

Giant Step Preschool & Childcare

Parent Handbook

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Parent Handbook also available in Spanish

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Welcome!

Welcome to Giant Step Preschool & Child Care!

We are delighted that you have chosen our center to care for your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers and your child an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program, goals, policies, and all the practical details that go into making each day as happy and successful as possible.

Please carefully read this handbook and keep it for future reference. The staff at Giant Step would be glad to address any of your questions or concerns. Once again, welcome!

Board of Directors

James Dillon- President
Marlo Coates- Treasurer
Caitlan Cameron- Secretary
Kirstie Kilduff- Member at Large
Raquel Petersen- Member at Large

Staff

Kirstie Kilduff, Director
Kristie Lewis, Preschool Teacher
Isabelle Gilbert, Assistant Teacher
Lexi LeBleu, Staff Aide
Norrah Patch, Staff Aide
Ella Patch, Staff Aide

About Us

HISTORY OF GIANT STEP

Giant Step was established in May 1979 in the recreation hall of the Catholic Church.

In 1997, the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants, and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines-rated facility. This rating allows parents/guardians to learn, through written documents by experts in the childcare field, what a clean, caring, educational, and fun childcare center is available for their children in Rangely, CO. We have been awarded a Level 3 Rating from Colorado Shines through Qualistar.

For more information, you can go to www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the department's standards.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring, and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion, or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school, or accomplish other goals.

Registration

Every child's registration must be completed before the first day of attendance. The following forms must be **completely** filled out:

- Registration Form
- "About Me" Child questionnaire
- Statement of Authorization
 - This form includes permission for emergency medical care, field trips, watching G-rated movies/shows, pictures in the local paper or social media, confirmation of receipt of Giant Steps policies and procedures, timely submission of the child's immunization record and medical statement, and use of a mat during nap time.
- Daily Rate Sheet
 - This includes all information regarding rates and the registration fee
 - Registration Fee is an annual fee of \$75 per family. This covers registration from September through August. It is not prorated and is nonrefundable.
- Immunization Record (must be updated annually; 30 days to comply). Parents will be notified should under- or non-immunized children attend the program.
- Physical/Medical Appraisal Form: yearly physicals until age 6, then every three (3) years. This must include doctors' findings/concerns regarding the child's hearing, vision, and dental appraisal.
- Income Eligibility Form (CACFP)
- Non-Payment/Collection Form
- Policy and Procedure Acknowledgement

Children's Records

Custodial Parents/guardians/or their acting attorneys can be supplied with attendance records and copies of bill statements upon request.

NOTE: Children's records are property of Giant Step. They are open only to the Director, an authorized employee of the licensing agent, parent, legal guardian, the child's caregiver, or authorized employee. Only parts of these records may be copied as requested. Records will be kept for three years, as stated in state licensing; after which time they will be shredded.

A child's entire record file is not to be copied and or given away.

Daily Operations

Hours of Operation

We are open daily, Monday through Thursday.

The School Year Hours (August 5th, 2024, through May 22nd, 2025) are 6:30 a.m. to 5:30 p.m.

Summer Hours (June 9th, 2025, through August 4th, 2025) are 7:30 a.m. to 5:00 p.m.

If the Center is locked during regular business hours, notices concerning the location and activities outside the Giant Step building will be posted.

Example: "Gone to Library, Be Back At 11 am".

Sometimes, the center might be closed early because all the children have gone for the day.

Hours are subject to change at the discretion of the Director or Board of Directors.

Planned Closures

Giant Step is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. We will be closed for one week during public school Christmas break, the week of Memorial Day, and one week following Memorial Day.

Please check the included calendar for other closures.

Preschool Hours

Preschool is a part-day childcare program for 5 or more children between the ages of 2 and 5 years, offered Monday through Thursday 8am to 12:30pm.

Giant Step is a UPK Provider, please contact the director for more information on getting your child enrolled in free preschool!

All children attending Giant Step will participate in preschool activities.

Daily Schedules

Daily schedules are posted at Giant Step and included in the handbook folder as well as the website. This schedule may change at the discretion of the Director with proper notice to parents.

Diapering and Toilet Training

We accept children who are in diapers and/or pull-ups. Parents must provide extra diapers, wipes and pull ups for their child.

Daily Operations

Outdoor Play

Outdoor playtime will happen every day, except for very cold or hot days.

If the weather is 20 degrees or above in winter months, the children may be allowed to play outside for brief periods of time if they are appropriately dressed. We do have a large collection of warm snow pants and winter boots that may be borrowed and kept in cubbies, but we encourage families to supply their own.

We also monitor air quality and avoid outside time on poor air or very windy days. During expected or forecast Summer temperatures above 90 degrees we will be outside early.

Preschool Curriculum

Scheduled parent/teacher conferences will be offered twice per school year, usually in the Fall and Spring.

We utilize The Creative Curriculum for Preschool. This curriculum is based on early childhood research and supports our knowledge of how children learn (through play). We focus on the development of the whole child with the support of play centers and open-ended materials that invite exploration, discovery, and development of Life skills.

We use Developmentally Appropriate Practice to guide children and assist the staff with the curriculum. We use Teaching Strategies Gold for our observations-based assessments.

Screen Time

Giant Step does not watch TV or movies regularly. If a movie or show is offered, it will be G or PG-rated.

The older children may be given a choice of watching PG or G-rated movies, playing quietly during quiet time, or napping.

Educational movies may be shown during the school year to support the curriculum. Short videos, such as yoga or "Floor is Lava," may be offered during circle time.

Computer Time

Computer Time will be limited to ten (10) minute increments per day, not to exceed thirty (30) minutes per week.

Children will be encouraged to use the computer in pairs. No computer time on Mondays.

Attendance & Billing

Attendance

Please contact us if your child will NOT be attending on a regularly scheduled day and/or be absent for an extended period, such as a vacation. Your child's spot is reserved when scheduling attendance; however, you will be charged for this spot.

Please contact us immediately if attendance changes.
Please call ahead to make sure we have an available space for drop-in.

We charge for all scheduled attendance days unless parents cancel three (3) days in advance. Parents can cancel by calling the center, calling or texting the director's cell phone, emailing, or in person.

Billing

Billing is done at the end of each month.
Clients will be billed for each calendar month of attendance.
Clients are required to pay their balances (new and/or outstanding balances) in full by the 21st of each month following the billing date, or child care will be suspended beginning the following month.

For example, if the invoice date is September 30th, that invoice plus any outstanding balances is due by October 21st. If the balance is not paid in full, your child will be removed from the schedule starting November 1st.

Please be aware that if your account becomes delinquent (past 90 days), Giant Step will require full payment of the outstanding balance and prepayment for the next month of services before your child can attend again!

In the case of an emergency (illness or other), we will apply a courtesy exception and only charge a fee for missed attendance or reserving your child's spot. This fee will be half of the scheduled attendance for that day. Please notify us by 8 a.m.; otherwise, we will charge a normal attendance rate.

Should a doctor recommend that your child not attend for a certain number of days, Giant Step will waive the fee with a doctor's note.

If your child does not arrive on the school bus after attending public school as arranged, we will make every effort to find your child after notifying the parent.

Fees

Late Pick Up Fee

Please pick up your child at the pre-arranged time. If you are running late, please give us a courtesy call to inform us. A late fee will be charged if your child is not picked up at closing time. Chronic late pickup may result in termination of care and enrollment of your child.

For children remaining at the Center past the listed closing time (5:30 pm for school or 5:00 pm for summer), a late pick-up fee of \$25.00 will be added to your bill at the end of the month.

Returned Check Policy

You will be charged \$30.00 in addition to the bank charges for a returned check.

Late Fee for Non-Payment

We charge a Full-Day Tuition Rate (\$65) as a late fee for balances not paid by the due date (the 21st of the month).

Court Action

Giant Step expects all services to be prepaid/ paid with no exceptions. The Director/Board will take action against parents/guardians who owe Giant Step money. Delinquent accounts (past 90 days) will be turned over to a collection agency.

Giant Step also reserves the right to refuse service to anyone.

Parent Information

Parent Volunteer Service

Giant Step requests 2 hours per month (minimum) of volunteer service per child in each family attending Giant Step.

Parent Volunteer work is vital for the continued success and effective day-to-day operations of Giant Step.

A volunteer sign-up sheet will be available for you to use on the sign-in desk area.

Some examples of this may be attending field trips and fundraisers, fundraising/donation letters, mealtime assistance, maintenance of Giant Step (repairs to inside or outside of the building), parties, supplies, and yard work.

Community Members often volunteer services (reading, shopping, repairing). At times, RJHSH or CNCC students volunteer for various activities. We welcome volunteers!

Giant Step Parties

Please feel free to share your party ideas with the Director. Parents will be notified of upcoming parties planned at Giant Step.

Per Standard 6.4.1.5, "Caring For Our Children—National Health & Safety Performance Standards," Giant Step does not allow latex balloons or inflated latex objects that may be treated as balloons.

Sharing Information with Families

- **Newsletters**—the monthly newsletter contains upcoming dates, essential information, and educational titbits. Please read it!
- **Notices**—Signs at the center are posted at the front entry desk and on the door.
- **Slips in children's cubbies**—often, note slips regarding field trips and upcoming events will be in the cubbies, so please check your child's cubby on a daily basis.
- **Quality Improvement Plan**—A printed copy of Giant Step's annual quality improvement plan will be available for viewing in the center at the sign in the computer/ family resource corner in the front room. This plan is updated annually and shared with staff, stakeholders, and families.
- **Resources**—Please check out the Family Resource Center, located in the front room next to the sign-in computer. We also have non-fiction parenting books and videos for families in the same area.
- **Facebook**—please like Giant Step's page. Early Childhood articles and activities are posted. Please use caution when accepting employees' friend requests. Thank you.

Clothing & Personal Items

Clothing

Please bring a change of clothes for your child. This can be kept in their personal cubbies.

Be sure to label your child's items with their names.

We ask all children to bring appropriate clothing listed for these months:

- **August to Mid-October**
 - Light Jacket
- **Mid-October to Mid-March**
 - Heavy jacket, hat, gloves, snow boots, snow pants
- **Mid-March to May**
 - Light Jacket
- **June to August**
 - Bathing Suit, Towel

Extra Clothing and Weather Appropriate Clothing:

- Please include pull-ups, underwear, socks, pants, and a top. Your children should also properly dress for cold weather, including hats, mittens, warm coats, and boots.
- Please have girls wear shorts under skirts or dresses.
- Midriff shirts or shirts without backs are inappropriate.
- Please, no inappropriate slogans or advertisements.
- 'Heely' skate shoes or flip-flops should not be worn to the center. Shoes should have a back.

The activities at the Center can be messy. Please dress your children in play clothes. Although we do use smocks and roll-up sleeves, we cannot guarantee that children's clothing will not get stained or soiled. We assume that you will send your child in clothes that allow your child to participate fully in our play-based program and that you understand that clothes may get stained or soiled. Clothing should be clearly labeled with your child's first and last name. Thank you.

Children's Belongings

We allow ONE toy to be brought to Giant Step from home.

Please do not bring:

- Electronic toys (meaning nothing that requires batteries)
- Items of value/money
- Toys resembling a weapon
- Toys that cannot be shared with others, such as whistles

Please make sure your child is prepared to share.
We cannot be responsible for items brought from home.
Items will be placed in the child's cubby.

Drop Off & Pick Up

Drop Off

All children must be brought into the center and signed in and out by an **Authorized Person**, even if you plan to stay. Please make sure the authorized person has made physical contact with a staff member.

A staff member will greet all children and their authorized person inside the Center or at the bus stop. Before you leave, ensure that at least one employee is aware of your child's arrival.

Leave a phone number where you can be reached if you are going to be away from your regular work phone or cell phone for any reason.

Pick Up

When picking up your child, ensure the staff knows you are leaving with your child. Be sure to log your child out. If you do not, you will be charged until 6 pm. Please take a look at the late pick fee for more details. Do not allow your child to leave the center without you for safety reasons.

Staff will visually ensure that all children have been picked up at closing time. They will also check the ProCare sign-in/sign-out computer to confirm that all children have been signed out.

Children must only be released to persons at least 16 years of age or older who are identified as authorized by the child's parent/guardian. The names of these authorized persons shall be maintained in each child's file. Should an emergency arise, parents/guardians may verbally authorize another individual 16 or older. Anyone unfamiliar to staff personnel must present identification to pick up a child. (This is per the Rules Regulating Child Care Centers that provide less than 24-hour care; section 2.207 F.)

Late Pick Up

A qualified staff member will stay with your child until a parent or someone from your emergency contact list is reached. After 30 minutes, we will contact Social Services/ Police Dispatch to locate you or a person on your contact list.

Please see the late pick-up fee under the payment and fee section for more details.

Parking, Transportation & Field Trips

Parking at Giant Step

Please do not park in front of the gate, as this will prevent the free flow of traffic coming from the main street.

Please park in the parking lot beside the building.

Please do not leave children unattended in the car while you pick up a child. Siblings are always welcome during pickup or drop-off.

For security reasons, **PLEASE CLOSE THE GATE!**

Transportation

Transportation to and from Giant Step is the responsibility of the parent or child's caretaker.

A child attending **PUBLIC SCHOOL** may arrive and depart by School Bus. Please complete the necessary paperwork with the bus barn through the public school.

On occasion, children will walk to the Rangely Library using sidewalks and practice safe street crossings. Parental Permission for Trips is required.

Emergency Procedures On The Road: The Director travels with a cell phone for emergency calls.

Field Trips

The field trip permission form is included in the child's application packet. It must be signed and returned to the Center.

Special occasion permission slips will be sent home with children prior to the event (e.g., the Rangely High School Homecoming Parade or trick-or-treating at businesses).

These slips MUST be filled out and returned to the Center before the event date.

Late Arrival for Field Trips

If you are late dropping your child off for a field trip, staff will **not** be at the center to accept your child. For insurance reasons, you may NOT drop off your child at the Event.

Children must be signed in to attend. It is acceptable to join the group by staying at the event with your child and volunteering to help with supervision. Two or more adults will be present on field trips.

Parents are welcome and encouraged to volunteer for field trips and/or other activities.

Policies & Procedures

Americans with Disabilities Act (ADA) Compliance

Childcare programs must effectively assess whether they can meet the child's particular needs without fundamentally changing the program. The ADA generally does not require centers to hire additional staff or provide constant one-to-one supervision of a specific child with a disability.

Child Abuse

From Child Abuse-Section 2.126, General Rules for Child Care Facilities

Child abuse is defined as non-accidental physical or mental injury caused by the acts or omissions of the child's parents or caretakers. Giant Step employees are mandatory reporters and are required by the State of Colorado to report suspected cases of child abuse or neglect and/or circumstances that might result in abuse or neglect.

We are required to document and base our suspicions on observation, not hearsay. If we feel the need to report a case of potential child abuse, we will do so through the Police Department or Social Services. If you suspect child abuse, please contact the Rangely Police Department.

Supervision of Children

CO RULES Regulating Child Care Centers that provide less than 24-hour care; section 2.217
A.2

At any time when nine (9) or more children are present at the Center, at least two (2) adult staff members must be working with the children.

When eight (8) or fewer children are present, at least one certified early childhood teacher or assistant early childhood teacher must be working with them, and a second staff member must be on call and immediately available.

Giant Step has adopted the NAEYC recommended Ratio of 1 Adult to 7 children.

Transition of Children

Parents are invited to have a 'get-to-know' visit with their child before the child starts attending Giant Step. We request this visit be in the morning and last under one hour.

The classroom at Giant Step includes all enrolled children.

Children do not transition within the classroom and stay with the same caretakers as long as possible.

Children attending the Giant Step Preschool program exclusively until they transition to Public Kindergarten will be offered an opportunity to meet the current Kindergarten Teacher and check out the School Facility before the start of the School year.

Parents will receive information forwarded from the public school regarding the Kindergarten open house for meet-and-greets when applicable.

Discipline

Discipline

We use positive discipline and instruction and keep children engaged in enjoyable activities. We also consider the children's age and individual needs.

We never hit, slap, spank, or use any form of corporal punishment, even with parental permission or request. We do not ridicule, humiliate, tease, or embarrass children.

THE FOLLOWING METHODS ARE USED:

- Distraction and redirection are used to guide the child to positive behavior.
- Quiet private talk between a staff person and child about the situation that presents a problem.
- Choices of a specific nature will be given to a child to avoid power struggles.
- **Time out/ Time In**—supervised separation from the group of children. It will last one minute for each year of the child's age. The child will be allowed to rejoin the group when he or she is ready.
- We will call a conference with the parents to understand the child's behavior and provide an individual behavior support plan to reduce challenging behavior and prevent suspension and/or expulsion.

Severe Disruptive Behavior

These measures will be taken after an individualized intervention, as stated above in the discipline section, has not been able to change the child's behavior or show any improvement.

- The Director will contact the center's Mental health Consultant— Angela Petree— and consult with her regarding the severe behavior.
- The Director will have a conference with the board of Directors regarding the child's behavior. This conference may happen through email, meetings, and/or phone calls.
- In the event the behavior escalates, the Parent will be called, and the child will be temporarily removed from Giant Step. The parent and/or caretaker must immediately pick up the child. Example: habitually and purposely hurting other children.
- After the Parent has been contacted THREE TIMES with continuing behavior, the child will be dismissed from Giant Step Center. Verbal termination will be followed by a letter within three working days of the third phone call.

Resource Referrals

Resource Referrals

If a child needs more detailed individualized intervention (determined through observation, assessment, and a conference with parents), the director will recommend that the child receive further specialized support for developmental or mental health concerns.

Rio Blanco County BOCES RE-4

- Rio Blanco BOCES was originally formed as a special-purpose BOCES to oversee and ensure the implementation of federal and state-mandated programs, such as special education, for the Meeker and Rangely School Districts.
-
- Contact Number: 970-675-2064

Horizons

- Horizons partners with families and communities to expand opportunities for individuals with or at risk of developmental disabilities.
-
- Contact Number: 970-879-4466

Connection4Kids

- Connection4Kids is the Early Childhood Council serving Rio Blanco County. It can help provide children with access to comprehensive health care and mental health services.
-
- Contact Number: 970-824 -1081

Mind Springs Health/West Springs Hospital

- Angela Petree, Early Childhood Mental Health Consultant
- Contact Number: 970-783-9005 ext. 4005

Food & Drink

Food and Drinks

These are the FOOD REQUIREMENTS put forth by the USDA.

Regulation 2.224 A – “ In centers that do not regularly provide a meal, if a child brings a meal from home that does not appear to meet current USDA Child and Adult Care Food Program meal pattern requirements, the center must have foods available to offer as a supplement to that meal.”

Therefore, Giant Step provides breakfast, lunch, and snacks to attending children at no extra charge. Staff members sit with the children during meals and encourage appropriate mealtime manners. Please make sure you fill out the IEF form provided by the Child and Adult Care Food Program (CACFP). We offer two shifts during mealtimes due to the school bus schedule. Please have your child in attendance **by 7 am (if leaving on the bus) or 8 am (if attending for the day) if they need to eat breakfast with us.** We require a little time to prepare meals.

Breakfast: between 7:15 am–9:00 am (2 shifts)

Milk and two other food groups (such as whole grain cereal, toast or oatmeal, and fruit)

Lunch: between 11:15–12:15 pm (2 shifts)

Milk must be served, along with one serving of meat or protein (eggs, meat, cheese), one serving of whole grain, and two servings of vegetables or fruit.

Afternoon Snack: between 2:45 –4:15 pm (2 shifts)

One serving choice of any two different food groups

Each child will be provided with their own water bottle to use while at our center. Water is available at all times, including mealtimes. We only serve 100% fruit juice sporadically as a fruit substitute with a meal. We serve 1% or fat-free milk at mealtimes.

**Please do not send your child with food in hand to Giant Step.
Please, no gum.**

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Health, Safety & Security

Medication Disbursement

To administer prescribed medication, Giant Step must have a signed and dated Doctor's note and the required medication administration form signed by parents/guardians, along with medication in its original container.

Please request the Medication Administration Form from the Director. The healthcare provider must fill it out for Giant Step to keep on file.

Children's medication that does not require refrigeration will be stored in the original container in the locked storage room.

Sun Protection

The center must obtain the parent or guardian's written authorization and instructions for applying sunscreen to their children's exposed skin before outside play. A doctor's permission is not needed.

When supplied for an individual child or set of siblings, the sunscreen must be labeled with the child(ren)'s first and last name(s).

If the center provides sunscreen, parents must be notified in advance, in writing, of the type of sunscreen the center will use. The center may request a specific type of sunscreen (for example, spray-on).

Children over four (4) years of age may apply sunscreen to themselves under the direct supervision of a staff member. Our curriculum includes sun safety training twice a year (Fall and Spring).

Insect Repellent

We must have a signed permission sheet from the parent or responsible party. The product needs to be supplied by the parent or responsible party.

Health Consultant

Monthly meetings between the health consultant and the Director of Giant Step will be specific to the needs of the facility and include some of the following topics:

- Training/delegating and supervising medication administration and special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development.
- Infectious diseases, contracting illness, prevention of illness, possible outbreak.
- The date and content of each consultation must be recorded and maintained in the center's files.

Health, Safety & Security

Physical Activity

Giant Step Center offers many daily opportunities for children to be physically active.

Staff encourages children to participate in physical movement/dance time and other physical activities both inside and outside.

Daily outside time (at least 60 minutes, depending on weather) provides exercise opportunities in child-directed activities utilizing playground equipment, such as slides, swings, a sandbox, a water table in warm weather, balls, cars, and an open area for running.

The learning domains are **social/emotional, fine and gross motor skills, science, math, language, critical thinking, problem-solving, and creative expressions.**

If your child is too sick to attend Public School, they are too sick to attend Giant Step.

When to keep your child home:

- If your child has a temperature over 100 degrees. (must be fever-free for 24 hours without medication to be able to return to center)

If your child is at the center with a temperature of 100 degrees, you will be called to pick up your child.

- If your child has severe, uncontrolled coughing or wheezing, rapid or difficulty breathing, and needs medical attention.
- If your child has developed a rash with fever.
- If your child has flu-like symptoms.
- If your child has been diagnosed with scabies.
- **If your child is vomiting or has diarrhea, you will be called to pick up your child.**
- A child will be isolated if "appearing sick," and parents will be called.
- You will be called immediately in Emergencies.
- The staff will inform you of any non-emergency injuries that might have happened during the day.
- The State requires us to report communicable illnesses to the Health Department!

Please inform us if your child has contacted a communicable illness so that we may take necessary steps to protect other children in our care! Frequent and correct hand washing is the best defense.

Information regarding the illness will be given in a timely manner to Giant Step's Nurse Consultant and/or Rio Blanco County Health Nurse.

Health, Safety & Security

SECURITY

All children, including those with disabilities and access and functional needs, participate in the evacuation. The evacuation will be by foot, with strollers and designated modes of transportation for children with disabilities (for example, wheelchairs). You will be notified by phone where to pick up your child. Please keep phone numbers current!

Procedure for Identifying where children are at all times

ProCare (Computer) sign-in and sign-out documents the children present in the center.

Signs on the front door inform parents and visitors where the group can be found outside or on a field trip.

The staff keeps a visual account of children, and counts to ensure all children transition within the building or while on a field trip.

A list of staff and children away on a trip will be at the center in case of an emergency.

Missing Child

Parents will be called as soon as the child is missing. After contacting the parents, the police will be called. If a parent cannot be contacted after several attempts, staff will call the Police.

Safety Rules-Inside Building

Our first concern is the safety of our children.

We discourage:

- Inappropriate running, throwing items, and climbing on/over furniture.

We encourage:

- Mutual respect by refraining from hitting (kicking, biting, spitting, pinching, punching) and bad language.
- Please also practice "No Name Calling" at home.
- Adults will be present with children at all times.
- Be kind & respectful of others, be gentle, be safe.

Health, Safety & Security

Safety Rules- Outside Building

We encourage and demonstrate safe behavior on the playground and while on field trips. We require:

- Children stay clear of swings when they are in use.
- Children are to stay inside the gated area of the playground.
- Gates are locked
- Adults present with children at all times.

Please pick up your child by coming through the building, not through the yard. After checking them in, you are welcome to walk your child through the building to join the class outside.

Policy Regarding Individuals Not Authorized for Child Release

A court order is necessary for a non-custodial parent to take a child from Giant Step. The custodial parent or guardian is the only source of information to others concerning children at Giant Step. If someone other than the parent/guardian/emergency contact person desires to take a child from the center, the child will be placed under the Director's care or (the Group Leader's if the Director is absent), and the local authorities will be called immediately.

Giant Step will maintain a current file list of authorized parents and custodial persons to pick up children.

You are responsible for keeping this file updated and current at Giant Step.

Release of Child to Authorized Adults Only!

No child will be released to a person not authorized by the parent or responsible party. Photo identification may be required.

We must have written or verbal authorization for changes to the above. Written is always preferred so that we can place this in the child's file.

In case of an emergency, make sure the person on your contact list can be reached.

Should such a statement exist, Giant Step needs to have a copy of the court order on file that states the child cannot be picked up by the other custodial, biological parent, or appointed guardian.

If someone other than the parent/guardian/emergency contact person desires to take a child from the center, the child will be placed under the Director's care, and the local authorities will be called immediately.

Non-custodial parents cannot visit their child at Giant Step unless custodial approval is given to Giant Step Staff either by written or verbal authorization information.

Health, Safety & Security

Parent/Visitor Conduct

To promote safety, Giant Step asks all persons to act appropriately at all times when in our facilities, on our property, and/or participating in our program. We expect persons to act maturely, to behave responsibly, and to respect the rights and dignity of others.

Sign-In/Sign-Out Daily Sheet

For security purposes, the center must maintain a sign-in/sign-out sheet or other daily mechanism for parents and guardians. We utilize the Procare system on a computer. It must include, for each child in care, the date, the child's name, the time when the child arrived at and left the center, and the parent or guardian's signature or other identifier.

Visitors to the Center:

(Policy Posted Inside Giant Step.)

Colorado State Standards require signatures, names, addresses, phone numbers, and reasons for the visit on our VISITORS SIGN-IN BOOK.

Visitors who are strangers to staff members may be required to produce at least one form of identification.

If any visitor causes a disturbance, they will be asked to leave. If they refuse, the police will be called.

Front Door Security at Giant Step.

"No Solicitation Sign" is displayed on the front gate entrance.

A staff member will be available to greet parents and children as they enter.

The doorbell will ring when front and back doors are opened during operating hours at Giant Step.

The front door should be locked when children and staff are not in the building.

A note on the front door will be posted explaining where parents may find children and staff.

Illness, Accident & Injuries

Pandemic

During a Pandemic or Epidemic, we will follow State, County, and Town Authorities guidelines. We will notify parents as soon as possible via flyers, text, phone calls, or in person.

We will continue to inform parents of any changes during the pandemic. Please read the included Policy for influenza-type illness, which is based on the Centers for Disease Control recommendations.

Emergency Transportation

Your child's welfare will be considered first.

- If your child is seriously injured and needs immediate medical attention, you will be notified, and your child will be taken to a hospital or an ambulance called.
- In case of fire or flood, we will evacuate the building and head for Town Hall, located across

Natural Disaster

Giant Step conducts monthly fire drills with all attending children.

In a natural disaster, the appropriate emergency personnel are immediately notified. The children will be evacuated to a safe location (Town hall or other building if emergency personnel require them to do so). Parents will be notified (**they must have new and current phone numbers on file!**) and requested to pick up their children.

If the present Center building poses no immediate danger to children, they will be kept inside until staff receive further instructions.

Lockdown

Periodically, we will conduct lockdown drills. We will give notice to parents during drop-off time that we are conducting the drill during the day. No one will be permitted to enter or exit the building until the drill is finished. We will not be able to answer the phone during the lockdown. In case of a real Lockdown, we must have the doors locked until we receive a release from the Rangely Police Department. No children will be released during that time. There will be a note on the door for parents/guardians.

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Communication

Telephone Access

The center must have a working telephone with a number available to the public.
970-675-2671.

Emergency telephone numbers of the following must be posted near the telephone:

- 911
- Rescue unit if 911 isn't available
- Hospital or emergency medical clinic
- Local fire & police departments
- Health departments
- Rocky Mountain Poison Control

The telephone must be available to staff at all times that the center is in operation

Options for Filing a Complaint About Giant Step

1. Talk to the Director about the problem.

2. Contact the Board of Directors.

(See the procedure below for attending a board meeting.)

3. Call the CO Department of Human Services.

(The number is: 303-886-5958 or 1-800-799-5876)

Giant Step Board Meetings

Parents are invited to attend the public monthly board meetings. The regular meeting time is **the second Thursday of each month at 6 p.m. at Giant Step**. Notice of a change to the regular meeting time will be posted at the center.

Parents/guardians may speak to the board by being placed on the agenda of the monthly board meeting. To do so, please call the Board President.

James Dillon 970-208- 4579

Please give three (3) days' notice.

Interpreter

Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/ teacher conferences.

(Due to our location, we are limited in the languages available in the community; however, CNCC and the public school might be able to assist in locating translators.)

If a second dominant language is present in the classroom, Giant Step will make every effort to employ a bilingual caregiver. **This policy will only be in effect if seven (7) or more children speak in ONE language other than English.**

Withdrawl & USDA Nondiscrimination Statement

Giant Step Service Withdrawn

In the rare event that the director must end services with a family, they can expect
A phone call and/or a personal visit at Giant Step with parent and/or guardian.

The parent will be given an opportunity to appear before the Board of Directors, and
letter explaining the reasons for the withdrawal will be written.

The letter will be either signed by the Director of Giant Step and/or the Board. The
Board will view and approve all letters signed by the Board.

We ask parents to fill out and sign a form stating that the child is being withdrawn
and the reason(s) why.

**Parent conferences may be held at any time at the request of a parent with the
teacher and/or Director.**

Please feel free to ask for an appointment with the director, the lead teacher, or both
at any time.

**Giant Step participates in a USDA–funded program and is an equal-opportunity
provider and employer.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.