



YWCA BOULDER COUNTY
PERSIMMON
EARLY LEARNING

Parent Handbook

YWCA Boulder County
2222 14th Street - Boulder, CO 80302
Persimmon Early Learning (303) 449-1951 - YWCA Boulder County (303) 443-0419
www.ywcaboulder.org

Revised June 2023

Mission Statement

The mission of Persimmon Early Learning is to provide high quality, affordable, flexible child care for all families in our community. Persimmon Early Learning will provide and support high quality developmentally appropriate, comprehensive early childhood programming which meets the social-emotional, physical, and educational needs of all early learners, and their families. Our vision is that we are a learning community that accepts all children, and that every child has the right to learn in a safe, nurturing, positive environment.

Philosophy

At Persimmon of YWCA Boulder County, we believe that children learn best through child-directed experiences with an emphasis on active, play-based learning. An active learning environment promotes independence, problem-solving, cooperation, creativity, and decision making. Our play-based philosophy promotes an environment where all children:

- experience wonder
- engage in physically active learning
- work together in a collaborative classroom setting
- think and make connections to their world
- develop a strong Social Emotional foundation
- grow in readiness for kindergarten and future learning
- and are accepted and safe to learn.

Hours of Operation

Classrooms:

Monday through Friday, 8:00am – 5:30pm*

Persimmon Office:

Monday through Friday, 7:30am – 5:30pm

*We close at 4:00 pm, generally on the the second Monday of each month, for Persimmon Early Learning’s monthly Staff Meeting. A list of all planned closure dates and early closures can be found on our annual calendar or at the front office.

Closures:

- MLK, Jr. Day
- Memorial Day
- Juneteenth
- Week of the 4th of July
- Labor Day
- Indigenous Peoples Day
- Week of Thanksgiving
- Week of Christmas
- Week of New Years

- Spring Break (following BVSD)
- Staff Professional Development Days (TBD)

The YWCA Boulder County follows the BVSD policy for closures due to weather or other safety related events. We will notify families in the event of an unexpected closure. BVSD closure information can be found at www.bvsd.org

Translation Policy

All forms, handbooks, and communication from Persimmon Early Learning can be translated into the preferred home language of a family upon enrollment or request. Translation services are provided by:

TransLingua Translations
1445 Pearl Street
Boulder, CO 80302
Ph: 303-442-3471

Admission and Registration

Registration at Persimmon requires completion and annual renewal of:

1. Enrollment Form
2. Contract for care
3. Health Appraisal (**to be completed by Health Care Provider within 30 days**)
4. Income Eligibility Form (IEF) related to the Federal Food Program
5. Immunization card or copy or signed exemption form
6. General Permission Form (Emergency medical care, in-house field trips, walking field trips, sunscreen, diaper cream, photo permissions, and video viewing permissions)
7. Signed Acknowledgement for Parent Handbook/Policies and procedures
8. Proof of household income in the form of previous year tax returns **only if applying for discounted rate**

Infants require additional forms:

1. Formula Decision Form
2. Infant Food List
3. Alternative Sleep Position, signed by a health care provider (if applicable)
4. Permission to Swaddle, signed by a health care provider (if applicable)

All children must have a current, signed Health Appraisal Form and a current Immunization Record on file. Colorado law requires all students attending Colorado schools and licensed child care to be vaccinated against certain diseases unless they have a medical or non-medical exemption on file. Immunization information and exemption forms can be found at: <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>.

If your child’s immunizations are in process, or if following a staggered schedule, you must file an “in-process” form detailing your schedule plan for vaccinations. The “in-process” immunization form must include dates for staggered/planned vaccine schedules.

In the event of an outbreak of a vaccine preventable communicable disease, non-immunized, or under immunized children will be required to remain home until the outbreak is cleared by public health.

Tuition Rates

MONTHLY PERSIMMON EARLY LEARNING of YWCA BOULDER COUNTY CHILDCARE CONTRACT TUITION RATES EFFECTIVE SEPTEMBER 1, 2023

Infant	M-F	M/W/F	T/Th
Full Day (9 am – 4 pm)	\$1,910	\$1,340	\$855
Before Care (8 am – 9 am)	\$275	\$170	\$110
After Care (4 pm – 5:30 pm)	\$405	\$245	\$165
Half Day (am & pm)	\$1,350	\$950	\$605

Young Toddler	M-F	M/W/F	T/Th
Full Day (9 am – 4 pm)	\$1,685	\$1,175	\$755
Before Care (8 am – 9 am)	\$245	\$150	\$95
After Care (4 pm – 5:30 pm)	\$360	\$220	\$150
Half Day (am only)	\$1,200	\$840	\$545

Toddler	M-F	M/W/F	T/Th
Full Day (9 am – 4 pm)	\$1,685	\$1,175	\$755
Before Care (8 am – 9 am)	\$245	\$150	\$95
After Care (4 pm – 5:30 pm)	\$360	\$220	\$150
Half Day (am only)	\$1,200	\$840	\$545

Preschool	M-F	M/W/F	T/Th
Full Day (9 am – 4 pm)	\$1,465	\$1,030	\$590
Before Care (8 am – 9 am)	\$215	\$135	\$90
After Care (4 pm – 5:30 pm)	\$315	\$190	\$125

Kindergarten Prep	M-F	M/W/F	T/Th
Full Day (9 am – 4 pm)	\$1,465	\$1,030	\$590
Before Care (8 am – 9 am)	\$215	\$135	\$90
After Care (4 pm – 5:30 pm)	\$315	\$190	\$125

Half Day Morning session 9:00am – 12:30pm (Infant/wobbler/toddler only)

Half Day Afternoon session 12:30pm – 4:00pm (Infant only)

We accept payment from the Colorado Child Care Assistance Program (CCAP) for all care options.

We offer discounted rates for families in need. Discounted rates are based on household income. Please ask at the front desk for more information about discounted rates.

Short Term Contract Care

In an effort to continue to meet community need for safe, flexible child care, we offer limited short-term contracts for care, in addition to traditional child care. These contracts are for consecutive weeks for a period of up to 3 months. Care is guaranteed during contracted time and based on monthly tuition rates. Please speak to our Persimmon Operations Director for a short-term contract and conditions.

Sliding Scale

Families that are “in-process” with CCAP authorization can utilize our sliding scale fees for a period of one month. After 30 days, full monthly tuition fees may be applied. Sliding Scale rates are based on Gross Household Income and number of children in the household. Please see our website (ywcaboulder.org) for updated sliding scale rates.

Drop-in scheduling and policies can be found at the back of this handbook.

Please see your specific contract for information about the notification required when withdrawing your child from care.

Before and After-Care Policy

Our hours of operation are from 9am to 4pm Monday through Friday. We have a Before Care Program and an After Care Program that run from 8am to 9am and 4pm to 5:30pm, respectively. At the time of a child’s initial enrollment or new school year renewal, families will be made aware of available Before and After Care spaces in their respective classrooms. CCAP enrolled families are welcomed to add those programs free of charge to their contract if there is availability. At the time of annual school contract renewal each September, those spaces are filled on a first come – first served basis. If a child has a contracted space in the Before or After Care program the child must attend a minimum of 75% of their contracted days in any consecutive 60-day period or they will be disenrolled from the program unless an extended absence has been pre-arranged with Persimmon management. We adopt this policy because these spaces are extremely limited, and we want to ensure that as many families as possible are able to access these extended hours if needed.

When a child is enrolled and contracted for permanent care, we expect the child will continue moving through the classrooms within the program. For example, due to licensing regulations children are required to transition out of our infant program by the time they are 18 months old, and out of our toddler program by the time they are 3 years old. Additionally, children may move to another classroom based upon reaching certain developmental milestones.

When a child transitions into a new classroom a time slot of 9:00 – 4:00 (9:00-12:30 if a child is enrolled in our half day program available for infants and toddlers) is guaranteed for currently enrolled students. A space for Before or After Care cannot be guaranteed and is based on space available in the classroom they are moving into. As a matter of course, Persimmon administration will inform families in advance of their child’s transition if it will not be possible to maintain a child’s schedule.

Ages, ratios, and class size

Ages of Children Accepted

The YWCA of Boulder County Persimmon Early Learning accepts children ages eight (8) weeks through six (6) years.

Ratios and class sizes

- Infants: 8 weeks-15 months; Room capacity 7, Ratio 1:3
- Young Toddlers: 12 months (walking, eating independently, and napping 1x per day) – 24 months; Room capacity 10, Ratio: 1:4
- Older Toddlers: 2 years – 3 years; Room capacity 12, Ratio: 1:4
- Mixed-age Preschool: 3 years - 6 years; Room capacity 20, Ratio: 1:7
- Kinder Prep: 4 – 6 years; Room Capacity 12, Ratio: 1:7

In effort to provide the highest quality care, our ratios meet or exceed Colorado Department of Human Services requirements

Pick Up and Drop Off Policies

1. Authorized Pick-up of Children

Children can only be released to authorized adults listed on the enrollment/authorization form. If someone will be picking up who is not listed in our database, parents/guardians may authorize an additional pick-up person via email to the PEL front office at persimmon@ywcaboulder.org, or call 303-449-1951 to provide a verbal authorization. The information must include the adults full name, relationship to child (family friend, aunt/uncle, grandparent, etc.) and time that they will be arriving for pick up. Any adult who is unfamiliar to us will be required to provide a form of State or Federal issued ID. **Children will not be released otherwise.**

2. Unauthorized pick-up of children

If a person not authorized to pick up a child attempts to do so, staff must notify the Director/Director on Duty, or person in charge immediately. Authorized adults must be contacted to obtain verbal consent to release the child. Staff must also explain to the person attempting to pick up that only those people listed on the enrollment form are authorized to pick up children. Only the parents or guardians can give permission to release the children to other adults.

3. Late pick-up policy

Parents and/or authorized guardians must pick up their children no later than their scheduled pick-up time. If you are going to be more than five minutes late collecting your child (based on your contracted time), you must contact the Persimmon Early Learning office by phone. If you are more than five minutes late, even with notification, late fees will be applied per minute, and increasing in rate every 5 minutes.

If you are delayed without notifying us, we will call you first and then call your emergency contacts. Persimmon Early Learning closes at 5:30 PM, Monday through Friday, and all late pick-ups are based on your agreed contract time (12:30pm, 4:00pm, 5:30pm). Late fees are assessed per minute, after the 5-minute grace period. Please see the late fee schedule below. If a child has not been picked up by the time our center closes their teacher, or a Persimmon director will stay with the child until a parent/guardian or emergency contact arrives at the center. Classroom sign-in sheets and digital check-in/out logs are always checked at the end of the day to ensure all children have been picked up prior to staff leaving for the day. ***Please note that we close at 4:00 pm one Monday per month for staff meetings. On those days late fees will begin accruing at 4:05.**

LATE PICK-UP FEES PER MINUTE:

- **0-5 Minutes:** No Charge
- **6-10 Minutes:** \$1.00 per minute late
- **11-20 Minutes:** \$5.00 per minute late
- **21+ Minutes:** \$15.00 per minute late

If we are unable to reach you or your emergency contacts and you are more than forty-five (45) minutes late, we are required to notify local authorities (police and/or Boulder County Child Protection Services).

4. Late arrivals

If you anticipate arriving more than 15 minutes after your scheduled time, please call to notify the office at 303-449-1951 as soon as possible. Daily activities, neighborhood walks, and in-house field trips are often planned around the arrival of all the children and knowing who will be in attendance helps the teachers to plan for the day. Children who arrive late also often have a more difficult time transitioning into their day, as they have missed out on daily routines that involve all children (snack, morning Circle, fitness/nutrition classes, etc.).

Late arrival/drop-off is not permitted between 11:30 am– 2:30pm, as it is disruptive to the classroom during rest time and doesn't allow the arriving child an opportunity to comfortably transition into their day at school.

If a child arrives late and their class is away from the center on a field trip, the child may either stay in the office or with a director until the class returns or join another classroom that is within the licensed capacity and age of the child. If these options are not available, parents must stay with their child until the class returns from the field trip.

Sign in/out

Under CDHS Licensing Rules and Regulations, parents/guardians are required to sign children in and out each day. Children are checked in and out at the YWCA office upon

arrival and pick up using a digital system requiring the name of the person signing them in/out and a signature. Please sign your child in before bringing them to their classroom and sign them out before taking them from the classroom. Attendance is also tracked in each classroom and is verified regularly throughout the day.

Dropping your child off at Persimmon Early Learning

Dropping your child off at childcare can be a stressful, emotional event for both children *and* parents. We would like to offer a few helpful tips to support you in this important transition.

- **Talk with your child about the first visit.**
- **Let them know that you will be coming back and help them understand when you will return** (check our daily schedule – for example, if you will return around 3:30 PM you can let your child know you will be back to get them right after snack).
- **Saying goodbye should be brief. Once your child is beginning to settle, say goodbye and only say it once, then leave immediately.**
- **Bringing a comfort item from home.**
- **It can be helpful to develop a “goodbye ritual”.** Each time you drop off follow the same steps – ex: sign-in, read a story together or do a puzzle, and then say goodbye. **Consistency** with this ritual helps your child feel safe and secure.
- When you arrive at the center **check in with the staff** and let us know how your child’s day is going. Help us get to know your child and we will do our very best to help them feel at home.
- **Please feel free to speak with any staff** about any concerns you may have with drop off – we’re happy to help!
- **It is a normal and healthy part of development for children to experience separation anxiety.** Your child may cry when you leave. It usually only takes a few minutes for children to be consoled before they begin to play. If you would like us to give you a courtesy call or send you a picture to let you know how your child has transitioned after you’ve left, we’d be happy to do so. You can also call the main office to check in at any time.

Storybook Journey Curriculum Approach and ECE Practices

Storybook Journey Curriculum:

Persimmon Early Learning has been using Sue McCord’s Storybook Journey curriculum since 2015. Storybook Journey is a literacy-based, emergent curriculum that helps children develop social/emotional skills and a sense of belonging with shared knowledge of a central story. The Storybook Journey approach is a child-centered and play-based curriculum that responds to each child’s interests, strengths, and areas for development. Our learning environments are designed for exploration and discovery, and facilitated by teachers with thoughtful inquiries, provocations, and capturing child interests through anecdotal observations.

Daily Routine and Meal Times

Each classroom maintains their own daily schedule and routine depending on the age/ability of the children and the degree of structure that is developmentally appropriate. All children in care for four or more hours are offered the opportunity to rest. In the infant room assigned cribs are provided for each child and all safe sleep practices are followed. In all other classrooms clean mats are provided along with sheets for each child and blankets if needed. As the nap routine is different in each room, please speak to the classroom teacher or a director for more information about the routines in specific classrooms. Children in the Infant Development Center eat and nap as needed, and scheduled eating and rest times are maintained in the toddler and preschool rooms.

Breakfast is served at 9:00 am

Lunch is served at 12:00 pm

PM Snack is served at 3:00 pm

All meals and snacks served at Persimmon Early Learning meet the Child and Adult Care Food Program guidelines. We use fresh, organic, and local ingredients as often as possible. We are a **Peanut/Nut Free** facility. Please do not bring peanut/nut foods to Persimmon Early Learning. We do not serve sugar sweetened beverages, or fruit juice. We are happy to provide meals that are free from allergens or that meet personal food preferences such as vegan or vegetarian diets. Please document your child's needs on the enrollment form and alert staff members of any changes or requests. Please speak with a director if you would like to discuss your child's specific needs. We ask that families refrain from bringing food from home apart from infants or in the case of multiple or extreme food allergies. Please speak with a director if you have any questions or concerns.

Family and Staff Communication

Conferences

Families enrolled in long-term (non-drop in) care will have twice yearly parent teacher conferences. Conferences will occur in November and April each year. Please see our school year calendar for exact dates. These conferences serve as an opportunity for families to learn about their child's growth and development, and to discuss goals for the coming year. Staff will share information from child assessments regarding progress in meeting developmental milestones, student strengths, and upcoming goals for the student. Staff will also inquire about goals the family has for the child and any areas that families feel they may need support. Families or staff members may request to have a Persimmon Director sit in at a conference at any time for any reason.

Parents and families are also always welcome to schedule short conferences with teachers outside of the yearly conference times. In addition to annual family conferences, we also hold parent meetings when a child transitions into the program, from one room to another, or out of the program.

Child Assessment

All children who regularly attend Persimmon Early Learning (both long-term and short-term contracts) have access to child assessment. Our classrooms use Brightwheel to capture assessments aligned with the Colorado Early Learning and Development Guidelines. The Guidelines organize descriptions for child development for infants and toddlers within six domains: physical development and health, social development, emotional development, language and literacy development, cognitive development, and approaches to learning. The Guidelines organize descriptions for child development for children aged three to five into 11 domains: physical development and health, social and emotional development, English language development, language development, literacy knowledge and skills, logic and reasoning, mathematics knowledge and skills, science knowledge and skills, social studies knowledge and skills, creative arts expression, and approaches to learning. Staff use child assessments to determine where a child is currently in different areas of development and how their development can be supported both at school and at home. They also use assessment data to help determine areas of focus for curriculum. Child assessments will be shared with families at parent teacher conferences, and families are welcome to schedule a time to discuss their child's assessment with classroom teachers and/or directors at any time upon request.

Newsletters, Classroom/Parent Communication, and Surveys

Persimmon provides regular newsletters with program updates, important upcoming dates and activities, and helpful information. Individual classrooms also provide regular updates regarding their curriculum, classroom activities, and reminders. We also offer twice yearly program surveys that inform programming through direct feedback. Please be sure to read our newsletters, as they may contain valuable information as well as upcoming parent/child activities.

General Courtesy

Persimmon Early Learning seeks to create a welcoming and positive environment for all our families. We understand that life places us all in stressful situations, but we ask that all parents and guardians approach our office staff and teachers with respect. Persimmon Early Learning staff will work within our means to provide the support and care that you need during trying times; please be understanding of any limitations of our services. Threatening language and/or verbal abuse directed at any Persimmon Early Learning employee, family, or guests to the YWCA Boulder County will not be tolerated.

Family Engagement

Becoming involved in our program through family engagement opportunities is a great way to get to know us even better! Parent engagement opportunities include classroom volunteering, reading a story to the class at Circle time, helping with special classroom projects, or sharing a family tradition with the group. Throughout the year we will also have events that encourage family participation: gardening days, playground clean-up, family picnics, Literacy and Family Culture nights, as well as YWCA Boulder County fundraising events (Gala, Dancing with Boulder Stars, etc.). This year we will also be requesting parent/family volunteers to assist with special events such as celebrating staff birthdays, organizing events for families, organizing family involvement for teacher appreciation week, etc. We encourage all families to get involved if they are able!

Classroom Transitions

The children in our care are placed in each classroom based on their age and development. Teachers and parents will work in partnership to ensure a positive transition into the program, or into a new classroom. As children “age out” of their rooms, we will hold a parent/teacher conference with a teacher from the child’s new classroom and the child’s family to discuss the process and provide information on how to help support the transition. The child’s current teacher will share any ideas they have for helping the child transition and can be involved in the meeting if needed. As part of our process, children will have “visit days” into their new classrooms so that they can spend time getting to know the room (teachers, children, routines, and classroom environment). Each classroom assesses different developmental markers before or during the transition process:

- **Infant to Wobbler Transitions:** The infant room is licensed for ages 8 weeks through 18 months. Children begin transitioning to the wobbler room once they are 12 months, they are walking, they are eating independently, and they can nap once per day. The age at which different children reach these milestones can vary considerably. Classroom Teachers and Persimmon Directors are available to work with families to determine the appropriate time for individual children to begin this transition.
- **Wobbler to Toddler transitions:** Our wobbler classroom is licensed for children aged 12 months – 36 months. This classroom is primarily used for children from 12-24 months, however, because of the variations in the age when a child will transition from the infant classroom to the wobbler classroom, differences in development, and available space in the toddler classroom, some children may remain in this class past their second birthday. Teaching staff will ensure that the developmental needs of all students in the class are being met and will work with families to determine the appropriate time to transition students to the toddler classroom.
- **Toddler to Preschool Transitions:** The toddler room is licensed for ages 12 months through 3 years. This classroom is used for children between 24-36 months (2-3 years). Per licensing regulations all children must transition to the preschool classroom upon their 3rd birthday. Before a child transitions to preschool the teachers assess their ability to socialize, problem solve, follow directions, and play semi-independently. Teaching staff will work with families to provide support as children move from our toddler program to our preschool program.
- **Preschool to Kinder-prep Transition:** Our preschool classroom is a mixed age classroom serving children 3 - 6 years old. Our Kinder-prep classroom primarily serves children in their final year of school before entering kindergarten (4-6 years). Children are not required to transition from preschool to kinder-prep and classroom teachers and program directors are available to work with families to determine the best placement for their child.

- **Transitioning out of the program:** Persimmon teaching staff and directors are available to support families transitioning out of the program to another center or to kindergarten. When a child transitions out of the program a conference will be scheduled to discuss development, possible support strategies, and family needs/concerns.

Primary Caregiving and Continuity of Care

Persimmon Early Learning teachers are assigned to specific classrooms to allow for consistent, relationship-based primary care for the children in rooms, with designated teacher-child “small groups” to allow for authentic assessment by one to teacher to a specific small group of children. Children often stay with their teachers for a minimum of one year before transitioning to another classroom, and transition meetings occur between the rooms prior to children aging up.

The importance of continuity of care is well researched, and according to Mary Benson McMullen (NAEYC, ‘The Many Benefits of Continuity of Care for Infants, Toddlers, Families, and Caregiving Staff ‘ 2018), “Continuity of care has emerged as a strongly recommended practice for infant and toddler care and education, endorsed by NAEYC, Zero to Three, the Program for Infant/Toddler Care, National Head Start Association, and the Ounce of Prevention Fund, among other organizations (McMullen 2017). In COC, children and their caregiving team are kept together in a consistent group of familiar caregivers and peers over a longer period of time. COC is based largely on attachment research that recognizes that infants and toddlers thrive in secure relationships with a small number of key adults, that secure relationships take time to develop, and that these important relationships are best if long lasting.” (Bernhardt 2000; Sroufe 2005; Lally & Mangione 2009; Raikes & Edwards 2009; Elfer, Goldschmied, & Selleck 2012)

We strive to offer opportunities for continuity of care when possible, including options for core primary caregivers to loop with their designated group, and by offering a mixed-age preschool classroom (ages 2.5 – 6 years) to allow families the option of a full 3-year cycle with the same core teachers.

Field trips, special activities, and video viewing

Field Trips/Special Activities

Field trips taken by staff and children are to places within walking distance of Persimmon Early Learning (Barker Park, Pearl Street Mall, Boulder Public Library, etc.), or by chartered vehicle/public transportation (Green Ride or RTD) to locations that we can't walk to (e.g., Growing Gardens, local farms/pumpkin patch, Ecocycle). Field Trips that require chartered or public transportation will be planned in advance and accompanied by a special field trip permission form that must be signed by a parent or guardian. When riding in chartered vehicle or with RTD, we follow the emergency policies and procedures set by those agencies. For all field trips, a list of all children in attendance is left at the front office along with information about the field trip location and the phone numbers of the staff supervising the children. Children are accompanied by at least 2 CPR/First Aid trained Persimmon staff at all times during field trips, who are responsible for the safety and wellbeing of children in our supervision. First Aid kits and emergency contact forms always accompany the group.

When riding in a chartered vehicle, parents must provide a car safety seat for their child. Infants and children younger than 18 months are transported in strollers on walking trips. **Parents are required to complete the field trip permission statement located on the General Permissions form. Planned field trips for special events require an additional permission form, which will be provided to parents two weeks prior to the planned trip.**

Please be aware that if you come to pick-up your child earlier than your scheduled time, the children may still be out on a field trip. Please let us know if you need to change your scheduled time so that your child will be at the center when you arrive to pick them up. The front office is always able to contact the group and can notify them to come back to the center if needed. If your child arrives to school when their group is on a field trip, we will care for them in another classroom licensed for their age if ratios and group size allow. If that is not possible a director will stay with the child in their classroom until their group returns.

Special Activities

Occasionally Persimmon/YWCA offers special activities on holidays such as Halloween. Special activities are advertised with signs posted at the center prior to the event. If you have questions/concerns about any special activity, please contact a Persimmon Director. Other special activities might include a guest music or yoga teacher, or a presentation from Growing Gardens, Ecocycle, etc. Special activities are always directly supervised by Persimmon teaching staff and children are never left alone with guest educators under any circumstances. All guests to the center must sign in and out on our visitor log and will always be accompanied by Persimmon staff while on the premises.

Video Viewing

Video viewing is only used in correspondence to planned curriculum or activities. Following licensing policies, video viewing will not exceed 30 minutes per week, unless a special event is specifically communicated to parents. We encourage parents to speak with our staff if you have any concerns or personal restrictions regarding video viewing. If a child/children in the class do not have permission for video viewing, an alternative activity will be provided for those children or the class will refrain from watching the video. **Parents are required to complete the video viewing permission statement located on the General Permissions form.**

Media and Internet usage

We believe that children learn best from active, hands-on experiences. We do not provide computers/tablets/ other devices for the children in our care and no internet accessible devices are used by children. Teachers may use the internet to play music, short, pre-screened videos related to their curriculum, or to show children photos to support learning. In addition, children may be given access to cameras/video recorders on occasion, to document their learning. Any technology use is directly always supervised by a teacher.

Procedure for Identifying Where Children Are

When children are dropped off or picked up from Persimmon Early Learning families are required to check them in or out through the Brightwheel system. It is required that children be signed in before being brought to their classroom and signed out before being taken out of their classroom. All parents, guardians, and individuals authorized to pick up children have their own unique code to use within the system and should not ever use another person's code to sign a child in or out. When a child is dropped off in the classroom their teacher will sign them in on their Daily Attendance Tracker by recording the child's full name and the time they were dropped off. Classroom staff complete name-to-face checks throughout the day to ensure all children are accounted for. Each time the class transitions to another area of the building (fitness class, playground, etc.) or goes on a field trip, the teacher will check the attendance before the children leave the classroom, when they get to their destination, when they leave their destination, and when they return to the classroom. When a child is picked up the teacher supervising the classroom will write the time the child left and highlight their name to show they are no longer in attendance. At the end of the day staff will confirm, through their attendance list and Brightwheel, that all children have been signed out.

Guidance

Persimmon Early Learning has created an environment that nurtures positive behavior and embraces evidence-based positive guidance techniques, such as the Pyramid Plus Approach, Conscious Discipline, and Trauma Based Relational Intervention (TBRI). We strive to promote an environment in which we reinforce positive behaviors and help children with skills they are struggling to learn. We understand that all children come from different backgrounds and are still developing socially and emotionally. Our goal is to support children when they are experiencing challenging behaviors and offer them tools for regulation. Teachers guide behavior by ensuring children's needs are met, establishing predictable routines, setting clear boundaries regarding safe and kind behavior with children, and modeling kindness and respect. We do not use Time Out as a means of guidance, and guidance is never associated with food, rest, or toileting. If it is necessary to separate a child from care, the separation will not exceed five minutes, and will take place under the immediate and safe supervision of a program director or teaching staff member.

When appropriate, we will involve parents in the guidance process. By working closely with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that make a child's needs challenging for staff and parents to adequately address, the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all

environments. All families have access to the Warm Line with Mental Health Partners (MHP) Kid Connects to be connected with a consultant.

BOULDER COUNTY KID CONNECTS WARM LINE: 303-245-4418

COLORADO EARLY CHILDHOOD MENTAL HEALTH SUPPORT LINE:
WEBSITE: <https://cdec.colorado.gov/early-childhood-mental-health-consultation>
PHONE: 303-ECMH411

Behavior Policy

Our staff are well trained and work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional support that our staff is not able to provide. If a child's behavior endangers the safety of others, we will notify the parent and begin with a parent teacher conference. An Action Plan will be developed with input from the parents, teachers, Program Director, and MHP Kid Connects consultant, if appropriate.

Please refer to our Guidance Policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior.

Services offered for children with special needs

We are able to accommodate children with moderate special needs (developmental, physical, emotional, or behavioral) in accordance with the Americans with Disabilities Act (ADA). We strive to provide all children with a positive, safe, and playful experience while in our care. If your child has special needs or accommodations that will best support their experience, please request a meeting with the teaching team and the Persimmon Program Director at the time of enrollment so that we can develop a developmentally inclusive plan for your child. We work closely with partnering agencies, including the Community Infant Program, Imagine!, The Boulder County ABCD Partnership, Kid Connects, and Child Find, and can provide contact and referral information as needed.

Referrals

Our early childhood programs recognize the uniqueness of every child. Teachers are trained in developmentally appropriate practices, as well as milestones of developing children. It is not uncommon for teachers to notice these milestones in our children, but it is also common for our teachers to notice when milestones are not being met. If a teacher has any concerns about the development of a child, a conference with the parent will be scheduled. Initially, teacher and parent will discuss what we have noticed, and strategies for moving forward. If the teacher and parent determine that the child could benefit from a screening from an outside professional, Persimmon can assist the parent in connecting with the proper organizations for the child's age. If the child is accepted for services, Persimmon can work with the family and child's therapists to utilize strategies recommended by the professional at Persimmon. We will continually work with the parent to seek out appropriate physical and mental health services in our community that best serve the child. If at any point the teachers or parent determines that Persimmon is not able to provide the highest level of care for the child, we will assist the parent by providing resources for other appropriate centers.

Notification When Child Care Service is Withdrawn

It is our goal to not expel or withdraw a child from care and we believe that most circumstances can be handled with appropriate measures (please refer to our Guidance and Behavior Policies). In the rare event that family is asked to withdraw from our services, the following actions must first be taken:

- Parent/Teacher Conferences to discuss concerns, behaviors, and strategies.
- Support/Referrals to MHP/Kid Connects, or other community resources.
- Individual Action Plan for child/family (including ABC documentation), to be reviewed at weekly or bi-weekly increments by teachers/staff/family, and adjusted if necessary.
- If we are unable to meet the needs of the child/family after following these steps, a meeting will be arranged with staff and administration to discuss next steps, including possible withdrawal from the program. Any request to withdraw a child from care will be in writing.

Persimmon Early Learning Policy for supporting families experiencing trauma and/or adversity

Persimmon Early Learning has adopted this policy as a commitment to support children and families experiencing trauma or adversity that may occur within the family system, our community, or around the world. Our program understands the importance of relationship building with our children and families and strives to be trauma-informed and culturally responsive. This includes creating a safe, nurturing, and predictable learning environment that is welcoming to all families and acknowledges the unique and sometimes difficult circumstances different families experience. Using best practices allows us to be able to support our families and children, and to offer appropriate resources as needed.

A trauma is a psychologically distressing event that is outside the range of usual human experience, and often involves a sense of intense fear, terror, and helplessness (Perry, 2002). Trauma can be experienced because of a variety of events, including medical emergencies (either experienced or witnessed), natural disasters (e.g., wildfires), neglect or abuse (past or present), and single traumatic events (e.g., car accidents). Since traumatic events overwhelm the ordinary systems of care that give young children a sense of control, connection, and meaning (Herman, 1997), supporting young children and their families through traumatic events is a vital part of their overall development and wellbeing.

The Persimmon Early Learning staff is trained to recognize signs of trauma and distress in our children and families. These can include a variety of responses, such as intense and ongoing emotional upset, depressive symptoms or severe anxiety, behavioral changes, evidence of traumatic play, difficulties with self-regulation, problems relating to others or forming attachments, regression or loss of previously acquired skills, attention and academic difficulties, disturbances to sleep, eating, or toileting, and physical symptoms such as aches and pains.

Our program has worked closely with the Early Childhood Council of Boulder County to receive training in Trauma-Informed Practices and will continue to receive training annually. If a traumatic event occurs in our community, Persimmon Early Learning administrative staff will contact Mental Health Partners to offer immediate support services to our families and will share those resources with families via email and in person, as necessary.

If Persimmon Early Learning teachers or staff observes a change in behavior (child or adult), as listed above, we will take the following steps:

- 1) Document all observations.
- 2) Contact Program Director and share concerns.
- 3) Program Director will contact family and navigate appropriate resources and supports.
- 4) Program Director will work closely with the teaching staff and any outside providers to ensure best practices are in place to minimize specific triggers and provide a safe environment. These practices include being consistent with the daily routines and activities, as well as providing responsive and nurturing care, preferred activities, and self-regulation strategies.
- 5) Program Director will follow up with the family bi-weekly to continue to assess their needs and progress.

Local Resources:

Mental Health Partners/KidsConnect. <https://www.mhpcolorado.org/> Crisis 1-844-493-TALK (8255)

Other Resources:

[Disaster Distress Helpline](#): Call 1-800-985-5990. The Disaster Distress Helpline (DDH) provides crisis counseling and support for anyone in the U.S. experiencing distress or other behavioral health concerns related to any natural or human-caused disaster, including public health emergencies.

The National Child Traumatic Stress Network. <https://www.nctsn.org/>

Community Resources

As part of Persimmon Early Learning's mission to serve the families of Boulder County and beyond, we maintain a list of resources available through community partnerships such as Kid Connects/Mental Health Partners, EFAA, Safehouse Progressive for Nonviolence (SPAN), Human Services, Boulder County Child Health Promotion, and many others. Please inquire with a Director, or front desk staff for more information or referrals.

Persimmon Child Illness/Injury Policy

We follow the “How Sick is Too Sick” guidelines from Colorado Department of Public Health for when to stay home. However, please note that several of our policies are more stringent than the recommendations from CDPHE, and must be followed. There are certain illnesses that don’t require exclusion, but that doesn’t necessarily mean that a child is well enough to be in care. If your child is unwell and is unable to participate in normal routines through the day, please keep them at home.

In the event that a child becomes ill or incurs an injury while at Persimmon Early Learning, the following steps will be taken:

1. If a child develops symptoms of illness while in care, a parent/guardian will be notified directly by teachers or the Persimmon front office. If the child is fever-free, has only mild symptoms, and is able to participate in all daily activities, parents will receive a courtesy call from Persimmon, but won’t be required to immediately pick up. An earlier pick up time may be suggested, but not required.

2. Parents will be notified for pick-up if a child is unable to participate in normal daily routines such as eating, sleeping, or playing due to symptoms (e.g., when a cough consistently disrupts sleep, congestion impacts eating or napping, runny noses that cannot be controlled and impacts a child’s ability to participate). If a child exhibits multiple symptoms or worsening symptoms (cough and fever, cough with runny nose/congestion, unusual lethargy, etc.). parents will be notified to pick up within the hour.

3. If the child has a fever, is vomiting, experiencing diarrhea, or has more serious symptoms, parents will be contacted immediately and instructed to pick up their child within the hour and as soon as possible. If we are unable to reach a parent or guardian, emergency contacts will be called.

4. Children may return to care only when symptoms have resolved or are significantly improving. In certain circumstances, children will be required to stay home for longer periods, such as:

- Vomiting/GI Illness (including diarrhea): must stay home for a full 48 hours after last episode before returning to care. If we are experiencing higher incidences of GI illness this may be changed to 72 hours after symptoms have resolved.

- COVID-like symptoms: *See COVID-19 Policy below.* Improved symptoms, as well dated documentation of a PCR or Antigen test may be required to return to care.

- Children must be fever free for a full 24 hours, without the use of any fever reducing medication, before returning to care.

- Hand-Foot-Mouth: if a child has open, weeping sores that cannot be covered, your child is required to stay home until they have scabbed over. Infants and toddlers with mouth sores who are drooling excessively must stay home until mouth sores have healed, as HFM is easily spread through saliva.

-In the case of a communicable disease, GI illness, strep throat, pink eye or RSV, please notify staff immediately so we may post a notice for other parents.

-If a child has a minor accident or injury, an accident report will be completed by a staff member. Upon pick-up the parent/guardian will be asked to sign the report, as will the on-site Director and the child's teacher. Depending on the severity of the injury, or if the child sustains any head trauma, the parents will be notified immediately. If a child experiences extreme discomfort resulting from an accident, parents will be contacted immediately and instructed to pick up their child. If a child needs medical care following an injury, accident, or medical event 911 will be called, followed immediately by a call to the parent(s)/guardian(s). If a staff member is unable to reach a parent or guardian, emergency contacts will be called. Any injury requiring medical intervention is reported to the Colorado Department of Human Services, Office of Early Learning within 24 hours.

COVID-19 POLICIES

Policies and guidelines regarding COVID-19 are ever evolving, and we follow all recommendations from Boulder County Health Department as they are updated. New or changing variants of COVID-19 may bring new guidance changes that become effective within a 24-hour period, so it is important to read updates as they are communicated.

Children exhibiting signs or symptoms of COVID-19 (critical symptom of any new loss of taste/smell; major symptoms of new or worsening unexplained cough, fever of 100.4, shortness of breath; or minor symptoms of congestion/runny nose, vomiting/diarrhea, fatigue, sore throat) will be asked to go home, even if vaccinated. A PCR or at-home antigen test (e.g., BinaxNow Ag test), and/or quarantine period may be required, based on the duration of symptoms or in the event of known exposure. Quarantine or isolation times are generally determined by public health. We follow guidance from Colorado Department of Public Health and Environments and Boulder County Public Health for quarantines, testing, and return to care for presumed positive or positive cases of COVID-19. State recommendations and guidance for controlling the spread of COVID-19 can be found at <https://covid19.colorado.gov/>

YWCA PERSIMMON EARLY LEARNING CANNOT ACCEPT SICK OR CONTAGIOUS CHILDREN AT ANY TIME.

Children must be fever free without the use of medication and/or other illness for 24 hours before coming to Persimmon or returning to care. In the case of gastrointestinal illness, such as vomiting or diarrhea, a child must be symptom free for 48 hours before returning to care. If a sick child is dropped off, you will be asked to pick up your child immediately.

In times of outbreaks, we reserve the right to amend our policy to prevent the spread of illness.

Please refer to the “How Sick is Too Sick” handout from the Colorado Department of Public Health & Environment for illness and disease prevention guidelines.

Parents: Please inform staff members at time of drop-off if any child of yours has incurred an injury at home, has had an illness or symptoms of an illness.

We will call 911 for all medical emergencies (major injury, anaphylactic reactions, seizure, etc.)

Administering and Storing Medication

Persimmon staff **cannot** administer **any** medications without a signed note from a medical practitioner (this includes over the counter medications). To administer medications, we require the following:

- 1. A signed doctor’s note that clearly describes the appropriate quantities of the medication and the times it should be given.**
- 2. A copy of the prescription (if it is prescribed medication) or a doctor’s note for over the counter medication.**
- 3. A signed authorization to dispense medication from the parent or guardian.**
- 4. Medication must be in the original labeled bottle or container. The label must correspond to the prescription and doctor’s note.**
- 5. We cannot administer any homeopathic remedies or supplements, regardless of doctor’s recommendation.**

NOTE:

Prescription Medications must come in a container labeled with: child’s name, name of medicine, time medicine is to be given, dosage, the date medicine is to be stopped, and licensed health provider’s name. Pharmacy name and number must also be included on the label.

Over the Counter Medication must be labeled with child’s name. Dosage must match the signed health care provider authorization, and medicine must be packed in original container.

Emergency/Rescue Medications are stored out of reach of children, but always accessible to staff. These medications must have a written plan from a physician, are stored in their original packaging with the pharmacy label, and a staff medication administration delegation to administer. All Forms, Plans, and Health Appraisals must be current before care can be scheduled.

Persimmon Early Learning staff will record the administration of medication in our medication logbook. All medications and accompanying paperwork are checked by our nurse

consultant before being administered the first time and regularly re-checked if the need is ongoing.

Medications brought into the center are kept out of reach of children in a locked storage unit, with the exception of Emergency/Rescue medications, that are accessible to staff and “travel” with the child/classroom First Aid kit. Medications must be signed in and out of the center each time they are brought and administered to your child.

DO NOT keep any medications in your child’s bag (including cough drops, over the counter medications, topical creams, or supplements. Any medication found in a child’s belongings will be immediately brought to the front office to be stored out of reach until a parent/guardian can pick it up).

Diapering and Toileting

Our policy is to change diapers routinely every hour and a half to two hours and as needed. Each diaper change and use of the potty will be documented on the child’s daily sheet through Brightwheel. Preschool diaper changes will not be documented except upon request. Please alert staff to any toilet training routines children use at home and we will do our best to integrate this routine into their day at Persimmon Early Learning.

We are not able to accommodate the use of cloth diapers. Please plan to provide disposable diapers during your child’s stay at Persimmon Early Learning.

Please provide ample diapers/extra underwear, and changes of clothes in case of accidents.

We are unable to administer creams or OTC topical ointments to open, raw or bleeding diaper rashes. We ask that parents provide their own diaper creams, however; we use Desitin brand cream as needed, with signed parent permission.

General Health and Safety:

Head Lice: To prevent the spread of head lice in the program, children with live lice will be asked to stay home (even after initial treatment), until no live lice are found. We will accept children who have been treated and have nits but no live lice. During the treatment period (9 to 14 days), we ask that you check your child daily to prevent re-hatching. We understand how difficult it can be to treat, and have information and materials available in the Persimmon office to take home.

Second Hand Smoke: Children will never be exposed to second hand smoke in YWCA building or on our grounds. If visitors to the center smoke they will not be allowed to smoke in the building or on/near the playgrounds.

Third Hand Smoke: Third hand smoke is nicotine residue that remains on surfaces including walls, doors, drapery, carpets, clothes, furniture, flooring material, and acoustic tiles in ceilings. This pollutant also can be inhaled when it is re-emitted

through dust in the air, and it can react with substances in the environment to create secondary pollutants on surfaces. Smoking by staff or visitors is strictly prohibited on Persimmon/YWCA property. Staff who smoke must change their clothing before returning to the classroom, or building, if they smoke before clocking in, or while on break. Smoke residue on clothing is considered third hand smoke.

Sunscreen: We apply sunscreen throughout the year when going outside. If you choose not to have us use sunscreen on your child, you must sign a form stating that preference, and provide the child with clothing which will protect against sunburn (clothes that cover the skin, sun hats, UV protective barrier clothing).

Weather: We make every effort to bring the children outdoors several times during the day, but sometimes weather conditions are too extreme to be safe. When temperatures are above 90 or below 30, or if we are experiencing inclement weather (wind, storms, lightening, etc.), we will provide alternative gross motor and active opportunities for children inside the building. We ask families to ensure their child(ren) come to school in clothing appropriate for the weather and have a weather appropriate change of clothing available at all times.

Persimmon offers health screenings (such as dental, vision, and hearing) every year through local partners. Notices will be sent out before each screening period, or parents may speak with the front office about details.

Drills, Emergency Procedures, and Reunification of Families

Emergencies

Persimmon has clearly posted policies for handling emergencies and safety concerns (such as a fire). These procedures are clearly posted by each entrance and exit to the classrooms. In the event of an emergency, law enforcement, safety services and/or the fire department are contacted once the children are out of the building. For any children with disabilities, limited mobility, or other special needs, a special plan for their care during an emergency will be made, based on their specific needs. During an emergency, an assigned staff member will be directly responsible for their safety. Parents will be notified once the situation is contained. **(Please refer to our Reunification of Families and Emergency Policy sections of this handbook).**

We are required to run the following drills on a regular basis:

Fire: Monthly

Tornado: Monthly, March through October

Shelter in Place: Quarterly

Active Shooter/Lockdown: Quarterly

In the event of an emergency that requires evacuation, the following meeting points will be used for reunification of families:

1. In case of fire, our meeting point is within walking distance at St. John's Episcopal Church at 1419 Pine Street, Boulder, CO 80302.
2. Secondary meeting point within 5 miles: George Reynolds Branch Library, 3595 Table Mesa Drive, Boulder, CO 80305. We will use this location if we are asked to evacuate beyond our immediate area.
3. In the unlikely event that we would need to evacuate out of the City of Boulder, our meeting point is located at the City of Longmont Civic Center, 350 Kimbark Street, Longmont, CO 80501.

If we are ever required to evacuate, parents will be contacted by batch text with the nature of the emergency and location for reunification. We will send out secondary notifications through phone and email. Child rosters, family contact information, emergency contact information, first aid kits, and emergency medications travel with us any time we leave the building, for any reason. If we have a child requiring extra support during an evacuation (disability, impacted mobility due to crutches, wheelchair, etc.), a specific staff member will be trained and assigned to that child to assist in evacuation.

Emergency Policies:

Please note that any and all firearms, weapons, drugs, and pets are not allowed on YWCA Boulder County premises including Persimmon Early Learning and playgrounds.

Inclement Weather

In case of a blizzard or excessively hot weather, staff may contact parents to pick up their children, and staff will be required to remain at Persimmon Early Learning until all children have been picked up. Persimmon Early Learning may close due to weather related building malfunctions if we are not able to provide water, heat, food, or circulating air. We will also close if staff is not able to get to our facility due to weather. If the weather conditions become severe, such as a blizzard or other harsh winter conditions, parents will be notified to pick up their children as soon as possible.

Persimmon Early Learning follows the same weather closures as Boulder Valley School District.

Fire and tornado Safety

Persimmon Early Learning has an automatic, fire department approved, operating fire alarm system to warn occupants of the existence of fire or to facilitate the orderly conduct of fire exit drills. Every exit is clearly visible and each escape path is clearly marked. Persimmon Early Learning has obtained written permission from the local fire department for the use of a security lock on the exit doors. Persimmon Early Learning does not use the lock while children are present at the center. Persimmon Early Learning holds fire drills on a monthly basis.

Infant room (North Classroom)

In case of fire: Children and staff will exit through the south exit, go south across the playground to the alley, proceed down 14th St. to Pine. They will turn left and go to the steps in front of St. John's Church. The infant room has 2 cribs accessible at all times for emergency evacuations.

In case of tornado: Children and staff will go to the breastfeeding room. Tornado drills are completed monthly from April through November.

Wobbler room (East Classroom)

In case of fire: Children and staff will exit through the east doors and go through the east playground, down the ramp, out into the alley. Proceed down 14th St. to Pine. Turn left and go to the steps in front of St. John's Church.

In case of tornado: Children and staff will go through the lobby, down the hall to the women's bathroom. Tornado drills are completed monthly from April through November.

Toddler Room (North-East Classroom)

In case of fire: Children and staff will exit through the door on the south side of the classroom, go down the ramp, and walk down 14th St. to Pine. Turn left and go to the steps in front of St. John's Church.

In case of tornado: Children and staff will exit through the door on the east side of the classroom, walk through the lobby, and to the men's bathroom. Tornado drills are completed monthly from April through November.

Preschool Room (North-East Classroom)

In case of fire: Children and staff will exit through the door on the east side of the classroom and then immediately out the door onto the playground on the north side of the building. They will walk up the ramp, out the north gate, and onto Mapleton St. They will go west on Mapleton, turn left onto 14th St, left onto Pine St, and go to the steps in front of St. John's Church.

In case of tornado: Children and staff will exit the classroom through the east door, walk south down the hall to the infant classroom, and into the staff bathroom in the infant classroom. Tornado drills are completed monthly from April through November.

Kinder-prep room (South-West Classroom)

In case of fire: Children and staff will exit through the north entrance door in the classroom and proceed down 14th St. to Pine. Turn left and go to the steps in front of St. John's Church.

In case of tornado: Children and staff will go through the east door into the stairway, down the stairs, and into the downstairs bathroom/locker room. Tornado drills are completed monthly from April through November.

Lost Child Policy:

Staff follows strict security procedures with each venture out of the building. Teachers carry cell phones and emergency contact information with them and leave their phone numbers, a list of all children with them, and their intended destination with the Persimmon Early Learning office.

If a child were to become lost, staff would follow these procedures:

1. Do a head count and make sure the other children are safe and with another staff member.
2. Notify the Director.
3. Do a search of any building and grounds that may be involved.
4. If not found within 5 minutes, we will notify the parents and the proper authorities.

Medical Emergency

All staff members are First Aid/CPR certified. Persimmon Early Learning posts medical guide charts and keeps First Aid kits easily accessible. If professional medical attention is required, 911 will be contacted followed immediately by the child's parents/guardians.

Personal Belongings/ Clothing

Personal Belongings

We ask that valuable items (including **toys and money**) are not brought into the classrooms. Personal belongings must be stored and labeled in a cubby designated for your child. We ask that you bring only items that are needed for care. Please check your child's bag daily to ensure that it is free of Keep Out of Reach, Chokable and other potentially hazardous items.

Standard belongings such as coats and diaper bags may be stored in the cubbies in your child's classroom. Unclaimed items are placed in our lost and found box at the end of each day. We hold items in the lost and found for up to **30 days**, after which time they will be disposed. **Persimmon Early Learning cannot be held responsible for lost or stolen items.**

Please clearly label all belongings from home with your child's full name.

Children may not bring cell phones or any electronic device that can be connected to the internet. If your child has any such item in his or her possession it will be held in the office until pick-up. If you need to contact your child, please call the Persimmon office. We will connect you with your child immediately.

In order to keep our children safe, no one may bring or use weapons of any kind on the premises for any reason. This includes knives, firearms, ammunition, and any other object that could reasonably be perceived as a weapon. Persons attempting to bring a weapon on the premises will be asked to leave. Failure to comply will result in a 911 call to the police. Possession of weapons of any kind by parents or children may be cause for immediate termination of child care services.

Clothing

Children must be fully clothed when attending child care for sanitation and safety reasons. Please make sure your child has at least 1 full extra set of clothing in case of accidents, spills, or messy play.

Outdoor Clothing/Sunscreen

Please dress your children appropriately for indoor and outdoor play. Shoes, socks, hat and a jacket of some type are good preparation. For cold and snowy days, please bring snow boots, a snowsuit, or other waterproof clothing, a jacket, gloves, hat, and a spare change of dry clothes. We will not take the children outside if the temperature falls below 30 degrees.

In the summer and for warmer days, please dress children in lighter clothing so they do not overheat. A short-sleeved shirt, shorts or lightweight pants are appropriate. A light jacket or sweatshirt may be needed. Swimsuits for water play are greatly appreciated, but children must have a dry change of clothes as well.

We use Rocky Mountain Sunscreen on children in our care, which is applied throughout the day with signed permission. Parents may also choose to bring their own sunscreen, which must be labeled with the child's first and last name. Sunscreen is stored out of reach of children and cannot be kept with a child's belongings. If a parent/guardian chooses not to have sunscreen applied to their child, they must notify us in writing, and provide light clothing (long sleeves, pants, or UV protectant clothing and sun hat) to protect their child from sun exposure while outside.

Infant Care

Children ranging from eight (8) weeks to 15 months are classified as infants at Persimmon Early Learning. Our ratio for teachers to infants is 1:3. Young infants need consistent one-on-one care from familiar adults, and we provide that and meet their needs for feeding, rocking playing, and napping throughout the day with our small group size and low ratio. We offer a variety of infant toys that give them an opportunity to work on their developing skills. We encourage developmentally appropriate opportunities through tummy time, Brain Gym, and gross motor movement (crawling, infant appropriate climbing mats, etc.) in the IDC.

YWCA Boulder County is a certified Breast-Feeding Friendly facility. We have a private breast-feeding room adjacent to the IDC kitchen, which is stocked with resources and support for breast feeding parents. Families with children in any classroom are welcome to use the breast-feeding room. Nursing parents are also welcomed to breastfeed in their child's classroom, anywhere in the building, or on the property. We have a Certified Lactation Consultant on staff to assist with additional support or resources.

If you choose to bring breast milk for your infant, please fully label the container with your child's name, date it was pumped, and current day's date. You may bring in fresh (refrigerated) breast milk each day or bring frozen milk for us to store and thaw as needed.

Please bring enough breast milk for all expected daily feedings. **We cannot re-serve any breast milk after one hour of being warmed.**

We use Similac iron-fortified milk-based formula in our infant program. If you prefer another brand, or use a milk alternative, you may bring your own. Please make sure it is labeled with your child's name, and the date it was opened. Formula brought from home must be in the original container. For infants over 12 months, we serve whole organic milk as part of our CACFP nutrition plan.

Safe Sleep

1. Under Colorado Safe Sleep Practices and CDHS Licensing, we are unable to allow children in the IDC to sleep with blankets, soft toys, sacks with arms, Merlin suits, or use a bottle while sleeping. Our cribs are free of bumper guards, loose fitting items, sleep-positioner devices, flat sheets, and/or mobiles. Swaddling can only be allowed with a health care plan completed and signed by the child's physician.
2. When infants are sleeping while at Persimmon Early Learning they will be closely monitored. We have a baby monitor on at all times in the crib room and it is checked throughout each day to ensure it is functioning properly. We will also either have a staff member in the room while the infants sleep, or staff will check on the sleeping infants at least every 10 minutes until they wake.
3. If your child arrives by car seat and is asleep, we will ask that they be briefly woken and transferred into a crib and placed on their back on arrival. We are prohibited by law to allow children to sleep in car seats, swings, bassinets, or any other apparatus not approved for sleep.
4. If your child sleeps with a pacifier, we will offer it at nap times. Please provide your own pacifier with your child's belongings. Pacifier use during nap or sleeping times can lower or prevent the risk of Sudden Infant Death Syndrome.
5. More information for Safe Sleep Practices can be found at <https://www.colorado.gov/pacific/cdphe/safe-sleep-your-baby>, or,

<https://www.coloradoshines.com/families?p=safesleep>

Visitors

We ask all visitors to our center to introduce themselves and inform staff members of the purpose of their visit. Visitors are required to sign-in and sign-out on the visitor log at the front desk of the YWCA. We reserve the right to ask any visitor to leave the premises for any reason. Visitors may not be left alone with children or unsupervised in the building.

Quality Improvement Plan

Persimmon Early Learning continuously strives to improve its practices so that we may best care for the families we serve. As part of this plan, we have a list of goals we have developed based on current early childhood research and best practices, results from our parent surveys, and observation of the children. These goals are available for parents to review in the front office.

Complaints

Please speak with the Program Director regarding any concerns you may have about your child's wellbeing during his/her visit to Persimmon Early Learning. Additionally, complaints about the safety and adequacy of the program may be made to the Colorado Department of Human Services by phone or in writing (contact information below). We request that you talk to us first so we may benefit from your input.

Colorado Department of Early Childhood (CDEC)
Division of Early Learning Licensing and Administration (DELLA)
710 S. Ash Street
Denver, CO 80246
cdec_eclchildcarelicensing@state.co.us
Phone: 1-800-799-5876 or 303-866-5948
Fax: 303-866-4453

Child Abuse Reporting

As childcare providers we are required by law to report suspected abuse or neglect to the Colorado Department of Human Services. The department will determine if further investigation is warranted. The telephone number to report child abuse is 1-844-CO4KIDS (1-844-264-5437)

HEAL – Healthy Eating, Active Living

HEALTHY EATING BEHAVIORS and NUTRITION POLICIES

We at Persimmon Early Learning support your child's healthy food choices by:

- Gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do.
- Role-modeling positive behaviors by eating fruits and vegetables in the presence of children.
- Observing and supporting hunger and fullness cues.
- Providing opportunities for nutrition education for parents and staff.
- During celebrations and holiday parties, our program will offer fruits and vegetables and other healthy foods.
- Not using food as a reward.

Persimmon Early Learning understands the importance of providing age appropriate food and beverages and because of this:

- If a mother wishes to breast feed exclusively, the program will make every effort to provide breast milk to the child and supplement only when breast milk is gone.
- We will continue supporting families who are breastfeeding beyond 12 months.
- We will follow the American Academy of Pediatrics recommendations and serve breast milk and/or iron fortified infant formula in a bottle until an infant is developmentally ready to accept purees or table food.
- We will only serve whole milk for children younger than 2 years old and fat-free or 1% milk for children aged 2 years and older.
- Water will be clearly visible and available to the children at all times (indoors and outdoors). Children will frequently be reminded to drink water.

NUTRITION POLICIES

We at Persimmon Early Learning are committed to serving food that promotes children's health and wellbeing. Therefore:

- The meals and snacks we serve meet the USDA Child and Adult Care Food Program (CACFP) meal pattern requirements, which are available upon request.
- We are a completely nut-free facility.
- We serve a variety of healthy foods with emphasis on plenty of whole grain breads and cereals, fresh fruits and vegetables and protein from both animal and vegetable sources. We serve reduced fat milk (1%) after age 2 years.
- We serve foods of high nutrient value. We limit high-fat, high-sugar foods that are low in nutrient value, in an attempt to help children learn to enjoy healthy food.
- Children need many chances during the day to eat to ensure that their small tummies do not get too hungry. Meals and snacks are offered to the children every 2-3 hours.
- Appropriate furniture, utensils and dishes will be used at mealtimes. Children will gain confidence in eating as they learn to eat successfully on their own.
- We never force, trick or coerce a child into eating. We honor the division of responsibility in feeding children, acknowledging that our role as care givers is to provide nourishing food and it is the role of the child to decide how much to eat.
- Children always wash their hands before all meals and snacks.

PHYSICAL ACTIVITY POLICY

We at Persimmon Early Learning are committed to your children's health. We recognize the importance of staff as positive role models for our children as they learn to live healthy lives. A calendar of activities prepared and led by our Wellness Coordinator is posted and available in the hallway by the Persimmon Early Learning office. Participation in these activities (yoga, music, fitness) require a signed "in-house field trip" permission form.

In addition to our Wellness Program, we will:

- Role-model positive behaviors by being physically active with children, indoors and outdoors.

- Encourage all children to try new physical activities and respond positively when they do
- Share our own positive experiences with physical activity and facilitate conversations with the children about their experiences
- Provide fun, engaging physical activity in our lesson plans
- Make safe equipment accessible in the classroom at all times (e.g. soft balls, push-pull toys, squishy mats, etc.)
- Re-direct children to safe physical activities and/or involve them in discussions about what to do when safety issues or other concerns (e.g. mud, arguments over play equipment, etc.)
- Children attending Persimmon Early Learning shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Time planned for outdoor play and physical activity depends on the age group and weather conditions. Activities shall include structured play (led by the teacher or adult volunteer) and free play (not led by an adult).
- Infants will participate in planned daily physical activity that is safe, engaging, and appropriate for each infant to support their physical development and health.
- Toddlers shall participate in 60 to 90 minutes per day of moderate physical activity.
- Preschoolers shall participate in 90 to 120 minutes a day of moderate to vigorous physical activity.
- Children shall be dressed appropriately for the weather, including wearing appropriate seasonal clothing and footwear, so they can participate fully, move freely, and play safely.
- Child care providers will inform parents, caregivers and families that children need to be dressed appropriately for the current weather conditions to play outdoors.
- Children should wear clothing appropriate for the current weather:
 SNOW: heavy coat, waterproof boots, hat, and mittens
 RAIN: raincoat and waterproof boots
 DIFFERENT TEMPERATURES DURING THE DAY: layers of clothes
 Footwear should provide support for running and climbing, as do gym shoes, sneakers, and other shoes with rubber soles and closed toes.

Breastfeeding Friendly Policy

Supportive Environment

- We provide an atmosphere that welcomes breastfeeding families. We support mothers who continue to breastfeed their infants/children as they return and continue to work.
- We have a private, designated breastfeeding room for mothers to breastfeed their children. We welcome mothers to breastfeed in the classroom as well.
- We maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support materials (pictures, posters, etc.) not including those produced or supplied by commercial entities and/or manufactures of infant formula.

- We “check-in” with mothers for feedback and ways to continue providing support.
- Staff communicates the infant’s changing schedule (i.e., feeding, napping, etc.) so a mother can adjust her schedule for pumping and/or visiting to feed her infant.

Initial Contact

- We discuss breastfeeding support with all potential new families and share this policy and breastfeeding resources with them.
- We work with parents prior to their first day in child care to transition the infant to bottle or cup feedings.

Feeding and Handling Milk

- Staff follows storage and handling of breast milk as defined by Colorado Department of Human Services regulations.
- We discuss with all families how expressed milk is handled at our center/home.
- Freezer space is available for milk storage.
- Staff informs families on written procedures on the proper way to label and handle breast milk.
- Staff coordinates with parents about the quantity of milk remaining in containers to avoid waste.
- We feed infants on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mother’s feeding needs (either to feed or await mother’s feeding).
- All caregivers hold infants when feeding them.

Staff Training

All staff review Breast Feeding Friendly guidelines annually and have opportunities to further their professional development and education with opportunities through Boulder County Public Health Child Health Promotion.

TRADITIONAL DROP-IN CARE:

Drop-in Fee Schedule

Daily Drop-In childcare rates are based on **total** gross family income.

Number of Children in Household/Gross Annual Income

Hourly Rate	1	2	3	4
\$3.00	Below \$45,686	Below \$57,558	Below \$69,430	Below \$81,302
\$5.00	\$45,687 - \$79,705	\$57,559 - \$101,337	\$69,431 - \$135,053	\$81,303 - \$179,620
\$7.00	\$79,706 - \$99,632	\$101,338 - \$126,672	\$135,054 - \$168,817	\$179,621 - \$224,528
\$10.00	Over \$99,632	Over \$126,673	Over \$168,818	Over \$224,529

Please call for rates for Children in Household over 4

Please contact the Persimmon Office for more information regarding drop-in care services and for the most up-to-date rates.

PAYMENT FOR DROP-IN CARE IS DUE AT THE TIME OF SERVICE.

**I have read and understand all Parent Handbook Policies and Procedures
for child care with the YWCA Boulder County, Persimmon Early
Learning.**

Child's Name _____

Printed Name _____

Signature _____

Date _____

- Original Copy – Office
- Printed Copy – Parent