

## **Hills Academy Handbook**

5061 E 160<sup>th</sup> Ave  
Brighton, CO 80602

### **Contact Information**

You may contact the Director, Tobbi Monroe, at any time, by either

Email: [tobbim@hills.academy](mailto:tobbim@hills.academy)

Phone (Director): 720-307-4439

### **Mission Statement**

Hills Academy provides students an exceptional, biblically based, early education, building a strong foundation for future learning in a caring environment that fosters social, physical, academic, spiritual, and emotional growth.

### **We believe in teaching the whole child. To ensure we are successful in this we want to...**

- Have open communication between families and the Hills Academy staff.
- Have staff that are loving, well trained, continually learning and growing, and who love Jesus.
- Provide an environment that is safe, loving, engaging, and creative to allow children to grow academically, spiritually, physically, socially, and emotionally.
- Utilize lesson plans and activities that are developmentally appropriate and hands on that incorporate academic and biblical teaching.
- Help children recognize and be excited about how God has wonderfully created them.

### **Curriculum**

In our program, we will use an academic curriculum as well as a biblical curriculum. Our curriculum for our infants and toddlers is The Creative Curriculum and is a research based curricula that supports the growth and development of our littlest learners through engaging activities, connections, and guidance to form daily routines and create meaningful learning experiences.

The *Core Knowledge Preschool Sequence* will be the base for our academic curriculum planning for preschool and above. The *Core Knowledge Preschool Sequence* focuses on specific skills in the physical, social, linguistic, and cognitive aspects of a child's development. The *Core Knowledge Sequence* can also be utilized in Kindergarten through 8th grade classrooms which allows our preschool program to be a great foundation for students as they grow further in their educational years.

Orange is our biblical curriculum which is also used by Northern Hills Church for their Sunday programming. We believe in a balanced approach that will produce well-rounded and prepared, intelligent, and creative children that will know Jesus.

**Assessments**

Student Assessments for all ages are scheduled in August, January, and April. Parents will receive copies of the evaluation and will also have the opportunity to have a parent-teacher conference twice during the school year for preschool and pre-kinder.

Assessments are scored as follows:

- NY-The student has not yet mastered the skill
- P-The student showed a partial understanding of the skill
- R-The student has mastered the skill and is ready to move on to the next skill in the sequence.

**Hours, Ages, and Tuition**

Our goal is to serve the variety of needs in our community. Below are our options for our various programs.

Infant

Two Days	7:30am-5:00pm	\$807/month
Three Days	7:30am-5:00pm	\$1178/month
Five Days	7:30am-5:00pm	\$1749/month

Toddler One and Two

Two Days	7:30am-5:00pm	\$792/month
Three Days	7:30am-5:00pm	\$1138/month
Five Days	7:30am-5:00pm	\$1603/month

3s and 4s Year round

Two Days	7:30am-5:00pm	\$744/month
Three Days	7:30am-5:00pm	\$1086/month
Five Days	7:30am-5:00pm	\$1529/month

Preschool and Pre-Kinder

Tuesday/Thursday	Half Day 8:15am-12:15pm	\$302/month	August through May
	Full Day 8:15am-3:15pm	\$513/month	August through May
Monday/Wednesday/Friday	Half Day 8:15am-12:15pm	\$427/month	August through May
	Full Day 8:15am-3:15pm	\$727/month	August through May
Monday through Friday	Half Day 8:15am-12:15pm	\$707/month	August through May
	Full Day 8:15am-3:15pm	\$1201/month	August through May

Universal Preschool Out of Pocket rates (subject to change)

School Year	Half Day	Full Day
3 day	\$20	\$223
5 day	\$183	\$783

Year around	Full Day
2 day	\$143
3 day	\$523
4 day	\$903
5 day	\$1283

## Ratios

Infants - 1:5, Toddler One - 1:5, Toddler Two - 1:7, 3s - 1:10, 4s - 1:12

## Sample Daily Schedule

### Infant

7:30am Arrivals  
8:00am Breakfast for older babies  
8:30am play time  
9:00am bottles  
9:30am art  
10:00am sensory  
10:30am First nap  
12:00Pm Lunch for older babies  
12:45pm Bible  
1:00pm bottles  
1:30pm Second nap  
3:00pm snack for older babies  
3:15pm sensory  
4:00pm play time- outdoor time depending on weather  
4:30pm music and bottles  
5:00pm goodbyes  
\*Diapers will be changed every 2 hours and as needed throughout the day  
\*Bottles and naps can be changed depending on child's age and needs

### Toddler One

7:30-8:15 Greet/Handwash/Free Play  
8:15-8:45 Center Time/Focused Play  
8:45-9:00 Clean/Music  
9:00-9:20 Diaper Change/Bathroom and Handwash  
9:20-9:40 Morning Snack  
9:40-9:55 Circle Time  
9:55-10:15 Group Activity 1 (Bible or Creative Curriculum)  
10:15-10:45 Sunscreen/Bathroom (potty trainers)/Handwash and Outside Time

10:45-11:00	Bathroom/Handwash
11:00-11:30	Lunch and Clean Up
11:30-11:45	Diaper Change/Bathroom and Handwash
11:45-12:00	Story
12:00-2:00	Nap/Rest Time
2:00-2:30	Wake/Diaper Change and Bathroom/Handwash
2:30-2:55	Afternoon Snack
2:55-3:25	Group Activity 2 (Bible or Creative Curriculum)
3:25-3:55	Sunscreen/Bathroom (potty trainers)/Handwash and Outside Time
3:45-4:00	Bathroom/Handwash
4:00-4:45	Free Play (Diaper change 4:30-4:45)
4:45-5:00	Clean
5:00	Close

### **Toddler Two**

7:30- 8:15	Greet/ Handwashing/ Free Play
8:15-8:45	Centers
8:45-9:00	Music
9:00-9:20	Circle Time
9:20-9:40	Morning Snack
9:40-9:55	Bathroom
9:55-10:25	Outside
10:25-10:45	Group Activity 1
10:45-11:00	Story
11:00-11:30	Lunch
11:30-12:00	Bathroom
12:00-2:00	Nap
2:00-2:30	Wake/ Diaper
2:30-2:55	Snack
2:55-3:25	Group Activity 2
3:25- 3:55	Outside
3:55-4:10	Bathroom
4:10- 4:45	Free Play
4:45-5:00	Clean
5:00	Close

### **Preschool/PreKinder**

8:30-8:45	Enter classroom, wash hands, table manipulatives
8:45-9:05	Circle time, calendar, songs and wiggles, Pledge, Intro to the day
9:05-9:30	Wash hands and snack, Independent book time
9:30-9:55	Bible Time! (Orange curriculum)
9:55-10:45	Open centers, small group work (Core Knowledge), Skill work
10:45-10:55	Bathroom break and sunscreen if necessary
10:55-11:15	Recess

11:15-11:25 Wash hands, Story, Show and Tell  
11:25-11:45 Large group activity (Orange and/or Core Knowledge curriculum)  
11:45-12:10 Wash hands and lunch  
12:10-12:20 Lunch clean up and Pack up  
12:20-12:30 Reading time  
12:30 Morning session Dismissal

### **Optional Extended Afternoon**

12:35-12:45 Bathroom break and rest time set up  
12:45-1:15 Rest/nap time  
1:15-1:45 Quiet activities or continued nap time for those who are sleeping  
1:45-2:00 Clean up rest time, bathroom, and snack  
2:00-2:30 Enrichment time  
Monday - Language and Literacy  
Tuesday - Math  
Wednesday - Science  
Thursday – Language and Literacy  
Friday - Math  
2:30-2:40 Bathroom and sunscreen if necessary  
2:40-3:00 Recess  
3:00-3:15 Table centers  
3:15-3:25 Clean up and Reading time (Independent and group)  
3:25-3:30 Pack up  
3:30 Extended Day Dismissal

\*\*All schedules are subject to change \*\*

### **Tuition and Enrollment Fees**

The cost of all programs is figured as a yearly tuition. The yearly tuition may be paid in full or may be paid in 10 monthly installments August through May for preschool/pre-kinder or 12 monthly installments for infants/toddlers, as outlined below. A sibling discount will be applied for families with two or more children enrolled. There will be a 10% discount for each additional child. Ex: Child #1 – full tuition, Child #2 – 10% discount, aging youngest to oldest.

### **Registration and Activity Fees**

There is a \$150.00 enrollment fee for Infants-3s/4s and \$125 for Preschool/Pre-Kinder due at the time of registration. Within a month of enrollment date, an Activity Fee of \$50.00 will be due.

### **Late or non-payment**

Tuition is due on the 1st of the month. If it is not paid by the 5th of the month, a late fee of \$50 is assessed. If tuition is not paid by the 10th, student is not considered eligible to be enrolled. If tuition is not paid by the end of the month, the student will be withdrawn. We do understand that unusual circumstances happen, so please contact the Preschool Director if you are concerned about making a payment on time.

**Payment options**

Payments can easily be paid online through Brightwheel. There is no cost to do an ACH payment and 2.9% fee if you use a credit card. If this does not work for you, please contact the Director to set up an alternative option.

**Communication**

We believe that open and consistent communication is key to a successful preschool experience. We do communicate with our families in a variety of ways. Verbal communication, postings on our parent board, email newsletter, messages or notes left on sign in/out clipboard, and/or use of our communication software (app). A parent board will be located in or near the classroom containing information on lesson plans, scheduling, emergency info, classroom capacity and ratios, upcoming events, school calendar, etc. Please communicate with us on a consistent basis so we are able to meet the needs of your child and family.

**Registration/Admissions**

Hills Academy is committed to its role in providing equal opportunity and access to any individual. Hills Academy does not discriminate against any individual on the basis of a disability and will make reasonable accommodations/modifications for individuals with a disability upon request from the child's parent or guardian, unless such a request amounts to a fundamental alteration of the relevant program. If we are unable to meet the needs of your child, we will do our very best to assist in finding an appropriate program and placement.

**Tours**

A tour with the child's family is required prior to enrollment. The \$60.00 or \$100.00 Registration Fee does reserve a spot.

**Paperwork and Enrollment Requirements**

Before a child is allowed to start in the preschool program all of the following paperwork must be turned into the Director:

- enrollment form with accurate information
- health form signed by doctor as well as any Health plans that may be in place
- any required medications
- signed handbook agreement form
- immunization card
- medical treatment form
- permission and authorization forms
- signed tuition form
- Additional items may be required upon request

\*Child may not attend until all required forms are submitted and reviewed

**Withdrawal and Termination**

We require a two week written notice if a parent decides to withdraw their child from preschool. This written notification needs to be signed by the Director for billing to be discontinued after the two week date. If the balance on account is not paid in full by last day of attendance there will be a

\$50.00/day late charge applied to the account and after 5 business days of non-payment the account will be turned over to collections.

We desire to have full support from the family to help make the preschool experience a very fun and successful one. School needs to be a very safe and loving environment, so physical violence will be addressed immediately and will not be tolerated in the program. If there is a consistent behavior concern that has been addressed as stated above with no improvement, there may be grounds for suspension or unenrollment.

### **Attendance Requirements and Absence Policy**

Children must be self sufficiently potty trained and wear non-disposable undergarments. Age requirements are 3 years of age by October 1<sup>st</sup> for 3 year old class and 4 years of age by October 1<sup>st</sup> for 4 year old class.

Punctual attendance along with consistency and routine are essential elements for a positive preschool experience. Outside of illness, appointments, and unexpected events, having regular attendance at school will be most beneficial for your child. Our day will begin promptly after the start time so please have your child to school on time. If your child is going to be late or absent please notify the Director.

There are no refunds or credits for absences, early withdrawal, holidays, snow days, vacations, etc.

### **Holidays**

We are closed for a week at Thanksgiving, two weeks at Christmas, and a week at Spring Break. There will also be a few days throughout the year for closures such as Teacher In Service days and we observe all holidays. We will be closed on New Year's Eve, New Year's Day, MLK Day, President's Day, Good Friday and Easter Monday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day. Some of these holidays do fall during other closure dates so please be sure to see the school calendar and make note of these dates. Tuition is based on a school year or calendar year rate depending on class and has been prorated for holidays, but may be paid on a monthly basis, so there is not a discount on tuition when these holidays occur. There are no refunds or credits for absences, early withdrawal, holidays, snow days, vacations, etc.

### **Children's Arrival and Departure**

All individuals need to verify identity with a valid ID upon entry to the building and entry to the classroom. Please be sure to sign your child in and out every day of attendance. Teachers and parents need to greet one another at every drop off and pick up for safety purposes. Do not just drop your child off without connecting with classroom teacher. For Infant and Toddler classes, the child needs to be dropped off by 9:30 AM unless otherwise communicated with teachers. 3s, 4s, Preschool and Pre-Kinder need to be dropped off by 8:30 unless otherwise communicated with teachers. This is in hopes of minimizing class disruption. Thank you.

## **Adjusting to School**

Upon enrollment, parents are asked to complete a child information form. The information you share will help your child's teacher with your child's adjustment. Although each child and family is different, adjustment typically takes four to six weeks. You may notice any, all, or none of the following:

- Child/parent cries when arriving at school
- Child begins crying when getting picked up from school
- Child is fussy during the day/night
- Child is extra tired and ready for bed early (they will be kept very active!)
- Eating habits change

Know that *all of these things will eventually pass*. Soon you will have a happy, well-adjusted child. Try to be as positive as possible about school. Your child will pick up on your feelings about leaving them. If you are happy and secure about the care they are receiving, they will feel the same. Call the school office at any time to ask how your child is doing. Teachers will also keep families updated on how the day is going and reach out if a child feels very unsettled.

## **Release of Child/Unauthorized Pick ups**

Anyone who is picking the child up that is not the listed parent must be included on the Pick-up Authorization form. We will require ID for anyone picking up the child that we do not recognize. If anyone other than you will be picking up your child please notify the staff and if they are not listed on enrollment paperwork as an authorized pick up, their name needs to be given to the teacher and/or Director. In the case of an individual who does not have permission to pick up child, the parents will be immediately notified and the authorities called if necessary, but the child will not be released to go. Each child does need to be signed out with the classroom teacher and all of their belongings picked up.

## **Not picked up/ Late pick up**

If a child is not picked up after 30 minutes of class ending and the parents as well as emergency contacts cannot be reached, the local police department will be notified. A grace period of 5 minutes will be given for late pick ups but then there will be a fee of \$1.00 per minute after that.

## **Visitors and Volunteers**

Parents and family members are allowed to volunteer. Volunteers are never left alone with the children. Visitors and volunteers will need to check in with Director with a valid ID, sign into the log, and wear a visitor badge.

## **Custody Exchange**

Hills Academy prefers to not get involved in custody disputes. We will only follow court orders directly as they are written. We will not honor any custody dispute requests without a written court order.

## **Child Supervision**

All children will be under direct supervision and in eye sight the entire time they are attending class. Attendance is taken each day and teachers will do "head counts" at any transition time.



## **Supplies**

At the start of school, you will receive a supply list for the supplies your child will need at the start of school.

In addition, parent donations and involvement are very much appreciated and helpful to the program. We will send out a supply list for donations of items needed 2 or 3 times a year. We want to thank you in advance for your generosity.

## **Snacks/Special Treats**

Hills Academy will provide a snack for each class session. The snack calendar will be posted. Please let your child's teacher know if there are any dietary restrictions or allergies. There may also be a snack sign up sheet on a monthly basis for each family to bring in snacks to share with the class. The kids love to be able to share snacks with their classmates.

We love and encourage special treats to celebrate events such as birthdays. Please notify the teacher if you plan to bring in a treat. Also be mindful of classroom allergies. We will post any food items that will not be allowed in the classroom based on allergies that exist.

Please make note that any items brought in for snack and/or special celebrations need to be store bought, shelf stable, and in sealed packages. Fruits and vegetables are allowed but do need to be brought to school as a whole or prepackaged from the store.

## **Lunch**

If your child's class will have a lunch time, please provide your child with a healthy lunch and drink. We do have a refrigerator and microwave in the classroom for your convenience.

## **Health and Medications**

Your child's health and wellness is important to us. Handwashing is a must after bathroom use, before and after snack/meal, after coughing, sneezing, wiping nose, and after being outside. Children may not attend school if they are ill and/or contagious. This can include, but is not limited to:

\*\*A "How Sick is Too Sick" document will be sent home with each family. Please be diligent about following these guidelines.

- Fevers of over 100.4 for any reason
- Diarrhea (more than 2 loose stools in a 24 hour period)
- Pink, red, or yellow eyes with or without pus
- Any COVID-19 symptoms (cough, sore throat, runny nose, body aches, headache, fatigue)  
Need to follow COVID-19 Protocol
- Any contagious/communicable illness without a doctor's release
- Vomiting (must go 24 hours without vomiting)
- If on antibiotics for any type of illness they must wait 24 hours after first dose to return to school
- Has any rash that a doctor has not given a written release that it is not contagious
- \*Parents need to notify Director immediately if there has been any exposure to communicable diseases such as COVID 19, Measles, Mumps, Meningitis, Rubella, and any others not listed.

## **Policy for illnesses that involve school exclusion**

- Any illness that requires an antibiotic for treatment - Child may not return to school for 24 hours after first dose of antibiotic.
- Chicken Pox - Child may not return to school until all blisters are scabbed over and no other symptoms are present.
- Rash - Child may not return to school until rash is no longer present and/or a doctor's note stating rash is not contagious has been written.
- Fifth Disease - Child may return to school since the child is no longer contagious by the time they are diagnosed
- Hand, Foot and Mouth Disease - Child may return to school when mouth sores are no longer present
- Head Lice - Child may return to school after the first pediculicide treatment. They will continue to be checked and may be sent home again if the infestation continues.
- Influenza - Child may not return to school until 48 hours after fever and symptoms are no longer present. This includes fever with or without medicine, chills, flushed appearance, sweating.
- Measles - Child may return to school after the fifth day of the rash. Any child who does not have vaccination or proof of vaccination who may have been exposed will be excluded from school until 21 days after last rash onset reported.
- Stomach bug/flu - Child may not return to school until 48 hours after vomiting and diarrhea has subsided.
- Pertussis - Child may return to school after 5 days of antibiotic have been taken or have cough has stopped, whichever comes first.

\*\* Illness exclusion can vary depending on doctor's orders and adjustments can be made Director if necessary\*\*

\*\* Please follow these policies to help us ensure the wellness and health of our Hills Academy families and staff.

## **Immunizations**

Record of immunization or immunization exemption is required for enrollment and attendance at Hills Academy. Please provide proof of immunization from your child's doctor or visit <https://cdphe.colorado.gov/vaccine-exemptions.com> to access the proper steps and form for a medical or personal exemption. We do accept non-immunized children as long as they have and approved an exemption on file.

## **Notifying parents of illness**

Staff are unable to diagnose any type of illness or symptom. If a parent is called to pick up their child due illness, they will have one hour to do so. Your child will be given a place to rest and be supervised during that hour. Hills Academy has the right to ask for a doctor's note for child to return to school. There will not be a reduction in tuition due to absence related to illness.

### **Medication Administration**

If your child needs to take a medication you and the health care provider will need to complete and sign an authorized medication form. Medication will need to be in its original container, labeled with name and dosage, and directly given to teacher or Director. It will be stored and inaccessible to children.

Staff will be trained and knowledgeable on how to administer medication and the proper steps to do so. Staff will follow the Six Rights of Medication Administration:

- Right Patient
- Right Route
- Right Time
- Right Medication
- Right Dose
- Right Documentation

### **Reporting of Communicable Illnesses**

In the State of Colorado, it is required to report certain illnesses, such as chicken pox, stains of the flu, measles, mumps, etc. to the Disease Control Center. We will have to report name of patient, family information, doctor information, illness type, and any lab work associated. Please see [www.colorado.gov](http://www.colorado.gov) for more information. In addition to reporting to the State, we will also notify all attending preschool families by email and/or note home. If your child is diagnosed with a communicable disease please notify the teacher and Preschool Director as soon as possible.

### **Allergy and Emergency Medications**

Children who attend the preschool program and have an allergy must have an Allergy or Emergency Medication form from their doctor. Emergency medications are kept unlocked and out of reach of children and will “follow” the student if leaving the classroom. Staff will be trained and knowledgeable in how to administer emergency medications. Staff will follow the Six Rights of Medication Administration:

- Right Patient
- Right Route
- Right Time
- Right Medication
- Right Dose
- Right Documentation

### **Toilet training and Diapering**

All enrolled students in preschool classes and above should be potty trained. We do realize that accidents happen so please supply an extra set of clothing to be kept at school. If there are more than 2 accidents a week this would constitute as non-potty trained. Please see Infant and Toddler Supplemental Handbook for specifics with infants and toddlers.

### **Emergencies**

#### **Accident reports**

Accident/incident reports are filled out for minor events that occur. You will be asked to review and sign the report and it will be kept in your child’s file.

**Emergency contact**

If an injury or accident occurs that needs to be addressed outside of the school, we will make every attempt to contact the parent(s) first. If we are unable to do so, we will then contact the emergency contact on your enrollment sheet and/or the primary doctor. If emergency transportation is needed, the parent's insurance will be used.

**School Evacuation**

Emergency procedures are posted in each room and will be followed if there is a school evacuation. Emergency backpacks as well as parent contact information will be taken with staff. Parents/emergency contacts will be contacted immediately. In an evacuation we will go to a safe location that is within walking distance and we will direct parents to our location.

**Responding to emergencies such as tornadoes, fires, etc.**

Drills will be scheduled and conducted regularly for fire, tornado, and lockdown/in/out situations. We will notify parents of these drills and children will be prepared for them to lessen the fear and stress. In the event of a real fire, tornado, lockdown/in we will notify parents by phone and/or email. All classrooms will have drill instructions, emergency plans, and evacuation routes available.

**Accounting for children in our care/ Lost child**

Please be sure to sign you child in and out everyday. We use this to track our attendance, as well as when staff conduct headcounts throughout the day which will occur multiple times and during times of transition. In the event that a child is lost the staff will first call 911, then contact the parents, and then continue to look for child.

**Inclement weather**

Colorado weather can be all over the place and change quickly. We will be going outside on a daily basis as long as the temperature/wind chill factor is 20 degrees or above. The staff will determine how long to stay outside depending on weather but they will go outside even if just for a walk. If the temperature is excessively hot the amount of time will be limited and water bottles will be on hand. Sunscreen will also be applied. Please dress your child appropriately for the weather conditions of that given day.

**School Closure**

"Notice for school closure will be posted in the Brightwheel app no later than 5:30 AM the day of. The most common reason for school closures is severe weather. Hills Academy will generally follow the surrounding school districts (Adams 12, Brighton 27J, and SVVSD) on when to close school due to inclement weather. At times, however, we may post an alternate schedule. When severe weather warnings are predicted for our area, the school districts may be able to cancel school activities with advanced notice. If this does happen, Hills Academy will communicate as quickly as possible by phone, Brightwheel, or email if our facility needs to adjust times. In the event the surrounding school districts call a Delayed Start due to inclement weather, Hills Academy half day students will not have school and full day students will start 2.5 hours later - Infants/Toddlers will start at 10:00AM, Full Day Preschool/Pre-Kinder at 11:00 AM, and Homeschool at 11:15 AM. Of course, if at any time you feel it is not safe to commute to the school please stay home and send a message that your child will be absent. There is no adjustment to tuition for snow days or Delayed starts.

## **Behavior and Guidance**

At Hills Academy, we focus on positive discipline and redirection for undesired behavior. We believe in helping students grow in academics as well as social skills and want to encourage positive self-esteem, self-control, and self-direction. Staff is expected to model these character traits throughout each day and to use teachable moments in order to build the character of the young learners. Staff will use positive redirection, expectation reminders, praise for positive behavior, and on occasion, when necessary, a separation time or a “time out” to reset and refocus. If unsafe or challenging behavior becomes a consistent occurrence that is affecting the daily routine of the classroom, the Director will hold a meeting with the student’s teacher and family to work towards a plan to help the student be successful in the classroom. If the behavior continues, enrollment will have to be evaluated. Any unsafe behavior that is not remedied by redirection will warrant the student being picked up from school. The suspension or expulsion of a student will be limited and will be a last step if deemed necessary. The Director may issue sanctions including suspension and may refer for expulsion of a student who engages in one or more of the following activities as specifically identified by state statute. 1. Violation as it pertains to the possession of a firearm or other dangerous weapon. Expulsion is mandatory for bringing or possessing a firearm at school. 2 Violation as it pertains to the use, possession or sale of a drug or a controlled substance as defined by C.R.S. 18-18-102(5). 3 Conduct that endangers the health or safety of others. In situations that require such, there will be a mental health consultant available to work alongside the parents and provider to come up with an action plan.

## **Communication of behavior, progress, and social/physical needs**

Behavior (when necessary) and observation logs will be kept for each individual student. If there is a consistent concern or issue that is present, a meeting with parents will be scheduled in order to come up with a plan to address those concerns. Positive redirection, such as, time with teacher, addressing a need such as tiredness, hunger, etc. will be the first approach and then a behavior management technique such as time out or loss of activity or privilege will be utilized. The classroom environment will foster the idea that each child learns at their own pace and will be based on each individual culture, development, as well as temperament. Classroom rules and expectations will be taught and reinforced by staff and parents to help set clear expectations. In situations that require such, there will be a mental health consultant available to work alongside the parents and provider to come up with an action plan.

## **Nap and Rest Time**

If your child attends our program for longer than 4 hours a rest time is required. A cot will be provided and your child is allowed to bring a blanket, stuffy, or any quiet item that will help them to rest. Children are not required to sleep but do need to rest their bodies for at least 30 minutes and then will be provided with a quiet activity while others are sleeping.

## **Objects from Home**

We recommend that personal items such as toys be left at home unless it is Show and Tell day. Items brought to school for quiet time need to be left in cubby unless it is quiet/rest time. We are not responsible for lost or broken items brought from home.

**Clothing**

Please provide an extra set of clothing, including undergarments and socks, for your child. This set of clothing may need to be changed out due to season. Accidents do happen and there are occasional projects that can get a bit messy.

**TV, Media, and Movie Watching**

TV and movie viewing will be limited. The teacher may show an educational YouTube clip or short educational video. Occasionally when it is too cold for outside play the class may do an exercise or movement video. If the class has a fun movie day, the parents will be notified and asked to sign a permission form. If a child is not permitted to watch the show or movie, an alternate activity will be available.

Any use of technology or media will be supervised by an adult and access to the internet will be limited and safe settings put into place.

**Field Trips**

Occasional field trips will be planned throughout the school year. Parents will be notified and permission slips with details of trip will need to be signed in order for your child to attend. Field trip fees are included in fees at the beginning of the school year and do need to be paid for children to attend. Staff will have a cell phone, child emergency information sheets, sign in/out clipboards, first aid kits, medications, etc. when on a field trip.

**Late arrivals on field trip days**

If a child arrives to school after the class has left for a field trip, the parent will need to bring them to the field trip location or take them home. A sign will be posted on the classroom door containing details of the field trip when the class leaves. There will be occasions when the class will meet at the field trip location and not report to the school.

**Field Trip Transportation**

Parents will be required to drive their child to and from a field trip. All details for field trip location, times, etc. will be communicated with families with sufficient time for planning.

**School Provided Transportation**

If school transportation is available in the future, each parent will be required to leave an appropriate car seat, if needed, for their child on the day of a field trip. Children are required to remain in seats, buckled, and displaying proper behavior. In the event of an accident, flat tire, mechanical issues, etc. the teacher will contact police first, if necessary. They will next contact the Preschool Director (if not on site). If there has been an accident or injury, parents will be notified immediately. Drivers must be 21 years old and provide a driver's license and insurance information to school.

**Abuse and Mandatory Reporting**

Staff are required by law to report to Social Services any suspected abuse or neglect. Please understand that in some situations we are instructed by the state to not notify parents of a report. In addition, parents who suspect abuse or neglect are also required to report. If you suspect abuse please call the Nationwide Abuse and Neglect Hotline at 1-844-CO-4-KIDS or Adams County department of Human Services at 720-523-2000. Law enforcement may need to be contacted.

## **Bullying**

Bullying will not be tolerated. This includes students, parents, and staff. Bullying activities will be documented and treated as a disciplinary matter. Colorado State Statutes says (Section 22-32-109), "Bullying is any written or verbal expression, or physical act, gesture, or pattern, thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events." Law enforcement may need to be contacted.

## **Infant and Toddler Supplemental Handbook Information**

This supplemental handbook to Hills Academy Handbook is for parents of infants (less than 18 months old) and toddlers (12 months to 36 months old), This handbook does not replace the main handbook but is designed to provide additional information and policies for your infant and/or toddler. You are responsible for reading this supplemental handbook to avoid misunderstandings and printing off a copy for your records if you wish to retain a hard copy. Please contact the Director if you have any questions.

### **CURRICULUM GUIDES**

Hills Academy utilizes Core Knowledge Sequence for preschool age and above and will use a developmentally appropriate curricula from The Creative Curriculum and guidelines for infants and toddlers as well. Bible will be taught in all classrooms ages infant and up.

All of our administrators and lead teachers all meet state licensing requirements and have goals and plans in place to continue their education.

### **SCHOOL SUPPLY LISTS**

Each infant and/or toddler will be given a school supply list for their specific classroom needs. Please bring these items in as requested by teachers. Diapers and wipes are provided by families and we will have a supply on hand just in case.

Please bring enough pre-made bottles for the each day.

### **EMERGENCY PROCEDURES**

Regular evacuation drills will be held and this will include the infant and toddler classrooms using our evacuation cribs. In accordance with Department of Human Services, Division of Child Care regulations, we plan for five infants to be placed in each evacuation crib. Toddlers will follow the posted emergency exits to evacuate their classrooms. Emergency backpacks accompany each class during an evacuation. Please make sure your cellular carrier has been given to the office to ensure that you receive text message updates in case of an emergency/aid in reunification.

### **INFANT/TODDLER CLASSROOMS**

There is one infant classroom that accommodates 7 children, ages 6 weeks to 14 months. Children will remain in one of these classrooms until they are at least 12 months of age and walking independently, drinking from a cup, not using a bottle, no longer using a pacifier, beginning to feed themselves with a spoon from a plate, ready to sleep on a mat on the floor, and socially and emotionally ready for more challenging activities.

There are two toddler classrooms that accommodate a total of 18 children, ages 12 to 36 months. Toddler One is 12-24 months and Toddler Two is 24-36 months. Children will remain in one of their classrooms until they are at least the minimum age of the next class and socially and emotionally ready for more challenging and structured activities.

Shoe covers are provided at the entrance to each infant room. You are required to wear these over your shoes or remove your shoes before entering the infant rooms. A container will be at the exit door where you place shoe covers as you leave. Street shoes are not allowed in the infant rooms. Bare feet must be clean! Staff will have the option to wear crocs/tennis shoes in their classroom.

### **SIGNING - ASL**

Hills Academy caregivers use basic American Sign Language (ASL) for all infants and toddlers. Parents, you can encourage your little one in signing by using American Sign Language at home. Information on signing is available online at <http://www.americansignlanguage.com/> or at the public library.

### **PACIFIERS**

Parents of infants and toddlers must sign the Family Info packet if they do NOT want their infant or toddler to use a pacifier while at school.

### **COMMUNICATION**

All Hills Academy teachers use Brightwheel, a web-based service that provides parents secure access to their child's progress anytime using a desktop or mobile device. The service allows teacher-parent communication via posts and pictures. Infant teachers will post details on each child's sleep and eating patterns, diaper changes, milestones, etc. This will provide parents with an overview of their child's day.

Lesson plans and daily schedules are posted in the classroom or hallway by classroom. Please always feel free to schedule time to speak with your child's teacher about your child's growth and development.

### **PERSONAL BELONGINGS**

Personal use items such as disposable diapers, wipes, changes of clothing, etc., must be labeled with your child's name and stored in the appropriate bucket on the provided shelves. Food and feeding items must be labeled and placed in your child's food bucket on the counter in classroom.

### **DRESS CODE FOR INFANTS AND TODDLERS**

Please dress your child comfortably for all types of play indoors and outdoors. Extra clothes need to be provided and left at school.

### **SCHEDULES**

Infants and toddlers are beginning to make discoveries about their environments and caregivers, as well as themselves. Parents and caregivers will work together to help maintain consistency between home and school to help child feel comfortable and adjusted. Brightwheel will be used for communication of tracking feeding, diapering, sleeping, etc.



### **INFANT FEEDING SCHEDULES AND MEALS SERVED**

Infants will be fed on individual schedules, approved by the parent or legal guardian, with prepared bottles (breast milk, formula or milk) provided by parents. Parents must mix formula prior to dropping their child off. Bring an adequate number of bottles each day labeled with your child's first and last name. Bottle caps must be labeled, too. Formula, breast milk, and regular milk must be dated and labeled with masking tape. Breastmilk and formula will be discarded after an hour if not fully drank. We will provide whole milk once your child is using a cup if you would like or you can supply your own. Infants will be held during their bottle feeding up to 7 months of age. Bottles are not allowed in cribs with infants.

Infants will eventually progress to baby food and table food. Continue to communicate with your child's teacher regarding potential changes in your child's feeding plan.

### **INFANT DIAPER CHANGING PROCEDURES**

No cloth diapers allowed, only disposable. Infants in diapers are changed immediately after they are wet or soiled. Staff follows proper Colorado Department of Public Health and Environment diaper changing procedures. This includes washing baby's and staff's hands with soap and water after each diaper change. The diaper changing surface is sanitized after each use.

### **INFANT REST TIME**

Infant teachers will allow the children to develop their own individual sleep patterns. Every baby has its own unique schedule, which cannot be dictated by another baby. If they fall asleep in the classroom area, they will be promptly moved to their assigned crib in the crib room. We will keep the cribs and crib room conducive to sleeping. When children wake up from their nap, they will be moved to the classroom area. Infants 12 months and older will begin transitioning to the 12:00-2:00 nap schedule as they prepare for moving up to the one-year-old classroom.

### **INFANT REST TIME CONTINUED**

Providing your infant with a safe environment in which to grow and learn is of extreme importance to us. To that end, we have implemented policies and procedures to create a safe sleep environment for your infant.

We provide the following environments to reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is "the sudden death of an infant under one (1) year of age, which remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene, and review of the clinical history."

Our written policy is as follows:

- All infants will be placed in cribs meeting the federal standard 16 CFR 1219, on their backs unless an alternate sleep position is needed for a medical reason and a written note from the infant's health care professional is provided.
- Infants will not sleep on waterbeds, sofas, soft mattresses, or other soft surfaces.
- Infants who fall asleep in a swing or infant seat will be removed and placed in their assigned crib for the remainder of their nap.
- Soft materials such as pillows, quilts, comforters, sheepskins, stuffed toys, and loose bedding will not be placed in infants' sleep environment.
- Infants will not share a crib with other children.
- Infants will remain lightly clothed and comfortable while sleeping.
- Supervised "tummy time" will be observed while infants are awake.

### **TODDLER COOPERATIVE COMMUNICATION**

Toddler One and Two teachers use Bright Wheel, a web-based service that provides parents instant secure access to snapshots of their child's progress anytime using a desktop or mobile device. The service allows teacher-parent communication via posts and pictures. Teachers will post on Brightwheel details on each child's sleep and eating patterns, diaper changes, milestones, etc. thus providing parents with an overview of their child's day.

The teachers post lesson plans in the classroom. The feeding updates, menus, communicating your child's activities and advancements, etc., will be discussed regularly as your child progresses. Please always feel free to schedule time to speak with your child's teacher about your child's growth and development.

### **TODDLERS' PERSONAL BELONGINGS**

Personal use items such as disposable diapers, wipes, changes of clothing, etc., must be labeled with your child's name and stored in the appropriate bucket in the hall cubbies. Teachers will let you know where to store additional items.

### **DRESS CODE FOR TODDLERS**

Your child may wear any type of clothing that is easy for them to remove when using the toilet. During the fall and winter, sweat suits are good. During the summer, short sets and dresses work great. Clothing with lots of buttons, one-piece outfits, onesies, and overalls are very difficult to remove. Easy-to-remove clothing helps them become independent, which is important! All toddler children must wear shoes at all times. Sturdy athletic shoes with laces or Velcro are best. Remember that activities can be messy or dirty, so comfortable, washable clothing is appreciated.

### **TODDLER DIAPER CHANGING PROCEDURES**

Toddlers in diapers are changed immediately after they are wet or soiled. This accounts for extra diapers used, but we have happy babies! Staff follow proper Colorado Department of Public Health and Environment diaper changing procedures. This includes washing toddlers and Staff's hands with soap and water after each diaper change. The diaper changing surface is sanitized after each use.

### **TODDLER FEEDING SCHEDULES AND MEALS SERVED/MENUS**

Once children progress to table foods, Hills Academy will provide snacks and families will provide lunches and specific snacks they may want. Serving sizes will be suitable to your child's age and appetite, and time will be given for meals to be unhurried. Toddlers who still drink bottles must be sitting when drinking from a bottle. Toddlers will not be allowed a bottle during nap time after the first thirty (30) days in care.

### **TODDLER REST TIME**

Each toddler present for full-day care is required by the State of Colorado to take a rest after lunch. Classrooms shall be conducive to a sleeping environment from 12:00p.m.-2:00pm. Sleep is desirable but not a necessity.

Hills Academy will provide cots and sheets for toddlers.

### **TODDLER GUIDANCE**

Hills Academy sets positive forms of guidance. Teachers keep their classrooms delightfully varied, busy and inviting, which helps alleviate many behavior problems. However, when a child one year or older disrupts the class, a teacher will talk with the child about the problem and, if necessary, separate the child from the group or redirect the child. In each case, we talk with the child and confirm that we love them but certain behavior is not acceptable at our school. Teaching the toddlers to use their words, or signing along with problem solving skills is encouraged to maintain acceptable classroom behavior.

### **TODDLER BITING**

Toddler staff are constantly supervising and monitoring the children to prevent bites whenever possible. We know that biting is difficult for the child who is bitten and their family. Unfortunately, biting is a fact of life for toddlers and occurs for several reasons:

- Biting out of anger. The toddler may not yet have the verbal skills to express their frustrations. These bites can sometimes be prevented as a staff member notices a conflict or frustrating situation developing. This type of biting improves when a toddler can use their words to say things like, "Don't take my toy; I don't like that!" Teachers also encourage signing for children with limited language skills.
- Biting because it feels good. This is sometimes associated with teething. These bites can rarely be prevented because they are so unexpected.
- Biting to get acquainted. These bites can rarely be prevented because they are so unexpected.

Please know that the toddler teachers are doing their best to prevent bites to your child, but are not always able to stop a bite from occurring. Unfortunately, your child may still receive a bite mark from one of their classmates. We would appreciate your patience if your child is on the receiving end. If your child is persistently biting others and efforts to change this behavior are not working, we may need to conclude that your child is not ready for a group care environment and could ask your child to withdraw from Hills Academy. You may try enrolling your child at a later time when the biting habit has stopped.

## **TOILET TRAINING**

There will be no formal potty training before 24 months of age but if a family requests support while their child is at school we will definitely incorporate it into the day. After children transition to the Toddler Two classroom, a parent meeting will be scheduled with the teacher to establish potty-training goals and requirements. During this important phase of childhood, home and school must work together. Once we begin toilet training your child, we require you to provide at least two complete changes of clothing (including socks) and six pairs of thick training pants. With the exception of sleeping time, we ask that you refrain from putting your child in diapers or "pull-ups" during the training process. Pull-ups feel just like diapers when soiled, so your child cannot feel the difference between wet and dry.

Due to diaper changing procedures, only children enrolled in the Infant/Toddler classrooms may use disposable diapers and/or pull-ups. Children who are not in these classes will need to wear training pants while at school until they are "fully" potty trained.

Soiled clothing will be removed from your child and placed in a plastic bag. Due to Colorado Department of Public Health and Environment regulations, we are unable to rinse or soak soiled clothing. Check your child's cubby daily for clothing needing laundering.

## **EXPLORATION ACTIVITIES**

Recent scientific findings tell us that the first five years are crucial in a child's ability to learn, to love, to trust and to develop a strong sense of self. That's because three-quarters of brain development happens *after* birth—primarily during the first five years of life. What's more, how we care for our children in their earliest years has a profound impact on how productive, compassionate and confident they'll be as adults. Put simply, a child's early experiences influence healthy development because they determine how the brain will be "wired."

Think about it: confidence, competence, security, and self-esteem can be wired into a child's brain if they are stimulated, nurtured, challenged, played with, and allowed to explore. Since children learn best by doing, a hands-on approach is encouraged in our program. Children will touch, feel, smell, listen, discover, get messy and experience what's in their world. The themes and activities included in the curriculum, as well as the design of the program itself, will allow children to grow in all areas of development.

Children six weeks through two years of age have very specific needs for growth and learning. We will seek to provide the following activities specifically designed for your child:

- Trusting, secure, and consistent relationships with caregivers who exhibit God's love in their daily interactions
- Many and varied opportunities to practice self-help skills
- Making real choices about how, when, where, and with whom they play
- Continuous and meaningful language experiences
- Sensory experiences: touching, seeing, hearing, smelling, and tasting the wonders of God's creation all around them
- Many and varied experiences that invite play, discovery, and exploration
- Imitation of adult behavior that demonstrates God's love in speech, actions, and interactions with the babies as well as each other

- Literacy and reading to children both individually and in a group
- Appropriate expression and recognition of feelings
- Exposure to various forms of art and music
- Encouragement of body movement to develop gross motor and fine motor skills
- An awareness that Jesus is their friend through music, books, and prayer
- Caregivers that pray throughout the day with and for your child

Caregivers plan experiences so that your child gains vital skills that focus on listening and talking, physical development, creativity, and the world around them. Caregivers change up the classroom environment to bring new experiences for the children. Our outdoor areas provide fresh air, visual stimulation, and exploration.

You can relax as you leave your child in the care of loving, capable caregivers who give your child's safety and development top priority.

### **OUTDOOR PLAY**

Fresh air and exercise are important to a child's good health. Dress your child appropriately for the weather. During inclement weather (too hot, too wet, or too cold), we plan indoor activities. Per DHS guidelines, infants will be outside at least three times per week weather permitting even if for a short walk. Toddlers will spend a minimum of 25 minutes per day outside, weather permitting.

### **OUTDOOR PLAY CONTINUED**

We carefully monitor outdoor playtime and provide adequate water and shade. Children under 6 months of age must have a doctor's note to have sunscreen applied and parents must provide appropriate sunscreen for infants. We provide Rocky Mountain 30 SPF Sunscreen for children six (6) months of age and older. If your child has any allergies to this brand, inform the office immediately.

### **TRANSPORTATION**

It is our policy never to transport infants and toddlers. However, in case of an emergency when we must transport your infant or toddler in a staff vehicle, Hills Academy will follow the Department of Human Services Division of Child Care regulations on transporting infants and toddlers in emergencies. Please make sure the school records have your cellular carriers input to ensure that you receive text message updates in case of an emergency.

### **CHANGES/MODIFICATIONS TO SUPPLEMENTAL INFANT/TODDLER PARENT HANDBOOK**

Hills Academy reserves the right to change, modify, amend, and/or delete any provision of the Parent Handbook and this Supplemental section of the Infant and Toddler Parent Handbook at any time, and without notice. Any changes to this Handbook will be posted on the website under the "Parent" section.

### **Filing a Complaint and Licensing Information**

To file a complaint about this facility, contact:

Colorado Department of Human Services  
 Division of Childcare  
 1575 Sherman St  
 Denver, CO 80203  
 (303)866-5958

**Handbook Revisions**

At any time we reserve the right to make changes to this handbook. Parents will be notified if any changes are made.

Signature requirement is included in parent packet.