

ANGEL'S OF GOD EARLY LEARNING CENTER INC.

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Parent Handbook



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Dear Parents,

Children are special gifts to us. They bring joy and laughter into our lives and provide unlimited amounts of love. We feel privileged to share part of your child's day and will provide the best possible care.

Special attention is given to furnish the best developmental program with creative age appropriate activities. We value the opportunity to become constructively involved in helping to develop your child's self image and positive relations with others.

Thank you for the privilege of serving your family!

Sincerely,

Center Director

Introduction

This handbook is provided for your information as a parent concerning Angels of God Early Learning Center, Inc.'s programs and school policies. It also includes procedure and stipulations that require your awareness and compliance. Parents should read this Handbook completely, and should call the Center's Director should they need more information or have questions.

Purpose and Philosophy 7.702.41A

Angels of God Early Learning Center, Inc. exists to provide child care to children between the ages of 6 weeks and 13 years. Our goals at Angels of God Early Learning Center, Inc. are:

- To help meet the needs of working and non-working parents who desire to expose their children to quality education and social experiences they may be unable to provide.
- To provide child care at a reasonable cost, so that parents who must work have a top-notch place for the growth and enrichment of their children.
- To provide a safe and nurturing place for young children to grow.

Angels of God Early Learning Center, Inc.'s curriculum emphasizes development of math and science concepts, music and artistic expression, language and verbal skills and motor and physical coordination. Our philosophy includes apportioning the day among large group activities, small group activities and providing the extra individual attention necessary for each child in order to enrich their needs and foster happy, healthy and emotional development.

Mission Statement

The mission of Angels of God is to cultivate a community of families and teachers working together to provide a high quality, safe, stimulating and positive environment that enhances and fosters the physical, emotional, cognitive, creative and social development of individual children, through play-based learning and discovery. The mission will be implemented by practicing an emergent and constructivist curriculum; that inspires children to learn through active engagement.

Programming 7.702.68A

It is the intent of Angels of god Early Learning Center, Inc. to provide the best early development and learning through a loving, stimulating environment for every child. To this end, children are placed in classrooms with teams consisting of teachers and aides according to groupings. Within an age group, children are divided into small groups and belong to a certain teacher.

Child care daily schedules are divided into several, major activities:

- Directed teaching time during which a teacher provides activities for their group of children at their ability level in such areas as language, fine-motor, colors, shapes, numbers, letters, art and sounds.
- Gross-motor activities which involve basic body movement, signing, rhythm instruments and musical games.
- Supervised, teacher-directed or child directed play time.
- Supervises nap, snack and meal times.
- Outdoor playtime.

Through the above activities performed in a positive atmosphere, we strive to help each child grow in self-esteem and develop a healthy self-concept.

Program Features 7.702.41B

For all ages, child care is available on full or part time basis, unless Angels of God Early Learning Center, Inc. is at full enrollment then only full time children will be accepted. Full time programs are available for children from 6 weeks to 5 year of age. Before and after school programs are available for children from 6 weeks to 5 years of age. Before and after school programs are available for school age children to age 13.

Full time care is available for school age children during any schools' break periods, additional charges will apply.

Among the features and practices at Center designed to promote your child's safety and learning are:

- Classrooms with age appropriate materials and furnishings to promote your children's intellectual, social and emotional growth.
- Facility designed with large open rooms, to allow clear visibility throughout the center.
- An emphasis on continuous communication between teachers and parents concerning your child's development.

Angels of God Early Learning Center, Inc. is licensed by the State of Colorado. The license is posted in the main entry way for your review. Angels of God Early Learning Center, Inc. is licensed for 88 children, from ages 6 weeks to 13 years.

We believe that parents are an integral and valuable part of our service. You know your own children, so your input is extremely valuable to us. As one of our quality control practices, we will conduct surveys. We will use your feedback to reinforce, maintain and improve our services.

Resources and Referrals

Because we understand the importance of physical/mental health, academics, development, and emotional growth, we work directly with experts in these fields to provide the appropriate support for each child's individual needs. We currently have relationships with Aurora Mental Health, Developmental Pathways, Child Find, Safe Care, Child Protection Services, Colorado Child Care Assistance Program (CCCAP), and Arapahoe Early Childhood Council.

If a concern about your child's development occurs, we will contact you by telephone or in-person to schedule a meeting. During the meeting we will share our concerns and provide the necessary referrals to support both child and family. We encourage families to please ask a staff member for assistance if they do not find the resources they need in our designated parent resource center.

Admission Standards and Children with Special Needs 7.702.41c

Any child will be admitted and lovingly cared for regardless of his race, creed, or color. The Center will accept any child with disability for whom the Center feels we can provide a program. Parents should make inquiries and set up a conference time regarding the admission of a child with disabilities. Children with learning disabilities are accepted at the Center as well as those with ADD or ADHD. We will accept special needs children on a trial basis. We reserve the right to determine whether or not we are able to improve the child's situation. If not, we will give the parent one week to find alternate care. If your child has special limitations or medical conditions, the Center must be notified in writing. You will also need to make sure that the Center staff knows how to operate any machinery.

Hours of Operation 7.702.41 D

The center is open for your convenience from 6:00am to 6:00pm. Children may come or be picked up anytime during the above hours. Please plan accordingly. We also offer Before and After School care, and van transportation is available. Angels of God Early Learning Center, Inc. will also accept children on part time basis if space is available. For snow days and other inclement weather, Angels of God Early Learning Center will not open for the day if Aurora Public Schools are closed.

Holidays 7.702.41D

We will be closed in recognition of the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. If a holiday falls on a Saturday we will be closed on the preceding Friday, if the holiday falls on a Sunday we will be closed on the following Monday. Please mark your calendars and plan accordingly. Regular tuition will be charged during these weeks or days.

Outdoor Play 7.702.41E

Outdoor play is a part of each day's activities. If the weather is above freezing (32F), and it is not actually raining or snowing, please send your child prepared to play outside. If the temperature exceeds 95 F, we will limit outside play to twenty minutes at a time.

Enrollment 7.702.41 F

New families who are contemplating registration of their child are required to tour the center and to be interviewed by the Center's Director. All parents must fill out an Application and an Enrollment Agreement. The Center reserves the right to deny admission to any child whom we feel we cannot properly aid or care for.

A child may be admitted on a probationary basis. A child may also be asked to leave to the Center if his or her behavior is so disruptive that he or she endangers the well-being or emotional health of other children.

Registration

Students may be enrolled at any time of the year. All required forms must be filled out prior to your child attending Angels of God Early Learning Center, Inc. A registration fee of \$75 is payable when you enroll your child. The registration fee, along with the first week's tuition payment, is due at time of enrollment, and is not refundable.

Tuition/Fees 7.702.41G

The tuition fee is payable in advance each week, on or before each Monday morning. Our desire is to provide top quality care for your child at a reasonable cost. The weekly fee for your child can be found on your complete Enrollment Agreement. If it is necessary to change any tuition or fees, parents will be notified sixty (60) days prior to any change.

Parents will be given receipts as payments are received. Please keep these receipts for tax purposes. An additional late fee will be charged if tuition is not paid by Friday closing. Should tuition fees not be paid as agreed herein, child care services are subject to termination, and non-payment amounts may be referred for professional collection. A fee will also be charged on any returned checks.

Attendance and Release of Children 7.702.41 H, 7.702.41O

All children who attend the Center must be signed in and out at the Entrance Table by the parent or other persons giving responsibility to the center. The Center will not assume responsibility for any child who is not brought into the building by a responsible adult and who is not properly signed in.

Children may be released only to persons for whom the Center has written permission from the parents or guardian. This written permission may be given to us in any of the

three ways: by notation on the original application, by a signed note or by telephone permission (in the case of an emergency only).

If an unauthorized person attempts to pick up a child, the child will not be allowed to leave. If an unknown but authorized person attempts to pick up a child, identification will be required. If we are suspicious of any person picking up a child or aggression is used, the police will be called immediately. The Center cannot legally deny release of any inebriated or person under the influence of drugs, even if they are a parent.

Transitions

When a child enrolls in our program, we provide individual transition meetings between parents and teachers where we discuss their “Getting to Know You” form completed prior to enrollment. The answers to these questions are designed to support the relationship between caregiver & child, and to respect the parenting preferences of the family.

Transitions within the program are supported by allowing the child to spend time in their current class, but also let them experience the class that they are getting ready to transfer to. The reason we do this is so that when the child is ready to move to their new class, the environment will seem familiar and comfortable. In addition to spending time in their new class, an updated “Getting to Know You” form is completed by the family to continue supporting the caregiver/child relationship as well as the family/caregiver relationship.

We support the transition to Kindergarten by providing families with resources and supports during our annual “Back to School” parent meeting.

Translators

We believe that relationships are critical for growth and development. As a diverse center, we are proud to offer interpreters during the parent meetings, conferences, and daily communications. A few of the languages spoken at our center are Arabic and Spanish.

In addition, the program has at least one caregiver/teacher in each classroom that is fluent in the languages spoken by the classroom community. If we are ever unable to provide a translator capable of fluently speaking the home language of a potential or current family, we will utilize the outside translation vendor Voidance support communication.

Parent and Teacher Conferences 7.702.41W

There shall be two regular parent/teacher conferences that occur each year; January and August. During these conferences, the teacher will discuss the child’s strengths, areas to improve, progress, behavior, and social & physical needs. The teacher will partner with the parent/guardian to work together to set goals for the child’s growth and

development. Families may request additional conferences at any time throughout the year.

Curriculum

Angels of God implements the Teaching Strategies curriculum on a daily basis. Management will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities, along with training to effectively implement the programs in their classrooms.

Assessments

Because we understand the importance of assessments and their role in developmentally appropriate practices and individual lesson planning, all children will receive an assessment within the first 90 days of enrollment; this is in addition to the continuous authentic assessment that occurs as part of our daily practices. Initial assessments will be shared with families in a timely and culturally responsive manner, and all other assessments will be shared with families during the twice a year conference. If authentic assessments create concern within the teaching team, an additional conference will be scheduled to prevent any delay in targeted support.

Primary Care Giver Policy

Primary care giving practices are part of Angels of God's policies and procedures because we understand that reflective and responsive relationships are formed through trust and attachment between the primary caregivers, the children, and their families. Because of this understanding, each child is consistently cared for by the same one or two teachers. In addition, to promote the formation of these strong emotional bonds, we encourage team teaching and team work in every room.

Continuous Quality Improvement Plan

Quality care is of the utmost importance to the staff at Angel of God. To support our continued growth, we use annual self-assessments and parent surveys to determine improvements that could be made. These goals are reviewed and revised at least once a year and then shared with our families, staff and stakeholders through our quality improvement plan; a copy of this plan is accessible in our parent resource center.

Discipline 7.702.41I

Knowing proper boundaries is an important part of learning. When children disobey, break safety rules, act aggressively, or disrespect others, they may need some age appropriate discipline. The Center's staff makes every attempt to discipline children with love and dignity. We may use a clear warning, a somber reminder, a change of activity, natural or logical consequences. The following State guidelines are always observed:

- The Director will not use, nor permit an employee or other child to use corporal or other harsh punishment, including, but not limited to pinching, shaking, spanking, punching, rough handling, hair pulling or any humiliating or frightening method of discipline to control the actions of any child or group of children.
- Punishment will not be associated with rest or toileting.
- Children will not be subjected to threats or coercion, including, but not limited to, forced feeding, threats of loss or denial of food, or other punishment for refusal to eat.
- Separation, when used as discipline, will be brief and appropriate for the child's age. The child will be within sight of an adult in safe, lighted, well ventilated area. No child will be isolated in a room.
- Verbal abuse or derogatory remarks about the child, his family, or his race, religion, or cultural background will no be used or permitted.

Steps Taken Prior To an Explosion

Angels of god early Learning Center would like to prevent suspension or expulsion of any child due to behavioral issues. In event of this situation the following step are taken:

1. The child's action is documented and sign by his/her teacher.
2. The director will call the parents to report the child's behavior.
3. If the child's unsafe behavior continues to the point of hurting him/herself or other children; the parents will be called to come and pick him/her up for the day.
4. The Center will discuss the child's behavior to the parents and arrange a parent/teacher conference to create a plan-of-action going forward.
5. If the behavior still continues the Center will refer the parents to alternative help such as Child find, etc...
6. If the parents accept the help, they then have to submit documentation of the help they are receiving.
7. If the behavior does not improve then the parents are given a (1) week notice to find another childcare provider.

Accidents and Emergencies 7.702.41J, 7.702.62 B2, 3.

When children play, sometimes accident happen. Most are bumps, scrapes and nick that can be treated with loving care, a good cleaning and a band-aid. No matter the size of the accident, if a child is injured in any way, the Center Director will be immediately notified to evaluate the injury. A child who is injured will be given care by a staff member or members by washing the injury. We will fill out a written Accident Report which you will need to sign.

We will also make every attempt to contact you, as parents, so you can determine the best action for care. In the event of a serious injury, if we cannot reach you, we will try to

call your emergency contact person, or the child's doctor. If the parent cannot be contacted, the child may be taken to his or her doctor or to an emergency room by paramedics, if the injury or illness seems to warrant such treatment. Parents are always contacted if the child has any sort of head injury. Please keep all your contact phone numbers up to date!

If an injury might be serious or poses an emergency, the paramedics will be called. It then becomes their responsibility to evaluate whether transportation or services are the responsibility of the parents.

Emergency Procedures 7.702.41K

All children are housed in rooms with access to exits in the event of a fire or safety problem. The children are trained in performing fire drills once a month. In the event of a tornado warning the children are told to protect their head and face under the table.

TORNADO RULES & PROCEDURES

WHEN A TORNADO WARNING IS HEARD WHILE INDOORS...

1. Listen to directions.
2. Crouch with heads protected on the floor near inside walls.
3. Stay clam until danger is over.

IF CHILDREN ARE OUTDOORS WHEN A TORNADO WARNING IS SOUNDED...

STAFF MEMBERS WILL HELP CHILDREN...

1. Walk indoors to a safe place, and follow the same procedures.
2. Staff should have attendance book on hand.
3. Count the number of children to make sure everybody is safe.
4. Resume normal duties when it is safe to do so.
5. If a tornado strikes near, call 911.

FIRE OR EMERGENCY EVACUATION

1. Quietly form a line by the back EXIT door. Do it quickly without running. (Don't bother with shoes or coats).
2. Check bathrooms and turn out all lights.
3. Take attendance sheet and emergency numbers.
4. Go outside to the field across the playground with children close by. (Take caution while crossing).
5. Take attendance! Make sure all children are outside.
6. Wait for further instructions.

KEEP CHILDREN FROM RUNNING AROUND.

KEEP CHILDREN CLAM AND QUIET.

Severe Weather 7.702.41K

As a rule, Angels of God Early Learning Center, Inc. will not open for the day if Aurora Public Schools are closed due to inclement weather or snow. In the event of a severe snow storm after opening, the center will do it's best to avoid sudden closures. We will continue to provide care until parents can arrange to have their children picked up.

Transportation and Field Trips 7.702.41L, M, Q

Transportation is not provided to and from the center and home. However, vans are used to provide transportation from the Center to local elementary schools for elementary students. Center transportation is also provided for all students who are 4 years or older for field trips. Children who are younger than 4 years will not be able to go on field trips that require transportation.

Neighborhood walks are considered "short excursions" and not field Trips. Neighborhood walks may occur any time the teacher desires, but the fact that a neighborhood walk has occurred is posted at the Center. Parents must execute a short excursion permission form in order for their child to participate in neighborhood walks. A walking rope with handholds is used to keep the children together.

Permission slips are sent home for each field trip and must be returned prior to the trip or the child will not be allowed to go on the trip. If a child arrives late to the Center and misses their class/group trip, they will be placed with another class until their own class returns.

Permission for emergency procedure on the road is carried for each child on every field trip. In the event of an emergency, the driver should call the center immediately.

Parents may always decline to allow their child to participate in a field trip for personal reasons. All children will be placed in their own seat and will have an individual seat belt while in the vans.

Emergency Procedure on the Road 7.702.41 N

The school van is equipped with an accessible first-aid Kit. In the event of an emergency occurring during transportation the following procedures will be used:

1. If an accident or illness occurs while transporting the children to school or to a field trip, the teacher will first assess the situation and render First Aid as needed.
2. The teacher will make an initial assessment of whether the child must be transported to receive medical treatment, and the method and urgency of transportation, based on the severity of the illness or injury.
3. If necessary, an ambulance will be called.
4. The teacher will contact the Director or Director's designee, as soon as possible and inform the Director of the nature and extent of the illness or injury and the plan of action.

5. If an ambulance has not been called, the director will direct the teacher to bring the child back to the center, to call an ambulance.
6. If the illness or injury is significant, the Director will contact the child's parents or guardian to inform them of the child's condition and location.
7. To be prepared in the event of an emergency, the driver/teacher must carry a cell phone and change for a pay phone. Additionally, the van on any field trip is equipped with:
 - a. A First Aid Kit;
 - b. Emergency information for all children and
 - c. Emergency/Urgent Care center information.
8. Staff must determine the location of the nearest pay phone prior to field trips. When the staff and children arrive at a location off-site, the staff must locate the pay phone so that they are prepared in event of an emergency.

Videos and Television 7.702.41 M

Teachers may schedule approved videos with the Director. Only one video day per week is allowed for each class. If there is a video that especially assists with the lesson, an exception can be made. Only G-rated movies will be watched at the center and permission slips must be signed.

Location of Children 7.702.41O

During our hours of operation each teacher keeps track of the children in their care on an hourly basis. Each teacher has a list of the children who have been dropped off for care, and regularly cross off the name of children who have been signed out and taken by their parent. Should a child arrive at the center at a random time during the day, they are immediately added to the list. By taking this action we assure that our classrooms are within ratio and that each and every child is accounted for.

Lost Child Emergency Procedure

- If in an unlikely situation a child is missing all attempts will be made to find the missing child as quickly as possible.
- If the child cannot be found in a timely matter, the police will be call immediately and then the parents shortly after.
- The center license inspector will be notified in writing within twenty four hours of the incident.

Late Pick up 7.702.41P

The Center closes promptly at 6:00pm. Most of our parents are timely and responsible with their children: please do your best to pick up your kids on time. When parents are late, the center not only has to pay employees and staff to remain late (often on overtime) but we also impact our staff's time with their own families. Therefore, a late fee of \$2.00 per minute will be charged for every minute after 6:00 pm until the child is picked up within one hour after closing (or parent cannot be contacted for other arrangements), Angels of God early Learning Center, Inc. will notify the proper agencies or authorities. If you have an emergency and are running late, let us know immediately.

Health Policy

Each child in Colorado should have access to medical insurance to ensure that our enrollment application include questions about the child primary health care provider and dental. As part of each child health promotion, we know it is important that a child has a medical primary care provider, because they provide us with all stages of the child's development. We provide families in need of resources with option such as Tri County, Health Coordinator for ACECC, and The Refugee Clinic at Lowery.

At Angels of God we understand the importance of regular health, dental, and vision screenings. We have resources for hearing, oral, and vision screenings. We strive to ensure all families have medical, dental and vision services, therefore, our office staff will follow up with the families and provide additional resources to support them in this quest.

Illness and Medications 7.702.41R, & 7.702.42I & J and 12-38-132, C.R.S. of the "Nurse Practice Act."

We know that children get sick sometimes. We desire that all of our children and staff stay as healthy as possible. Children who are ill with a fever over 100.0 degrees, a rash, vomiting, croup, more than three diarrheas, or other communicable diseases or who become ill may not come to the Center. If a child becomes ill while at the center, he/she will immediately be quarantined from the other children. His/her parents (or other emergency person) will be called to come and take the child home from the center. Sick children should be kept at home for their own well-being and away from the center for other children's well-being. Per Colorado Law, a sick child may not remain at the center.

Other medication that is prescribed by a doctor may be given at the center by a teacher trained in Medication Administration. The parent and the doctor must fill out a permission form for such medication at the front desk. The permission form will be noted as each dosage is given "as needed," and must be identified. If a doctor prescribes an over-the-counter medication, we must have a copy of the doctor's order.

No over-the-counter medication will be given unless a doctor prescribes it. Bringing in medication is the responsibility of the parent. Please do not leave medication in your

child's bag or cubby. Medication is kept securely away from all children in the office or in the refrigerator.

Personal Belongings 7.702.41S

All children are provided with cubbies in their Classrooms in which to store school papers and personal possessions. We recommend that children not bring valuables, including jewelry and money, to school at anytime. Personal toys are not allowed either, except on Special "Show-n-Tell" days. This avoids much heartbreak when items become lost or broken. The Center is supplied with toys and activities for the children to use while they are here.

Children are encouraged to wear clothing that is appropriate for playground activity. Sturdy Shoes are especially important for safety. We expect children to be properly dressed for all weather conditions. Our children do play outside each day (excluding inclement weather days).

It is not unusual for clothing and personal items to be lost or misplaced at the Center. Therefore, we ask that all clothing that may be removed to the Center be clearly labeled with the child's name.

Items Required by Your Child

To make your child's day a pleasant, safe, and growing experience, you will need to provide some items for your child. This helps us keep the distractions and health risks to a minimum!

Extra Clothing- For us to handle "little accidents", messes or spills, we ask that you provide a complete change of clothing for your child at the Center. Please mark your child's name on all clothing, and place in a labeled bag. Dirty Clothing will be sent home for washing.

Linens for nap time- Angels of God Early Learning Center, Inc. will provide a clean and comfortable cot or mat for your child's nap each day. We also provide linen and wash them once a week.

Proper Clothing- Colorado weather changes in a hurry! Since outdoor play will occur each day (weather permitting). Please be sure your child has the right type of clothing to wear. During the months of April through September and between the hours of 10:00am and 4:00pm, the staff may apply Rocky Mountain Sunscreen SPF, certified by the AMC Cancer Research Center as a top quality sun protection product to the children, by parent's permission.

Disposable Diapers- For all children who are not potty-trained, we ask that parents provide plenty of disposable diapers or pull-ups in the right size. We also ask that you have a plentiful supply of wipes. We'll keep these for child's use.

Meals and Snacks 7.702.41T

It is necessary that the Center and parents be in close communication concerning a child's special food needs. Usually, all children will be asked to sample each item on a given menu, if your child has any allergies to food or religious practices regarding food, please let us know. Students are not permitted to bring in outside food or drink without prior approval from the Director. Breakfast is served in the morning from 7:00am to 9:00 am if your child is here during this time they will be offered breakfast. Lunch is served between 11:00am to 12:00pm.

Diapering and Potty Training 7.702.41U

All children in diapers will be changed at least four times a day (8:00 am, before nap, after nap and at 5:00pm) unless the child requires more changing. We will not attempt to potty train any child under 18 months of age. If your child is potty training please make sure we have plenty changes of clothes.

Visiting the Center 7.702.41V

Parents are encouraged to visit the Center at any time they find it convenient. An appointment is not necessary. We do encourage parents to wait however, until their child has had an opportunity to successfully adjust to their new setting before visiting, since this can cause undue stress on your child. An invitation to lunch exists on any day also, but we would appreciate being informed by 9:00 am so we will have plenty of food prepared. As well, regular Parent-Teacher Conferences will be held twice a year or any time at your request.

Other visitors are welcome to the center, but they must identify themselves and their purpose, sign in, and they must remain with a staff member throughout their stay. No stranger is allowed to wonder through the Center on his or her own. **All visitors must sign in and out at the front desk and their presence must be mad known to the Director or their substitute.**

Withdrawal 7.702.41Z

Things Change. Families Move. Opportunities Arise. When you need to leave Angels of God Early Learning Center, Inc., please know that we want to finish well with your family. We are in this business to build healthy, long lasting relationships. Should you need to withdraw your child from Angels of God Early Learning Center, Inc., a written note of withdrawal by a parent is required at least two weeks in advance. We would also love to know your reason for withdrawal. Please note for staffing reasons, failure to provide two weeks' notice will result in additional charges being billed (no more than two weeks tuition). Unpaid amounts may be turned over for professional collection.

Child Abuse Reporting 7.702.41 X, Y

The Center's staff members are required by law to report any suspected child abuse or neglect to the proper authorities. In case of either suspected abuse or neglect, the Center Director will make the report.

To protect your children, all staff members who work with children are required by law to be fingerprinted and to be checked against Central Registry of Social Service, TRAILS. Anyone with history of child abuse cannot work in a center. If you suspect any abuse, Contact your local County Child Protective Service Agency of the Department of Human Services at:

Adams County: (303) 412-5212; Arapahoe (303) 795-4825; Denver (720) 944-3000; Douglas (8:00-4:30) (303) 688-4825; Sheriff's Office (off hours) (303) 660-7500; Jefferson Business Hours) (303) 271-4357; (After Hours & holidays) (303) 271-1388.

To File a Complaint About this Facility contact:

The Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver CO 80203-1714, or call (303) 866-5958 or 1-800-799-5876.

Most Current Fire, Health and Licensing Reports are Available Upon Request.

Questions and Concerns

We encourage parents to direct any questions or concerns they may have to their child's teacher. If the problem is larger than what can be handled in the classroom, the Director is available to help. We truly want to provide a safe and happy environment for your children, and are constantly rechecking ourselves. Your input is important to us!

FORMS

- 1. Children's Enrollment Records**
- 2. Emergency Information & Authorization for Treatment and Transport**
- 3. Income Eligibility Form for Child and Adult Care food Program**
- 4. General Health Form**
- 5. Immunization Form**
- 6. Topical Preparation Permission Form (for sunscreen and diaper cream)**
- 7. Infant Feeding Plan**
- 8. Media Use Permission Form**
- 9. Short Excursion Form**
- 10. Swimming Permission Form**
- 11. Getting to Know You (Child Transition Form)**



Parent Handbook Acknowledgement

I, ***the undersigned***, acknowledge and state that I have received a copy of, and have read and understand the Parent Handbook of Angels of God Early Learning Center Inc. I accept and agree to follow the policies and procedure described in the handbook, and give authorization and approval for the activities described. I understand that the Center has the right to change its rules, policies, and procedures at any time.

Child's Name _____

Child's Name _____

Child's Name _____

Parent/Guardian **Printed** Name _____

Parent/Guardian Signature _____

Date _____

Parent/Guardian **Printed** Name _____

Parent/Guardian Signature _____

Date _____

Return this page signed to the Center