



Statement of Policies & Procedures

The mission of Little Lab™ Preschool is to create a fully inclusive early childhood Science and Math preschool program that is innovative and developmentally appropriate.

Philosophy: At Little Lab™ Preschool, we believe children learn by exploring with their hands, processing information with their brains, and then telling others about their discoveries. Children also need time to play. Little Lab™ Preschool is a fully inclusive preschool.

Little Lab™ Preschool accepts children 2 ½ -6 years of age. Potty training required for all children.

Little Lab™ Preschool is open 7:30 AM to 5:30 PM Monday – Friday.

Procedure for Admission and Registration: Families are required to fill out an application to enroll at Little Lab™ Preschool. Parents must also submit a Health Form, Immunization Record, and Emergency Card at least 1 week prior to attendance. For your child’s safety and well being, children will not be allowed to come to our preschool without this pertinent information.

Preschool, PreKindergarten, and Kindergarten Registration: In addition to the above, families enrolling for the school option must sign a contract.

Tuition and Fees: Little Lab™ Preschool offers half day and full day programs for 2 days, 3 days or 5 days per week. One day and 4 day programs are available upon request.

Payment is required by the 3rd of every month. Payments can be made with cash, check, or credit card (PayPal will process credit card payments). Invoices will be distributed during the last week of the month, either in person or through email.

There will be a \$25 charge for checks that are returned. There will be a 2% late fee for unpaid balances. The returned check fee must be paid at the time of the incident. The late fee will be added to the following month’s bill. If not paid, your child will not be allowed to come to school until the bill is paid in full. There will be a 10% discount for more than one child from the same family.

Child Care Tuition Schedule:

	<u>Half Day</u>	<u>Full Day</u>
2 Days per week	\$90/week	\$180//week
3 Days per week	\$125/week	\$250//week
5 Days per week	\$175/week.	\$350//week

Preschool, PreKindergarten, and Kindergarten Tuition Schedule for the School Year 2020/2021:

These rates are based on a School Year Beginning September 8, 2020 and ending May 28, 2021.

The following days will be School's Out Days:

Thanksgiving:	11/23/20-11/26/20
Winter Break:	12/21/20-1/3/21
Martin Luther King Day:	1/18/21
President's Day:	2/15/21
Spring Break:	3/15/21-3/19/21

The School Year tuition is divided into 10 equal payments. The first payment is to reserve your spot as well as pay the first tuition payment. After that, payments are due on the 1st of every month with a 3 day grace period; \$25 fee for returned checks; 2% late fee for any unpaid balances. Parents are required to sign a contract for these services. There will be a 10% discount for more than one child from the same family.

Half-Day Preschool:

- ❖ 2 Half-Day: \$272 per month
- ❖ 3 Half-Day: \$408 per month
- ❖ 5 Half-Day: \$629 per month

Half-Day Pre-Kindergarten:

- 3 Half-Day: \$408 per month
- 5 Half-Day: \$629 per month

Full-Day Preschool and PreKindergarten:

- ❖ 2 Full Days (Preschool only): \$612 per month
- ❖ 3 Full Days (Preschool and PreK): \$850 per month
- ❖ 5 Full Days (Preschool and PreK): \$1190 per month

Kindergarten

- ❖ Tuition is \$1003 per month; Monday-Friday
- ❖ Extended Care is optional and, if you choose, it's \$255 per month. Morning times are 7:30a-9a and Afternoon is 3:00-5:30

Policy for Inclement Weather: Please dress children appropriately for the weather so that they can participate in all activities, indoors and out. To ensure the safety of children we will not go outdoors during excessively hot, cold, or inclement weather.

In the case of severe weather please check the voice message at the school by calling 970.223.3939, go to our website (littlelabpreschool.com), or visit our Facebook page for information regarding school closure and/or class cancellations.

School Out Days: Little Lab™ Preschool will be closed during the following times: The week of Thanksgiving, December 24 through January 1, Labor Day, Memorial Day, and July 4 or the legal holiday for that year.

Identifying Where Children Are: Parents are required to sign children in and out as they arrive and depart each day. Staff will count children routinely throughout the day to ensure that everyone is accounted for. Staff will monitor exits to the school to ensure that children leave with adult supervision.

Guidance, Instruction, Behavior, Discipline, and Consequences: Staff at Little Lab™ Preschool focus on positive teaching practices and guide children to express themselves in a positive way. We believe in coaching children on how to accept differences, resolve disputes, be empathetic to other's needs, and build successful peer relationships.

Children who intentionally hit, kick, or otherwise assault another person will be given an immediate "time out" in the classroom. Following a few minutes of time away from the group and before rejoining the group, staff will discuss the incident with the child and have them identify how to resolve the situation differently in the future and without using physical contact. This will be done in a developmentally appropriate method. Any time this occurs, staff will discuss the situation with parents of the children involved. Our staff works as a team to identify the social and emotional needs of children. We do our best to understand children's behavior and develop behavior support plans for children who need them. Staff will discuss behavioral issues with parents and include them in the plan so that children are given the benefit of consistency and a better chance to be successful. When a child's needs are difficult for staff and parents to adequately address, the family will be given information to access an Early Childhood Mental Health Specialist to support their child.

Illness or Injury: Staff will immediately notify parents or guardians if their child becomes ill, is involved in an accident or is injured and requires emergency medical care while at school. All non-emergency or minor accidents and injuries will be treated with first aid by a trained staff member. Parents will be notified when they pick their child up from school.

Please keep children home from school if: they have been taking prescription antibiotics for less than 24 hours, they have had a temperature of 100° or higher in the previous 24 hours, they have had vomiting or diarrhea in the previous 24 hours, or they have green or yellow discharge from nose or are coughing up mucous. Staff has the right to refuse care if a child is visibly ill upon arrival.

Please call our school (970.223.3939) and let us know when your child is too sick to attend. If children become ill during the school day they will be given a place to lie down, away from others until an approved adult arrives to pick them up. Please contact the school if your child is diagnosed with a communicable illness, such as chicken pox, so we can inform families that may have been exposed. Names will be held in confidence.

Emergency Procedures: The school requires emergency data information to be on file for each child. This information must be updated yearly. Please notify the office **promptly** regarding change of address, telephone, medical provider, emergency contact person, or other information that would affect school records. If we cannot reach a parent in an emergency, we will call the person(s) listed.

If your child becomes lost while in our care, we will alert the proper authorities, as well as all staff within our building and immediately call the parents or guardian.

We will conduct emergency drills to ensure that staff and children know what to do if an emergency situation arises. Our Disaster Preparedness Plan is available upon request and provides detailed information regarding emergency situations.

Transportation of Children: Staff at Little Lab™ Preschool will not provide any transportation for children.

Field Trips & Television: Little Lab™ Preschool does not include field trips or television in its curriculum.

Procedure for Releasing Children: Parents/care providers are required to bring children into the building and come into the building to pick them up.

Parents/care providers must record the arrival and departure of children at Little Lab™ Preschool by using the sign in/out sheets outside each classroom. In addition, please make sure a staff member is aware that your child has arrived or is leaving for the day. Once a child has been signed in, they remain under the direct care of their classroom teacher for the duration of their class until they are picked up by a designated adult.

Children will only be released to the parents or those individuals designated on your signed authorization form. Parents must provide signed, written permission for anyone other than those listed on the authorization form to pick up children from school. Authorization must provide the person's name, phone number, relationship to the child, and the date(s) they will be picking up your child as well as your signature. Individuals picking up children must provide a picture ID to staff in order to establish positive identification.

Should an unauthorized person attempt to pick up a child, we will keep the child in class until we have contacted you or the proper authorities. However, we are restricted from physically restraining a person from exiting the school. Please keep the staff informed of any legal issues in your family that limit contact with individuals.

Procedure for Late Pick Up

It is extremely important for children to be picked up on time following their time at Little Lab™ Preschool.

We understand that sometimes situations arise that will cause a parent to be unavoidably late in picking up their child. If something does come up, please contact our staff immediately to let us know when you will be there or to notify us of the arrangements you have made for your child to be picked up by another person.

If a child has not been picked up from school 15 minutes after the end of their time slot and we have not heard from the parents, the staff at Little Lab™ Preschool Staff will:

1. Notify the Director and attempt to call the parents.
2. If parents are unavailable, the staff will attempt to contact and release your child to the person listed as the Emergency Contact on your application.
3. If the staff is unable to contact the child's parents or any authorized adults by the close of business for the day, the Fort Collins' Police Department and/or Child Protective Services will be contacted to pick up the child.

Parents will be charged \$5 for each 5 minutes they are late to pick up their child.

This fee will be paid in cash at the time of the event or added to the next month's invoice.

Parents who are late picking up children more than 3 times may be assessed additional fees to cover the cost of staff or may lose their enrollment altogether.

Procedure for Late Arrival: Children may arrive anytime during their scheduled time slot.

Administration of Medications: ONLY emergency medications for life threatening allergies (Inhalers, Benadryll and/or EpiPen) will be administered by the staff of Little Lab™ Preschool. Any medications other than emergency medication should be given to children by their parents or guardians outside of their attendance at school.

Emergency medications must be:

- provided prior to a child's attendance at Little Lab™ Preschool.
- given directly to a staff member.
- accompanied by a written protocol from the child's physician.
- in a clear, zipper storage bag on which the child's name has been clearly marked.
- in the original container bearing the label showing prescription number, name of medication, date filled, physician's and child's names, and directions for dosage.

Emergency medication will be stored in the child's classroom, out of the reach of children. If it becomes necessary for a child to receive emergency medication due to an allergic reaction, staff will contact parents and 911 immediately.

It is parent's responsibility to put sunscreen on their children before coming to school.

Personal Belongings: We ask that parents dress their child appropriately for hands on activities at school, as well as exploring outside. Cubbies are provided so children can store their belongings. Little Lab™ Preschool is not responsible for items stored in cubbies. Please leave toys, money, etc. at home whenever possible.

Meals and Snacks: Children attending the half-day programs will be provided a snack consisting of a fruit of the day and Rice Chex cereal with no milk.

Children attending the Full Day program will be required to bring a lunch to school so as the child's nutritional needs are met. You are welcome to provide a snack. If you don't, they will get the same snack as others.

Little Lab™ Preschool is a nut and peanut free school! Many children have life threatening allergies when they come in contact with peanuts and tree nuts. Please do not bring food with nuts or peanuts into the school and be sure children are free of peanut and nut residue on hands and faces before coming to class.

BIRTHDAYS: Parents may bring Oreos for a birthday treat. These cookies are the most non-allergenic treat for all children. If you don't want your child having Oreos, please provide a box of acceptable birthday treats to be used throughout the year. Please give this to your child's teacher and they will put their name on it and store it in an appropriate place. It is the Colorado Health Department policy that **we may not serve homemade items.**

Diapering and Toilet Training: All children must be potty trained.

ALL children should be taken to the bathroom by their parent/care provider before coming into class for the day. If your child has an active bladder, please let their teacher know so they can take your child to the bathroom more often and before accidents happen.

Visitors: Visitors must sign in at the front desk and be accompanied by staff at all times when children are in the building.

Parent and Staff Conferences

Little Lab™ Preschool staff is always happy to talk with parents regarding their child's progress or any issues they may be having. Parent conferences will be scheduled as needed.

Filing a Complaint: If there are any concerns or if you would like to file a complaint regarding our preschool, please contact the Office of Early Childhood, Division of Early Care and Learning Licensing 1575 Sherman Street Denver, CO 80203 (303) 866-5948.

Reporting of Child Abuse

ALL staff at Little Lab™ Preschool are mandatory reporters. If any staff member suspects a child is being subjected to abuse or neglect outside of school, they are required by law to advise Child Protective Services.

If child abuse is suspected within our program, please contact the Larimer County Child Protective Services Department (970) 498-6990 or the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437).

Notification of Withdrawal from Little Lab™ Preschool: If, for any reason, you need to withdraw your child from Little Lab™ Preschool, a two-week notice is required. If you remove your child from our program without proper notice, you will be charged two weeks of tuition.

Suspension and Expulsion: Our staff are well trained to work with the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff is not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify parents and begin with a parent teacher conference. To best accommodate your child, we will work with the family to develop an action plan. During that time, if the child is a danger to themselves or other children, we may suspend your child for a period of time. Once the child returns to our program and the child is still a danger, then we will discuss if Little Lab™ Preschool is able to meet your child's needs. It is only as a last result that we would ask you to remove your child from our school.

Thank you for choosing Little Lab™ Preschool!

Little Lab™ Preschool admits students of any ability, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and school administered programs.