



**Dear Parents:**

**We are very excited to have your child in the Munchkins Preschool 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 Preschool by \_\_\_\_\_. All forms must be completely filled out in order to comply with State Regulations.**

**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,**

**Dawn Katz  
Mountain Munchkins Director  
369-6428**



## MOUNTAIN MUNCHKINS PRESCHOOL PARENT HANDBOOK

### OUR MISSION

Mountain Munchkins' mission is to provide affordable, high quality child care and preschool to families who live and work in the Telluride and Mountain Village 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.

### 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.

### **PARENT/STAFF CONFERENCES and CHECKPOINTS**

Mountain Munchkins Preschool uses the assessment tool called Teaching Strategies Gold to assess our pre-k children. These assessments help to guide daily instruction for the teacher based on the areas of development that need more attention. Developing our daily curriculum to support and encourage kindergarten readiness is our number one goal. Individual instruction and accommodations will be created based on need of each child. Conferences will be held twice annually to review progress with the parents based on TS Gold results.

### **AGES ACCEPTED**

2 years 10 months until kindergarten

### **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, Christmas Eve and Christmas Day, New Year's Day, 1 week over school district spring break, Memorial Day, Independence Day, Labor Day.

### **PRESCHOOL FEES**

Please see our agreement for our most recent rate structure.

NO half days are offered at Mountain Munchkins Preschool.

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

### **ADMISSION AND REGISTRATION**

Revised on October 3, 2017

MM Director Dawn Katz

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Our maximum capacity is 16 children. 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 Preschool. 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. If it's labeled and goes missing, it will surely find its way back. Each child has a locker and cubby to store belongings.<sup>7</sup>

### **TOYS FROM HOME**

*Please do not bring toys to school.* Your child will have the opportunity to share a special toy from home during specified days such as show and tell.

### **EXTRA CLOTHING**

Please bring extra clothing and underwear 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. Please bring in a pair of inside shoes or slippers that can be left in your child's cubby.

### **LUNCHESES/SNACKS**

**ALL LUNCH ITEMS, including beverages, MUST BE LABELED BY THE PARENT ON A DAILY BASIS!!!** We provide water throughout the day. If you have a special drink (juice, milk, smoothie...) please put it in your child's lunch box. Healthy snacks will be offered every day. **The snacks offered will be provided by parent snack donations.** Every parent in the program is responsible to sign up for at least

one snack/supply item every month. Our morning snack is served around 10am, lunch is at 12:30 and afternoon snack is served around 4:00. If your child arrives after 10 am, please assure that he/she has had a health snack prior to arrival. 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 drink of your choice. We have a refrigerator for food storage and microwave for re-heating (winter only). During summer months we ask that you bring your child with lunch items that do not need to be heated up as we will be going on field trips several times a week. All employees handling food will wash their hands before and after food preparation and distribution. We offer water throughout the day.

### **UPDATES AND COMMUNICATION**

Your child's daily activities will be posted on the dry erase board above the sign in sheet in the lobby. Please take a minute everyday to look at our board so you can talk with your child about what he/she did at school. There will be a monthly calendar sent home with field trips and other preschool activities. Make sure to refer to the calendar daily so your child can come to school prepared. We also post to the closed Facebook group daily so please ask to join.

### **ADD ON POLICY**

If you would like for your child to participate in an enrichment activity on a day he/she isn't schedule to come to preschool, we request that you add on. If the day is available, we would love to accommodate you.

### **RATIOS**

All children shall be under direct supervision of a Mountain Munchkins Preschool staff at all times. The State of Colorado ratio for preschoolers, 1 caregiver: 10 preschoolers. Our ratios are 1 caregiver to every 8 children based on the NAEYC recommended ratios for this age group.

### **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 and transitions to be positive and seamless. First, the Mountain Munchkins staff will host the family in the classroom during an informal family visit where children are encouraged to play with their new friends, meet their teacher, and get familiar with the classroom while exploring the materials. *Transition to the next classroom* – The staff at Mountain 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 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 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 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 and using songs to encourage a smooth process without long wait periods.

Kindergarten field trip – A few months before kindergarten begins, Mountain Munchkins partners with the Telluride School District to provide a teacher supported visitation day. During this time, the teachers will attend a full morning of classes with the pre-k children so they may experience what it's like to be a kindergartener. After the visitation, we read books, role play and provide art activities about going to kindergarten. Munchkins takes field trips to the elementary school playground during the summer months so the children remember their time spent there. This is a big transition and one that is discussed with the parents during their final checkpoint conference with the lead teacher.

### **CHILDREN WITH SPECIAL NEEDS**

Munchkins provides services offered for children with special needs in compliance with the Americans with Disabilities Act.

### **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 you have with us

### **FAMILY AND COMMUNITY RESOURCE**

When a family or a teacher feels concerned with a child's development we refer them to the Child Find screening sponsored by the UnBOCES (Uncompahgre 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. Munchkins also refers family 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.brightfuturesfor children.org](http://www.brightfuturesfor children.org)

### **THE USE OF INTERPRETERS**

Within the first 30 days of care, Mountain Munchkins teachers complete an Ages and Stages Questionnaire (or ASQ) on each student. This helps us identify our English language learners. We currently have two Spanish speaking teachers on staff. We also use Ximena Carolina Rebolledo Leon from the Parents as Teachers program and Ursula Cristol from the Telluride School District as resources for translation. We have translated this document along with the parent agreement and scholarship application forms for our

Spanish speaking families. We try to offer important information in both English and Spanish.

### **CONTINUOUS QUALITY IMPROVEMENT**

Mountain Munchkins continuously strives to provide you and your child with the highest quality of care. The staff have developed a quality improvement plan that is updated quarterly by the staff and parent advisory committee to ensure success. This plan is printed and posted in the director's office. Please feel free to review and discuss anytime.

### **MOUNTAIN MUNCHKINS PRESCHOOL 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 Dawn at 369-6428 with any questions regarding tuition assistance.

**A HUGE THANK YOU GOES OUT TO OUR FUNDERS THAT MAKE OUR SCHOLARSHIP PROGRAM POSSIBLE – THANK YOU SO MUCH TO THE TEMPLE HOYNE BUELL FOUNDATION, THE TELLURIDE FOUNDATION, CCAASE AND JUST FOR KIDS! We could not provide this support without them!**

### **RESERVATION POLICY**

Mountain Munchkins 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 Preschool Agreement*

### **LATE PICK UP FEE/EARLY DROP OFF 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. Mountain Munchkins teachers understand that things come up that make us late. Please just let a staff member know that you are on your way. The preschool opens at 7:45am. If you continuously come earlier, there may be a \$15 per day fee added to your bill.

### **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**

Corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, rough handling, hair pulling, or any other humiliating or frightening method of disciplining to control the action of any child or groups of children is not allowed.

Punishment shall 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.

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 typically 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 and/or the use of our "solution ring"

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

Peace outs (our term for time-outs) are a last resort and we use them sparingly. We will typically offer a child the opportunity to take time to calm down.

### **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.

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; if weather drops below 20 degrees Fahrenheit, children will play indoors.

All children remaining at Munchkins Preschool for more than four hours shall have a quiet time for 30 minutes.

During outside time, children will be offered water.

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

If a child is distressed by their parent's 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.

All children will be supervised at all times.

### **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 Preschool. If your child becomes sick while at Mountain Munchkins, he/she will be sent home. *Your child needs to be well, medicine free and free of symptoms for a **full 24 hours** before returning to school.*

### **SUNSCREEN POLICY**

Please sunscreen your child daily. Munchkins will touch up throughout the day. 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 inside the kitchen cabinet. 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 prescribed or non-prescribed medication to any child for any reason. If a child is taking medication that must be administered during the day, the parents are advised to return to the Munchkins 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 AT THE PRESCHOOL**

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

At the time of admission, the parent/guardian must submit a phone number where they can be reached, their emergency hospital of choice, 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 preschool staff. The Director will contact local health department.

## **HAND WASHING**

All children's hands shall be washed before and after eating, after diapering and/or toileting and after blowing their noses.

All employees shall wash his/her hands as follows:

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

When do we wash hands?  
After helping a child with toileting

After wiping a child's nose,  
 After using the restroom, ourselves  
 Before food preparation or the serving of food.  
 Before and after eating  
 Before and after sand and water play  
 Returning from outside play time

**Disposable gloves will be worn for soiled diapers and food prep.**

### **POTTY TRAINING**

We have “Pull-up only” policy, no diapers please unless they are just being used for naptime. We will work with your child on potty training if they are not yet potty trained. Children are encouraged to go every hour and will be assisted if need be. Children will go through the process of “pottying” every time they use the rest room. This consists of pulling down their pants, sitting on the toilet, redressing themselves, flushing, and washing their hands. We do not use candy or food 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. If your child will be using Pull-ups please provide a package upon the child’s first day. We will notify you as supply runs low.

### **EVACUATION AND EMERGENCY AND DISASTER PREPAREDNESS 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 holding a rope. The supervisor in charge must check all nap rooms and grab sign in sheet and emergency backpack before leaving the facility. Once everyone is out safely, the staff will head up the hill to the third floor of the fire station and wait there until safe to re-enter building or until parents arrive. We conduct monthly fire drills.

Per the requirements in the State of Colorado Rules and Regulations, the staff at Mountain Munchkins will be trained in lockdown drills, shelter in place drills and active shooter drills. The Mountain Village Police Department will assist in these trainings.

If for any reason we must leave the facility, you will find the staff with the children on the third floor of the Fire Station located at the corner of the parking lot.

In the aftermath of such a disaster, if we are unable to use Mountain Munchkins, we will resume care on the third floor of the fire station until safe to enter original facility. All child records will accompany us in a fire proof and locked file system.

### **OUTSIDE PROCEDURES**

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

Per the State of Colorado Rules and Regulations, children in the preschool classroom need a minimum of 60 minutes of outside time each day! During inclement weather we

will not go outside. Instead we will plan special indoor gross motor activities.

### **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.

A first aid kit will be with staff at all times, along with children's medical/emergency forms.

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 children. Other functions as a volunteer may include lunch prep, serving lunch, feeding, clean up.

If a child arrives late during a field trip day, the parent needs to take the child to the location of the event. It is the responsibility of the parent to transport the child to the location of the group if they are late. A staff member should be notified if you will be bringing your child late during field trip days. The staff's contact number will be posted on the preschool door. If a child is brought to a field trip location, the parent must sign the child in.

### **COMETS SKI PROGRAM**

Mountain Munchkins over the age of three 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 in to 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, drama, gymnastics, and swimming. Most of these extra activities are paid for by Mountain Munchkins.

### **IPADS IN THE CLASSROOM**

Mountain Munchkins has two iPads in the listening center. When this center is open, children will be encouraged to set a timer for ten minutes. Once the timer goes off, they must find a new center. Only educational games and child appropriate music are downloaded on these iPads.

## **SOCIAL MEDIA**

Mountain Munchkins Preschool has a CLOSED Facebook page. We will post pictures of our daily activities and adventures. If you do not want your child's photo on this page, please inform the director. You must get approval from the administration to join this group.

## **WITHDRAWAL OF SERVICES**

**Please refer to Parent/Munchkins Preschool 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 visitor's 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.

## **SUSPECTED CHILD ABUSE**

As mandated employees, Mountain Munchkins staff members are required by the State to report ANY suspicions of child abuse. If you suspect child abuse in anyway, please call (844) CO-4-KIDS.

## **OTHER**

It is the Directors'/Supervisors' responsibility to know who is present at the facility. The Director/Supervisor 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 your child in and out every day.**

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.

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.

Preschoolers will rest or nap on a mat daily.

Big toys must be cleaned at least twice a week.

In the unlikely event that a child is lost while at Munchkins Preschool, 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. 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 Preschool 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 will be certified.

All staff must complete a Department approved standard precautions training that meets current Occupational Safety and Health Administration (OSHA) requirements prior to working with children. This training must be renewed annually and counts towards ongoing training requirements.

All staff must complete 8 hours of training/orientation in both the infant and toddler rooms before directly working with them.

All staff who works with children must complete a minimum of fifteen (15) clock hours of training each year. At least three (3) clock hours per year must be in the focus of social emotional development.

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

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.

**Thank you for choosing Mountain Munchkins Preschool for your child's pre-k years. We look forward to having you as part of the Munchkins family!**

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

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

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

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

