

Growing Minds Learning Academy

6525 Gunpark Dr. Suite 340
Boulder, Co 80301
303-530-1820
License # 1716170



Parent Handbook

*“Where we strive to build the steppingstones for your
child’s bright future*

Welcome to our family!

Growing Minds Learning Academy is year-round program providing care for children from 6 weeks to 6 years, as well as a summer age program for children 6 years to 12 years. We are a N.A.E.Y.C accredited facility that is also licensed through the state of Colorado.

We feel it is very important to know each child individually to help him or her develop to the best of their ability. Our Staff is highly educated and passionate to help create a unique environment for your child. We believe children learn best through play. We use Creative Curriculum and Teaching Strategies Gold curriculum and assessment for your child to help ensure their development progress. We hold parent teacher conferences twice a year.

Accidents and Injuries: All staff members are certified in 1st aid, CPR, universal precautions. If an injury occurs an accident/injury report will be filled out. The director and the staff member will sign the slip. You must sign the slip acknowledging that you received it. We will then file it in your child's file. If a serious accident occurs, parents will be notified immediately, first aid will be administered, and an ambulance will be summoned if needed.

Admission and Registration: Once a family places a deposit on their child, they are given the enrollment packet. All paperwork must be complete before your child's first day at school. We do not discriminate based on race, gender, sexual orientation, ethnicity, culture or religion. We strive to accommodate children based on their developmental needs. If we need to we have resources for outside support for special needs.

Attendance: Your child's class has structure and a routine that they follow daily. This helps your child establish proper development and they begin to understand self-regulation, self-worth, and social emotional development. For that purpose, we ask that you arrive before 10 am. Our school day begins at 9 am with a circle time and continuing with planned activities to meet your child's developmental goals. If you are arriving after 10 am, we ask that you notify us by phone of the TSG Ap. Because our rest time runs from 12:30-2:30 we do not permit drop offs after 11:30.

Behavior Management: Growing Minds Learning Academy treat every child as an individual and recognizes that every child is different. When redirecting from a challenging behavior we use positive guidance and choices.

CCAP: If you are receiving CCAP you must sign our tuition agreement and comply with all state standards.

Child Abuse and reporting: If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the Colorado Department of Human Services- (303) 866-3755 Any complaints against the center can be submitted to the Department of Human Services at:

Complaint Coordinator: Colorado Department of Human Services
1575 Sherman St. 1st floor, Denver Co 80202-5563
Phone: 303-866-4511 Fax: 303-866-5563

Classroom Ratios: Colorado State Licensing regulations on classroom are as follows.

Infants and Toddlers 2 months-two years: 1:5-max of 10
Toddlers and Young Preschool 2- 3 ½ years: 1:8-max of 16
Prek 3 ½ to 6 years: 1:10-max 20
Schoolagers: 6 to 13 years: 1:15-max 25

Children's Records: Colorado state licensing requires a variety of medical forms that need to be updated yearly, including immunization records, physicals, and emergency medical reports. If you fail to provide this within a timely manner, we may refuse care for your child until these documents are received. These records are updated according to your child's age, we will keep you abreast of what is needed and when. The paperwork also requests the name, phone number and address of at least **three** people authorized to pick your child up in case of an emergency as well as the name, phone number and address of your child's physician and dentist and the hospital preference, these are required by The State of Colorado to be completed.
Records will be stored up to five years after enrollment.

Closures Due To Inclement Weather And Other Factors: GMLA is a privately owned facility therefore we do not follow any public school policy for closure. We will do our very best to notify you in a timely manner using the **My TSG Family Ap.** If your child misses a day due to inclement weather or sickness, we will not grant make up days. To ensure job security for our staff payment is expected regardless of the circumstances of your child's absence.

Clothing: Please note your children are actively learning, if you are worried about your child's clothes getting dirty, you might want to consider bringing an extra pair of clothes for them to wear while they are actively learning.

Covid 19: Growing Minds Learning Academy is actively working with The Boulder County Health Department and The State of Colorado to help ensure we are doing everything possible to keep our staff and children safe. This information is everchanging and evolving, we will keep you abreast of what is going on with updates as information changes.

Health and Illness: GMLA follows the Child Health Connection out of Children's Hospital guidelines on health and illness. If you child has a temp of 100.4 or above you will be notified to pick your child up and they must stay home a minimum of 24 hours and must be symptom free for at least 24 hours in order for them to return.

GMLA may send your child home if they have:

- Severe cold and respiratory symptoms
- Flu-like symptoms which also include COVID 19 symptoms
- 2 or more water stools with an hour
- Lethargy and unable to participate in activities

If your child becomes ill away from school and is diagnosed with a contagious illness, we ask that you notify the director immediately so we can communicate with parents and staff so the know of exposure. Your personal information will not be disclosed.

Diarrhea/Vomiting:

- If your child has 2 watery stools within a couple hours, we will ask you to pick them up. If they have a total of 3 watery stools in a day, we will request that they stay at home until they are diarrhea free for a full 24 hours.
- If your child vomits you will be asked to pick them up. Again, they may not return until they are symptom free for a full 24 hours.

If your child becomes ill or is diagnosed with a contagious illness we ask that you notify the directors, so we can let other parents and staff members know of the contagious illness that they may have been exposed to.

Medication: Colorado State Licensing regulations require a written physicians' authorization and written parental authorization for any medication (prescription or over the counter) before it can be administered. All Medications must be given to the director for proper safety storage. Please keep all other medications and potentially hazardous materials out of your child's backpack, diaper bag and or cubby.

Diaper Bags/Backpacks: If you bring a diaper bag or backpack for your child please make sure that it does not have any medication, money, or other potentially hazardous items in it. If said items are found they can be found in the office for safe keeping.

Diapering/Toilet Training: Diapering is done every two hours. If your child has a dry diaper it will be checked one hour and then changed. If your child has a series of dry diapers, we may ask that you come and get them. As they may be suffering from dehydration. Toilet training begins at the age of 2 years. We ask that you bring five pairs of underwear and five changes of clothes daily. A pullup will be used during nap time and if we do not have enough changes of clothes for your child. To ensure a smooth toilet training we ask that you do the same at home, a child needs consistency in all their environments to ensure success and keep them from regression. Your child will be unable to move into the Pre-K until they are fully potty trained.

Field Trips: Whales and School age are the only classrooms that have permission to attend field trips. You will be asked to sign a permission slip.

Fire Drills/Emergency Drills: Fire and Emergency drills are held on a regular basis to help ensure the preparedness of our center. All of our classrooms have emergency exit signs posted in a visible spot. If we should need to evacuate, we will go to the school age site next to Sancho's or they will come to the main site.

Hours of Operation: Monday- Friday 7 :30 am to 5:30 pm

We are closed all federal holidays and for winter break. Federal holidays include: Labor Day, Presidents day, Memorial Day, MLK day, July Fourth, Thanksgiving, and the Friday after. Winter break is from December 24th- January 1st. We believe that family is important, and we honor our teachers and their families by providing them with a winter break. If a holiday falls on a Saturday, the center will be closed the preceding Friday. If a holiday falls on Sundays, the center will be closed the following Monday. Please refer to the current tuition agreement for fiscal year changes.

Tuition is charged monthly. And is due at the first day of the month. If you are more than 7 days late, you will be charged a late fee. (Please see tuition contract).

Late Arrival: Children need to have routine and structure in their classrooms. Please keep in mind if you arrive after 9 am, your child is missing key lessons and routine that help them thrive in the classroom environment. If you are going to have a late drop off, please let us know.

Late Charges: The learning centers close at 5:30 pm and the infant center closes at 5:30 pm. If you are late please call the center to let the teachers know or use bright wheel. After we close if your child is here, you will be charged \$1 per min that must be paid to the staff member within 48 hours. If you are more than 15 min late and we cannot reach, you or emergency contacts we are required by law to notify the police.

Lesson Plans/Assessments/Parent Teacher Conferences: You will receive a weekly lesson plan via TSG. This lesson plan will include developmental domains of learning: literacy/writing/language, math, science/sensory, music, large motor, small group, art and outdoor play. Upon enrollment we ask that you schedule a conference with your child's teacher. This will help us get an idea of their developmental level. Parent teacher conferences are schedule twice a year, if you need to set something up sooner, speak to the director.

Lost Children: In the event there is a lost child, we will notify parent and authorities immediately. We will take the necessary steps outlined by the Department of Early Childhood Colorado Rules and Regulations.

Meals and Snacks: Here at Growing Minds we believe in providing a health conscious made from scratch menu. We use fresh produce as much as possible. **If your child requires special milk, you must provide this.**

Non-Solicitation and Non-Compete Information: Our teachers are very special to us. We spend a lot of time, money, and energy into to finding, screening, training, educating, and building relationships with them. Our children and families within our school also have grown to know and love the relationships they have built with their teachers. Please do not attempt to recruit them for you own personal use of caregiving (nanny, full-time babysitting, home childcare, etc.) as such could result in legal action. Employees have access to confidential business information and proprietary methods that are the sole and exclusive property of Growing Minds Learning Academy. Consequently, each GMLA employee has signed an "Employment Non-Compete & Non-Solicitation Agreement". This agreement specifically prohibits employees from solicitation caregiving opportunities or actin as nannies for GMLA families for a period of two years after leaving the employment a Growing Minds Learning Academy. While employees may provide occasional babysitting services during non-busines hours, employees are specifically forbidden from:

- Opening a day care home
- Accepting a nanny position from current families or parent who have been clients of GMLA during their employment
- Soliciting GMLA families for any other school or childcare provider or facility. Since violation of the policy will trigger legal action, we ask that employees do not solicit private work from parents, and we ask parent to refrain from the same. I addition, for employees who violate their agreements are financially responsible for any losses GMLA may incur because of their action and families will owe Growing Minds Learning Academy \$2000 in liquidated damages should these policies be violated.

Parent Communication with Staff: Our staff is carefully chosen based on their education and experience. We encourage you to communicate with your child's teacher about development, social emotional skills, and any other question you may have at the facility. Please understand that our staff may not give you access to other children's contact information.

Security: Our center has cameras in each classroom to help ensure the safety of our staff and children. Upon enrollment you will receive a Key Fob that you may use to access the building. You may not allow anyone else use your key fob. If you have a nanny/babysitter or family member who will be frequently dropping off or picking up they will need to get their own Key fob.

It is the parent's responsibility to advise the Center in advance if your child is to be released by another person. That person must have a valid form of identification with them, for us to release your child to them. No child will be released to any unauthorized person.

Sample of Daily Schedule:

7 am -8 am Drop-off and table toys

8:30-9:00 Breakfast

9:00-9:15 Clean-up, bathrooms and/or diapering

9:15-9:30 Circle time (large group)

9:30-10:00 Small groups: This is designed to help foster individual learning. We will focus on six concepts throughout the day: art, literacy, writing, math and science/sensory and music.

10:00-10:45 Free Choice, children can pick any area in the classroom to play

10:45-11:30 Outside time

11:30-12:00 Wash hands/lunch

12:00-12:30 Potty/diapering getting ready for nap time

12:30-2:30 NAPTIME (if your child no longer naps, teachers will have quiet activities for your child to participate in.)

2:30-3:30 Diapering/toileting, snack time

3:30-4:00 Small groups

4:00-4:45 Outside

4:45- 5:00 Diapering/toileting

5:00-5:30 Free choice/pick-up

Please note that these are not exact and may change slightly because of interest or lack thereof, also because of time changes. If the children are unable to go outside large motors activities will happen in their classroom.

Sunscreen: Growing Minds provides Rocky Mountain Sunscreen for children 6 months and older. If you would like to provide a different kind of sunscreen, please label it.

Note: We require sunscreen during all outside times. If you forget to bring your own child's sunscreen, we may use Rocky mountain sunscreen (unless allergy) or your child may not be permitted to go outside.

Toys: We ask that you refrain from allowing your child to bring toys from home. This can cause a lot of conflict in the classroom. If your teacher has shown and tell your child may bring a toy from home.

Video: On occasion we allow our teachers to have a movie day. This movie must be educational or rated G. You will be required to sign a permission slip on the day of the movie. If you do not want your child to attend the movie, we will provide an alternative activity.

Visitor Policy: Parents, Guardians and authorized family members are welcome to visit the center at any time during our regular business hours. We have an open-door policy, meaning you are welcome to pop in at any time to see your child. Please keep in mind that our nap time runs from 12:30-2:30. To keep our children within routine we ask that you either stop in before or after those times.

Weather: On days when the temperature exceeds 83 degrees and may choose to not go out if it below 38 degrees, however we do children limit to a maximum of 15 minutes outside. Please make sure you have weather appropriate clothes for your children in the event we make the decision to use our outside time, this means children will need to have gloves or mittens, a warm hat winter jacket and boots.

Withdraw/ Disenrollment: A minimum of two weeks' notice is required before withdrawing your child from the learning center. At that time, all outstanding tuition must be paid. Withdrawing your child for a short period of time (vacation) will not be accepted. The center relies on your regular tuition to keep providing quality services.

On a rare occasion a parent may be asked to withdraw their child from the school due excessive behavioral challenges or if we cannot meet your child's social, emotional, or developmental needs. If needed, we will recommend Child Find as a resource.

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