

GIANT STEP PRESCHOOL AND CHILD CARE CENTER



"We take learning a step farther..."

GIANT STEP PARENT HANDBOOK-July 2022

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 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, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. 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 standards put forth by the department.

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.

The parent handbook is now available in Spanish.

Contact Information

Ingrid Reed, Director (970) 675-2671 giantstep@centurytel.net

PARENT HANDBOOK will be updated each July. Parents should read through the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

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. (example: Spanish, German, Chinese, French) Due to our location we are limited on languages available in the community. CNCC and the public school might be able to assist in locating translators.

In the event that a second dominant language will be present in the classroom Giant Step will make every effort to employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

Board of Directors of Giant Step
Marlo Coates- Caitlan Moore- James Dillon

REGISTRATION- HOURS OPEN - TUITION

CO State Rules - 7.702.41- Statement of Policies and Procedures

- **REGISTRATION**

Forms included in child registration folder:

- ***Registration Form** must be completely filled out before a child can be left in our care. including authorized pick up person and child questionnaire

- ***Daily rate sheet**

- ***Yearly Registration fee** of \$45.00, charged every year at the beginning of the new school year or at any other registration time (covers September through August, not pro-rated, non-refundable)

- ***Statement Of Authorization Form**, which includes: Emergency Medical Care permission, Field trip permission, Watch G movies permission, Sun Screen & Bug Spray usage permission, Pictures in local paper /Facebook/local magazine, Confirmation of receipt of G.S. policies and procedures, timely submittal of child's immunization record and medical statement, and use of mat during nap-time.

- ***Immunization Record** (must be updated annually, have 30 days to comply). Parents will be notified should under-or non-immunized children attend the program.

- ***Physical/Medical Appraisal Form**: yearly physical until age 6, then every 3 years, must include Doctor's findings/concerns with child's hearing, vision and dental appraisal.

- ***CACFP form (IEF)**

- ***Non-Payment/Collection Form**

- ***Policy and Procedure Acknowledgement**

These forms must be filled out and returned to center before leaving child! They must be updated yearly!

- **HOURS OPEN Monday through Thursday 6:30 am to 5:30 pm**

Please pick up your child at pre-arranged time. If you run late please give us a courtesy call to inform us. 970-675-2671. Late fee will be charged if not picked up at closing time.

- **HOURS/DAYS NOT OPEN**

New Years 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, and one week following Memorial Day. Please check included calendar for other closures.

- **PRESCHOOL HOURS**

Preschool is a part-day child-care program for 5 or more children between the ages of 2 and 5 years, offered Monday through Thursday 8am to 12:30pm. We offer 2, 3, or 4 day sign-up.

- **PREPAID TUITION**

Tuition for preschool is pro-rated for the school year and must be pre-paid at the beginning of each month. Tuition rate sheet and itemized fee schedule is included in folder.

- **PAYMENT**

We bill at the end of the month.

*Clients are required to pay their balances (new and/or outstanding balances) **in full by the third week 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 the end of the third week of October!

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

*We charge a \$5 late fee for balances not paid by due date (stated on your bill).

***We charge for all scheduled attendance days unless parents cancel in advance (3 days).**

*In the case of an emergency (illness or other) we will apply a courtesy exception and only charge a flat \$5.00 fee for missed attendance/reserving your child's spot. **Please notify us by 8am**, otherwise we will charge a normal attendance rate.

Should a Doctor recommend that your child not attend for a certain amount 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.

- **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 will be turned over to a collection agency.

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

- **RETURNED CHECK POLICY**

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

- **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 important 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.

- **VOLUNTEER JOBS**

Field trips, Fundraising, Fundraising /Donation letters - compiling letters to businesses and sending out.

Lunch time

Maintenance of GS: repairs to inside and outside of building such as painting -replacing light bulbs, cleaning windows

Parties – see information below

Share your talent with children

Supplies such Kleenex, baking supplies, snacks, meal items to share, drawing paper, laundry soap. (contact Director for updated list of items needed)

Yard work - mowing grass- pulling weeds - watering

- **Volunteers at Giant Step- We welcome Volunteers!**

Board Members listed do volunteer work.

Community Members often volunteer services (reading, shopping, repairing).

At times CNCC students volunteer for various activities.

GIANT STEP PARTIES Share your party ideas with the Director.
(Standard 5.089: "Caring For Our Children- National Health & Safety Performance Standards"
No latex balloons or inflated latex objects treated as balloons are allowed at Giant Step.)

GIANT STEP DAILY and YEARLY SCHOOL SCHEDULES - Schedules posted at Giant Step and included in the handbook folder. *This schedule may change at discretion of Director with notice to parents.*

Please provide extra clothing for your children!

POLICIES AND PROCEDURES OF GIANT STEP CHILD CARE CENTER

Americans with Disabilities Act - effective January 1992

Child care programs are required to make an effective assessment whether it can meet the particular needs of the child 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 particular child with a disability. For further info please see page 92 of State of CO Rules Regulating Child Care Centers (R 2012).

Arrivals and Departures of Children:

Please, do not park beside front gate as you will block incoming traffic!

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

A staff member will greet all children and their authorized person either in the Center or at the bus stop. Make sure that one employee is aware of your child's arrival before you leave.

Leave a phone number where you can be reached in case if you are going to be away from your regular work phone/cell phone for any reason,

When picking your child up make sure 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.** For safety reasons do not allow your child to leave the center without you.

Procedure for closing at the end of a day

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

***Children Remaining at the Center past 5:30 pm; a late pick-up Fee of \$25.00 will be added to your bill at the end of the month!**

***At 6:00 pm the Director will be contacted and will stay with your child until someone from your emergency list is contacted to come to pick up your child. As a last resort we will contact Social Services or police dispatch to help locate you or a person on your contact list.**

We must only release the child to the adults (over age 18) for whom written authorization has been given per CO Rules and Regulations, 7.702.42.

No one under 18 years of age is permitted to pick up a child!

Attendance of Children

Please contact us if your child will **NOT** be attending on a regularly scheduled day and/or be absent for an extended period of time such as a vacation. Your child's spot is reserved when scheduling attendance. Please contact us immediately if attendance changes. Please refer to the PAYMENT section for charges. The minimum charge for drop-ins is the half day rate, please check rate sheet. Please call ahead to make sure we have an available space for drop-in. We use the Pro-care System (sign-in computer) to confirm that your child is in attendance on pre-arranged days.

Closed Center

If the Center is locked during regular business hours, notices will be posted concerning location and activities outside of Giant Step building. Example: (Town Library - Be Back At 11 am). The center is closed Fridays, Saturdays and Sundays. At times the center might be closed early due to all children having gone for the day.

Child Abuse - 7.701.5, 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 required by the State of Colorado to report suspected cases of child abuse or neglect, and/or circumstances which might result in abuse or neglect. We are required to document and base our suspicions by observation and not on hearsay. If we feel the need to report a case of potential child abuse, it will be through the Police Department or Social Services. If you suspect child abuse, please contact the Rangely Police Department.

Children's Personal Items

We allow ONE toy to be brought to Giant Step from home. Please **NO** electronic toys, and please leave your child's items of value and money at home. No toys resembling a weapon should be brought from home. 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.

PLEASE LABEL Coats, Hats, Gloves, Boots, & Backpacks with your child's name. LOST AND FOUND BUCKET is located at the front entrance. Lost items will be disposed of after one month.

Discipline techniques used at Giant Step

We use positive discipline, positive instruction, and keep children engaged in enjoyable activities. The age and individual needs of children will be considered.

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 ARE USED:

- Distraction and redirection are used to guide the child to positive behavior.
- Quiet private talk between staff person and child about the situation that presents a problem.
- Choices of a specific nature will be given a child to avoid power struggle
- 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 re-join the group when he or she is ready.
- Conference with parent will be called, as we want to understand the child's behavior and provide an individual behavior support plan with the intent to reduce challenging behavior and prevent suspension and/or expulsion.

Resource Referrals

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

- Rio Blanco County BOCES RE-4 will be contacted for a consultation with parents and screening (Child Find) for the child. 970-675-2064.
- Another organization of contact is Horizons. Rio Blanco County's services are located in Meeker, 685 Main St. Suite #1, 81641, 970-878-3196; Moffat County contact is in Craig, 439 Breeze St., suite #100, 81626, 970-824-7381.
- Connection4Kids is the Early Childhood Council serving Rio Blanco county that can help provide access for children to comprehensive health care and mental health services. 970-824-1081.
- Mind Springs Health, Elizabeth Kregar, MSW, Steamboat Springs, is our center's mental health consultant. She can be reached at 970-879-2141, cell-303-594-1714, crisis hot line 1 - 888-207-4004.

Severe Disruptive Behavior

These measures will happen after an individualized intervention, as stated above in the discipline section, has not been able to make a difference in the child's behavior or shown any improvement.

- The Director will contact the center's Mental health Consultant- Elizabeth Kregar- 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, meeting and/or phone call.
- 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 care taker must immediately pick up 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.

Field Trips /Late Arrivals for field trip

Permission forms, included in child's application packet, must be signed and returned to Center.

Special occasion permission slips will be send home with children prior to event (example: Rangely High School Homecoming Parade). These slips MUST be filled out and returned to Center before the event date. If you are late dropping your child off for a fieldtrip, there will NOT be anybody 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 stay at the event with your child, and volunteer 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.

Supervision/ adult to child ratio: CO RULES 7.702.55

At any time when eight (8) or more children are present at the Center, at least two (2) adult staff members must be working with the children.

When seven (7) or fewer children are present, there must be at least 1 adult member working with children and a second adult on call and immediately available.

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

Television Viewing

Giant Step does not watch regular TV. Only G rated movies are offered during school breaks and summer months to the children that are not napping during quiet time. The older children will be given a choice of watching G-rated movies or play quietly during quiet time or participate napping. Educational movies may be shown during the school year to support curriculum.

Computers

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.

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. During the summer months please provide swimmer diapers.

Transportation of Children:

Transportation to and from Giant Step is the responsibility of the parent or child's care taker. A child attending PUBLIC SCHOOL may arrive and depart by School Bus. Please fill out paperwork with the bus barn.

The Radino Bus (Town/Senior Citizen bus) will be used for transporting children to pre-arranged outings and/or other events with approval from bus driver.

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

Children's Safety In A Vehicle

Seating: Car seats when necessary as defined by law and seat belts will be used for all children.

Supervision: Director and/or qualified staff member in the vehicle in addition to the driver.

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

Weather - Inclement & Excessively Hot

Outside play time will happen everyday, with the exception on either very cold or very 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, but are short on large or extra large sizes. 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.

We require all children to bring appropriate clothing 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 -----Appropriate sun screen (Medication Section), bathing suit & towel

Extra Clothing and Weather Appropriate Clothing:

- **It is extremely important for your child to have their own extra clothing for changes.**
- Please include pull-ups, underwear, socks, pants, and top. Properly dress your children for cold weather which should include hats, mittens, warm coats, and boots.
- **Your child should NOT wear "flip-flops" and clothing that does not fit and/or cover the body.**
- Please have girls wear shorts under skirts or dresses.
- Summer shorts need to reach to mid-thigh. When Students put their arms to their sides, the hem of the shorts should not be shorter than the student's longest fingertip.
- Hats are to be removed in the building.
- Shirts with spaghetti straps cannot be worn.
- Midriff shirts or shirts without backs are inappropriate. Sleeveless shirts should cover the entire side of the torso.
- Please, no inappropriate slogans or advertisement.
- 'Heely' skate shoes are not to be worn to the center. Shoes should have a back.

FOOD AT GIANT STEP

These are the FOOD REQUIREMENTS put forth by the USDA.

Regulation 7.702.65 -- 'Centers that do not regularly provide a meal, if a child brings a meal from home that does not appear to meet one-third of the child's daily nutritional needs, the center must have foods available to supplement that meal.' Therefore Giant Step provides breakfast, lunch, and snack to attending children at no extra charge. Staff members sit with the children during meals and encourage appropriate meal time manners. Please make sure you fill out the IEF form provided by the Child and Adult Care Food Program (CACFP)! We offer 2 shifts during mealtimes depending on the school bus schedule.

Breakfast: between 7:15-9am (2 shifts)

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

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

Milk must be served and

One serving meat/Protein (eggs, meat, cheese),

One serving whole grain,

Two servings vegetable/ fruit

Snack p.m.: between 2:45 -4:15pm (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.

COMMUNICATION

Information to parents

- **Newsletters**- the monthly newsletter contains upcoming dates, important information and educational tidbits. Please read it!
- **Signs at the center**-signs are posted in the front entry and on the door.
- **Slips in children's cubbies**-often there will be note slips regarding field trips and upcoming events in the cubbies, 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 assessable for viewing in the center at the sign in 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 that is located in the front room next to the sign-in computer. We also have non-fiction parenting books and videos for families located in the same area.
- **Facebook**-please like Giant Step's page. Early Childhood articles and activities are posted. Please use caution accepting employees' friend requests. Thank you.

Telephone Access

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

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

911 notice , where 911 is available, or rescue unit if 911 isn't available;

Hospital or emergency medical clinic

Local fire & police

Health department

Rocky Mountain Poison Control.

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

Giant Step Service Withdrawn

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.

A letter will be written explaining the reasons service withdrawn.

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

The Board will view and approved all letters signed by the Board.

Parents or Guardians Withdraw Child:

We ask parents to fill out and sign a form which will state the child is being withdrawn and the reason/s why.

Parent/ Teacher Conferences

Parent conferences maybe held any time at the request of a parent with the teacher/Director.

Please don't hesitate to request an appointment with director at any time.

Scheduled parent/teacher conferences will be offered twice per school year, usually 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 exploring, discovery, and developing Life skills. We use Developmentally Appropriate Practice to guide children and assist the staff with the curriculum. We use Teaching Strategies Gold for our assessments that are based on our observations.

Transition of children

- Parents are invited to have a 'get-to-know' visit with their child before the child starts to attend Giant Step. We request this visit to happen in the morning and to be under 1 hour, please.
- The classroom at Giant Step is inclusive to all enrolled children.
- Children do not transition within the classroom, and stay with the same caretakers as long as possible.
- Children attending 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 info forwarded from the public school regarding the Kindergarten open house for meet and greet when applicable.

Children's Records

Custodial Parents/guardians/or their acting attorneys can be supplied with attendance record 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.

Filing a Complaint About Child Care Center

Talk to the Director about the problem. Contact the Board of Directors.

See procedure below for attending a board meeting.

Call the CO Department of Human Services. 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 6pm at Giant Step. Notice of meeting will be posted at center.

Parents/guardians may speak to the board by being placed on the Agenda of the monthly board meeting by calling the President of the Board, please give 3 days' notice. James Dillon 970-208-4579.

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.

*Staff keeps visual account of children, count ensures all children transition within building or while on a field trip.

*List of staff and children away on a trip will be at center to be used in case of an emergency.

HEALTH - SAFETY-SECURITY PROCEDURES**Medication disbursement**

GIANT STEP must have a signed and dated Doctor's note and the required medication administering form signed by parents/guardians accompanying medication in ORIGINAL container to be able to administer prescribed medication! Please request the Medication Administration Form from the Director, as this must be filled out by the Health Care Provider and be on file.

Children's medication that does not require refrigeration will be stored in the original container in the locked storage room. We are sorry we cannot store medication that needs to be refrigerated, as we do not have a separate unit allocated for this.

Sun Protection:

The center must obtain the parent or guardian's written authorization and instructions for applying sunscreen to their children's exposed skin prior to outside play. A doctor's permission is not needed. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name.

If sunscreen is provided by the center, 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 (example: spray on). Children over 4 years of age may apply sunscreen to themselves under the direct supervision of a staff member. We include sun safety training in our curriculum twice a year (Fall and Spring).

Insect Repellent:

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

- Training - delegation and supervision of 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.
- Date and content of each consultation must be recorded and maintained in the center's files.

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 that are found inside and outside. Daily outside time (at least 60 minutes, depending on weather) provides exercise in child directed activities utilizing playground equipment, such as slides, swings, sandbox, water table in warm weather, balls, cars, and 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. Teacher directed physical activities are scheduled twice a day, check daily schedule.

Illnesses, Accidents, Injuries

******When to keep your child at home:**

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

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 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 head lice or 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 Emergency situations.

*The staff will inform you of any non-emergency injuries that might have happened during the day.

See included flyer from Children's Hospital Colorado for more information about illness.

Reporting Communicable Illnesses to Local Health Department

We are required by the State 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.

Pandemic

During a Pandemic or Epidemic, we will follow guidelines from State, County and Town Authorities. 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 based on recommendations from the Center for Disease Control.

Emergency Transportation Available At All Times

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 Townhall, located across the street from our building. All children, including children with disabilities and those with 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 (example-wheelchair). You will be notified by phone where to pick up your child. Please keep phone numbers current!

NATURAL DISASTER

Giant Step conducts monthly fire drills with all attending children.

In the event of 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 required to do so by emergency personnel). Parents will be notified (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 receives 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 release from Rangely Police Department. No children will be released during that time. There will be a note on the door for parents/Guardians.

Lost Children

Parent will be called as soon as child is missing. Police will be called after contacting parent. If parent cannot be contacted after several attempts, staff will call Police.

Safety Rules-Inside Building

- First concern is the safety to 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 practice "No Name Calling" at home also.
- Adult present with children at all times.
- Be kind & respectful of others, Be gentle, Be safe

Safety Rules- Outside Building

- We encourage and demonstrate safe behavior on the playground and while on fieldtrips.
- We require children to stay clear of swings when they are in use.
- Children are to stay inside gated area of playground.
- Gates are locked.
- Adult present with children at all times.
- Please pick up your child by coming through the building, not through the yard.

SECURITY

Policy Regarding Individual Not Authorized for Child Release

A court order is necessary for a non-custodial parent to take child from Giant Step. Custodial parent/guardian is the only source of information to others concerning child at Giant Step. If someone other than 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 Director is absent, and the local authorities will be called immediately. Giant Step will maintain a current file list of authorized parent and custodial person 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 parent or responsibly party. Photo identification may be required.
- We must have written or verbal authorization for changes to the above. Written is always preferred so 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. Giant Step needs a 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 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 parent cannot visit their child at Giant Step unless custodial approval is given to Giant Step Staff either by written or verbal authorization information.

Sign -In/Sign-Out Daily Sheet

For security purposes, a sign-in/sign-out sheet or other mechanism for parents and guardians must be maintained daily by the center. We utilize the Procure 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, name, address, phone number and reason for the visit on our VISTORS SIGN IN BOOK.

Visitors may be required to produce at least one form of identification if they are a stranger to staff members.

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

Front Door Security at Giant Step.

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

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

The doorbell will ring when front doors are opened during open hours at Giant Step.

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

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

PARKING AT GIANT STEP

Please do not park in front of gate as this prohibits a free flow of traffic coming from the main street.

Please park in the parking lot beside the building.

Please shut swinging gate when entering and leaving GS front door area.

Please be considered and do not park behind other parents vehicles!

Please do not leave your vehicle running.
Please do not leave children unattended in the car, while you pick up a child.

For security reasons: PLEASE CLOSE THE GATE!

"Your Children: Our most precious resources!"

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

USDA Nondiscrimination Statement (Revised May 2022)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained [online](#), from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: Mail: US Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov

This institution is an equal opportunity provider.