



**Parent Policy Handbook**  
**2024-2025**

## Table of Contents

● <b>Governing Body</b>	<b>P. 2</b>
● <b>Mission, Philosophy, and Goals</b>	<b>P. 3-4</b>
● <b>Infant Philosophy and Goals</b>	<b>P. 5</b>
● <b>Preschool Philosophy and Goals</b>	<b>P. 6-8</b>
● <b>Summer Programming</b>	<b>P. 9</b>
● <b>Rates, Registration, and Billing Policies</b>	<b>P. 10-11</b>
● <b>Closure and Pickup Policies</b>	<b>P. 12-13</b>
● <b>Health and Safety Policies</b>	<b>P. 14-17</b>
● <b>Discipline Policies</b>	<b>P. 18-19</b>
● <b>Setting Your Child Up for Success at Stepping Stones</b>	<b>P. 20-21</b>
● <b>Breastfeeding Friendly Site</b>	<b>P. 22-23</b>
● <b>Communication Information</b>	<b>P. 23-24</b>
● <b>How Families Can Help</b>	<b>P. 25-26</b>
● <b>Fundraising</b>	<b>P. 26</b>
● <b>Tuition Assistance Programs</b>	<b>P. 27</b>
● <b>Reporting and Screening Procedures</b>	<b>P. 28-30</b>
● <b>Emergency Procedures</b>	<b>P. 30-31</b>

## **Welcome to Stepping Stones Children's Center**

Established in 1987, Stepping Stones (formerly Crested Butte Nursery School) is a full time, licensed Preschool and Childcare Center, serving children ages 12 weeks to 5 years during the school year. In the summer we serve children 12 weeks to 6 years old for local families.

Our website is [www.steppingstonescb.com](http://www.steppingstonescb.com)

Thank you for choosing Stepping Stones for your child's first experience in a school environment. We are dedicated to making it a positive and rewarding experience for you and your family.

### **Governing Body**

Stepping Stones Children's Center is a Colorado non-profit corporation. We obtained Federal 501c3 status in December 1986. Our Federal tax exemption number is: 74-2431066.

Our Board of Directors currently consists of six people: Audrey Campbell (Board President), Ashley MacLeod (Treasurer), Brittany Pankey (Secretary), Kirsten Oldread, Kyle Thomas, Kim Zimmerman, and Dana Wiegand. The Board approves policy, participates in fundraising, awards scholarships, and provides advice and support in the development of the school.

Each board member is trained on the "job" of being a board member when they start their term. The board has monthly meetings from 4:00-5:30 with the Directors and it is open to the public (parents and teachers) for the first 30 minutes.

\*If you would like to join the board, please contact Courtney Okes and/or Audrey Campbell.

Courtney Okes is the Executive Director. She oversees all school operations including curriculum, scheduling, policies, billing, purchasing, fundraising, and staff hiring and training

Susan Duffy is the Operations Manager. She assists in the day to day functioning of the school. She also supports Courtney in building maintenance and the business end of Stepping Stones.

Stepping Stones is a fully licensed childcare facility. We are a member of the Colorado Child Care Association, Colorado Preschool Program, and Colorado Shines. Currently we have a level 4 out of 5 quality care rating through Colorado Shines. We adhere to and are accountable for the Quality Standards set forth by each of these organizations. Staff members attend workshops and conferences put on by these organizations annually. The teaching staff is required to complete 15 hours of ongoing training annually.

### **Mission Statement**

Our Mission is to provide a positive, explorative and child-centered environment that promotes creativity, inner-discipline, independence, problem-solving skills, and positive relationships with peers and caregivers.

### **Anti-Discrimination Statement**

Stepping Stones Children's Center welcomes students, families, faculty, staff, vendors, beneficiaries, and clients of all races, colors, national and ethnic origins, religions, genders, gender expressions, ages, disabilities, marital statuses, and sexual orientations to participate fully in the rights, privileges, programs, and activities available at the school.

We are committed to a policy of non-discrimination. Decisions regarding educational policies, admissions, scholarships, programs, employment, and other opportunities are not based on race, color, national or ethnic origin, religion, gender, gender expression, age, disability, marital status, or sexual orientation.

This policy reflects our commitment to creating an inclusive and equitable environment for everyone within our community.

### **Special Needs Policy**

Children with special needs will be admitted to Stepping Stones if it is determined that we can adequately address their emotional and physical needs. We are committed to collaborating with families to create a plan that supports the unique needs of each child and to making reasonable accommodations to provide an inclusive early childhood program for children with special needs.

If a child's participation requires staffing or resources beyond what is considered reasonable accommodation, we will work with the family to explore additional resources of support before deciding if enrollment cannot be accepted or continued. Stepping Stones is a designated site for children with special needs for the RE1-J school district and can call on their services and expertise at any time.

## **Philosophy and Goals**

Above all else, we strive to encourage the development of self-awareness and self-esteem. We believe this to be the most important ingredient for building a solid personal foundation from which to draw on when meeting the challenges of life. Our mission is to encourage curiosity, a joy for learning and discovery.

We wish not to fill children with facts but to cultivate their own natural desire to learn so that they may achieve their intellectual, social, emotional, and creative capabilities to the fullest potential. We also wish to help the children develop wisdom in the broadest sense, including ethical values and compassion.

The child learns respect from being respected, listened to, and accepted. We praise accomplishments, display children's artwork, honor their individuality, and discipline without shame or dominance. We ask parents to be aware of and support these philosophies. We also invite you to become involved in the school: visit when you can, notice and ask questions of your child about what they are doing in school as this supports transitions in your child's life.

We draw from many educational philosophies. We use ideas from Montessori, Piaget, Reggio, and other child development theorists and researchers. We believe that children acquire knowledge about their physical environment through experience and playful interaction with materials and people.

**\*CHILDREN LEARN THROUGH CONSTRUCTIVE PLAY\***

## **Infant/Toddler Philosophy and Goals**

We have a very special responsibility and mission when caring for Infants and Toddlers. Above all else, we will ensure their health and safety while in our care. We will strive to provide a home-like environment that is warm and comforting, quiet and stimulating. Our teachers and caregivers are mature and responsible adults who love young children and are committed to providing the best possible care to our youngest students in their first experience away from home. We have a primary caregiver with each age group who will be with your child for the duration of their time in the classroom. This person will be the caregiver for your child to ensure they can form a strong emotional bond with that adult. Stepping Stones believes in the importance of continuity of care, when the schedule allows teachers to move up with their class to the next age group and continue to be their primary caregiver for a second year.

We, at the Stepping Stones Toddler Center welcome and encourage parent input, involvement, and visitations. We will happily schedule meetings to discuss your child's care and development. Most importantly, we want you all to feel comfortable and confident with your choice to enroll your child(ren) in our program.

Our guiding educational philosophy for this age group is to in all ways, support the child's individualized natural developmental progression. As the children enter the toddler classroom, our teaching philosophy focuses on a child-based approach. Emphasis is on verbal skills, expression of needs and creativity, positive interaction with peers and adults, and gaining more independence.

In both classrooms, you will hear lots of singing, laughing, and playing. Your children will go outside, do lots of art projects, and gain knowledge through interaction with toys, pictures, books, nature objects, and people.

Our ratios are based on the NAEYC Teacher-Child Ratios:

**Birth to 15 Months – (1) Teacher per (3) Infants Maximum**

**12 Months to 28 Months – (1) Teacher for (5) Toddlers Maximum**

## **Preschool Curriculum, Philosophy, and Goals**

At Stepping Stones Children's Center, we consider children to be strong and proficient members of the learning community. Children and teachers work together to co-create a meaningful learning environment. Children are seen by what they can do; we see and value them as creative, resourceful, confident, intelligent, curious, and capable individuals full of wonder and possibility. We create this atmosphere to encourage children to become personally invested in their learning.

Stepping Stones curriculum is an emergent child-centered curriculum. An emergent curriculum builds upon the interests of the children and can change from day to day depending on the direction of the children's play. This approach embraces the unique and individual learning styles of each child. Teachers' roles within this curriculum include asking thoughtful questions, careful observation of play to determine interests and skills, and recording children's progress using various documentation.

Project work is a key component of an emergent curriculum. Projects are in-depth studies of concepts, ideas, and interests initiated by children, teachers, or even parents. Projects may last for a day, a week, or even an entire school year. Teachers must rely on their creativity, intuition, research, observation, and collaboration to determine the course of each unique project.

A desired outcome of this instruction model is to promote the children's "thinking out of the box." Guiding them to be independent and critical problem solvers, and to look at the world from many different points of view. Also, the most important element is for children to simply have fun! One of our main goals as educators is to teach children that learning is fun in hopes that they will become lifelong learners.

As educators and caregivers, we can make an impact on the attitudes expressed by children in our center. We also must be aware of and guard against biases that create racism, sexism, and other "isms" having to do with age, culture, class, and those with disabilities. Young children can identify racial and skin differences as well as differences in language, accents, dress, and physical abilities. Incorporating a multicultural curriculum into our center will help expose the children to the richness of diversity.

We use picture schedules in all classrooms to make transitions during the day go smoothly. We also use social stories to help the children with numerous transitions such as home to school, group time to snack, lunch to outside, etc.

For the pre-kindergarten group, The Coyotes, **ratios are based on the NAEYC Teacher-Child Ratios for this age which is 1 teacher for 9 children**. The Coyotes focus on developing social and academic skills including listening and expression, pre-reading, math, and prewriting activities. For kindergarten readiness, we encourage the development of a positive attitude toward school, working in groups with teachers and classmates, and of course, a strong self-esteem. Daily activities include reading, journal writing, storytelling, science experiments, math games, puzzles, creative movement, and art. The Coyote teachers will meet with the kindergarten teachers to discuss the transition from preschool to elementary school. We will also visit the kindergarten classrooms at the Crested Butte Community School to meet the teachers and familiarize the students with the environment.

In the 3-4-year-old group, The Marmots, **ratios are based on the NAEYC Teacher Child Ratios for this age which is 1 teacher for 7 children**. Emphasis in the Marmots classroom is placed on social skills, development of fine muscle control and hand-eye coordination, beginning concepts of categorizing and sequencing, following directions, recognition of shapes and colors, and lots of art and tactile experiences.

The 2-3-year-old group, The Bluebirds, **ratios are based on the NAEYC Teacher Child Ratios for this age which is 1 teacher for 6 children**. The Bluebirds will be introduced to stories, tactile experiences, sharing, playing in a group, and discovering that school is a fun and safe place. Emphasis is on language development, social skills, and becoming more independent.

\*With the floater, directors, and special programs, the child/teacher ratio is always less than specified. Each afternoon, the director will assess the ratios needed for the following day and adjust staffing based on the scheduled number of children for the given day. All teachers work a minimum of 6 hours per day with a staggered start/finish for each teacher based on the needs in the classroom. All ratios obtained will be based on the standards set by the NAEYC.



## **Learning Stations**

Every morning there will be learning stations set up around the classroom environment. The children are encouraged to choose a station and may move from station to station as he/she wishes. The curriculum areas represented in the learning stations include large and small motor development, math and science activities, tactile and sensory exploration, personal/social development, pre-reading and writing, dramatic play, and creative expression. Learning stations are child/material-directed activities. During this time the teachers are monitors and provide encouragement and suggestions to enhance the learning.

## **Circle Time**

All the children sit in a circle with the teachers each morning by 10:00. This is a time for everyone to get together, greet each other, share stories and songs, and discuss what to expect for the day. It is important for your child to arrive **before** circle time begins to ease his/her transition into school. Participating in circle time builds community within the classroom.

## **Creative Movement and Music**

Bobbie Reinhardt has been our music and movement teacher for over 30 years! She has a wonderful program that introduces coordination skills that will generate successful experiences in music, rhythm, and dance. Her curriculum also inspires language development, spatial relationships, creative expression, and confidence. This program culminates in the music performance at the Center for the Arts presented every spring!

## **Yoga and Mindfulness with Miss Jessica.**

Miss Jessica comes to Stepping Stones every Monday morning and teaches the kids (ages 13 months-Pre-K) basic yoga moves while incorporating mindfulness and calm down skills.

## **Afternoon Program**

Our afternoon childcare program is less structured and more centered around outdoor play, inside free play, open-ended art projects, rest and relaxation. While some of the children are napping, the others have what we call "Quiet Time". During this time, children are expected to rest their bodies for 20 minutes independently while listening to stories on tape. From there they are free to choose from math activities, puzzles, books or art. The child- teacher ratio for this program is always 8:1 with at least 2 teachers on the premises at all times.

## **Curriculum Plans and Daily Reports**

Please check the cubby area or talk with your child's teacher to see what is happening in their classroom. We welcome any input or expertise on any of the subjects we explore, and even those we do not. Teachers strive to send home weekly reports via Brightwheel (our communication app), to give you an idea about what your child did that week. Knowing the specifics about your child's experiences at school will help you and your child establish a dialogue about the day when you're at home.

## **Our Summer Program: 12 weeks-6 years old (offered to our year-round families)**

## **Bumblebees/Hummingbirds**

For children 12 weeks – 2.5 years

We will support the child's individual natural developmental progression, ensure their health and safety, and provide a warm, comforting, stimulating environment. As the children grow, our teaching philosophy focuses on a child-based approach. Emphasis is on verbal skills, expression of needs and of their creativity, positive interaction with peers and adults, and gaining more independence. Babies will take lots of stroller rides and toddlers will enjoy a variety of outdoor activities.

## **The Bluebirds**

For 2.5-3 year-old children

The 2.5-3-year-old group will be introduced to stories, tactile experiences, sharing, playing in a group and discovering that school is a fun and safe place to be. Emphasis is on language development, social skills, and becoming more independent with lots of outdoor and water play.

## **Marmot Camp**

For 3–4-year-old children.

Marmot camp children do lots of outdoor art, water play, and more. In addition, this group may venture on short field trips and other areas within the Town Park. They will typically eat lunch back at the school but may have a picnic as well. Some activities may require transportation by Town Bus or the RTA.

## **Coyote Camp**

For children ages 4-5 years old

Coyote Campers spend some time away from the school and park areas taking short walks and picnic lunches. At the school, kids participate in daily arts and crafts, nature activities, group games and sports in the park, gardening, picnics, and more! Some activities may require transportation by Town Bus or the RTA.

## **Adventure Club**

For children ages 5 –6 (going into Kindergarten & going into 1st grade).

Activities include hiking, water play, exploring, group games, arts and crafts, and nature awareness activities. Special excursions include trips to Blue Mesa, Lake Irwin, hikes to upper and lower loop, and much more. Adventure Club leaves at 9:30 a.m. and returns at 3:45 p.m. Transportation to trailheads is provided by Stepping Stones. **Adventure Club activities are subject to change due to weather and vehicle availability.**

### **Stepping Stones 2024-2025 Rates (Beginning January 1, 2025)**

Hours of Operation Monday-Friday 7:45-5:15

Summer hours of Operation 8:00-5:15

\*\*4:00 pick-ups will be charged \$5 extra per day \*\*

Bumblebees-Infants	
Half-day	\$67
$\frac{3}{4}$ day	\$77
Full day	\$90
Hummingbirds- Toddlers	
Half-day	\$57
$\frac{3}{4}$ day	\$67
Full day	\$79
Bluebirds- 2 $\frac{1}{2}$ & 3 year olds	
Half-day	\$54
$\frac{3}{4}$ day	\$64
Full day	\$76
Marmots- 3 & 4 year olds	
Half-day	\$49
$\frac{3}{4}$ day	\$59
Full day	\$71
Coyotes- 4 & 5 year olds	
Half-day	\$47
$\frac{3}{4}$ day	\$57
Full day	\$69
Adventure Club- 5 & 6 year olds	
8:00 am - 4:00 pm	\$68
Kindergartners	\$75

**Discounts**

- There will be a 5% discount for anyone signed up for 5 full days
- We also offer a 10% sibling discount

## Registration/Billing Policies

- \$100 registration fee per year (\$50 for the school year, \$50 for the summer)
- You will register annually with your child's schedule. Summer and school year registration occurs every March. There is a \$50 registration fee for the summer and a \$50 registration fee for the school year. This fee can be paid by check at the time that you register in March, or it will be added to your June 1<sup>st</sup> invoice and your September 1<sup>st</sup> invoice.
- We request a two-week notice for schedule changes, extended absences and dropouts. If changes are not given 2 weeks prior, a \$100 fee will be assessed.
  - Schedule changes can be accommodated if space and schedules allow.
- Invoices will be created and sent via Brightwheel on the 1<sup>st</sup> of the month; **payments are due no later than the 10th of each month.**
- \$50 finance charge assessed for late payments.
- You will receive an invoice on the 1<sup>st</sup> day of each month. We count all the days in the month that your child is signed up for and the days we are open and bill accordingly.
- If you have added days and are out of makeup days, those additional days will be added to your next month's bill.
- **If you are more than 60 days past due on a payment, you are subject to be withdrawn from the program. If withdrawal occurs, in order to re-enroll, any past due balance must be paid in full along with a \$50 reinstatement fee per child.**
- \$25 returned check fee

## Collections Policy

If Stepping Stones Children's Center would need to pursue a client to collect delinquent tuition payments, that client will assume all costs associated with the collection process including all attorney fees.

## Make up Day Policy

To receive an absence as a make-up day, you must notify us via email or Brightwheel App at least 24 hours in advance. If due to illness, please contact us prior to 8:30 a.m the morning of. Regardless of the reason for the absence, if not notified by 8:30 a.m on the day of the absence, it will not be eligible for a makeup day. All students are eligible to receive no more than 10 make up days per school year and 5 make up days for summer programming. Makeup days are acquired and tracked after the absence has occurred.

Please understand that make ups are often difficult to schedule given the size of our classes. **\*We offer them as a courtesy, not a guarantee\***

**No credits or refunds are offered for unused make up days; make-up days are allowed on a space available basis.**

## Classroom Closure Procedures

In the event that a classroom becomes understaffed due to illness or emergency, we will make every effort to maintain continued care. If classrooms become out of ratio, we will take the following steps:

- Seek volunteers to keep their child home and a credit will be applied to your Brightwheel account
- If class sizes remain out of ratio, we will prioritize the children of essential workers: Healthcare Workers and Public Safety (police, fire, EMS), Educators, Utilities Workers, Transportation, Maintenance and Repairs, and Government Workers.
- In rare circumstances, full classroom closures may occur and families can utilize one of the three options below:
  - Receive a credit for the day via Brightwheel
  - Recieve a make-up day
  - Donate the day back to the school

### **Pick Up Policy**

Parents, guardians, and those indicated on your intake record are the only ones authorized to remove your child from the school. If a friend or relative other than those indicated on your record will be picking up your child, you must contact us in person or by phone before they will be allowed to do so and they **MUST** be at least 16 years old and listed on the approved pick up list.

- At the end of each day, the closing teacher will make sure all children have been signed out and ensure that all children have left the building.
- If your child has not been picked up by the end of our normal business hours (5:15), the teacher will stay with him/her until picked up. However, a late fee of \$1.00 per minute from 5:15 to 5:20 and \$5.00 per minute from 5:21 on.
- In the case that a child is not picked up at all, and the parents/guardians cannot be contacted, the Crested Butte Marshal's office will be notified, and they will take the proper steps.
- If your child is scheduled for a ½ day, the pick-up time is 1 pm. For Coyote families only, we provide a 30-minute grace period/pick-up window, but if picked up after 1:30, you will be charged for a ¾ day. For Infant, Toddler, Bluebird, and Marmot rooms, the half-day pick-up time is no later than 1:00 because of nap time.
- If your child is scheduled for a ¾ day, pick up time is 3:30 pm. If your child is picked up after 3:40 pm, you will be charged for a full day.
- **Please notify us in the event that you will be late for your scheduled pick up time**

### **Arrival and Pick-Up Times**

Arrival time is between 7:45 am and 9:00 am. (We open at 8:00 during the summer) Early drop-offs (before 7:45 am) cannot be accommodated. Having your children at school by 9:00 am is a courtesy to the other children and teachers who are disturbed by children entering late. Please notify us if you plan on dropping your child off after 9:00 am. We do not allow drop-offs later than 11:30 am.

Pick up time is anytime between 1:00 pm and 5:15 pm. If you know you are going to be later than you expected, please call, email, or message us on the Brightwheel app, so we can reassure your child that you are coming.

We use the Brightwheel app, which allows us to keep track of your children, please be sure to check your child in and out on the app every day. The teachers check this often to ensure all children are present and accounted for. **We appreciate your promptness in arrival and pick up!**

### **Intoxicated Parents at Pick-Up**

If there is suspicion that a parent or approved pick up is under the influence of drugs or alcohol, it is our responsibility as mandated reporters to not allow the parent/approved pick up to leave with your child. We will ask if there is someone else who can pick up. If the parent does not obey this policy, we are required to call the police.

### **Visitor Policy**

Visitors to the school are welcome. However, all visitors must sign in at the office before entering the classrooms. There is a visitor's sign in sheet where they will be expected to provide their name, address, and proof of identification.

### **Field Trips/Transporting Children/Emergency Procedures on the road**

We will notify parents of any field trips that involve transporting children by vehicle. A signed permission will be necessary.

### **Late arrivals to school if class is on field trip:**

If a child arrives for drop off and their class has already left for a scheduled field trip, parents should have the director on duty call the teachers to find out the location of the class. The parent can then either sign their child in and take them to the class location or sign the child in and drop off the child in the director's office to have the director transport the child to join their class.

All safety rules and seat belt laws will be followed for personal vehicles and public transportation. For all field trips that do not require transport but involve leaving school grounds- teacher will notify the director and any parents that have requested being informed prior to child leaving school grounds.

All student/teacher ratios will be upheld during field trips and all necessary supplies and a cell phone for contact will be taken. If there is an emergency that occurs while on the road, necessary authorities will be contacted as well as the director. Director will then contact parents.

## **Health and Safety**

### **Medication Policy**

The Social Service guidelines require that all prescription and non-prescription medications are maintained with the child's name and date and are stored in the original bottle. Faculty can only administer medication in accordance to the instructions on the bottle with the written approval

from the child's physician and parent. Please get school specific medication forms from Stepping Stones to be filled out by your child's doctor and give the medication and the form directly to the teacher on duty. Medications will be stored properly. **THEY MAY NOT BE STORED IN A CHILD'S LUNCHBOX OR CUBBY.** Only faculty members or the director on duty that have completed training in the Medication Administration class, and are delegated by a nurse, can give the medication to the child.

### **Enrollment Requirements**

The health and safety of your children is extremely important. The State of Colorado requires that all children have an immunization record and physical evaluation to enroll. By law, these forms must be turned into the office on or before the child's first day of school. We are required to inform all Stepping Stones families when a child is enrolled with a personal or religious exemption from immunizations.

### **When Children Are Sick**

Please review our enclosed illness policy from the Children's Hospital of Colorado. Here are some steps we/you can take if your child is sick:

- Email, or Brightwheel message the school in the morning to let us know of your child's absence.
- Children are ready to return to school if none of the below guidelines are true, or a doctor has determined the child is ready to return.
- When children become sick at school, we will contact you or the person you have indicated on your emergency form as soon as possible.
- **Please understand we cannot have a sick child at school to protect others from infection and to ensure your child's quick recovery**

If a child is picked up from school due to illness, we ask that you pick up within 1 hour, if you are unable to pick up in that time frame, we ask that you have a local approved pick up in the area that can come pick them up.

### **There are three main reasons to keep sick children at home:**

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).

2. The child needs more care than teachers and staff can give, and still care for the other children.

3. The illness is on this list and staying home is required.

**Remember, the best way to prevent the spread of infection is through  
good hand washing.**

<b>SYMPTOMS</b>	<b>Does my child need to stay home?</b>
<p><b>Diarrhea</b></p> <p>Frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine.</p>	<p><b>Yes</b> - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet. Child will be sent home from school after 2 loose stools and must stay home for 48 hours.</p>
<p><b>Fever</b></p> <p>With behavior change or other illness</p> <p>A fever of 100°F or above needs immediate medical attention.</p>	<p><b>Yes</b> - When the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. Child must be fever free for 24 hours before returning to school.</p>
<p><b>"Flu-like" Symptoms</b></p> <p>Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.</p>	<p><b>Yes</b> - for at least 24 hrs after the fever is gone, without the use of medicine that reduces the fever.</p>



<p><b>Coughing</b></p> <p>Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.</p>	<p><b>Yes</b> - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary. Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.</p>
<p><b>Mild respiratory or cold symptoms</b></p> <p>stuffy nose with clear drainage, sneezing, mild cough.</p>	<p><b>No</b> - may attend if able to take part in school activities. Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</p>
<p><b>Rash with fever</b></p> <p>Note: Body rash without fever or behavior changes usually does not need to stay home from school.</p>	<p><b>Yes</b> – Call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated.</p>
<p><b>Pink eye</b></p> <p>Redness or swelling of the white of the eye or inside the eyelids. Increased amount of tears. Eye discharge which may be clear, yellow, white or green. Itchy, irritating or burning eyes.</p>	<p><b>Yes</b> – Children may return to school 24 hrs. after starting prescription eye drops or antibiotics.</p> <p>If a child continues to present symptoms, it is up to the school’s discretion whether or not a child may return to the classroom</p>
<p><b>Lice</b></p> <p>Either of 2 small wingless parasitic insects that live on the skin.</p>	<p><b>Yes-</b> Children may return to school 24 hours after they have completed 2 hair treatments and the eggs and insects are completely gone.</p>

<p><b>RSV (Respiratory Syncytial Virus)</b></p> <p>Infection of the respiratory tract. Symptoms include coughing/wheezing, runny nose and fever.</p>	<p><b>Yes-</b> Call the Dr. Children may return 72 hours after the onset of their symptoms. They must be fever free for 24 hours without the use of medicine. They can return if the cough is still present but must stay home if the cough is uncontrollable.</p>
<p><b>Vomiting/Throwing up</b></p>	<p><b>Yes-</b> until 48 hours after throwing up stops. If a child has a recent head injury, watch for signs of illness and dehydration.</p>
<p><b>Hand/Foot/Mouth</b></p> <p>A common children’s virus causing sores in the mouth and a rash on the hands and feet. The condition is spread by direct contact of saliva or mucus.</p>	<p><b>Yes-</b> for a minimum of 5 days. Children may return when they have been fever free for 24 hours and there are no more sores in the mouth for 24 hours.</p>

**Communicable Diseases:** When children have been diagnosed with a communicable disease such as Measles, Mumps, RSV, Chicken Pox, Hepatitis, Meningitis, Rubella, Salmonella, TB, Giardia or Shigella; We will notify the local health department, all staff members, and all parents and guardians of children in our care. Children’s confidentiality will be maintained.

**Discipline**

Stepping Stones Children’s Center does not use any form of corporal punishment. Our discipline approach focuses on redirecting negative behavior, establishing clear and reasonable limits,

and equipping children with tools and language to resolve conflicts. We prioritize constructive strategies, including offering choices, cooperative problem-solving, calming techniques, and explaining logical consequences and positive alternatives. Positive behavior is acknowledged, encouraged, and praised.

Rather than dominating or controlling situations, we act as mediators, empowering children to find their own solutions and make better choices. We work closely with each child to develop strategies for managing conflicts and stressful situations without resorting to physical or emotional responses. Our goal is to create a safe environment where aggressive physical and verbal behaviors are not tolerated.

We value open communication with parents to support consistent behavior at home and school. In cases of extreme negative behavior, parents will be contacted immediately, and ongoing discipline concerns will be addressed in private meetings. If a child's needs require staffing or resources beyond what is considered "reasonable accommodations," we will collaborate with the family to identify additional support and implement a behavior support plan.

If a child poses a safety risk to themselves or others, we may request that they be picked up. The child will be welcomed back to the classroom the following day in a discreet and supportive manner.

### **Positive Behavior and Pro-Social Interaction**

Providing and reinforcing positive social and emotional skills, behaviors and interactions is a priority at our school and a foundation we foster for each child to ensure immediate, and future, academic, social and emotional success.

If we notice a child needs some extra support socially and/or emotionally we have multiple Early Childhood Professionals that work with us. These collaborations include coaching from the Pyramid Plus Model (a social/emotional program), Colorado Shines Coaches, as well as support from the Gunnison Valley Center for Mental Health. We will work with each individual child and their families to ensure that they have the support, information and tools needed to succeed to the best of their ability.

### **Biting Policy**

Our program recognizes that as a part of normal child development children may bite their peers. Although this behavior is not acceptable, we understand that young children bite for a variety of reasons ranging from self-expression to exploration. However, to ensure the safety of all children in our care our staff will take the following actions if biting occurs:

- Staff will express to the child that bit that his/her actions are not okay.
- Staff will help the child that bit care for the child who was bitten.
- Staff will complete an incident report for the child that bit.
- Staff will complete an accident report for the injured child.
- Staff will **confidentially** speak to both families about the situation.

If a child bites, at the discretion of the staff, they may call his/her parents and ask them to remove them from the center for the rest of that day for the safety of the other children.

We understand that this is a very difficult situation for all involved and we will do our best to resolve the situation as quickly and effectively as we can. Please do not hesitate to voice any questions or concerns. We will inform the biting child's family who was bitten.

### **Withdrawal Policy**

If for any reason Stepping Stones can no longer provide care for an enrolled child, a conference will be scheduled with his/her parents, teacher, and director. A two-week notice will be given except in the most extreme disciplinary cases. In the event a family needs to withdraw their child, two weeks' notice is required. Discretion will be used in emergency situations.

### **Potty Training**

Once a child has been successfully and consistently using the toilet at home and is ready to use the toilet at school as well, our faculty will happily support and encourage this transition. Please let your child's teacher know any words or phrases you would like to be used for toilet training and be sure to pack multiple changes of clothing for your child. If your child refuses to use the toilet at school and continues to have multiple accidents in a day, we will contact parents and give the choice to pick up the child and continue potty training at home or request the child wear a diaper for the rest of the day. Faculty are willing to continue to work anew with children each day to continue supporting their transition to underwear.

**Diapering and Accidents:** Children in need of changing will be treated kindly and with dignity. The teacher will wear protective gloves and use a sterilized surface for changing. Soiled clothes will be placed in a sealed bag in the child's cubby. Extra clothes will be provided if necessary, please wash and return them.

## **How to set your child up for success at Stepping Stones**

## **What Children Need to Bring**

Children will have a cubby to store their personal belongings.

Please send your child with the following:

- A change of clothing (multiple if accident prone)
- Diapers and wipes- if needed
- A blanket or other comforting stuffy that calms them (if necessary)
- A nutritious lunch and at least two snack for AM and PM snack
- Any outdoor clothing needed for the season
- A hat and appropriate and comfortable footwear
- A water bottle
- The first layer of sunscreen applied in the a.m.

## **Please Label All Clothing, Lunches, ETC!**

### **Dress**

Please dress children in comfortable clothes that won't be ruined during art activities or outside play. Also, children should wear toe closed shoes that are appropriate for running and playing. Please send your child with **ALL** the needed outdoor playwear (snow pants, boots, hat, mittens, and jacket for winter and a sunhat, water clothes and shoes for summer). Your child should wear clothes that are easy to take on and off (pants with elastic waist, slip-on or velcro shoes, etc.). Please ensure that you provide extra clothing for your child each day.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

### **Lunches**

Proper nutrition is vital for young bodies! We encourage healthy eating by requiring children to eat their healthy things first, such as protein, fruits/veggies. Please take care in preparing your child's lunch by packing a variety of foods to choose from. Children are extremely active in our care and typically eat more than they do at home. Please limit sugary and highly refined foods. We have a microwave to reheat things if necessary.

### **Videos and Screen time**

We refrain from watching videos during the school year except in special circumstances such as Educationally based or for a special holiday treat. We do not allow screens for any circumstances for children under 3 years old.

### **Bringing Money to School**

Students attending Stepping Stones are not permitted to bring money into school of any kind. This includes coins and dollars. If we find that they have brought money to school, we will confiscate it, put in an envelope with the family name on it and contact the parents to pick it up from the office.

### **Holidays, Birthdays and Special Events**

Holidays and birthdays are joyous events. We believe in studying and celebrating various traditions and welcome your participation and suggestions about different cultural practices.

For birthdays, we invite you to bring in a special treat and to join us in the celebration. All food must be store bought. Please check with teachers about allergies in the classroom prior to bringing treats in.

We have various school wide celebrations throughout the year. We will send emails concerning upcoming events and hope you will join us! All special events will be staffed according to ratios as well as parent volunteers when needed.

### **Toys and Costumes from Home**

If an item or costume is brought to school, it is at risk of being lost, broken or become the cause conflicts. For this reason, we ask that all toys and costumes stay home. If a stuffy helps you get your child out the door, we will give them a short time to have their stuffy and then will have them put it away for the remainder of the day.

If you have a book or item that may be of interest to all children, please speak with your child's teacher before bringing it in.

**\*NO GUNS, WEAPONS, OR OTHER TOYS OF DESTRUCTION ALLOWED AT SCHOOL!**

We provide an atmosphere that welcomes breastfeeding families. We support mothers who continue to breastfeed their infants/children as they begin childcare and continue to work.

Nursing mothers are always welcome to come to the center to feed their baby. There is a private, comfortable space for nursing or pumping breast milk in our infant building. Breast milk can be stored in the classroom freezer or refrigerator. The infant program staff will work with families to help facilitate feeding routines, communication is encouraged between family and caregivers to adapt to the infant's needs. Formula and breast milk will be stored, served, and discarded according to safety guidelines.

For breastfed babies, backup bottles and breast milk must be provided for the center's use. Expressed breast milk should be labeled with the infant's full name, the date and time the milk was pumped.

## **STAFF Breastfeeding Friendly Child Care Policy**

### **Supportive Environment**

- We provide an atmosphere that welcomes breastfeeding families. We support mothers who continue to breastfeed their infants/children as they return and continue to work.
- We have a private, designated space (other than the bathroom) for mothers to breastfeed their children. We welcome mothers to breastfeed in the classroom as well.
- We maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support materials (e.g. pictures, posters, etc.), not including those produced or supplied by commercial entities and/or manufacturers of infant formula.
- We "check-in" with mothers for feedback and ways to continue providing support.
- Staff communicates the infant's changing schedule (i.e., feeding, napping, etc.) so a mother can adjust her schedule for pumping and/or visiting to feed her infant.

### **Initial Contact**

- We discuss breastfeeding support with all potential new families and share this policy and breastfeeding resources with them.

### **Feeding and Handling Milk**

- Staff follows storage and handling of breast milk as defined by Colorado Department of Human Services regulations and Colorado Rules and Regulations Governing the Health and Sanitation of Child Care Facilities.
- We discuss with all families how expressed milk is handled at our center/home.
- Freezer space is available for milk storage.
- Staff informs families on written procedures on the proper way to label and handle breast milk.
- Staff coordinates with parents about the quantity of milk remaining in containers to avoid waste.
- Staff fills bottles with less breast milk than necessary for a feeding. Staff will have additional breastmilk available to add to the bottle as needed.
- We develop a sustainable feeding plan with each family including feeding infants on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mother's feeding needs (either to feed or await mother's feeding).

### **Staff Training**

Newly hired employees will be encouraged to attend the breastfeeding friendly training as it is available and be informed of the breastfeeding friendly policy.

## **Communication**

### **Importance**

Communication during your years at Stepping Stones is vital for your child's wellbeing, for our mutual learning and partnerships, and for the future of the school. You know your child best and we would appreciate your insights, suggestions and support to help us better care for your child. E-mail is our main form of communication.

### **Messages**

For information on events and happenings within your child's class or the school, we will send messages and reminders via email and/or Brightwheel, a note at your child's cubby or at the sign-in sheets, and/or flyers/sign-up sheets on the front door or window of the entryway. Please be aware of these things and look for these notices **every day**. It is your responsibility to keep yourself informed.

### **English Language Learners (Home Language)**



We are sensitive to the cultural backgrounds of the students and their families. We are open to the best ways to educate children from homes in which a language other than English is spoken and to prepare these English learners for their transition into kindergarten. If a child registers at Stepping Stones, we will support, encourage, and honor their home language. We will communicate with the families to help facilitate this learning in the home. We will have all written materials interpreted to the family's home language as well as be in contact with an interpreter for verbal communication when necessary.

### **Back to School Night and Conferences**

We will schedule a Back to School Night in mid-September. Bring the whole family! Your child will guide you through his/her day at school. This is a wonderful way to better understand your child's experiences at Stepping Stones. All teachers will attend to talk about their classroom expectations for the year. They will also answer any questions that you may have.

We will also open opportunities for you to meet with your child's teacher in late Fall and early Spring. First meetings are used as an opportunity to get to know you and any goals you have for your child in our care. Second meetings are a wrap up of the year where we discuss any areas of growth as your child moves on to a new class. These meetings are optional but we highly encourage you to take advantage of one-on-one time with your child's teacher!

### **School Readiness**

For our Preschool children, ages 3-5, we use an online Assessment tool called GOLD Teaching Strategies; <https://gold.teachingstrategies.com/login.cfm>. This assessment tool helps us gauge where your child is developmentally. This assessment will be shared with the families during the parent/teacher conference meetings.

### **Grievances and Comments**

Please feel free to contact any of the staff members or directors whenever. You are welcome to schedule a meeting at any time during the school day and coverage for teachers will be provided. Directors are always available by phone or email and, if needed, can help schedule a meeting with your child's teacher. You are welcome and encouraged to speak to a director about any issues or concerns or write your comments down and submit them to the Directors box.

## **How Parents Can Help**

## **Parent Involvement Program (PIP)**

This is set up to help encourage families to participate as volunteers in our school program. We are a non-profit organization, which means we rely on a fair amount of fundraising dollars. Asking our families to donate money is not the direction we want to take. Asking our families to donate time is the direction to take. During the year, we ask that each family volunteer at least 10 hours of their time to help make Stepping Stones a better place for our children. Single parent families are required to donate a minimum of 5 hours.

Just about anything that you do to help will qualify as involvement. From odd jobs, heading up committees, bringing food to events, helping at parties, volunteering in the classroom or field trips, to fixing a fence. We find that the families who are more involved get more out of the program and so do their children.

### **First Days**

Entering school is a new experience for most children, and often their first regular contact with children and adults outside their family and neighborhood. Apprehension is normal, as is fear of separation. The most important thing for the parent to do is to be encouraging and enthusiastic and to let the child know you will return. Help your child put her/his stuff in her cubby and accompany her to a station or to her teacher.

Stay for no more than a few minutes to help with the transition. Your confidence in our ability to support your child's feelings/behavior will help in making this transition positive.

### **Transitions**

**First time students-** Children beginning school for the first time can be difficult for both parents and child, but we have qualified staff who can help make this transition smooth. If it's the child's first time in care, we like the child's first day to be a half day to help ease them into our program. We will spend extra time with this child until they are feeling comfortable and will check in with the parents often throughout their first couple days to communicate with them on how they are doing.

**Registration meetings-** Every spring (late April, early May) we hold registration appointments on an as needed basis. This is a great opportunity to meet individually to discuss your child's transition into our school, the next group at Stepping Stones, or to the elementary school (and any other questions or concerns).

**Transitioning to the next class-** Children will transition up to the next class with the class they will be going to Kindergarten with. This transition will happen at the beginning of our summer program in June. With a few exceptions:

-Infants will move up to the toddler class when they are at least 13 months old, walking, feeding themselves and down to one afternoon nap. But will only move up if there is space in the toddler room.

-Toddlers moving up to the Bluebird room must be 2 and a 1/2 years old at the start of our summer session and Bluebirds moving up to the Marmot room on the preschool side must be 3 years old at the start of the summer. Some younger children will have to remain in their class for the summer until they are old enough and will move up at the start of the school year.

The Kindergarten cutoff as of August 2021 will be August 1<sup>st</sup>. (The student must turn 5 by August 1<sup>st</sup> to enter Kindergarten.)

## **Fundraisers**

Stepping Stones appreciates and depends on the generous support of this community through fundraisers and contributions and on the support from public and private foundations to meet our operating needs, in fact, a percentage of our operating budget comes from fundraising. We hold many fundraisers during the year. We thank you in advance for attending our events and showing your support. We can always use help planning the fundraisers and welcome any new ideas.

As a member of the City Market Cares program, Stepping Stones receives a donation percentage of your purchases. Please sign up today by writing down the number from the back of your value card (Bring 2 other numbers from friends and get 1 hour of P.I.P credit!)

We also apply for grants and have received generous support from these entities:

The Temple Hoyne Buell Foundation

Community Foundation of the Gunnison Valley

Anschutz Foundation

Colorado Shines

Rotary Club

The Town of Crested Butte

City Market Cares Program

Early Childhood Council

Individuals like you and other members of our community have offered generous donations of money, equipment, and services, which we receive graciously! As a non-profit, all of these donations are recognized as tax write-offs.

## **Tuition Assistance Programs**

The Tuition Assistance Program is designed to meet the varying financial needs of our families. We understand that childcare costs constitute a large percentage of families' monthly expenses and that in a resort community, monthly incomes can be unpredictable.

**1.The Scholarship Fund** - Eligible families (including employees with children enrolled in our program) apply for and receive either full or partial scholarship money to apply towards tuition costs. Applications are available at registration and will be reviewed by the Board in August. Money awarded is for the entire fiscal year.

**2.Work for Trade Scholarship Fund**- We often have odd jobs to be done, such as shoveling, maintenance, small carpentry projects and repairs, sewing, etc. We also hire families to perform janitorial services. Families who commit to these kinds of jobs (and who have fulfilled their 10 hours of required service) can apply for funds to apply towards trading childcare costs. The Directors review applications.

**3.Emergency Fund**- This fund assures that an enrolled child whose family suffers a sudden loss of income due to death, disability or other circumstance, can continue attending Stepping Stones. Financial assistance is awarded on a case-by-case basis.

**4.Public Funding**- We are happy to admit children with childcare support through Social Services, Special Education and the Colorado Preschool Program. For more information about these programs please ask a director or contact Social Services in Gunnison.

## **Suspected Child Abuse or Neglect**

As childcare providers and concerned citizens we are required by the Child Protection Act to report any known or suspected cases of child abuse or neglect to the Department of Social Services or the Marshall's Office. In the event one of our staff suspects abuse, she/he will contact the appropriate agency immediately followed by a written report.

**Child Abuse and Complaint Reporting Procedures**

State law requires that licensed providers report all suspected child abuse to the county department of social services or the local enforcement agency. In Gunnison County, reports will be made to the Crested Butte Marshal's office or:

Gunnison Department of Human Services

Child Protection

225 N. Pine St. Suite A

Gunnison, CO 81230

(970)-641-3244

If Parents/Guardians suspect abuse occurred while in the provider's care, a report may be made to the Crested Butte Marshal's Office or:

Gunnison Department of Human Services

Child Protection

225 N. Pine St. Suite A

Gunnison, CO 81230

(970)-641-3244

Parents/Guardians have the right to file a formal complaint on a provider for suspected licensing violations. A complaint may be made either by telephone or in writing to:

Colorado Department of Human Services

Child Care Division 1575

Sherman Street, 1<sup>st</sup> Floor

Denver, CO 80203-1714

(800)-799-5876

## Hearing, Vision, and Dental Screening

Upon enrollment to our program, we ask that all children receive a hearing, vision and Dental screening. To set up an appointment for your screening, contact Carie Mitchell [cariemitchell@gunnisonschools.net](mailto:cariemitchell@gunnisonschools.net)

### Contact information for Early Childhood Professionals:

- **Corrine Jaeger**- Pyramid Plus Coach and Colorado Shines Coach for the Gunnison Valley;
- **Carie Mitchell**- Child Find Coordinator and ECSE for the Gunnison Valley; [cariemitchell@gunnisonschools.net](mailto:cariemitchell@gunnisonschools.net)
- **Lucia Di Prima**- Early Childhood Specialist for the Center for Mental Health in Gunnison, CO; [ldiprima@centermh.org](mailto:ldiprima@centermh.org)
- Exploration Kids Therapy- Gunnison CO. [www.explorationtherapy.com](http://www.explorationtherapy.com)

\*We refer families to the above Early Childhood Professionals if we feel your child needs some extra support. These professionals are here to help support families, staff and children. With permission from the parents, these professionals can also provide support for your children here at our Center, they will also assist our Staff in the implementation of a Behavior Support Plan and an Individualized Education Plan (IEP).

### Screenings for Children:

Hearing - Child Find Coordinator-Carie Mitchell (info below)

- Gunnison Hearing Center at Gunnison Valley Hospital: 970-641-2814
- South West Hearing Services at Gunnison Valley Hospital: 970-249-397
- Newborn Screening at Gunnison Valley Hospital: 970-641-1456

Vision

- Family Vision Center: 970-641-2422
- ABBA Eye Care: 970-641-2020
- Infant See Program (free screenings for infants) at Family Vision Center and ABBA Eye Care
- Child Find Coordinator-Carie Mitchell (info below)

Dental: Depending on the age of the child

- Crested Butte Family Dental: 970-349-5880
- Pediatric Dentist in Montrose: 970-249-8595

Medical Insurance

- Department of Health and Human Services for Medicaid and CHP+ eligibility
- Connect for Health Navigation assistance: 970-641-3244
- Connect for Health Colorado: 408-713-6139
- Numerous local insurance brokers

#### Developmental Screening

- Primary Care Offices and Child Find Coordinator: Carie Mitchell
- Work: 970-641-7770 ext. 2909, Cell: 832-671-9180

## **Emergency Procedures**

### **Blizzard**

We follow Crested Butte Community School (CBCS) closures in the event of extreme snow. If CBCS is on break and we experience extreme snow, the director and board members will make a decision whether or not we can safely operate. In the event you are unable to pick up your child due to road conditions, contact the school to make appropriate arrangements.

### **Inclement and Excessively Hot Weather**

In the event of excessively hot weather, the children will remain inside and be given plenty of fluids.

### **Identifying Where Children Are/ Lost Child**

In the event a child becomes separated from the group, we will first contact the Marshal's Office, followed immediately by a call to the parents. Our staff is trained to check the master log often to make sure that the children have signed in and are accounted for, they also do head counts throughout the day and each teacher has a list of their children they are responsible for each day.

### **Fire**

In the event of a fire, children will be evacuated as practiced in periodic drills and sheltered in a neighboring house. Procedure: one teacher from the preschool exits the building through the front door (back door, if the side is blocked) holding the door and checking children off the Master Log as the children file out. Children and the 2nd teacher go to the gate and fill out. Third teacher (or 1st teacher, if only two on duty) sweeps the school, using Master Log. All children and teachers meet near the curb and cross the street.

### **Evacuation Procedures**

In case of emergencies like fire, smoke, or gas leaks, all children and staff will evacuate the building in an orderly manner following our practiced fire drill procedures. Each classroom has two exit options, with labeled fire exits at the front and back of both buildings. Teachers will account for their students, and the director on duty will use sign-in sheets for a final roll-call at the designated meeting spot across the street. An emergency book with child contact information is stored at the entrance and digitally backed up for accessibility.

### **Evacuation of Children with Disabilities or Special Needs**

The classroom teacher or aide assigned daily to work with any child with disabilities or Special Needs will follow the school evacuation procedures. That faculty member will be responsible for the full care of the child; helping them to evacuate safely and staying with them until they have been picked up by their parents.

### **Reunification with Families Procedure**

If reentry to the school is not possible after an evacuation, the director on duty will notify families via mass email or text. If parents cannot be reached, the designated emergency contact will be notified. Only parents or the emergency contact may pick up the child, who will remain with a faculty member until pickup.

In inclement weather, children will be escorted to the Center for the Arts (across the field), where we have permission to wait. If the weather is nice, they will be taken to the town park. Faculty will stay with the children until they are picked up. Details about the evacuation and meeting location will be communicated to families promptly.

### **Accident/Injury**

In the event of an accident or injury, a trained staff person will administer first aid. If necessary 911 will be summoned and parents will be contacted. An accident/Injury report will also be filled out and sent to parents via Brightwheel.

### **School Safety Plan**

In the event of a Crested Butte Community School (CBCS) lockdown, we will follow their procedures, keeping children safely indoors until we receive confirmation that it is secure to reopen. No one will be allowed to enter or leave during a lockdown.

Stepping Stones is on the CBCS emergency notification list, and families will be informed via email or Brightwheel as updates are received. To prioritize safety, please refrain from calling during emergencies. For detailed plans on emergencies, evacuations, or lockdowns, refer to our "Emergency Plan Documentation" packet.

**A sincere note of thanks to each and every person who has helped us become the school we are and encourages us to continue to develop!**