

Cottontail Nursery School

PARENT HANDBOOK

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Dear Parents:

Thank you for choosing Cottontail Nursery School for your child. We hope that you will always feel confident that your child is receiving the most nurturing care possible during their school hours. Our goal is to create an atmosphere of warmth and creativity, where your child will grow, learn and thrive while building healthy relationships.

Our society is becoming more and more impersonal and fast-paced. Often, care environments for the young child take on an 'institutionalized' feeling. Inconsistent teachers who barely know the children in their care, over-stimulating classrooms, and large groups of children all contribute to stress for the child. While our society tends to ignore it, all of the studies that have been done on the development of the young child have concluded that what the child needs most are *nurturing relationships*. When a child feels safe and cared for, he or she can move forward with confidence to explore and learn. This is why, at Cottontail Nursery School our goal is to create a haven for children where they are nurtured, loved and encouraged to explore the world around them and be themselves.

It's from this place of security and warmth that the child begins his or her journey of learning and discovery. And what a journey it is! At Cottontail Nursery School, we know that children learn best from real-life experiences. Just what is a child learning while baking muffins or folding laundry? Measuring, counting, following directions, nutrition, sorting, color recognition, language skills, taking turns and the process of following a task through to completion, to name a few! We will spend our days playing, singing, working and practicing healthy self-care. We believe that it is in this environment that children truly thrive.

We (Rachel and Liz) met and became friends as teachers in a Waldorf School in Boulder. Our background is in Waldorf education and we both have been certified as Lifeways educators, which specifically addresses the needs of the young child from birth to first grade. While we are not strictly a Waldorf program, much of our inspiration and influence comes from that arena.

It is important to us that, together with you, we form a partnership of care for your child. Please feel free to talk to either of us at any time about ideas, questions or concerns you have about your child. Thank you for allowing us to care for your precious little one.

Warmly,
Rachel and Liz

POLICIES AND PROCEDURES

Enrollment Procedures

After the initial phone call and visit, parents will submit the enrollment application form with the registration/application fee of \$20. This is followed by a meeting with Rachel and Liz, parents, and child(ren). Parents are given the Parent Handbook to take home and read.

When teachers and parents conclude that Cottontail Nursery School can meet the needs of their child and family, then the parents return all paperwork including:

- Completed Application
- The following required state forms (included in the application):
 1. Child Care Enrollment Form
 2. Health History and Emergency Care Plan
 3. Day Care Immunization Record (printout from doctor is fine but must be on the official Colorado form)
 4. Child Health Report
- Deposit which will become the materials fee once the school year begins

When the tuition deposit and all completed forms have been received, your child will be considered enrolled.

Statement of Non-Discrimination

Cottontail Nursery School offers care to all persons without discrimination of any kind. We will do our best to accommodate children with special needs. The only time a child's enrollment will not be accepted is if the parents or teachers/directors feel that Cottontail Nursery School cannot meet the needs of the child. We will act in compliance with the American Disabilities Act.

Weather Closures

Cottontail Nursery School will be closed whenever the local public schools (Boulder Valley School District) is closed for inclement weather.

Scheduling

Hours: 8:30 a.m.-12:30 p.m. (half day)
8:30 a.m.-3:30 p.m. (full day)

The school year is 10 months long from late August through Early June. Please check our calendar for specific dates. Care is offered Monday through Friday.

Summer camps will also be available, but the costs and schedules may differ from the regular school year.

Schedules must be planned at least one month in advance, and families are obligated to pay for all scheduled days. Changes in schedule must be submitted to the caregivers/directors prior to the first of the month for billing purposes.

Family home childcare, license and regulations are available to parents on site upon request, and can also be accessed on the Colorado Secretary of State's website <http://www.sos.state.co.us/>

Parental notices will be kept near the sign in sheets.

Daily attendance records will be kept through a check-in system. Please be sure that you sign your child in and out each day.

Substitute Teachers

If one of the teacher's is out on a given day Cottontail Nursery School will remain open for normal hours and a qualified and trusted substitute will step in for the day. Parents will be informed when there is a substitute.

Holiday, Sick and Vacation Days:

A calendar is available to specify holiday and vacation closures throughout the year. Because tuition is based on the 10 month school year, holidays, vacations and sick days will not change payment requirements.

Confidentiality as required in the Licensing Rules for Family Childcare Homes will be adhered to. Available upon request.

Parents will provide the following personally labeled items

- two full sets of spare clothes for children regardless of age
- an extra sweater or sweatshirt
- three pair of socks
- one pair of slippers or thick slipper-socks with non-skid soles
- hats for all seasons
- proper outer wear for each season to include:
 - warm coat, scarf, boots, waterproof mittens and snow pants for winter
 - jacket, rain coat, rain pants and rain boots for other seasons
 - warm hat for fall, winter, spring
 - wide-brimmed sun hat for summer
- proper footwear that protects the toes for play outside when boots are not needed. Please no dress-up shoes, flip-flops, or other impractical shoes for vigorous outdoor play.

- several extra sets of underwear
- formula, breast milk, baby food and bottles for infants
- diapers and wipes for children in diapers
- any special dietary foods
- toothbrush and toothpaste
- sunscreen
- Comfortable clothes or pajamas for children who stay to nap

If your child's clothing becomes soiled while at Cottontail Nursery School, it will be set aside in a plastic bag for you to take home and launder. Please check and restock your child's cubby/bag at least once per week to make sure that the clothing still fits your child, is appropriate for the season, and that there is enough in there for needed clothing changes.

A Few Words About Clothing

We've learned in our years teaching young children that the way they are dressed directly affects their experiences. Please consider...

- Comfortable clothing made of **natural fibers**, like cotton or wool, are ideal. Synthetic fabrics, such as polar fleece or polyester, can cause children to overheat or feel cold and clammy because these fabrics don't breathe like natural ones.
- Layers** of clothing are preferred. As the temperature changes during the day, caregivers can peel off layers as needed to keep your child comfortable.
- The best clothing for children is **free from media images**, like TV or movie characters. These images can sometimes affect the children's play.
- Hats** are important. The children play outdoors every day, so in winter they need a warm cap that covers their ears; in warmer months, a sun hat with a wide brim to protect them from the sun's rays. Infants at Cottontail Nursery School may like wearing a cotton cap, even indoors. This helps filter noise as well as provides warmth.
- Please send the appropriate **outdoor clothing** every day. The children go out in all weather, so they will need clothing to keep them comfortable in rain, snow or sun.
- Please label everything.** There will be a lot of children getting ready to play outside, and a lot of children coming back in after playtime, all getting dressed and undressed in a relatively small area. Labeling your child's clothing (especially outerwear) will reduce the chances of his or her clothing being misplaced.

We do our best to keep track of everything, but mistakes do happen. While we will try to help you track down a missing item, Cottontail Nursery School is not

responsible for lost or damaged personal items. We appreciate your understanding. If property is lost or damaged here at Cottontail Nursery School we will not hold families responsible for fixing or replacing it. We are responsible for the children during their school hours.

Tuition Payments

Tuition is billed on a monthly basis and families are required to pay by the 15th of the month. For those who prefer to pay every two weeks, payment must be on the 1st and the 15th of the month. If complete payment is not received by the 15th of the month, and no other arrangements have been made with caregivers/directors, a late fee of \$40 will be charged and your child's place may become available to children on the waiting list.

Termination of Enrollment

Parents may terminate enrollment as needed, but they are required to give at least one-month written notice prior to termination. Failure to do so will result in the complete deposit/materials fee being retained and not refunded.

Late Pick-up Charge

There will be a charge of \$5.00 per 15 minutes late for parents who pick up their child after Cottontail Nursery School's closing time. This fee will be charged on the next month's invoice. If you are late for pickup your child will be treated warmly as they always are. Half-day children will join the others for lunch and then rest, and full-day children will have an end of the day snack and may play until their ride arrives. If something comes up at the last minute let us know as soon as possible, and we will make the necessary arrangements. Alternate pickup times may be available upon request.

Deposit/Material Fee

A deposit is due upon enrollment based upon your child's schedule. Once your child begins the program that deposit will become the materials fee to assist with the costs of food, art supplies, and other program expenses.

Autumn Retention Fee

At Cottontail Nursery School we will offer summer camps so that working parents who need year-round care can keep rhythm and consistency for their children. If, however, your family does not need childcare during all or part of the summer, we ask for a \$300 deposit to hold your child's spot. The deposit will be applied to the first months tuition in the fall.

Change of address, place of employment or phone number

Please let us know immediately about job changes, work schedule changes, phone number changes and any changes in the designated contact person(s).

Emergency contacts, and who may pickup your child from care

On the application you will list a couple of people for us to contact in case of emergency. Please let us know if individuals or their contact information changes. We also will only release your child to approved individuals. If you have someone we don't know picking up one day (a babysitter, friend or family member) please let us know at dropoff and write it on the sign-in sheet.

GUIDANCE POLICY

Our discipline policy is intended to be proactive rather than reactive. Teachers/directors will move to situations that could be potentially problematic and try to diffuse them before issues arise. We will use redirection, positive reinforcement, and act as models of the behaviors we wish to have the children imitate. Sometimes that means talking for the children who are too young to find the words themselves to help resolve a conflict.

Time Out

There will be no official use of time-out as a punishment. A child may be led to a quieting activity, but there will no designated "time-out" chair.

Prohibited Punishments

The following activities will not be tolerated by any teacher, or on the premises by any adult or child: hitting, shaking, pinching, yelling, or threatening.

Parent involvement in promoting positive behavior

Through participation in the various activities at our program and open dialogue with parents and teachers/directors, it is our intention that the home life of the child will support the child's life at Cottontail Nursery School, and vice versa.

When a child's behavior is consistently such that the child or other children could be harmed, then we will request a meeting with the parents to work out a plan for use both at home and at school to help curb the behavior. All efforts will be made to retain the child as long as it is clear that the family and teachers are working healthily together toward a resolution, and that progress is being made. If there is no significant change in behavior, or teachers and parents are not supporting one another, the family may be encouraged to explore other preschool options.

We are committed to supporting parents and children through the challenges that arise, so please come to us if you have questions or concerns, and we will do our

best to support you whether that means brainstorming ideas, providing you with resources, or just having a conversation.

Dismissal Policy

If either the parent and/or caregivers believe that placement is inappropriate, enrollment may be terminated. Cottontail Nursery School reserves the right to cancel the enrollment of a child for one or more of the following reasons:

1. If a child has needs the staff members are not able to meet.
2. If non-payment of fees or repeated late payment of fees occurs.
3. If a parent knowingly fails to observe Cottontail policies.
4. If physical or verbal abuse of children or staff by a parent occurs
5. If the teachers feel that a child's behavior is harmful to himself or others.

In the unlikely event that Cottontail Nursery School terminates your child's enrollment, as much notice as possible will be given and the calculated balance of your deposit will be refunded, unless termination is due to failure to pay. In this case the entire deposit will be retained.

EDUCATION AND CHILD DEVELOPMENT PRACTICES

Our developmental practices are based upon the care of the senses, development of mind and body, and the nurture of healthy social life. These practices are indicated by contemporary research, the insights of doctors and educators, Waldorf early childhood philosophy, and the common sense wisdom of generations of parents.

Developmentally appropriate programming for infants and toddlers

Our focus with infants and toddlers is on the healthy development of movement, language and physical growth. Children are sung to and spoken to articulately throughout the day. Recognizing that the young child learns by imitating the adults in the environment, the caregivers at Cottontail Nursery School work on their own speech and music development on an ongoing basis.

Development of movement is encouraged through the child's own natural processes. Children are not placed in bouncy seats, bumby chairs, car seats or any other apparatus meant to entertain, or hurry development. Rather, they are provided protected spaces in which to practice rolling over, crawling, pulling up and walking. In a mixed-age environment, the infants and toddlers also have the advantage of watching and interacting with older children who have mastered these skills.

Graduating from Diapers to use of the Toilet

Teachers will work with parents to follow the toileting procedures practiced at home to the extent that they are able. If parents would like Cottontail Nursery School caregivers to work with their child early in the process, we request that the parents begin working with their child at home on the weekend, and the caregivers

will do their best to continue the same process during the week. Please keep in mind that we must be able to carry this method out while caring for a group of children.

If parents do not have a plan and the child is clearly ready to make this transition, the teachers may suggest a procedure for moving forward. Children who are just learning to use the potty are taken to the toilet on a regularly scheduled basis with the rest of the group unless they are indicating the need earlier. The social context and imitative nature of the child are often all that is needed for a child who is ready. We will recommend that parents continue the Cottontail Nursery School toilet routine when the child is at home.

Developmentally appropriate programming for preschool aged children

Our developmental practices will enhance growth and development in the following areas: language, social, emotional, physical, cognitive and creative.

Our schedule is as follows:

8:30 arrival: Creative indoor play, Domestic activities, Practical skills development and Artistic activities
9:30 Tidy Time, hand washing
9:45 Circle Songs and games
10:00 Snack Time
10:20 Wash dishes and use the bathroom
10:30 Outside - Play, Gardening, Nature Walk, Neighborhood Walk
Noon Come Inside, Wash Hands and Face and have a little nibble
12:15 Story time and closing
12:30 Half day children are picked up, and the others have lunch
1:00 Rest Time - singing, lyre music, story, back and foot rubs
1:30 Children who aren't asleep may play quietly
3:00 Children who aren't already awake are roused gently
3:30 Teatime snack and Pickup
Departure: Closing

Learning opportunities at Cottontail Nursery School

At Cottontail Nursery School the curriculum is built on the understanding that the young child learns through imitation, sensory stimulation and active participation. The following opportunities will be available to the children in our care:

- large/small motor skills- infants will be allowed free movement which is the healthiest way for them to exercise large muscle activity. The best and most available manipulative for them to explore is their own body,

fingers and toes, etc. They will have a few simple toys made of natural materials as they begin to learn grasping and holding. As the child grows older, he will be allowed to do extensive building, creating and climbing, both indoors and outdoors with blocks, chairs and tables, wooden play stands (indoors) and tree limbs and stumps (outdoors). Through simple sewing, finger knitting, woodworking, folding, washing, and other practical activities, they will develop their fine motor skills.

- creative activity - almost everything in the environment will be able to transform through the child's play. They will build their own environments rather than having fixed and finished play centers. Manipulatives such as silk and cotton play cloths, building blocks, objects the children find in nature, dishes, baby dolls, etc. will be available for them to create their own scenarios. Infants and toddlers will be exposed to the creative play of the older "school siblings" as well as have their own protective environment to explore.
Two-to-six year olds will have opportunities to paint with watercolors, draw with natural beeswax crayons, and participate in creating a variety of simple craft projects throughout the year that have to do with the seasons and holiday gift giving.
- social - a primary focus of Waldorf Early Childhood Education, from which Cottontail Nursery School draws much of its inspiration, is to help the child develop a healthy social foundation. This is especially supported through creative playtime evolving constantly with a child's development. We have meals together, circle songs and games, and tend to work and play as a community. Social challenges are handled on an individual basis, often through the use of stories, redirection and modeling of appropriate behavior. Finger games, singing and joining a teacher in a productive project are also used as redirecting tools. At school we play together, and children will not be excluded.
- intellectual - recent brain research indicates that the kinds of activities listed above are the necessary foundation for healthy synaptic connections. Through touching, feeling, and doing, the child's budding intellect is allowed to unfold at its own appropriate pace. The caregivers have ongoing speech, voice and movement training. Through their own growth and development, the teachers model healthy speech and movement for the children to imitate.

- cognitive - Growing a healthy body is of great importance in the first seven years of life, and will be a primary focus at Cottontail Nursery School. Although the children will be read to, and they will see their caregivers writing and reading, there will be no formal academic drills or intentional academic instruction time. Research indicates that early academic training can create a type of burnout by third grade. As the child's natural interest in letters and numbers awakens, he or she will be helped to explore them.

Outdoor Curriculum

At Cottontail Nursery School, an essential part of our curriculum is expanded nature exploration. Studies show that children who regularly spend time in nature are healthier - physically and emotionally - and exhibit longer attention spans, heightened creativity and better developed social skills (Last Child in the Woods, Richard Louv.)

For these reasons, children at Cottontail Nursery School will spend at least one hour of every morning outside (unless there are severe weather conditions). The children are regularly taken on walking field trips with the smallest children in strollers or wagons. These walks may bring us to unfenced areas featuring wooded spaces, parks, streams and neighborhood sidewalks. Parents will always be informed of where we are going, and we will have a cell phone at all times. Hazards such as traffic, water, and limited visibility exist in these areas. For these reasons, the teachers/directors practice extra vigilance when taking children into unfenced areas. If you would like to hear more about our safety precautions, please inquire.

We have no intention of taking the children on field trips that require motorized transportation. If there was an emergency and children needed to be transported by vehicle, parents would be immediately informed and children would be appropriately secured in car-seats or seat-belts. Our Toyota Highlander can seat five children in the backseats.

Celebrations and festivals

Cottontail Nursery School does not have a religious affiliation or agenda. The faith backgrounds of the children will be honored through the celebration of festivals that the parents may wish to bring to the group in a simple way. We do, however, practice a sense of reverence and gratitude by singing a blessing to the Earth at mealtimes, and lighting a candle at story time. We will also celebrate seasonal festivals for families, honoring the universal qualities of the season (for example, a festival of light in dark November and a festival celebrating new life in Spring). We will also celebrate some holidays in a subtle manner during the day with the

children, and will celebrate each child and teacher's birthday. Please inquire with any questions or concerns regarding holiday celebrations.

Toys and children's play

One of the first things that people tend to notice about Waldorf inspired programs are the beautiful and creative toys. The toys are simple and open-ended. We believe the best toys are 90% child and 10% toy. In other words, we try to find toys that will invoke the child's natural creativity, imagination and healthy development. We also strive to provide playthings that are from natural materials, as they provide more and varied sensory experiences, are non-toxic, and are created from living, renewable resources.

At Cottontail Nursery School we will show no media or have any screen time (tv's, tablets, computers, or smart phones), or play recorded music. We will make our own music and entertainment! We will be careful not to have toys or objects in our space that are choking hazards, and will be informed if there are toy, furniture or equipment recalls. Recalled items will be removed immediately.

Toys from home

We recognize that young children often have a beloved blanket or sleeping companion that brings them comfort. We welcome these toys for nap time. Generally, we prefer that they be kept with the child's things and used only for napping. Speak to us if this will be difficult for your child.

We ask that all other toys that do not fall into the category of comfort object be kept at home. Toys from home are more difficult for children to share. They often create unnecessary conflicts. If a child earnestly wants to show something to his or her teacher, they may bring it to show her and then the parent can take it home for safe keeping.

Communication with parents

Parents are welcome at any time during operating hours. Brief conversations may take place with each child's parents at pick-up and drop-off times. The teachers are responsible for every child in their care, and too much adult conversation can keep them from focusing on the children. Please don't think we are intentionally being rude if we don't seem to have much time for conversation. If you have something to discuss, please set up an in-person or phone conference.

There will be an open-door policy at Cottontail Nursery School with a request that parents be respectful of the types of activities going on and that parents make sure their children continue to follow the rhythm of the day. Please help your child's teachers by seeing that your child follows the rules and expectations put

into place for all of the children (for example, sitting at the table while eating, helping clean up, or other things you hear a teacher ask of the children.)

Although there is an open-door policy for parents, it is helpful to the caregivers if they know ahead of time if you plan to visit outside of normal pick-up and drop-off times. Because Cottontail Nursery School is "family-style" childcare, when another adult enters it is literally like walking into someone's living room. All of the children recognize that someone "new" has entered their environment, and their attention is partly on you as long as you stay. It can take them awhile to get back to their normal play and learning. If you do come to visit, the following suggestions will make the visit more enjoyable:

If you'd like alone time with your child, bring him or her to a quiet space where you can nurse, read, sing, etc. and not be interrupted.

If you'd like to see how your child interacts with other children, please ask us what work needs to be done. Children thrive when the adults in the room are engaged in meaningful activity, such as cleaning, folding or mending. When they see you quietly engaged in your work, they can take up *their* work, which is play.

If you have a concern or complaint we hope that you will feel comfortable coming to speak with us directly. We are open to feedback and are committed to our families and the children in our care. If there is ever a serious problem, and you don't feel that you can come to us, you can contact the Colorado Department of Human Services, Division of Childcare: 1575 Sherman St. Denver, CO 80203-1714, #1-800-799-5876, coloradoofficeofearlychildhood.com.

Drop-Off and Pick-Up

Transitions can be challenging for children. In our work with the children we plan ways to ease transitions from one activity to the next. Certainly the most impacting transition of the day is when the child is being dropped off or picked up. The more routine and rhythmical we can make it, the easier it is for the child.

At drop-off, you and your child will be greeted upon arrival. You are very welcome to briefly help your child settle in by helping him or her hang up their coat and exchange his or her outdoor shoes for slippers. At this time please let us know of anything that might affect your child's day (alternate pickup person, sleep, health, an event, etc.) Finally, after saying good-bye to your child, quietly take your leave. We find this whole process is best done in less than ten minutes. A longer process is often more difficult for the child. If your child is sad about your leaving it will help them bond with their teacher to have their comfort. If you are concerned, call ten minutes later and we will let you know how your child settled into play after his

or her difficult drop-off. Usually it is a very quick recovery, but if the child is inconsolable for more than a few minutes we will contact you and discuss the best course of action for the day.

At pick-up time, your child is your responsibility from the time you arrive. A teacher will share with you important information pertaining to your child's day. For children under the age of two, you will be given a daily sheet with specifics about diapering, feeding and sleeping when you arrive.

If a child is being dropped off or picked up outside of normal pickup and drop-off times please arrange it with your care provider before-hand. If you arrive and we are not on the premises (for instance we're out for a walk) you must wait with your child until our return. Never leave your child without supervision.

Parent/Teacher Meetings

Parent/teacher conferences are available upon request at any time of the year, as well as formally offered in November and March. Occasionally there will be parent evenings offered to discuss a child development topic. Check our calendar.

Cultural diversity

All families are encouraged to share the festival life of their family or culture in a simplified version for the children at Cottontail Nursery School. Acceptance of differences will be taught through example rather than through contrived programs.

ADVERSE WEATHER, FIRE/TORNADO AND OTHER EMERGENCY POLICIES

Our school phone is setup to receive reverse 911 calls in case of emergency. If there is a weather warning or severe weather such as high winds or hail we will of course keep the children indoors. If it is quite cold or windy we will make sure the children are dressed appropriately and go outdoors for a short amount of time. We find the outdoor release of energy important for the children, even if it is brief. If we are evacuated from the area because of floods or other emergencies we will go to the nearest designated evacuation shelter. Parents will be contacted by phone. We will have our school phone with us.

Fire evacuation and staff responsibilities

To insure readiness in case of emergency, regular fire drills will be conducted. It will be the responsibility of the teachers to prepare the children and escort them to the designated evacuation area outside in a calm manner and then conduct a head count. In the case of a house fire we will evacuate to the Lafayette Public Library. Parents will be notified by phone.

Tornado evacuation and staff responsibilities

Same as above except the children will be escorted down to the basement away from windows. Parents will be notified.

Lock down

In the highly unlikely event that we receive a reverse 911 call that there is dangerous activity or people in the area we will put a note on the door, call all parents, and nobody will be able to enter or leave the building until the area is deemed safe by police.

Pick-up person under the influence or Nobody picks-up a Child

If a parent or guardian is identifiably under the influence of drugs or alcohol and arrives to pickup their child, another pick-up person on the child's list will be contacted. If nobody comes to pick-up a child, and nobody can be reached after two hours have passed, the police may be contacted. We are not licensed for overnight care.

HEALTH CARE POLICY

Childhood illness is a natural part of early childhood whether the child stays at home or is in childcare. It is not unusual for young children to have fevers, occasional colds or even illnesses such as chicken pox. Some physicians feel that such illnesses help to build the natural immune system. Many pediatricians also recognize the importance of allowing children to have fevers to help fight infections. For this reason, we encourage parents to stay home with their children when they become ill in order to allow the illness to follow its natural progression. Studies indicate that children are being given far too many antibiotics, partly because parents feel pressure to return to work and need "quick" remedies to get their child back to childcare.

We require that children stay home who have influenza, painful sore throats, fever, diarrhea, pink eye or have been vomiting. If they develop any of these symptoms while in care, we will call parents to pick them up immediately. **Children who have any of these symptoms may not return to childcare until these symptoms have been gone for 24 hours without the aid of fever-reducing medication.**

Please establish a backup person for your child's care if they are ill. Ideally, when a child is ill the best place for them is home. Healing comes from more than prescription medicine. More important is the sense of well being that comes from being with one's loving parent and in one's own surroundings. If that is absolutely impossible, please do not ask Cottontail Nursery School to make an exception. It is against State regulations and may put other children at risk.

Communicable Diseases

A child with a reportable communicable disease will be sent home and asked to remain home during the period the disease is communicable. Parents of other children will be notified via the message board, but the ill child will not be identified. The appropriate public health officials will also be notified (again, anonymously). The child may be admitted when his/her condition is no longer contagious.

Communicable diseases that must keep a child home include: pink eye, coxsackie virus, cold sores with drooling or fever, impetigo, head lice, ringworm, scabies, Hib, measles, mumps, meningococcal disease, fifth disease with fever, whooping cough/pertussis, RSV, strep throat, TB chickenpox, diarrhea, hepatitis A.

Vaccines

The State of Colorado does not require that children be vaccinated in order to attend childcare. We do require the vaccination form to be filled out by your child's health provider. This information is confidential. However we are required to inform parents if we have an un-vaccinated child in our care. We will keep the child's name will be kept confidential.

Dispensing medications

Caregivers may give a prescription or non-prescription medication to a child or apply skin creams or sunscreens to a child only under the following conditions:

1. A written authorization dated and signed by the parent is on file.
2. The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administration. To give medications other than preventative topical creams (like sunscreen or diaper cream) the state requires that we have a signed doctor's note with instructions. We won't apply sunscreen to children under one-year-old, but will make sure that they are dressed with as much cool coverage as possible and kept in the shade. For children over one we ask that you apply sunscreen before coming to school. We will reapply sunscreen as needed depending on conditions. Medications will always be kept out of reach children. We will return leftover medication to the family for disposal.

Tylenol or other fever-reducing drugs will not be dispensed to any child for fever, because children with fever need to be at home.

Medical log responsibilities and entries

A written record, including type of medication given, dosage, time, date and the name of the person administering the medication, shall be made in the medical log on the same day the medication is administered. All medications will be stored in a locked container.

Staff health requirements

Persons who work directly with children, except volunteers, shall have a health examination within 12 months prior to work or within 30 days after beginning work. Results of the examination will be kept in the staff member's file. The report must indicate that the person is free of any communicable disease which presents a safety or health risk to children and which is transmitted through normal contact, and that the person is physically able to work with young children.

Second Hand Smoke

For the sake of the children Cottontail Nursery School is a **Smoke Free Zone**. This includes our outdoor play space.

Rest periods

All children in care for more than 4 hours will have at least one nap or rest period. Infants will nap more frequently. Children who do not sleep after 30 minutes or who awaken will be allowed to play quietly until rest period is over. Each child shall have his own crib or cot with cotton sheet, light blanket and pillow with cotton pillowcase, freshly laundered at least weekly. If the family wishes they may bring there own blanket, sheet and pillow, which will be sent home weekly for laundering.

Handwashing procedure for staff and children

The Children's hands will be washed with soap and warm running water before meals, after toileting or diapering, and after returning from outside play. Faces and hands will be washed after meals. Teachers will wash hands after assisting with diapering or toileting, before meals and snacks, before handling any food, after reentering from outside, and after touching bodily secretions (such as wiping noses).

Minor injuries

When a child receives a minor injury, the teacher will spend a brief time soothing the child with a moist clean cloth, hugs and kisses, and a band aid if needed, then encourage the child to return to what he or she was doing. Parents will be notified upon pickup regarding the nature of the injury. (We are not allowed to apply products such as Neosporin without a doctor's note)

First Aid

We are required by law to have up-to-date CPR certification as well as basic First Aid, General Precautions and Medication Administration.

Emergency medical procedure

In case of a serious accident, injury, or illness 911 will be called and the child will be transported to the nearest hospital by ambulance or by the parent if it is determined that an ambulance is unnecessary. Parents will be notified immediately.

Reporting Child Abuse

We are on your team to protect and care for your child! We have no intention of making accusations, but we are obligated as licensed caregivers to report child abuse, and will do so if necessary to Social Services at 303-441-1000.

NUTRITION POLICY

At Cottontail Nursery School we pride ourselves in preparing hearty, nourishing, unprocessed and wholesome food to the children in our care. We use organic and non-GMO ingredients whenever possible. Traditionally Waldorf programs consume a certain grain on a specific day of the week (for our morning snack): Rice on Mondays, Oats on Tuesdays, Millet/Quinoa on Wednesdays, Wheat on Thursdays and Barley on Fridays. Our main meals, morning snack at 10:00am and lunch for the children staying for the full-day at 12:30pm, will include protein, whole grains and seasonal fruits and/or vegetables. We will also have lighter snacks before first pickup at 12pm and after rest. They will be something like nuts and fruit, or carrots and hummus. Menus will be shared with families.

Mealtime routines

Teachers will eat family-style with the children at mealtimes. After the children wash their hands, they will help to set the table. We sing a blessing of thanks to the Earth and light a candle. The children will help to serve themselves and others as they are able. Preschool aged children will be especially encouraged to practice the skills of serving and passing. Children will be given one serving of everything that is being served. They will be encouraged to try each item before having seconds of any item. For children who are capable and finished eating, they will be expected to clear and wash their dishes in warm, soapy water.

Children under one who are able to sit up on their own will sit in a high chair. Then they will be moved to a booster chair at the table when they are tall enough, and sturdy enough to sit on their own. Infants not yet able to sit in a high chair will be in the lap of a teacher or playing in a secure spot on the floor nearby if they are awake at mealtime.

Food allergies

Teachers and substitutes having direct contact with the children shall be informed about food allergies and other allergies of specific children. We will do our best to

accommodate food sensitivities, but parents may be expected to supply the food for children requiring highly specialized diets. They will be asked to supply a physician's note when a special diet is necessary (such as GAPS, not necessarily Gluten Free).

Infant feeding

Infants will be fed according to the schedule and food provided by the parents.

Our medical adviser has suggested the following:

0-4 months - Breast/formula only (never heated in a microwave!)

4-6 months - fruits, vegetables, meat and simple grains like oats or millet (rice is more constipating) It is not necessary to introduce solids at this time.

6 months and up - introduce bland vegetables such as yams, squash, carrots; preferably unprocessed foods (i.e. cooked and mashed at home) or healthy jarred baby food (such as Earth's Best). Also carefully prepared and pureed meat or eggs may offer necessary protein, vitamins and minerals.

6-9 months - pears, apples, non-acidic fruits; keep expanding grains and vegetables

9 months and up - easily digestible pastas, cottage cheese, yogurt

end of first year - breads, table food

Please keep us up-to-date on new foods you're introducing. There should be a three-five day waiting period between the introduction of new foods, so that an allergic reaction is easily identified. Because of the risk of allergic reactions, we will not introduce new foods at school.

No product containing honey should be given to children under 12 months.

Breastfeeding to Bottle & Bottle to Cup

Our goal is to help children make as smooth a transition as possible. Breastfeeding mothers can supply us with frozen or refrigerated pumped milk that we will feed your infant on a flexible schedule or on demand at your request. Please practice giving your little one the bottle before they come to school as some children need practice moving from breast to bottle. We are a nursing friendly site!

For introducing a cup we recommend:

- Introduce a cup at 6-9 months (you can start with a simple sippy cup if wanted, but it's not necessary). Drinking is at the table, not walking around.
- Introduce lidless cup by 9-12 months. We start by pouring in a little amount of liquid and gradually increasing as the child's ability not to spill grows.

One year to fifteen months is optimum time to wean a child from a pacifier as the physical need to suck is not as strong as it once was. If the child is in need of a comfort object, we recommend a soft cloth or soft, simple doll that can be cuddled while falling asleep.