

General Information

Rascal's is open year-round, Monday through Friday from 7:45am – 5:15pm. We are closed on Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Day, Labor Day, Memorial Day, July 4th & anytime the public schools are closed for a snow day or the electrical power is out for the day (we lose our heat). We will let you know as soon as we have official information from the county when they believe the power will be back on if Rascals is closed for the day. We also close 1 week of spring break that the public schools are closed in April. The exact dates will be confirmed annually. Please drop your child off before 10:00 a.m. daily.

We accept children from 12 months to 3 years of age who are walking independently. Before your child can attend, you must fill out the registration packet in full. All physicals and immunization cards must be completed by a health care professional and updated annually, or anytime your child receives an immunization.

Before your child starts, we recommend that you come for a “look see” with your child. Children begin with 4 half days. After their initial 4 half days, they transition to full days. This helps the child and the parent to feel comfortable in the new setting. Half days are then available as “add on” days only, depending on the number of children attending Rascals. When your child starts he/she will be given a nap cubby, a diaper cubby, and a cubby in the boot room. The boot room is where you will find all of your child's personal belongings at the end of the day. We post information and notices on our bulletin board. Please take a minute each day to read this board for information about the program. Also, take a moment to view the dry erase board which will inform you of your child's day.

Feel free to walk in and chat with us in the morning. This is a good time to let us know of any concerns or complications you may have. You are welcome to come in and play with your child to help him/her transition into the day. After 9:30 the teachers are usually too busy with the children to talk, but at the end of each day we are always happy to talk about your child's day. Parent conferences will be

scheduled upon request and we are available to talk via phone between 1:30 and 3:30. You are always welcome to come and observe.

Special Needs

Due to the small size of our program, we can offer individual programming for a child with special needs. We are wheelchair accessible and have a handicap restroom in the facility.

Clothing

It is best to dress your child in older clothes. We get dirty outside and do lots of messy art!!!! Although we do wear smocks, toddlers are very creative at getting dirty! Always leave a change of clothes in your child's cubby, including pants, shirts, socks, and even shoes/slippers. REMEMBER TO LABEL EVERYTHING!!!!!! With so many little ones, it is almost impossible to keep track of what belongs to whom. We go outside every day except in extreme weather conditions.

In the winter, everyday you will need: mittens/gloves, hat, snow boots, and snowsuit

In the summer, you will need: sun hat, bathing suit/swim diaper, sunglasses

Please sunscreen your child every day before you come!!!! We will do touchups throughout the day with Alba Botanica Very emollient sunscreen, spf 45.

There will be days when the weather is just too bad, and then of course we will stay inside.

Discipline

At Rascals, we use positive reinforcement to induce positive behavior. We set limits firmly and try to be clear and consistent in our expectations. Our

environment is child friendly and designed to reduce temptations. If a child consistently displays unacceptable behavior, he or she will be temporarily removed from the situation. This will serve several functions: it will put an immediate stop to the situation, serve as a distraction and allow the child time to cool off. Before returning to the group, acceptable behavior will be briefly explained to the child.

Diapers

Please bring a bag of your own diapers and wipes to school. Your child will have their own cubby in the diaper room. We will let you know when you need to bring more diapers and wipes. We cannot use cloth diapers, sorry for the inconvenience.

Potty Training

We encourage potty training and ask kids who are ready to join us in a potty party. If you feel your child is ready to be potty trained, just let us know. We will be happy to support you and your child with this very exciting developmental process. However, because of sanitary reasons they may not come in undies until they are having few accidents at home and are able to tell us they need to go potty.

Napping

At Rascals, we nap every day around 1pm. We pull the shades, put on soothing music and help them fall asleep by lying with them, rocking them or just holding them. Please let us know of any special needs your child may have at nap time (pacifiers, stuffed toys, special blanket, etc.) We provide sheets, blankets, and small pillows.

Health Management

Rascal's is not able to provide your child with any medication. This includes Tylenol, Motrin, Teething tablets, or creams. We need written instructions for all emergency medications such as epi pens.

If your child is not feeling well, has diarrhea, a bad cough, a temperature, or has thrown up in the past twenty four hours, PLEASE DO NOT BRING THEM TO SCHOOL!!! This is very important! State regulations and common sense require that we do not have sick children in the facility. We will do everything we can to ensure a healthy environment for the children and teachers.

Everything is disinfected daily to reduce the spread of germs. Staff and children's hands are washed before & after every meal and snack. If your child becomes sick at school, we will contact you and ask that you pick up your child promptly.

If a medical emergency should arise, we will seek medical attention for your child as we deem necessary. We will attempt to contact you immediately. You are responsible for any expense incurred.

Birthdays

Please keep us informed of your child's upcoming birthday. We love to celebrate with a little party at afternoon snack. We ask that you provide muffins and we will provide the rest.

Bottle and Training Cups

Please inform us if your child requires a bottle and when they should have it. Always bring your own bottle and plenty of formula or milk as we do not have this on hand. It will be kept in the refrigerator. Please bring your child with a labeled cup daily!

Lunch

Please pack a healthy lunch and afternoon snack each day. Great things to pack are yogurt, cheese, and of course peanut butter sandwiches. Fresh fruit and applesauce are usually a hit too. Rascals will provide a morning snack with water. ALL FOOD DONATIONS ARE WELCOME AND APPRECIATED! They also help keep day care cost down for the future!

Safety

Your child's safety and happiness is of the utmost importance to us. We have regular fire drills. Our procedures and diagrams of the building are visible as you come through our door.

Staff vehicles are always available for emergencies.

Children are accounted for at all times by constant counting – indoors and out. One teacher will always be present with your child.

As per state regulations, all visitors must sign into the center. Our visitor sign in book is located in the shelves in the boot room.

Your child will not be released to anyone except his/her parents, unless you give specific authorization to do so. If you have someone other than you pick up your child, we will require identification. Please be certain to have him/her sign your child out. Please let us know when someone else is picking up your child.

If your child is not picked up by 5:30pm and we have not heard from you, we will contact the emergency numbers in your registration packet. If we cannot contact any of the numbers listed, we will contact the sheriff's department.

If you suspect child abuse – you should report to the County Department of Social Services at 970-728-4411.

If you suspect licensing violations – please report to

Department of Human Services

Division of Childcare

1575 Sherman St. 1st Floor

Denver CO, 81435

303-866-5958

Communication

We are often amazed at the range of talents our parents have. We would like to tap into those abilities to enrich our school. Let us know what your talents are!

We would like to emphasize that communication is extremely important to the success of this program. If you ever feel that you or your child has been mistreated, please speak to the teacher you have the concern with directly. If you do not feel like your concerns are taken care of, talk with the director. If you are still dissatisfied, call and speak with a board member. Again, clear communication is vital to us! Let us know if you have any problems or concerns.

Graduation

When your child reaches about the age of three, it is time for them to move on to preschool. We celebrate with a little graduation party. We will make signs and have presents around our afternoon snack time. We ask that parents bring a fun treat for everyone! If you want your child to attend Rainbow Preschool after they graduate from Rascals, please give Rascals & Rainbow 1 year's notice. Rascals' children do receive priority to attend Rainbow Preschool. The Director just needs to know 1 year in advance so that she can plan accordingly. Thanks!

Fall Fundraiser

Rascals, Rainbow, and Rockies sponsor one joint fundraiser each fall. It is a champagne/hors d'oeuvre function and is always a ton of fun! The fundraiser is held on a Friday night and childcare is provided at our facilities while you attend the event. Parental involvement is critical to make this event a success! All

parents are expected to sell 15 tickets and either bring a hors d'oeuvre or work the event. Thanks in advance for your support! We will keep you posted on how you can help!

BILLING PROCEDURES

Rates:

Full Day 7:45 – 5:15 \$53 per day as of Dec. 1, 2016

Half Day 7:45-12:30 \$39 per day

Fees:

Registration fee \$60.00. This is due when you turn in your enrollment form and is used to purchase the insurance we need to run the program. In addition, there is an annual Fall Registration fee of \$60.

Deposit: A \$100 deposit is required to guarantee your spot. This deposit will go towards your first month's bill.

Basic Procedures: Tuition is due the first day of the month. Our bookkeeper keeps track of all of our billing and can answer any billing related questions. Failure to pay your childcare bill may result in losing your child's spot in the program and referral to a collection agency. A service charge will be added to all overdue bills.

You are responsible for paying for all of the days for which your child is signed up. If you would like to add a day, and we have an opening we will be happy to do this for you and the charge for that day will be on your next month's bill. If you would like to drop a day, you need to notify the director by the first of the month. Unfortunately we **do not** do makeup days for missed days (sickness, vacation, etc). We do not allow the selling of days to other families. If you are leaving the program we ask for at least a one month notice or we will bill you for that spot for one month. Statements will be emailed to you by the 5th day of the month; they are due on the 10th day and are considered late by the 20th, at which time a \$25.00 late fee will be added to your next statement.

In order to keep our rates down, we do fundraising. For our largest event in the fall we require parent participation. We will need you to sell **15 tickets** and help at

the event or bring a hors d'oeuvre. The tickets are easy to sell and most locals attend or support the party in some way!

PLEASE REMEMBER THAT WE MAKE YOUR CHILD OUR #1 PRIORITY ON A DAILY BASIS. WE HOPE YOU WILL MAKE US YOUR #1 PRIORITY WHEN PAYING BILLS!

Please return this form with your \$60.00 registration fee prior to your child starting @ Rascals. The information provided will go to our accountant so they can process all of your billing information.

NAME OF PERSON RESPONSIBLE FOR CHILDCARE BILL:

NAME OF CHILD:

MAILING ADDRESS:

DAYS YOUR CHILD WILL BE ATTENDING RASCALS AND START DATE:

If you wish to have your childcare bill automatically charged to your credit card, please supply the necessary information below:

TYPE OF CARD _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

CVS code _____

SIGNATURE _____

RASCAL'S DAILY SCHEDULE

7:45 – 9:45	ART/FREE PLAY
9:30-10:00	DIAPER/POTTY TIME
10:00-10:30	SNACK TIME
10:30-10:45	CIRCLE TIME
11:00-11:45	OUTSIDE TIME
12:00 – 1:00	POTTY/LUNCH/SMALL GROUP
1:00-1:15	BIG BOOK
1:15 - ?	NAP
2:30 – 4:00	SENSORY PLAY/PUPPETS
3:30 - 4:15	DIAPER/SNACK
4:15 – 5:00	FREE PLAY/BODY MOVEMENT

Enrollment Form

Child's Full Name _____

Nickname _____ Age _____ Date of Birth _____

Home Address _____

Mailing Address _____ Home Phone _____

Mom's Name _____ Dad's Name _____

Mom's Email _____ Dad's Email _____

Mom's Employer _____ Phone _____ Cell _____

Employer's Address & Phone _____

Dad's Employer _____ Phone _____ Cell _____

Employer's Address and Phone _____

Child lives with: both parents mother father other _____

Siblings, please include age and school _____

In case of emergency, please notify: (someone local, other than parents.)

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NAME _____

PHONE _____ CELL _____ ADDRESS _____

RELATIONSHIP TO CHILD _____

CHILD'S PHYSICIAN _____ PHONE _____

Address _____

CHILD'S DENTIST _____ PHONE _____

Address _____

HOSPITAL OF CHOICE _____ PHONE _____

Address _____

THE FOLLOWING PEOPLE ARE AUTHORIZED TO PICK UP MY CHILD FROM RASCALS:

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

PLEASE INCLUDE A COPY OF YOUR DRIVER'S LICENSE. THIS IS A STATE REQUIREMENT.

YOUR NAME _____

SIGNATURE _____

What is your favorite thing about your child's personality?

What are your child's dislikes/fears?

Rascals should know the following about my child.....

My child: usually takes _____ hour naps at home.

Has a special _____ to help him/her sleep better.

Other things we should know about your child's napping habits:

Are there any allergies or food preferences that we should know about?

What special talents or experience would you like to offer the program?



PHILOSOPHY & GOALS

At Rascal's Toddler Program, our main goal is to make your toddler's first school experience very special. We provide a warm, loving environment in which a child can grow. Taking care of children between one and three years of age is an amazing experience. The toddler years are a period of self definition. This is a wonderful time of exploration and discovery. We want each child to realize his/her own capabilities. We focus on many themes at Rascal's.

1. MAKING FRIENDS
2. SHARING
3. LISTENING AND FOLLOWING DIRECTIONS
4. CLEANING UP AND TAKING CARE OF TOYS
5. HEALTHY EATING HABITS
6. COMMUNICATION WITH WORDS
7. SAYING GOODBYE TO MOM AND DAD
8. LEARNING TO BE GENTLE WITH FRIENDS
9. SINGING AND MUSIC
10. SENSORY ART

MISSION

To provide exceptional childcare programs in a safe, nurturing and stimulating environment which enhances our community by developing happy, confident and well adjusted children.

CHILD'S STATEMENT OF HEALTH STATUS FOR ENROLLMENT IN A CHILD CARE FACILITY:

The child care facility must obtain for every child who enrolls in the program a signed and dated statement of the child's current health status which indicates the child's abilities and/or limitations to participate in a regularly scheduled child care program. This report is to be filled out by a licensed physician or other health care professional who has seen the child in the last twelve months.

Name of Facility _____ Type of Facility _____

Child's Name _____ Sex _____ Date of Birth _____

Address _____

Past Illnesses – check those the child has had and give approximate dates:

Chicken Pox _____ Rubeola _____ Rubella _____

Rheumatic Fever _____ Asthma _____ Hay Fever _____

Diabetes _____ Mumps _____ Epilepsy _____

Whooping Cough _____ Poliomyelitis _____ Other _____

Comments: _____

Surgery/Accidents/Illnesses/Chronic Health Problems

Medications prescribed _____

Allergies: _____ and prescribed routine

If tuberculin tests given: Date _____ Result _____

If chest x-ray taken: Date _____ Result _____

Vision _____ Hearing _____

Please record immunizations and dates administered on the Colorado Department of Health Certificate of Immunization and attach to this form.

Date of my most recent examination of the child: _____

Signature of licensed physician or other health care professional

Date

Please Print:

Name of Physician

Address

City

State

Zip

Phone

AGREEMENT FORM

I have read the registration packet and understand Rascals policies and procedures.

Initial _____

I understand that I will be charged for 100% of all days signed up for and that payments are due monthly.

Initial _____

I agree to allow Rascals to obtain any medical attention for my child that they deem necessary at my expense.

Initial _____

I give Rascal's my permission to sunscreen my child. At Rascals we use Goddess Garden Kid's Natural Sunscreen Spf 30.

Initial _____

I give Rascal's my permission to transport my child in case of emergency.

Initial _____

I agree to be processed through San Miguel County Court if necessary.

Initial _____

I agree to sell 15 tickets for the fall fundraiser.

Initial _____

Would you be interested in becoming a volunteer board member? _____

Would you be interested in substitute teaching? _____

Signature _____