

FAMILY HANDBOOK

SILVERTON FAMILY LEARNING CENTER



Where children love to learn!

Discipline

Our staff will strive to develop a positive relationship and rapport with every child. If problems do occur, discipline is based on positive praise and reinforcement to build social skills and self-esteem. Each child will be recognized and treated as an individual. Positive guidance, support and re-direction will be blended with consistent reinforcement of positive behavior.

No form of corporal or harsh punishment will be allowed, and discipline will not be associated with rest, toileting or refusal to eat. Separation, when used as discipline, shall be brief and appropriate for the child's age. Time-out periods may be used when necessary, but the child will always be in an open area within eye and ear contact of staff.

Child Abuse Policy

Our staff is required by law to report any person who is suspected of child abuse or neglect as defined in Section 7.702.41 of the General Rules for Child Care Facilities and shall immediately contact the county welfare agency, sheriff or city police in compliance with the law.

Special Thanks

Our thanks goes out to the Silverton Schools, who have generously provided our preschool facility and much support. Thanks also to the Silverton District Council, our donors, and amazing Board of Directors, who have been instrumental in our success.

Discipline

Child Abuse Policy

Special Thanks

SILVERTON FAMILY LEARNING CENTER

Address

909 Greene Street, Silverton, CO 81433
 P.O. Box 558, Silverton, CO 81433 (mailing address)

Phone: 970.387.5152

Fax: 970.387.5791

- ~ Licensed by the State of Colorado as a program of the Silverton Family Learning Center,*
- ~ Caring for children ages two and a half years to five years.*

Hours of Operation

*Open 8:15 am-3:30 pm
 Monday through Thursday
 We are open year-round, excepting closures noted.*

We accept enrollment **without discrimination with regard to race, color, national origin, language ability, gender, or religion.** Every effort will be made to accommodate children regardless of the family's ability to pay.

Frequently Asked Questions

How will I know if my family is eligible for financial assistance?

Our staff is trained to carry out the eligibility review with your family. We will automatically carry out a review for all enrolling families. Your confidentiality is our priority.

What if I know the staff and don't want to share my private family and financial information?

We would be happy to have your eligibility review conducted by a staff person from the Department of Social Services or County Nursing Service. Please be assured that your privacy is of utmost importance to our staff and all have agreed to protect your privacy as a condition of their employment.

How do I know that the curriculum is of high quality?

As a recipient of funds from the Colorado Preschool Program (CPP), our preschool is required to meet or exceed state standards for curriculum quality. In meeting those standards, we will strive for an exceptional learning environment that is responsive to your child's needs.

How will I know how my child is doing at school?

In addition to interactions with families on a regular basis at the school, your child's teacher will hold parent/teacher conferences twice each year to update parents on their child's progress. A parent may inquire any time.

What should my child bring to school each day?

A nutritious lunch (including a beverage), a set of clean clothes, sunscreen applied to exposed skin, inside shoes and labeled outerwear appropriate for Silverton weather.

Nutrition, Snacks & Meals

A nutritious lunch including beverage must be sent with all children who are staying past 11:30am. A refrigerator will be provided for lunch storage, but meals cannot be heated at the facility. Please do not send soda pop or other carbonated beverages. Please label your child's lunch container.

In the event that a family has difficulty providing a sufficient lunch, the school staff will add supplement with items from the Food Program for that child.

A morning snack will be provided. This snack will consist of food from two of the four food groups and a beverage of whole milk, 100% juice or water. The snack menu will be developed monthly and is available for review.

Please be sure that your child arrives at school having had breakfast, and that you notify staff of any allergies.

Safety

Your child's safety is the primary concern of school staff. One staff member will remain at all times with each group of 8 children. Every member of the staff has the personal responsibility to report unsafe situations or equipment immediately and take action to eliminate the hazard.

The facility is regularly inspected for health, fire and physical safety by staff and legal authorities.

Introduction and Mission

The Silverton Cooperative Preschool, a program of the Silverton Family Learning Center, is a child development center licensed by the Colorado Department of Health Services.

The mission of the center is to provide a safe, secure and stimulating environment wherein each child may experience success, thus developing a sense of self-worth. Our emphasis is on the development of the whole child, and our age-appropriate learning environment fosters social, emotional, physical and intellectual growth. Within this creative environment, we will provide the highest quality care and education for your child. You can trust that while with us, your child will be cared for in a clean, healthy environment that is free from stress and anxiety.

We invite your feedback and input throughout your child's time with us.

Eligibility

Eligibility

Space is allocated according to the following criteria in the following order:

- 1) Year round residents of San Juan County, Colorado.
- 2) 4 and 5 year olds who are not kindergarten-eligible.
- 3) 2.5- 3 year olds who are self-sufficient in the bathroom.

*Children with special needs who are two and a half years old or older and are not self sufficient in the bathroom may qualify for admittance.

Once a child is enrolled, (s)he will remain enrolled until the family chooses to withdraw, provided that their account is in good standing.

Confidential financial assistance will be made available to families who meet eligibility criteria for The Colorado Preschool Program (CPP), Low -Income Child Care Assistance (CCAP) or other assistance as available. We encourage families who may be experiencing family or income difficulties to inquire.

Holidays

Holidays

The following holidays or breaks will be observed by the Center:

- | | |
|---|------------------|
| Labor Day | Christmas Week |
| Memorial Day | Independence Day |
| Thanksgiving Day | New Year's Day |
| The Friday following Thanksgiving
(also, 1 week Intersession Breaks twice a year between School and Summer Programs) | |

*The center reserves the right to close or reduce staffing during Spring Break and at other times if enrollment does not meet minimum required.

Transportation and Field Trips

Field trips can be an exciting and enriching experience for children. These outings will introduce children to expeditionary learning (Silverton School's K-12 curriculum) and are designed to stimulate the child's interest in the world outside the doors of the school.

A field trip release form is included on the enrollment form. Destinations and dates will be announced a minimum of 3 days prior to the outing. Parents are encouraged to participate as a chaperone on any planned outings.

Transportation will be provided on an as-needed basis for field trips and other special events. Most field trips will be within walking distance of the school.

Program and Curriculum

A positive learning experience is the direct result of careful attention paid to the child's physical environment, learning activities, and social interactions. The physical environment of the preschool will be structured to encourage exploration, experimentation, and expression. The curriculum will be age and developmentally appropriate, creative and will encourage children to learn at his or her own rate. Daily activities at the school will encourage self-esteem, positive self image, social interaction, self expression, dexterity, and intellectual growth. Parents may view the curriculum and lesson plans at any time upon request.

The facility will not have a television, nor will television or video be part of the schools' activities.

Transportation and Field Trips

Programs and Curriculum

Arrival and Departure

Arriving children must be brought into the school by a responsible adult, signed in and escorted to their classroom. All messages should be given directly to a staff person. Please allow time in the drop-off schedule for necessary communication with the staff. If a child will not be attending his or her scheduled day, please telephone as early as possible to inform staff (or the answering machine) of the absence.

In the event that someone other than the parent will be picking up the child, advanced notification must be given by the parent in writing. Your child will not be released to anyone but an authorized parent without written permission.

Upon departure, parents shall make staff aware of your leaving, check the child's cubby or file (for projects, notices, outerwear) and sign the child out for the day.

Drop In Policy

When there is availability at the school, families may bring a child for a single day, week, or other short schedule as needed. These children must meet age and health criteria, and parents must complete the enrollment forms and bring proof of immunization. Families who need only occasional care are encouraged to complete enrollment paperwork in advance. Space is limited and drop-in availability is not guaranteed.

The Role of Families

The parent is always the child's 'primary teacher'. Parents are encouraged to visit and participate in the activities of the center at any time. In the spirit of cooperative involvement, the families of all enrolled children are required to volunteer for 2 hours per month. The following is a sample list of the types of activities for parents:

- **Reading/story circle:** parents may choose and read stories to children in small groups.
- **Art/craft projects:** Parents may help children with art/craft projects and assist staff in setting up and cleaning up from these activities.
- **Music activities:** Parents may work with groups of children on music appreciation, and help children sing songs/play instruments.
- **Learning Activities:** Parent may work with individual children or small groups on activities which reinforce learning of the alphabet, numbers, colors, shapes, opposites, etc.
- **Free exploration:** Parents may supervise small groups of children during free play/free exploration time.
- **Recreational outings:** Parent may assist staff in chaperoning groups of students to the Silverton Memorial Park, train depot, library, hot springs, and other destinations.
- **Playground chaperone:** Parent may accompany staff and groups of children to the playground for outdoor recreation.
- **Work projects:** Parents who are handy or have special skills may assist with small projects and minor repairs of the facility, school equipment or other projects as approved by staff.
- **Project/Theme development:** Parents may help develop projects and activities and gather supplies for school projects and learning themes as guided by school staff.
- **Fundraisers/Special Events:** Parents may volunteer to help organize and carry out school fundraisers and special events as requested.

Please feel free to present your own ideas too!

Health Policy

Health Policy

Colorado law requires every child to have a physical examination form signed by an approved health official. The examination may not have taken place more than 6 months prior to, nor more than 30 days after the child's first day of attendance. Subsequent physicals will be required every year for children under the age of seven. An immunization form documenting the dates of all shots is also required.

Children showing symptoms of sore throat, inflammation of the eyes, rash, vomiting, diarrhea, fever, lice, or other contagious illness may not attend until the condition has cleared. If a child becomes ill at the school, parents will be informed immediately and the child must be removed from the center as soon as possible. Please notify the school if your child is diagnosed with or exposed to an infectious illness. Notice will be posted if an infectious illness occurs at the center.

Sunscreen will only be applied by center staff in emergency.

Injury Policy

Injury Policy

If a child is injured while at school, first aid and assessment will be carried out. If the injury is severe, parents will be notified immediately and the child will be transported to the emergency room. An emergency release must be signed by parents in order to authorize staff to take appropriate steps on behalf of the child.

Fee and Payment Information

It is our goal to offer a high quality preschool program to the community of Silverton, regardless of the family's ability to pay. Financial assistance is available to families who meet the eligibility criteria specified by the State of Colorado and funding sources. Families not eligible for assistance are required to pay a fee for their child's attendance. The following are our payment policies.

- At the time of enrollment, all parents will be given a fee schedule which clearly outlines the financial responsibilities of the family. Payments may be made weekly or monthly, in advance.
- Weekly payments are due on the first day of scheduled attendance for the week (ie: Monday). If payment is not received on the first day of attendance for the week, a \$10 charge may be added to the bill unless prior arrangements are made in emergency situations.
- Upon enrollment, families will determine a regular schedule of attendance for their child and will be responsible for full payment based upon that schedule.
- When a child is ill or absent for up to 2 days, regular payment based upon the regular schedule is required. Exceptions may be made for illnesses that exceed 3 days or more.
- A two week notice is required for scheduled absences of three days or more. Without required notice, the full weekly fee will be charged. Each enrolled child is allowed two weeks of non-paid absences in addition to regularly scheduled breaks. Further absences will require payment of 50% of the regular attendance fee, or withdrawal from the program.

If a family anticipates difficulty paying their child's fees, prior arrangements may be made for temporary or long-term payment assistance if eligibility criteria are met. Please direct any questions to the Preschool staff.

Fee and Payment Information