

ECE POLICIES AND PROCEDURES

Large Childcare, Aftercare and Camp Programs

Kindergarten (Large Child Care), Rainbow Garden (Afternoon Kindergarten), Aftercare and Camp Program Policies and Procedures
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A. **Program Purpose and Philosophy**

The Large Child Care Program at Shining Mountain Waldorf School is comprised of a Morning Kindergarten, Afternoon Kindergarten (Rainbow Garden) as well as Aftercare and Camp.

The Kindergarten programs are based on the conviction that the young child learns best by imitation of what is beautiful and meaningful. Each child's

innate capacity for wonder, reverence and awe is valued and nurtured in a carefully planned program and environment.

Imaginative play (inside and outside the classroom), puppet shows, storytelling, snack preparation, daily and weekly rhythms enhanced by seasonal celebrations are all important. Healthy movement and creative play in the early childhood years is the key to laying the foundation for later academic work.

We encourage healthy play as an alternative to media entertainment. Studies have shown how media use limits the development in the brain. Young children need to be physically active and imaginatively engaged with their environment to optimize brain myelination and physical development. Please see the kindergarten teachers for additional information on media and rhythm in the home life.

The purpose of the Aftercare and Camp programs is to provide a positive experience for those students whose parents cannot pick them up after school, to facilitate a play date with a classmate who might not live close or for whom no other provisional care has been made. The purpose of the Camp Program is to provide wholesome summer-time fun for children, grounded in Waldorf philosophy and values.

The Aftercare Program provides activities, materials and opportunities for social interaction that supports the Waldorf philosophy and the richness of the curriculum. Some of the activities provided are drawing, seasonal crafts, outdoor cooperative games and free play (weather permitting), puppet plays, storytelling, games and dramatic play.

The Aftercare Program is held in the kindergarten building and the following are provided for the children to play with: table and floor games, arts and craft materials, books, simple science equipment, as well as a quiet place where older children can go to do their homework. For the most part, the children are free to choose their own after-school activity while under the supervision of a skilled teacher. Snack preparation and cleanup are also part of the daily routine.

These programs serve as a restful and enjoyable bridge between their classroom experience and their home-life – a time for breathing out.

Facilities

The Morning Kindergarten, Rainbow Garden and Aftercare programs are all located in the kindergarten buildings on the Lower Grades campus. Camp is also held on the Lower Grades campus in the classrooms or in the kindergarten building. The Lower School phone number is 303-444-7697.

Staffing

Children are supervised by the main teacher and an assistant at all times during the Morning Kindergarten and Rainbow Garden. In Aftercare and Camp, a teacher and at times an assistant (if necessary due to the number of children) is constantly supervising whether the children are inside or outside.

A head count is done on a regular basis both inside and outside using the attendance list. Children are not taken off school property by the Aftercare providers.

All staff, substitutes and volunteers meet the requirements/regulations of the Colorado Department of Social Services for all programs.

Substitutes qualified to cover are called from the school-wide pool of substitutes, subject teachers or staff. These individuals have been screened and oriented by the Substitute Coordinator. These individuals are already familiar to the children who stay in Aftercare from their work in the classroom and on campus.

The Aftercare staff is in dialog with the Class Teachers to share background information and provide continuity for the children. The Aftercare staff participates in the annual faculty development programs held in June and August.

B. Age of Children

The Morning Kindergarten and the Rainbow Garden accept children ages 2.5-6. The Aftercare and Camp programs provide fully supervised care of children ages 2.5-12 that have been accepted by the Faculty or Camp Director.

C. Special Needs

Shining Mountain Waldorf School Kindergarten, Rainbow Garden, Aftercare and Camp programs will not exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program. We will make an individualized assessment about whether we can meet the particular needs of the child without fundamentally altering our program.

D. Hours

The Morning Kindergarten begins at 8:30 am and ends at 12:30 pm Monday through Friday. The Rainbow Garden program begins at 12:30 pm and ends at 3:00 pm Monday, Tuesday, Wednesday and Friday, and at 2:00 pm on Thursdays. The Aftercare program begins when the children are dismissed from their regular classes – at 3:00 pm Monday, Tuesday, Wednesday and Friday and 2:00 pm on Thursday. The Aftercare program is not available during holiday breaks when school is not in session. Please refer to the Camp brochure for specific camp hours and dates.

E. Inclement Weather

In the event of excessively hot or cold weather, the students' outdoor playtime will be adjusted accordingly. Playground times may be shorter and/or involve different kinds of structured play activities to accommodate the conditions, or playtime may be moved indoors. During excessively hot weather, there will be drinking water and shade available to the children at all times.

Children's health and safety will never be put at risk. Our teachers will consider each individual child's needs first.

Hot Weather Tips: sun screen applied by parent prior to arrival, hat, and sun glasses, water bottle.

Cold Weather Tips: coat, boots, gloves, and hat.

F. Admission and Registration

All children admitted into any of the licensed programs at Shining Mountain Waldorf School will have completed the admission and registration procedures for attendance, which includes:

1. Interview with parent(s). (This does not apply to Camp)
2. Explanation of policies and procedures including payment of fees.
3. Completion of all medical and emergency information forms, including physical and immunization records.

Parents register for the Aftercare Program by calling the office. The Lower School Receptionist will fill out a form to give to the Aftercare teacher on duty. If a child does not attend Aftercare on a regular basis, we ask that the parent let their child's teacher know that he/she will be going to Aftercare. Children will be signed in by the Aftercare teacher and will be signed out by their parent/guardian.

Children attending Rainbow Garden are contracted. They will be signed out at the end of the day by their parent/guardian. Children in the Camp program will be signed in and out by the parent/guardian.

G. Aftercare Rates

The drop-in daily rate is \$8.00/hr for one child and \$12.00/hr per family. It may be scheduled on the same day, space permitting. We ask that parents call in to schedule as soon as they are aware of the need for drop-in care. This will help us in planning and scheduling supervision. The minimum daily use of Aftercare, for billing purposes is **ONE HOUR** and is billed in 30 minute increments thereafter. Closing time is 5:30 pm. After 5:30 there is a \$10 late fee. (This is to encourage prompt pick up).

The morning Kindergarten and Rainbow Garden program's fees are based on yearly tuition rates. Please contact the office for more details as it may change yearly. The rates are posted on the Enrollment and Tuition contract as well as on the Rainbow Garden contract.

See the Camp brochure for specific fees for each camp program.

H. Where the Children Are

Staff takes attendance and conducts head counts on a periodic basis. This ensures children who are registered to attend the program are accounted for throughout the day. In the case of a lost child, a call will be made to the parent and to 911.

If the group leaves the school premises (field trips, walk trips), the main office will be provided with a list of children, staff members, staff member cell phone numbers, along with an accurate itinerary. Parents are notified in advance of all activities that occur off-site, including field trip departure and arrival times, additional fees, and any additional instructions.

I. Discipline

One of the primary goals of our programs is to teach socially appropriate behavior. The social curriculum teaches sharing, waiting, listening, anger management, conflict resolution, problem solving and making friends. The staff believes in positive behavioral supports and encouraging children for appropriate behavior.

When the situation arises, there is much opportunity for open dialogue, though this may be preceded by a “cooling off” period or “time out”. Similar general guidelines for safety with self and others apply to the Kindergarten programs, while emphasis is placed on “doing better next time” as well as “doing good work” and/or using “helping hands” to make amends.

All children are entitled to a safe and healthy environment. If there is a situation during which health and safety concerns arise, the child’s parent will be contacted by the teacher to develop a plan of action.

J. Illness/Injury/Emergencies

All staff are required to have current First Aid, Infant-Child CPR and Universal Precaution certifications. First Aid supplies are kept at the First Aid area in the cubby room. The Office also has basic First aid supplies.

In the event of illness or injury during the program’s operating hours and two adults are not present, the teacher will contact the back up staff in the office and one adult will tend to the situation as needed while the other will consolidate all the children in a one area. If necessary, the parent will be called to pick up the child. If no parent can be reached, the child may rest inside. In case of an emergency, a child may be taken to an emergency clinic in accordance with the information provided on his/her emergency medical form kept on file.

K. Lost Children/Emergencies/Natural Disasters

If any child attending the center has been lost or is missing, local authorities must be contacted **immediately**. The center staff must submit within 48 hours a Lost/Missing Child report to the Department of Social Services.

Tornado drills shall be performed at least once during each school year. If a tornado warning is issued; parents are advised **not** to pick up their children until the warning is over. Children will remain in a place of safety at the school until the warning is lifted.

Fire drills shall be performed monthly during each school year. Evacuation plans are posted and fire alarm equipment shall be utilized during drills. In the event of a fire or emergency other than a tornado, children will be evacuated to a safe area and parents shall be promptly notified. Staff will remain with the children until the emergency has passed and class has resumed, or until parents have picked up their children. Please refer to our detailed Emergency Procedures on the last page for more information on what to do in case of an accident and/or natural disaster (e.g. fire, tornado, flooding and weather related emergencies).

L. Transportation

Field trips are planned by the teachers to compliment the Waldorf curriculum. Teachers and volunteer parent drivers provide transportation using the school's bus or vans, or provide private vehicles. If the weather is nice, the children will walk to the Nomad Theater where they see some Eurythmy performances. All drivers transporting students to school-sponsored events must complete a background check through our Human Resources Department, present a current, valid Colorado driver's license and provide a Certificate of insurance to the SMWS office at least two weeks prior to driving, so that they may be approved by SMWS' insurance company prior to driving.

M. Supervision

During all field trips appropriate child/adult supervision ratios are maintained. The responsibility of all staff to enforce safety rules, regulations and procedures are mandatory.

Supervision for television and video viewing is not applicable, since Shining Mountain Waldorf School does not promote such activities in its curriculum or extracurricular activities.

N. Transportation Safety

Each child being transported to an SMWS event must be in his or her own seat belt. This applies to school vans as well as any private vehicles used to transport students from Shining Mountain to a school-sponsored event. There will be **no** double buckling. School buses are exempt from the seat belt requirement; however, SMWS will require that seat belts be used in any school bus that is so equipped.

A visual inspection must be made of all students to insure that seat belts are in use before departing.

All children being transported must be in seats or seat belts in compliance with the State of Colorado Child Passenger Safety Law.

<https://www.codot.gov/safety/seatbelts-carseats/carseats/assets/6495-cps-colorado-law-flyer-eng-r2-2.pdf>

O. Release

All children signed into any program *must be signed out in person by their parent or authorized person*. Should an emergency arise and someone else (not listed on the Emergency Form) will be picking up your child, you must contact the office or Director in due time and inform the staff by telephone or written consent. If the staff member who releases the child does not know the adult, identification shall be required to assure that the adult is authorized to pick up the child.

The teacher will always remain until every child is picked up by an authorized person, with every effort being made to contact the late parent(s) by 5:30.

P. Children Not Picked Up

Our program ends promptly and times are clearly stated in our program information. We strongly enforce that children be picked up by these times. If not, parents/guardians will be contacted immediately, and must find alternative arrangements for their child's pick up.

If a child is not picked up by the end of his/her specified program, the parents will be billed accordingly. The Director will give a verbal reminder to the parents. If the parent is late on more than two occasions, the Director will notify the Business Office, and written notice is mailed to the parents. After a third occasion, a child will not be permitted in the program.

If a child is not picked up by 5:45 pm, the Aftercare Director will attempt to contact the parents at their home numbers, work numbers and cell phone numbers and registered emergency numbers.

If a child is not picked up by 6:30 pm, the Director will notify the school's Administrator and contact the Boulder County Social Services. No child will be left on the premises.

The program sign out sheet and all school grounds are carefully checked each day prior to the Director leaving the facility to be sure all children have been picked up.

Q. Late Arrivals

When a child is late to the center and his/her group is away from the center on a field trip and/or walk, the child's parents and/or guardian is required to supervise the child until the class/group arrives. Punctuality and regular attendance are important for your child's success in transitioning to the classroom environment. We ask for your cooperation in trying to adhere to this schedule because consistency and continuity are important for your child. Punctual arrivals also create less disruption to the classroom environment.

R. Health Practices

Parents must provide written permission from the parents and doctor for the school staff to dispense any necessary medication. We are not allowed to dispense any homeopathic medication to the child unless it is prescribed by a doctor. Medication will only be dispensed by school staff members who are

trained in medication administration. Records must be kept for any and all medication administration.

Our staff will observe each child daily upon arrival to the classroom. It is the responsibility of our staff to observe children for common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival in the classroom, shall not be permitted to remain and will be taken to the office and cared for by the office personnel until the child can be picked up by the parent, caregiver, or designated adult and returned home until the child is feeling better. When children have been diagnosed with any case of communicable disease such as: chicken pox, hepatitis, measles, pertussis, tetanus, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, SMWS must immediately notify the Boulder County Health Department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of the children in our care. The child's name will remain confidential at all times.

S. Personal Belongings

The children's belongings are hung in bags or baskets on the hooks in the cubby room in the Kindergarten Building or for camp in the classroom where the camp is held.

T. Snacks

A nutritious snack is prepared and served between 10:30 and 11:00 for morning Kindergarten. The snack menu includes such items as oatmeal, quinoa, millet, fruit salad, soup or brown rice. The Aftercare children will finish their lunches for snack first and if they are still hungry we always have rice cakes and other nutritious snacks for them. We do not provide lunch for any of our Early Childhood programs. Lunch is provided by each child's family. There are some days that hot lunch is provided for a fee by an outside vendor. A notice will be in the first Community Notes with how to order. We require both food and drink to be wholesome and nutritious.

U. Diaper and Toilet Training

All parents of children entering the Morning Kindergarten and Rainbow Garden Programs have been interviewed regarding toilet training. Children are accepted at all stages of development in the toilet training process. All teachers are trained in Standard Precautions, which includes proper diapering procedures and handling of bodily fluids. We require that all children have a change of clothing at the school, including undergarments, available on a daily basis for accidents.

V. Visitors

Guests must arrange their visits ahead of time with the office. Any and all visitors must report to the Lower School office, sign our program visitor log and check in with our teachers or Program Director.

W. Parent-Teacher Conferences

Parent-teacher conferences are scheduled over the course of two or three days in the late fall. These conferences offer a significant opportunity to learn about your child's progress. Teachers greatly benefit from listening to parent comments, concerns and observations which ultimately benefit the child. Parents can gain a sense of partnership with the teacher by engaging in a dialogue about their child. It is optimal when both parents are able to attend the conference together. The entire parent-teacher conference is devoted to the child, their social relations, needs, and well-being. Sign up sheets for appointments are posted prior to the conferences. In addition, you are welcome to call the teacher at any time you have a concern to set up a meeting to discuss your child.

X. Child Abuse and Neglect

One of the goals of our program is to build a partnership with parents to provide the most suitable environment possible for children. Our Nurse Consultant can provide resources and referrals to parents upon request. It is important for parents to be aware of Colorado law as it pertains to suspected child abuse and/or neglect. Shining Mountain Waldorf School is required, by law, to ensure prompt action to protect the safety of every child. The State of Colorado specifically names school officials and employees as persons required by Title 19 of the Children's Code to report suspected cases of child abuse and neglect. Any person who willfully violates these provisions can be prosecuted. Any school official or employee reporting in good faith is immune from liability, both civil and criminal, according to Section 19-3-309 of the Children's Code. All employees of our Early Childhood Programs are required to read and sign documentation clearly defining child abuse or neglect information and confirming their responsibility to report suspected cases. Parents suspecting any child abuse may contact the Boulder County Department of Social Services at 3400 Broadway, Boulder, CO 80304; or call (303)441-1240.

The following types of abuse must be reported:

- Physical Maltreatment – Any injury, which is the result of the actions or acts of omission of caretaker.
- Sexual Maltreatment – Any sexual contact or sexually exploitive behavior involving a caretaker.
- Failure to Provide – Food, clothing, shelter or medical care necessary for a child's growth and development.
- Failure to Supervise – To provide monitoring, guidance structure, restraint, or disciplines necessary to protect a child from harm.
- Emotional Maltreatment – Actions or acts of omission of an adult caretaker, which

could be expected to retard or damage a child's emotional development.

- Harmful Restraint and/or Control – Inappropriate use of restraint, isolation or mediation, which could harm or endanger a child.

Y. Child Care/Facility Complaints

Shining Mountain Waldorf School will afford all of its students and families the opportunity to voice complaints and to have issues resolved in a timely manner.

We ask that any complaint related specifically to your classroom or teacher is discussed directly with your teacher. It is our hope that both of you will come to a mutually agreeable solution.

If the problem is not resolved to everyone's satisfaction, please refer to the Parent Handbook regarding this issue. In addition, you can contact Mary Beth Fifer, Ombudsperson at 303-951-8555 or marybethf@smwaldorf.org. If your complaint is a licensing issue, families have the right to file a licensing complaint to the Colorado Department of Human Services, Division of Child-Care, 1575 Sherman Street, Denver, CO 80203-1714; or call (303) 866-5958.

Z. Child Care Service Withdrawn

Child care services may be withdrawn by the school in extreme cases where a child's (or children's) safety, health and/or well being are deemed to potentially be in jeopardy (or already have been). Parents and/or guardians will be given sufficient notice based on the immediacy of the circumstances and meetings will be scheduled to discuss the situation with the appropriate staff members.

If the parent or guardian withdraws a child from the Morning Kindergarten, Aftercare, or Camp, they must notify the Program Director and class teacher immediately. The front office will be contacted and arrangements will be made to clarify the administrative procedures. Refer to your contract for more details regarding tuition refund policies.