



# **Policy and Procedure Handbook**

**Mile High Academy Childcare**

*Last Revision 12/6/2018*

**Our Mission . . . (CO 7.702.41 A)**

*is to provide a quality Christ-centered education that empowers young people to excel.* Our vision is that Mile High Academy Childcare be recognized for its excellence, renowned for its Christ-centered learning environment where every student and faculty member develops a personal relationship with Christ and embraces an enthusiasm for lifelong learning.

**Ages of Students (CO 7.702.41 B)**

The Mile High Childcare is licensed by the State of Colorado, Department of Human Services, and Division of Child Care for a total of 20 children, ages 3 through 6.

**Hours of Operation (CO 7.702.41 D)**

Our hours of operation are from 7:15 am to 6:00 pm, Monday through Friday. We will follow the Mile High Academy school calendar for all holidays and days off. Emails will be sent to remind you of days off and half days.

**Admission, Registration and Withdrawal of Children (CO 7.702.41 C, F & Z)**

Please contact Mile High Academy at 303-744-1069 or go to our website [www.milehighacademy.org](http://www.milehighacademy.org) to enroll your child.

Withdrawal policy requires two week written notice prior to the last day of attendance.

In the event that Mile High Academy Childcare closes, we will finish the current school year and work with our local churches to determine the location in which to do so.

The acceptance of children with severe physical, mental, or emotional handicaps will be reviewed on an individual basis.

The Americans with Disabilities Act (ADA) is a federal law enacted in 1990 that prohibits discrimination against individuals with disabilities in employment, public accommodations and state and local government operations and services. Under the ADA, anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment or is regarded as having such impairment; is considered a person with a disability.

Mile High Academy Childcare will also ensure that there is no discrimination against a qualified individual with a disability in the programs, services or activities it provides. Mile High Academy Childcare is committed to accommodating the known disabilities of its students. The ADA requires that the Mile High's programs, services and activities be accessible to persons with disabilities.

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## **Fee Schedule (CO 7.702.41 G)**

Please see [www.milehighacademy.org](http://www.milehighacademy.org) for most updated tuition fees.

## **Makeup Day Policy**

If your child misses a day they are scheduled to attend, we are happy to allow you to substitute another non-scheduled day to make up for the day missed with the following guidelines:

- Makeup days are on a first-come, first-serve basis and only when there is room on the requested day.
- Scheduled closings for school holidays or unscheduled snow days do not qualify for make-up day credit.
- Makeup days are NOT guaranteed.
- Please note that we do not offer tuition reduction for days missed that cannot be made up.
- The day should be made up within one month from the day of the absence.
- Please coordinate with the preschool staff to schedule the makeup day preferably one week in advance if possible.

## **Authorized Release of Students (CO 7.702.41 A, O & P)**

All parents are expected to pick up their students within the hours of operation. If a student is still at the preschool after 3:30 p.m., the teacher will sign them in at the after-school care class and the parents will be responsible for payment to that program. No student will be released to a person not authorized by the parent. We must have written or verbal authorization for changes in normal pick up procedures. Anyone authorized to pick up a student for a parent will be asked to sign first and last name to the sign-out sheet and will be asked for identification. If your student is not picked up by closing time, every effort will be made to contact the parent or individuals on the Emergency Contact List. If no one has been located within two hours after closing, the proper authorities will be notified. An emergency contact person must be on file to pick up a student if her/his parents cannot be located.

## **Location of Students (CO 7.702.41 H)**

Periodically during the day, the teacher takes a head count of the students and compares it to the sign in sheet to verify that all children are present. In the event of a lost student: 1) notification of parents and staff at school immediately; 2) staff will notify police; 3) re-search the school building; 4) door to door search of the local neighborhood.

## **Visitors to the Center (CO 7.702.41 V)**

Visitors to our Child Care Center must state their purpose for being here as well as sign in and out before and after their visit.

## **Parent/Teacher Conferences (CO 7.702.41 W)**

Good communication is necessary for the success of our students. Please feel free to express any concerns you may have regarding your child with the teacher. This may include conferences regarding behavior, progress, as well as social and physical needs.

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Parent teacher conferences are scheduled quarterly. Parent teacher conferences are scheduled in the school calendar and notices are sent home. Parents are encouraged to sign up to schedule a meeting with the teachers.

### **Lesson Plans & Daily Schedule**

Lesson plans, daily schedule and newsletters are posted online as well as on the parent board inside of our classroom. We also send newsletters home in every child's folder. This enables families to be aware and involved in the learning process occurring in the classroom.

### **Adjustment Period/Transitions**

Beginning school is an exciting experience for a young child, but it can be difficult initially. Whatever the personality of your child, however eager he/she may seem, there will be a moment when they suddenly realize that their parent is not going to be there with them.

Families, too, often feel anxious about the separation. These feelings of apprehension are normal. If your child is having difficulty, please say good-bye quickly and unhesitatingly, without looking back. Children seldom continue to cry for more than a few minutes after the parent is out of sight. After a short period of time, the daily routine should dispel all fears bring about full adjustment. You may contact the office or teacher to check on your child during the day for extra reassurance.

### **Leaving transition**

If a child has to leave our program, it is important to the child that we say our proper goodbyes and ensure that the child takes all of their belongings.

### **Field Trips (CO 7.702.41 L, M, N & Q)**

While attending field trips, students are transported via school bus, unless other arrangements have been made. These would include parents driving their student as well as other students with parental permission, proper car seats, and insurance coverage. Emergency consent to treat forms are with the teacher at all times.

In the event that a child arrives at the school after the class has left for a fieldtrip, instructions and directions to the location of the field trip will be left in the office. The parent then would decide if they would come to the event or leave the child in the care of the office.

### **Emergency Situations(CO 7.702.41 K)**

Mile High Academy Childcare has fire and tornado drills monthly. Each drill places students in a safe location in the event of an actual emergency. If a fire was to take place on campus, we would direct the children to the soccer field or Horizon Community Church, whichever is safest. If a tornado were to occur, we would take shelter downstairs in the room designated for shelter. In either situation, every effort will be made to make parents aware once all children are out of harm's way.

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### **Emergency Treatment (CO 7.702.41 K)**

In the event of an accident causing a serious injury, every effort will be made to notify the parents immediately. Emergency medical treatment will be given when all efforts to reach the parent or guardian have failed or if the situation requires immediate medical care. A form for treatment must be on file in the office. This will be used only in cases of emergency when the child's parents cannot be contacted.

### **Illness Policy (CO 7.702.41 J)**

To minimize the spread of illness, children will not be permitted to attend school when there is evidence of an elevated temperature, vomiting, diarrhea, or other signs of illness. **Students must remain at home until they have been fever free for 24 hours without medication.** When the school has determined that a child is ill, the parents will be contacted. The ill child must be picked up within an hour.

### **Medication (CO 7.702.41 R)**

It is recommended that medications be given at home. If medication needs to be given while your student is attending school, there are certain forms that must be completed by you and your primary care medical provider. All medications must be kept in their original container, and will be stored in a locked area inaccessible to children. Prescription medications need to have a pharmacy label. Certain staff will administer medications and have had state-approved training and delegation with an RN. This is compliance with the Delegation Clause of the Nurse Practice Act. If your student has any special medical needs or allergies, please talk with the Director.

Please, personally give your child's medication and drugs to the teacher for proper storage.

**Do Not Leave Medication in Back Packs, Lunch Boxes or Your Student's Cubby**

### **Spare Clothing (CO 7.702.41 J & U)**

Since we accept children that are the age of 3, we expect them to be potty trained but are fully aware that accidents do happen. We ask that the parents send an extra pair of clothes in the event that an accident does occur. The soiled clothes will be sealed in a plastic bag and put in the child's cubby or backpack.

### **Preschool Dress Code**

All footwear must have closed toes.

Jewelry is not to be worn.

No belts please.

### **Discipline Policy (CO 7.702.41 I)**

Students will be given an initial warning as a result of undesirable behavior. If the misbehavior continues, the child will be redirected to another area and will discuss the misbehavior with the teacher. If there is harm to another student, they will be removed from the situation and an accident report will be written up and a copy will be given to the child who has been injured. In

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the case that a certain behavior continues, a visit with the parents, director and the principal will be set up to decide what the best action to take would be.

**Meals and Snacks (CO 7.702.41 T)**

Students will be provided with a snack each afternoon. Mile High Academy Childcare is an allergen aware facility. Every effort is made to keep all students safe. Please be sure to let us know if your child has allergies to foods, medications, insect bites or latex. If a child comes to school without a lunch, all efforts will be made to provide children with a meal. Every child must be able to self feed.

**Student's Belongings (CO 7.702.41 S)**

Student's personal belongings will be stored in the classroom in labeled cubbies. Please mark your child's belongings with their name. We request that toys not be brought to school. We will not be responsible for any breakage or loss of toys brought to school. Toy weaponry of any kind will be confiscated and returned to parents. It would be appreciated if the students would not bring money to school. If they do, the teacher will place it in an envelope and leave it in the student's container for parents to pick up.

**Television, DVD Viewing, and Ipads (CO 7.702.41 M)**

The television, Ipads and DVD player can be used creatively by the teacher in the classroom. By offering another medium for education, the teacher can complement and reinforce the classroom experience.

**Weather (CO 7.702.41 E)**

In the event that it is too cold or too hot outside, we will have the children play inside the gym or do activities in the classroom.

**Code of Conduct (3.2)**

The staff at Mile High Academy Childcare follow the code of conduct of the National Association for the Education for Young Children (NAEYC). We give an annual training for staff working in the MHA childcare.

**Interpreters in the classroom (2.1)**

We have two bilingual staff in the classroom. The two staff members are fluent in Spanish. We currently have the use of interpreters in place.

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**Reporting of Child Abuse (CO 7.702.41 Y)**

As a parent of child/children in licensed child care, you may report any suspected abuse by calling: Child Abuse Hotline at 720-944-3000

Mile High Childcare is required by law, Social Services Regulation 7.701.53, to file a report with the County department of Social Services or local law enforcement agency when there is a reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or the child has been observed being subjected to circumstances or conditions which would reasonably result in abuse or neglect. Such a report is required to be filed immediately.

**Complaints (CO 7.702.41 X)**

All inquiries or concerns about the care of your child should be brought to the attention of the child's teacher, director, and then followed by the principal of the school. Mile High Childcare is licensed by the Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver CO 80203-1714, telephone number 303-866-5958.

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## Financial Agreement

Parents who enroll their child in Mile High Academy Preschool have entered into a contractual agreement with the school and are expected to live up to their commitments. Monthly balances must be paid no later than the due date or the student may be suspended until payment is made.

Parents are expected to read and be in compliance with the operating procedures in this handbook and the supplemental notes and newsletters sent home from time to time. We hope that you feel a part of our program by offering suggestions, comments and constructive criticism in addition to giving your moral support.

I have read and understand the operating procedures in this handbook.

Please sign below and turn this page in to the Mile High Preschool teacher. Thank you!

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Parent/Guardian signature	Date
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Parent/ Guardian signature	Date
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