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(970) 759-3582

www.ETHpreschool.com

License # 1790966

Family Handbook

OUR MISSION.....3

WELCOME.....3

EQUAL OPPORTUNITIES POLICY.....3

CODE OF CONDUCT.....3

SPECIAL ACTIVITIES OR PROGRAMS.....4

CURRICULUM.....4

Social and Emotional Support.....4

EXTERNAL FAMILY SUPPORTS.....4

LACTATION FRIENDLY CHILD CARE RECOGNITION.....4

POSITIVE COMMUNICATION.....4

INTERPRETERS.....4

RULES REGULATING FAMILY CHILD CARE HOMES.....5

GRIEVANCE POLICY.....5

MANDATORY REPORTER AND CHILD ABUSE REPORTING.....5

REPORTING SUSPECTED LICENSING VIOLATIONS.....5

RECALLS.....5

SECTION I: GENERAL SCHOOL POLICIES.....6

ATTENDANCE.....6

Signing your child in / out of school.....6

Drop-in days.....6

NAP/REST.....6

Labeling.....6

PROPER ATTIRE AND SPARE CLOTHING.....7

SUNSCREEN.....7

TOYS FROM HOME.....7

PLAYGROUND SAFETY GEAR.....7

STAFFING.....7

CELEBRATIONS.....7

DIAPERING.....7

TECHNOLOGY IN THE CLASSROOM.....7

FIELD TRIPS.....8

INCLEMENT WEATHER.....8

CRISIS MANAGEMENT POLICY.....8

SECOND AND THIRD HAND SMOKING POLICY.....8

WEAPON POLICY.....8

THEFT/PROPERTY DAMAGE.....8

DISCIPLINE POLICY.....9

CONFLICT RESOLUTION.....9

SECTION II: REGISTRATION AND ENROLLMENT.....10

WAITING LIST.....10

REGISTRATION.....10

ENROLLMENT.....10

TRANSITIONS.....10

Starting at Enchanted Treehouse Preschool.....10

Kindergarten Transition.....11

Breastfeeding to Bottle.....11

Transitioning to a Cup.....11

SECTION III: FINANCIAL INFORMATION.....12

TUITION AND INVOICES.....12

LATE PAYMENT.....12

Withdrawal.....13

Dismissal.....13

SCHOOL CALENDAR.....13

BRIGHTWHEEL.....13

SECTION IV: SAFETY, HEALTH, AND NUTRITION.....14

EMERGENCY INFORMATION.....14

INCIDENT REPORTING.....14

INSURANCE/MEDICAL HOME.....14

HEALTH.....14

MEDICATION.....15

HANDWASHING.....16

LUNCH AND SNACKS.....16

CLOSING.....17

SECTION V: AGREEMENT AND SIGNATURE PAGE.....17

Our Mission

Dedicated to supporting children through a unique educational journey by creating safe, caring, and inclusive play environments that promote child development in all areas of learning.

Welcome

Enchanted Treehouse Preschool established in 2025, is a privately-owned State licensed in-home early childhood program, accepting children from ages 6 weeks to 5 years. During the school year (September-May), the Center is open 7:30am to 2:30pm on Mondays and 7:30am to 3:30pm on Tuesdays-Fridays and follows the Durango school district calendar. Enchanted Treehouse Preschool also has a summer session beginning the first week of June and ending in August. During the summer session, we are open 7:30am to 3:30pm Monday-Friday.

The safety and welfare of your child is paramount, which is why it is vital that you read this policy book in its entirety. Upon signing your financial contract with Enchanted Treehouse Preschool, you attest that you have read and agreed with our school policies in their entirety.

Equal Opportunities Policy

At Enchanted Treehouse Preschool, we are committed to fostering an inclusive environment that supports students, families, and staff from a wide range of backgrounds. We embrace individuals irrespective of their race, color, religious beliefs, age, national or ethnic origin, ancestry, varying ability levels—whether physical, mental, or developmental—gender and gender identity, sexual orientation, military status, or marital and domestic partnership status, along with any other characteristics protected by relevant laws.

We understand the importance of both our unique differences and the shared humanity that brings us together, and we strive to cultivate an atmosphere of respect for everyone. As an equal opportunity center, we are dedicated to supporting and educating children with diverse sensory, physical, emotional, and cognitive needs.

Non-Discrimination Policy

Enchanted Treehouse Preschool is dedicated to fostering a workplace and community for all staff members, vendors, beneficiaries, and clients that is free from harassment, discrimination, and retaliation. We hold steadfast to the values of respect and dignity for every individual. Harassment and discrimination based on race, color, religious creed, age, national or ethnic origin, ancestry, physical, mental, or developmental disability, sex, military status, marital or registered domestic partnership status, medical condition, gender, gender identity, transgender status, sexual orientation, and any other categories protected by federal, state, or local laws are strictly prohibited at Enchanted Treehouse Preschool.

Additionally, this policy extends to unlawful harassment and discrimination based on the perception of a protected characteristic or the association with someone who possesses or is perceived to possess such characteristics. Enchanted Treehouse Preschool is committed to taking all reasonable measures to prevent any instances of harassment, discrimination, or retaliation. All complaints will be addressed swiftly and confidentially. If a breach of this policy is confirmed, appropriate remedial actions will be implemented based on the severity of the infraction, which may include termination of employment for those found in violation of Enchanted Treehouse Preschool's policies.

Code of Conduct

Enchanted Treehouse Preschool expects all families/parents/guardians to:

- Use appropriate language and behavior within the school and its immediate perimeter.
- Be respectful of others (staff members, children, other families).
- Approach the Owner with all questions and concerns.
- Adhere to all school policies outlined in this document.
- Adhere to all health and safety guidelines set forth by Enchanted Treehouse.
- Be respectful of Enchanted Treehouse Preschool Property

Special Activities or Programs

Enchanted Treehouse Preschool is not offering any special activities or programs beyond our facility or outside of our standard business hours at this time.

Curriculum

We proudly implement a play-based curriculum known as Experience Curriculum, formerly referred to as Mother Goose Time. This curriculum embodies our mission to support each child's unique educational journey. Experience Curriculum is grounded in research and emphasizes play as a fundamental approach to learning. It seamlessly integrates arts, music, literacy, and social-emotional development into the daily routines of infants, toddlers, and preschoolers. This alignment with educational standards such as Head Start and Common Core ensures that we provide a robust foundation for early learning.

Social and Emotional Support

Enchanted Treehouse Preschool believes that no child should be left behind, therefore, we utilize the developmental screening tools: Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire: Social Emotional (ASQ: SE) as a first step in looking at children's growth, development, and learning.

As a highly trained Early Childhood Professional, we are available to meet with parents to discuss their children's growth and development. We may recommend additional screening for a child if there is a question concerning their developmental growth and have the knowledge and resources to refer families to resources and/or programs that can help.

External Family Supports

Enchanted Treehouse Preschool provides a comprehensive list of local resources compiled by the La Plata Family Center Coalition that can be emailed or found on our website and includes information about adult education, employment/training, finances, health care access, housing, utility assistance, food, parent skills, family relations, childcare, legal, mental health, substance abuse, mobility, and support networks.

Lactation Friendly Child Care Recognition

Enchanted Treehouse Preschool has been awarded the Lactation Friendly Child Care Recognition. This is a designation awarded to child care centers that implement policies and practices to support breastfeeding families and their employees. To achieve recognition, programs must develop written policies, provide a private and comfortable space for breastfeeding or pumping, train staff, and promote breastfeeding through education and resources. Recognition programs, such as those in Colorado, Minnesota, and New York, help child care centers assess their practices, improve support for breastfeeding, and receive public acknowledgment for their efforts.

Positive Communication

We are here to welcome your ideas, listen to your concerns, and support your family's endeavors to be actively engaged in your child's early educational years. Enchanted Treehouse Preschool functions with an open-door policy and is available to meet with you or communicate by phone or email.

For relaying important all-school information, we communicate via email. It is imperative that families read the monthly school newsletter, which contains important dates and information. We also use email for notifying about emergency school closures, messages, etc. It is the expectation that families will read all email correspondences from Enchanted Treehouse.

Interpreters

We are committed to fostering an inclusive environment where every family feels welcomed, respected, and actively involved in their child's care, regardless of the language they speak. We wholeheartedly recognize that families are their children's first teachers and are dedicated to breaking down language barriers that may hinder communication and participation.

For families whose primary language is not English, we will provide a phone or in-person interpreter through our designated service, ensuring clear understanding of goals, strategies, and family input. Additionally, important documents

such as handbooks, newsletters, and emergency forms are available in commonly spoken languages, and we are happy to arrange translations upon request.

We proudly partner with Durango Spanish Translation Service and Colorado Interpreters and Translators to deliver exceptional language services to our families. Our goal is to ensure that everyone feels included and empowered in their child's educational journey.

Rules Regulating Family Child Care Homes

The Rules and Regulations concerning Family Child Care Homes are available in printed form within our Emergency Binder, located in the Welcome area by the front entrance. Families can also access this information on the Colorado Secretary of State's website at <https://cdec.colorado.gov/for-providers/rules-and-regulations>. Please be advised that these Rules and Regulations undergo annual updates every February. Consequently, this handbook may be revised in accordance with those changes.

Grievance Policy

If issues or concerns arise, please talk directly to the Owner. Contact information is as follows:

Cayla Bradshaw, Owner of Enchanted Treehouse Preschool – Phone: 970-759-3582 Email: ETHpreschool@gmail.com

Alternatively, families may contact the state at:

Colorado Department of Early Childhood - 710 South Ash Street Denver, Colorado 80246 – Phone: (303) 866-5958

Mandatory Reporter and Child Abuse Reporting

As Early Childhood Educators, it is our obligation to complete the Mandatory Reporter training available on the Colorado Shines PDIS website. We hold a legal responsibility to report any suspected instances of child abuse or neglect to the Colorado Department of Human Services. According to the Children's Code, abuse is defined as "an act or omission (by the caregiver) which threatens the health or welfare of a child, including physical abuse, sexual abuse, or neglect." It is important to note that the school is not required to inform families if a report of suspected abuse/neglect has been made. Any suspicions of child abuse will be reported to:

La Plata County Child and Family Services
10 Burnett Ct Durango CO 81301
(844) 264-5437 (844-CO-4-KIDS)

https://www.lpcgov.org/services/health_and_human_services/child_and_family_services/contact_form_cfs.php

Reporting Suspected Licensing Violations

Enchanted Treehouse Preschool is a state licensed Family home care program, license # 1790966. Complaints of suspected licensing violations may be addressed to:

Colorado Department of Early Childhood (CDEC) Division of Early Learning Licensing and Administration (DELLA) 710 S. Ash St. Denver CO 80246 Email: cdec_eclchildcarelicensing@state.co.us Tel #1-800-799-5876	Katrina Lindus Licensing Specialist Email: katrina.lindus@state.co.us Tel# 720-703-0781
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Recalls

To uphold the highest standards of safety for all children in our care, Enchanted Treehouse Preschool diligently monitors product recalls that may impact the toys, equipment, and furnishings within our facility. We are subscribed to CPSC Alerts and routinely visit the CPSC website (www.cpsc.gov), as well as other pertinent government recall resources such as Recalls.gov and the CDC recalls site, to identify any recalled items utilized in our preschool environment.

In the event of a product recall, the affected item will be promptly removed from our premises. We will refer to the recall notice for directives regarding the return, repair, or disposal of the item. Enchanted Treehouse Preschool maintains an accurate record of the recalled item, including the date of removal and actions taken in accordance with the recall instructions.

Additionally, all toys, equipment, and furnishings in and around our facility are subject to regular inspections to identify any signs of wear and tear, loose parts, sharp edges, and other potential hazards. If any item is found to be damaged, it will be removed immediately, or rendered inaccessible to children if removal is not feasible. Such items will then either be repaired, replaced, or disposed of responsibly.

SECTION I: GENERAL SCHOOL POLICIES

Attendance

We ask that you inform the school in advance of any special family trips or planned absences. In the case of illness, families need to inform the school promptly, particularly if it is a contagious condition. Please notify the school if your drop off schedule will be later than 8:30AM.

Tuition is billed on a monthly basis regardless of absences. We do not swap days or offer refunds due to absences, or late arrival to planned activities.

Signing your child in / out of school

Upon arrival, families are required to check in with us to sign their child in, in the front entry way. Upon departure, you must check in with us before removing your child from the premises.

If you are late picking up your child, you will be contacted, and the child will remain with us until picked up. If your child is not picked up within 30 minutes of the school closing, and you and/or your emergency contact are unavailable, we are required to notify Social Services. The child will remain with us until they have been collected either by you, your emergency contact, or a social worker. A child will only be released to individuals authorized by the parent/legal guardian and listed on the Emergency Information Sheet. Parents/guardians must inform the school if anyone other than themselves will be collecting their child. The person collecting the child must provide valid identification. Families will be charged \$3 per minute after closing time. A \$100 charge will be applied after 3 instances of late pick-ups. Please make every effort to pick up on time as it effects licensing regulations. If late pick up is a consistent occurrence, a meeting with the Owner will be required.

Drop-in days

Drop-in days are defined as any day outside your child's contracted scheduled days for the year. Drop-in requests are granted depending on availability, and Enchanted Treehouse cannot guarantee space when a family requests drop-in care. The cost for each drop-in day is \$70. Drop-in days are billed after the student attends, to ensure billing accuracy. Drop-in days must be approved in advance by the Owner.

Nap/Rest

Licensing rules and regulations state that children must not be forced to sleep and require that every child rest for 30 minutes. Children that do not sleep will be provided with quiet activities and will be allowed to move to another area after the 30 minutes. Children who fall asleep will be allowed to leave their napping area within 10 minutes of waking.

Families are required to provide labeled nap items: Sheet, blanket, and one small stuffed animal/pillow (optional). These items will be kept in your child's nap bin. Families are required to take all nap items home at the end of each week to wash and return the following week.

Infants/young toddlers will be allowed to nap when tired throughout the day. We ask that all parents provide a general nap schedule utilized at home for your child so we may do our best to keep your child on a common routine. Older toddlers and up are offered one nap during the middle of the day.

Enchanted Treehouse Preschool follows safe sleep practices and SIDS prevention. Due to this, we will not be able to swaddle your infant, or provide your infant with a blanket or stuffed animal. We are, however, able to utilize sleep sacks for your infant, as long as they are a light material and allow for free movement of the infant's arms.

Labeling

Please clearly label outerwear, water bottles, lunch boxes, and nap items. We have a Lost and Found box for unidentified items located on the shelf in the front entryway.

Proper Attire And Spare Clothing

Please dress your child in simple, washable, sturdy clothes to match the weather. We play outside every day (weather permitting), so please provide adequate, weather-appropriate outdoor clothing including jackets, snowsuits, boots, hats, waterproof mittens, sunhats, sunglasses, etc. If your child is inappropriately dressed, you will be called to deliver them appropriate items. Please provide extra sets of clothing that can be kept in your child's cubby. Soiled clothes will be put in a Ziploc bag and placed in your child's backpack for you to take home and wash. Enchanted Treehouse Preschool does keep a limited amount of spare clothes for children to use if needed, if your child uses Enchanted Treehouse Preschool clothing, we kindly request that you wash and return the items promptly.

Sunscreen

Families are asked to provide one container of sunscreen for their child. We apply sunscreen as directed on the specific bottle (generally, every 2 hours). Families not wanting their child to have sunscreen are required to sign an exemption and provide alternative sun protection such as long sleeves, sunhat, and/or sunglasses.

Toys From Home

Toys from home are not permitted at Enchanted Treehouse Preschool, as it is a distraction in the classroom, against current public health and safety regulations and as Enchanted Treehouse Preschool is not liable for lost or damaged personal property. . The one small stuffed animal/pillow for nap or rest time does not apply to this policy nor does special "show-and-tell" days as set up ahead of time.

Playground Safety Gear

The school provides and requires that all children wear a helmet while riding any bicycles/tricycles. Any other desired equipment must be provided by the individual family.

Staffing

As an Experienced Family Child Care Home, Enchanted Treehouse Preschool operates solely with the owner as the staff member. Should the need for a substitute teacher arise, the preschool will close immediately to ensure the highest standards of care and safety.

Celebrations

We encourage families to share their traditions with us here at school through family-led activities and presentations. Enchanted Treehouse Preschool has celebrations honoring our school community such as dress-up and pajama days, and school/family gatherings. We also strive to celebrate many of the traditional holidays celebrated by our families. For birthday celebrations, families are welcome to provide a fun birthday snack, treat, or activity. Please see [Lunch and Snack](#) policy for specific requirements.

Diapering

Our center checks and changes diapers every 2 hours, unless immediate attention is warranted or the 2 hours falls while your child is sleeping. It is the parent/legal guardian's responsibility to provide us with diapers, wipes, and extra clothing.

We will work with parents on potty training issues and appreciate that children are comfortable with using the toilet in their own time. We do not require children to be potty trained. Please talk with us if you have any concerns or worries. Enchanted Treehouse Preschool does not coerce a child to use the toilet, nor punish a child for not using the toilet.

Licensing regulations prohibit us from potty training children under 18 months of age or until the child can effectively communicate their needs, manage their own clothing, and access toileting facilities independently.

Technology in the Classroom

Enchanted Treehouse Preschool offers hands-on learning experiences. We may access appropriate content from the internet for educational purposes only (i.e. a virtual field trip, researching student topics of interest), supplementing hands-on learning experiences, and always used under supervision. Screen time, which includes television, recorded media, computer, tablet, cell phones, video games, and other media devices, is prohibited for children less than two (2) years of

age and is limited to no more than 30 minutes per day for preschool-aged children. All children must be provided with a developmentally appropriate alternative activity once the child(ren) loses interest in the media activity or for children under the age of two who are not permitted screen time.

Enchanted Treehouse Preschool supports the use of assistive technology for supporting individual developmental needs. Assistive technology will be utilized in the classroom once a meeting with the family has taken place and all team members have agreed that it is appropriate for classroom use. Enchanted Treehouse Preschool will ensure that we are properly trained in the use of specific assistive technology equipment/devices prior to their use in the program.

Field Trips

Field trips at Enchanted Treehouse Preschool are within walking distance (i.e. the community park) and planned in advance of the trip unless it is within a 2-block radius of the school (i.e. a short nature walk). Field trip information documenting the route taken, time of departure and return will be given to families prior to the trip. Currently, Enchanted Treehouse Preschool does not take any field trips that would require vehicle transportation.

Inclement Weather

Enchanted Treehouse Preschool follows the Childcare Weather Watch. Children do not go outside during inclement weather or during severe temperatures below 25°F or above 90°F. If the weather is severe enough to be hazardous for families and staff to get to school, we will follow the school closures and/or delays as reported by Durango School District. Enchanted Treehouse Preschool will contact families via e-mail by 6:30AM that morning for delays or closures. If weather problems arise during school hours, we may decide to close the school early. Your child will be cared for until an authorized person can pick him/her up. Enchanted Treehouse Preschool does not reimburse families tuition for missed days due to inclement weather. Please speak to the Owner if you have any worries or concerns regarding your child's safety or comfort in times of inclement weather or excessively hot temperatures.

Crisis Management Policy

Our emergency procedures are posted on our website, and an addendum to this policy book. Please ensure that you read them and acquaint yourselves with our procedures. In the event of an unexpected crisis, Enchanted Treehouse Preschool reserves the right to close the school for a minimum of one day to process the event and engage appropriate services, such as the mental health team for counseling services. Families not directly impacted by such an event will be notified of any crisis closure via email.

Second and Third hand smoking policy

Pursuant to 26-6-106(2)(e), C.R.S., 25-14-103.5, C.R.S., and 18-13-121, C.R.S., tobacco and nicotine products are prohibited by law from use in and around licensed child care facilities. All tobacco products must be extinguished prior to arrival at Enchanted Treehouse Preschool.

- Any child or staff member arriving at the facility with the odor of smoke will change into clean clothing.

Weapon Policy

Pursuant to C.R.S. § 18-12-105.5 Enchanted Treehouse Preschool prohibits the carrying, bringing, use, or possession of dangerous weapons on school property, including firearm facsimiles, unless explicitly authorized. This prohibition extends to knives, with or without express permission. Violations can lead to disciplinary actions, including potential expulsion, especially for firearms.

- Any person arriving at the facility with a weapon will not be permitted to enter the facility. In the event an armed person enters the premises, 911 will be called and the school will enter emergency Lock-down procedures.

Theft/Property Damage

While we recognize that accidents can occur and that some wear and tear on property is a normal part of use, we must emphasize that intentional or excessive damage to school property, as well as the property of others, is strictly prohibited. This includes behaviors such as vandalism, graffiti, and the destruction of materials. Individuals found responsible for such damage will be liable for the repair or replacement costs in accordance with state law.

Additionally, theft or attempted theft involving school property or personal belongings is not acceptable and will not be tolerated. Engaging in such actions may result in disciplinary action, which could include the potential dis-enrollment of the child from our program.

All reported incidents of theft and property damage will be subject to a comprehensive investigation. Parents will be notified of any occurrences involving their child, and an estimate of the damages will be provided.

Discipline Policy

Children facing behavioral challenges require targeted support and understanding. Our collaborative efforts with families aim to thoroughly explore various strategies to address these needs. When appropriate, we may also connect with external resources such as Durango Child Find and our Early Childhood Mental Health Specialist through the La Plata County Early Childhood Council. Children will always be treated with utmost respect and empathy. Physical discipline in any form will not be utilized. All disciplinary measures will uphold the dignity of the child and will not be linked to food, sleep, or toileting matters. We implement Conscious Discipline, a trauma-informed framework that emphasizes self-regulation and fosters connections and relationships within the School Family, while also leveraging brain research to gain insights into how internal emotional states impact behavior.

Conflict Resolution

At Enchanted Treehouse Preschool, we promote an environment where students can resolve conflicts through verbal communication. One effective approach to facilitate this process is the implementation of the “Peace Rose,” which encourages children to take turns speaking and expressing their feelings. We guide students in articulating their emotions with precise language, while reinforcing the significance of refraining from name-calling and aggressive behavior. Additionally, the use of the “Tucker Turtle” technique provides children with the necessary time and knowledge to regulate their emotions effectively.

We observe the conflict resolution process, intervening only when necessary. This approach empowers children to independently navigate their disagreements, fostering self-control and promoting peaceful resolution skills.

SECTION II: REGISTRATION AND ENROLLMENT

Waiting List

Due to the small size of Enchanted Treehouse Preschool, we are only able to accommodate 6 children each day and therefore do not maintain a wait-list. In the event of a vacancy, the opening will be posted on our website/social media and will be filled based upon Enchanted Treehouse Preschool availability and the needs of the applying families.

Registration

An online registration form is e-mailed out in June for the following school year. A nonrefundable registration fee of \$160 is required to secure the spot. Registration fees are used to cover licensing costs, update materials, and help with maintenance of the interior and exterior school environments. Current families will have the first opportunity to change/increase/decrease their days, if there is space, before spots are opened up to the community on a first-come-first-serve basis. Changes to schedules must be approved by the Owner prior to registration.

Enrollment

We require that all new families visit prior to starting at Enchanted Treehouse Preschool. Visit days will be scheduled once the registration requirements have been met. Enrollment paperwork is emailed to families and is due prior to the beginning of the new school year. Annually, the parent/legal guardian is responsible for completing ALL enrollment/registration forms and returning them to the Owner, as required by the State of Colorado, including:

- Financial agreement, which commits you to your scheduled days and contracted time for September through August
- Permission statements
- Family Intake form
- Health evaluation signed by your child's physician (annual requirement, to be completed within 30 days of enrollment)
- Copy of up-to-date immunization card OR signed paperwork allowing Enchanted Treehouse Preschool to access your child's immunization record on the CIIS system
- Emergency information that lists your child's name and birthday, contact information for your child's primary guardians and emergency contacts, family's medical home and insurance (primary doctor and dentist), dates of most recent vision, hearing, and dental screenings, and who is allowed and not allowed to pick up. This information must be kept current by parent/guardian —your child will not be admitted without it
- Emergency procedures and notification protocol

Enchanted Treehouse Preschool also requires:

- Notification of any pertinent information regarding specific needs or family dynamics.
- If your child requires a medical plan or medication to be administered at school, a meeting is needed.

All paperwork must be completed and signed prior to starting at Enchanted Treehouse Preschool.

Transitions

Starting at Enchanted Treehouse Preschool

Enchanted Treehouse Preschool works closely with all newly enrolled families to ensure a smooth transition into our program. Students and their families are invited to visit the school for a “play date” where they visit the school, meet their new teacher, and have the opportunity to engage with their new peers.

Kindergarten Transition

For students transitioning to kindergarten, we provide the times and days for registrations and up-to-date information as to the elementary school expectations of a kindergartner. If requested, we will arrange a family meeting to discuss any questions.

Breastfeeding to Bottle

We foster an environment that is welcoming and supportive for breastfeeding families. We recognize the significance of breastfeeding, especially for mothers transitioning back to work. To accommodate this, we provide a private, designated space for breastfeeding or milk expression. We also encourage mothers to breastfeed in the classroom.

For families wishing to transition their infants to bottle feeding while in our care, we are committed to collaborating with them to develop a supportive plan that meets the needs of both mother and child. We can provide recommendations for suitable bottles and share helpful tips on encouraging an infant to accept a bottle. Additionally, Enchanted Treehouse Preschool is able to connect families with lactation consultants who can answer questions and provide further guidance.

Transitioning to a Cup

Families are encouraged to begin introducing cups to their infants around the age of 6 months. It is advisable for babies to transition from bottle use entirely to cups by approximately 18 months, or sooner if developmentally appropriate. Enchanted Treehouse Preschool is committed to supporting families and infants throughout this transition, adhering to both family preferences and guidelines from healthcare professionals and the USDA. For assistance in transitioning to cups, families may consult a local lactation consultant, their child's healthcare provider, or visit the Nationwide Children's website at <<https://www.nationwidechildrens.org/family-resources-education/health-wellness-and-safety-resources/helping-hands/weaning-your-baby-cup-feeding>>.

SECTION III: FINANCIAL INFORMATION

Tuition and Invoices

Tuition is invoiced for the upcoming month on the 20th of the current month (i.e. Tuition for September is invoiced on August 20th) and is billed with same amount each month September through August. This invoice will contain the tuition bill for the upcoming month as well as any additional charges accrued from the previous month such as late fees or drop-in days. The yearly tuition is divided into 12 equal monthly payments over the school year and is payable regardless of school closures, illness, or family travel. Scheduled school closures can be found on the yearly calendar and monthly newsletters. Tuition payments are due on the 1st day of each month unless an alternative arrangement has been made with the Owner.

Enchanted Treehouse Preschool does not offer vacation/sick credits and does not credit for holiday closures or national holidays. Tuition is prorated to include all closure dates. A refund or credit, in the amount of ½ the daily tuition, may be applied in the case of an unexpected closure due to unforeseen circumstances (such as excessive snow days) If your child is sick, or misses a school day, you may not drop-in on another day without incurring a drop-in daily cost; Enchanted Treehouse Preschool will not trade days of attendance.

Tuition checks (made out to Enchanted Treehouse Preschool) may be given to the owner or payment via our childcare management program, Parachute, is accepted. Enchanted Treehouse Preschool reserves the right to charge a \$40 fee for returned checks or checks not accepted by the bank.

Tuition Rates

Monthly Tuition per # of days per week for children under 6 years old

5 days per week	4 days per week	3 days per week	2 days per week	1 day per week	Daily drop-in Tuition
\$1,400.00	\$1,200.00	\$940.00	\$630.00	\$315.00	\$70.00

Monthly Tuition per # of days per week for school age children

5 days per week	4 days per week	3 days per week	2 days per week	1 day per week	Daily drop-in Tuition
\$700	\$600	\$470	\$315	\$160	\$35

*Rates do not include late pick up charges.

Enchanted Treehouse is open 7:30am to 2:30pm on Mondays and 7:30am to 3:30pm on Tuesdays-Fridays during the school year and 7:30am to 3:30pm during the summer session. If a child is picked up after closing time, a \$3 per minute fee will be applied to your account. A \$100 charge will be applied after 3 instances of late pick-ups. Please make every effort to pick up your child(ren) on time as it effects our licensing. Please review our tuition policy for more information.

Late Payment

If your bill is not paid by the 3rd day of the month and alternative arrangements have not been made, your tuition payment is considered late and a fee of \$30 will be added to your bill. Families with an outstanding balance from the previous school year will not be allowed to start the new school year until their account has been paid in full. Any account more than 60 days past due will result in your child's dis-enrollment. Accounts that are more than 90 days delinquent will be taken to the Small Claims Court or turned over to a collection agency. Enchanted Treehouse Preschool understands that life happens and makes every effort to work with families when necessary; please speak with the Owner if you need an alternative payment plan.

Withdrawal

If you intend to make a schedule change or withdraw your child from our program, a 30-day notice is required; if under 30 days' notice is given you will be charged for 30 days from the date you gave notice of the schedule change or withdrawal. For families moving on to kindergarten, financial agreements will be approved to end on either May 31st or August 31st. A minimum of one month's notice is required to end your Enchanted Treehouse Preschool financial agreement on May 31st.

Should a family be required to withdraw from Enchanted Treehouse Preschool due to non-adherence to policies, the family will be given two weeks' written notice. Families will be required to pay any outstanding tuition fees.

Dismissal

In any situation where dismissal may be considered, a thorough review and discussion will be conducted to ensure that all possible steps have been taken to prevent such an outcome.

Students: Enchanted Treehouse Preschool firmly believes that it is every child's right to be in school. Therefore, dismissal is an absolute last resort for students. If implementation of various behavioral interventions proves unsuccessful, and it is determined that Enchanted Treehouse Preschool does not have the resources or ability to best support the student, the Owner will make the final decision regarding dismissal.

Family/Parents/Guardian: Families who do not adhere to the Enchanted Treehouse Preschool Family Policies and Code of Conduct will have an in-person meeting with the Owner to resolve the issue. A written plan documenting agreed changes in behavior will be signed by the Owner and the family. Final decision regarding dismissal lies with the Owner. Two weeks' notice will be given to the family if enrollment is terminated.

School Calendar

During the academic year, we adhere to the Durango School District Calendar, which includes provisions for snow days and delays. However, it is important to note that we remain open during the summer months. Our annual calendar is reviewed and published each July. Families can access this calendar on our website or view it on our Family Communication Board.

Brightwheel

We utilize the childcare management program Brightwheel. This program allows us to track attendance, record and share child's daily activities and milestones, provides an easy and convenient way for parents to check in, make payments, and stay connected and allows for quick and easy tuition billing and payments.

Section IV: SAFETY, HEALTH, AND NUTRITION

Emergency Information

Please notify the school when anyone other than direct caregivers will be picking up your child. You must list the names of individuals on your emergency information sheet who are authorized to pick up. Authorized individuals, including other families, will be asked for picture ID. Without this ID, and instructions from you, the school will not release your child. The emergency information must also include names of those NOT authorized to pick up your child. If there is a restraining order on a named person, you must give the school a copy to be held on file. If there is no restraining order, you will be phoned immediately and informed of the situation. You will be asked to come to school immediately to pick up your child unless other directions are given by you in relation to the presenting person. Each family must keep emergency information up to date. If any person picking up your child is recognized as being under the influence of any intoxicating substance, the school is required to contact Law Enforcement and the Department of Human Services.

Please note, that without proper legal documentation, Enchanted Treehouse Preschool is not legally permitted to prevent a child's biological parent from picking them up from school.

Incident Reporting

In the case of any physical injury an Enchanted Treehouse Preschool Incident Report will be completed. Depending on the severity of the injury, parents may be notified immediately via phone call or verbally at pick up. One copy of this report will be sent home and one copy will be filed in your child's file. This report will be confidential to each family, i.e. if another child was involved in the infraction this child's name will not be divulged.

Insurance/Medical Home

Enchanted Treehouse Preschool does not provide medical coverage for students. It is recommended that your child be covered through your own medical insurance plan. Enchanted Treehouse Preschool requires you to list your child's primary doctor and dentist on their Emergency Information form in the case that it is needed in an emergency. Enchanted Treehouse Preschool can provide a list of providers to contact should a family need a medical home or medical insurance resources.

Health

All staff members are required to maintain current and up-to-date certifications in First Aid and CPR, with training scheduled throughout the year to ensure consistent coverage.

Families are given 30 days from the date of enrollment to complete and submit the required Health Evaluation Form. Please be aware that a section of this form must be filled out by your family physician.

According to the Colorado Department of Public Health and Environment, an infectious disease is defined as "any contagious sickness or condition that substantially impairs vital functioning and poses a risk to the health and welfare of

other students and staff.” A list detailing specific illnesses and conditions that necessitate keeping your child at home is displayed in the entryway of the school and is also included at the end of this document.

In instances where a child or staff member contracts an infectious disease, return to school is only permitted 12 hours after the commencement of antibiotic treatment or upon presentation of a written note from a physician. Should a child exhibit a temperature exceeding 100.4 degrees or demonstrate signs of illness that impair their ability to function adequately at school, families will be contacted and required to retrieve their child. Our facility is not equipped to care for sick children, so we appreciate your prompt response in these situations.

Please refrain from sending your child to school if they are experiencing fever, vomiting, diarrhea, or any symptoms that hinder basic functioning. Additionally, attendance is discouraged if your child has had to take fever-reducing medication, such as Tylenol or Motrin. It is the policy of Enchanted Treehouse Preschool that all children are expected to engage in outdoor play daily, as we do not have sufficient supervision for children to remain indoors during recess. If your child is well enough to attend school, they are considered well enough to play outside.

We kindly ask that you notify the school immediately if your child is diagnosed with a contagious condition, so that we can inform other families accordingly. Please note that tuition will not be reimbursed for absences due to illness.

Medication

Before medication can be administered, families must obtain a medical permission form completed by your child’s doctor and the school is provided with the medication in its original container. These forms are available on our website or from the Owner. There must be a form for each required medication and presenting condition. A ‘blanket’ permission form that covers all or any medication will not be accepted.

If your child has a chronic health condition, a meeting will be arranged, from this meeting a health plan will be established with any staff training requirements. For their safety, a child who requires a medical plan will not be allowed to attend Enchanted Treehouse Preschool until the above steps have been completed.

Over the counter or homeopathic medications (i.e. Emergen-C, Pedialyte, vitamins, etc.) will not be administered unless there is a doctor’s prescription for them, along with a completed medical administration permission form. Families are welcome to come to the school to administer their child’s medication themselves. Please hand any medication to the Owner in its original container and do not leave in your child’s backpack or cubby. To ensure the safety of all children, Children may not have in their possession creams or medications (i.e. Cough drops, lip balm).

Immunizations

Colorado law requires all students attending public and private Colorado licensed childcare and schools to be vaccinated against certain diseases unless they have a medical or non- medical exemption (personal or religious) on file (Colorado Board of Health rule 6 CCR 1009-2).

The vaccinations required or if absent need an exemption on file are:

- Hepatitis B.
- Diphtheria, tetanus, pertussis (DTap).
- Haemophilus influenza type b (Hib).
- Inactivated poliovirus (IPV).
- Pneumococcal conjugate (PCV13) or polysaccharide (PPSV23).
- Measles, mumps, rubella (MMR).
- Varicella (chicken pox)

Enchanted Treehouse Preschool provides a copy of the recommended vaccination schedule to families upon enrollment.

Medical exemptions: Families are obligated to provide a medical exemption for every school their child attends. This means that a specific medical exemption must be submitted for Enchanted Treehouse Preschool, even if an existing exemption is already on file at the child's previous childcare center or daycare.

Non-medical exemptions: Parents who wish to file non-medical exemptions for their child must do so at 2, 4, 6, 12 and 18 months of age. Non-medical exemptions expire when the next vaccines are due or when the child enrolls in kindergarten.

For more information, please visit <https://www.colorado.gov/pacific/cdphe/vaccine-exemp> or reach out to the Owner regarding the process to file for an exemption. If your child is not adhering to the vaccination schedule and does not have an updated exemption on file, we will inform you, initiating a 14-day period for compliance. During this time, you may either:

- 1) Submit the necessary exemption OR
- 2) Provide an "in-process vaccination plan" from your child's healthcare provider, which must be signed by the parent or guardian and outline the strategy for bringing your child up to date on required vaccinations.

If neither an exemption nor an in-process vaccination plan is submitted within 14 days, your child will be unable to return to school until compliance with this policy is achieved. Please note that tuition will not be adjusted for any delays or missed days of school.

Enchanted Treehouse Preschool requires parents to provide a copy of their child's immunization form by the time the registration fee is submitted. Alternatively, families may choose to complete a permission form allowing the Owner to access the Colorado Immunization Information System (CIIS) to retrieve and print their child's immunization record for our files. To safeguard unvaccinated children, Enchanted Treehouse Preschool may necessitate that students with an exemption remain out of school during any disease outbreak, for the entire incubation period or until the situation has been resolved. This time frame may extend to three weeks or more, depending on the circumstances. Please be aware that tuition will not be prorated for days missed during such outbreaks.

Please be aware that, in accordance with Colorado Board of Health rule 6 CCR 1009-2, Enchanted Treehouse Preschool is mandated to submit aggregate immunization and exemption data to the Colorado Department of Public Health and Environment annually.

Handwashing

To ensure adherence to licensing requirements, public health and safety guidelines, and quality standards, it is mandatory for all students, their families, staff, and visitors to perform handwashing for a minimum of 20 seconds upon entering and exiting the school premises. This essential practice significantly contributes to the reduction of infections.

Lunch and snacks

Families must provide a morning and afternoon snack and a packed lunch for their children. Enchanted Treehouse Preschool facilitates a pleasant social snack and lunch period by:

- Encouraging children to eat their lunch and to begin with protein and/or fruits and vegetables first.
- Not using food as a punishment, nor insisting that a child eats everything that has been packed.
- Welcoming families who wish to join their child for lunch.
- Facilitating conversation about healthy eating habits.
- Promoting self-help and independence skills by involving students in some preparation for eating as well as clean up after (i.e. wiping down tables with soap and water, passing out supplies, packing up own lunch, throwing out personal trash, etc.)

Enchanted Treehouse Preschool requires families to:

- Ensure their child has an adequate breakfast or inform us if your child has not eaten before school.
- Send a well-balanced lunch. State regulation number 7.702.65 advises that lunches should provide 1/3 of your child's nutritional requirement:
 - 1 serving of protein, (meat, fish, cheese, egg, beans, nut or sun butter)
 - 1 serving of bread, or bread alternative
 - 2 servings of vegetables and/or fruit
 - 1 serving of dairy or dairy alternative (yogurt, cheese, cottage cheese)
 - Water and/or Milk

- No candy, soda, or juice

No child at Enchanted Treehouse Preschool will go without eating lunch. If you forget to provide your child a balanced lunch, food will be provided by the school. If your child arrives at school without lunch 2 times or more in any given week, your following month's tuition bill will include a small charge for the lunches the school provided.

Families are required to alert Enchanted Treehouse Preschool to any allergies their child has and a care plan will be put into place in the event of an exposure.

Closing

Thank you for taking the time to read through this Parent Handbook. If you have any questions or desire further clarification, please visit with the Owner. Enchanted Treehouse Preschool is excited to welcome you and your family into our center. We are poised for a very successful year and are looking forward to developing many positive relationships with our families. We do ask that if you ever have concerns to please visit with us. We strive to have a welcoming and respectful environment for all.

Section V: Agreement and Signature page

By signing this handbook, you agree to adhere to all policies laid out in this family policy book. We are excited to work with you and your family.

I/We, the parent(s) of _____ have received and read the Enchanted Treehouse Preschool Family Policies Handbook. I/We recognize that not all instances may be fully covered by the contents of this handbook and acknowledge that Enchanted Treehouse Preschool will act with the Children's' and Schools' best interests in mind. If I/we have any concerns or questions I/we will respectfully speak with the Owner of Enchanted Treehouse Preschool for clarification.

I/We acknowledge that the contents of this Handbook may be revised as deemed necessary by Enchanted Treehouse Preschool. Furthermore, I/we acknowledge that nothing within this agreement constitutes any promises or contract, and that it is a privilege to have our child attend Enchanted Treehouse Preschool. If we are unsatisfied with the care and education our child receives, we have the right to seek alternate care.

Enchanted Treehouse Preschool is not affiliated with the Durango School district and is an independent facility that reserves the right to make decisions based upon the best interest of our children. Child and staff health and safety are our primary concern.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____