through evening workshops, literature, and daily conversations.

COMMUNITY RESOURCES: Tenderfoot collaborates with many other community organizations to help families access services and support. We have access to the *Gunnison Valley Wellness Guide* (www.gvwellnessguide.org) at our center and can assist families search for local services that meet their needs. Such services may include food and nutrition, medical and dental resources, community mental health, recreation activities, the arts, housing, and clothing. This online guide is always accessible on a Tenderfoot computer which may be used by asking at the front desk.

Tenderfoot's administrators also work closely with the *Gunnison County Department of Human Services* and can help families access services including the Colorado Child Care Assistance Program (CCAP), which offers financial assistance for child care costs for qualifying households. Tenderfoot is a participating provider of the CCAP program, ask the director for more information.

Tenderfoot's teachers are trained in helping children access developmental and health screenings in and out of the center. Classrooms will inform families of vision, hearing, developmental, and dental screenings throughout the year or help them access screenings outside of scheduled times when needed. These screenings may be available at Tenderfoot or through *Child Find*, a local resource for ensuring children's healthy growth and learning. See more information about Child Find included in the enrollment packet.

Tenderfoot collaborates with the Gunnison Watershed School District (RE1J) and the Gunnison Valley Health Pediatric Therapy Services to help families access services to support children with developmental concerns. Our programs will work with speech, occupational, physical therapists and early childhood special education teachers to incorporate individualized support whenever possible.

6. GOVERNING BODY

Tenderfoot Child and Family Development Center is a Colorado non-profit corporation. Our Board of Directors consists of three people. Board members' names and contact information are posted at the center. This board helps to make policy decisions, provide valuable advice and support the quality and development of our center.

Our staff consists of administrators and teaching teams. Each staff member is qualified and fully trained for their positions. Please feel free to contact any administrator or lead teacher with any questions or concerns about your child.

The Tenderfoot Center is fully licensed by the State of Colorado's Department of Human Services, Child Care Licensing. Tenderfoot's current license is displayed at the center.

Tenderfoot is committed to continuous improvement of our facility, programs and staff. We accept and share the responsibilities of shaping the lives of our society's future generations. We are grateful for the opportunity to offer programs that will help nurture the exceptional thinkers, parents, and caretakers of our future. We encourage participation in center-based quality surveys and opportunities to give feedback. Tenderfoot maintains a Quality Improvement Plan that is updated throughout the year. This QIP is available for review in hard copy in the office by request.

7. STAFF TO CHILD RATIOS, GROUP SIZES, & CAREGIVERS

Tenderfoot strictly adheres to the state of Colorado's Department of Human Services Division of Child Care staff to child ratios for the various ages we serve. We strive to reduce these ratios according to recommended National Association for the Education for Young Children (NAEYC) quality standards. The ratios are as follows:

Age of Children	State Licensed Staff to Child Ratios	Typical Tenderfoot Staff to Child Ratios
6 weeks to 18 months	1:5	1:3
12 – 24 months	1:5	1:4
24 – 36 months	1:7	1:5
2 ½ - 3 years	1:8	1:6
3 – 4 years	1:10	1:8
4 – 5 years	1:12	1:8
5 years and up	1:15	1:10
Mixed age group 2 ½ - 6 years	1:10	1:8

Tenderfoot consistently staffs each classroom with a qualified lead teacher and teacher's assistants to adhere to the teacher-child ratios by age. Primary caregiving practices promote the formation of secure emotional bonds between children and their caregivers and enables the family to build a successful relationship with the teacher.

8. ADMISSION AND REGISTRATION

Parents and guardians enrolling their child in our center will be responsible for registration paperwork. Before your child begins you are required to fill out the following paperwork:

- ✓ Registration information form
- ✓ Sunscreen and Preventive Lotion permission form
- ✓ Emergency card
- ✓ Signed handbook agreement page
- ✓ Schedule commitment
- ✓ Immunization records
- ✓ Health Appraisal form signed by a doctor

A one-time registration fee of \$50 will be charged at the time of enrollment. This fee must be paid before your child attends for their first day at our center. If at any time you discontinue your child's enrollment with a program you will be charged the \$50 enrollment fee upon his/her return.*

*The initial enrollment fee is waived for children of students, faculty and staff of Western State Colorado University, employees of Gunnison County and the Gunnison Valley Hospital but will be billed following extended absences and re-enrollment.

NONDISCRIMINATION POLICY: Tenderfoot Child and Family Development Center admits students and children of any race, creed, color, religion, national and ethnic origin, disability, sex, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students or children in its preschool and its child care center and does not discriminate on the basis of race, creed, color, religion, national and ethnic origin, disability, sex, or sexual orientation in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other programs it administers.

Tenderfoot Child and Family Development Center also follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, disability, veteran status, and marital status. This policy applies to internal promotions, training, opportunities for advancement, termination, relationships with outside vendors and costumers, use of contractors and consultants, and dealings with the general public.

We offer services to all children we care for with special needs in accordance to the Americans with Disabilities Act.

HOME LANGUAGE: Tenderfoot is committed to helping families and children participate in our programs and access community services in their home language. Staff will use all resources available to communicate verbally and in writing in each family's language. Gunnison County's Multicultural office will be contacted to access interpreters and translation as needed. This handbook and registration documents are also available in Spanish.

IMMUNIZATION POLICY: In accordance with the State Child Care regulations, Colorado Law and Legislative declaration which states: "The general assembly hereby finds, determines, and declares that vaccine preventable diseases represent a serious public health threat to the people of this state. It has been well documented that vaccines are an effective way to save lives and prevent debilitating disease," the Tenderfoot Child and Family Development Center (TCFDC) Board of Directors adopt this policy requiring all children enrolled to be fully immunized in compliance with the current schedule of immunizations established by the Colorado Board of Health. "Vaccine" which means such vaccines as are determined by the board of health to be necessary to conform to recognized standard medical practices. It is also strongly recommended that children also receive Hepatitis A and pneumococcal conjugate vaccines because of increased risk from being in group care. In accordance with the Colorado law, which allows for exemptions, and infant/child shall be exempted from receiving the required immunizations:

- 1) Upon submitting certification from a licensed physician that the physical condition of the infant is such that one or more specified immunizations would endanger the infant's life or health; or
- 2) Upon submitting a statement signed by one parent or guardian that such parent or guardian adheres to a religious belief whose teachings are opposed to immunizations, or that such parent or guardian has a personal belief that is opposed to immunization.

Parents of children who choose religious or personal exemption from Colorado law regarding required immunizations must-submit the required signed documentation of exemption for him/her before enrolling in TCFDC.

Colorado 25-4-908- When exemption from immunization is not required:

“If at any time there is, in the opinion of the state department of public health and environment or local department of health, danger of an epidemic from any of the communicable diseases for which an immunization is required pursuant to the rules and regulations promulgated pursuant to section 25-4-904, no exemption or exception from immunization against said disease shall be recognized. Exclusion from child care and/or quarantine by the state or local department of Public Health is hereby authorized as a legal alternative to immunization.”

A notice to all parents in the center that the center has accepted an unimmunized or under immunized child will be posted in accordance with State of Colorado licensing requirements.

Parents will be given this immunization policy before enrolling in TCFDC and on the first day attending childcare, an acceptable copy of the child’s immunization record will be presented to the Center Director or designee as well as a signed Medical Release form and other contact information.

If a parent or guardian is informed of deficiencies in the child’s immunization record after enrolling in TCFDC, the parent or guardian will have 14 days to comply with policy or the child will be excluded from TCFDC. The TCFDC nurse consultant will work with the family to follow an accelerated immunization schedule as outlined by the Colorado Board of Health or to assist families in any way to comply with policy. Any child whose parents cannot afford to have the child immunized can be given immunizations at the Public Health office for a donation.

Tenderfoot Child and Family Development Center Board of Directors and staff wish to minimize exposure of TCFDC enrolled children to communicable disease by following recognized Best Practices in regards to health and safety as we do in early childhood education. The information from which this policy comes has been provided in part by the State guidelines are endorsed by the Colorado Chapter of the American Academy of Pediatrics, the Colorado Nurses Association, the Colorado Academy of Family Physicians and the Colorado Society of Osteopathic Medicine.

The guidelines reference the Advisory Committee on Immunization Practices recommendations, the most current edition of the CDC “Pink Book” and the Red Book of American Academy of Pediatrics.

9. CONFIDENTIALITY

All forms and information on your child are considered confidential. Information will not be released to any other agency without prior written consent of the parent/legal guardian. Records are kept in individual folders in a locked office.

10. HOURS OF OPERATION

The child care center is open from 7:00 AM to 6:00 PM, Monday through Friday.

11. RATES

Please see attached rate sheet.

12. SCHEDULING

At the time of enrollment parents are asked to commit to a set schedule of full or half days with a 2 half-day minimum requirement.

The child care day is divided into full or half days according to the following times:

Half-Day Morning- 7:00 AM to 12:30 PM

Half-Day Afternoon- 12:30 PM to 6:00 PM

Full Day- 7:00 AM to 6:00 PM

Half-day and full-day rates are set for each age group so that adding all daily fees and multiplying by 4 can determine a consistent monthly tuition. Monthly tuition will be the same each month regardless of a child's attendance or center closures.

Changes to scheduling commitments may be allowed with significant notice and the approval of administrative staff. Schedules must change at the start of each month for billing purposes.

13. PAYMENT

Tenderfoot bills monthly for hours accrued the previous month. Bills are available at the center on the first weekday of the month. Payment is due on the 10th of each month. If payment is not received by the 10th of the month, we are unable to provide care for your child on the 11th and until payment is received.

We reserve the right to insist on pre-payment if an individual has problems paying for past services.

You will also be charged a \$15.00 fee for any check returned for insufficient funds.

You will be charged an interest rate of 1.5% per month on any unpaid balance more than 7 days late.

Tenderfoot reserves the right to revoke any tuition discount privileges if a balance remains unpaid for more than 30 days.

By giving your contact numbers on registration paperwork, you give Tenderfoot, any agent acting on behalf of Tenderfoot, and automated dial technology irrevocable permission to call every number listed to pursue late payment.

Tenderfoot Child and Family Development Center shall terminate services if payment is not received.

14. HOLIDAYS

A school year (September to May) and summer (May to September) calendar will be provided to all families.

15. SIGNING IN AND OUT

Adults dropping your child off and picking him/her up from the center are responsible for signing them in and out of the center. Each child has a page alphabetically listed in our ledger books in our centers lobby where the hours of their attendance are recorded for each day. Consistency and accuracy is appreciated to ensure safety, appropriate billing, and records of your child's attendance.

Each classroom will also keep daily attendance records, please be sure to check in with a teacher when you are dropping off and picking up your child. Staff use daily attendance records to ensure the safety and accountability of all children in their care. These records are used for field trip protocols when a group leaves the center and to verify attendance during safety drills. During typical daily routines, attendance records are checked throughout the day and after each transition with name to face head counts. Records are updated to keep current with the children's arrivals and departures. The center director will also make periodic head counts in all classrooms.

If your child's class is out of the center on a field trip when you drop your child off, your child may join another class until their class returns.

16. ACCESSING THE CENTER

Families dropping off and picking up their child from our center are asked to use the Denver Street entrance and parking lot. All families and visitors must enter and exit the center through the main lobby area.

17. AUTHORIZED PICK-UP

It is the policy of our center to release your child only to parents, guardians, and other adults designated to pick your child up on his or her registration information. Please notify an administrative staff member in writing or verbally that another person will be picking up your child. A photo ID will be required from that person.

18. LATE PICK-UP PROCEDURE

It will be appreciated if you are on time for dismissal. In the event that your child is left at the center past 6:00 PM, every attempt will be made to call you or emergency contacts listed. If unsuccessful by 6:30 PM, the center reserves the right to call the local authorities to pick up your child.

If the local authorities are called and your child leaves the center, staff will leave messages on provided phone number contacts and place a note on the center door stating the time the child left the center and where the authorities have taken him/her. You should then contact emergency dispatch at (970) 641-8000 to locate your child.

Late fees will be charged to parents at an overtime rate per child of \$10.00 for up to 15 minutes after 6:00 PM and an additional \$1.00 for every minute after that. All late fees will be paid directly to the closing teacher inconvenienced by the situation.

Under no circumstances will Tenderfoot employees transport your child in the event of a failure to pick-up.

19. TRANSPORTING CHILDREN

It is the parents' or guardian's responsibility to provide transportation to and from the center.

By signing the permission waiver on the registration form, you consent to your child participating in any walking field trips.

The center's staff and other parents will provide transportation for distant field trips for children over the age of 5. You will be notified in advance of any proposed field trips and any extra charges that there may be. Your child will be required to wear a seat belt or use a car safety seat. The safety seats you will need to provide. Children under the age of four will not participate in field trips that require car transport.

We cannot transport your child(ren) to or from kindergarten or to their after-school activities.

20. ATTENDANCE AND ILLNESS

Regular attendance is essential for acquiring an appropriate education. When a child is away from school, valuable time is lost from your child's educational experience. Learning can be disrupted by frequent absences.

There are times when your child needs to be absent from school. Please keep your child at home if they have the following symptoms:

- fever
- vomiting
- diarrhea
- severe coughing
- green discharge from eyes or nose
- skin rash with a fever

It is often difficult to determine when a child is ill and should be kept home. Behavior is a major indication of potential illness. Such things as change in eating/drinking, sleep, activity and overall ability to manage daily activities are important factors in assessing whether to bring a child to school.

Rash with fever can indicate serious illnesses such as meningitis, measles or other highly contagious and serious illnesses. (Rash without fever may attend school.) Some of these conditions are vaccine preventable.

According to the Colorado Department of Public Health guidelines for children should be kept at home for 24 hours after a fever has resolved (without the use of medication) and until diarrhea and vomiting have resolved for at least 48 hours.

Children with contagious illness must receive prescription medication for at least 24 hours before returning to the center

If your child becomes sick at school, the staff will notify a parent, guardian, or emergency contact. We will ask that you make arrangements to come pick up your child as soon as possible for their comfort and our health.

The sick child will be cared for in our isolation room near the receptionist area in our center's lobby until they are picked up.

We appreciate being told if you have given your child medication before coming to the center. Knowing what kind of medication, for what symptoms, and how much can help us care for your child better.

21. ABSENCES

If your child is sick, please contact the center. Please let us know if your child has a contagious illness so that we can inform other parents that their child has been exposed; this will be handled with confidentiality.

Parents will be expected to pay the set monthly tuition regardless of their child's attendance at the center.

22. MEDICATION ADMINISTRATION

Our center has a staff person certified in medical administration present at all times. If your child needs over-the-counter or prescription medication while in our care you must provide signed written notification from your doctor stating the child's name, the type of medication, and the dosage. Medication must be in the original container and clearly marked with your child's name.

All medications will be safely stored at the center. Emergency medications will be stored in classrooms in a place that is easily accessible to staff, but inaccessible to children. Medications will be kept in a locked box in the office of the center when not in use. Medications that have expired or is left over will be given back to the parents/guardians.

23. EXTREME WEATHER CONDITIONS

Although we try to play outside each day, we will consider extreme heat or cold and precipitation as extreme weather and stay inside for gross motor activities.

It is the parents' responsibility to provide a bottle of sunscreen with an SPF of 30+ for their child to be applied at the center. We also encourage parents to apply sunscreen to their child each morning before dressing to ensure complete coverage. A signed permission form is required for Tenderfoot's staff to apply sunscreen and other preventive lotions to children.

24. CHILDREN'S PERSONAL BELONGINGS

Each classroom is equipped with cubbies where children can store their personal belongings needed for the day. Classrooms can store an extra change of clothes for your child.

There is no need for children to bring money to school and staff is not responsible for lost or stolen money at Tenderfoot. If money is required for a field trip or special activity, parents will be notified in writing and staff will collect the money.

If you send toys or books from home with your child, please understand that you cannot hold the center or any of the other children responsible if toys or books are damaged, lost, stolen, torn, or spoiled. It is your responsibility to assure that your child does not bring dangerous or inappropriate toys or books to the center.

Tenderfoot has a strict no weapons policy; we do not allow any toy gun, sword, or knife at our center. Do not send expensive items. Any toys brought must be shared.

Although we welcome sharing between home and school, it is best if children do not routinely bring toys from home to school.

25. TELEVISION AND VIDEOS

When filling out the registration form you have the choice to sign and authorize the center to show your child over the age of 2 years old developmentally appropriate, G-rated videos.

Viewing videos will be infrequent and with adult supervision. Our staff feels strongly that young children's television and video viewing should be limited and censored, however we value the curricular advantages that multimedia presentations occasionally offer. We respect parent and guardians preferences about television viewing for their child and always offer alternative activities for the children during the presentation.

26. CHANGES TO PERSONAL INFORMATION

Parents and guardians are responsible for updating the center about changes in personal information such as work or home phone number, address, and emergency contacts.

27. EMERGENCY PREPAREDNESS

Tenderfoot's staff is trained to respond to emergencies including: fire, natural disaster, exposure to hazardous materials, lost children, accidents or injuries, and security threats.

Staff is trained in the Standard Response Protocol and these drills are practiced with the children. Procedures are in place to alert and secure the classrooms and children in the case of an intruder or threat. More information about the Standard Response Protocol can be found at www.iloveguys.org, by asking a Tenderfoot staff member, or requesting Tenderfoot's disaster preparedness plan for more details.

When safety drills are practiced, Tenderfoot's staff will ensure the needs of all children are met. Access and functional needs will be addressed for each classroom and accommodations will be identified as needed. Tenderfoot's staff will create plans to address individual children's needs that assigns a staff member to the child during drills, and ensures all equipment and/or medications are accounted for during emergency situations.

In the case of an extended evacuation from the center, Tenderfoot will contact all families to plan for reunification with their children. Staff will use phone numbers provided on each child's current emergency card to call parents/guardians or those designated as emergency contacts to notify them of their location and plan for pick up. Staff will use classroom attendance records to account for children and to record who was picked up and by whom, a photo ID will be required to verify adults authorized to pick-up the child from the evacuation location.

Fire Drills:

Our center will conduct routine fire drills. Each lead teacher will organize their group in a calm manner and exit the building through their classroom emergency exit door. We will take children to the Western State Colorado University's small gym of the Wright Gymnasium, our designated safe place, where we will wait for emergency services.

Missing Child Procedure:

In the event that a child becomes missing while in our care, we have trained our staff to follow the following procedure: they will first report the missing child to their supervisor who shall report it to the director, we will refer to teacher attendance lists, sign-in books, the police will be notified, and the parent will be called.

Accidents & Injuries:

In the event that your child is injured while in our care and our staff feels it warrants a doctor's attention, you will be notified to come pick up your child up. Accident reports will be filled out by our staff and completed by a parent's or guardian's signature for any injury that causes bruising, swelling, or breaks the skin.

The parent or guardian is required to sign a medical release with the center annually. This is an authorization form to be used in the event of a medical emergency and the center is unable to reach you to get permission for medical treatment for your child. You will pay for any such medical treatment or arrange for you insurance carrier to pay. If an ambulance is needed, you will be expected to pay any associated costs and charges.

28. TRANSITIONS BETWEEN CLASSROOMS

Tenderfoot's programs will ensure all enrolled children advance in age appropriate classrooms when ready. Transitions from infant (6 weeks to 18 months) to toddler (1 to 3 years), toddler to preschool (2 ½ to 5 years old) and preschool to kindergarten (5 years old by September 30th) are based on age and developmental readiness and happen throughout the year.

Tenderfoot's staff will work with families to plan for each child's transition. Transition plans include, but are not limited to: visits to the new classroom, visits by the new teachers, written transition surveys completed by teachers for each child that are shared with the new program staff, and meetings to welcome families to the new program and answer questions.

Re-enrollment and associated fees are not necessary when advancing between programs.

Parents/guardians will be given advanced notice if enrollment does not allow for availability in the next program.

29. VISITORS TO THE CENTER

Visitors to our center will be asked to check in with administrative staff at the lobby. They will be asked to complete a sign-in form and include full name, address, purpose of visit, and time of visit. They will be required to wear a visitor badge throughout their visit to our center and will be accompanied by a staff member.

30. TAX INFORMATION

Tenderfoot Child and Family Development Center's tax identification number is **84-1478699**.

We may be able to provide a total of your child care payments at the end of each year, however be sure to save your receipt, bill statement, and/or canceled checks to total your payments for tax information.

31. PARENTS AND THE CENTER

- Parents are always welcome at our center as helpers, volunteers, or observers.
- We believe parents are the primary influence in the child's life and are considered valued partners with their child's early education experience.
- We consider parents as a vital team member in home and school activities.
- Parents should be actively involved by reading monthly newsletters, bulletins posted in the center, and through conversations with teachers.
- Conferences with teachers will be offered two times (fall & spring) throughout the year or may be requested by the family at any time.
- Families are encouraged to talk with Tenderfoot's staff and administration about their child's behavior and relationships with other children. Lead teachers are trained to assist families and their children with building relationships with peers and resolving conflicts between children. While at the center, parents shall not directly contact another child with whom their child has a conflict. Rather, they must contact a staff person or administrator to resolve the conflict. Parents are expected to keep an appropriate distance from all children while at the center or in the classroom.
- Tenderfoot appreciates parental support in all efforts to improve the quality of care we offer; we welcome involvement in monthly board meetings, fund-raising, and volunteers for committees.
- Family members' are expected to follow the center's rules at all times. An adult's violation of the rules or inappropriate behavior can be grounds for the termination of child care services.
- We are committed to supporting families, your children, cultures, and communities

32. TRIAL PERIOD

Your child's adjustment is important to all of us. It is agreed that a 2-week adjustment period will exist before arrangements for regular care is finalized.

33. RELEASE OF LIABILITY

You and your child as well as heirs, executors, and assigns do hereby release the center from any and all liability (except gross negligence or intentional wrongdoing) for any injury, illness or other damage to person or property resulting from or out of the placement of your child in our care. This release also applies during field trip or medical emergency.

34. CHILD ABUSE AND COMPLAINT REPORTING PROCEDURES

State law requires that licensed providers report all suspected child abuse to the county department of social services or the local law enforcement agency. In Gunnison County, reports will be made to the law enforcement agency in the provider's jurisdiction or:

Gunnison County Department of Human Services
Child Protection
(970) 641-3244

If parents or guardians suspect abuse occurred while in the provider's care, a report may be made to the law enforcement agency in the provider's jurisdiction or:

Gunnison County Department of Human Services
Child Protection
(970) 641-3244
(970) 707-7005
Statewide 1-844-CO-4 KIDS (1-844-264-5437)

Parents or guardians have the right to file a formal complaint on a provider for suspected licensing violations.

A complaint may be made either by telephone or in writing to:

Colorado Department of Human Services
Child Care Division
1575 Sherman Street, 1st Floor
Denver, CO 80203-5958
(303) 866-5958
1-800-799-5876

35. INSPECTIONS

The most recent licensing, fire department, and health department inspection records are available at the center upon request.

36. LENGTH OF CONTRACT AND TERMINATION

This contract will remain in effect until you or the center decides to terminate it:

You may terminate this contract and remove your child from the center by giving a 2 week advance notice. This requirement is so the center can find another child to replace yours without loss of income. You will owe regular charges the 2 weeks after such notice even if your child is no longer attending the child care center.

Tenderfoot can not hold your child's place in a program without payment. If you withdraw your child and would like for him/her to return in the future your name will be placed on the waiting list until an opening is available. You will be charged the \$50 enrollment fee when you reenroll.

The center may terminate child care services to you and your child for any reasonable cause (such as but not limited to: behavior, negligent paperwork, or failure to pay tuition). The center will attempt to give you advance notice whenever possible so that you can make other arrangements.

37. REGULATIONS AND STATE LAW

Both the center and you agree to comply with all regulations and state laws including but not limited to completing all record keeping forms required by law such as admissions records and authorizations. Service is provided in accordance with all laws and therefore, no one will be discriminated against because of race, color, creed, religion, sex, national origin, political beliefs, disability or age.

If your child has a disability or major medical condition, there may be help available. We encourage you to contact the Gunnison County Department of Health and Human Services.

38. OTHER GENERAL PROVISIONS

This contract shall be interpreted under the laws of the state of Colorado and shall be enforceable in the Courts of Gunnison County, Colorado. No modification to this agreement shall be made except in writing signed by both parties and any attempted oral modification shall not be legally binding. Any waiver of the provisions of this agreement shall not be interpreted as a waiver of any subsequent violation. If the center is required to bring or defend any legal action arising out of this contract and is the prevailing party, you agree to pay all costs of suit and reasonable attorney's fees associated with the suit.

INFANT PROGRAM

Program Lead Teacher: Brenda Burkholder

Phone Number: 970-642-1949

Email Address: tfootdirector@gmail.com

Yellow Classrooms, infants aged 6 weeks to 18 months

1. DISCIPLINE

Tenderfoot Child and Family Development Center implements the Pyramid Model, a framework for social-emotional development. The Pyramid Model provides multiple levels of support for adults and children to ensure the program is committed to helping children positively develop socially and emotionally. With respect to individual differences, we view behavior as communication and seek to teach children how to regulate their own behavior, follow rules, solve problems, recognize emotions in themselves and others, and build friendships.

Our classrooms implement research based strategies that create a classroom environment and curriculum to support prosocial skills. Using direct teaching, modeling, and supplemental curriculums (Second Step) we create and maintain a socially and emotionally respectful early learning and care environment. We work closely with families to support children at school and home.

Tenderfoot has three rules that all children and adults follow. These rules are: *We keep ourselves safe. We keep each other safe. We keep Tenderfoot safe.*

Children in need of more individualized support will be handled with care and respect. Families will be involved in a systematic process for identifying the child's needs and implementing strategies to teach new skills and replacement behaviors. With the family's permission, other professionals will be consulted throughout the process as needed; this may include an early childhood Mental Health Specialist.

If a child has been involved in an individualized intervention process and his/her behavior continues to be unsafe and/or jeopardizing the wellbeing of themselves or others Tenderfoot reserves the right to discontinue enrollment. Parents will be given notification in writing of the steps taken to resolve the crisis and the steps for withdraw from the program.

Under no circumstances is the baby to ever be in any way treated harshly. Cribs are used for sleeping and resting and never for punishment.

Food is never involved in behavior intervention plans.

2. NUTRITION

Children will bring all necessary meals to the center. Our staff will respect parental wishes for feeding routines; we encourage clear communication about your baby's home feeding routines. Formula and breast milk will be stored, served, and discarded according to safety guidelines.

Tenderfoot provides an atmosphere that welcomes breastfeeding families. Nursing mothers are always welcome to come to the center to feed their baby. There is a private, comfortable space for nursing or pumping breast milk in our infant classroom. Breast milk can be stored in the classroom freezer or refrigerator. The infant program staff will work with families to help facilitate feeding routines, communication is encouraged between family and caregivers to adapt to the infant's needs.

For breastfed babies, backup bottles and breast milk must be provided for the center's use. Expressed breast milk should be labeled with the infant's full name, the date and time the milk was pumped.

3. DIAPERING

Diapering will be on a washable mat designated for that purpose, which will be disinfected after each use. Children's diapers will be changed every two hours, or more often if needed. No child will be in wet or soiled clothing; they will be changed and cleaned off. The wet and soiled clothing will be bagged up to send home to parents.

Parents are responsible for bringing diapers and diaper cream for their child and keeping the supply well stocked.

Our infant classrooms are not equipped to facilitate toilet teaching.

4. CLOTHING

Please bring a change of clothes in a bag labeled with your child's name to be kept at the center in case of an accident. We encourage comfortable play clothes that stretch for movement and have a limited number of snaps.

We appreciate the labeling of all your child's gear. We are not responsible for lost or stolen items.

Parents and guardians are responsible for seasonally appropriate clothing for indoor and outdoor play. Babies are most comfortable in lightweight long sleeves and pants and wearing socks.

5. NAPTIME

Parents are encouraged to engage in an open dialogue about their child's sleeping habits and routines. Safe sleep practices will be required at all times for infants while in our care.

6. DAILY RECORDS

Daily records are kept of each child, giving information on diapering, food eaten, liquids drank, times and duration of naps, and notes on daily activities, mood, and other information. The daily records will be sent home at the end of each day.

7. CURRICULUM

The infant program offers a child-centered, developmentally appropriate curriculum that is aligned with the domains of Colorado's Early Learning Development Guidelines. We enhance our daily care routines with enriching language, opportunities to explore, and the security of consistent care providers that helps babies thrive.

Each classroom makes careful observations of the children's progress, strengths, and needs. These observations are compiled in a portfolio that will grow with your child throughout our programs and will be shared with you during the year.

We are proud of the formal and informal learning that takes place in and out of our classrooms; please inquire about our curriculum and your child's growth and development.

TODDLER PROGRAM

Program Coordinator: Adriana Villalobos

Phone Number: 970-642-1949

Email Address: tenderfoottoddlers@gmail.com

Red Classrooms, toddlers aged 1-3 years

1. DISCIPLINE

Tenderfoot Child and Family Development Center implements the Pyramid Model, a framework for social-emotional development. The Pyramid Model provides multiple levels of support for adults and children to ensure the program is committed to helping children positively develop socially and emotionally. With respect to individual differences, we view behavior as communication and seek to teach children how to regulate their own behavior, follow rules, solve problems, recognize emotions in themselves and others, and build friendships.

Our classrooms implement research based strategies that create a classroom environment and curriculum to support prosocial skills. Using direct teaching, modeling, and supplemental curriculums (Second Step) we create and maintain a socially and emotionally respectful early learning and care environment. We work closely with families to support children at school and home.

Tenderfoot has three rules that all children and adults follow. These rules are: *We keep ourselves safe. We keep each other safe. We keep Tenderfoot safe.*

Children in need of more individualized support will be handled with care and respect. Families will be involved in a systematic process for identifying the child's needs and implementing strategies to teach new skills and replacement behaviors. With the family's permission, other professionals will be consulted throughout the process as needed; this may include an early childhood Mental Health Specialist.

If a child has been involved in an individualized intervention process and his/her behavior continues to be unsafe and/or jeopardizing the wellbeing of themselves or others Tenderfoot reserves the right to discontinue enrollment. Parents will be given notification in writing of the steps taken to resolve the crisis and the steps for withdraw from the program.

Food is never involved in behavior intervention plans.

BITING POLICY: Our toddler program recognizes that as a part of normal child development toddlers may bite their peers. Although this behavior is not acceptable, we understand that young children bite for a variety of reasons ranging from self-expression to exploration. We view biting as a form of communication that must be taught replacement skills. However, to ensure the safety of all children in our care our staff will take the following actions if biting occurs twice in one day, staff will call his/her parents and ask them to remove the child from the center for the rest of that day for the safety of the other children. The child may return to the center after the program coordinator involves the family in an action-planning meeting.

2. NUTRITION

Children will bring a healthy lunch and drink to the center. They will have designated times during the day to eat lunch and snack. The lunches need to be nutritious and include options from all food groups (protein, vegetables, fruits, carbohydrates). Staff is required to supplement healthy foods from the classroom kitchen when a parent packed lunch does not provide adequate nutrition. A child will be expected to eat the healthy

part of lunch before eating sweets. Nutrition will be continuously included in our program. Meals can be heated up for the children.

The center will provide a nutritious morning and afternoon snack. Snack calendars are available for parental review.

3. DIAPERING

Diapering will be on a washable mat designated for that purpose, which will be disinfected after each use. Children's diapers will be changed every two hours, or more often if needed. No child will be in wet or soiled clothing; they will be changed and cleaned off. The wet and soiled clothing will be bagged up to send home to parents.

Parents are responsible for bringing diapers and diaper cream for their child and keeping the supply well stocked.

Toilet teaching will be approached as a joint effort between home and school. Open dialogue will initiate the teaching and every effort will be made to follow parents' wishes and established routine.

4. CLOTHING

Please bring a change of clothes in a bag labeled with your child's name to be kept at the center in case of an accident. We encourage comfortable play clothes that stretch for movement and have a limited number of snaps.

We appreciate the labeling of all your child's gear. We are not responsible for lost or stolen items.

Parents and guardians are responsible for seasonally appropriate clothing for indoor and outdoor play.

5. NAPTIME

Our daily routine includes a naptime after lunch each day. Each toddler is designated a blanket and nap cot, rooms are prepared with quiet music and darkened, teachers sit with the children and rub their backs until they fall asleep or rest quietly. Comfort items are welcome from home.

Children in our care for 8 or more hours are required to rest for at least half an hour.

By signing the attached agreement page parents and guardians agree to allow their toddler (aged 12 months and older) to sleep on a low, no sided, child-safe nap cot.

6. DAILY RECORDS

Daily records are kept of each child, giving information on diapering, toilet teaching, food eaten, liquids drank, times and duration of naps, and notes on daily activities, mood, and other information.

7. CURRICULUM

The toddler program offers a developmentally appropriate curriculum that is aligned with the domains of Colorado's Early Learning Development Guidelines. Our child-centered, thematic approach offers a curriculum that incorporates art, crafts, academic, social, gross motor, music, and dramatic activities. Our skilled teachers carefully plan open-ended activities to accommodate for individual interests, levels, and abilities. Each classroom makes careful observations of the children's progress, strengths, and needs. These observations are compiled in a portfolio that will grow with your child throughout our programs and will be shared with you

during the year. We are proud of the formal and informal learning that takes place in and out of our classrooms; please inquire about our themes, objectives, and your child's growth and development.

PRESCHOOL PROGRAM

Program Coordinator: Jen Orth

Phone Number: 970-642-1949

Email Address: tfootpsgreen@gmail.com

Blue & Green Classrooms, preschoolers aged 2 ½ to 5 years

1. DISCIPLINE

Tenderfoot Child and Family Development Center implements the Pyramid Model, a framework for social-emotional development. The Pyramid Model provides multiple levels of support for adults and children to ensure the program is committed to helping children positively develop socially and emotionally. With respect to individual differences, we view behavior as communication and seek to teach children how to regulate their own behavior, follow rules, solve problems, recognize emotions in themselves and others, and build friendships.

Our classrooms implement research based strategies that create a classroom environment and curriculum to support prosocial skills. Using direct teaching, modeling, and supplemental curriculums (Second Step) we create and maintain a socially and emotionally respectful early learning and care environment. We work closely with families to support children at school and home.

Tenderfoot has three rules that all children and adults follow. These rules are: *We keep ourselves safe. We keep each other safe. We keep Tenderfoot safe.*

Children in need of more individualized support will be handled with care and respect. Families will be involved in a systematic process for identifying the child's needs and implementing strategies to teach new skills and replacement behaviors. With the family's permission, other professionals will be consulted throughout the process as needed; this may include an early childhood Mental Health Specialist.

If a child has been involved in an individualized intervention process and his/her behavior continues to be unsafe and/or jeopardizing the wellbeing of themselves or others Tenderfoot reserves the right to discontinue enrollment. Parents will be given notification in writing of the steps taken to resolve the crisis and the steps for withdraw from the program.

Food is never involved in behavior intervention plans.

2. NUTRITION

Children need to bring a nutritional bagged lunch with a drink. Nutrition plays a crucial role in your child's physical and mental development. Please be careful to include items from the various food groups: meats, dairy, vegetables, fruits, and breads while limiting items from the sweets and fats group. Staff is required to supplement healthy foods from the classroom kitchen when a parent packed lunch does not provide adequate nutrition. We are able to warm foods sent in lunchboxes prior to serving them to your child. We will work with your child to make nutritional choices from their lunch selections before eating treats.

A morning and afternoon snack will be provided to the children in child care. We plan a nutritious snack menu monthly and post it in our kitchen for your notification. Any food not eaten will be sent home in lunch boxes. We appreciate communication from parents in regards to your child's eating and nutrition.

We appreciate a cold-pack in your child's lunch box for their safety.

3. NAP TIME

Our center has a quiet time after lunch each day. Children in our care for 8 or more hours are required to rest for at least a half hour. We provide each child with a sleeping cot that is sanitized at the end of each rest time. We also provide each child a blanket and pillow that are stored in individually labeled boxes and washed frequently. The lights are dimmed, quiet music is played, and each child is read to and has their back appropriately rubbed by a staff member until they fall asleep. Children are encouraged to rest quietly on their cot if they do not sleep. Comfort items from home are welcome for naptime.

4. CLOTHING

Please bring a change of clothes in a bag labeled with your child's name to be kept at the center in case of an accident. We encourage comfortable play clothes that stretch for movement and have a limited number of snaps, buttons, or zippers. Rubber soled shoes are best for safe play.

We appreciate the labeling of all your child's gear. We are not responsible for lost or stolen items.

Parents and guardians are responsible for seasonally appropriate clothing for indoor and outdoor play.

During cold winter months, each child needs appropriate winter gear as we spend a little time outside each day. Your child should bring labeled gloves, a hat, a coat, snow pants, and boots to be worn outdoors. Boots cannot be worn indoors- children need comfortable shoes or rubber soled slippers to change into.

5. CURRICULUM

The preschool program offers a developmentally appropriate curriculum that is aligned with the domains of Colorado's Early Learning Development Guidelines. Our child-centered, thematic approach offers a curriculum that incorporates art, crafts, academic, social, gross motor, music, and dramatic activities. Our skilled teachers carefully plan open-ended activities to accommodate for individual interests, levels, and abilities.

Each classroom makes careful observations of the children's progress, strengths, and needs. These observations are compiled in a portfolio that will grow with your child throughout our programs and will be shared with you during the year.

We are proud of the formal and informal learning that takes place in and out of our classrooms; please inquire about our themes, objectives, and your child's growth and development.

AFTER-SCHOOL PROGRAM

Program Coordinator: Jen Orth

Phone Number: 970-642-1949

Email Address: tfootpsgreen@gmail.com

Green Classroom, children aged 5 to 12 years

1. DISCIPLINE

Tenderfoot Child and Family Development Center implements the Pyramid Model, a framework for social-emotional development. The Pyramid Model provides multiple levels of support for adults and children to ensure the program is committed to helping children positively develop socially and emotionally. With respect to individual differences, we view behavior as communication and seek to teach children how to regulate their own behavior, follow rules, solve problems, recognize emotions in themselves and others, and build friendships.

Our classrooms implement research based strategies that create a classroom environment and curriculum to support prosocial skills. Using direct teaching, modeling, and supplemental curriculums (Second Step) we create and maintain a socially and emotionally respectful early learning and care environment. We work closely with families to support children at school and home.

Tenderfoot has three rules that all children and adults follow. These rules are: *We keep ourselves safe. We keep each other safe. We keep Tenderfoot safe.*

Children in need of more individualized support will be handled with care and respect. Families will be involved in a systematic process for identifying the child's needs and implementing strategies to teach new skills and replacement behaviors. With the family's permission, other professionals will be consulted throughout the process as needed; this may include an early childhood Mental Health Specialist.

If a child has been involved in an individualized intervention process and his/her behavior continues to be unsafe and/or jeopardizing the wellbeing of themselves or others Tenderfoot reserves the right to discontinue enrollment. Parents will be given notification in writing of the steps taken to resolve the crisis and the steps for withdraw from the program.

Food is never involved in behavior intervention plans.

2. NUTRITION

We will provide a nutritious after-school snack for the children each day.

When spending a full day in our care, children should bring a nutritious bagged lunch with a drink. Staff is required to supplement healthy foods from the classroom kitchen when a parent packed lunch does not provide adequate nutrition. We appreciate a cold-pack in your child's lunch box for their safety. We will also provide a nutritious morning and afternoon snack on full days.

3. CLOTHING

Please bring a change of clothes in a bag labeled with your child's name to be kept at the center in case of an accident. We encourage comfortable play clothes that stretch for movement and have a limited number of snaps, buttons, or zippers. Rubber soled shoes are best for safe play.

We appreciate the labeling of all your child's gear. We are not responsible for lost or stolen items.

Parents and guardians are responsible for seasonally appropriate clothing for indoor and outdoor play.

During cold winter months, each child needs appropriate winter gear as we spend a little time outside each day. Your child should bring labeled gloves, a hat, a coat, snow pants, a coat, and boots to be worn outdoors. Boots cannot be worn indoors- children need comfortable shoes or rubber soled slippers to change into.

4. CURRICULUM

Our after-school curriculum offers a choice driven, relaxed environment that provides the children with a variety of social, artistic, individual, outdoor, and dramatic activities to unwind with at the end of their long school day. If there is an interest, our teachers will arrange for homework help groups, tutoring, and/or enrichment in academic subjects.

Summer curriculum will extend and support the academics covered in the elementary grades. The children will be enriched with explorative activities in the classroom and throughout our community.

We are proud of the formal and informal learning that takes place in and out of our classrooms; please inquire about our themes, objectives, and your child's growth and development.

5. TRANSPORTATION

Children attending Tenderfoot's after-school program will ride a school district bus from the elementary school to our center. A Tenderfoot teacher will meet the children at the bus stop and escort them to their classroom. Tenderfoot's responsibility for your child's care will begin when they are dropped off at the bus stop. Disciplinary issues on the bus will be handled by the school district and may jeopardize your child's ability to use school district transportation to the center.

We appreciate clear communication about your child's attendance. Please be sure to call or tell us in advance if your child will not be attending our program when they are typically scheduled.

You will be contacted immediately if your child does not arrive at the bus stop on a regularly scheduled day. Please be sure to keep contact phone numbers current.

6. ALIGNMENT WITH SCHOOL DISTRICT

Tenderfoot follows the school district's rules regarding approved toys and personal electronic equipment. If an item is not allowed at the elementary school it will not be allowed at Tenderfoot unless otherwise specified by a teacher.

AGREEMENT PAGE

If and when you are in agreement with all the policies and procedures specified by this handbook, please sign this form and return it to the center.

I/We have read and understand Tenderfoot Child and Family Development Center's Handbook for Parents and Guardians. I /We agree to adhere to these stipulations while my/our child is receiving care from this child care center.

Parents' or Guardians' Signatures: _____

Parents' or Guardians' Printed Names: _____

Date: _____

Please keep the handbook for your reference.