

GIANT STEP PRESCHOOL AND CHILD CARE CENTER



"We take learning a step farther..."

GIANT STEP PARENT HANDBOOK-July 2011

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! It was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step staff is a Qualistar Rated facility, which will give parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. The Qualistar Rating was obtained April, 2008. Summer of 2007. Further information is available on the Qualistar Program if requested.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all of the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained. Please provide diapers, wipes, and change of clothing.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

PARENT HANDBOOK will be updated each June. Parents should read thoroughly the information provided regarding their child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Contact Information
Kari Way, Director (970) 675-2671 giantstep@centurytel.net

Board of Directors of Giant Step

Diane Sizemore - Dorothy Morrison - Susie Rogers- Sarah Ward - Marlo Coates

REGISTRATION- HOURS OPEN - TUITION

CO State Rules - 7.702.41- Statement of Policies and Procedures [Rev. eff. 11/1/01]

REGISTRATION

Forms -Must be completed yearly.

Registration Form completely filled out before a child can be left in our care.
Yearly Registration fee of \$25.00.
Emergency Medical Care permission form
Authorized pick up person
Medical Statement /Immunization Record (must be updated annually) Have 30 days to comply).
Yearly Physical. A yearly physical until age 6. Every 3 years after age 6.
CACFP form
Field trip permission forms
Watch G movies permission forms
Sun Screen Bug Spray usage permission form
Pictures in local paper

HOURS OPEN Monday through Friday 6:30 am to 5:30 pm

HOURS NOT OPEN

New Years Day - Memorial Day - Independence Day - Labor Day - Thanksgiving Day -Christmas Day
(any Friday or Monday following a holiday)
We will be closed for a week during the Christmas holiday and one week in June. (dates to be determined).

PRESCHOOL HOURS (please contact Director, Kari Way, for hours)

Preschool is a part-day child care program for 5 or more children between the ages of 2 and 7 years.

PREPAID TUITION

Yearly Registration Fee: \$25.00(covers State required paper work)
See attached rate sheet

COURT ACTION

Giant Step expects all services to be prepaid with no exceptions.
Giant will take Court action against parents/guardians who owe Giant Step money.
Giant Step also reserves the right to refuse service to anyone.

RETURNED CHECK POLICY

You will be charged \$20.00 in addition to the bank charges of a returned check.

PARENTS VOLUNTEER SERVICE (Qualistar rating requirement)

Giant Step requests 2 hours per month (minimum) of volunteer service per child in each family attending Giant Step. Parent Volunteer work is important for the continued success and effective day to day operations of Giant Step.

VOLUNTEER JOBS

Disaster kit for Giant Step

Field trips

Fundraising Septemberfest Labor day selling lemonade all day.

Fundraising Donation letters - compiling letters to businesses and sending out.

Lunch time

Maintenance of GS: repairs to inside and outside of building such as painting -replacing light bulbs, cleaning windows inside and out (not many). Cleaning ceiling fans in large room

Share your talent with children

Supplies such Kleenex, baking supplies, snacks, meal items to share, drawing paper, laundry soap. (contact Director up updated list of items needed)

Swim Day

Yard work - mowing grass-fertilizing- pulling weeds - watering

Your idea for helping?

GIANT STEP PARTIES Share your party ideas with the Director.

(Standard 5.089: "Caring For Our Children- National Health & Safety Performance Standards"

No latex balloons or inflated latex objects treated as balloons are allowed at Giant Step.)

Volunteers at Giant Step

Frances Green teaches dance to children.

Board Members listed above do volunteer work.

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GIANT STEP DAILY SCHOOL YEAR SCHEDULE - Schedule posted at Giant Step

This schedule may change at discretion of Director. See posted schedule at the center

Please bring extra clothing for your children!

POLICIES AND PROCEDURES OF GIANT STEP CHILD CARE CENTER

Americans with Disabilities Act - effective January 1992

Child care programs are required to make an effective assessment whether it can meet the particular needs of the child without fundamentally changing the program. The ADA generally does not require centers to hire additional staff or provide constant one-to-one supervision of a particular child with a disability. For further info please see page 92 of State of CO Rules Regulating Child Care Centers (R 2/04)

Arrivals and Departures of Children:

Do not park beside front gate as you will block incoming traffic!

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All children must be brought into the center and signed in and out by Authorized Person - even if you plan to stay. Please make sure authorized person has made physical contact with staff member.

A staff member will greet all children and their authorized person either in the Center or at the bus stop. Make sure that one employee is aware of your child's arrival before you leave.

Leave a phone number where you can be reached in case if you are going to be away from your regular work phone for any reason,

When picking your child up make sure staff knows you are leaving with your child. Be sure to log your child out. If you do not, you will be charged until 6 pm. Do not allow your child to leave the center without you.

We must only release the child only to the adults(s) (over age 18) for whom written authorization has been given 7.702.42. No one under 18 years of age is permitted to pick up a child.

Children Remaining at Center Past 5:30 pm

Overtime charge of \$5.00 for every 15 minutes which will be paid directly to the staff person attending the child until the child is picked up.

At 6:00 the Director will be contacted and will stay with your child until someone from your emergency list is contacted to come to pick up your child.

As a last resort we will contact Social Services or police dispatch to help locate you or a person on your contact list.

Attendance of Children

Please call us if your child will NOT be attending on a regularly scheduled day and/or for an extended period of time such as a vacation in order that other children may attend.

If Center is locked, notices are posted concerning location and activities outside of Giant Step building. For example: Town Library - Be Back At 11 am)

Child Abuse - 7.701.5, General Rules for Child Care Facilities

Child abuse is defined as non-accidental physical or mental injury caused by the acts or omissions of the child's parents or caretakers. Giant Step is required by the State of Colorado to report suspected cases of child abuse or neglect and circumstances, which might result in abuse, or neglect. We are required to document and base our suspicions by observation and not on hearsay. If we feel the need to report a case of potential child abuse, it will be through the Police Department or Social Services. If you suspect child abuse, please contact the Rangely Police department

Children's Personal Items

Except for toys that are needed in the very first days of preschool to help your child's transition please leave your child's toys, items of value and money at home.

We cannot be responsible for items brought from home. Items will be placed in cubby area. .

PLEASE LABEL Coats, Hats, Gloves, Boots, backpacks, lunch boxes, and containers.

No toys resembling a weapon should be brought from home.

LOST AND FOUND BUCKET is located at the front entrance. Lost items will be disposed of after one month.

Discipline techniques used at Giant Step

We use positive discipline and keep children engaged in age-appropriate activities.

The age and individual needs of children will be considered.

We never hit, slap, spank or use any form of corporal punishment even with parental permission or request. We do not ridicule, humiliate, tease, or embarrass children.

THE FOLLOWING ARE USED:

Distraction and redirection are a form of re-directing the child to another behavior.

Quiet private talk between staff person and child about the situation that presents a problem.
Choices of a specific nature will be given a child to avoid power struggle
Time Out - supervised separation from the group of children. The child will be allowed to join the group when he or she is ready.

Disruptive Behavior

Parent will be called and child will be removed from Giant Step. The parent and/or care taker must immediately pick up child. Example: habitually and purposely hurting other children.
Parent will be called THREE TIMES, after which a child will be dismissed from Giant Step Center on the third call. Verbal termination will be followed by a letter within three working days of the third phone call.

ALL CHILDREN WHO ATTEND GIANT STEP MUST HAVE

Registration and shot records turned in to Giant Step before leaving child.
Yearly Registration fee of \$25.00.
Prepayment of tuition for the hour's child will be at Giant Step. See rate schedule.
Prior notification of one day is helpful to assure a spot for our child at Giant Step.
Your child may be turned away due to high numbers of children if you do not call ahead.

Field Trips Permission forms included in registration packets

Permission forms should be signed and left at center before trips.
Two or more adults will be present on field trips.
Parents are welcomed and encouraged to volunteer for field trips and/or other activities.

FOOD AT GIANT STEP

Staff members sit with the children during meals and encourage appropriate meal time manners.
Breakfast, lunch, and afternoon snack are provided at Giant Step at no extra charge. Please make sure you fill out the form provided by the Child and Adult Care Food Program (CACFP).

School Year	Breakfast	8:30	Lunch	11 & 11:45	Afternoon Snack	3:00 pm for preschool age and 4:00 pm for after school kids.
Summer	Breakfast	8:30	Lunch	11:45	Afternoon Snack	3:30 pm

These are the FOOD REQUIREMENTS put forth by the Colorado Department of Human Service Division of Child Care and served at GS. Regulation 7.702.65 -- Centers that do not regularly provide a meal, if a child brings a meal from home that does not appear to meet one-third of the child's daily nutritional needs, the center must have foods available to supplement that meal.

Breakfast:

Milk and one other food group (such as cereal (sugar less) , toast, oatmeal)

Snacks a.m. & p.m.

One serving sized choice of any two food groups

Example:

Lunch:

Milk must be served and
One serving meat (eggs, meat, cheese), one serving grain,
Two servings vegetable/and/or fruit

PLEASE DO NOT SEND YOUR CHILD WITH FOOD AND DRINK IN HAND

Supervision/adult child ratio: CO Rules 7.702.55

Our Center participates in a USDA-funded Program and is an equal opportunity provider and employer.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1-800-795-3272 (voice) or 202--720-6382 (TTY). USDA is an equal opportunity provider and employer."

At any time when nine or more children are present at the center, at least two adult staff members must be on duty.

When 8 or fewer children are present, there must be at least 1 adult member working with children and a second adult on call and immediately available.

Television Viewing

*Giant Step does not watch regular TV. Only G rated movies are shown during quiet time. Educational movies may be shown to support curriculum.

Computers

Computer time will be limited in 10 minute increments; this includes watching while someone else is playing. Children will be encouraged to use the computer in pairs.

Toilet Training:

We will accept children who are in diapers and pull-ups. Extra pull-ups diapers and additional clothing will be required.

Transportation of Children:

Transportation to and from Giant Step is the responsibility of the parent or child's care taker. The child may arrive and depart by School Bus.

The Radino Bus (Senior Citizen bus) will be used for transporting children to the Recreation Center and other events with approval from bus driver.

Children will walk to the Rangely Library for Story Hour by route of the red light and using sidewalks.

Parental Permission for Trips (See Forms)

Children's Safety In A Vehicle

Seating: Car seats when necessary as defined by law and seat belts will be used for all children.

Supervision: Director and/or qualified staff member in the vehicle in addition to the driver.

Emergency Procedures On The Road: Director travels with a cell phone for emergency calls.

Weather - Inclement & Excessively Hot

During the winter and cold spells or very hot days, the children will be given activities to do in the Giant Step building or other play areas.

If the weather is 20 degrees or above in winter months the children may be allowed to play outside for brief periods of time if they are appropriately dressed.

We request that all children bring appropriate clothing for these months:

August to Mid October -----	Light Jacket
Mid October to Mid March -----	Heavy Jacket - hat - gloves - snow boots - snow pants
Mid March to May -----	Light Jacket
June to August -----	Appropriate sun screen (Medication Section), bathing suit and towel

Extra Clothing and Weather Appropriate Clothing:

It is extremely important for your child to have their own extra clothing for changes.

Please include pull-ups underwear, socks, pants, and top. Properly dress your children for cold weather which would include hats, mittens, warm coats and boots

Your child should not wear "flip-flops" and clothing that does not fit and/or cover the body.

Please have girls wear shorts under skirts or dresses.

COMMUNICATION

7.702.42 Communication, Emergency, and Security Procedures [Rev. eff. 11/1/01]

Telephone Access

The center must have a working telephone with the number available to the public.

Emergency telephone numbers of the following must be posted near the telephone:

911 notice , where 911 is available, or rescue unit if 911 isn't available;

Hospital or emergency medical clinic

Local fire, police

Health departments

Rocky Mountain Poison Control.

The telephone must be available to staff at all times that the center is in operation

Giant Step Service Withdrawn

A phone call and/or a personal visit at Giant Step with parent and/or guardian.

The parent will be given an opportunity to appear before the Board of Directors.

A letter will be written explaining the reasons service withdrawn.

The letter will be either signed by the Director of Giant Step and or the Board.

The Board will view and approved all letters signed by the Board.

Parents or Guardians Withdraw Child: (See form in back)

We ask parents to fill out and sign and form which will state the child is being withdrawn and the reasons why.

Parent Conferences

Parent conferences may be held any time at the request of a parent with the Director.

Please don't hesitate to request an appointment with director at any time

Custodial Parents/guardians/attorneys can be supplied with attendance record and copies of bill statements upon request.

NOTE: Children's records are property of Giant Step. They are open only to the Director, an authorized employee of the licensing agent, parent, legal guardian, the child's caregiver, or authorized employee. Only parts of these records may be copied as requested. Records will be kept for three years, as stated in state licensing; after which time they will be shredded.

A child's entire record file is not to be copied and or given away.

There may be a cost for copying records depending upon the amount of copies requested.

Filing Compliant About Child Care- 7.701.5, General Rules for Child Care Facilities

Talk to the Director about the problem.
See procedure below for attending a board meeting.
Call the CO Department of Human Services
Number is: 303-886-5958 or 1-800-799-5876

Giant Step Board Meetings- Contact Director for current date and time

Parents/guardians may speak to the board by being placed on the Agenda of the monthly board meeting by calling the President of the Board.

HEALTH - SAFETY-SECURITY PROCEDURES

7.702.42 Communication, Emergency, and Security Procedures [Rev. eff. 11/1/01]

PLEASE NOTE!!

MEDICATIONS MAY BE GIVEN TO CHILDREN BY PARENT/GUARDIANS AT THE CENTER.

GIANT STEP EMPLOYEES MUST HAVE A SIGNED DOCTOR'S NOTE TO ADMINISTER ANY MEDICATIONS TO CHILDREN.

Sun Protection (7.702.62 Health Care [Rev. eff. 2/1/05])

The center must obtain the parent or guardian's written authorization and instructions for applying sunscreen to their children's exposed skin prior to outside play. A doctor's permission is not needed to use sunscreen at the center. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name. If sunscreen is provided by the center, parents must be notified in advance, in writing, of the type of sunscreen the center will use. Children over 4 years of age may apply sunscreen to themselves under the direct supervision of a staff member

Insect Repellent:

Based on Colorado State Law Giant Step staff will not be able to administer insect repellent or sunscreen without a signed permission sheet from the parent or responsible party. The product needs to be supplied by the parent or responsible party.

Health Consultant

Monthly meetings between health consultant and Director of Giant Step will be specific to the needs of the facility and include some of the following topics:
Training - delegation and supervision of medication administration and special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development.
Date and content of each consultation must be recorded and maintained in the center's files.

Illnesses, Accidents, Injuries

*SEE ILLNESS POLICY - When to Keep Your Child At Home - back of parent handbook.

A child will be isolated if "appearing sick" and parents will be called to pick up child.
If your child has a temperature over 100 degrees, you will be called to pick up your child.
If your child is too sick to attend school, they are too sick to attend Giant Step.
If your child is vomiting or has diarrhea you will be called to pick up your child.

Emergency Transportation Available At All Times. State Reg 7.702.42 page 9

Your child's welfare will be considered first.

If your child is seriously injured and needs immediate medical attention, you will be notified and your child will be taken to a hospital or an ambulance called.

In case of fire or flood we have made arrangements with Ron at the School Bus Garage to pick up Giant Step Children and transport them to the High School for the parents to pick them up during the school year.

NATURAL DISASTER (see Emergency Transportation Section Above)

The appropriate emergency personnel are immediately notified for any and all natural disasters. The children will be evacuated to a safe location. Parents are notified and requested to pick up their children or contact the emergency personnel responsible for releasing the children. If the present building poses no immediate danger to children, they will be kept inside until staff receives further instructions.

Lost Children

Parent will be called as soon as child is missing. Police will be called after contacting parent. If parent cannot be contacted after several attempts, staff will call Police.

Reporting Communicable Illnesses to Local Health Department

Information will be given in a timely manner to Giant Step's Nurse - Dottie Stoner and/or to Diane Banta, Rio Blanco County Health Nurse.

Safety Rules-Inside Building

First concern is the safety to our children.

We discourage (inappropriate) running, throwing items, settling or climbing on furniture.

We encourage mutual respect by refraining from hitting (kicking - biting -spitting- pinching - punching) and bad language.

Adult present with children at all times.

Be kind & respectful of others, Be gentle, Be safe

Safety Rules- Outside Building

We require children to stay clear of swings when they are in use.

Children are to stay inside gated area of playground.

Adult present with children at all times

SECURITY

702.42 Communication, Emergency and Security Procedures - Rev. eff- 11/1/01

Individual Not Authorized for Child Release

A court order is necessary for a non-custodial parent to take child from Giant Step.

Custodial parent/guardian is the only source of information to others concerning child at Giant Step.

If someone other than parent/guardian/emergency contact person desires to take a child from the center, the child will be placed under the Director's care or Group Leader, if Director is absent, and the local authorities will be called immediately.

Giant Step will maintain a current file list of authorized parent and custodial person to pick up children

You are responsible for keeping this file updated and current at Giant Step.

Release of Child to Authorized Adults Only - State Reg 7.702.42 (G) pg. 10

No child will be released to a person not authorized by parent or responsibly party.
Photo identification may be required.

We must have written or verbal authorization for changes to the above. Written is always preferred so we can place this in the child's file

In case of an emergency make sure the person on your contact list can be reached. Giant Step needs a court order on file that states the child cannot be picked up by the other custodial, biological parent, or appointed guardian.

If someone other than parent/guardian/emergency contact person desires to take a child from the center, the child will be placed under the Director's care and the local authorities will be called immediately

Non-Custodial parent cannot visit their child at Giant Step unless custodial approval is given to Giant Step Staff either by written or verbal authorization information.

Sign -In/Sign-Out Daily Sheet

For security purposes, a sign-in/sign-out sheet or other mechanism for parents and guardians must be maintained daily by the center.

It must include, for each child in care, the date, the child's name, the time when the child arrived at and left the center, and the parent or guardian's signature or other identifier.

The center must have a written procedure for closing the center at the end of the day to ensure that all children are picked up.

Visitors to the Center: Policy Posted inside Giant Step.

Colorado State Standards require signatures, name, address, phone number and reason for the visit on our VISTORS SIGN IN BOOK.

Visitors may be required to produce at least one form of identification if they are a stranger to staff members.

If any visitor does cause a disturbance they will be asked to leave. If they refuse to leave, police will be called.

Front Door Security at Giant Step.

"No Solicitation Sign" is displayed on front gate entrance.

A staff member will be available to greet parents and children as they enter.

The door bell will ring when front doors are opened during open hours at Giant Step.

A note on front door will be posted explaining where parents may find children and staff.

PARKING AT GIANT STEP

Please do not park in front of gate as this prohibits a free flow of traffic coming from the main street.

Please park in the parking lot beside the building.

Please shut swinging gate when entering and leaving GS front door area.