



## Family Handbook

We reserve the right to make changes and to update this handbook throughout the year. Anytime a change is necessary for this Policy Handbook, families/ guardians will receive two weeks' notice of the change and a new agreement page will be required.

Update: 8/12/2023



# Welcome to Learning Lane!

As an in-home childcare provider, we strive to create an enjoyable place centered around teaching to the whole child. Your child can feel confident and loved while they try new things and make discoveries. We create experiences where children will use their physical, intellectual, social, and emotional skills to learn and grow in a safe and creative environment. We believe that children thrive from being outside and learning from our environment is essential for children. Learning Lane will utilize Village Green Park for outdoor playtime, picnic lunches, and more.

This handbook is your guide to our program and operational procedures. When starting a new program, it's natural to have questions; many of those answers are right here, and we encourage you to store this handbook for easy reference.

## Philosophy:

Learning Lane believes in teaching to the “whole child” using theme and play-based learning. Play-based approach primarily focuses on the child's interests. Learning Lane will focus lessons based on a monthly theme. LoveEvery materials that focus on child development based on specific ages are offered to children throughout the day.

Children are valued and considered the “driving force” in their learning.

Learning Lane believes “toys” should be seen as materials using Montessori-inspired materials to pique the interest and support in child-based education. Learning Lane uses the assistance of [Mother Goose Time](#), [Generation Mindful](#) and [Bright Wheel](#).

## Learning Lane LLC Policies & Procedures



1. Walk-through/or phone meeting must occur at least one week before the first care day. Families /guardians (s) must provide a completed registration form and a \$125 non-refundable enrollment fee on or before the first day of care. There will be a thirty-day trial period; at this time, the family or Learning Lane can choose not to continue with enrollment for any reason.

- **Immunization records must be turned in to Learning Lane and are due no later than their start date.** In addition, updated health statements are expected at each scheduled appointment, as recommended by the American Academy of Pediatrics (AAP.) The recommended schedule for child physicals is 2, 4, 6, 9, 12, 18, 24, and 30 months, then three and over annually.
- Children must provide immunization records every time a new immunization is received and an updated health status form on the anniversary of their birthday.
- There are two paths available for families who choose not to be immunized.
- Services offered for children with special needs comply with the American Disabilities Act.
- Emergency plans for each child with a disability will be co-created with the child's parents/guardians upon enrollment specific to the child's needs, including medical requirements."
- If it is a medical exemption, the doctor must fill out the Medical Exemption form (attached.) If it is a personal exemption, the parent/guardian must watch training and print off an exemption certificate each time an immunization is due. You may watch this training here (<https://cdphe.colorado.gov/vaccine-exemptions>).

All parents will be notified if a child or the provider's children are not immunized.

**2. Hours of operation are between 8:00 am to 4:00 pm Monday, Tuesday, Wednesday, and Thursday and 8:00 am -12:00 pm on Fridays.**

If you pick up your child early or drop them off late, that is considered a paid regular day.

- Before care can be arranged for a fee of \$10 every 15 minutes per child. In addition, breakfast will be offered and provided at an additional \$5.
- Learning Lane will provide quiet time activities such as books, puzzles, and music for children who remain pre-arranged before care.

*The hours of operation for Learning Lane are 8:00 a.m. to 4:00 p.m., Monday through Thursday, and 8:00 am to 12:00 pm on Fridays. A late fee of \$5.00 a minute will be*

## Learning Lane LLC Policies & Procedures



*charged for children who are picked up after 4:00 p.m. Monday- Thursday and after 12:00 p.m. on Fridays unless prior arrangements have been made.*

**If a child remains in care 2 hours past closing and no notification of late arrival is given. If family/guardian(s) and emergency contacts cannot be reached, local authorities and social services will be alerted.**

- Parent(s)/guardian(s) of children age two and older are responsible for \$50 yearly supplies.

3. A child will be released only to the families /guardian(s) stated on the registration form. A written notification is needed if the child is to be picked up by one of the emergency contacts. A child will not be released to someone who is not on the registration form without verbal or written notice from the family.

In the event of an emergency, a phone call will be accepted. Children will not be released to any emergency contact under the influence of drugs or alcohol. If a parent picks up a child(ren) under the influence, Learning Lane will advise the parent to come back later, and if that parent refuses, then a phone call will be made to 911 and child protective services.

Children must be picked up within a reasonable time after closing. If a child remains in care 2 hours past closing and no notification of late arrival is given. If family/guardian(s) and emergency contacts cannot be reached, local authorities and social services will be alerted.

Children must be eating/drinking, pooping/peeing, sleeping, playing and participating like usual for 24-48hrs before coming into care. They must not arrive in clothes/diapers worn overnight. They must be awake, alert and ready for the day. If your child is not ready to come in calm and ready you are welcome to use the porch space to take time before entering.

If we've done everything to try and calm your child down you will be notified after one hour about your child's well being and an early pickup may be warranted

4. For current fees & policies regarding care, please see your individual fee agreement contract. Payment of the agreed-upon price is due monthly on the first of the month. A late charge of \$20 (per day) will be added to your account if tuition is not received by the 3rd day.

Timely payments help fund and promote extra activities such as our preschool curriculum, toy replacements, and many other upkeep/maintenance associated with running Learning Lane.

**\*\*Failure to provide payment on time is a breach of contract and can lead to termination of care unless you have made previous arrangements to pay at a different time.**

5. Vacation/Holiday/Inclement Weather Closures/Personal Days/Sick Days: (Calendar year runs year-round.)

## Learning Lane LLC Policies & Procedures



- Learning Lane will be closed for the week of Thanksgiving and two weeks at Christmas.
  - All holidays are paid
  - Learning Lane staff will have eight paid vacation days and six paid personal days (illness, training, or appointments)
    - Learning Lane will be closed on: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. All holidays are paid days.
  - Inclement weather closures are a paid regular day.
  - To maintain your child's spot, vacations will require a full monthly payment, regardless of whether your child attends. This payment secures your spot. If payment is not received, the director can terminate admission to said child.
  - Families will pay their full tuition fee for vacation days, holidays, inclement weather closures, and emergencies. There is no tuition deduction for any closures, planned or unexpected. Your lack of planning does not constitute an emergency on our end. We will give ample reminders about upcoming closures.
  - Provider Maternity Leave, Learning Lane will not be available for childcare while on maternity leave. Clients will pay a flat fee of \$135 a week per child; in the event this occurs, please plan accordingly. Learning Lane requires you to pay because you are still reserving your child's spot. If you choose to find a new center during that time and no longer want to attend Learning Lane, your spot will not be saved, and we will actively work to fill it. You will still be responsible for giving a two-week notice and paying the full, normal rate for those two weeks. These payments may be made in one lump sum at the start of leave or weekly.
6. When the director must be away, backup care will be provided by one of our substitutes.
7. All children must bring a spare change of clothes from home. It will be the responsibility of the families/guardian(s) to provide any helmets, wrist, knee, or elbow pads that might be needed by your child.
8. Learning Lane is not responsible for any loss, damage, or theft of personal belongings stored within the home. Parents will be responsible for returning or replacing any of Learning Lane's personal belongings or toys that their child takes home. Repair/replacement must take place within fifteen days of written notification to the guardian concerning the damage. We expect each child will respect our personal property and furnishings. If there is a possibility of our personal property being stolen by a child, you will be asked to sit down for a conference regarding how to handle this situation.

## Learning Lane LLC Policies & Procedures



9. During their time in care, children will be provided with two snacks; one in the morning and one in the afternoon. Lunch will always consist of one protein, vegetable or fruit, starch, milk, or dairy product. Children 1 and under must bring their meals and formula until they can eat table food and 1% milk.

### **Children 1 ½ and under must bring their lunch and formula.**

Breakfast is not included in your tuition but can be provided if necessary at an additional cost of \$3 per day. Breakfast will consist of 1 protein, starch, fruit, and milk or dairy product.

10. Learning Lane believes we should work as a team with our families. Our policy on transitioning a child from breastfeeding to a bottle or transitioning from a bottle to a cup is that the child will be gradually weaned for one week and then will only be offered the new drinking apparatus

### **11. Behavior Management and Positive Discipline:**

Our philosophy is that children learn from redirection and explanation. We achieve this through love and consistency.

ie. When you hit x, it hurts them, which is why we are not allowed to strike others. How do you feel when someone hits you? What is something else you'd like to play with while you wait for that toy to be free?

The children will know the rules, and they will be reviewed frequently. This is so they know the guidelines to keep themselves and their friends safe.

Once a child understands the rules, disobeys them, and hurts others or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

- **Positive Reinforcement:** The child will be encouraged when they demonstrate acceptable behavior.
- **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- **Comfy Corner:** The child is separated from the group for a child-regulated period of time. This technique is used only when a child exhibits temper tantrum-type behavior or hurts self, others, or equipment. When the child shows that they are ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.
- **Regulating Emotions:** Children will work on regulating their emotions while learning to identify different emotions and calming strategies. The program we use at Learning Lane is Generation

## Learning Lane LLC Policies & Procedures



Mindful. Generation Mindful (GEN: M) creates tools, toys, and programs that build emotional intelligence through play and positive discipline. <https://genmindful.com/>

- Minor and Major Incidents: Families will receive notice on BrightWheel for minor incidents. Major incidents: Families will receive a phone call.
- Last resort: When a child's behavior is continually upsetting or dangerous to others or a teacher, a conference will be called with the parents. Together we will work to come up with a solution to best support the child and help them be successful here at Learning Lane. At this time, access to an early childhood mental health consultant or other specialist as needed will be provided. This is there to support the child better and continue to assist in providing the best possible care while maintaining a safe environment for all.

Once all avenues all been accessed and If the problems can't be resolved, arrangements must be made for the child to go elsewhere for care.

- What steps are taken prior to termination: A conference will be held to discuss how to support the child better. Access to an early childhood mental health consultant will be provided. Learning Lane will work with you to assist in helping your child be successful here. Learning Lane strives to keep their students and teachers safe. If your child continually demonstrates unsafe behavior and doesn't respond to ideas put in place to assist them and all avenues have been accessed. Arrangements must be made for the child to go elsewhere for care.

- Actions that will result in Termination:

Consistent late payments or late pickup will lead to termination.

Violating Learning Lane's illness policy may lead to termination.

Any violation of the immunization policy will lead to Learning Lane providing a two-week written notice to ensure the child is brought up to date on immunizations or exemptions.

If either option is not completed when they're due, said child will be suspended until Learning Lane receives proper documentation.

Non-payment may lead to an immediate suspension of childcare until fees are paid. Families will receive a written notice detailing the circumstances.

- Termination: the client must give a two-week notice to end this contract. Payment for those two weeks is due at the time the notice is given. It must be paid whether or not the child is brought to Learning Lane during that time. The client has termination rights also and may do so if they feel Learning Lane is not suitable for them. Learning Lane may terminate this contract at will. ( For example, threats or accusations of family, a sudden serious illness, death, family emergency, or disruptive parents/family.) Learning Lane reserves the right to immediately terminate this contract without notice if the client does not make each payment in full when due.

12. All children require a rest/nap period.

## Learning Lane LLC Policies & Procedures



Infants will sleep in a pack-n-play approved by Consumer Product Safety with baby monitors above them. There will be no toys or mobiles allowed near the crib.

**The safe sleep policy aims to reduce the risk of sudden infant death syndrome (SIDS) or suffocation death and other infant deaths that could occur when an infant is in a crib or asleep.**

Infants will be placed on their backs unless a signed Alternate Sleep Position form from the infant's pediatrician indicates that an alternate sleep position is medically indicated and includes a signed health care plan signed by the physician and in the infant's file.

Swaddling is prohibited unless there is a signed Swaddling Permission form from the infant's pediatrician indicating that swaddling is medically indicated and includes a signed health care plan signed by the physician and in the infant's file.

Sleep sacks are only allowed if they allow free movement of arms and legs.

A clean, dry pacifier will be offered for all infants one month and older for every sleep time unless the parent has signed a waiver that the infant will not be given a pacifier.

Toddlers and children two and up will sleep on center-approved nap cots. All children must bring their own blanket and pillow and one stuffed animal available only during rest time.

No music will be played in, under, or within 3 feet of a crib. Music will be played softly during rest time. Music will be developmentally appropriate and promote a comforting sleep environment.

13. Families/guardians (s) are responsible for providing diapers, diaper ointments, and wipes.

Please see me when your child turns 2 1/2 or when your child is dry during nap times/evenings. **You will then be given our toilet training contract. Toilet training will begin when you and your child are ready and when all family members agree to abide by the agreement and the contract has been signed.**

14. Please dress children appropriately for outside play. Proper coats, hats, mittens, and boots/shoes are needed depending on the weather. Children will not be allowed outdoor play during winter if the temperature dips below 30 degrees. Children will not be allowed outdoor play during rainstorms or if the temperature is over 90 degrees. Children will not be allowed outside if the ground is icy or slippery.

Families/guardians(s) are responsible for applying sunblock before children arrive at care. Families must also sign an authorization to use sunscreen and provide a labeled bottle of sunblock (with at least an SPF of 30 or greater) for re-application (every 2-3 hours) if needed in the afternoon. Infants will remain with providers in shady areas and must have a hat on.



## Learning Lane LLC Policies & Procedures



15. Learning Lane is a smoke-free home. Children will not be allowed near secondhand smoke on or off the premises.

16. Transitions between providers in early childhood are stressful for both child and families. Learning Lane aims to help children and families feel safe and secure in their new environments. Families are encouraged to have a one-on-one conference with their child's new provider to plan and strategize how to transition a child from our center to Kindergarten or from another center to ours.

Getting used to their new school differs for each child, depending on their maturity level and age; this can take a few days to a month.

Here is a basic outline of a transition from Learning Lane to Kindergarten.

- Child is prepped by the provider and families of the upcoming transition by reading books and answering all questions the child poses.
- New teacher is welcome to visit with the child in their current environment.
- Child can visit their new environment with the support of parents.
- Child can be left at their new school for a half-day session to ease their feelings of separation.

Here is a basic outline of a transition from another center or family home to Learning Lane

- Families must attend a conference with the provider before their child's first day of care.
- Families prep the child for the upcoming transition by reading books and answering all questions posed by the child.
- Child can visit Learning Lane with the support of families.
- Child can be left at Learning Lane for a half-day session to ease their feelings of separation.
- Child is welcome to bring objects from home that helps them feel safe (stuffed animal, family picture, blankie, etc.)
- Families will be updated daily on how their child is transitioning.

17. We do not provide special education services or address mandated IEP academic goals, objectives, or services.

However, we will work closely with the family and the school to meet the needs of children with special needs. Before a child's attendance, a consultation with parents, the Program Manager, and the Site Supervisor will be scheduled to

- 1) Learn more about the child,
- 2) Share information about the program,
- 3) Determine with the parents how we can best meet the child's needs within the program context.

The program staff will work with the parents, school, and other resource persons to develop a plan for serving the child.

However, if a child's attendance fundamentally alters the nature of the childcare program, they may not be permitted to attend.

## Learning Lane LLC Policies & Procedures



18. Emergency Procedure: In the event of a severe accident or sudden illness requiring medical attention, the following procedures are followed:

- A phone call is made to 911.
- Child's families or emergency contacts are called.
- Child and health records are taken to the emergency room.
- In all cases, an emergency report is completed, and a copy is given to parents and the Department of social services.

**\*\*Parent(s)/guardian(s) are responsible for all costs of emergency medical treatment, including emergency transportation if required.**

19. Learning Lane will provide first aid for minor scrapes and bruises. If the injury is more serious (i.e., required stitches, broken bones, dislocation, etc.), the family/guardian(s) will be notified immediately.

### **Illnesses**

Learning Lane LLC asks that you notify the director by 9:00 AM if you keep your child at home for the day. Please refer to the Health Department's most recent document, "How Sick is Too Sick."

To reduce the spread of illness and maintain the health of everyone in the program, we may temporarily exclude your child from attending. Please refer to the following section for information on the criteria required for return to the program for each illness.

**Children must be symptom-free without the use of medications for 24 hours before they may return to the program.**

We will ask that your child remain home if they have an illness or symptoms that prevent participation in routine daily program activities, including being outside with the class - or if your child has an illness that requires more individualized care than we can provide without compromising the health, safety, and activities of other children.

For their protection, children who have not been immunized against certain childhood illnesses may be subject to longer periods of temporary exclusions from the program if there is an outbreak.

We value your child's health and recognize that preventing the spread of infectious diseases is an essential part of quality childcare. We strive to monitor the health and well-being of all children in our care. If a child has certain communicable diseases, we are required by the state to post the information of an outbreak to inform other parents and, if needed, the health department. For this reason, it is imperative that if your child is out sick with an illness, you call the program and inform us. Your child's name will be kept confidential.

## Learning Lane LLC Policies & Procedures



In addition to the illness referenced in the table that follows, we may require a doctor's note for other illnesses at our discretion.

**We reserve the right to deny care to visibly ill children or children who have not been absent for the required time.**

Per Health Department regulations, children will not be allowed to attend if they exhibit symptoms such as

**\*Rash**

**\*Fever (100 F. higher)**

**\*Excessive cold or cough**

**\*Vomiting**

**\*Diarrhea.**

If they become ill during school hours - families will be contacted immediately to remove their child within 1 hour of being notified. Failure to pick up your child within one hour will result in the termination of the childcare contract, and a late fee of 5 dollars per minute will be assessed. **Per State Law, your child will be placed in ISOLATION for no more than one hour in the event of an illness.**

Any child that has been seen by a physician and has been prescribed an antibiotic for an illness (CONTAGIOUS OR NOT) will not be accepted into our care until the child has been on medication for at least 24 hours! This rule is in place to protect your child and our program in case there should be an adverse reaction to the medication. If we feel your child has a lingering illness and should be seen by a doctor, the child will not be readmitted for care without a note from the doctor on record.

**We reserve the right to refuse care to any child deemed to be too ill to participate in our program. If your child exhibits symptoms of an infectious disease, will be in contact with the Boulder County Health Department**

**For such things as strep, pink eye, chicken pox, coronavirus, etc., all parents will be notified in writing that their child has been exposed.**

Illness	Criteria to Return to the Program
Chicken Pox/Varicella	When all sores have dried and crusted, usually after six days, and the child has been seen by a doctor and has a note saying they can return
Conjunctivitis (eye discharge) or pink eye	24 hours after antibiotics have been started and three doses have been given.

## Learning Lane LLC Policies & Procedures



Coughing ( severe), including Croup,	When symptoms are no longer present, and the child has been seen by a doctor and has a note saying they can return.
Diarrhea- including conditions with diarrhea symptoms	When symptoms are no longer present, and it has been 24 hours since her last episode.
Fever > including 100.5 F ( temporal) >99.5 F	When fever has been gone for over 24 hours without the use of the fever-reducing medicine.
Hand- Foot and Mouth Disease (Coxsackievirus)	When all sores have dried and crusted, usually after six days, and the child has been seen by a doctor and has a note saying they can return.
Head Lice/Nits or other infestation	When all signs of lice/nits or other infestations are absent for a period of 24 hours
Impetigo	When 24 hours have passed since topical, oral or other systemic antibiotics were started if the sores can be kept clean and dry and if they can be covered entirely, and the child has been seen by a doctor and has a note saying they can return.
Influenza/ Flu ( including H1N1 and H5N1)	When symptoms have been gone for over 24 hours without the use of fever-reducing medicines and the child has been seen by a doctor and has a note saying they can return
Measles.	The child has been seen by a doctor and has a note saying they can return.
Meningitis (bacterial or viral)	The child has been seen by a doctor and has a note saying they can return.
MRSA (Methicillin-resistant Staphylococcus aureus )	The child has been seen by a doctor and has a note saying they can return.
Mumps	The child has been seen by a doctor and has a note saying they can return.
Pertussis ( whooping cough)	When symptoms have been gone for over 24 hours without the use of fever-reducing medicines and the child has been seen by a doctor and has a note saying they can return
Pneumonia	When symptoms have been gone for over 24 hours without the use of fever-reducing

## Learning Lane LLC Policies & Procedures



	medicines and the child has been seen by a doctor and has a note saying they can return
Ringworm (Tinea)	After treatment has been started, and the child has been seen by a doctor and has a note saying they can return.
Rubella,	The child has been seen by a doctor and has a note saying they can return.
Scabies	After treatment has been completed, the child has been seen by a doctor and has a note saying they can return.
Shigella	The child has been seen by a doctor and has a note saying they can return.
Strep Throat or other streptococcal infection	24 hours after initial antibiotic treatment and when fever is no longer present without the use of fever-reducing medicines.
Tuberculous	The child has been seen by a doctor and has a note saying they can return.
Unexplained Rash	The child has been seen by a doctor and has a note saying they can return.
Vomiting more than two times in a 24-hour period	When symptoms are no longer present, and it has been 24 hours since the last episode.

### Bumps and Bruises:

We assume no responsibility for bumps and bruises that occur in the course of a normal childhood. This does not absolve the caregivers from any responsibility concerning abuse or neglect.

### Scratches and Scrapes:

These are inevitable when children play and will be treated with soap, water, and a bandaid. For anything more serious, you will be notified immediately.

### Notification of accidents and injuries:

Parents will be verbally notified of any accident or injury that takes place during business hours. These accidents or injuries will be documented on Bright Wheel.

20. Learning Lane can administer medication if needed, but only with a written prescription from the child's physician. **All medicine must be in the original container with the child's name clearly written on it.** Written instructions with the child's name, dose, and times needed must

## Learning Lane LLC Policies & Procedures



accompany the medication. All medication must be stored in a Ziploc bag on top of the cubbies. A log will be kept with the times and doses that were administered during the child's time in care. Families are responsible for disposing of any leftover medication. You are also welcome to stop by and administer the medication.

21. If Boulder Valley Schools (Eldorado K-8, Superior Elementary, Monarch K-8, and Monarch HS) go into emergency lockdown or are closed for adverse weather, so will Learning Lane. Families will be notified via text that we are under a lockdown or closed for adverse weather

During a lockdown, children will be kept safe and indoors. Families must call 15 minutes before they pick up a child during this time.

22. DISASTER PREPAREDNESS: \*Children unable to walk will be evacuated with the help of our wagon and or stroller. In the event of a natural disaster or emergency, we will be closed until the home is deemed safe for continued operation

**Fire:** Smoke detectors are cleaned and tested monthly. Children are taught to understand what the sound is and what they need to do when they hear it. The home escape plan is to stop, drop, and roll; crawling plans are practiced every three months, using the outside meeting place as a point of safety destination. As a group, we all go across the street to the Village Green Park, then call 9-11

**Tornado:** If we are in the house and a tornado warning has been acknowledged, everyone will proceed to stay in the BASEMENT and use their arms and hands to protect their heads. This will be done until the danger is gone. If we are outside, children will be instructed to lie flat on the ground in a low spot and to use their arms and hands to protect their heads. Tornado drills are practiced every month.

**Winter Storm:** Due to the unpredictability of winter storms, the best course of action is to stay inside. In our home, alternative heating and cooking equipment are available. Stocked goods include water, infant food, medicines, canned foods, blankets, flashlights, and extra clothing. Walkways will be cleared every morning after and during a storm. All persons in our home will be taken care of until conditions change for the better and they can safely return to their homes.

**Thunderstorms:** If we hear or see a thunderstorm, we will go inside the house, building, or car. If we can't get inside, we will immediately move to a low-open space. Children are instructed to crouch down and place their hands on their knees.

**Natural Gas Leaks:** If we are evacuated due to a natural gas leak, we will proceed to **The Sport Stable, 1 Superior Dr, Superior, CO 80027.**

**Dangerous Person:** We will initiate a lockdown; Learning Lane will isolate the person from the children and call 911 when possible. If the person is outside, Learning Lane will gather the children, return inside, initiate a lockdown, and call 911.

## Learning Lane LLC Policies & Procedures



**Family Reunification:** Children will be reunited with their parents/guardians once the immediate hazard is cleared. If we are off-site, parents/guardians can pick us up at our off-site location.

**(The Sport Stable, 1 Superior Dr, Superior, CO 80027)**

Verbal or written permission via email or text will be accepted if parents need to send an alternate person to pick up their child. **Any person who is not on the official pick-up list will not be able to pick up a child unless verbal or written permission is sent via email or text.** An alternate person must present a valid ID for the child to be released to their care. Any child that remains will be cared for and fed until the family/guardian can pick up the child. If a child remains in our care past 24 hours without notification, then the local authorities and Children's services will be contacted.

23. Suspected or known child abuse should be reported to Boulder County at 303-441-1309 or the Colorado Child Abuse and Neglect Hotline at 1-800-CO-4-KIDS. If this is after regular business hours and is an emergency, please call 911.

24. Complaints about a family child care home can be made to the Division of Early Learning Licensing & Administration (DELLA) at 303-866-5958. [710 S. Ash St, Denver Colorado, 80246](#)

25. Recall: Learning Lane regularly receives emails (or will regularly check the CPSC website) updating us on current recalls. Staff regularly checks equipment for safety and immediately stop using any products that have been recalled.

You can sign up for these recalls here: <https://www.cpsc.gov/>

### 26. Biting Policy:

Staff recognizes that, at times, some children attempt to bite other children for various reasons. Some reasons for biting are as follows:

**Infants:** Experimental, sensory pleasure, teething

**Toddlers:** Frustration, fatigue, attention seeking, confined spaces, inability to communicate

**Preschoolers:** Aggression, deliberate

Some of the most commonly suggested causes of biting:

**Teething:** When teeth are coming through, applying pressure to the gums is comforting, and infants will use anything available to bite. Obviously, if this is a likely cause, then a teething ring or objects to bite will lessen the infant's need to bite other people.

**Excitement and over-stimulation:** When some very young children are excited, even happily so, they may behave in an out-of-control fashion. For instance, a 16-month-old girl named Natasha loves moving to music. After a session with music and scarves and everyone twirling



## Learning Lane LLC Policies & Procedures



and enjoying themselves, it is very predictable that Natasha will bite someone if an adult does not help her calm down first.

**Impulsiveness and lack of self-control:** Infants sometimes bite simply because there is something there to bite. This biting is not intentional in any way but just a way of exploring the world.

**Making an impact:** Young children like to make things happen, and the reaction when someone is bitten is usually pretty dramatic.

**Frustration:** Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before they have the capability to express frustration through using language.

- They will be told, “No biting; biting hurts our friend.”
- Remove the biting child from the situation and ask them to choose their emotion based on *Generation M* and focus caring attention on the victim. Examine the context in which the biting occurred and look for patterns. Was it crowded? Too few toys? Too little to do? Too much waiting? Is the biting child getting the attention and care he/she deserves at all times? Change the environment, routines, or activities if necessary.
- Work with the biting child on resolving conflict or frustration in a more appropriate manner, including using words if the child is capable.
- Observe a child who is a short-term chronic biter to get an idea about when he or she is likely to bite. Some children, for example, may bite not when they are angry or frustrated but when they are very excited.
- Identify children likely to be bitten and make special efforts to reduce their chance of becoming victims. Don't casually attribute willfulness or maliciousness. Infants explore anything that interests them with the mouth, and that includes other bodies. If biting continues, continue to observe the group closely. Apply additional resources as necessary to shadow the child.

### What can a parent do if their child begins to bite?

Possibly removing significant stresses on the child at home, such as a schedule that is too demanding or difficult transitions, will make it easier for a child to handle times of stress that do arise. If the child bites other children in your presence, take the same steps suggested above. Immediately after the biting occurs, look for ways to adapt to the environment to prevent biting in the future. If the child is biting at the child care center, there is very little you can do other than keep in close communication with the child's teachers. Fortunately, biting is a stage that passes.

### What if your child is bitten?



## Learning Lane LLC Policies & Procedures



Seeing a bite mark on your child is very difficult to handle, and even worse, infant and toddler bites are often on the face. All of our parental primal instincts as our child's protector come into play. It is natural to be upset. But try to keep in mind that it is a consequence of the group situation and not really the fault of the child, the family, or the program. Your child might as easily have been the biter. Bright Horizons centers don't release the name of the biting child for this reason.

- If the biter continues to bite a second time within a week, an immediate conference will be<sup>1</sup> called with the parents of the biter. Suggestions and recommendations will be made.

**\*\*Biting is a form of oral expression and usually continues into the second year. But it is important to understand that it is not proper communication. The goal for children this young is to teach them to use words to express their feelings.**

Ages 3 to 5 years old:

- Child will be immediately separated and asked to identify their emotion based on *Generation M*

\*Persistent biting after the age of 3 may indicate other behavioral problems. A suggestion will be made for the child to see a child psychologist or psychiatrist.

27. Trial period and Termination: A trial period of 30 days given for adjustment.

During this time period, the parents or Learning Lane may decide to terminate care without prior notice for any reason.

After the trial period, care can be terminated with a 2-week written notice by the family or Learning Lane if all avenues have been accessed.

Reasons for termination of care include but are not limited to

- Inability of Learning Lane to meet the needs of the child.
- The child is unable to adjust to care within a reasonable time period.
- If a prior family expresses concerns about a child that go unresolved or no appropriate action is taken by the family or provider. (Biting, bullying, inappropriate language, etc.)

*We will work with you and the child to resolve the situation. Still, if you do not respond to our needs, this will be grounds for termination of care.*

- Any abuse or violation of the policies and procedures or contract may be just caused for termination of care.

**\*\*Immediate termination of care can occur for behavior problems, dangerous parental/family situations, or failure to provide payment on time.**

## Learning Lane LLC Policies & Procedures



28. Learning Lane will be taking frequent field trips to Village Green Park. We believe being outside and learning from our environment is essential for children. Children will not be allowed outdoor play during winter if the temperature dips below 30 degrees. Children will not be allowed outdoor play during rainstorms or if the temperature is over 90 degrees.

### OTHER RESOURCES FOR PARENTS

Boulder County Health Department

303-413-7500

Provides referrals for health care issues and has some specialized programs.

[www.co.boulder.co.us/health](http://www.co.boulder.co.us/health)

Boulder County Social Services

303-441-1000

Provides information on assistance for families, Medicaid, Food Stamps, and child support enforcement.

[www.co.boulder.co.us/ss/](http://www.co.boulder.co.us/ss/)

Child Find (Kitty Mulkey)

720- 561-5263

Provides developmental screening and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to age 5.

[https://www.cde.state.co.us/early/childfind\\_bouldercounty](https://www.cde.state.co.us/early/childfind_bouldercounty)

Family and Children's Services

303-441-1000

Provides information and assistance to families in need.

<https://www.bouldercounty.org/families/financial/family-children-services/>

Colorado Preschool Program

303-447-5075

Preschool support for children at risk.

<https://www.cde.state.co.us/cpp>

Community Infant Program

303-661-0433

Home-based support for parents making the transition from pregnancy to age 3.

<https://www.bouldercounty.org/families/pregnancy/community-infant-program/>

Mental Health Partners

Registration: 303- 443-8500

24/7 Crisis: 1-844-493-TALK (8255)

Sexual Assault Hotline: 303-443-7300

## Learning Lane LLC Policies & Procedures



<https://www.mhpcolorado.org/>

Dental Aid

Boulder- 303-499-7072

Louisville- 303-665-8228

Low-cost dentistry for Boulder County residents who meet financial eligibility.

[www.dentalaid.org/](http://www.dentalaid.org/)

Imagine!

303-665-7789

Provides therapeutic support for children, families, and adults.

[www.imaginecolorado.org/](http://www.imaginecolorado.org/)

EQIT

303-931-9177

A class that supports a comprehensive introductory course in providing quality care for infants and toddlers. Class tuition may be covered for families who meet financial eligibility.

<https://eccbouldercounty.org/resources-for-child-care-providers/professional-development/expanding-quality-infant-toddler-training-eqit/>