

Evergreen Academy

Policies & Procedures

Please sign and return the final page of these policies, indicating your agreement to abide by them. Please keep the policies themselves for your own reference. These policies may be revised from time to time by the owners and directors of the Center; any revisions will be made available to parents in writing.

- A. Evergreen Academy is a Christian preschool and child care center. Our philosophy is to provide a safe, loving environment in which children are nurtured and encouraged, and where adult model good social and learning behaviors.
- B. We accept children 6 weeks through eight years of age
- C. We offer services to children with special needs in accordance with our staff's capabilities and classroom composition
- D. We are open from 7am-6pm daily and are closed according to our calendar
- E. When weather is inclement (excessively cold or hot) children are kept indoors and given appropriate time and activities to replace outdoor recess
- F. Before a child is admitted, parents must tour the facilities with a staff member or Director. Upon receipt of an Admission Form and registration fee, admission will be considered, depending on available space and staff capabilities
- G. Our fees are available from the office or online www.evergreenacademy.org. Tuition payments are due by the 10th of each month. Invoices are emailed to parents by the first of each month; tuition is due by the 10th. No credit is given for school closures. A late pick-up fee of \$1/minute is due if children are picked up past 6:00pm; this fee is payable directly to the staff member on duty.
- H. Children are supervised by their teacher at all times. If a teacher is required to leave his/her group (e.g. to take a child potty), that teacher clearly asks another staff member to supervise the remaining children in their group. Children use rest rooms only with a teacher's knowledge and supervision. Each teacher maintains accurate attendance records. The office maintains a schedule of children in attendance. Parents sign children in and out daily with the office
- I. Children are disciplined using a combination of appropriate verbal warnings, redirection and supervised separation. Physical punishment is not allowed, nor is punishment associated with eating or using the bathroom. If disciplinary problems become excessive, teachers and parents conference to determine the best course of action. Children may be dismissed from the Center if disciplinary problems pose a danger to staff or children.
- J. If a child will be absent from school, please notify the office by 9am. If a child becomes ill or injured during the day, or suffers an accident, they will be given immediate care and parents will be notified and may be required to pick up their child. Ill children are separated from others in the office. Children are generally considered too ill to attend if they are exhibiting signs and symptoms of illnesses such as fever, persistent cough, drainage from the eyes, ears or nose or other symptoms identified by the Center's nurse consultant. Children injured are given aid according to guidelines established by standard First Aid training. A written

- report is made regarding any illness, accident or injury requiring medical attention, and any communicable disease.
- K. In the event of a tornado, all children are moved to an interior hallway. In the event of a fire, children are evacuated according to procedures established and approved by the Evergreen Fire Department. In the event of an evacuation, the Center will await instructions from emergency officials and will use the school's vehicles and staff vehicles to transport children to an officially designated site. In this case, parent contact information is brought on the evacuation so parents can be contacted and asked to meet staff and children at that site.
 - L. Video viewing is permitted for 30 minutes at the end of the Center's day and occasionally during the day, if appropriate to the teacher's plans & activities. All videos are previewed by staff and determined appropriate for preschool children. Staff supervise children while they are watching videos.
 - M. Parents sign a form upon registration which permits the center to transport their children. Parents are notified of all field trips via weekly newsletter, the office message board and classroom notices. Prior to leaving on a field trip, teachers take attendance. After loading children on the school's vehicle, attendance is taken again. Staff bring emergency contact information and medical permission forms with them on all field trips. Staff take attendance upon arriving at the destination, maintain constant and accurate 'count' of children during the trip, take attendance again when re-loading the vehicle and finally upon returning to the Center. Before closing and locking the vehicle, staff make a visual sweep of the vehicle to ensure no children are remaining.
 - N. While riding in the vehicle, children are required to remain seated and to behave in an orderly manner. Staff supervises children while riding in the vehicle. In the event of an emergency on the road, children will remain in the vehicle, under staff supervision, unless emergency personnel remove them from the vehicle. Center vehicles are equipped with First Aid kits and cell phones.
 - O. Children are only released to those persons for whom we have written authorization. If persons not authorized attempt to pick up a child, the child will not be released unless verbal permission from a parent can be obtained. If such a person persists in attempting to pick up a child, the Jefferson County Sheriff's department will be notified and the child will not be released.
 - P. If children remain at the Center after 6pm, their parents and/or emergency contacts will be called. Staff will remain with the children until an authorized person has picked them up. If a child remains past 7pm without specific pick-up arrangements from authorized persons, staff will notify the Jefferson County Sheriff's department. Before closing and leaving the Center, staff will visually sweep each room to be sure no children have been left in the Center.
 - Q. If a child arrives while his/her class is away on a field trip, or if a parent prefers their child not attend the field trip, that child is cared for by office or other staff and provided with appropriate supervision and activities.
 - R. Only staff with current training in medication administration, and delegation for the same from the Center's nurse, will administer medication to children. Medication will be stored in a locked box in the Center's office. Medication will

- only be administered with written permission from the child's health care professional, and only from the original container.
- S. Children's personal belongings are stored in their cubbies. Any monies or other valuables brought by the child are turned over to the child's teacher for safekeeping during the day
 - T. Children bring their own lunches, except on designated 'hot lunch' days. The center will provide milk or juice at lunch. The center will provide lunch for those children lacking one. The Center will provide a nutritious snacks.
 - U. Children not potty-trained must remain in the Centers 'toddler' rooms. Children in those rooms will have their diapers changed in the manner posted and approved by the Center's nurse. Diaper changes will be regularly scheduled and will also be made as needed. Children will be potty trained when they are physically ready and mentally interested. No punishments will be associated with potty training.
 - V. Visitors may enter the Center through the office and are required to sign the Visitor Log maintained by the office.
 - W. Staff will conference periodically with parents regarding each child's behavior, learning, development and needs. Any documents of these conferences will be kept in the child's file.
 - X. Any parent wishing to register a complaint regarding the Center may do so according to the procedure posted in the office, which advises parents to call the Colorado Department of Human Services, Division of Child Care, at 303-866-5958.
 - Y. Any parent wishing to report suspicion of child abuse is advised to contact the Jefferson County Department of Social Services at 303-271-4357. Staff of the Center with suspicions of child abuse are required to similarly make a report.
 - Z. Parents wishing to withdraw their children from the Center are required to make written notice to the office at the earliest possibility. Should the Center terminate or suspend its operations, parents will be notified in writing.
 - AA. The following policies apply to the care of infants in the Center:
 - a. Children will be given regular opportunity for free movement and not be confined for prolonged periods to cribs, playpens, swings, high chairs, infant seats or other equipment that confines movement
 - b. Children will have frequent, individual, personal contact from an adult, including regular periods of being held, rocked, talked & sung to, and being taken on walks/strolls outside, weather permitting
 - c. Children under 18 months will not be toilet trained
 - d. Staff will investigate each instance in which a child cries
 - e. Children will be allowed to form their own pattern of sleep & waking
 - f. Parent will provide all formula, food and snacks for their infant children. The Center will monitor each child's nutritional intake and inform parents if/when the child requires additional daily food; the Center will also supply additional foods as needed
 - g. Staff will hold children for bottle feeding and spoon feed or supervise self-feeding of children eating solid foods
 - h. Only one adult (parent/authorized person) is allowed to enter the infant room when picking up the child; children are not allowed to enter

I have read and understood the policies stated in the Policies & Procedures of Evergreen Academy and agree to abide by them, as amended from time to time by the owners and directors of the Center.

Signature

Signature

Date