



Enrollment Checklist

FORMS	
Registration Packet	
Student Policies Packet	
Immunization Record	
Physical or Wellness Check	
Schedule (Due monthly)	
Permission to Administer Medication Form* (If applicable)	
Allergy, Seizure, or other medical plan (If applicable)	
MATERIALS	
Nap Materials **	
Change of Clothes	
Diapers and Wipes (If applicable)	

Every attempt will be made to ensure your child does not lose his/her belongings. We understand it is expensive to replace lost items. To help us with this effort, please label materials sent to school.

Items including money, ChapStick, hand sanitizer, lotion, medicine, and sunscreen should not be sent to school in your child's backpack, bag, diaper bag, or pocket as these items must be kept out of the reach of children and can pose a significant health risk if used improperly or may pose a choking hazard.

Registration, enrollment paperwork, and schedule must be completed and turned into the center a minimum of 24 business hours before the first day of attendance.

**Permission to Administer Medication must be completed by a DOCTOR to apply ChapStick, lotion, or diaper cream to chapped, cracked, red, or irritated skin regardless of parental permission. If your child becomes ill while attending Creekside Kids and needs medication of any type we will require written orders from a DOCTOR before ANY form of medication can be administered by a staff member of Creekside Kids. Please speak with the director if you have any questions.*

***Nap Materials are to be supplied by the parent(s) for any child in attendance between 1-3pm daily. All children will be required to have a short rest period if in attendance and must be supplied with both a sheet and a covering.*



Registration Form

****All portions of this packet must be completed and returned with a physical and immunizations before your child's first day of attendance.****

Child's Full Name _____ **Nickname** _____

Birthdate _____ **Age** _____ **Gender** (please circle): **Male / Female**

Parents are: **Married** **Divorced** **Separated** **Single**

***If parents are separated or divorced and do not have shared or joint custody, you will have to provide the appropriate paperwork to prove this.*

Creekside Kids, Inc., and staff cannot prevent the non-custodial parent from picking up the child without legal documentation.

Primary Guardians Name _____

Home Address _____

City, State and ZIP _____

Phone: Cell _____ **Work** _____

Place of employment _____

E-mail _____

Secondary Guardians Name _____

Home Address _____

City, State and ZIP _____

Phone: Cell _____ **Work** _____

Place of employment _____

E-mail _____

Alternative Contacts: *(One alternative contact must be within pick up distance, in case of emergencies)*

Name: _____

Relationship to Child: _____ **Phone Number:** _____

Name: _____

Relationship to Child: _____ **Phone Number:** _____

Is there anything else we should know about your child and/or your family?



Child's Profile

Child's Name _____ Age _____

Eating habits? (Times child usually eats, small/large appetite) _____

Personality? _____

Does your child have a regular bedtime schedule? YES/NO

Does s/he have sleep apnea? _____ Night terrors? _____ Sleepwalk? _____

Morning wake up _____ Nap _____ Bedtime _____

Disposition when waking up? i.e. happy, grouchy, clingy, slow _____

Favorite activities: _____

Favorite toys: _____

Any Special instructions: _____

Has or does your child have any known health problems? YES/NO

If YES, describe: _____

Does your child need regular medication for the health problem YES/NO

***If YES please have a doctor with prescriptive authority fill out and sign the permission form(s)*

DOES YOUR CHILD HAVE ANY KNOWN OR SUSPECTED ALLERGIES? YES/NO

If YES, list or explain concerns _____

Is your child prone to: (Circle those that apply.) Stomachaches/Colds/Headaches/Sore throats/Ear aches

Other: _____

Are there any indications of vision or hearing problems? YES/NO

Has s/he had any recent serious illness/traumas? YES/NO

If so, please explain: _____

Does your child have any mental, behavioral, or physical disabilities? YES/NO

Do you have a back up plan if your child is ill and cannot attend? YES/NO

Guardian Signature _____ Date: _____



Medical Release

I, _____, authorize Creekside Kids, Inc. and its employees to seek emergency medical/dental services for my child, _____, at any time while s/he is under the care of Creekside Kids, Inc. and its staff. I authorize my child to be transported by car/ambulance/emergency medical vehicle to an emergency medical facility for treatment. I understand that Creekside Kids, Inc. and its staff will access emergency medical services as the staff deems necessary and I agree to pay for any medical services and transportation provided for my child.

Guardian Signature(s): _____

Date: _____

Full Name of Minor: _____

Date of Birth: _____

Date of last physical exam: _____

Allergies to Medication(s): _____

Special Health Problems: _____

Regular Medication: _____

I agree that neither I nor my child will bring any claims of any kind against Creekside Kids, Inc. or its staff as a result of any injuries, expenses or damages that I or my child may suffer in any way related to the use of our facilities, toys, other children, whether such claims are known or unknown or arise in the future.

Hospital of Choice: (Please circle one)

Penrose Hospital	UCHealth Memorial Central	Evans Army Hospital	Other: _____
2222 N. Nevada Avenue	1400 East Boulder Street	1650 Cochrane Circle	_____
CS, CO 80907	CS, CO 80909	Fort Carson, CO 80913	_____
(719)776-5000	(719)365-5000	(719)576-7000	_____

Primary insurance information: (Provider and plan number)

Pediatrician Name, Phone number: _____

Dentist Name, Phone number: _____

Complete pediatrician and dentist information MUST be provided upon enrollment per state regulations.

Complete contact information for both guardians including name, phone number, and address

Primary Contact: Name, Cell, Work number, address: _____

Secondary Contact: Name, Cell, Work number, address: _____



GENERAL PERMISSIONS

Creekside Kids, Inc. and its staff have my permission to:

Initial

Take my child/children on a walk on the school property

Give an occasional treat

(For the purposes of potty training, birthday parties, celebrations)

Assist my child with any toilet training procedures or potty accidents (as needed)

Use Rocky Mountain Sunscreen SPF 30

(Oxybenzone free, Fragrance free, water resistant)

Please apply upon arrival. Sunscreen will be reapplied every 2 hours and as needed before going outside.

If a different sunscreen is needed, the parent will supply, in original container with child's name on it.

Children 4 and over may apply for themselves, under adult supervision.

As part of the documentation process, Creekside Kids regularly uses photography to document ongoing projects and activities of the children at the center. These pictures may be used in the classroom. Please be aware that Creekside Kids may also use the photos on Facebook and Kangarootime as a way to share events, learning, and experiences that children have while in attendance at Creekside Kids. As such, your child's photograph may be used on Facebook, Creekside Kids' Website, Kangarootime, or other social media sites to share these experiences with current families, prospective clients, and the community. If you have personal reasons why you do not wish to have your child's picture used outside of the classroom in one of these forms please speak with the center director about your concerns.

Guardian Signature: _____ Date: _____



AUTHORIZATION TO REQUEST/RELEASE INFORMATION to Cañon School

STUDENT NAME: _____ DATE: _____

STUDENT DOB: _____ PHONE: _____

Preschool Teacher's Name: _____ Start Date: _____ AM/PM

I hereby authorize Creekside Kids to request/release all pertinent information **initialed**
below to/from the authorized party listed on this form.

___ Psychological	___ Neuropsychological	___ Medical Reports
___ IEP	___ Behavior Spt. Plan	___ Health History
___ Standardized Testing	___ Special Ed. Records	___ Recommendations
___ Immunization	___ Grades/Attendance	___ Speech Info
___ List of Medications	___ Audiologic	
___ Daily Performance and Behavior	Other Info. _____	

Request/Release records from/to:

___ Cañon School
Name

___ 1201 W. Cheyenne Rd, Colorado Springs, CO 80906
Address

___ 719-475-6140 Work
Phone # / Cell # / Work #

Parent/Guardian Name

Date

Parent/Guardian Signature

Date



An Independent Child Care Provider at
Cañon School

1201 W. Cheyenne Road
Colorado Springs, CO 80906

Phone: 719-635-9111 Fax: 719-633-8413

info@creeksidekids.org or www.creeksidekids.org

Creekside Kids, Inc. was developed in response to the Cheyenne Mountain School District's preschool families who need extended care for their preschool children. We are unaffiliated with District 12 but we are housed at Cañon Preschool. This provides a safe and easy transition to and from the preschool classrooms to child care. We provide escorted pick up and drop off at the door of the preschool classroom and high-quality programming based on children's needs and interests. Creekside Kids, Inc. is a Large Child Care Center for children ages 3 through age 8, and is open to all children regardless of ability, gender, race and/or religion.

Philosophy: We believe in a fun, flexible, exploratory, child-directed learning environment. We draw from the Reggio Emilia philosophy and Play-Based methods. We focus on learning through stimulating activities and the care of the whole child. Physical, social/emotional, and cognitive needs are all equally important in the life of a young child and contribute to the growth of the child as a life-long learner.

Discipline: At Creekside Kids, Inc., we strive to create positive learning environments for all of our children, families and staff. This is best accomplished through the use of various curriculums, such as: social/emotional/positive behavior support, communication with guardians and mental health consultants as needed. We communicate as much as possible on a regular basis, provide articles and information about behavioral issues, and suggest seeking outside help from physicians, Child Find, counselors, etc. Our staff is involved in all of these procedures as needed and appropriate.

As a community we feel that children should have reasonable control over their environments and therefore we teach appropriate social skills while allowing the children to make decisions about their classroom and interactions. All children will be taught how to engage in respectful communication and interactions based on societal norms. We also teach responsibility and kindness. Our general rules within the center are,

“We keep ourselves safe. We keep our friends safe. We keep our things safe.”

Creekside Kids encourages and supports teachers in observing, tracking and analyzing challenging behavioral interactions in order to understand the motivations behind unusual behaviors. We look for patterns and root cause to inform a team-based approach of individualized support. When a child has a difficult time controlling their body and is “disoriented” we will provide a short calm down period away from others as needed, so that they do not harm themselves or others before addressing the issue at hand. When there is a pattern of harmful behaviors teachers will meet with parents/guardians to address the behaviors and create a plan of action. When appropriate, Early Childhood Mental Health Professional information will be provided for families. The center may recommend that the parent speak to their health care provider about certain issues. In the event that plans created are not successful and the harmful behaviors are not curtailed a child may be dis-enrolled.

Registration: All forms including physical and immunizations, must be filled out in their entirety and turned in a minimum of 24 business hours before a child can attend the first day of child care. If medication needs to be administered, a medication administration form filled out by a physician, must be completed, signed, and returned before ANY medication can be administered to a child.

In addition an annual registration fee of \$50 per child will be charged to all new families upon enrollment and then be charged on the first of August of each year the child is enrolled at the center. This fee is non-refundable.

Deposit: All families will be required to pay a \$200 deposit per child. Deposits will be refunded when the family pays all outstanding balances and can be applied to the final balance of \$200.

Payment: Tuition is required on or before the day of your chosen payment option. Payments can be made monthly, weekly, or bi-weekly. Payment is expected in advance of attendance. We accept cash, check, or money orders at the center and ACH, debit, and Credit payments through Kangarootime.



Monthly Schedules: Creekside Kids offers a variety of scheduling options to meet the needs of our families. Schedule and billing periods are 4-5 weeks in length. Families are required to turn in a schedule for each month to allow for proper staffing, meal orders, and billing. .

Families are required to turn in a schedule by the due date each month. Families who do not turn in a schedule may be removed from the schedule to provide space for other families requesting care. Families whose child/ren continues to attend but have not turned in a schedule for the period will be billed a supplemental fee of \$5per day.

Supplemental billing for each week is completed on a weekly basis for any additional hours the child attended the week prior as well as any missed check ins and outs. The center's hourly rate will be charged for each additional hour in attendance.

Fees	Application fee \$25 (waitlist)	Registration \$50/year	Deposit \$200 (refundable when care is no longer required)	Day camp fee \$2/day (holiday, spring break and summer)
Tuition				
1-20 hours/ wk			\$10/hour	
21-25 hours			\$220.50/week	
26-30 hours			\$231/week	
31-35 hours			\$241.50/week	
36-40 hours			\$252/week	
41-45 hours			\$262.50/week	
46-50 hours			\$273/week	
Above 50			\$273 + \$10/hour over 50 hours	
Additional fees	After hours pick up \$1/minute	Late payment \$5/week or \$20/mo	Failed payment \$30	

Kangarootime: Kangarootime is an online system that is used at the center for registration, payment, check in/out of children, and parent communications. All families will receive an invitation to enroll in Kangarootime upon registration at the center. It is the parent/guardian's responsibility to register and add any additional gaurdians, as well as check messages and keep up on tuition.

It is the responsibility of the person picking up or dropping off to check the child in and out of the system on a daily basis. Families who fail to check in or out on a regular basis will be charged a daily check-in/-out fee of \$1 per day. Children being picked up by a temporarily authorized person, who is not registered in the system may have the fee waived for up to one week. After one week it is the parent/guardian's responsibility to ensure the person is invited to and registers for Kangarootime.

For billing purposes, each child's billed time begins at the time the child is checked into the system by the parent/guardian and stops at the time a center employee approves the child's check out from the center. Center staff is required to approve each check-in/out as an added safety precaution for our families and their children.

Each person may choose to have the app on their phone but a check-in computer is provided. Please note that some billing features do not work through the app and require you to log-in through a web browser.

Go to www.kangarootime.com for more information or ask the center director if you have any questions with this system.

Multi-Child Discounts: If a single family has more than one child enrolled, the highest tuition will be billed at full price and any additional children in attendance will have their tuition billed at a 10% discount.

Students with Disabilities: On a case-by-case basis, the needs of a student will be evaluated to determine if Creekside Kids, Inc. is the best placement for each child.

Center Schedule: Creekside Kids, Inc. provides care Monday through Friday from 6:30 am to 5:45 pm. We are open year round. Creekside Kids, Inc. except for the following holidays:



- New Year's Day or the day after dependent upon the needs of our families
- Memorial Day
- July 4 and any surrounding days dependant on the needs of our families
- Labor Day
- Thanksgiving Day & the subsequent Friday
- The week of Christmas will be determined from the basis of need.

We are open during the summer and offer exciting summer camps as well as our regular child care services.

Inclement Weather/Late Start: If Cheyenne Mountain School District 12 has a snow day or late start, Creekside Kids, Inc. will open from 8:00 to 5:45. Children will be admitted on a first-come-first-served basis as our legal limit is 27 children at any one time. If scheduled for the day, families should call to confirm attendance or to provide notice of non-attendance. Every effort will be made to meet the needs of our families but there is the possibility a child may not be accepted outside of their previously scheduled time due our centers capacity.

If the weather is very hot during outside time, every attempt will be made to have students play in the shade and to drink an adequate amount of water. If the weather is very cold during outside time, children should be provided with appropriate winter attire including snow boots, gloves, hats, coats, and pants. If the weather is deemed excessively hot or cold by health department standards then the children will have indoor recess in the cafeteria or gym.

***Please label all additional clothing items sent with child. We recognize it is costly to replace lost items. Names greatly assist in returning lost items to the appropriate child.

Closures: If Cheyenne Mountain School District 12 schools are shut down after school has begun due to inclement weather, natural disaster, etc. we will also close. Guardians and alternate contacts for each child will be called for prompt pick up. All closures will be determined on a case by case basis and you will be notified via Kangarootime.

*****Meals/Snacks:** _____ TBD _____ prepares and delivers organic and locally sourced lunches, breakfasts, and snacks fresh daily. All foods are nut free. The cost of breakfast, lunch, and snack are included in the tuition. Every effort will be made to ensure that foods will be chosen in consideration of special dietary needs. A family may opt out of the meal program only upon providing a documented medical condition from a medical doctor regarding food allergies or specific dietary concerns or needs that cannot be met by Creekside Kids.

As food service is becoming increasingly difficult for centers like ours there may be times we require our families to provide their own lunches and snacks

If your child has been exempted from our food program due to a documented medical need or you are sending food for a special occasion like a holiday or birthday, please do not send any foods containing nuts such as, peanut butter, Nutella, granola bars with nuts, or trail mix. Many other foods have nuts in them too—

PLEASE READ LABELS CAREFULLY!

****Creekside Kids is an ALLERGY AWARE CENTER and every effort will be made to ensure children are not exposed to known allergies. However, as in any public setting, there is the possibility of exposure to known allergies even while under direct supervision of an adult.****

Accidents/Injuries: If a child is injured while at Creekside Kids, Inc. parents will be called as soon as possible, and a plan will be developed based on the child's needs.

Sick Policy: Please do not send your child if s/he has vomited, had a high fever, diarrhea, or started an antibiotic within the past 24 hours.

Please have a "back-up" person in place to pick up your child quickly if he or she becomes ill while at Creekside Kids, Inc. If a child has a fever over 101°F, is vomiting, has diarrhea, has an unusual rash, is listless/lethargic, or acting strangely, a parent will be called to pick the child up. If the parent does not respond in 10 minutes (or fewer if the situation appears urgent) Creekside Kids, Inc. will contact an alternate contact on the child's list. If no one can pick the child up or if the staff deems it necessary, emergency services may be called to attend to the child. If Creekside Kids, Inc., requests emergency medical and/or dental treatment and/or emergency transportation for any reason, the parents or guardian of the child agree to assume all associated costs. It is not the responsibility of Creekside Kids, Inc. to determine if insurance covers the child's care or emergency transportation.

Supervision: Students will always be under direct supervision.



Medication Policy: No prescription or over the counter medications will be administered without written permission from a licensed health care professional with prescriptive authority and written parental consent. It is recommended that medications be given at home if possible. It is also recommended that the child receive the first dose of any new medication while under the supervision of a parent.

All medications must be kept in their original container, and will be stored according to current recommendations in the Medication Administration training manual. Prescription medications need to have a pharmacy label with the correct child information intact.

Only staff with the proper training will administer medications and have had state-approved training and delegation with an RN. This is in compliance with the Delegation Clause of the Nurse Practice Act (Section 12-38-132 C.R.S.).

If your child has any special medical needs or allergies, please speak with the Center Director.

Storage of Medications: Non-emergency medications will be stored in a locked container. Emergency medications, including inhalers and epinephrine, will be stored in the classroom out of reach of the children to allow for quick access in the case of an emergency. Refrigeration will be provided if noted on the label.

Child Self-Carry: Families of school-aged children that wish to self-carry must have a written contract between the center, guardian(s) and child that acknowledges assignment of levels of responsibility of each individual. This contract will accompany orders for the medication from a health care provider along with confirmation from the health care provider that the child has been instructed and is capable of self-administration of the prescribed medication.

Immunizations: Immunizations are not required; however, Creekside Kids, Inc. must have a current and complete copy of immunizations for each child. If a child has not been immunized for religious or personal reasons a written statement signed by the child's guardian must be submitted to the center. Privacy will be maintained; however, in the event of an illness occurring or potential exposure, all guardians will be notified.

Individualized Health Care Plans: Families with a child that has an existing individualized health care plan in place must provide a copy of the plan to the staff of Creekside Kids before the first day of attendance. These plans are to be authorized by the child's health care provider and guardian(s) and define the interventions needed to care for a child who has an identified health or developmental condition or concern including, but not limited to: seizures, asthma, diabetes, severe allergies, heart or respiratory conditions, and physical disabilities.

Families of children who have an identified health or developmental condition but do not have an existing plan in place must obtain a plan from the child's health care provider. The plan must define the interventions needed to care for a child who has an identified health or developmental condition or concern. Medication cannot be administered and medical procedures cannot be completed by center staff until a plan has been received and any required delegation by the school nurse has been completed.

Health care plans should include a medication schedule, nutrition and feeding instructions, medical equipment or adaptive devices including instructions, medical emergency instructions, toileting and personal hygiene instructions, behavioral interventions, and medical/procedure/intervention orders.

Failure to provide the plan in advance may cause a delay in enrollment due to the need to review the plan, train staff, and receive delegation from the school nurse. Health care plans must be updated every 12 months or if changes occur.

Hold Harmless: If your child has a health condition and you choose not to provide that information in writing to the school or on enrollment paperwork or through appropriate medical documentation, or you choose to not provide daily or emergency medication and applicable permission forms, the undersigned guardian hereby agrees to release the school and its personnel from any and all claims regarding the consequence of this choice. Guardians should be aware that 911 will be called in case of an emergency.

Alternative Contacts: Please provide a list of authorized adults who may pick up your child if you are unable to do so. Include their Full name and phone numbers. No one other than the parents or designated person(s) will be allowed to pick up your child. Creekside Kids, Inc. must be notified in advance and have a written note (if possible) with the person's name and relationship to the child. Please have ID ready at all times upon pick-up.

****If the parents are divorced or separated and one parent is not allowed by court order to pick up the child, Creekside Kids, Inc. must have a copy of the current order. The parent who has custody must submit a written plan indicating what Creekside Kids, Inc. should do in the case the barred parent tries to remove the child from our custody. If there is**



no current court order in place or it is not provided to us, the staff of Creekside Kids, Inc. cannot stop the non-custodial parent from picking up the child.**

Late Pick-Up: If a child is not picked up by 5:45 p.m., the guardians will be called, if no response occurs within 5 minutes, alternate contacts will be tried. In the event that no contact is made with either within 30 minutes the police will be called to take custody of the child, per state law.

Charges applied for Late Pick-Ups are:

\$5.00 for the first five minutes and a courtesy call (5:45 to 5:50)

\$1.00 for each minute thereafter.

The time will be determined by the center's clock.

Families who are regularly late for pick-up will incur an increased late pick-up fee. Families that continue to have excessive late pick-ups may be dis-enrolled for failure to adhere to the center's hours of operation.

Late payments/Returned Payment Fee: Payments are due by the pay dates chosen. A late fee of \$5 per missed due date will be charged to families following a weekly payment schedule (\$10 for bi weekly, and 20 for monthly). Any issues with previously agreed payment options please communicate with the center director so appropriate accommodations can be made.

Returned payment fee is \$30.00 per occurrence. Families will be charged fees accordingly. If any form of payment is repeatedly returned, the account holder will be required to pay cash for services.

Collection of Overdue Accounts: Accounts that are three months or more past due may be sent to collections. In case of default payment, the account holder(s) agree(s) to pay any and all costs of collecting this account including, but not limited to, attorney fees and court costs.

It is the responsibility of the account holder to pay all past due center fees and tuition. In addition, it is the responsibility of the account holder to pay any collections fees accrued during the collections process.

Disenrollment: A notice of two weeks is encouraged but we understand that life happens and just ask to be informed of disenrollment as soon as possible when you decide to dis-enroll your child. In order to better serve our parents, we appreciate knowing the reason for the disenrollment.

Creekside Kids reserves the right to dis-enroll a child who presents a health or safety risk to staff or other children. We may also dis-enroll any child whose needs are not met by our program. Creekside Kids may also dis-enroll your child if you or your child is not able to or chooses not to follow our policies.

Natural Disasters/Fire/Emergency: Creekside Kids, Inc. follows all Cheyenne Mountain School District 12 plans for emergencies such as fire and intruders. Fire drills and lock-down drills will occur along with the building's regularly scheduled drills.

In case of evacuation from the building grounds the following locations are the primary, secondary, and tertiary evacuation sites depending on emergency needs.

1. Cheyenne Mountain Junior High Parking Lot
2. Harlan Wolfe Park
3. Fellowship of the Rockies on 8th Street

Lost Child Policy: If a child were to become lost, the building's intercom system would be utilized to alert all adults of the missing child and to request that the child return to the Creekside Kids, Inc. classroom immediately. All possible locations such as bathrooms and closets would be checked while other adults search the fenced playground. A parent will be notified as soon as possible to the situation and appropriate authorities would be notified as soon as possible/appropriate.

Each child is assigned to a supervising adult on a 10:1, or 12:1 ratio, depending the age groups present, so the likelihood of a child getting lost in the school which has a fenced play area is unlikely. Our focus is your child's safety. We work with each child to teach safety skills such as staying in the line with the teacher. If our center is the first time your child has traveled in a group or your child might have difficulty staying with the teacher, please let us know so that we may give your child a little extra attention in this area.

Volunteers, Visitors, Guest Performers and Speakers: Creekside Kids, Inc. will have guests visit for educational or entertainment purposes. However, no guest will be allowed to be alone with a child or with the children.



Parents/guardians who are visiting will be allowed to be alone only with their child. Visits by parents should be kept to a reasonable time limit. Extended visits disrupt peer to peer interactions which are vital to developing social and emotional skills and child / teacher interactions which are vital to developing important bonds in a caregiver environment. In addition, visits often disrupt a child's routine and may cause the child to become upset by an unexpected visit that is outside the norm of parental drop off and pick up practices.

As Creekside Kids is a for-profit business, per Department of Labor regulations, we are not permitted to utilize volunteers. All position must be a paid position which sometimes includes contract labor positions for guest performers and speakers.

Field Trips: Field trips are limited to sites within walking distance. If a child arrives late to the center on a field trip day, the guardian may meet the class and the child may be signed in on location with the supervising teacher.

Transportation: Creekside Kids, Inc. and its employees do not transport children. In the event of an unusual emergency, the director may drive a child to the appropriate health care facility; however, Creekside Kids, Inc. will not be responsible for any medical/dental/transportation costs associated with the visit to the medical facility. It is not the center's responsibility to determine if insurance covers the child's care.

In the event of a natural disaster, including but not limited to wildfires and floods, Creekside Kids' staff may use personal vehicles to transport children to an evacuation site if time does not allow for walking or waiting for pick-up by a parent, guardian, or emergency contact.

Television Viewing: In line with [Reggio Emilia](#) inspired learning Creekside Kids, Inc. only plays videos for educational or health purposes. For example, to demonstrate a scientific experiment which the children may repeat or to illustrate a concept we have been exploring. On snowy days, we may play a children's yoga video, or exercise video for the children to follow. On very rare occasions we may have a pajama/movie day.

Conferences: Conferences to discuss your child's behavior, progress, and social and physical needs can be called by either the guardians or staff on an as needed basis.

Potty Training: Our staff will monitor the children in the bathroom and take them on a regular schedule (and as needed). The staff will supervise bathroom behavior and hand washing. Please let us know if you have any concerns. If a child needs help with wiping, the staff will help when asked by the child or if a parent asks for the child to be regularly assisted. Please provide two weather appropriate changes of clothes for a child undergoing potty training. Older children who are trained occasionally have accidents—please supply a change of shirt, underwear, pants, and socks even if it is only a remote possibility for your child.

Diaper Changes: Diapers are checked as part of our bathroom schedule or more frequently if required. Hand washing is performed after each change. Parents are responsible for supplying diapers & wipes, and a weather appropriate change of clothes. ***Parents that do not provide diapers may be charged \$1 per diaper provided by the center.**

Hand Washing: All children and staff are required to wash hands upon arrival at the center. Regular group trips to the bathroom are scheduled frequently due to the location of the bathroom and the ages of the children. If a child does not need to "go" he/she will still be required to wash hands. This may result in chapped hands please take precautions while at home to avoid painful cracking, that we may not be able to treat at the center without a doctors note. ****We are an allergy aware center in the [Cañon School](#) building, and do not serve nuts or products containing nuts. All children need to wash hands on arrival to reduce the likelihood of spreading both germs and allergens in the classroom.*****

Nap Time: All children in the center between 1:00-3:00 will have a rest time. If your child will be here during that time please provide a crib sheet and a small blanket. You may also send a small pillow or small stuffed animal if you'd like. A child who attends 3 or more days a week may store their nap items at the center during the week and take them home on Fridays for washing. Children will rest quietly on cots for a maximum of 30 minutes before quiet activities will be offered.

****If you do not provide the center with a sheet and/or blanket you may be charged up to \$1 per day for use and cleaning of center materials.***



Personal Property: Accessories such as gloves, scarves, socks, and sunglasses are occasionally lost or damaged. Creekside Kids, Inc. will not be responsible for replacing/repairing these types of items. Some children have a personal item for nap time and these will be kept in the backpack except at rest time. They will not be for shared use. Children should not bring toys for play into the classroom as this can cause hurt feelings if children do not want to share or if a toy is lost or broken. If a toy is brought into the classroom it will be returned to the child's backpack or cubby. Creekside Kids, Inc. will not be responsible if an item is lost or damaged. Children should not carry money, Chap Stick, lotions/ointments, or any medications in their pockets or backpacks. As we have mixed ages, any item that poses a choking risk will be kept by a teacher and can be picked up by a guardian at the end of the day.

To file a Complaint about this Child Care Center: Contact the Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver, CO 80203-1714 or call (303) 866-5958 or (800) 799-5876.

Child Abuse: Creekside Kids, Inc. is required by law to report to the local Social Services Office any suspected physical, emotional, sexual abuse or neglect. To report suspected abuse or neglect, parents may call (719) 444-5700.



Please initial each one to state your understanding and acknowledgment of each procedure.

<input type="checkbox"/> Philosophy	<input type="checkbox"/> Discipline
<input type="checkbox"/> Registration	<input type="checkbox"/> Deposit
<input type="checkbox"/> Payment	<input type="checkbox"/> Monthly Schedules
<input type="checkbox"/> Kangarootime	<input type="checkbox"/> Multi-Child Discounts
<input type="checkbox"/> Students w/ Disabilities	<input type="checkbox"/> Center Schedule
<input type="checkbox"/> Inclement Weather	<input type="checkbox"/> Closures
<input type="checkbox"/> Meals/Snacks	<input type="checkbox"/> Accidents/Injuries
<input type="checkbox"/> Sick Policy	<input type="checkbox"/> Supervision
<input type="checkbox"/> Medication Policy	<input type="checkbox"/> Storage of Medications
<input type="checkbox"/> Child Self-Carry	<input type="checkbox"/> Delegation of Medication Administration
<input type="checkbox"/> Immunizations	<input type="checkbox"/> Individualized Health Care Plans
<input type="checkbox"/> Hold Harmless	<input type="checkbox"/> Alternative Contacts Late
<input type="checkbox"/> Pick-Up	<input type="checkbox"/> Late payments/Returned Check Fee
<input type="checkbox"/> Collection of Overdue Accounts	<input type="checkbox"/> Disenrollment
<input type="checkbox"/> Natural Disasters/Fire/Emergency	<input type="checkbox"/> Lost Child Policy
<input type="checkbox"/> Volunteers, Visitors, and Speakers	<input type="checkbox"/> Field Trips
<input type="checkbox"/> Television Viewing	<input type="checkbox"/> Conferences
<input type="checkbox"/> Potty Training	<input type="checkbox"/> Hand Washing
<input type="checkbox"/> Nap Time	<input type="checkbox"/> Personal Property
<input type="checkbox"/> DHS Information	<input type="checkbox"/> Child Abuse

Policy Agreement

I have read and understand the policies of Creekside Kids, Inc. By signing this agreement, I/we agree to honor all terms of this contract, and the written policies of Creekside Kids, Inc., now and in the future. Breach of this contract in any way from the parent/guardian, may result in immediate termination of all services.

DISCLAIMER: I/We hereby agree to comply with the rules and regulations of Creekside Kids, Inc. regarding fees, attendance, health, clothing, and other items specified in the Policies issued by Creekside Kids, Inc. I am aware of the scheduled child care holidays. The information contained in the Policies as well as the rates are subject to change. I understand I will be notified in writing of any changes before they go into effect.

By signing this agreement, I/we agree to honor all terms of this contract, and the written policies of Creekside Kids, Inc., now and in the future. Breach of this contract in any way from the parent/guardian, may result in immediate termination of all services. * Due to COVID or any future pandemics these policies are subject to change. Please see any addendums or waivers at those times.***

Primary Guardian Signature

Date

Secondary Guardian Signature

Date

Administrator Signature

Date



Build Your Own Schedule

Tuition Rates

Pay only for the time you schedule for your child to attend. Monthly time requests will be honored on a first come-first served basis with priority given to families already enrolled in the program. Monthly or weekly prepayment is required.

Deposit and registration are due before the child attends for their first day.

Deposit: \$200

Registration: \$40

1-20 scheduled hours are calculated at a rate of \$10 per hour.
Use the flat rate chart below to calculate hours of 21 or more.

Hours Per Week	Rate
21-25	\$220.50
26-30	\$231
31-35	\$241.50
36-40	\$252
41-45	\$262.50
46-50	\$273
\$10 per hour for each additional hour above 50 hours	

**Any hours accrued over scheduled hours per week are billed at \$10 per hour.*

Drop In Care:

Drop in care will be available to pre-registered students on a space available basis. Please call in advance to check for availability. Drop in care is \$10 per hour.

These rates go into effect for currently enrolled families as of August 1st, 2020. These rates are effective immediately for all newly enrolling families.



Daily Schedule

7:00-7:30 Free Play

7:30-8:00 Breakfast

8:15-8:30 Restrooms

OR

8:20-8:40 Canon Drop-off

8:30-9:30 Morning Recess

9:30-9:45 Restroom/Wash hands

9:45-11:30 Guided and Independent Studies

11:30-11:45 Restrooms and Sunscreen

11:45-12:15 Free Play / Recess

OR

11:50-12:10 Canon Pick-up

12:15-12:30 Wash and Lunch Prep

12:30-1:00 Lunch

1:00-1:15 Nap Prep

1:15-3:15 Nap (1:15-1:45 State Required Rest Period)

1:45-3:00 Quiet Activities

3:00-4:00 Nap Clean Up and Free Play

4:00-4:30 Snack

4:30-4:45 Restrooms and Sunscreen

4:45-5:45 Recess / Gym / Classroom

(Depends on weather and the current interests of the children.)

***** All schedules are subject to change at any day or time to accommodate the needs of our children and classroom*****