



Mountain Munchkins Parent Handbook

Dear parents:

We are very excited to have your child in the Mountain Munchkins program. Please read the attached handbook very carefully. As always, our policies and procedures come with the best of intentions. Our goal is to create a successful program that meets the needs of the children as well as the program. The purpose of this information is to ensure that everyone is aware of the same guidelines.

Please fill out all attached forms and return to Mountain Munchkins by _____. All forms must be filled out to comply with State Regulations.

If you have any questions, please do not hesitate to call me at 970-729-2217. Most importantly, we want to thank you for sharing your child with us. We look forward to wonderful, fun-filled times with your family.

Sincerely,

Chambers Squier
Mountain Munchkins Director
970-729-2217

415 Mountain Village Blvd
Mountain Village, CO 81435
mountainmunchkinschildcare.com



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MOUNTAIN MUNCHKINS PARENT HANDBOOK

Mountain Munchkins' mission is to provide affordable, high-quality childcare and preschool to families who live and work in the Mountain Village and Telluride region. Mountain Munchkins strives to offer the highest quality of care by providing a consistent, developmentally appropriate and emotionally supportive environment in which children can learn and grow.

Providing strong early learning experiences during the most critical time in a child's brain development is our goal. Research shows that one in five kids are not ready for kindergarten. Our caregivers foster self-esteem and strive to give our children the necessary tools to thrive socially, emotionally and academically for years to come. Research of high-quality early childhood education programs confirm lasting positive effects such as greater school success, higher graduation rates and lower juvenile crime.

OVERVIEW

BRIEF HISTORY:

Mountain Munchkins is an infant and toddler childcare center and preschool located at Village Court Apartments in Mountain Village. Mountain Munchkins has been in operation as a licensed daycare center since 1996. We currently take 6 infants and 10 toddlers a day between the ages of 12 months to three years old. We currently take 16 preschoolers between the ages of three and six years old.

We are a year-round program primarily serving families who work in the Mountain Village and Telluride region. We are owned, operated and subsidized by the Town of Mountain Village.

FACILITY LOCATION:

Mountain Munchkins is located at:
415 Mountain Village Blvd
Mountain Village, Colorado 81435
970-369-6428
csquier@mtnvillage.org

CURRENT PROGRAMS, ACTIVITIES AND ACCOMPLISHMENTS:

Our caregivers focus on daily activities that encourage social, emotional, cognitive and physical development. Our low infant ratios (1 staff: 3 infants) allow caregivers to provide each infant with individualized, hands on, loving, developmentally appropriate care. Throughout the day, our infants have plenty of floor time and a lot of hands-on care that includes being held for stories, music and activities/manipulatives that encourage fine motor development. Some daily toddler activities include free play, circle (story) time, outdoor play, sand/water play, music and movement, dramatic play, arts and crafts and small group activities. All the children are exposed to a wide variety of manipulatives and



age-appropriate activities that help build fine and gross motor skills. In both the infant and toddler rooms, we have a language and material rich environment that is coupled with consistent, hands-on care. Our preschool focuses on play based learning, lots of outdoor time and taking advantage of all the awesome opportunities living in this community provides. The preschoolers go to swim lessons, drama camps, skiing in the winter and lots of classroom activities to help support their social and emotional learning. Mountain Munchkins was awarded a level 4 in the Colorado Shine Quality Rating Improvement System in 2020. Quality improvement is very important to us, so we are working hard toward level 5. Along with quality improvement, Munchkins encourages professional development for all staff members. All staff are trained in the Pyramid Model which ensures a quality environment that focuses on the social and emotional development of each child. Please visit out pyramidplus.org for more information.

HOURS OF OPERATION:

7:45 a.m. to 5:15 p.m. Monday-Friday.

HOLIDAY CLOSURES:

- Thanksgiving and Black Friday
- Christmas Eve through New Years Day
- Presidents Day
- Two Weeks over TSD Spring Break (dates will be announced the beginning of the year) **
- Memorial Day
- July 4
- Two days in August for summer transition
- Labor Day

All holiday closures listed above are factored into your monthly tuition rates. Tuition is not charged for the two-week spring break.

GOVERNANCE AND STAFF:

Mountain Munchkins is licensed by the state of Colorado Department of Health and Human Services (CDHS) Office of Early Childhood. Our license number is 1529054.

Mountain Munchkins is led by Director of Childcare Chambers Squier.

All lead teachers must meet the qualifications for Early Childhood Teacher as outlined by the CDHS Office of Early Childhood.

ENROLLMENT

AGES SERVED:

Mountain Munchkins infant and toddler program is open to children aged 2 months to 3 years. The preschool program is open to children ages 3 years to 6 years.

WAITLIST:

To get on the waitlist please fill out the Waitlist Form found on our website at



mountainmunchkinschildcare.com.

A waitlist will be kept if we are full, and the parent/guardian will be notified when spaces become available. Priority is given to the following then will be open to the rest of the public.

1. Parents who work and/or live in the Mountain Village will receive enrollment priority.
2. Siblings also receive enrollment priority at Mountain Munchkins
3. Essential staff for San Miguel County

All parents are required to enter into an agreement for services (see attached). This agreement requires a commitment to a certain number of days per week for the full term of the agreement. The number of days will be determined based on days requested and spots available.

A special care form must be completed before the child's first day. At the time of admission, each child's parent or guardian must submit a statement dated and signed by an approved health care professional. The statement must include information about the child's health status, immunizations and special needs. We also ask if your child has vision, health and dental insurance. If not, please let us know so we can provide you with contacts and resources. Please provide the center with an updated immunization record on a Certificate of Immunization supplied by the Colorado Department of Health. Your doctor should give you a copy at your well child check. All information along with a general health appraisal will be updated annually.

If a parent of a child wishes an exemption from the requirements for immunizations due to religious or personal beliefs, a written statement (state-approved exemption form) signed by the child's parent which states the reason for such an exemption and that the child is in good health must be submitted to the center. The center has the right to refuse to admit the child if a statement from an approved health care professional is not submitted.

INCLUSION

CHILDREN WITH SPECIAL NEEDS:

Munchkins provides services offered for children with special needs in compliance with the Americans with Disabilities Act. Mountain Munchkins reserves the right to review our ability to serve each child within the framework of the classroom and curriculum. Mountain Munchkins will work with the family to help identify the child's needs.

When a family or a teacher feels concerned with a child's development, we refer them to the Child Find screening sponsored by the Uncompahgre Board of Cooperative Educational Services (UnBOCES). The UnBOCES is a regional educational service unit designed to provide special education services and supporting instructional, administrative, staff and other services determined by participating member districts.

Munchkins also refers families to the local Tri-County Health Network. This agency has many health programs families may utilize. Need more information? Please ask one of the teachers or find local resources located in the family resource section in the classroom. Bright Futures for Children is our local family resource center. Please check out their website at www.brightfuturesforchildren.org



CHILDREN WITH SPECIAL NEEDS INCLUSION WRITTEN POLICY:

At Mountain Munchkins it is our goal to support the learning and wellbeing of our students and their families, embracing individual and cultural diversity. We recognize that all children have the right to have their culture acknowledged and respected. We actively support the inclusion of all our students, including those with additional needs. We will provide an environment which is free from bias and prejudice in which the children learn the principles of fairness and respect. By collaborating with the community to promote understanding and an appreciation of diversity we provide an educational program which puts into action the principles of inclusion, equity and diversity.

CHILDREN WITH SPECIAL NEEDS INCLUSION PROCEDURE:

- When possible, Mountain Munchkins will recruit educators/staff from diverse cultural and linguistic backgrounds.
- Actively seek information from children and their families.
- Work in partnership with families as well as community-based programs that meet the child's needs, family's needs and childcare practices. Specific requests will be honored to demonstrate respect and ensure continuity of care.
- Be sensitive and attentive to all children, respecting their backgrounds, unique qualities and abilities, ensuring that the learning environment reflects the lives of the children and families and their individual needs are accommodated.
- Regularly reflect and review policy and practice for continuous improvement.

TUITION AND FEES

ONE-TIME REGISTRATION FEE:

You will be billed a one-time registration fee of \$100 upon enrollment.

PAYMENT SCHEDULE:

You will be billed in advance for the upcoming month. Pre-payment is required. If you are planning on being on vacation, please let staff know, but please note you will still be responsible for paying for the days you are gone.

Monthly tuition rates are not adjusted for the number of school days or school closures in a particular month, each student is billed monthly rates listed below, other than the two weeks Munchkins is closed in April. Mountain Munchkins reserves the right to increase tuition based on the financial need of the school. If an increase in tuition becomes necessary, all families will receive notification 60 days prior to the increase.

MOUNTAIN MUNCHKINS SCHOLARSHIP PROGRAM:

It is our goal to continue our efforts in reaching out to low to moderate income and/or at-risk families who would not otherwise be able to afford quality childcare. Families may be eligible based upon income level and factors that could put a child at risk of not being school ready (families who do not speak English as their first language and/or single parent families.) Families will be asked to fill out Munchkins Tuition Assistance Application as well as the Cathy James Strong Start tuition assistance grant application. Once both are completed the director will award funding based upon income. **A huge**



thank you to our funders that make our scholarship program possible! We could not provide this support without them!

DAILY TUITION RATES:

Resident Rates:

- Infant \$72
- Toddler \$66
- Preschool \$62

Non-Resident Rates:

- Infant \$76
- Toddler \$72
- Preschool \$66

Monthly Tuition Rates for Residents:

	Infant	Toddler	Preschool
2 days/week	628.00	576.00	541.00
3 days/week	943.00	864.00	812.00
4 days/week	1257.00	1152.00	1082.00
5 days/week	1571.00	1440.00	1353.00

Monthly Tuition Rates for Non-Residents:

	Infant	Toddler	Preschool
2 days/week	663.00	611.00	576.00
3 days/week	995.00	916.00	864.00
4 days/week	1327.00	1222.00	1152.00
5 days/week	1658.00	1527.00	1440.00

TUITION IN THE EVENT OF A CLASSROOM CLOSURE:

If Munchkins is closed due to a Telluride School District snow day, tuition credits will not be offered. This closure is beyond our control and for the safety of students and teachers.

If Munchkins is closed due to a staffing issue, credits will be issued to families for the days that are not outlined on page 4.

PAYING YOUR BILL:

Tuition must be paid by the 25^h of each month. A \$20 late fee will be applied to your bill if your payment is received after the 25th of each month. If you become several months behind on your childcare bill, Munchkins has the right to discontinue services.

Payment Options: Please contact billing at tmvbilling@mtnvillage.org for billing options.

LATE PICK-UP FEE:

Mountain Munchkins operates from 7:45 am to 5:15 p.m. The following after-hours pick up policies are in place:

- If a parent arrives after 5:15, a late fee of \$1 per minute will be applied. Mountain



Munchkins reserves the right to suspend enrollment if a parent is repeatedly late for pick-ups.

- If the child is not picked up by 5:30, and no communication has been made with the school regarding a late pick up, Mountain Munchkins will contact the emergency contact authorized to pick up the child.
- According to state licensing guidelines, if Mountain Munchkins is unable to contact an authorized person to pick up the child by 6 p.m. the Mountain Village police department will be contacted.

GENERAL INFORMATION

CANCELLATION AND SWITCHING POLICY:

Notice of schedule change or withdrawal from Mountain Munchkins is required via writing at least 30 days in advance.

EMERGENCIES:

Mountain Munchkins schedules and conducts monthly fire and emergency evacuation drills in conjunction with the Mountain Village Police Department.

Mountain Munchkins follows all emergency closures and restrictions as the Telluride School District. This includes closures due to weather conditions or illnesses.

REPORTING CHILD ABUSE:

All suspicions of child abuse must be reported to the Director, Chambers Squier, immediately. As mandated reporters, it is the expectation that all suspicions of child abuse will be reported to the Child Protective Services. Phone number is (844)Co-4-kids.

REPORTING LICENSING VIOLATIONS:

If you are suspicious of any licensing violations, please mail complaints to:

Colorado Department of Human Services
1575 Sherman Street
Denver, Colorado 80203

ATTENDANCE:

It is the director's responsibility to know who is present at the facility. The Director/Lead Teachers will check the sign in sheet to identify all children enrolled each day and conduct a head count numerous times throughout the day. Caregivers also conduct head counts throughout the day. Parents, it is mandatory that you sign your child in and out on the printed sign in sheet located at the door to your classroom every day. Infant parents can do so via the HiMama app.

At the end of every day supervisors will check the sign in sheet to assure all children have a departure time. An appointed staff member will walk through the facility, nap rooms and outside areas to ensure all children have been picked up.

ADMISSION:



Our maximum licensed capacity for the infant and toddler program is 18- 8 infants and 10 toddlers. Our preschool is licensed for up to 16 in the school year and 18 in the summer months.

A waitlist will be kept if we are full, and the parent/guardian will be notified when space becomes available. Again, see our priority process for more information.

All parents are required to enter into an agreement for services, see attached. This agreement requires a commitment to a certain number of days per week for the full term of the agreement. The number of days will be determined by the requested and the spots available.

A special care form must be completed before the child's first day. At the time of admission, each child's parent or guardian must submit a statement dated and signed by an approved health care provider. The statement must include information about the child's health, dental and vision insurance, immunizations and special needs. If not, please let us know so we can provide contacts and resources. We also ask that you provide us with an updated immunization record on a Certificate of Immunization supplied by the Colorado Department of Health. Your doctor can provide one at your child's well check appointments. All information along with a general health appraisal will need to be updated annually.

HEALTH AND INSURANCE INFORMATION:

If your family does not have health insurance or a doctor but would like more information on where to obtain resources, please see the director or your child's teacher for a list. If you have concerns regarding your child's development, resources and referrals can be made to the appropriate agencies.

PARENT INVOLVEMENT:

It is our goal for you to feel comfortable with our program and philosophies. We have an open-door policy so please feel free to visit anytime! We support our families by offering gatherings throughout the year. Events typically include holiday parties, open houses and networking events for families to get to know each other. We are always looking for new ideas on how to best include your family in our program so please reach out and share any suggestions you might have!

Mountain Munchkins has an established Parent Advisory Board. This board helps with fundraising efforts, reviewing financials, curriculum and new ideas! Please ask the director for more information if you would like to be a part of the Parent Board.

FUNDRAISING:

Mountain Munchkins will host fundraiser events each year throughout the year with one large event held in the fall/winter. The fundraiser will be coordinated by staff and our parent board. Each family will be responsible for selling 15 raffle tickets for \$10 per child enrolled in the program. The raffle ticket will enter you for a chance to win a ski pass.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences will be held in the fall and spring for each classroom. Parents are asked to attend a 15–20-minute conference either in person or via Zoom.

HOME AND SCHOOL COMMUNICATIONS:

Communication between home and school is very important. Mountain Munchkins offers a few different



ways in which parents can communicate with the teachers.

Drop off and Pick Ups: Please touch base with your child's teacher(s) daily during drop off and pickups.

Infant Room: The infant room uses a communication tool called Lillio (HiMama) to communicate the daily routines and schedules of each infant to their parents. Parents will be asked to download the app and create an account. Information will be entered into the app throughout the day to provide updates on how your infant is eating, sleeping and toileting.

Toddler Room: There is a whiteboard in the toddler room that will be updated with meals, sleep and toileting information. Please check the board if you have any questions regarding how long your child slept, how well they ate, etc.

Preschool: There is a preschool bulletin board that will have helpful information posted to it right inside the cubby room.

All classrooms send out a monthly calendar which provides information on what the classroom is learning, activities they are working on and field trips the preschool might be taking. Please make sure to look for the monthly calendar.

Use of Interpreter:

Mountain Munchkins has translated this document along with the parent agreement and scholarship application for our Spanish speaking families. During the family's initial visitation, Munchkins staff identify our ELL (English Language Learners) students. Mountain Munchkins currently has two staff members that are bilingual and can communicate with Spanish speaking families. Ximena Carolina Rebolledo Leon from the Parents as Teachers program and Ursula Cristol from the Telluride School District are other community resources Mountain Munchkins has used for translation. Munchkins offers important information in both English and Spanish either through written and/or verbal translation and communication. Mountain Munchkins also hosts bilingual story hour twice monthly with Gloria Chavez from the Wilkinson Public Library. If there is a dominant second language in any classroom, Mountain Munchkins will support the home language. Munchkins currently has two bilingual staff members.

Translation Tools:

Should a family need translating Mountain Munchkins will also use Google Translation or another translation tool online. Our translators can be reached at the following contact information.

- Ximena Rebolledo Leon- xime77work@hotmail.com
- Gloria Chavez- gchavira@telluridelibrary.org

CLASSROOM INFORMATION

SAMPLE MUNCHKINS DAILY SCHEDULE (subject to change):

- 7:45-8:15 a.m.: drop off/free play
- 8:30 a.m.- circle time
- 8:45-9:15 a.m.- activities or free play
- 9:30 a.m.- circle time
- 9:45 a.m.- wash hands/snack



- 10:15 a.m.- bathroom/diaper
- 10:30-11:30 a.m.- outside
- 11:30 a.m.- wash hands/lunch
- 12:30 p.m.-diapers
- 12:30 p.m. -3:00/3:30 p.m.- nap
- 3:30 p.m.-diapers
- 3:45 p.m.- wash hands/snack
- 4:00-5:15 p.m.- free play, small group activities, art
- 5:15 p.m. - pick up

WHAT TO BRING:

Mountain Munchkins asks that you provide the following items for your child daily:

- Lunch
- Water bottle
- Two snacks
- Diapers
- Extra clothes
- Wipes
- Sweater or jacket
- Inside shoes/slippers
- All necessary clothing items for outside play- hat, sunglasses in the summers- full winter gear for the snow
- Nap items- one light blanket

Each child has a cubby assigned to him/her, when you arrive at Munchkins, please place your child's belongings in their cubby. All items must be labeled. Munchkins is not responsible for any missing items. **Children are not to bring toys/items from home.**

LUNCHES AND SNACKS:

All lunch and snack items must be labeled daily. Please pack enough food and milk for the entire day. There are three mealtimes throughout the day, two snack times and a lunch, however if your child is hungry, we will offer more snack times as needed. Please provide adequate healthy options in your child's lunch boxes. Mountain Munchkins is by law unable to heat any food options. Please do not send plastic baggies or plastic wrap as it creates a suffocation hazard for all children. Please be aware we can have children with severe food allergies in the classrooms, we ask that you adhere to the rules posted regarding allergens for each classroom. All employees handling food will wash their hands before and after food preparation and will wear gloves. Bibs will be provided to children for messy meals. All children in highchairs must be properly secured for all meals. We will refill and wash water cups and bottles daily.

BIRTHDAY TREATS:

We love celebrating the student's birthdays and encourage families to send a special treat for their child's birthday. Please be mindful to send items that are allergen free, and all treats must be purchased from a commercial kitchen, not homemade. Thank you in advance for your understanding.



FAMILY AND COMMUNITY RESOURCES:

When a family member or a teacher feels as though there is concern with a child's health or development, Mountain Munchkins may refer them to the Child Find screening process sponsored by the UnBOCES (Uncompaghre Board of Cooperative Educational Services.) The UnBOCES is a regional educational service unit designed to provide Special Education services and supporting instructional, administrative, staff and other services determined by participating member districts. Once a referral has been submitted, staff will work with the family and agency to develop an appropriate plan for the individual child. All staff have been trained on the referral process and remain a constant support for the families involved.

Munchkins also refers families to the Tri-County Health Network for health and medical needs. This agency has many health programs families may utilize. Need more information? Please ask one of the teachers or find local resources located in our family resource library in the main lobby of Mountain Munchkins. Bright Futures for Children is our local family resource center. Please check out their website at www.brightfuturesforchildren.org.

CLASSROOM RATIOS:

All children shall always be under direct supervision of a Mountain Munchkins staff. The State of Colorado ratio for infants is 1 caregiver to every 5 infants, 1 caregiver for every 5 toddlers to age 2 and 1 caregiver for every 7 toddlers two and older. Preschool ratios for the State of Colorado are 1 caregiver to every 10 preschool students. Mountain Munchkins ratios are 1 caregiver to every 3 infants, 1 caregiver to every 5 toddlers aged 12-28 months, 1 caregiver to every 6 toddlers aged 21-36 months and 1 caregiver to every 8 preschool age students. Mountain Munchkins adheres to the NAEYC recommended standards for teacher-to-child ratios.

TRANSITION SUPPORT:

New students- The teachers at Mountain Munchkins understand that transitioning to a new school can be tough. We want all your child's experiences to be positive and seamless. First, the Mountain Munchkins staff will host the family in the classroom during an informal family visit where the children are encouraged to play with their new friends, meet their teachers and get familiar with the classroom while exploring their new environments.

Transition to the next classroom- The staff at Munchkins will discuss and decide when children are ready for the next classroom. We will begin to transition your child from one room to another with short daily visits for a few weeks before they are scheduled to move over. Once we choose a date, we will encourage you to visit with your child and join in for a circle and snack time. If a child needs a little extra support during this transition time, we will create a social story or provide encouragement in any way that we can. Social stories may also be offered to families to help with the morning or evening transition items that can be so challenging. Teachers will discuss transitions and how we can help support your child and your family to make them successful, in individual conferences.

Throughout the day warnings will be given to help support transitions from one activity to the next. Please review the tips for the toddler and preschool room sheets enclosed in this packet for helpful suggestions.

CLASSROOM MANAGEMENT AND DISCIPLINE:



The following principles are of how we manage the classroom and handle any behavior issues:

- Punishment will not be associated with rest time, eating, or toilet training. Threats and/or coercion shall not be used to encourage children to follow directions.
- We focus on redirecting the child's attention, removing the child from the situation that is causing frustration and gently redirecting their attention towards a more positive, rewarding situation.
- We recognize a child's aggressive behavior can often be directly related to a frustrating situation in which they do not have the skills to cope. The word "no" is not used in this facility unless a child is in danger of hurting him/herself or another child.
- Promote success for a child, not failure.
- Use positive reinforcement to help build new patterns of behavior.
- Remind children of rules and consequences. Encourage children to think about the impact of their behavior on people, objects and events.
- Guide children to resolve conflict through communication. Teaching children to identify and understand their emotions and the emotional responses in their peers and teachers.
- Using positive language to help guide a child to do the things they can do, not focusing on what not to do.
- Mountain Munchkins does not resort to time outs. We will, as a last resort, offer a child the chance to take a break from a situation to calm their bodies.

GENERAL CHILD CARE:

A child shall be released only to the parent or guardian who signed the liability form or persons listed as authorized to pick up. In the event of an emergency parents can authorize another individual verbally to their child's teacher or to the director. If the staff does not recognize the parent and/or individual picking up the child, we will ask for identification and confirm with the parent.

In the event a person who is NOT authorized attempts to pick up a child the facility will NOT release the child and the parents and possibly the authorities will be called in for assistance. A staff will stay with that child until an authorized adult arrives.

Infants under the age of six months will be held while feeding a bottle. Older infants will also be held or if they are holding their own bottle, will be propped up while drinking their bottle. Infants are not to be laid flat on their backs while drinking.

Infants will be offered food from home only. Parents need to provide Munchkins with formula, bottles and foods. Please introduce all the new foods at home first.

All children who are in care at Munchkins for more than four hours shall have a rest period. Children 2 years of age will be transitioned to a mat from a crib when they are developmentally ready.

During outside time, children will always be offered their water bottles. On sunny days we will have art and water play outside.

VISITORS:

All visitors are required to sign in upon entering the building. Visitors must provide their name, phone



number, time of visit and the reason for the visit in the visitor sign in log. Visitors unknown to the Munchkins staff will be asked for identification.

INFANT AND TODDLER CARE:

If a parent agrees that the center should care for a child 18 months or older in the infant room, the center must have on file a written statement from a licensed physician confirming that the care for the child is appropriate for the infant room.

If the parent agrees that the center should care for a child in the toddler room who is 12 months old but not walking independently, or is over three years old, the center must have on file a written statement from a licensed physician confirming that care for the child is appropriate in the toddler room.

HEALTH AND SAFETY

IMMUNIZATIONS:

Mountain Munchkins complies with the Colorado regulations that require all children receive age-appropriate immunizations as recommended by the Colorado Department of Health or sign the appropriate waiver identifying the reason for refusal of immunizations. Children's immunization records must be updated annually with Munchkin's school nurse. If a child's records are not up to date families will be notified and must provide Munchkins with updated records or a waiver within 30 days or the child will be excluded from care.

SICK POLICY:

Mountain Munchkin's requires that parents keep sick children out of school until they have been symptom free for a minimum of 24 hours. For the health and safety of all students and faculty children who exhibit the following symptoms cannot attend school and will be sent home if these symptoms present themselves during the school day:

- Fever of 100 or higher
- Vomiting
- 2 or more episodes of diarrhea
- Skin rash
- Exhibits signs of lethargy and malaise
- Is unable to participate in a group care setting

Parents are expected to pick their sick child up within 45 minutes of being called, if the child is not picked up within the 45-minute window the child's emergency contact will be called. Failure to pick up your sick child within the 45-minute window on more than two occasions can result in your child being excluded from care.

If a child is diagnosed with a communicable disease, parents are to notify Mountain Munchkins immediately. Mountain Munchkins is required to notify the local health department and all Munchkins families. Confidentiality will always be maintained.

Mountain Munchkins will update illness recommendations based on the Public Health requirements and recommendations.

**Accidents:**

In accordance with Colorado Rules and Regulations for Childcare Centers all Mountain Munchkins staff are required to maintain current first aid and CPR certifications. In the event of an accident or injury at Munchkins facility appropriate first aid will be administered, and parents will be notified via phone call. Should a child require medical treatment EMS services will be called and parents notified. If a parent/guardian cannot be reached the emergency contact listed will be notified.

ADMINISTERING MEDICATION:

In accordance with Colorado Rules and Regulations of Childcare Centers any staff person who administers medication must attain certification and be supervised by a nurse consultant.

The following requirements must be met before Mountain Munchkins can administer any medication (prescription or over the counter) to a child. Mountain Munchkins is prohibited by law to administer any homeopathic medications.

- Written authorization from the child's health care provider (must be updated annually per medication)
- Written authorization from the parent
- Medication must be provided in the original labeled container- unopened box of Tylenol for instance.
- Medication label must match the written authorization.

Mountain Munchkins offers parents and providers a Permission to Administer Medication form. All authorization from the child's health provider must include:

- Child's name
- Licensed prescribing practitioner name, phone number and signature.
- Date authorized.
- Name of medication and dosage
- Time of day medication is to be given.
- Routine of medicine
- Length of time medication is to be given.
- Reason for medication unless it is to remain confidential.
- Side effects or reactions to watch for
- Special instructions

Mountain Munchkins staff is not authorized to determine when an "as-needed" medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this is determined in collaboration with a registered nurse.

All medications must be stored in a locked container (non-emergency medications only.) Emergency medications such as Epi-Pens must be given to a Munchkins staff member and stored out of reach of children. Medications cannot be stored in backpacks or lunch boxes.

Colorado regulations require Mountain Munchkins to keep a written log for each child. The log must



contain the following:

- Child's name
- Name of medication, dosage and route
- Time medication is given.
- Special Instructions
- Name and initials of individual giving the medication.
- Note if the medication was not given and the reasoning.

Sunscreen:

Mountain Munchkins asks parents to apply sunscreen to their child before coming to school. The staff will reapply sunscreen before the children go outside in the afternoons. There is no need to pack sunscreen unless you would like a specific brand or type used for your child. Permission to administer sunscreen is included in the parent agreement.

Allergies:

Please notify Mountain Munchkins of any allergies your child has. All faculty and staff are notified of students with allergies and appropriate accommodations are made.

Students needing an Epi-Pen or inhalers must provide a written plan as well as a prescription from their healthcare provider prior to attending school. All Epi-Pens must be stored in labeled medicine boxers in labeled cabinets with the student's classroom with the student's authorized written plan. Epi-Pen, inhalers and written authorized plans are to be taken with the student and the childcare provider anytime the student leaves the facility.

DIAPERING PROCEDURES:

Mountain Munchkins provides diapering every two hours.

- Materials are gathered.
- Lay child on diapering surface. Always have one hand on the child.
- Remove soiled diaper.
- Clean skin thoroughly, wiping front to back using a disposable wipe only once.
- Wipe hands with disposable wipe
- Diaper and dress the child.
- Discard the soiled diaper, wipes and gloves in a lined, covered receptacle.
- Spray the surface with soapy water. Let dry.
- Spray the surface with bleach water. Let dry.
- Staff washes child's hands.
- Wipe off surface.
- Staff wash their hands.
- Records the diaper change in accordance with the classroom's procedures.

Please provide a spare change of clothing for your child in case of accidents.

POTTY TRAINING:

Mountain Munchkins wants to partner with you and your family in helping to teach your child to use the



bathroom. All students are welcome at Mountain Munchkins regardless of if they are potty trained. Each classroom has a diaper changing station. We will work with you and your child on potty training only if your child shows an interest in using the restroom. Your child needs to be able to communicate with us that he/she needs to use the bathroom. We do not use candy or treats to encourage toilet training. When assisting a child in the restroom the door must always remain open and staff will assist children with toileting then washing hands after using the restroom.

HANDWASHING:

All children’s hands shall be washed upon arrival, before and after eating, after diapering and/or toileting. All employees shall wash their hands as follows:

1. Water then soap
2. Scrub hands for 20 seconds minimum
3. Wash backs, wrists, between fingers and under fingernails
4. Rinse well
5. Dry hands with a single use paper towel
6. Turn off water using towel instead of bare hands

Disposable gloves must be used during food prep and diapering

INCLEMENT WEATHER/OUTSIDE PLAY:

Mountain Munchkins, being in Mountain Village, and having access to such wonderful natural environments uses the outdoors as an extension of the classroom. Children will go outside daily. Mountain Munchkins will follow the Telluride School District emergency closures and will cancel school in alignment with the district.

Students will not go outside if the weather is 12 degrees or colder or if it is hotter than 90 degrees. If lightning is present in the area children are not permitted outside. When no lightning has been seen for 30 or more minutes than children may return outside.

OTHER:

Staff are responsible for disinfecting the facility daily. A chore list is posted daily, and each chore must be completed. Mouthed toys and miscellaneous manipulatives are sterilized daily. Big toys must be cleaned at least once a week.

In the unlikely event that a child is lost while in care at Munchkins, immediate notification to the Mountain Village Police Department will occur. At that time Town of Telluride and the San Miguel County Sheriff’s Department will be notified as well. The child’s parents will be immediately notified. An officer will be immediately dispatched to Mountain Munchkins to gather more information and establish a perimeter search from that location, in addition all TMV employees who carry a radio will be dispatched to assist in locating the lost child.

MUNCHKINS PRESCHOOL CLASSROOM INFORMATION

OUR EDUCATIONAL PHILOSOPHY:

Providing strong early learning experiences during the most critical time in a child’s brain development



is our goal. Research shows that one in five kids is not ready for kindergarten. Research of high-quality early childhood education programs confirm lasting positive effects such as greater school success and higher graduation rates. We recognize that children are unique and learn at different rates and in different ways. We provide a diverse, child-centered curriculum with plenty of opportunity for hands-on learning and exploration. Munchkins uses the Creative Curriculum which helps us explore “studies” based on the children’s interest. While implementing this curriculum, we strive to provide a well-rounded learning environment that focuses on literacy, art, math, music and science. We use the Pyramid Plus model which focuses on the social and emotional development of young children.

LEARNING ENVIRONMENT:

We create an environment that focuses on the social/emotional growth and development of each child. We also utilize Creative Curriculum philosophies that will help us in achieving our goals to establish nurturing and responsive relationships between children, caregivers and parents. We plan to achieve this goal by establishing solid foundations in the following areas:

- **Social-Emotional Development:**
GOAL: to help your child develop independence, self-confidence, self-control, follow schedules and routines, make friends, learn what it means to be part of a group, gain a respect for others and a sense of caring. We teach pro-social skills such as sharing and taking turns, playing cooperatively and friendship skills.
- **Physical:**
GOAL: Large motor - to increase children’s large muscle skills by running, balancing, jumping, throwing and catching. Fine motor development - use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing and writing.
- **Cognitive Development:**
GOAL: to acquire thinking skills such as the ability to solve problems, to ask questions and to think logically. Sorting, classifying, comparing, counting and making patterns to use materials and their imagination to show what they’ve learned.
- **Language:**
GOAL: to use words to communicate with others, listen to and participate in conversations with others, recognize letter sounds, letters and words and begin writing for a purpose.

Our room arrangement is divided into centers: art, math, toys/games, cozy corner, computer, listening center, imagination station, science, sand/water play. Through games, learning activities, materials and props we seek to accomplish the goals in each area of development and give your child a successful start in school. Our daily schedule and routines also help foster solid foundations in all areas of development. Our teachers establish weekly themes that will be outlined in a monthly calendar. Please read our preschool calendar which outlines various learning activities we will be working on to foster specific skills in all areas of development.

TRANSITION SUPPORT

The teachers at Mountain Munchkins will begin to transition your child from the toddler room to the preschool with short daily visits a few weeks before they move over. During this time, we read stories about the first day of preschool and discuss the differences we see in the classroom. If a child needs a



little extra support during this transition time, we will create a social story or provide encouragement in any way that we can. Social stories may also be offered to the families to help with the morning or evening transition time that can be so challenging. Teachers will discuss transitions and how we can make them successful during individual conferences.

Throughout the day, transitions will be supported by giving warnings, using songs and visual cues to encourage a smooth process.

Kindergarten Transition Support:

Kindergarten field trip – During the month of May, Mountain Munchkins partners with the Telluride School District to provide a teacher supported visitation day. Preschool teachers and Pre-K students spend the morning in the kindergarten classroom attending class activities including centers, class time, specials, recess and lunch time. After the visitation, we read books, role play and provide art activities about going to kindergarten. Mountain Munchkins also takes field trips to the elementary school playground during the summer months, so the children are comfortable with their new environment. Before the school year begins, the preschool staff completes a transition form that will assist the kindergarten teacher in understanding his/her new student’s strengths or areas that need more attention.

FIELD TRIPS:

Parents will need to sign a permission slip in the event we take a field trip (walking to the fire station, walking to the gondola, taking gondola rides). We will maintain if not exceed our ratios during field trips.

Mountain Munchkins has two fifteen passenger vans with thirteen booster seats. We take field trips often. These vans are driven by preschool teachers. We will inform you in advance of field trips requiring van use. If you do not want your child to participate in the daily activity, please make other arrangements for care that day.

COMETS SKI PROGRAM:

Mountain Munchkins students who are four and older have the option to participate in the Comets Ski Program through the Telluride Ski and Gold Company. Munchkins will provide transportation to this program but will sign your children out to the ski area at drop off. We will then sign them back in to our care at pick up. Again, we provide transportation only. When children are signed into the Comet’s program, they are in the care of the Telluride Ski and Gold Company. Thank you!

ENRICHMENT ACTIVITIES:

Munchkins preschool loves to have special guests in the facility and encourages our staff to take our children out for hands-on experiences as much as possible. Some of our activities include dance, yoga, story time, hikes, gymnastics and swimming. Most of these extra activities are paid for by Mountain Munchkins.

STAFF PROCEDURES

BACKGROUND CHECKS:

All Mountain Munchkins staff will have reference checks, background checks and fingerprints on file



with the Colorado Bureau of Investigation.

STAFF DEVELOPMENT:

All staff must complete pre-service training in Building and Physical Premises/Safety Storage of Hazardous Material, Disaster and Preparedness and Emergency Response, Prevention of Shaken Baby Syndrome and Abusive Head Trauma, Prevention of SIDS and Use of Safe Sleep Practices, Recognition and Reporting of Child Abuse and Neglect and FEMA trainings.

All staff must complete at least 1.5 hours of training in standard precautions within 3 months of employment at Munchkins and renew annually.

All staff must complete 8 hours of training/orientation in all three classrooms before working directly with the students.

All staff who work with children must complete a minimum of 15 clock hours of continuing training a year. At least 3 clock hours must be in social and emotional development.

All management level staff complete a college level course every five years.

Offering all our staff the opportunity to pursue formal early childhood education is a priority at Mountain Munchkins. Formally trained caregivers further our mission to provide high-quality childcare to working families in our region.

LEAD TEACHERS AS PRIMARY CAREGIVERS:

All lead teachers must have early childhood qualifications to be a lead in their classroom. These teachers work hard to provide age-appropriate materials and activities in a nurturing and loving environment. The lead teachers oversee lesson planning, daily communication and safety of their children and classroom. The lead teachers work on assessments with children twice annually. They will begin and end the year with either an ASQ (Ages and Stages) or a checkpoint through TS Gold (Teaching Strategies Gold) and hold a conference for you to check in regarding your child's development. If you would like a conference at any other time of year, just ask.

The lead teacher's priority is to provide continuity of care for your child while they are in that classroom. This ensures that your child feels confident and secure in their environment outside of their home. Mountain Munchkins has three floaters who work in every classroom. Every child gets to know these teachers. If a lead is absent and a supervisor/director must fill in as a sub, the children still know the other teachers/supervisors/director very well in the facility.

CONTINUITY OF CARE:

While your child is enrolled at Mountain Munchkins, they will be in a classroom that is age and developmentally appropriate. Once your child has reached the maximum age or seems to "outgrow" this age group, we will begin the transition process to the next room. We have floaters who work in all classrooms in the facility. This not only helps with the transition process but also provides continuity of care. Once in the toddler room at one year of age and walking, your child will have the same teacher until they go to preschool around 3 years of age. The same lead teacher will be with your child for 2 years.



Thank you for choosing Mountain Munchkins for your childcare needs. We look forward to having you as part of the Munchkins family!

Parent/Guardian Acknowledgement:

I have carefully and thoroughly read, understand and have a copy of the parent handbook for Mountain Munchkins. I understand that I am responsible for all the information included in the handbook.

Student Name: _____

Parent/Guardian Name: _____
(Please Print)

Signature: _____

Date: _____