



**Stephanie Hamburg**  
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# Shining Stars Childcare, LLC

## Daily Schedule

<i>7:00 - 8:00</i>	<i>Arrival / Breakfast</i>
<i>8:00 - 9:15</i>	<i>Free Play / Group Time / Provider Led Activity / Games</i>
<i>9:15 - 9:30</i>	<i>A.M. Snack</i>
<i>9:30 - 11:15</i>	<i>Outside Play</i>
<i>11:15 - 12:30</i>	<i>Lunch / Free Play</i>
<i>12:30 - 2:30</i>	<i>Nap / Rest / Quiet Play</i>
<i>2:30 - 3:30</i>	<i>P.M. Snack / School Pick-up / Free Play</i>
<i>3:30 - 4:30</i>	<i>Outside Play</i>
<i>4:30 - 5:00</i>	<i>Media / Free Play / Dismissal</i>

# Policies & Procedures

Effective: 8/1/2024

## 1. Admission and Registration Procedures

The admission process will be completed prior to the child's attendance and will include the following:

- Pre-admission in-person interview with the child's parent(s) to determine whether the services offered by the home will meet the needs of the child and the parent(s).
- Explanation of provider's written policies & procedures.
- Establish a fee agreement & discuss a 2-week trial period
- Completion of the registration packet and authorizations required for the inclusion in child's record.

## 2. Hours of Operation, Paid Leave & Annual Tuition Increase

Shining Stars Childcare, LLC will be open Monday – Thursday from 7 am – 5 pm. An annual tuition increase will take effect every January 1. The annual paid leave is renewed every first of September. The provider does not offer any substitute care when the childcare program is closed. The following days are annual paid leave when the childcare program will be closed:

### Holidays

New Year's Day, Memorial Day, Independence Day, Labor Day, 4 days for Thanksgiving Break, 4 days for Christmas break

### Annual Leave

80 hours

## 3. Childcare Fee Agreement and Expectations

- Tuition for drop-in childcare is due on each day of care.
- Tuition for the first two weeks and the last two weeks of care are due at the time of enrollment.
- Tuition is due every two weeks, due every Monday by 5 pm. If Monday is a holiday or a day when the provider is closed, payment is due the Thursday before the holiday/closed day. Childcare will not be offered on Wednesday if payment is not received by Tuesday by 5 pm.
- Tuition costs are paid whether the child is or is not in care, being up to date with your tuition will hold your child's childcare spot.
- Tuition costs include the provider's 80 hours of the provider's annual leave and holidays.
- Provider will give a 30 day notice before any changes are made to tuition charges and fees, and will provide a new agreement in the event of a change.
- All payments are non-refundable

## 4. Pick-up / Drop-off

An overtime charge of \$1 per minute of late pick up is due on the day of late pick up. A continuing issue of late pick-ups will be cause for the child to be dismissed from the program.

If the provider has not been contacted and notified that the child will be picked up late, the provider will make all attempts to contact the parent(s) and the child's emergency contacts. If provider is unable to contact the parent(s) or the child's emergency contacts, Adams County Children and Family Services will be contacted, 7401 Broadway, Denver, CO 80221, (303) 412-8121. The provider is not licensed for overnight childcare.

When calling to authorize pick-up by someone not on the authorized persons list, please be prepared to give information regarding that person, such as name, address, phone number and physical description. The person will be required to show proof of identification.

Sign-in / Sign-out Parent(s)/guardian(s) or another person that is listed on the authorized pick-up form must sign-in and sign-out every time the child is dropped-off and picked-up.

## 5. Illnesses, Injuries, Emergencies, and when your child should stay home

### Illness

The Parent/Guardian or another authorized person will be contacted to pick up their sick child. The sick child needs to be picked up within 45 minutes of being called. Provider has adopted the illness policy from the Colorado Department of Public Health & Safety – How Sick is Too Sick.

### Injury

The parent/guardian will be notified when their child has been injured and will be given the details of how the injury happened and what care was given.

### Emergencies

In the event of an emergency, 911 and the parent will be contacted. Written permission for emergency medical treatment must be on file at the childcare facility.

## 6. Substitute and Back-up Care

No substitute or back-up care will be offered when the childcare program is closed. If the childcare home closes due to unforeseen circumstances, for example provider's family member is sick, the provider is sick, or there is a family emergency; the parent(s) or other authorized persons will be contacted for child pick up. The child will be expected to be picked up within 45 minutes of being called.

## 7. Transitions

In a typical day in their early childhood service children play, dance, paint, eat, sleep, read and in between – they transition. In a single day, young children do a lot of transitions. It's the time, where children move between activities and routines and it can sometimes be very challenging. For some children, transitions may be frustrating or may provoke anxiety, and they may lead to challenging behaviors such as tantrums, withdrawal or disruptive behavior. Difficulty with transitions can occur for many reasons such as tiredness, confusion or reluctance to end an activity. To decrease the likelihood of challenges and to move children as smoothly as possible through their day, special routines need to be well rehearsed and planned. This involves:

- Minimizing transitions wherever possible
- Staggering transitions so not all children do the same thing at the same time
- Planning for children who finish an activity quickly so they are not waiting for others to catch up
- Considering what children will do during the transition
- Preparing verbal and nonverbal (visual or sound) cues before transitions
- Teaching children the expectations for the transition

## 8. Behavior Guidance & Discipline

Provider prohibits spanking or other corporal punishment, subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse or neglect; depriving children of meals or snacks, force feeding children, disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet or using any other unusual or excessive practices for toileting.

Instead, provider will help children to be safe with themselves and with others, feel good about themselves, develop self-control and good coping skills, appropriately express their feelings, become more independent, balance their needs and wants with those of others, learn new problem-solving skills, including non-violent conflict resolution, learn about conservation – to use equipment, materials, and other resources in caring, appropriate ways

Positive methods of child guidance include but not limited to:

- A plan for appropriate behavior through the environment by arranging furniture and other materials to encourage active learning and independence
- A plan for daily scheduling that prevents boredom, with time to relax and enjoy activities, as well as a daily routine with ample opportunity for children to select activities and move between them at their own pace, and that gives children ample notice of transitions ahead of time
- Providing children with expectations that are clear, age-appropriate and applied in a consistent way
- Allowing children to participate in the establishment of rules where appropriate and feasible
- Reinforcing positive behavior by recognizing children's positive actions
- Modeling appropriate behavior by what the adults say, expect, and do
- Redirecting children away from negative actions and toward positive activities by interrupting a child's negative behavior and steering the child toward an acceptable substitute activity
- Teaching children new skills and encouraging them to discuss and resolve their conflicts on their own or with the adult's assistance, when necessary, rather than imposing an adult's solution on them. Encouraging children to express their feelings in words and to resolve problems peacefully
- Ignoring simple, inappropriate, negative behavior that is unpleasant
- Working in close partnership with parents to address children's difficulties at home and in childcare. Developing shared understanding to foster consistency between home and childcare
- Observing and recording children's behaviors
- Accessing specialized support services if a child's behavior continues to be harmful to himself or others. Referring the family, with written parental permission, for mental health counseling or other specialized services that can help address the child's behavior problems.
- Developing behavioral and safety plans for children that require them

## 9. Suspension & Expulsion from Program

Behavior concerns usually indicate that a child needs more time, support, and practice to develop their social and emotional skills. When serious concerns arise, the provider will partner with parents and possibly professionals who specialize in supporting children's social and emotional health.

The provider will maintain documentation of the of the incident(s), subsequent parent conferences, and the plan developed that includes appropriate intervention strategies. The purpose of the parent conference is to develop a plan and provide available resources to address specific behaviors (recurring violence, disruptive behavior, or aggression). The behavior plan will address suspensions and expulsions.

If the behavior plan isn't effective, the provider may choose to offer another behavior plan with the parents or stop providing care at any time and no refunds or credits will be given.

The following are local supports to assist in your child guidance efforts:

**Child Find – birth to age 5**  
[www.cde.state.co.us/early/childfind](http://www.cde.state.co.us/early/childfind)  
303.866.6600

**Early Childhood Partnership of Adams County (ECPAC)**  
[ecpac.org](http://ecpac.org)  
303.428.2929

**10. Meals, Snacks and Food Allergies**

Children will be offered breakfast, lunch and two snacks daily. Please make arrangements with the provider if your child has any food allergies. Parent(s) must include food allergies on the medical information form due by the first day of care.

**11. Naps/Rest Time**

Naps and rest time will be scheduled appropriately for the age and development of the child and not forced. Children who do not sleep after 30 minutes will be provided with alternative activities/quiet play. Children will be provided with their own sleeping equipment - portable crib, sleeping mat or cot. Provider will follow the safe sleep standards for infants.

**12. Safe Sleep**

Shining Stars Childcare, LLC believes that a safe sleep environment for infants helps to lower the chances of an infant dying from SIDS, and that the parents and the childcare provider should work together to provide a safe sleep environment. A signed safe sleep form will be added to the infant's records.

**13. Diapering and Toilet Training**

Parent(s) will provide diapers, wipes and preventative creams/ointments and extra clothing.

Provider will accommodate the child's individual developmental abilities and needs when toilet training children.

Per the AAP (American Academy of Pediatrics) the following are signs that a child may be ready for toilet training:

1. The child can imitate his/her parents' behavior.
2. The child begins to put things where they belong.
3. The child can demonstrate independence by saying "no."
4. The child can express interest in toilet training.
5. The child can walk and is ready to sit down.
6. The child can communicate his/her need to eliminate (urinate/defecate).
7. The child is able to pull clothes up and down (on and off).
8. The temperament of the child, which includes motor activity, intensity of reactions, mood, regularity (especially behavioral), initial approach/withdrawal response, adaptability to new situations, attention span/persistence, distractibility, and sensory threshold/frustration level, needs to be considered when determining the child's readiness and the caregivers' strategy for toilet training.

**14. Sun Exposure and Sunscreen**

Provider will be cautious of prolonged sun exposure and will apply sunscreen to prevent sunburn as authorized by parent per enrollment forms.

**15. Outside Playtime**

Outdoor activities will be offered daily, except for times of severe weather or temperature extremes. No outside play if the temperatures are under 40°F or over 95°F. The following temperature guidelines will be taken into consideration when deciding to have outdoor play: <https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>

**16. Secondhand Smoke**

To protect children from secondhand smoke, smoking is prohibited on provider's property.

**17. Field Trips / Special Activities**

The childcare provider will pay for the field trip costs. Parents are encouraged to join their child on any field trip. No reimbursements or tuition credits will be given to children not participating in a field trip. When un-scheduled outings occur, visiting a park, etc. the parent(s) will be notified per their enrollment form.

**18. Supplies – Parents Responsibility**

Parents are responsible to provide the following items:

Change of Clothes / Appropriate clothing for the outdoors (coats, hats, gloves, water clothes, snow boots, etc.)

Diapers/ Pull-ups / Training Underwear /Wipes

Bottles / Sippys / Pacifiers / Water Bottles

**19. Reporting Child Abuse**

Any signs of abuse or neglect will be reported to the Department of Human Services: 844-CO-4-Kids

**20. Services offered for children with Special Needs**

Provider will make an individualized assessment on whether they can meet the special needs of each child. In each case, the provider will talk with the parents or guardians and possibly other professionals who work with the child to determine the needs of the child. Provider is not required to accept children who would pose a direct threat or who would fundamentally alter their childcare services and operations. Shining Stars Childcare, LLC will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities.

**21. Immunization Requirements and Health Information**

To help protect the children enrolled in the provider's care, families will be made aware if any non-immunized children that are in the care of the provider. Non-immunized children may be accepted in Shining Stars Childcare, LLC as long as an exemption form from the State of Colorado is submitted to the childcare provider. Health admission information, including a health care plan, chronic medical conditions, allergies and immunization history, and statement of physical health shall be provided to the childcare provider by the first day the child attends the family childcare home.

**22. Storage, Loss, Damaged or Theft of Child's or Provider's Belongings**

Storage of a child's belongings (i.e.-change of clothes, etc.) will be stored separately to help prevent loss, damage or theft. If a child's belongings are lost, damaged or stolen the provider will notify the parent(s) to determine a resolution.

**23. Media Use**

Media use including, but not limited to, television, video viewing, music, video games and computer use will be permitted only with the written approval of a child's parent(s), the parent approved time limits, and the activities must not contain extreme violence, profanity, nudity, or sexual content, and will have a rating appropriate for the age of the children in care.

#### **24. Medication Administration**

Any routine medication, prescription or over-the-counter medications may be administered by the trained provider only with a current written order from a health care provider with prescriptive authority and with written parental consent. Home remedies may never be given to a child. Topical preparations used for prevention on unbroken skin including, but not limited to, petroleum jelly, diaper creams, sunscreen, insect repellent can be administered without a written order from a health care provider. Topical treatments on open wounds or broken skin must have a written order from a prescribing health care provider in addition to parent authorization. Medications will only be accepted in the original container. Over-the-counter medicines must be labeled with the child's first and last name. Medications will be stored inaccessible to children. Empty or un-used medications will be returned to the parent(s) for proper disposal. A written medication log will be kept for each child.

#### **25. Closure due to Inclement Weather – Snow Days**

Provider will not be open for business if the following school districts are closed: 27J

Brighton School District 27J - (303) 655-2900

No tuition credits or refunds will be given for closure due to snow days.

#### **26. Transportation**

Provider will adhere to state rule 7.707.94 to include but not limited to the following:

Provider requires vehicle restraints for each child. Children must ride in a rear-facing child safety seat until they are at least one year old and weigh at least 20 pounds. Children ages 1-4 years of age and who weigh 20-40 pounds must be restrained in a forward-facing car seat. Children at least 4 years of age and are less than 6 years old must continue to ride in a child restraint (unless they are 55" tall); typically, this is a booster seat. Children between six and sixteen years old or are 55" tall must be properly restrained in a seat belt.

#### **27. Emergency Response Procedures**

Provider practices fire and other drills on a monthly basis. Lesson plans teaching about safety is offered to children throughout the year. Safety talks/field trips are organized with local police and fire stations to teach children about certain safety procedures as well. For the following emergency response procedures, the provider will comply with the Americans with Disabilities Act to account for children with permanent or temporary disabilities. The provider will identify the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that children with disabilities will need during an emergency.

##### Fire

Fire drills will be practiced monthly with the children. The smoke alarm sound test will be used for practicing the fire drill. In case of a real fire in the provider's home; the children will be evacuated out the nearest exit, 911 will be called, everyone will be accounted for, everyone will be moved up wind of the smoke, parent(s)/ will be contacted to arrange for pick-up.

##### Severe Weather / Tornadoes

Tornado drills will be practiced throughout the year with the children. If severe weather or a tornado occurs nearby, the children will be guided to "Get In", "Get Down", and "Cover Up." If we are already inside, we will get as far into the middle of the bottom floor of the home as possible. If we are driving, shelter will be taken in the nearest public building and parents will be notified as soon as possible for pick-up arrangements if necessary.

##### Lock-down

If a situation arises where we need to lock ourselves in the home, the children will be guided to the downstairs or upstairs bathrooms that lock. 911 will be contacted, parent(s) will be contacted, and we will wait until enforcement assures it is safe to come out, then parents will be contacted again to arrange for pick-up.

##### Reverse Evacuation

If outside during an emergency, children will be guided indoors, 911 will be contacted, and parent(s) will be contacted to arrange for pick-up.

##### Shelter-In-Place Emergency

If an emergency occurs (weather emergency, chemical contaminant, terrorist attack), the children will be guided to a safe place indoors or into my vehicle until it is safe to come out. 911 will be contacted, and parent(s)/guardian(s) will be contacted to arrange for pick-up if necessary.

##### Evacuations

If the provider's home must be evacuated due to fire, flood or any other dangerous situation, the families will be contacted as to where to pick up their child.

##### **Continuity of operations after a disaster -**

If provider's/children's files are lost due to a disaster, the provider will create new files by arranging for the parents/guardians to fill out a new enrollment packet and provide necessary documents to complete their child's files if necessary. The provider will keep records confidential. During an emergency or other significant, unexpected event, Shining Stars Childcare, LLC may request an emergency waiver from the state to move to a temporary location or exceed capacity, on a temporary basis, to accept children and families from affected areas.

#### **28. Filing a Complaint**

Complaints about the family childcare home may be made to the Colorado Department of Human Services, Division of Early Care and Learning, 1575 Sherman Street, Denver, CO 80203-1714, 303-866-5948.

#### **29. Rules Regulating Family Childcare Homes**

Parent(s) may obtain a copy of the official Rules Regulating Family Childcare Homes

at: <http://www.coloradoofficeofearlychildhood.com/>

#### **30. Recalled items**

For a current listing of recalled items, please visit: [www.safekids.org/](http://www.safekids.org/). For a current listing of all recalled foods or food alerts, please visit: [www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts/current-recalls-and-alerts](http://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts/current-recalls-and-alerts)

### 31. Kindergarten Readiness Program

After discussing with parents each child's needs, Shining Stars will help each child prepare for Kindergarten by introducing the skills listed below.

#### Motor Development / Physical Health

- Able to put on shoes, jacket and other clothing
- Able to use the restroom and wash hands by themselves
- Use scissors, crayons, markers, pencils, paint, and play-doh with intention and control
- Able to copy & trace letters, numbers, shapes
- Able to catch a ball, kick a ball and balance on one foot
- Participates in emergency drills
- Understands how to make healthy food choices

#### Social Emotional Development

- Follow directions
- Finish a task
- Participate in activities
- Develop friendships
- Resolve conflicts with peers
- Knows first and last name
- Knows name of parents and other family members
- Knows age and birthday
- Make needs known in an appropriate way

#### Language & Comprehension Development / Art / Music

- Have conversations & express thoughts and feelings
- Understand positional words
- Make predictions and comments on stories being read
- Retell a simple story after listening to a story with pictures
- Book awareness – cover & back, left to right & top to bottom order
- Book handling – right side up, beginning and end
- Able to rhyme using pictures
- Use drawing to express ideas

#### Cognition / Math / Science / Social Studies

- Able to solve problems based on abilities
- Understand size comparison
- Match objects and pictures
- Classify objects by physical features (color, shape, size)
- Recognize, copy and repeat pattern sequences
- Participates in repeating a song or hand rhyme
- Complete a 20-piece puzzle
- Identify colors and shapes
- Rote Counting
- Identify Upper and Lower case
- Recognize and write name
- And more!

### 32. Code of Ethics

Children are one of the most vulnerable groups in our society. The quality of the relationships between children and their caregivers has a significant influence on children that may last a lifetime. Because of this, it is very important that childcare providers hold themselves to the highest ethical standards.

The provider makes efforts to provide meaningful experiences for each student based on their potential and developmental stage. The provider partners with the parents so that they may come together as a team to encourage their child's potential.

My Commitments:

1. To providing a fun, safe, and nurturing environment
2. To supporting children in each developmental stage
3. Respect children's individual differences
4. Helping children learn how to work with each other
5. Teach how to solve problems that are encountered throughout the day
6. Promote positive self-image
7. Encourage healthy choices
8. Teach resiliency
9. Teach respect and care for all living things

**I have read and agree with the above-listed Policies and Procedures.**

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date