



Bob L. Burger Recreation Center

Lafayette Explorers
Preschool Day Camp

2020

Parent Manual

Table of Contents

RECREATION DIVISION ORGANIZATIONAL CHART	3
About Lafayette Explorers Preschool	4
Philosophy	4
Our Staff.....	4
Location	4
Eligibility for Participation.....	4
Inclusion Statement and Accommodations	4
Hours of Operation (Summer camp program, June – July).....	4
Preschool Days of Operation	5
Preschool Closure Dates.....	5
Day Camp Hours of Operation	5
Day Camp Days of Operation	5
Day Camp Closure Dates	5
Creating a Community: Communication and Parent Involvement.....	5
Registration and Fees	6
Payment Policy	6
Cancellation Policy	6
Policies and Procedures	6
Arrival / Log-In and-Out Process.....	6
Late Arrivals / Absences / Request Schedule Changes	6
Dismissal / Late Pick Up	7
Accountability of Children / Closing Policy.....	7
Visitors Policy	7
Volunteer Policy	8
Field Trips	8
Photos / Video Taping / Movies	8
Dress Code	8
Personal Belongings and Money.....	8
Snacks.....	8
Supplies Parents Are to Provide.....	9
Guidance / Discipline Procedures.....	9

Accidents and Illnesses..... 10

Storing and Administering Medication..... 10

Procedures for Emergencies 11

Reporting of Child Abuse 12

Questions, Comments, and/or Concerns Regarding Child Care Services 12

RECREATION DIVISION ORGANIZATIONAL CHART

Chris Budd
Preschool Director
Chris.budd@cityoflafayette.com
303.604.3552

Preschool Teachers Voicemail 303-661-1468
(Call when absent or late)

Sarah Driver Cleland
Youth Programs Coordinator
sarah.cleland@cityoflafayette.com
303.661.1480

Becca Mack
General Programs Supervisor
becca.mack@cityoflafayette.com
303.661.1467

About Lafayette Explorers Preschool

Philosophy

Children come into the world with the desire to learn. As teachers, we can enhance this drive by providing varied paths to discovery. The Reggio-inspired program at Lafayette Explorers Preschool empowers children to become lifelong, enthusiastic learners. When children are given the space to explore their ideas at their own pace, they become confident and empowered.

Our Staff

We hire staff that have early childhood education credentials, are caring and nurturing, and participate in ongoing early childhood education trainings and classes. All staff members are certified regularly in First Aid, CPR, Universal Precautions, and Medication Administration. Staff must also pass a background check by the Colorado Bureau of Investigations and the Federal Bureau of Investigation, and must be cleared through the Central Registry of the State of Colorado.

Location

The Lafayette Explorers Preschool is located in the Bob L. Burger Recreation Center (111 W. Baseline Rd.) and uses the multi-use rooms as classrooms.

Eligibility for Participation

Children 2 ½ years to 5 years of age are eligible to participate in the Lafayette Explorers Preschool. All students must be toilet-trained in order to be accepted into our program. **Our Preschool Day Camp Program accepts students ages 3 – 5 years old.**

Inclusion Statement and Accommodations

The Lafayette Explorers Preschool does not discriminate on the basis of race, color, national origin, sex, or disability. We are dedicated to supporting the goals of the Americans with Disabilities Act. If your child requires special accommodations for participation, contact Chris Budd at (303)-604-3552.

We have resources available to support families who are not native English speakers, including staff members who are fluent in Spanish.

Hours of Operation (June-July)

Lafayette Explorers Preschool is operated by the qualified ECT staff. Our preschool hours are as follows: morning session runs from 8:30 am – 12 pm and our extended session runs from 12 pm-3:30pm. In order to maximize the available time for your children, we ask that all students be dropped off no later than 8:30am. We also ask that parents arrive on time for pick-up (12 pm from the morning session; 3:30pm from extended session)

Summer Camp Sessions

Morning Session

Camp 8:30 a.m. to 12 p.m.

Afternoon Session

Camp 12 p.m. to 3:30 p.m.

Day Camp Days of Operation

June 1, 2020 – July 24, 2020

Day Camp Closure Dates

July 4, 2020 Independence Day Holiday

Preschool Closure Dates

September 7, 2020	Labor Day
September 21, 2020	Professional Development Day
October 12, 2020	Professional Development Day
November 11, 2020	Veterans Day
November 23 – 27, 2020	Fall Break
Dec 21, 2020 – Jan 1, 2021	Winter Break

*** Classes resume on Tues, Jan 5 ***

January 18, 2021	Martin Luther King Jr. Day
February 12, 2021	Professional Development Day
February 15, 2021	Presidents Day
March 22–26, 2021	Spring Break
April 16 & 19, 2021	Professional Development Day
May 20, 2021	Last day of school
May 21, 2021	End-of-year Celebration at Waneka Lake (9am-11am)



Creating a Community: Communication and Parent Involvement

We believe in a collaborative environment and want our parents to feel involved in their child's learning. Parents are encouraged to visit their child's class, and we appreciate any volunteer work parents want to contribute— from assisting in the classroom to chaperoning field trips.

Program Updates

The preschool staff will send regular email updates to families detailing current preschool activities and strategies, upcoming events and services, as well as opportunities for families to participate in the community. Parents will also be notified of any changes to services, policies, procedures, or fees through email, printed documentation, and at www.cityoflafayette.com/preschool.

Registration and Fees

Payment Policy

- Auto pay by bank account EFT or credit card is required.
- All payments are done online or through the Bob Burger Recreation Center.

Late Payment Policy

- If your credit card is declined, a \$20.00 fee will be assessed to your account immediately.
- If your bank account has nonsufficient funds (NSF) you will be charged a \$30.00 NSF service fee (assessed by the City Finance Department).
- If your balance due is not paid within 5 business days, your child's enrollment will be evaluated.

Cancellation Policy

All refunds, are subject to a 25% cancellation charge. No refunds or credits will be given for cancellations made less than 7 days before the start of class. Refunds will be issued in the form of a check or a credit card credit (depending on method of payment) or a household credit balance. Refund checks may take 3-4 weeks to process and will be mailed to you. All cancellations initiated by the participant must be approved by the program supervisor.

Policies and Procedures

Arrival / Log-In and-Out Process

It is required that all children be accompanied to and picked up from the preschool by an authorized person over the age of 18. Children will be released only to those on the authorized pick-up list. Persons unknown by the staff will be asked to show photo ID. Children may NOT sign themselves in or out of the Lafayette Explorers Preschool. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes that person's name, the specific date(s), and your signature. Verbal consent will be accepted from a parent in an emergency. Please ensure that you are picking up your child promptly at their dismissal time. This is especially important for the morning session, as it allows for a smoother transition to the PM classes.

Late Arrivals / Absences / Request Schedule Changes

Parents should communicate with their child's teacher if their child is going to be absent or late by calling (303) 661-1468. If chronic tardiness becomes disruptive to the class, the teacher and director will meet with the parent to design a plan of action. All schedule change requests must be submitted in writing. Your registration is valid based on the weeks you registered for from June-July.

Dismissal / Late Pick Up

Participants should be picked up promptly at their class ending time. Any participant picked up five or more minutes after class has ended is considered a late pick-up and is subject to the following disciplinary procedure:

- First Time: The preschool staff will wait with the child until they are picked up by a designated parent/guardian.
- Second Time: The preschool staff will wait with the child until the parent/guardian arrives. The teacher will notify the parent/guardian that a late fee will be automatically charged to their account. This is \$1 for every 1 minute late.
- Continuous late pick-ups can result in disenrollment from the preschool. There will be no refund for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.

Failure to pick up a child: If a child is not picked up 30 minutes after class has ended, the preschool staff member waiting with the child will inform the preschool director of the situation. Staff will immediately call the parent/guardian(s) listed on the emergency card. If no one can be reached, the preschool director will call the police and the child will be turned over to the police and human services. Late fees will apply until the parent/guardian arrives or the police take custody.

Procedure for individuals not authorized to pick up child: If an unauthorized individual comes to sign out a child, the child will remain in the preschool until the parent provides proper authorization. If a parent is prohibited to pick up their child, legal documentation must be in the child's file. Otherwise we cannot restrict a parent from picking up their child.

Accountability of Children / Closing Policy

The Lafayette Explorers Preschool staff will take attendance of their class at many times throughout the day. When the class is not in their classroom, a sign will be posted on the door indicating where the children and teachers are located. The teachers will check all program areas before closing the preschool. Log out sheets will be reviewed to ensure all children have been picked up.

Visitors Policy

The Lafayette Explorers Preschool welcomes visitors to observe our program; however, they are required to comply with the following safety procedures:

- All visitors must check in/sign in with the preschool director.
- Visitors must provide the following information: first and last name, current address, the date, and the purpose of their visit.
- They must also show the preschool staff a photo ID and receive a visitor's badge to wear while on site.
- It is very helpful if the preschool director has advance notice of visitors so arrangements can be made. Visitors must stay in the same area as the preschool staff and children.

Volunteer Policy

All volunteers are required to complete the City of Lafayette Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the preschool director.

Field Trips

Our intent is to provide field trips during summer camp. These field trips will be announced and posted online. A cell phone will always be available for emergencies during a field trip. Parent participation is encouraged.

Transportation: Some preschool field trips are in town and the children will either walk to them or parents will meet us at the designated sites. The preschool staff will not transport any children in their personal vehicles.

Photos / Video Taping / Movies

The City of Lafayette Recreation Department may photograph or video tape activities and events for inclusion in promotional materials. If parents prefer not to have children involved in any video or pictures, please indicate so on the policy agreement.

We seldom show movies in the preschool. On the rare occasion a class is planning to watch a video, the teacher will communicate the title and context of the movie and date of viewing prior to the view date. Parents who do not want their child to view a movie can select for their child to participate in a different activity.

Dress Code

Please dress children appropriately according to the weather, in attire that can get messy (our art materials may stain clothes), and in comfortable running shoes. **Please send a labeled bag with an extra set of clothes for your child that remains on site or in backpack.**

To support healthy growth and development, preschoolers will receive at least 45 minutes of active play daily (both indoor and outdoor) and should be dressed accordingly. If your child cannot participate in a scheduled activity, please notify the staff so appropriate accommodations can be made.

Personal Belongings and Money

Parents are responsible to clearly label all personal belongings. The City of Lafayette and the Lafayette Explorers Preschool staff are not responsible for lost, stolen, or damaged belongings. "Lost and found" items are taken to the Recreation Center front desk. Parents should not send money with their child to preschool.

Snacks/Lunch

Parents must provide a nutritious snack and water bottle (each labeled with the child's name) for snack time. A nutritious snack should contain items from at least two different food groups: protein, fruit, vegetable, or starch. Provide an ice pack for any perishables. If a child does not have a nutritious snack, the parent will be contacted to provide one. If the parent is unable to bring a nutritious snack, the parent can be charged a fee of up to \$10 for each instance we supply a snack or lunch. If a family needs support supplying a nutritious snack, please contact the director. Children enrolled in extended care must also bring a nutritious lunch, and Lafayette Explorers Preschool will provide an afternoon snack.

Written communication is required for children with food allergies. Please do not send microwavable foods or glass containers. Snacks will not be shared. Ice packs should accompany perishable items.

Food policy for special events: If a parent would like to bring a special snack to share with the class it can only be fruit or vegetables. We do not allow sugary treats in our classrooms. We feel it is important to provide a healthy nutritional foundation for all our children. All fruits and vegetables brought in for the class to share must either be prepared at the preschool or be store bought in secure packaging. We also invite parents to consider nonfood treats, such as a favorite book or stickers, if they wish to celebrate birthdays or other special occasions with the class. If you have any questions regarding this policy, please contact Chris Budd (303-604-3552).

Parents Are to Provide

Parents, please provide the following for your children each day:

- Nutritional snack and **labeled water bottle** (ice pack required for perishables)
- Labeled bag with extra clothing that remains on site and is replenished as needed
- Coat, gloves, and hat for inclement weather outdoor play
- Comfortable running shoes for active daily play
- **Extended Day**- crib-size sheet, pillow, and blanket for their child, each labeled with child's name. Must be packed in reusable bag or pillow case as licensing dose not allow plastic bags.

Guidance / Discipline Procedures

The Lafayette Explorers Preschool is designed to enrich, educate, and support children. In order to make this a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe.
- Keep others safe.
- Keep the materials and equipment safe.

Any child who interferes with the quality care of our preschool or is putting the safety of others, themselves, or staff members in jeopardy will be addressed as follows:

- Parents will be notified about any inappropriate behaviors and we will schedule a meeting for parents and the teachers/director to discuss strategies to ensure a successful and safe experience. The preschool does not use emotional, verbal, or physical abuse or restriction/limitation of food as forms of punishment. We talk with the children, provide positive reinforcement, and use redirection when applicable. We observe/document children's behaviors and reflect with parents to create a successful behavior plan.
- If inappropriate behavior continues, another meeting with the parents and the teachers/director will be held to modify the behavior plan. If parents are not receptive to attending the requested meetings, continuation in the preschool may be terminated.

- If the approved behavior plan is repeatedly unsuccessful, then continuation in the program may be terminated. Re-admittance into the program is at the discretion of the City of Lafayette Rec Center Administration team.
- If incidents still arise, the City of Lafayette Rec Center Administration team will then discuss with the parents a different program that better fits their child developmentally.

Zero Tolerance for Abuse: The City of Lafayette is committed to providing a safe environment for its staff and participants by preventing abusive conduct in any form (social, emotional, verbal or physical). Every staff member is responsible for protecting our participants and ensuring their safety and well-being while at the Bob L. Burger Recreation Center.

Accidents and Illnesses

To help prevent accidents and injuries, safety rules will be reviewed with the children. In case of an injury, the following actions will be taken:

1. A trained staff member will assess the situation.
2. If there is any question about the seriousness of the injury, Emergency Medical Service (911) will be contacted to respond and provide necessary evaluation. Parents will be immediately notified. If the parents/guardians cannot be reached, we will call authorized emergency contacts from registration paperwork.
3. For minor injuries, first aid–certified staff will apply first aid whenever necessary.
4. Appropriate documentation will be completed and an accident/illness report and log will be kept.

Children should **not attend the preschool and will be sent home** if exhibiting any of the following:

- Temperature of 100 degrees or higher; children should be free of fever without the assistance of medication for 24 hours before returning to the preschool
- Vomiting or diarrhea
- Uncontrollable or persistent cold or cough
- Appearance or complaint of acute illness or severe pain
- Communicable diseases that have not been treated with antibiotics for at least 24 hours
- Head lice
- Undiagnosed rash

Serious communicable diseases will be reported to the Colorado Department of Health.

Parents need to notify staff of any contagious diseases. All parents will be notified and a notice will be posted at the school. Confidentiality is maintained at all times.

If a child should become ill while attending the preschool, the parent will be contacted and the child must be picked up immediately. The child will be cared for comfortably out of the classroom until the parent/guardian arrives.

Storing and Administering Medication

Parents need to submit written instructions to administer any medications or use medical devices.

If we require more information than what was submitted, the preschool director will schedule a meeting with parents and the preschool consulting nurse to create a health care plan. All medication needs to be prescribed by a health care professional and must meet the following conditions:

1. Medication must be placed in the original container and properly labeled with the prescription number, name of pharmacy, patient's name, expiration date of medication, and doctor's name. The dosage must also be clearly marked.
2. All medication needing to be administered during program hours will be kept in a locked preschool cabinet, unless it is an emergency type (Epi-Pen) medication, which will be carried in a first aid pack. The preschool is unable to share medications for siblings; therefore, adequate amounts of medication must be provided for each child. Children will be prohibited from carrying medication, as the medication may be abused or endanger other children.
3. All medication forms must be completed in full and submitted annually or revised when any changes occur in the medication or its administration. All medication received from the parent must be logged in and signed for by the parent and an authorized preschool staff member to ensure an accurate amount.
4. Only trained preschool staff members will be allowed to handle and distribute medication. Preschool staff members are trained to administer medications in compliance with the Colorado Department of Human Services rules and regulations. A log will be maintained for medication that is administered. All medication left after the school year is over or that is expired will be disposed of per the Delegation of Nursing Tasks: 12-22-318 C.R.S.
5. All medications that are provided will be reviewed by our Nurse Consultant. If the medication is not approved by the Nurse Consultant, the child will not be permitted to attend the program until the medication has been approved.
6. Delegation of Nursing Tasks: 12-22-318 C.R.S. per Colorado State Law: We will follow all guidelines in the administration of medication per the requirements set forth in section 12-22-318 C.R.S. Please contact the Colorado State Board of Nursing at (303) 894-2430 for a complete list of the guidelines in this area.

Sunscreen: Please apply your child's sunscreen prior to arrival. The preschool staff will re-apply sunscreen on the children. Exceptions may occur with prior communication between parent and teacher.

Procedures for Emergencies

The preschool will periodically conduct emergency practice drills with the children and staff members to ensure safety of all children.

Tornado/Fire: In the event of a tornado or fire, the preschool staff members will follow the procedures set forth by the City's Emergency Action Plan in getting the children to a designated safe area.

Evacuation: In an emergency situation where the preschool will need to evacuate the recreation center premises the preschool will relocate to: Skate Park Pavilion

Excessive Heat: In the event of excessively hot weather, children will remain indoors and be encouraged to drink plenty of water.

Inclement Weather: On cold weather days please ensure that children have appropriate dress for outside activities (e.g., mittens, coats, hats, appropriate shoes, etc.). Children will not be permitted outside if the temperature is below 20 degrees.

Closure: Extreme weather conditions may result in the closure of Boulder Valley School District. If BVSD cancels classes, we will follow suit. If a closure due to inclement weather occurs, no refunds will be issued. Please listen to local television and radio broadcasts as well as check the city web site at www.cityoflafayette.com and BVSD's site at www.bvbsd.org.

Natural Disaster: In case of a natural disaster, the children will follow the City's Emergency Action Plan and will proceed to the areas mapped out for safety by the City.

Lost Child: In the event of a lost child, the parents, local police authorities, and the preschool director will be notified. All attempts will be made to locate the child as quickly as possible. Appropriate documentation will be completed and filed with proper authorities.

Internal/External Threats: Lockdown drills will be implemented for internal threats. Lockout drills will be implemented for external threats. Both are done in accordance with the City's Emergency Action Plan.

Reporting of Child Abuse

All teachers are mandated reporters and are required to read and sign a statement clearly defining child abuse and neglect pursuant to state law. This outlines the staff member's personal responsibility to report all suspicion of child abuse or neglect according to state law.

Should anyone suspect child abuse at our facility, a detailed report must be made to the local department of human services, police department, or other law enforcement agency in the community in which the child care facility is located. Boulder County Human Services contact is (303) 441-1000. Colorado Department of Human Resources Mandatory Report hotline is (844) 264-5437.

Zero Tolerance for Abuse: The City of Lafayette is committed to providing a safe environment for its staff and participants by preventing abusive conduct in any form. Every staff member is responsible for protecting our participants and ensuring their safety and well-being while at the Bob L. Burger Recreation Center.

Questions, Comments, and/or Concerns Regarding Child Care Services

Your child has recently been enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation as a child care facility.

Your child's educational, physical, emotional, and social development will be nurtured in a well-planned program. The preschool director observes the program regularly, especially in regards to the children's health and safety, equipment, play materials, and staff, to ensure a high-quality program is in operation at all times. The Lafayette Explorers Preschool License Number is 1517617. For additional information regarding licensing, or if you have concerns about a child care facility please consult:

**The Colorado Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-5958
www.colorado.gov/cs/satellite/CDHS-main**

**Secretary of State
www.sos.state.co.us/ccr/welcome**