



TOWN OF MOUNTAIN VILLAGE

455 Mountain Village Blvd. Ste. A  
Mountain Village, CO 81435  
[www.townofmountainvillage.com](http://www.townofmountainvillage.com)

**Dear Parents:**

**We are very excited to have your child in the Munchkins infant and toddler 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 completely filled out in order to comply with State Regulations.**

**If you have any questions, please don't hesitate to call me at 369-6428. 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,**

**Mountain Munchkins Director  
369-6428**



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## MOUNTAIN MUNCHKINS PARENT HANDBOOK

It is our mission to provide affordable, high quality child care and preschool to families who live and work in the Telluride and Mountain Village region. Our program offers an experience of the highest quality by:

- \* Providing a consistent, developmentally sound, and emotionally supportive environment for our children
- \* Providing an inviting, friendly, informative environment for parents.

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. We strive to provide children with consistent, developmentally sound and emotionally supportive childcare. Our caregivers foster self esteem and give our children the necessary tools to thrive socially, emotionally and academically. Research of high quality early childhood education programs confirm lasting positive effects such as greater school success, higher graduation rates, and lower juvenile crime.

### **BRIEF HISTORY**

Mountain Munchkins is an infant and toddler daycare center located at Village Court Apartments in Mountain Village. Mountain Munchkins has been in operation as a licensed daycare center for 15 years. We currently take 6 infants and 15 toddlers a day between the ages of 2 months to 3 years of age. We are a year- round program primarily servicing families who work in the Mountain Village and Telluride region. We are owned, operated and subsidized by the Town of Mountain Village. Last year, our net subsidy from TMV was \$170,223. If you break that down based on the number of children enrolled per day in our program, each child's spot is subsidized by approximately \$6,524. This figure is approximately 50% of the actual annual cost of childcare.

### **FUNDRAISING**

We have an annual fundraiser; Touch a Truck, in June. It is coordinated by our wonderful MM parents. It is a ton of fun for the entire community and a great opportunity for all of us to get together outside of Munchkins. Please let us know if you would like to be part of planning and coordinating this fabulous event.

For our annual Touch a Truck fundraiser, each family is responsible for selling 15 raffle tickets @ \$10 each for every child enrolled in the program. The raffle tickets buy you an opportunity to win a toddler jeep wrangler. Your July bill will be assessed the amount of the raffle tickets you

are responsible for if you do not sell them.

### **CURRENT PROGRAMS, ACTIVITIES AND ACCOMPLISHMENTS**

Our caregivers focus on daily activities that encourage social, emotional, cognitive and physical 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 of our children are exposed to a wide variety of manipulatives and age appropriate activities that help build fine and gross motor skills. We also have weekly story time with the library. In both the infant and toddler rooms, we have a language and material rich environment that is coupled with consistent, hands on care. Our program provides children with opportunities for self exploration and discovery. In addition, our infant room is tailored to the individual needs of each baby. Our low infant ratios (1 staff: 3 infants) allow caregivers to provide each infant with hands on, loving, developmentally appropriate care. Throughout the day, our infants have plenty of floor time and ALOT of hands on care that includes being held for stories, groovin' to music, being sung to, activities/manipulatives that encourage fine motor development.

### **AGES ACCEPTED**

2 months - 3 years

### **HOURS OF OPERATION**

7:45 a.m. to 5:15 p.m. Monday - Friday. The facility will be closed on the following holidays: Thanksgiving, the day after Thanksgiving, 12/24, 12/25, 1/1, Easter, 1 week over school spring break, Memorial Day, 7/4, Labor Day.

### **CHILD CARE FEES**

Please see our agreement for our most recent rate structure.

NO half days are offered at Mountain Munchkins.

There is a \$100 enrollment fee upon enrollment and \$60 re enrollment fee every year thereafter.

### **ADMISSION AND REGISTRATION**

Our maximum capacity is 21 children; 6 infants and 15 toddlers. A waiting list will be kept if we are booked and the parent/guardian will be notified when spaces become available. Parents who work and/or live in the Mountain Village will receive enrollment priority. Siblings also receive enrollment priority at Mountain Munchkins. All parents are required to enter 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. Please provide the center with an updated immunization record. All information will be updated annually.

If a parent of a child wishes an exemption from the requirement for immunization due to religious or personal beliefs, a written statement 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.

Parents with other children in care must be notified if a child enters the program without having received the appropriate immunizations. Children's confidentiality must be maintained in accordance with state law.

### **LABELING YOUR CHILD'S BELONGINGS**

All lunch bags (including everything in the bag) and other belongings must be labeled with your child's first and last name. **WE ARE NOT RESPONSIBLE FOR LOST ITEMS.** Please label **EVERYTHING** with 1<sup>st</sup> and last name.

Each child has a locker and cubby to store belongings.

### **EXTRA CLOTHING**

Please bring extra clothing in case your child has an accident. Also, bring warm clothing so we can play outside on chilly days. During the winter season, we must have a snowsuit, hat, gloves and boots for **EVERY** child in order to play outside.

### **LUNCHESES/SNACKS FOR TODDLERS**

**ALL LUNCH ITEMS**, including bottles and sippy cups, **MUST BE LABELED BY THE PARENT ON A DAILY BASIS!!!** Healthy snacks will be provided by Mountain Munchkins every day. Our morning snack is served around 9:00, lunch is at 12:00 and afternoon snack is served around 4:00. We do not offer breakfast so please feed your child a healthy breakfast before bringing them to MM. Please pack a healthy lunch for your child along with a cup filled with a drink of your choice. We have a refrigerator for food storage and microwave for re-heating. All employees handling food will wash their hands before and after food preparation and distribution. Bibs (we provide bibs) must be worn for messy meals. All children in high chairs must be properly strapped in during meals. We refill cups with water and send them home daily.

### **REPORT CARDS, BULLETIN BOARD, ACTIVITY BOARD**

Throughout the day we will record and initial all diaper changes, all naps **and** attempted naps and all feedings **and** attempted feedings. A report card will be given to each parent everyday! We use the activity board to list all of our toddler daily activities; it is posted in the lobby. Posted on our bulletin board: community events, screening information, job openings, handouts on child related topics, upcoming courses and trainings.

### **RATIOS**

All children shall be under direct supervision of a Mountain Munchkins staff at all times unless he/she is napping. The State of Colorado ratio for infants is 1 care giver to every 5 infants and for toddlers, 1 caregiver : 5 toddlers. Our ratios are 1 care giver to every **3** infants and 1 care

giver to every 5 toddlers.

### **SPECIAL NEEDS CHILDREN**

The facility will offer care to special needs children unless it drastically changes the way we operate.

### **FAMILY PARTNERSHIP PLAN**

It is our goal for you to feel comfortable with our program and philosophies. We have an open door policy so please visit anytime! We encourage and support our families by offering gatherings at least 4 times a year. Events typically offered include pizza parties at MM, Pot luck lunches with our kids and families, fundraising events, open houses to network with other families, trick or treating at the MV fire station and days when you can participate in making a craft or leading group time. We are always looking for new ideas on how to best include your family in our program so please share any suggestions with us.

### **GRANTS**

The director, Kathleen, applies for grants throughout the year to support our scholarship program and to fund certain operational expenditures. We rely on grants to partially fund child care for those families who cannot otherwise afford it. Grants also fund specific capital improvements recommended by our quality improvement inspection that is conducted annually.

### **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 on income level and factors that could put a child at risk of not being school ready (families who do not speak English as their 1<sup>st</sup> language and/or single parent families). Families who fall at or below 225% of poverty level will seek funding from Social Services.

We are very pleased with the program's success and look forward to its continued growth.

Please contact Kathleen at 369-6428 with any questions regarding tuition assistance.

### **RESERVATION POLICY**

MM can only guarantee the days you request at the time of enrollment. You are responsible for all of your reserved days through the end of your agreement

### **PAYMENT SCHEDULE**

You will be billed in advance for the upcoming month. Pre-payment is required. Please refer to Parent/Munchkins Agreement.

If you are going on vacation, please let a supervisor know so another child may add on for that day or we can staff accordingly.

### **LATE PAYMENT FEE**

*Please refer to Parent/Munchkins Agreement*

### **LATE PICK UP FEE**

A late charge of \$15.00 will automatically be charged for any portion of **every** fifteen minutes

after 5:15 p.m. If you are late more than three times in one year, the center reserves the right to terminate services.

### **EARLY DROP OFF**

Munchkins does not open until 7:45 a.m.. If you bring your child before we open, you will be asked to hang out with your child so the staff can complete morning duties.

### **CANCELLATION and SWITCHING POLICY**

Munchkins will not issue credits for missed day. Please notify us if your child will be absent for any reason. If there is someone (enrolled in the program) on the waitlist we can fill your spot as an add on to benefit the program.

### **DISCIPLINE**

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 their behavior has on people, objects, and events.

Guide children to resolve their own conflict through communication.

Use positive language - tell a child what they CAN DO, not what they can not do.

Time outs are a last resort and we use them sparingly. No one under 2 years of age is put in time out.

### **GENERAL CARE**

A child shall be released only to the parent or guardian who signed the liability form or persons listed under "**other adults authorized to pick up my child.**" In the event of an emergency, parents can authorize "other" adult verbally. If the staff does not recognize the parent and/or the specified person to pick the child up, we will ask for identification.

**Infants** under the age of 6 months must be held while feeding a bottle. Older infants will also

be held or if they are holding their own bottle should be propped while drinking their bottle (not laying flat on the floor).

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

In the event a person 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 for assistance. A staff will stay with that child until an authorized adult arrives.

Outdoor activities are a priority but are optional for children. Outdoor play will depend on the weather.

All children remaining at Munchkins for more than four hours shall have a rest period. Children 2 years of age will be transitioned onto a mat when developmentally appropriately.

All food and drink (including bottles) and art supplies are distributed and used in the **kitchen area only**.

During outside time, children will be offered their drink from home. On sunny days, we have art outside.

Toddlers with a bottle must have their bottle in the kitchen...buckled into a highchair or sitting at the table.

Staff will shadow children who exhibit aggressive behavior such as kicking, hitting and biting.

If a child is distressed by their parents departure, we attempt to distract the child with a toy, a book, going outside, holding and/or speaking calmly about the things they will do today etc... If the child does not calm after 30 min. , MM staff will make the decision on whether contacting the parent is the best option.

Children may not stand on any furniture at Munchkins.

All children will be supervised at all times unless he/she is napping.

#### **INFANT CARE & TODDLER CARE**

**If a parent agrees that the center should care for a child in the infant room who is 18 months or older, the center must have on file a written statement from a licensed physician confirming that care for the child is appropriate in 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 3 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.**

## **SICK CHILDREN**

It is very important for the children and the staff to remain healthy in order to maintain a fun learning environment. Please keep your child home if he or she is showing **any** signs of illness (including the common cold). Your child must be well and free of symptoms for 24 hours before returning to the center. If your child is taking antibiotics he/she must be at least 24 hours into the medication. We reserve the right to exclude your child if we have any concerns regarding his/her health.

**We must be able to contact at least one parent/guardian in the event your child becomes ill at Mountain Munchkins.** Please provide us with all contact information (home, work and cell phone numbers please). If your child becomes sick while at Mountain Munchkins, he/she will be sent home. Your child needs to be well and free of symptoms for a full 24 hours before returning to school.

## **SUNSCREEN POLICY**

The center must obtain authorization for applying sunscreen prior to outside play. Refer to "Special Permission" on the Registration form.

## **ALLERGIES**

Parents are to record ANY allergy the child has on the Special Care Sheet. That information is transferred to the allergy board located in the kitchen area. The allergy board must be checked before all food preparation. **Please attempt all new foods at home for several days prior to sending it to school.**

## **MEDICATION**

For the protection of the children, no staff shall administer non-prescribed medication to any child in our program. If a child is taking antibiotics that must be administered during the day, the parents are advised to return to Munchkins Child Care and Preschool so they can administer the medication themselves. Regarding children who need to receive medications for chronic illnesses such as asthma, seizures, and allergies: Specified/ delegated staff members can administer these medications. In order to administer asthma and anaphylaxis medications, the parents must provide:

Written orders by a health care provider

Written authorization by parent/guardian

Assure that the medication is appropriately labeled by a pharmacist or prescribing doctor.

Munchkins will keep a medication log of all medications administered for chronic conditions.

## **ACCIDENTS/ILLNESSES DEVELOPED WHILE ATTENDING MUNCHKINS**

When accidents or illnesses occur, the staff member in charge shall notify the parent or guardian by telephone. The First Aid kit is kept in the kitchen.

At the time of admission the parent/guardian must submit a phone number where they can be reached and their physician's phone number. The center must have written permission to arrange for medical care in the event of an emergency.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and parents shall be notified immediately by the Nursery Staff. The Director will contact local health department.

### **HAND WASHING**

All children's hands shall be washed before and after eating and after diapering and/or toileting. All employees shall wash his/her hands as follows:

1. Wash with soap under warm running water.
2. Rub your hands vigorously.
3. Wash backs of hands, wrists, between fingers and under fingernails.
4. Rinse well
5. Dry hands with a single service paper towel.
6. Turn off water using a paper towel instead of bare hands.

When do we wash hands?

After diapering

After helping a child with toileting

After wiping a child's nose,

After using the rest room

Before food preparation or the serving of food.

Returning from outside play time

**Disposable gloves must be worn during diapering.**

### **DIAPER CHANGING PHILOSOPHY**

This time should be used as continued quality time. Talk in a soothing voice, sing a song, ask the child questions, talk about the toys the child may play with when the changing is over, talk about the pictures hanging at the diaper changing station, etc... We NEVER act in a negative manner during the changing. Healthy, accepting attitudes about children's bodies and their functions will be expressed in this program.

### **DIAPERING PROCEDURES**

All children must be changed every 2 to 3 hours.

1. Assemble supplies.
2. Lay child on diapering surface. Always have one hand on the child.
3. Put on disposable gloves.
4. Remove soiled diaper
5. Clean skin thoroughly, wiping front to back using a disposable wipe only once.
6. Wash the child's hands with a disposable wipe and staff wipes their hands with a disposable wipe
7. Diaper and dress the child.
8. Discard the soiled diaper, wipes and gloves in a lined, covered receptacle.
9. Spray the diaper surface with bleach water.

10. Staff washes child's hands.
11. Wipe off diaper surface.
12. Staff washes his/her hands.
13. Record and initial the diaper change on child's report card. Report any unusual stool pattern and/or any unusual behavior associated with the changing.

A child's wet or soiled clothing shall be changed promptly. A few items of clean clothing are kept at the daycare in the event that the child did not bring a change of clothing. All soiled clothing is placed in a plastic bag and a note is made on the report card.

### **POTTY TRAINING**

We will work with your child on potty training only if your child shows an interest in using the potty. Your child needs to be able to communicate to us that he/she needs to use the bathroom.

**We do not use candy or treats to encourage toilet training.** When accompanying a child to the toilet, the door is to remain open at all times. Staff will assist children with hand washing after he/she goes potty.

### **EVACUATION PROCEDURES**

In case of fire, all children will be evacuated by the closest exit. Infants will be placed in a crib and wheeled out by a staff member. Toddlers are escorted out by staff. The supervisor in charge must check all nap rooms and the sign in sheet to assure all children have been evacuated prior to leaving the facility. We conduct monthly fire drills.

### **OUTSIDE PROCEDURES**

All children will be offered their drink during outside play. Prior to outside play each child must get a diaper change/chance to go potty, hands washed and sunscreensed. Again, **all** children must have proper clothing (depending on the season) in order to go outside.

During inclement weather we will not go outside. Instead we will plan special indoor activities.

### **WITHDRAWAL OF SERVICES**

**Please refer to Parent/Munchkins Agreement**

### **VISITORS**

All persons wanting to tour the facility should make an appointment with the Manager/Supervisor. Walk in visitors will be shown around if possible. All visitors must sign our visitors book. All visitors will be accompanied by staff at all times. Parents of children enrolled in the program are welcome to visit anytime.

### **REPORTING LICENSING VIOLATIONS**

If you are suspicious of any facility licensing violations, please mail the complaint to:

Colorado Dept of Human Services

1575 Sherman St.

Denver, Colorado 80203-1714

...Or call them at (303) 866-5958.

### **OTHER**

It is the Directors'/Supervisors' responsibility to know who is present at the facility. The Director/Sup will check the sign in sheet to identify all children enrolled each day and conduct a head count throughout the day. Caregivers also conduct head counts throughout the day. Parents, please sign our child in and out everyday.

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

If a child is not picked up by 5:15 p.m. a staff will notify parent or "person authorized to pick up" and stay with the child until the child has been picked up.

In regards to a lost child; the facility will notify the local authorities and the parents immediately.

Each staff member is responsible for disinfecting the facility. A chore list is posted daily and each chore must be completed prior to leaving the facility.

Mouthed toys and miscellaneous manipulatives are sterilized daily.

Big toys must be cleaned at least twice a week.

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.

In the event we need parent volunteers during a field trip or other special event, please be aware that each volunteer will be assisting the facility in the supervision of a group of infants or toddlers. Other functions as a volunteer may include lunch prep, serving lunch, feeding, clean up.

In the unlikely event that a child is lost while at Munchkins, immediate notification of the MV Police Department will occur (at that time, Town of Telluride and the County Sherriff's Dept. will be notified as well). The child's parent will be notified immediately as well. An officer will be immediately dispatched to Mountain Munchkins to gather more information and establish a parameter search from that location. In addition, all TMV employees who carry a radio will be dispatched to assist with locating the lost child.

## **STAFF PROCEDURES**

### **BACKGROUND CHECKS**

All Mountain Munchkins staff will have reference checks, a background check, and fingerprints on file with Colorado Bureau of Investigation.

## **STAFF DEVELOPMENT**

The State requires one staff per 30 children to be CPR and 1<sup>st</sup> Aid certified. Mountain Munchkins offers this certification every year and at that time all current staff gets certified.

All staff must complete at least 1.5 hours of training in Universal Precautions within 3 months of employment at Munchkins and at least every 3 years thereafter.

All staff must complete at least 19 hours of early childhood ed training each year.

All management level staff completes a college level course every 5 years.

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

## **REPORTING SUSPICION OF CHILD ABUSE**

All suspicions of child abuse must be reported to the Director immediately. All suspicions of child abuse will be reported to the local Sheriffs department or the social service department in which the child resides. Any and all unusual behaviors that could possibly be associated with child abuse must be written and reported to the Director/Supervisor.

**I have carefully and thoroughly read, understand and have a written copy of the handbook for Mountain Village Child Care (Mountain Munchkins). I understand that I am responsible for all of the information included in the handbook.**

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

