



Enrollment Checklist

FORMS	
Registration Packet	
Student Policies Packet	
Immunization Record (within 30 days)	
Physical or Wellness Check (within 30 days)	
Schedule (Due monthly)	
Permission to Administer Medication Form* (If applicable)	
Allergy, Seizure, or other medical plan (If applicable)	
MATERIALS (Please label)	
Nap Materials **	
Change of Clothes	
Sunscreen	
Diapers and Wipes (If applicable)	
Daily- Waterbottle***, Lunch, Snacks	

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 it is 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. A copy of most recent physical and immunizations must be turned in no later than 30 days after enrollment. If these documents are not received it may result in your child being disenrolled until a copy is obtained.

*Permission to Administer Medication or other medical plan forms must be turned in before care can begin. The forms must be completed by a DOCTOR. 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. This includes being able to apply ChapStick, lotion, or diaper cream to chapped, cracked, red, or irritated skin regardless of parental permission. 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 blanket. These things must be taken home weekly and washed.

***A clean water bottle must be sent daily and taken home to be washed at the end of the day.

Please keep this paper for your records

Creekside Kids

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 (First, Middle, Last) _____

Nickname _____ Birthdate: _____ Age _____ Gender: M / F

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 court documents to withhold a child from the other parent. 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(if different) _____

City, State and ZIP _____

Phone: Cell _____ Work _____

Place of employment _____

E-mail _____

Alternative Contacts:

(One alternative contact must be within pick up distance, Minimum of 2 alternate contacts, 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?

Creekside Kids

Child's Profile

Child's Name: _____ Nickname: _____ Age _____

Has your child ever been in group care before? Y/N if yes, where? _____

Does your child have siblings? Y/N If yes, ages? _____

Potty Trained Y/N If no, what words do they use or what is the routine at home? _____

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

Personality? _____

Interests? _____

Dislikes? _____

Does your child have a regular bedtime schedule? Y/N Does s/he have sleep apnea? Y/N

Night terrors? Y/N Sleepwalk? Y/N

Any other sleep issues? _____

Morning wake up _____ Nap _____ Bedtime _____

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

Favorite activities: _____

Favorite toys: _____

Any Special instructions or things we should know _____

Does your child have: Any health issues Y?N

Need medications Y/N Allergies (or suspected) Y/N

Vision or hearing issues Y/N Any mental, behavioral or physical disability? Y/N

Any recent serious illnesses or traumas? Y/N

Prone to stomach aches, ear aches, sore throat, or headaches: Y/N

If yes, Please explain: _____

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

Can I have pictures posted? Y/N (Classroom only, Private social Media, Any purpose, other than advertising)



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.

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	_____

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

Primary insurance information: (Provider and plan number:

Pediatrician Name, Phone number:

Dentist Name, Phone number:

Complete contact information for both guardians including name and phone number:

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

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

Signature:----- _____ Date: _____



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.

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

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

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
(only needed if your child is or will be attending Canon Preschool)

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 Canon Preschool listed on this form.

- | | | |
|---|--|--|
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Neuropsychological | <input type="checkbox"/> Medical Reports |
| <input type="checkbox"/> IEP | <input type="checkbox"/> Behavior Spt. Plan | <input type="checkbox"/> Health History |
| <input type="checkbox"/> Standardized Testing | <input type="checkbox"/> Special Ed. Records | <input type="checkbox"/> Recommendations |
| <input type="checkbox"/> Immunization | <input type="checkbox"/> Grades/Attendance | <input type="checkbox"/> Speech Info |
| <input type="checkbox"/> List of Medications | <input type="checkbox"/> Audiologic | |
| <input type="checkbox"/> 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

Creekside Kids

An Independent Child Care Provider at
Cañon Preschool

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, communication, 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, our friends and 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 causes 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 a bi-annual registration fee of \$50 per child will be charged to all families upon enrollment and then be charged on the first of June for summer and August for fall 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 or a refund check will be released. As we are licensed until the child turns 9 years old, it is the responsibility of the parent to inform us when drop in care is no longer needed and the deposit to be refunded. Any deposit not claimed will be considered a contribution to the teachers and disbursed as such.

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Creekside Kids

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 the week of attendance. Creekside Kids can accept cash, check, or money orders at the center and ACH (no fee), debit, and Credit (3% fee) card payments through Kangarootime. If payment is not made on time and prior arrangements have not been made it can result in late fees and/or the disruption of care and hours requested until all payments are made. If there are multiple instances of non-payment it may result in dismissal from care.

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 and billing. However, changes can be made by message or phone, if we have space or drop in care but you must have prior approval.

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 may be turned away if no space available or will be billed a supplemental fee of \$5per day plus tuition costs for those hours. 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 fee \$50 Upon enrollment, June 1st, and August 1st for the school year	Deposit \$200 (refundable when care is no longer required)	Day camp fee \$2/day (holiday, spring, and summer breaks)
Tuition				
1-20 hours/ wk			\$12.75/hour	
21-25 hours			\$270/week	
26-30 hours			\$285/week	
31-35 hours			\$300/week	
36-40 hours			\$315/week	
41-45 hours			\$320+\$5/hour over 41/week	
Additional fees	After hours pick up \$1/minute after 5:45 pm	Late payment \$5/week or \$20/month depending on your chosen pay date		Failed or returned payment \$30

Kangarootime: Kangarootime is an online system and app that is used at the center for registration, payment, checking in and out children, and parent communication. All families will receive an invitation to enroll in Kangarootime upon registration at the center. It is the parent/guardian's responsibility to download the app, register and add any additional guardians, 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 daily. Families who fail to check in or out will be charged a missed check-in/-out fee of \$1 per missed check in or out. 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 center 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. We understand that cell service can be spotty in places so please feel free to request check in or out from an area you know you have service as the child's time will not start or stop until a teacher approves that they are here or have left. As this is a way to keep track of ratios as well, it is the parent's responsibility to make sure their child's arrival or departure is requested before entering or leaving the room. If a child arrives or leaves prior to the request being sent our teacher's must check them in or out which will result in a missed check in/out fee. The state requires an adult to sign over liability for care and this acts as that instead of the old paper sign in and out.

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Creekside Kids

Each person will have to have the app on their phone as a check-in computer is not provided. Please note that some billing features do not work through the app and require you to log-in through a web browser. You may check itemized invoices and print out tax statements through the website. Additionally, please make sure your app stays up to date and push notifications are on.

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

Please note that some billing features do not work through the app and require you to log-in through a web browser. You may check itemized invoices and print out tax statements through the website.

Additionally please make sure your app stays up to date and push notifications are on.

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 6:45 am to 5:45 pm although our times may change to accommodate our families. If you need extended times please speak to the director about the availability.

We are open year round. but may close on certain days due to the need from our families as well as staffing. However we make every attempt to be available for our families, please check each month's schedule for further information.

Creekside Kids, Inc. may or may not be open around these holidays:

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

We are open during the summer and offer exciting summer camps to go with our regular child care services.

Inclement Weather/Late Start: Creekside Kids makes every attempt to be here for our families. If Cheyenne Mountain School District 12 has a snow day or late start, Creekside Kids, Inc. we will attempt to be here at 6:45am if our teachers cannot get here, we will attempt to open at 8:00am. If our morning teachers cannot make it we will close for the day. With any of these Creekside will send out messages through kangarootime to keep our families informed.

Children will be admitted on a first call, first-come, first-serve basis as our legal limit is 40 children at any one time. If scheduled for the day, families should call to confirm attendance or to provide notification of absence via kangarootime. 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, children should bring 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 the 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.

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Creekside Kids

*****Meals/Snacks:**

Parents need to send breakfast, lunch and/or snacks with their child each day, depending on the times you have requested. Lunches sent from home should be based on USDA guidelines for your child's age, be self-serving and clearly labeled. Things to include would be a minimum of two ounces of protein, ½ cup equivalent of fruit/veggie (can be split between both), and a one ounce portion of a carbohydrate (crackers, bread, etc). Snack should be 2 of the components listed above. Please remember there may be children with special allergies in our program, you may be asked to avoid sending certain foods. We will make sure everyone is aware if this is the case. (Please check out the USDA's website as well as others like healthyplate.org for assistance).

A microwave/refrigerator is not available for your child's food. Lunch boxes that have refrigerated food should have a frozen pack inside. Amazon also has options for lunchboxes that reheat or keep food warm.

Please do not send containers that are hard to open, glass, breakable, or valuable.

Creekside Kids is not responsible for anything sent with your child that can be broken, lost, stolen or otherwise.

If you would like to send food for a special occasion like a holiday or birthday, please speak with the center director or a teacher to verify any allergies. If there are any allergies to be aware of in this case,

PLEASE READ ALL 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.****

If Creekside has to supplement to meet USDA guidelines you account will be charged \$1 per item. This is due to state and health department regulations requiring childcare centers to supplement insufficient meals.

Accidents/Injuries: If a child is injured while at Creekside Kids, Inc. parents will be notified with a report or verbally unless the accident or incident is of a more demanding nature or needs medical care in this case a parent 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 they have vomited, had a fever over 100.4, diarrhea, or started an antibiotic within the past 24 hours. They must be fever, symptom free, and medication free to return to Creekside. 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 100.4°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.

You can also check out the how sick is to sick through the El Paso County health department for guidance on all other illnesses https://epc-assets.elpasoco.com/wp-content/uploads/sites/18/2023/12/How-Sick-is-too-Sick_CDPHE_-1.pdf.

Supervision: Students will always be under direct supervision by sight or sound throughout the day except when a child is deemed old enough to be in the restroom with the door closed for privacy.

Medication Policy: No prescription or over the counter medications will be administered without written permission from a licensed healthcare 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 receives 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.

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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 an exemption waiver obtained through the child's physician 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 department of human services 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.

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Creekside Kids

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 of 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.

Safety and security: Creekside Kids is located in a district 12 building and has the benefits provided by them due to this. This includes security cameras, secured perimeters by the district 12 security team, locked doors that are only accessed by those with a badge. All who have a badge have had to go through state, federal, and DHS background checks. The doors are only opened to those we recognize.

As we are located near the foothills of the mountains our biggest threats are wildlife. All teachers are taught and trained to scan the playgrounds before allowing the children to run and play. If such a threat exists we will have indoor recess until the threat has passed. When possible we will alert parents through the app so they know before dropping off or picking up.

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. Per state regulations, fire and lockdown drills are held once per month and tornado drills are held monthly in-between March-October each year.

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

In the event of an actual emergency and alert will come through the kangarootime app.

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 grounds. 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 on the ages of the 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.

Creekside Kids

Volunteers, Visitors, Guest Performers and Speakers: Creekside Kids, Inc. can 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 positions must be paid positions which sometimes includes contract labor positions for guest performers and speakers.

In addition all visitors who do not have a Creekside or Canon preschool badge must sign in at the Canon preschool front office.

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 or district 12's contracted buses for such an event, 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 our little bathroom may be used 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 as we cannot force them to be 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 doctor's 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 minimum 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.***

****Please keep this paper for your records****

Creekside Kids

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, please make sure it is small enough to fit in their cubby or no bigger than a shoe holder. They will not be for shared use. Children are allowed to bring toys for play into the classroom at certain times however Creekside Kids employees are not responsible if these items get lost, broken or stolen. Also, keep in mind the limited space, do not bring large or noisy toys. 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.



Policy and Procedure Acknowledgement

Please initial each one to state your understanding and acknowledgment of each procedure listed in the above parent handbook.

- | | |
|---|--|
| <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"/> Safety and Security | <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. No credits for scheduled changes will be given under a week's notice.

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

Deposit: \$200

Registration: \$50

(Upon enrollment, June 1st for summer and August 1st for school year)

1-20 scheduled hours are calculated at a rate of \$12.75 per hour.

Use the flat rate chart below to calculate hours of 21 or more.

Hours Per Week	Rate
21-25	\$270
26-30	\$285
31-35	\$300
36-40	\$315
41-45	\$320+\$5/hour over 41
\$10 per hour for each additional hour above 50 hours	

**Any hours accrued over scheduled hours per week are billed at \$12.75 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 \$12.75 per hour.

These rates go into effect for currently enrolled families as of June 1st, 2024. These rates are effective immediately for all newly enrolling families.

Please keep this paper for your records

Creekside Kids

Daily Schedule

Welcome

6:45-8:00 Welcome and Free Play

7:30-8:00 Breakfast (For those who packed one to eat here)

8:00-8:30 Morning Meeting

8:30-8:40 Restroom/ Wash Hands

(8:40 Canon Kids AM Drop-off)

8:40-9:40 Morning Recess

9:40-9:50 Restroom/Wash hands

9:50-10:00 Morning snack

10:00-11:25 Guided and Independent Studies

11:25-11:45 Morning Wrap up.

(11:45 Canon Kids AM drop off)

11:45-11:55 Restrooms and Sunscreen

11:55-12:25 Lunch

12:25-1:15 Free play/ Recess

(12:40 Canon Kids PM Drop off)

1:15-1:30 Restrooms/ Nap Prep

1:30-3:30 Nap / 2:00-3:30 Quiet Activities

(1:30-2:00 State Required Rest Period for all)

3:30 - 4:00 Nap cleanup and Afternoon Snack

(3:45 Canon PM Kids drop off)

4:00-5:00 Free play and finish projects

5:00-5:45 Recess / Gym / Classroom

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



Please keep this paper for your records

Creekside Kids

Daily Summer Schedule

Welcome

7:00-8:00 Free Play and Breakfast
(For those that need it)

8:15-8:30 Restrooms
(Split groups)

8:30-9:30 Younger group: Outside Studies
Older Group: Guided and Independent Experimentations

9:30-9:45 Restroom/Wash hands

9:45- 10:00 Snack

10:00-11:45 Younger Group: Guided and Independent Experimentations
Older Group: Outside Studies

11:45- 12:00 Restrooms and Sunscreen

12:00-12:30 Lunch

12:30-1:00 Free Play / Recess

1:00-1:15 Nap Prep

1:15-3:15 Under 5: Rest time, 1:15-1:45 State Required Rest,
Over 5: Outside and other activities

1:45-3:15 Quiet Activities for those that don't sleep.

3:00-3:30 Nap Clean Up and Free Play

3:30-4:00 Snack

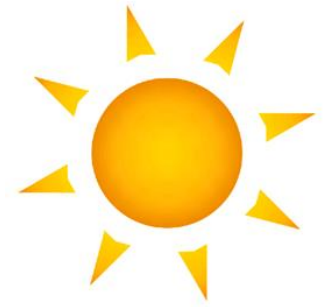
4:00-4:15 Restrooms and Sunscreen

4:15-5:45 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***



Creekside Kids

CHECK IN CHECKLIST

○ Checked in on Kangarootime?

(if not please do so, if you're having issues see a teacher)

○ Water bottle, AM and/or PM
Snack in the right bucket?

(not sure which bucket or group please ask)

○ Lunch on the right cart?

(not sure which cart or group please ask)

○ Backpack hung up?

(not everyone will fit in our hallway, your child may have one in the big hallway)

○ Sunscreen on?

(either at home or please apply now)

○ Hands washed?

(Help us keep everyone healthy)