

Parent Handbook
For
Bayfield Early Education Programs, Inc.



B.E.E.P.

Bayfield Early Education Program

B.E.E.P.

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EXECUTIVE DIRECTOR: April Schneider
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Philosophy and General Program Information

The Bayfield Preschool is a fully licensed, developmentally appropriate preschool which offers child care and educational enrichment programs serving children ages three to eight in the Pine River Valley. The program is operated by Bayfield Early Education Programs, Inc. (BEEP), a non-profit organization whose mission is to provide a safe, nurturing and stimulating environment that promotes individual growth, inspires curiosity and helps develop positive social skills which help all children become successful in life.

The program recognizes that all children move through the same stages of development but at different chronological times and at different rates. It is also based on the belief that children learn best through play and hands-on activities. Children are encouraged to increase their knowledge by manipulating materials, engaging in dramatic and creative play, art, music, gross motor, and other stimulating activities. It is the aim of the program to identify each child's developmental level and to facilitate development from that point by providing age-appropriate and individually-appropriate learning and play activities. Development of age-appropriate social skills and the establishment of a positive self-concept are further goals of the program.

The curriculum is theme-based and explored through the daily routine of literature, interest centers, and individual/small group/whole group cognitive activities. Higher-level number/letter and reading/writing concepts are introduced and explored through manipulatives, games, books, and music activities. Specific curriculum used includes Montessori, Creative Curriculum, and Zoo Phonics.

BEEP adheres to the 10 practices suggested by the National Association for the Education of Young Children (NAEYC) which make for a good early childhood classroom:

- 1. Children spend most of their time playing and working with materials or other children. They do not wander aimlessly, and they are not expected to sit quietly for long periods of time.*
- 2. Children have access to various activities throughout the day. Look for assorted building blocks and other construction materials, props for pretend play, picture books, paints and other art materials, and table toys such as matching games, pegboards, and puzzles. Children should not be doing the same thing at the same time.*
- 3. Teachers work with individual children, small groups, and the whole group at different times during the day. They do not spend all their time with the whole group.*
- 4. The classroom is decorated with children's original artwork, their own writing with invented spelling, and stories dictated by children to teachers.*
- 5. Children learn numbers and the alphabet in the context of their everyday experiences. The natural world of plants and animals and meaningful activities like cooking, taking attendance, or serving snack provide the basis for learning activities.*
- 6. Children work on projects and have long periods of time (at least one hour) to play and explore. Worksheets are used little if at all.*
- 7. Children have an opportunity to play outside every day. Outdoor play is never sacrificed for more instructional time.*
- 8. Teachers read books to children individually or in small groups throughout the day, not just at group story time.*
- 9. Curriculum is adapted for those who are ahead as well as those who need additional help. Teachers recognize that children's different background and experiences mean that they do not learn the same things at the same time in the same way.*
- 10. Children and their parents look forward to school. Parents feel secure about sending their child to the program. Children are happy to attend; they do not cry regularly or complain of feeling sick.*

Children with special needs are welcome in the program. Through screenings, assessments, and referrals, special needs children have access to a wide range of developmental services through San Juan Board of Cooperative Educational Services (BOCES).

➤ ***Ages of children accepted***

BEEP is licensed to care for children from 3 years old to 8 years old. Children must have had their 3rd birthday, and be potty trained, before attending class.

➤ ***Schedule***

Full-day and half-day schedules are available, with most families choosing either a T/Th or M/W program. All classrooms provide educational care and enrichment experiences for children ages 3-6. Each classroom is multi-age and uses a play-based approach to learning. A Friday enrichment class is offered for parents who need three days or more of care. After School care is also offered for children ages 3-8.

➤ ***School Hours/Calendar/Weather***


Classrooms open at 7:40am daily with classroom hours beginning at 8:00 am and concluding at 5:30 pm for Plan A. Plans B and C open at 7:45 am with classroom hours for Plan B beginning at 8:00 am and ending at 3:15pm. Plan C opens at 7:45 am with classroom hours beginning at 8:00 am to 11:15am. All classrooms operate Monday through Thursday. The Friday classroom is open from 8:00am to 3:15 pm and is available to all full time children. The After School program operates from 3:15pm to 5:30pm Monday through Thursday for Kindergarten and 1st graders as well as preschoolers.

We follow the Bayfield School District's calendar for vacations and holidays. See BEEP's school calendar for scheduled closure days that are not holiday related.

We follow the Bayfield School District's policy on school closure due to inclement weather. Please use our website www.beeppreschool.org to access the district website (www.bayfield.k12.co.us) for closure information. The following radio stations will be notified by the BEEP Director in the case of closure. No credit is given for weather closure days.

KIUP (930 AM)/KRSJ (100.5 FM) 247-4464
KDGO (1240 AM) 247-1240

KPAG (1400 AM)/KRQS (106.3 FM) 264-2121
KIQX (101.3 FM) 259-4444

 Please do not be on your cell phone when in the building; we and your child need your undivided attention.

➤ ***Drop Off/Pick Up***

According to State licensing regulations, parents or individuals (minimum 18 years old who have parent permission) are asked to bring children directly into the program so that we know they have arrived safely. Please sign your child in on the classroom sign-in sheet, and give any special instructions to the staff at that time. You must also sign them out when their Plan time ends. *Your full signature is required on the classroom sign-in/sign out sheet.*

Children will be released only to those persons authorized on the Security Code form, and any changes to that form must be in writing. Although written authorization is preferred, verbal authorizations are accepted if staff knows the person. If not, the person picking up your child will be asked to present a picture ID. These individuals must be a minimum of 18 years old.

In cases of shared or disputed custody of children, law enforcement will be called to resolve any disputes arising over pick up of children. If an unauthorized person attempts to forcibly remove a child, staff will release the child and immediately call 911. If a child is not picked up within a reasonable amount of time (30 minutes) after your Plan time has ended, and staff has not been notified of a late pick-up, police dispatch will be notified and the Bayfield Marshal's office will be contacted to pick up the child. The child will be left with them until an appropriate caregiver arrives to take him/her home. Social Services will also be notified.

Safety of the children is always our first concern. If you or your designated care giver attempt to pick up a child in an incapacitated state, based on the best judgment of the staff, she/he has been instructed to contact the Marshal's Office.

➤ ***Tuition and Fees, Schedule Plans***

Admission to the program begins with the completion of required application, health, medical, and immunization forms, as well as emergency contact, pick-up authorization, and information records. A non-refundable \$50 registration fee completes the admission process.

Tuition applies to in-class sessions and After School programs. Tuition is due the 1st day of each month. Exceptions can be made for payments being split into two payments a month with Executive Director approval. BEEP is moving towards mandatory automated tuition and fee payments. Autopay occurs on the first of the month or the next business day if the first falls on a weekend or holiday. Tuition Express – part of the Procure Software system we use to manage our preschool – allows us to process payments safely, quickly and efficiently. Tuition Express is a PCI Level 1 Service Provider. Parent payments are recorded in the Procure accounting system.

Your account is set up for automatic payments either with a credit/debit card (Visa, Mastercard, Discover) or through automatic withdrawals (ACH) from your checking/savings account. You can also make payments online. Please see the Administrative Assistant for forms or for more information. A \$15 fee will be charged for insufficient fund checks (NSF) and declined credit cards. If there is an issue concerning your tuition or if you have questions, please contact the Administrative Assistant or Executive Director.

➤ **Rates**

Rates are based on the number of in-classroom days, taking into consideration holiday breaks, Spring Break, and BEEP closed days. The months of August and May are billed at half the monthly tuition, making a total of 9 months tuition per school year *for those children that start attending in August*. For those that start attendance in any other month except August, then the May tuition will be prorated based on number of scheduled in class days. Rates are included in the preschool application.

➤ **Fees**

- ~\$3.00 Early Drop Off charge is applied for signing in before your Plan time begins.
- ~\$15.00 NSF charge is applied for payments that are declined through the automated system or by the bank for insufficient funds. Applies to credit cards and checking/savings accounts.
- ~\$25.00 Late Pick up charge per quarter hour is applied for signing out after your Plan time ends.
- ~\$50.00 Registration fee must accompany application.
- ~\$20.00 late payment fee for payments not received by the 15th of the month.
- ~ 1.5% finance charge applied to accounts with a balance due on the 28th of the month.

Colorado Child Care Assistance Program (CCCAP) - BEEP currently accepts CCCAP (Colorado Child Care Assistance Program) as administered by the Colorado Department of Health and Human Services for low income families. Contact your local Department to see if you are eligible. This program can cover all or part of your tuition if you qualify. In some cases CCCAP can assign a Parent Portion that is due from the parent/guardian and payable to BEEP. BEEP will bill these parent portions as directed by CCCAP. Parents are responsible for paying those fees (Registration, Early drop off, Late Pick up, Late payment, etc.) that are in addition to tuition.



If it is necessary for parents to remove their child from the program, the school must receive a two weeks written notice prior to leaving. Otherwise, tuition payment for the two weeks is required.

IT IS VERY IMPORTANT THAT CHILDREN ARE PICKED UP PROMPTLY AS SCHEDULED.

A \$25.00 late fee per quarter-hour will be billed for children picked up after their scheduled time ends. If your child is still in our care 30 minutes after your Plan time ends, then the Marshal's office will be notified.

	Plan Times	Plan Notes
Plan A	7:40am – 5:30pm	Please note that After School for Friday class is not available. Friday ends at 3:15 pm.
Plan B	7:45am – 3:15pm	
Plan C	7:45 am – 11:15 am	

➤ **Attendance**

A class roster is used daily to identify which students will be attending school each day. **IF YOUR CHILD WILL BE ABSENT, PLEASE NOTIFY THE STAFF.** A count of the children is part of the daily routine; attendance count is taken within twenty minutes of the beginning of class, and checking the count occurs frequently during the course of the class session. Staff will always be able to visually identify each child's location. Due to regulatory ratios, we are unable to accommodate drop-ins on days when your child is not scheduled to attend. Missed days for sickness, general absence, vacation, etc. are not credited nor can another day be substituted.

➤ **Discipline**

It is human nature to seek approval and respond to the positive, and this is even truer for young children. We use children's natural desire to please as the basis for our discipline program. Rather than drawing attention to negative behaviors, we seek to "catch children being good" and to reward appropriate behaviors with positive reinforcement.

A large part of a discipline program is expectations. We have three simple guidelines that ensure a safe and comfortable environment for your child: **Be Safe, Be Kind, and Be Responsible.** The discipline techniques we use are sequential, ranging from planned ignoring, proximity, redirection, and consequences, to "time out" as a final technique, with minutes in time out not exceeding the child's age. If a child is in danger of hurting him/herself or others, parents will be called to pick up the child and a behavior management plan will be agreed upon as needed.

➤ **Rest time**

Children on a full day schedule are required by State of Colorado law to rest for 30 minutes every day of attendance on a cot. Rest period is right after lunch. Many children will naturally fall asleep during this time. For those children who do not nap, they may quietly look at a book or draw a picture.

➤ **Health**

It is unlikely that your child will enjoy a productive day if he/she does not feel well. Children must be in a normal healthy state and allowed to go outside in order to attend school. Any child who is ill will not be permitted to attend the program according to Colorado law.

If your child becomes ill, develops a fever of 100.5 or higher, or has an accident or injury while attending the program, staff will notify you by telephone and, if necessary, will call your child's doctor or medical facility, as instructed in writing on the child's enrollment forms. Ill or fevered children will be isolated from other children until a parent/guardian can come to pick them up. Fevers of 100.5 are automatically sent home and must be fever free without medication for 24 hours before resuming attendance in class.

Children will be permitted to attend the program if they have been attended to by a doctor and are no longer contagious. This is usually 48 hours after taking medication. ***If medication is required, a doctor's release is required before the child can return to school.*** BEEP staff will not administer medication to your child. Ask your health care provider for prescriptions that can be given outside of your Plan's school time.

Long Term Medications –

BEEP staff does not administer medications. Only extreme conditions would dictate an exception.

For long term medications, a Health Care Plan must be in place with BEEP's nurse consultant and your child's teachers before **ANY** medication can be given. Medication must be in its original container with pharmacist's label and must match the doctor orders i.e. child's name, dose, how to give prescription (with food, milk, etc.). Container must include dosage syringe.

Staff will administer medications only upon completion of all the medical paperwork – 1) Doctor's orders 2) Approved plan from nurse consultant 3) Medication in original container with pharmacist's label 4) Parent's written permission. Parents are encouraged to ask for twice a day dosages from the doctor or come to school and administer medication themselves. Children **MAY NOT** carry or administer their own medication. We ask you to cooperate with this state-regulated policy, which is enforced for the well-being of all children.

If your child is experiencing diarrhea or vomiting, he/she is **not to attend school until 24 hours after the last episode.** Your


child must be **fever free without medication for at least 24 hours** before they can come back to preschool. *If medication is required, a doctor's release is required before child can return to school.* Please let us know when your child is ill, as we may be of some help if we know a particular illness has occurred among the children. Please contact the program **IMMEDIATELY** if your child is diagnosed as having a communicable disease so that the other parents can be informed. Always check the parent information center for this information. We must also notify the local or state health department when children have been diagnosed with a communicable disease such as hepatitis, measles, mumps, pertussis, diphtheria, salmonella, chicken pox, etc.

The Department of Social Services requires us to notify you that not all children attending the program may be fully immunized due to religious or other reasons. The Health Department assures us that immunized children are not at risk.

In the event of quarantine, children not immunized will not be allowed to attend the program.

➤ **Well Child Checkups**

Well Child Checkups are performed annually until the child reaches the age of 12. It is the parent's responsibility to be aware of when their child's checkup is going to expire and schedule an appointment accordingly. There is a 30 day window after the checkup expires for parents to submit a new, signed form. A written verification of a scheduled appointment with a health care provider is necessary when the appointment is outside the 30 day window. Your child's attendance could be suspended if the new well child checkup form is not received in a timely manner.



Once again, in the event you must withdraw your child from the program, a two week written notification to the program is required. Lack of notification will mean that charges will continue to be assessed.

➤ **Teacher and Staff Training/Provisions**

All BEEP teachers, aides, and After School staff hold a current CPR-First Aid certification. They are also trained in Standard Precautions which trains in correct handling of sick children. An AED device is onsite. Fully stocked first aid kits are located in each classroom and are taken on field trips.

All BEEP staff and teachers are required to have a yearly work physical.

➤ **Emergencies**

Emergency situations such as fire, tornado, or an unaccounted-for child require immediate 911 notification. In the event of fire, we evacuate to our designated meeting place and, with a class list and physical count, verify that all children are accounted for. In the event of any emergency, procedures to be followed are listed in each classroom.

➤ **Field Trips**

We will post information at the parent information center regarding upcoming field trips for the program. If we go on a scheduled or unscheduled field trip, information regarding our location and time of return will be posted. We are unable to accommodate late arrivals, as our full staff is necessary to provide supervision for the class with the same teacher-child ratios required as when we are in the classroom.

➤ **Special Activities-Movie/Videos**

It is the policy of this program that television/video/iPad viewing is not a substitute for interactive learning and thus it is not a part of our regular curriculum. However, on occasion, a video may be shown as a Special Event, and parents and children both are invited to participate. There may be times when recess is not advised due to weather conditions so inside recess can be held in the classroom where a G rated movie/video may be shown.

➤ **Personal Needs – Personal Belongings and Play clothing**

Small cubbies are provided for storage of your child's personal belongings. We discourage children from bringing toys or other favorite items from home, especially action figures, as storage space is limited and items may be lost or taken. **Weapons of any type are not permitted.**

Since our program is play-based and provides many opportunities for hands-on activities (some of which are messy), we encourage you to send your child to school in **appropriate play** clothing. Outdoor time is a very important part of the daily

routine, so children will be outside virtually every day except in extremely inclement weather (under 20⁰). For your child's comfort, please remember to dress him/her appropriately for the weather. (Flip flops and sandals are very difficult for children to play in on the playground.)

➤ **Sunscreen Application**

Too much sunlight may increase your child's risk of getting skin cancer. As with any topical medication or cream, the first application of any brand of sunscreen should be applied at home in order to evaluate your child's possible allergic reaction to that product. BEEP requests that parents label a bottle with your child's name of same brand sunscreen used at home and leave at BEEP for reapplication if necessary.



➤ **Personal Needs – Toiletry Needs**

Children must be able to take care of their toileting needs in order to attend the program unless the child has been identified as having special needs (speech excluded). Accidents do happen, however, so please send along a change of appropriate seasonal clothing in a gallon sized ziploc bag with your child's name on it. It will be kept in the classroom.

➤ **Visitors**

Visitors are welcome at the program and are asked to sign in/out. A visitor's log, including name, address, date, reason for visit, and time is maintained at the front counter. Visitors unknown to the staff are asked for identification.

➤ **Security**

Doors to the BEEP facility will be locked at all times. When doors are locked, parents and visitors must "buzz" the office to enter the building or utilize a security code that is registered with the Executive Director. Parents should contact the Executive Director for more information regarding security codes.

➤ **Lunches**

Children who stay for lunch must bring a nutritious lunch and drink. Lunches are eaten in the classroom. **Please send a well-balanced lunch.** Teachers will sit with children during the lunch period.

State regulations expect that lunch will provide 1/3 of your child's daily nutritional requirements. A typical lunch might include:

- 1 serving protein (meat, egg, cheese, beans, peanut butter)
- 1-2 servings bread or grain products
- 2 servings vegetables and/or fruits
- 1 serving dairy (milk, yogurt, cheese, milk substitute)

NO SODA POP OR CANDY PLEASE! These items will be returned to you via the lunch box. Enjoy as a snack on the way home.

Please send your child's lunch in a lunch box (name on the box). **No Glass containers please!** Pack the amount you expect your child to eat. Having your child assist with lunch selections helps insure that he/she eats well. We will leave the remains of your child's lunch in his/her lunch container so you are aware of how much your child has eaten each day.

➤ **Snacks**

BEEP provides a nutritious mid-morning and mid-afternoon snack for your child. You are asked to participate by providing food highlighted on a monthly snack list that will go home to you. What the children have for snacks each day will be written on the white boards in each room. Please be sure to notify us if your child has a **FOOD ALLERGY** or is on a special diet.

Occasionally we ask parents to donate refreshments and other classroom supplies for special projects in the program. Families will be asked in advance when items need to be donated, and a list of items to choose from will be provided, so that each family may contribute according to their ability.

➤ **Conferences**

Parent-teacher conferences are held at registration to explain goals and gain information about the child, during the program year to report progress, and at the conclusion of the school year to review development. Attendance at conferences is **mandatory**.

➤ ***Non-English Speaking Parents***

BEEP provides assistance for non-English speaking parents about the programs through collaboration with Bayfield Elementary School teachers, BOCES, other schools, and past/present bilingual BEEP parents. If you require translation services, please ask the Executive Director for assistance.

➤ ***Transition Plans***

From home to preschool: We conduct an open house at the beginning of the school year. This gives your child the opportunity to meet their teachers and get acquainted with their classroom and outdoors area. Parents are encouraged to ask about classroom set up, the Montessori Method and Creative Curriculum, Zoo Phonics, daily schedule, and other programs i.e. Music and Movement, Library, Exploring Foods, etc during open house.

From BEEP Preschool to Bayfield Kindergarten: Bayfield Kindergarten teachers visit BEEP teachers, introduce themselves and gain vital information that will help them prepare for their new students the next year. Graduating BEEP students visit Bayfield Elementary School for a tour of kindergarten classrooms, meet teachers and a bus ride to/from BEEP.

➤ ***Screening and Referral Process***

Screenings are conducted on all children using the ASQ (Ages and Stages Questionnaire). Along with the ASQ teachers use personal observation, parents input and COR Advantage or an equivalent program to determine referrals to BOCES (Boards of Cooperative Educational Services). No child is referred to BOCES without Parent knowledge and consent.

CPP (Colorado Preschool Program) slots are determined much the same way for those four year olds going on to kindergarten the following school year.

➤ ***Abuse Reporting/Complaints***

All professionals who work with children are mandated child abuse reporters. If staff suspects child abuse, we will comply with the law that requires reporting to the Department of Human Services.

Complaints about the program can be directed either to the Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203, current licensing specialist, Amy Davlin, at 970-556-1987, or to the local office of the La Plata County Department of Human Services, Tech Center Plaza, 10 Burnett Court, First Floor, Durango, CO 81301 (970-382-6150).

➤ ***Parent Involvement***

It is very important for parents to be actively involved in their child's experience at BEEP. In addition to donations of snacks/refreshments and other classroom supplies, there are many other opportunities for parents to participate in the program, including playground and building maintenance, raking playground sand, fluffing playground mulch, assisting with fundraising events, assisting in preparation of teaching materials, serving on the program's Board of Directors, and simply donating money or supplies. Parents are encouraged to volunteer to the best of their ability. Please talk with staff about donations of time and or talent that you may have.

➤ ***Fundraising***

Two opportunities for parents to be involved are our fundraisers, Breakfast with Santa and Cowboy Luau. The Breakfast includes a meal and Silent Auction. Cowboy Luau is both a Live and Silent Auction. The preschool has hosted these events for a number of years and raise a significant amount of money for the preschool. We ask parents to donate a craft or talent and to help solicit donations, decorate, clean up, etc. A survey will be circulated once school starts of areas that the preschool needs parent involvement.

Bayfield Early Education Programs, Inc.
645 Fox Farm Circle
PO Box 1584
Bayfield, CO 81122
970-884-7137

Dear Parent,

Your child is enrolled in our child care program, which is licensed by the Colorado Department of Human Services. The license indicates that our program has met the required standards for the operation of a child care facility. The license is displayed in the vestibule at our center.

Our program, like most licensed facilities, makes every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from the La Plata County Department of Social Services at 970-382-6144. Colorado law requires that child care providers report all known or suspected cases of a child abuse or neglect.

You should also be aware that there may be children enrolled in the program whose parents have opted out, by law, of vaccination requirements. For the health of all, the state does strongly encourage vaccinations for the prevention of communicable diseases.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and operated program. Please feel free to observe our program regularly, especially with regard to children's health and safety, equipment, and play materials, and staff interactions. For additional information regarding licensing, or if you have concerns about our facility, please consult Colorado Department of Human Services, Division of Child Care at 303-866-5958, or contact the La Plata County Department of Human Services, 970-382-6150.

Sincerely,

April Schneider
Executive Director

PARENT HANDBOOK ACKNOWLEDGEMENT

Parents,

Please read the Parent Handbook carefully. By signing and returning this form to your child’s teacher, you acknowledge you have read, understood and agreed to the policies outlined in the Parent Handbook provided by the Bayfield Early Education Programs, Inc. You can find the Parent Handbook in its entirety on our website, www.beeppreschool.org. A hard copy can be provided upon written request.

Parent’s Signature

Date

Child’s Name

PARENT CHECKLIST - For parents to use for child’s first day in preschool

- _____ submitted signed parent handbook form – **required by the State of Colorado**
- _____ submitted Health status form signed by doctor. Pay attention to date of exam, it is good for one year from date of exam – **required by the State of Colorado**
- _____ submitted Immunization record – **required by the State of Colorado**
(ask Administrative Assistant for more information regarding exemptions)
- _____ Seasonal extra change of clothes (including underwear & socks)
- _____ Small blanket for children attending full day (rest time)

Handbook Highlights:

- ✓ Tuition invoices will be in your child’s mailbox and emailed at least one week before they are due. Tuition is due on the 1st of every month.
- ✓ Sick Policy: Children must be diarrhea, vomit and fever free for at least 24 hours before they can come back to the preschool. If a child becomes sick while at the preschool, parents will be called and must pick up their child within one hour.
- ✓ Please notify the school if your child will be absent!
- ✓ A two week written notice is required to withdraw your child.
- ✓ No cell phone conversations during drop off or pick up.
- ✓ Snack calendar is provided monthly. Please bring the designated items on your assigned date.
- ✓ Supply Checklist: Please provide supplies prior to or on the first day of attendance.