



## District

### Mission:

LCSD Challenges students to reach their fullest potential through personal, engaged and rigorous learning in the classroom and beyond.

## Board

### Priorities:

Ensure all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career.

Every day, we are college or career ready.

Provide all students with engaging learning opportunities.

Rigor and engagement are everywhere.

Create a space that is safe, inclusive and welcoming for all.

Diversity and culture make us better.

Plan and execute the capital and human capital investments that will make our district better.

We plan for the future.

## Lake County School District Board of Education

Oct. 11, 2021 6:30 pm Regular Meeting

Location: District Office-Room 11 & via Zoom

1. 6:30 Call to order
2. 6:31 Pledge of Allegiance
3. 6:32 Roll Call
4. 6:33 Preview Agenda
5. 6:34 Public Participation

Members of the public who wish to address the board on non-agenda items are welcome to do so at this time. Please sign up with board secretary. We ask you to please observe the following guidelines:

- Confine your comments to matters that are germane to the business of the School District.
- Recognize that students often attend or view our meetings. Speaker's remarks, therefore, should be suitable for an audience that includes kindergarten through twelfth grade students.
- Understand that the board cannot discuss specific personnel matters or specific students in a public forum.

6. 6:40 Consent Agenda
  - a. Sept. 14, 2021 Regular Meeting Minutes
  - b. Employee Status
  - c. Head Start: Program Governance and Staff Handbook
7. 6:41 Action Items
  - a. Resolution NO. 22-04-Surplus of property
8. 6:50 Discussion Items
  - a. K-8 Literacy Audit results
  - b. Strategic Plan update
  - c. Mill levy correction
9. 7:50 Oversight Calendar
  - a. Student achievement -Superintendent Massey
10. 8:00 Student Representative reports
11. 8:10 Superintendent Update
12. 8:20 Board Reports
13. Agenda planning
14. Informational Items
  - a. Head Start Reports
15. Adjourn
16. Meeting or event:
  - a. Oct. 18, 2021 Special Meeting 6:30 pm @ District Office/Zoom
  - b. Oct. 25, 2021 Work Session 6:30 pm @ District Office/Zoom
  - c. Nov. 8, 2021 Regular Meeting 6:30 pm @ District Office/Zoom

Estimated duration of meeting is 2.5 to 3 hours \*\*Updated 10/7/2021

### A few welcoming notes:

The board's meeting time is dedicated to its strategic mission and top priorities. • The "consent agenda" has items which have either been discussed prior or are highly routine. By not discussing these issues, we are able to spend time on our most important priorities. • "Public participation" is an opportunity to present brief comments or pose questions to the board for consideration or follow-up. Time limits are 3 minutes for individual speakers if fewer than 20 individuals have signed up to speak; 2 minutes' limit and 5 minutes for groups of 20 signed up; and 1 minute for individual and 3 minutes for groups if more than 30 have signed up to speak. Please see Board Policy GP-14 (Governance Process) for the full policy. The boundaries are designed to help keep the strategic meeting focused and in no way limits conversations beyond the board meeting. • Your insights are needed and welcomed and the board encourages you to request a meeting with any board member, should you have something to discuss. • If you are interested in helping the district's achievement effort, please talk with any member of the leadership team or call the district office at 719-486-6800. Opportunities abound. Your participation is highly desired.



## Mision del Distrito:

LCSD desafía a los estudiantes a alcanzar su máximo potencial a través del aprendizaje personal, comprometido y riguroso en el aula y más allá.

## Prioridades de la junta:

Asegúrese de que todos los estudiantes se mantengan en o por encima del nivel de grado cada año y se gradúen preparados para implementar con éxito un plan para la universidad o una carrera.

Todos los días estamos preparados para la universidad o una carrera.

Brindar a todos los estudiantes oportunidades de aprendizaje interesantes.

El rigor y el compromiso están en todas partes.

Crea un espacio seguro, inclusivo y acogedor para todos.

La diversidad y la cultura nos hacen mejores.

Planificar y ejecutar las inversiones de capital y capital humano que mejorarán nuestro distrito.

Planeamos para el futuro.

## Junta de Educación del Distrito Escolar del Condado de Lake 11 de octubre de 2021 6:30 pm Reunión ordinaria Ubicación: Oficina del distrito y via Zoom

1. 6:30 Llamada al orden
2. 6:31 Juramento a la bandera
3. 6:32 Pasar lista
4. 6:33 Vista previa de la agenda
5. 6:34 Participación pública

Los miembros del público que deseen dirigirse a la junta sobre temas que no estén en la agenda pueden hacerlo en este momento. Regístrese con el secretario de la junta. Le pedimos que observe las siguientes pautas:

- Limite sus comentarios a asuntos relacionados con los negocios del Distrito Escolar.
- Reconozca que los estudiantes a menudo asisten o ven nuestras reuniones. Por lo tanto, los comentarios del orador deben ser adecuados para una audiencia que incluya a estudiantes de jardín de infantes a duodécimo grado.
- Entender que la junta no puede discutir asuntos específicos de personal o estudiantes específicos en un foro público.

6. 6:40 Agenda de consentimiento
  - a. Acta de la reunión ordinaria del 14 de septiembre de 2021
  - b. Estado de empleado
  - c. Head Start: Manual para el personal y la gobernanza del programa
7. 6:41 Elementos de acción
  - a. Resolución NO. 22-04 Excedente de propiedad
8. 6:50 Tema de discusión
  - a. Resultados de la auditoria de alfabetización K-8
  - b. Actualizacion del plan estrategico
  - c. Mill levy correction
9. 7:50 Calendario de supervisión
  - a. Logro del estudiante-Superintendente Massey
10. 8:00 Informes del representante estudiantil
11. 8:10 Actualización del Superintendente
12. 8:20 Informes de la junta
13. Planificación de la agenda
14. Elementos de informacion
  - a. Informes de Head Start
15. Aplazar
16. Next Reunion o evento:
  - a. 18 de octubre de 2021 reunión especial 6:30 pm en la oficina del distrito/Zoom
  - b. 25 de octubre de 2021 sesión de trabajo 6:30 pm en la oficina del distrito/Zoom
  - c. 8 de noviembre de 2021 reunión regular 6:30 pm en la oficina del distrito/Zoom

La duración estimada de la reunión es de 2,5 a 3 horas \*\* Actualizado el 7 de octubre de 2021

### Algunas notas de bienvenida:

El tiempo de reunión de la junta se dedica a su misión estratégica y sus principales prioridades. • La "agenda de consentimiento" tiene elementos que han sido discutidos previamente o son muy rutinarios. Al no discutir estos temas, podemos dedicar tiempo a nuestras prioridades más importantes. • La "participación pública" es una oportunidad para presentar breves comentarios o plantear preguntas a la junta para su consideración o seguimiento. Los límites de tiempo son 3 minutos para oradores individuales si menos de 20 personas se han inscrito para hablar; Límite de 2 minutos y 5 minutos para grupos de 20 inscritos; y 1 minuto para individuales y 3 minutos para grupos si más de 30 se han inscrito para hablar. Consulte la Política de la Junta GP-14 (Proceso de gobernanza) para conocer la política completa). Los límites están diseñados para ayudar a mantener la reunión estratégica enfocada y de ninguna manera limita las conversaciones más allá de la reunión de la junta. • Sus ideas son necesarias y bienvenidas y la junta le anima a solicitar una reunión con cualquier miembro de la junta, en caso de que tenga algo que discutir. • Si está interesado en ayudar en el esfuerzo de rendimiento del distrito, hable con cualquier miembro del equipo de liderazgo o llame a la oficina del distrito al 719-486-6800. Abundan las oportunidades. Su participación es muy deseada d.

### A few welcoming notes:

The board's meeting time is dedicated to its strategic mission and top priorities. • The "consent agenda" has items which have either been discussed prior or are highly routine. By not discussing these issues, we are able to spend time on our most important priorities. • "Public participation" is an opportunity to present brief comments or pose questions to the board for consideration or follow-up. Time limits are 3 minutes for individual speakers if fewer than 20 individuals have signed up to speak; 2 minutes' limit and 5 minutes for groups of 20 signed up; and 1 minute for individual and 3 minutes for groups if more than 30 have signed up to speak. Please see Board Policy GP-14 (Governance Process) for the full policy). The boundaries are designed to help keep the strategic meeting focused and in no way limits conversations beyond the board meeting. • Your insights are needed and welcomed and the board encourages you to request a meeting with any board member, should you have something to discuss. • If you are interested in helping the district's achievement effort, please talk with any member of the leadership team or call the district office at 719-486-6800. Opportunities abound. Your participation is highly desired.

## SCHOOL BOARD MINUTES

### Regular Meeting

Sept. 14, 2021

**Meeting called to order** –Director Contreras called the meeting to order.

**Roll Call of Members** - The regular meeting of the Board of Directors for Lake County School District R-1 was called to order on Sept. 14, 2021, at 5:04 p.m. and was held at the District Office and via Zoom. Directors Baker, Contreras, Federico, Solomon, Weston and Superintendent Massey were present.

**Pledge of Allegiance** –Superintendent Massey led the pledge of allegiance.

**Preview of agenda-** No changes were needed.

**Public Participation-** N/A

**Approval of consent agenda items-** It was moved by Director Solomon to approve consent agenda. Director Federico seconded the motion;

	Baker	Contreras	Federico	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					
Abstain					

motion carried 5-0-0-0.

**Welcome to new Student Representative-**Mara Green will be the new student representative to the board. Mara and Brenna were unable to make it to this meeting due to volleyball practice.

**Action Items-** It was moved by Director Solomon to approve the Bright Start LCSD

lease. Director Baker seconded the motion;

	Baker	Contreras	Federico	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					
Abstain					

motion carried 5-0-0-0.

It was moved by Director Baker to discuss meeting nights and times. Director Federico seconded the motion; The board discussed meeting nights and times and Director Baker moved to amend his motion that the board move their meetings to the 2<sup>nd</sup> and 4<sup>th</sup> Monday's on the month at 6:30 pm. Director Federico seconded the motion to amend the motion.

	Baker	Contreras	Federico	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					
Abstain					

motion carried 5-0-0-0

The board then voted on the amended motion

	Baker	Contreras	Federico	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					
Abstain					

motion carried 5-0-0-0.

It was moved by Director Solomon to approve the RFP bid proposal for Federico Field Grandstands and LCIS stairs. Director Weston seconded the motion;

	Baker	Contreras	Federico	Solomon	Weston
Aye	X	X	X	X	X
Nay					

Absent					
Abstain					

motion carried 5-0-0-0.

**Discussion Item-** Dan O’Connell spoke to the board in regards to a Certificate of Participation (COP) and how it would work in regards to the BEST grant application. Director Contreras lead a discussion in regards to the district calendar and a petition that might be coming forward from a social media platform. Discussion included past calendar committee work and input and feedback from the community and parents. Andi Weigel spoke to the board on the Comprehensive Literacy State Development Grant that the district has received and how the grants will work.

A short break was taken and the meeting resumed.

**Oversight Calendar-** Superintendent Massey gave an update on district performance.

**Superintendent Update-** Superintendent Massey reported on the enclosed report from CDE on the condition of LCIS, the district is still short staff, especially bus drivers and the Homecoming Parade on Sept. 30<sup>th</sup> at 4:00 pm.

**Board reports-** Director Baker reported on the BEST project and said the project is coming in under budget. Director Contreras spoke of how things seem to be getting back to some kind of normal. Director Federico spoke of going to the BOCES meeting. Director Solomon spoke of Policy Council meeting on the 20<sup>th</sup> of Sept.

Director Weston had no report.

Upcoming meetings and agenda planning were discussed.

It was moved by Director Solomon to adjourn the meeting. Director Weston seconded the motion; motion carried.

Meeting adjourned at 7:42 pm.

**ATTEST:**

---

Felicia (Federico) Roeder, Secretary

---

Eudelia Contreras, President

Lake County School District R-1  
Employee Status Report  
October 4, 2021

10/4/2021

**Certified Staff**

**Recommended for Hire**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Degree</u></b>	<b><u>License- Endorsement</u></b>	<b><u>Experience</u></b>
--------------------	--------------------------	----------------------	------------------------------------	--------------------------

**Transfers**

<b><u>Name</u></b>	<b><u>Current Assignment</u></b>	<b><u>Transfer Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective</u></b>
--------------------	----------------------------------	-----------------------------------	------------------------	-------------------------

**Resignations/Terminations**

---

Eudelia Contreras, President

---

Felicia (Federico) Roeder, Secretary

**Lake County School District R-1  
Employee Status Report  
October 4, 2021**

10/4/2021

**Support Staff/Classified**

**Recommended for Hire**

Curry, Casey	LCES Art Instructional Paraprofessional	LCES
Evins, James	Substitute / Student Teacher	LCES
Golden, Briana	Project Dream Leader	LCIS
Jurgaitis, Chase	Project Dream Leader	LCIS
Moss, Lawren	Preschool Teacher	Center
Smith, Jade	Project Dream Leader	District

**Transfers**

<b><u>Name</u></b>	<b><u>Current Assignment</u></b>	<b><u>Transfer Assignment</u></b>	<b><u>Effective</u></b>
Andrades-Quinones, Sorcorro	LCIS Custodian	LCIS Special Education Paraprofessional	10/1/2021
Galloway, Tayler	Substitute	LCES Special Education Paraprofessional	9/27/2021

**Resignations/Terminations**

Carreon Soto, Abril	Custodian- LCES	10/8/2021
Soto Perez, Maribel	Custodian- LCES	10/8/2021

---

Eudelia Contreras, President

---

Felicia (Federico) Roeder, Secretary



**Lake County School District R-1  
Employee Status Report  
October 4, 2021**

10/4/2021

**Certified/Staff**

3-6 Counselor	LCIS	2021-2022
Social/Emotional Professional (Counselor/Social Worker)	WPE	2021-2022
Principal	HS	2021-2022 Or 2022-2023
Temporary Speech Language Pathologist	Grades 3-12	Through December 2021

**Classified/Support Staff**

Bus Drivers (2)	District	2021-2022
CCHS Instructional Paraprofessional	CCHS	2021-2022
Out of School Time Leaders	District	2021-2022
PM Custodian (3)	LCES & LCIS	2021-2022
Preschool Lead, Substitute and Assistant Teachers	Center	2021-2022
Safety Paraprofessional	LCCHS	2021-2022

Substitutes: Teacher, Classroom Aide, Bus Drivers, Preschool Teachers	District	2021-2022
---	----------	-----------

**Coaches/Athletics**

HS Girls' Basketball Assistant 1	LCCHS
HS Boys' Basketball Assistant 1	LCCHS



**The Center**  
Early Childhood Programs  
Lake County School District R-1

315 West 6<sup>th</sup> Street  
Leadville, CO 80461

Phone 719 486-6928  
Fax 719 486-9992

*Head Start, Colorado Preschool Program, Tuition-Based Preschool and School Age Programs, Services for Children with Special Needs*

**Head Start Action Items for Governing Board**

**Action Agenda Items:**

1. Program Governance
2. Staff Handbook

**The Center**  
**Early Childhood Programs**  
**Lake County School District R-1**

PROGRAM GOVERNANCE

Shared Governance and Shared Decision Making Policies  
2021-2022

Performance Standards: 1302 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j)

Parent Committee, Policy Council, Lake County School Board, Leadership Team, and the District Advisory Council

Head Start Children are part of an inclusion program at The Center. Classroom enrollment may include children whose families pay tuition, children with special needs, children enrolled in Colorado Preschool Program or Head Start. Programs partner to benefit all children and families. At The Center, activities for children and families involve all programs as much as possible.

Shared decision making in Head Start occurs at many levels, and serves as an inclusive tool to bring together children, parents, family members, the community, and program staff in pursuit of common goals.

Every Head Start parent is given the opportunity to become a candidate for Policy Council. Non-Head Start parents may run as community representatives along with local community members. At intake and orientation staff discusses the various components and answer questions. Program governance is explained along with the responsibilities of the Parent Committee. These responsibilities include:

- Electing Policy Council representatives
- Involvement in recruitment and screening of Head Start employees
- Involvement in the development of program curriculum
- Involvement in the development of special program activities and various committees
- Participation in parent meetings

Policy Council elections are held the first weeks of school in August. Voting may continue to take place if there are more interested parents. All ballots are due and collected the end of August. Membership will consist of 6 Head Start parent members and 1 Head Start parent alternate, at least 4 Community Representatives (two from the community, and two from The Center's parent population. Newly elected members are contacted by the Director of Operations. If a vacancy occurs and a waiting list of interested parents exists, there will be a mid-year elections and those voted in will move into membership in the order of votes. If no waiting list, recruitment will be conducted for a new member, and the new member will be elected of currently enrolled children, by a majority of those voting. The Policy Council may operate with reduced membership if necessary.

All parents whose children are enrolled in Head Start represent our Parent Committee. Parent meetings are held according to the "Family Fun Nights" schedule, and the families of children in all programs are invited to attend. Parent input for future meetings is elicited during the development of the family partnership agreement, and this information is used when developing the community, family and staff training schedule, as part of our strategic planning process.

Responsibilities and means of communication between various groups are listed below:

### Parent Committee

- During Head Start orientation, parents are advised of their rights and responsibilities as members of the Parent Committee, which are listed above.
- All Head Start members of the Parent Committee are given the opportunity to elect Policy Council and Community representatives from a ballot of parents who have volunteered to serve on council.
- An opportunity for input to the Leadership Team, Policy Council, District Advisory Council, and School Board is given at each Parent Committee meeting.
- A report from Policy Council representative is given at each meeting.
- Committee reports are made in the monthly newsletter.
- Members are invited to participate on committees, self-evaluation teams, curriculum planning, and encouraged to assist in Head Start's recruitment efforts, through announcements at meetings, notes sent home and notices in the newsletter.

### Policy Council

- A Policy Council member serves as the liaison between Parent Committee and Policy Council. This representative attends each Parent Committee meeting to share information on Policy Council meetings and to receive feedback from parents to report back to the council at their next meeting; and encourages parents to communicate any issues or concerns to their Policy Council representative either by voicemail, email, with a note in the Suggestion Box, or in person.
- Policy Council contact information is included in the newsletter, as well as in each classroom.
- Policy Council members send a personal introductory letter to the classroom parents they represent.
- Minutes of each Policy Council meeting are posted on the preschool bulletin board between room 8 and 9. They are also published in the monthly parent newsletter in English and Spanish.
- A voicemail number is assigned solely for the use of parents to communicate any concerns or issues to their Policy Council representative. The Chairperson picks up messages each month immediately preceding the Policy Council meeting.
- The Family and Community Partnerships Manager is responsible for assuring that Policy Council is trained annually on its roles and responsibilities.
- Policy Council bylaws reflect composition and election of members. No Policy Council member is allowed to serve more than three years.
- Current Head Start parents comprise no less than 51% of the Policy Council.
- No Head Start staff, as stipulated by the Policy Council Bylaws, is allowed to serve on the Council, but may attend as advisors.
- Shared decision – making takes place through members acting as liaisons between Board and Council meetings and reporting at each, and through sharing information through meeting minutes, proposed funding applications, and policies that are received at both monthly meetings.
- Policy Council must “approve and submit” its decisions on various topics to the School Board prior to School Board action.
- Policy Council members receive a monthly Directors report.
- Lake County School Board minutes are distributed at Policy Council meetings. A school board member serves as a non-voting liaison.
- The Policy Council Chairperson signs off on grant applications; the secretary signs all meeting minutes, which record all business conducted.
- The Policy Council reviews the volunteer Training Plan.
- The Policy Council is given a budget of \$1500 per year to use for parent activities.
- Child care is available at Policy Council meetings.

### Lake County School Board – Grantee

The Lake County School Board is the grantee and Governing Board for the Head Start program. The Board is legally and financially responsible for the program and ensuring compliance with Federal, State, and local laws and regulations. Their responsibilities include:

- Assuming legal and fiscal responsibilities
- Ensuring compliance with Federal, State and local laws and regulations
- Approval of all funding applications
- Approval of procedures for Policy Council selection
- Establishing procedures and criteria for recruitment, selection, and enrollment of children
- Reviewing and approving all major policies of the agency
- Procedures for shared decision-making
- Approval of an internal dispute resolution
- Approval of program personal policies
- Approving financial management accounts and reporting policies 'Establishing Standards of Conduct
- Selection of delegate agencies and service areas
- Approval of personnel policies and procedures regarding hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, and Chief Fiscal Officer

The Board will receive updated policies and procedures to review and approve/disapprove each program year. The Board receives monthly budget and Directors Reports, Policy Council minutes, child outcome results, and end of year program reports. The monthly Director report contains enrollment, attendance, budget, meal reimbursement, self-assessment and trainings and other program information.

A board member attends Policy Council meetings as a non-voting liaison. Policy Council members are welcome to attend School Board meetings.

The Board operates under Policy Governance, The Superintendent is authorized to sign off on financial reports while the School Board President signs all funding applications.

The Lake County School Board has delegated the Lake County Early Childhood Council to serve as Advisory Council for many Center programs. The Council also serves as District Council for the Colorado Preschool Program. A Policy Council representative may attend the Early Childhood Council Meetings.

In addition to this system of regular communication, training on Shared Governance, including ERSEA policies, takes place when a new School Board is seated, or upon request by Board members.

### District Advisory Council

The District Advisory Council operates as a local advisory board for The Colorado Preschool Program here at The Center. The Council meets the beginning of the Policy Council meeting for thirty minutes. The Council meets 6 times a year with 2 of these meetings are Colorado Preschool Program walkthroughs.

The Council consist of the Rocky Mountain Early Childhood Council which is part of the Early Childhood State System in Colorado, a representative from Colorado Mountain College, 2 local businesses, a representative from Department of Human Services, Workforce, Health Department, and other licensed child care facilities.

Policy Council representative attend District Advisory Council meetings.

### Management Team

The Center Leadership Team meets regularly to discuss the daily operations of all programs located in the building. Decisions made that impact staff and families are shared in the following ways:

- Information and announcements are shared at weekly staff planning's.
- Information is sent home to parents in the newsletter and through notices.
- The School Board and Policy Council approves changes in The Center / Head Start policies.
- Annually the organizational structure is reviewed in relation to the strategic plan, goal and objectives.

Each program at The Center embraces a process that truly advocates for children's success. Through shared decision making within our building and with our parents, we can evaluate and emphasize a wide range of opportunities for parents to participate in all aspects of our programs, to grow, to share and to experience the benefits of giving their children a real head start.

Most Recent Policy Council Approval: 9/20/2021

Most Recent Governing Board Approval:

**Revised 9/2020**

## Table of Contents

Center Due Dates	2
Core Values of The Center	3-5
Center Employment	6-22
Program Guidelines	23-33
Building Safety	34-41
Health Routines	42-54
Index	55-56
Acknowledgement & At-Will Employment	58

## Center Due Dates:

<b>Item:</b>	<b>Due Date:</b> (All by 4:00 pm)
Lesson Plans	Tuesday (prior week)
GOLD Observations (16 per week)	Thursday
Classroom Newsletter	2nd Thursday (prior month)
PARS	1st Thursday (previous month)
Timesheets	11th of Every Month
CACFP	1st Thursday (previous month)
Supply List	15th of Every Month
Classroom Checklists	1st Thursday (previous month)

**\*\*All translating is completed by bilingual classroom teachers.**

## Core Values of The Center



**Mission Statement**

Our mission is to serve and respect children and families by providing research-based early childhood services that promote the development of knowledge, life skills and self-esteem.

**Vision**

The Center positively impacts the lives of children and families of Lake County by:

- Providing a developmentally appropriate, family-focused Early Childhood Care, Education and School Readiness program that meets the needs of a diverse population.
  - Promoting professional growth for Early Childhood providers in the community.
  - Serving as a community catalyst in creating a seamless, comprehensive Early Childhood Care, Education and School Readiness program where the family and community are a priority.
- 

### **Governing Values**

We believe all children, families and staff must be respected for their unique strengths and abilities.

We believe involvement of the family, regardless of its composition, is an important part of enriching each child's success.

We believe children have the right to be in a physically, emotionally and mentally safe environment.

We believe children learn best in an accepting, loving, and fun environment.

We believe families are a child's first and most influential teachers.

We believe we can support families in advocating for their child's best interest.

We believe it is the responsibility of all staff to nurture, strengthen, inspire, and expand each child's abilities, interests and independence.

We believe all families must have access to affordable child care.

We believe all children must be given equal opportunities to enter formal education ready to learn.

### **Welcome Letter**

Welcome to The Center!

We are happy you have joined our team. Preschool is its own world and the following guidelines are meant to help you in your employment at The Center. Any questions you may have after reading the entire handbook are inevitable. Please reach out to the management team as we are happy to answer any you may have. Also, please note that these guidelines are only a partial list and we can change them at any time during your employment.

These are your guide and also your agreement as to the terms of your employment. Again, please ask questions as they may arise.

Welcome to the team!

Most Recent Employee Handbook / Personnel Plan Approval Dates:

Policy Council Approval: 10/14/19

School Board Approval:

Version Date: August 2019

## **Center Employment**

### **Standards Of Employee Conduct And Performance**

In addition to the District Code of Conduct, The Center has developed employee standards of conduct relating to appropriate, ethical and professional behavior, and expects employees to comply with them.

### **RULES OF CONDUCT:**

1. Staff is expected to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability. This includes, but is not limited to the following ideals:
  - a. To recognize and respect the unique qualities, abilities and potential of each child
  - b. To ensure that each child's culture, language, ethnicity, and family structure are recognized and valued in the program
  - c. To encourage male involvement in the classroom and other parts of the program.

- d. To welcome opportunities for intergenerational activities through use of grandparent volunteers and community elders.
- e. To provide both boys and girls with equal opportunities to participate in all activities.
- f. To support the right of each child to play and learn in an inclusive environment that meets the needs of children with and without disabilities
- g. To provide all children with experiences in a language that they know, as well as support children in maintaining the use of their home language and in learning English
- h. To provide books, toys, music, activities and decorations which reflect the diversity of all children.
- i. To work with families to provide a safe and smooth transition as children and families move from one program to the next

**2. Staff is expected to use positive strategies to support children's well-being and prevent and address challenging behavior. These include, but are not limited to the following:**

- a. Clear, reasonable, consistent and age-appropriate rules and expectations for children should be used in the classroom.
- b. Getting on a child's level when addressing or providing support. Staff will be prohibited from sitting on any surface above the child's level. For example, heaters, book shelves, and tables.
- c. Use Second-Step Fair ways to play. to help children solve problems.
- d. Staff will anticipate, monitor and redirect a child's behavior.
- e. Staff will use a respectful tone of voice and language. No sarcasm or teasing.
- f. Staff will respect and acknowledge children's feelings.
- g. Never harm children.

**i.No grabbing a child by the arm.**

**ii.No picking up a child to control them.**

**iii.No restraining of a child in any manner.**

- 3. Staff is prohibited from using the following forms of discipline:
  - a. Any form of emotional abuse, including rejection, or terrorizing a child is not permitted.
  - b. Staff will not employ methods of discipline that involve isolation, the loss of food or physical activity. For example denying outside time if a child doesn't get snow clothes on fast enough, as punishment or reward.
  - c. Abusive, profane, derogatory, or sarcastic language, including yelling, belittling, or humiliating is not permitted.
  - d. Withdrawal, threat or otherwise, of food, rest or bathroom is not allowed.
  - e. Corporal or any kind of physical punishment is not permitted. This includes hitting, spanking, beating, shaking, pinching, or other measures which produce physical pain.
- 4. Staff will adhere to The Center confidentiality policies concerning information about children, families and staff members.
- 5. No child will be left alone or unsupervised while under the care of staff.
- 6. Staff has a responsibility to co-workers to establish and maintain settings and relationships that support productive work and meet professional needs. This includes, but is not limited to, the following ideals:
  - a. To maintain a positive, cooperative and supportive relationship with co-workers, parents and members of the community
  - b. To maintain relationships of respect, trust, confidentiality, collaboration and cooperation with co-workers
  - c. To respect co-workers spaces and personal items at all times
  - d. To recognize the contributions of co-workers to our program and not participate in practices that diminish their reputations including gossip or other rumors

- e. To be cognizant of body language and the message it may portray
- f. To be open to new ideas and be willing to learn from the suggestions of others
- g. To continue to grow, learn and contribute as a professional
- 7. As a condition of employment with The Center, employees are expected to sign an Employee Handbook Acknowledgment Form and Standards of Conduct Agreement. Staff agree to comply with The Center policies and procedures.
- 8. Should it be determined that an employee has not complied with a standard of conduct or has violated professional ethics described in this policy or the Lake County School District Handbook, the employee may be subject to corrective action, or immediate dismissal from employment at the discretion of The Center.

### **Notice to Employees**

These guidelines are not a contract and impose no legally enforceable obligation on the center or the Lake County School District. Except for those employees who have written employment contracts with the school district, all Center employees are employed at-will. Such employees, or The Center, may terminate the employment relationship at any time, with or without prior notice, warning, procedure, hearing or formality, for any reason or no reason, with The Center's only obligation being the payment of wages earned and benefits vested, if any, through the last day worked.

Nothing in these guidelines is intended to create a contract, express or implied, between you and The Center. No employee of The Center or the Lake County School District has the authority to orally create such a contract. Similarly, no employee of The Center or the Lake County School District has the authority to negate or waive any of the provisions of these guidelines. The nature, terms or conditions of employment of center employees cannot be changed by any oral representation, custom, habit or practice, or any other writing other than a formal written amendment to these guidelines or a written employment contract.

In the event of conflict between this disclaimer and any other statement, oral or written, present or future, concerning the terms and conditions of employment at the center, the at-will relationship confirmed by this disclaimer shall control.

### **Applicability Of These Guidelines**

These Guidelines apply to all employees who work at The Center and have received a notice of assignment from the Lake County School District to the extent they are not inconsistent with a written employment contract, or applicable law, these Guidelines shall also apply to any employee working under a written employment contract with the Lake County School District. However, nothing in these Guidelines shall be deemed to alter the terms and conditions of any written employment contract between the Lake County School District and any employee.

### **Employee Acknowledgments**

Every employee of The Center must read these Employee Guidelines. After reading these Guidelines and having your supervisor or the Director of Operations answer any questions you have about any guideline, you must sign and return for inclusion in your personnel file the Acknowledgement of Receipt on the last page of these Guidelines.

### **Staff Recruitment And Selection**

Vacancies will be posted in-district for 3 days via district email. The vacancy notice shall include a copy of the job description and instructions for applying. If a vacancy is not filled through in-

district transfers, openings for employment will be advertised in the local newspaper, the school district website, Center newsletter and other appropriate means.

Applications shall be handled in the front office during normal business hours. A copy of the position and job description shall be made available upon request. If, at any point, your job description has been changed, you may have to reapply for any position you are trying to attain.

Team members will review applications and begin the interview process. Employment consideration shall be given to Head Start parents, past and present, who meet the experience, qualifications and skill requirements of the position. Three letters of recommendation for each applicant should be attached to the application.

A committee consisting of Leadership Team members, a staff member and a Head Start parent (when interviewing for Head Start openings, as defined by positions whose salary is paid in any percentage with Head Start funds) may participate in the interview and selection process. Any posted Head Start position (those employees whose salary is paid in any percentage with Head Start funds) shall receive final approval of the Policy Council. Job applications will be kept in an active file for 30 days from the date of application after which time they shall be placed in an inactive file. The Leadership Team in accordance with state/federal record keeping requirements shall discard inactive applications.

### **Applications, Hiring Interviews And Employee Personal Information**

The Center relies on the accuracy of information about an applicant contained in employment applications and during hiring interviews, whether the information is provided by applicants, their references or others during the hiring process.

All prospective employees must complete an employment application that includes a signed declaration that lists any arrest, pending criminal charge, or conviction. The Center also relies on information about employees during their employment and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.

Any misrepresentation, falsification or material omission in any of this information or data may result in exclusion from further consideration for employment or, if the person has been hired, discipline up to and including discharge. Upon hiring, every employee will be placed into a probationary period for 60 days. A review will be conducted at the end of the 60 days in order to determine further employment at The Center.

### **Staff Health Requirements**

In accordance with Colorado's child care licensing requirements, new Center employees shall obtain:

1. A physical within 30 days of employment and cannot be dated more than 6 months prior to employment start date.
  - a. Physicals must be renewed every two years unless otherwise noted by the physician.
2. A tuberculosis (TB) test prior to the start of employment or within 30 days of employment.

- a. TB tests must be renewed every two years unless otherwise noted by the physician.

The Center will cover the cost for these items not covered by insurance. If a potential employee misses their TB test reading and requires another test to be completed, the employee is responsible for any fees that may occur.

Staff must turn in completed health requirements and background checks to the Manager of Operations in order to be eligible to return to work. If all necessary paperwork is not completed, staff will be required to take Leave without Pay, and will not be allowed back to work until it has been completed and returned to the Manager of Operations.

### **Background Checks**

In accordance with Colorado's child care licensing requirements, new Center employees shall obtain fingerprinting prior to the first day of employment and fingerprints must be renewed every 5 years.

An online quick background check with Colorado Bureau of Investigation must be completed and indicate no issues prior to the start of employment. Fingerprints shall be submitted to the Colorado Bureau of Investigation prior to an employee's start date, as per Colorado's child care licensing requirements (7.701.33.D.4). The Center will reimburse the cost of submitting background check forms. **Potential employees at The Center will not be permitted to start work, including new staff orientation, without a CBI fingerprint letter revealing no issues.**

Contract employees who work with children served by The Center will have a background check that reveals no issues and/or a current teacher's license on file with the Lake County School District Human Resources Department. A Central Registry background check for child abuse shall also be completed and submitted prior to the start of employment. Failure to clear the Central Registry check will result in immediate loss of employment eligibility.

A potential employee is not considered permanent and will not have any unsupervised access to children until the results of the CBI, FBI and Central Registry background checks have been provided and are free of any issues.

Complete background checks will be completed for all employees at The Center every 5 years. The above details regarding costs will apply for background check renewals. The Manager of Operations will track background check information and will notify an employee three months before expiration. Employees will have two weeks to meet with the Manager of Operations to schedule complete necessary paperwork.

Any current employee arrested is required to notify The Center immediately. The Superintendent will be notified if an employee has an arrest record. The Superintendent will speak with the employee and make the final determination.

### **Equal Employment Opportunity**

The Center is an equal opportunity employer that complies with applicable laws. Except where there is a business necessity or bona fide occupational qualification, the Center will make employment decisions without regard to race, color, national origin, religion, disability, age, gender, veteran or marital status, or any other basis prohibited by law.



The Center strives to maintain a nondiscriminatory environment free from prejudice, intimidation or harassment based on any of these grounds. To provide equal employment and advancement opportunities to every applicant and employee, The Center bases employment decisions on merit, qualifications, experience and abilities.

The Center will reasonably accommodate qualified applicants and employees who have known disabilities in every aspect of employment.

Anyone who has questions or concerns about any type of discrimination at The Center should promptly bring these issues to the attention of his or her supervisor, the Director of Operations, or any other member of The Center's management team. Any employee who engages in any type of unlawful discrimination will be subject to discipline, up to and including immediate discharge.

### **Compliance With Immigration**

Under applicable laws, The Center employs only United States citizens and aliens who are authorized to work in the United States, and The Center does not discriminate on the basis of citizenship or national origin. Each new employee must complete a Form I-9 and present specified documentation to establish his or her identity and employment eligibility. Former employees who are rehired must also complete a Form I-9 if they have not completed one for The Center within the past three years, or if their previous Form I-9 is no longer retained or valid. Applicants and employees may ask questions or raise concerns about citizenship requirements without fear of reprisal.

### **Employment Of Minors**

As a general rule, The Center's employees must be 18 years of age or older. To work at The Center, minors must have valid work permits, certificates of high school proficiency or be high school graduates. Minors may work up to 8 hours per day and 40 hours per week when school is not in session. When school is in session, they may work up to 4 hours per day, unless they have received written permission from school authorities to work up to 8 hours in addition to school time on any day immediately before a non-school day.

The Center may establish working internships with Lake County School District High School students under the age of 18. Interns will never be in a position of supervision or account for child ratio during their service. This is done with advance permission from the Director of Operations and classroom assignments for interns will be determined by the Director of Instruction.

### **Nepotism**

Favoritism and nepotism are not practiced at The Center. Persons desiring to be employed, to register their children, or to apply for tuition assistance must follow the established procedures.

### **Gifts**

No school employee may accept a gift from any vendor, student, and class or school activity group with a monetary value that is considered by the School Board to be excessive.

### **Political Activities**

Persons shall not be employed as a reward for the support of or defeat of or be dismissed as a penalty for refusing to support any political party or candidate for political office, nor shall any

person, AS AN EMPLOYEE, engage in partisan political activity. The Hatch Act and any and all amendments restrict such activity.

### **Classification Of Employees**

- A full-time employee is an employee who is scheduled to work more than 32 hours per workweek.
- A part-time employee is an employee who regularly works less than 32 hours per workweek.
- A temporary employee is one whose job requires him or her to work for The Center for a fixed period of time, or for a specific project or assignment, regardless of the number of hours per week the employee works.

### **References**

From time to time, an employee, former employee or a potential employer for an employee or former employee requests a reference from The Center. The Director of Operations will usually provide references by confirming dates of employment and the job performed by such an employee.

### **Employee Conflicts**

If a problem arises that merits complaint or correction, employees should first attempt to resolve it quickly through a direct and open conversation with the relevant party or parties. Whenever possible, such conversations should take place out of the presence of children. After attempting to address the problem directly, if it is not resolved, employees should report the matter to the Director of Operations and Restorative Justice practices will be used to resolve the conflict.

### **Confidential Information**

Both while they are employed with The Center and afterwards, employees must preserve the secrecy of confidential information, including, but not limited to, children, families and personnel records.

### **Personnel Records**

The Center maintains personnel records containing information on each employee to meet state and federal legal requirements and to help assure efficient personnel administration. Employees must promptly report any changes of address, primary telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) to the Manager of Operations. One of the reasons to report all such changes immediately is that an employee's income tax status and group insurance (if applicable) may be affected by these changes.

Personnel files belong to The Center and may not be removed. Confidentiality of personnel files is maintained as required by law. Requests for information from personnel files received from within The Center and inquiries from outside The Center will be directed to the Manager of Operations or Human Resources Director and must be in writing. To view personal files, staff must set up a meeting with the Manager of Operations. Nothing can be added or removed from personal files.

### **Entry Level Salary Schedule**

Salary Schedules can be obtained from the Manager of Operations upon request. It is updated annually, or as needed throughout the year.

### **Wage Increase Schedule**

Wage increases are often offered with supplements to the Head Start base grant offered by OHS as COLA increases. Wages of staff are increased as these additional funds are awarded and based on the percentage specified by OHS.

Staff serving on special committees are often eligible for stipends, based on the type of committee and the duration of the time commitment.

Other wage increases may be offered on a case by case basis at the discretion of the Director of Operations, the Director of Instruction, or the Superintendent, as the budget allows.

Employees who successfully complete educational advancement will receive a wage increase as per the following schedule, effective immediately upon presenting a transcript demonstrating completion:

Completion of Assistant Early Childhood Teacher	\$.25 per hour increase
Completion of Early Childhood Teacher	\$.50 per hour increase
Completion of CDA or equivalent qualification	Increase to Step 1 wage on scale D or a \$.50 per hour increase, whichever is more
Completion of AA in ECE or Related	Increase to Step 1 wage on scale E or a \$1.50 per hour increase, whichever is more
Completion of BA in ECE or Related	Increase to Step 1 wage on scale F or G or a \$1.50 per hour increase, whichever is more.
Completion of BA+15 Credits	Increase to Step 1 wage on scale H or a \$1.00 per hour increase, whichever is more
Completion of MA	Increase to Step 1 wage on scale I or a \$1.50 per hour increase, whichever is more

Substitute Director pay will be \$2.50/hr or \$15.00/day.

### **Performance Appraisals**

Annual performance appraisals are completed for all full-time staff at The Center. Supervisors complete the appraisals which are based on the employee's job description. After 3 months and 6 months of employment, new staff complete a self-appraisal followed by a conference with their supervisor. Goals and action plans are part of the evaluation process.

If an employee is not meeting the goals or the steps in the action plan, they will be placed into a probationary period of 60 days with a new appraisal by their supervisor at the end of the time period, determining the next action to be taken.

### **Discipline And Discharge**

We hope it will not be necessary to discipline or discharge employees. There may be times, however, when it becomes necessary to formally correct the performance of individuals and, in some cases, to discharge an employee from his or her employment at The Center. Except as provided in these Guidelines with respect to Head Start employees, the Center has the right to discipline you or to discharge you from your employment at any time.

The Center expects all employees to perform their jobs to the highest professional and business standards at all times and will not tolerate inappropriate or insubordinate conduct. Center therefore reserves the right, in all instances (except for Head Start employees as described below), to impose discipline, up to and including discharge, with or without prior warning, procedure or formality. While common sense is the best guide for determining whether conduct

is inappropriate, if you have any questions concerning the permissibility of any action, you are responsible for contacting your supervisor, in advance, for clarification. Whether an employee's performance, conduct or behavior warrants disciplinary action is within the judgment and discretion of The Center, as is the appropriate type of discipline in a particular instance.

The Center does not intend by these Guidelines to create any expectation that an employee will be assured of any particular form of disciplinary action or procedure, such as warnings or notice, or progressive discipline, prior to discharge. Rather, discipline in all cases (except for Head Start employees as described below) shall be imposed at The Center's discretion, in consideration of factors The Center deems relevant.

Any disciplinary action taken by The Center in an individual case should not be assumed to establish a precedent in other circumstances.

Employees of the Head Start program (salary paid in any percentage with Head Start funds) are subject to disciplinary actions by The Center, with discharge being approved by the Head Start Policy Council.

### **Voluntary Termination**

If you decide to leave The Center, we encourage you to give your supervisor two weeks' notice. After you give notice, your supervisor can arrange for payment of your final paycheck. On or before your last day of work, all Center property in your possession, such as keys, laptop computer, I-pad, and books, or curriculum materials, must be returned to your supervisor. The Center reserves the right, in its sole discretion, to accept an employee's resignation effective immediately.

### **Layoffs**

The Center may reduce the work force and lay you off. Layoff may result from the elimination of your position due to a significant change in duties, shortage or stoppage of work, reduction in force, reduction in funds available to pay you, or for other causes as determined by The Center.

If, in its sole discretion, The Center decides to layoff an employee, advance notice will be given whenever possible. In the event of a layoff, The Center will retain those employees who, in its sole discretion, are the best qualified to perform the duties and tasks of remaining positions. The Center will be the sole judge of the qualifications and competency of all employees.

### **Payday**

The Center employees are paid on the 25th of each month. If the regular payday occurs on a weekend or holiday break employees are paid on the last working day prior to the regular payday. On each payday, an employee's statement will be posted to the Employee Portal account showing gross pay, deductions and net pay.

### **Payroll Deductions**

Federal, state and local laws require deductions from employees' pay for taxes, F.I.C.A., Medicaid/Medicare, and any court-ordered deductions such as garnishments. In addition, eligible employees can authorize deductions for group insurance coverage and other available benefits. Employees should review the gross pay and all deductions for each paycheck carefully and see their supervisors or management if they have any questions.

### **Staff Attendance**

- All employees are expected to report on time and to work the full amount of time for every period for which they are scheduled to work. Excessive absenteeism and tardiness may result in disciplinary action up to and including discharge.
- A cumulative count of absentee days will be kept by the Manager of Operations. All absences using PTO or leave without pay (LWOP) are documented monthly. The Leadership Team reviews excessive use of leave by an employee.
- All staff should maintain a cumulative 85% or higher attendance rate
- Excessive use of leave or attendance rate less than 85% will result in the following procedure:
  - Administrative conference with supervisor, documented in person's file
  - Possible termination or other disciplinary action taken.
- If staff violate the policy, staff will be given a verbal warning with a follow up email for first and second offense. Third offense, employees will have a meeting with their supervisor. A written warning or action plan will be put in place. Further violations could result in disciplinary action including and up to termination.
- The Manager of Operations may make a report to determine the reasons for an absence for which an employee did not make arrangements in advance. This report will be given to the Director of Operations.

### **Scheduled Hours, Overtime, and Leaving During Work**

Teachers employed at The Center are paid over a 12 month period. A "Notice of Assignment" will share your hourly wage and a total calculated salary based on your hourly wage, the number of staff days in the school calendar year, and your scheduled hours. Pay is split over 12 months.

Under normal conditions, if you work more than 40 hours in any work week, you will be paid overtime compensation at the rate of time and a half. Such additional pay will be included in your next paycheck. **Any additional hours must have prior approval from the Director of Operations or Manager of Operations.** Time cards must be initiated by the approving director prior to the pay period deadline. Additional time cards are submitted to the Manager of Operations each month by the 11th of each month. Any cards received after this date will be processed the following month.

Any employee who needs to leave The Center during his or her scheduled work time must receive permission from the Manager of Operations or, in his/her absence, Director of Operations. Permission in these instances is not always granted based on the needs of the program on the day.

Break periods and scheduled lunch periods are not flexible within the work day. All teaching staff will take a 10 minute break from 8:45-8:55 am and another from 3:00-3:10. The half hour lunch break will be scheduled by the Director of Instruction and the Manager of Operations at the beginning of the school year. Breaks to use the restroom are expected to be completed during these scheduled break times each day. Employees are expected to take their break at their scheduled time unless permission is granted by the Director of Operations.

Employees may not forgo lunch in order to shorten their work day without prior approval from the Director of Operations or Manager of Operations. Employees leaving the building must sign out in the front office and back in upon your return.

### **Reporting Unplanned Absence**

All employees are expected to work their entire shift.

- Employees need to call 486-6925 **at least 2 hours before their shift.**
- Staff must leave their name, date, and reason when calling in.
- Failure to call in before a scheduled work period may result in disciplinary action up to and including immediate discharge.
- For illnesses exceeding two consecutive work days an employee shall submit a physician's statement to the Manager of Operations. The physician statement will be added to your leave request by the Manager of Operations.
- An employee who is absent from work for three consecutive work days without proper notification or authorization, will be deemed to have vacated the position and shall be terminated.

### **Reporting Absence In Aesop**

In addition, staff must create an absence in AESOP Online Leave Request before 7:40 am by following the procedure listed below.

If you are unable to submit your request by the required time. You need to communicate with the Manager of Operations within 2 days so the leave can be entered.

1. Each staff member will be given an individual log-in account or call 1-800-942-3767
2. Log onto aesoponline.com.
3. Go to Absence Tab, Select "Create Absence"
4. Please enter the date, absence reason, time. Please select a full day or half day. Please note only the Manager of Operations can enter .25 leave requests.
5. **In "Note to Administrator," please write the reason for your absence and the time you need to be gone for if it's less than a full day.**
6. Click on Create Absence

All new staff will be sent an email on how to create an account; Staff is responsible for keeping their login information. If a staff member can't access their account, they must notify the Manager of Operations immediately.

### **Paid Time Off (PTO)**

1. Paid Time Off
  - a. Each employee shall earn twelve (12) days of Paid Time Off (PTO) each fiscal year. Such leave shall be accrued by the employee on the first day of the fiscal year. Part time staff will receive PTO at a rate proportional to their FTE percentage.
  - b. PTO is provided for the employee's use under the following conditions:
    - i. Sick Leave
      1. For an appointment with a doctor, dentist, or other health care specialist
      2. For the illness of the employee or the employee's immediate family
    - ii. Personal Leave
      1. For any other purpose.
      - c. If an employee exhausts all Current and Accrued PTO leave, any excess PTO days taken by the employee may be deducted from the employee's pay as Leave Without Pay at the employee's daily rate.
      - d. PTO shall be requested at least three (3) working days prior to the absence.

e. **PTO may not be taken to extend Thanksgiving, winter or spring break, or during the first three (3) weeks, or the last two (2) weeks of the employee contract year unless being used for sick leave or emergency.**

f. Under special or hardship situations, exceptions must be approved by the Leave Utilization Committee (LUC). Staff can access forms online. These forms must be completed and turned into the Director of Operations. The Director of Operations will submit forms to the committee for approval.

g. The maximum number of days of PTO that may be used for personal leave consecutively is two (2) contract days. Under special or hardship situations, exceptions must be approved by the Superintendent or his/her designee.

2. Accrued PTO

a. Unused PTO days shall accrue from year to year during an employee's employment up to a maximum of 90 days of Accrued PTO. All current sick and personal leave accrued before July 1, 2019 shall roll over and be included in the employee's Accrued PTO balance. Accrued PTO is subject to the following regulations:

i. Unused PTO days that would take an employee's Accrued PTO balance over 90 days shall be "cashed in" at the end of each fiscal year (June 30) and paid to the employee at the base substitute rate, rather than rolled over into the Accrued PTO balance.

ii. No employee shall receive pay for Accrued PTO at the time of termination of employment, except for retiring employees (defined as employees retiring through PERA or having 20 years or more of service in LCSD), who shall be paid half of the base substitute daily rate per unused Accrued PTO day.

b. Accrued PTO may only be used for the purposes of sick leave, as defined above.

c. Current PTO must be used before Accrued PTO may be used in a given year.

3. Annual PTO Buy- Back

a. If an employee has nine (9) or more days of remaining Current PTO at the end of the fiscal year (June 30), s/he may receive payout for the remaining days at the base substitute employee rate according to the schedule below:

i. An employee who has twelve (12) remaining Current PTO days may opt to receive payout for up to four (4) PTO days at the base substitute rate.

ii. An employee who has eleven (11) remaining Current PTO days may opt to receive payout for up to three (3) PTO days at the base substitute rate.

iii. An employee who has ten (10) remaining Current PTO days may opt to receive payout for up to two (2) PTO days at the base substitute rate.

iv. An employee who has nine (9) remaining Current PTO days may opt to receive payout for up to one (1) PTO days at the base substitute rate.

v. An employee who has eight (8) or fewer remaining Current PTO days does not have a payout option.

b. Days that are eligible for and opted for payout will be paid on the June paycheck of the contract year, and will be paid at the daily substitute rate. Any additional days missed, other than those allowed herein or in other leave policies, will result in a reduction of pay on a per diem basis.

c. An employee who does not opt to have eligible PTO days paid out will have those days roll over into Accrued PTO as defined above.

**Leave Request Policy**

- Only two employees will be allowed scheduled leave per day.

- All leave requests must be entered into the AESOP system by all employees. Leaves may be entered in  $\frac{1}{4}$  of a day;  $\frac{1}{2}$ ,  $\frac{3}{4}$  of a day or 1 whole day, including short leaves, (for example of 20 minutes, must be entered into the system as a minimum of  $\frac{1}{4}$  of a day). Notes should be entered into the system to explain reason
- Submission of a leave request does not guarantee approval. The Manager of Operations will speak to employees if the request was denied.
- The Manager of Operations will facilitate the process of deleting a leave request, this includes vacating a requested leave.

### **Scheduling Doctor's Appointments**

Emergencies and illness cannot be predicted, but employees are encouraged to schedule regular medical appointments ahead of time so that the appointments do not conflict with regularly scheduled working hours. **Employees will be required to use Paid Time Off (PTO) if appointments are made during regularly scheduled working hours.**

### **Civic Duty Leave**

The Center recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors under appropriate circumstances. Leave with pay will be granted to any employee to fulfill the employee's civic duty including, but not limited to, the following:

1. Being summoned for jury duty and required to be present at the courthouse for such jury duty. A copy of the jury duty notice is required.
2. Being subpoenaed as a witness to appear at a legal proceeding in connection with the employee's performance of duties as an employee of the District.
3. Being subpoenaed to appear as a witness at a legal proceeding when the employee is not a litigant or party.

Civic duty leave is limited to the time necessary to discharge the employee's legal obligations to attend the trial or other judicial proceeding, and reasonable travel time to and from the place of required attendance. This leave will not count against sick leave days or any leave days as long as it is for jury duty or some legal matter pertaining to school business. The employee must return to work as soon as possible following the trial or other judicial proceeding.

Any jury or witness fees received by an employee on civil duty leave must be tendered to the District. However, the employee may deduct travel and other out-of-pocket expenses actually incurred for jury duty before reimbursing the District. Pay for the teacher will be the difference between the wage paid to the person for jury duty, not including travel and allowance, and the staff person's regular pay.

### **Bereavement Leave**

A leave of absence may be granted by the Superintendent for death in the immediate family. Bereavement leave for the death of an immediate family is a maximum of five days.

**Immediate family members consist of: Spouse, parents, child, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law and grandchild.**

### **Federally-Mandated Family Leave**



Please see the Lake County School District R-1 “Employee Procedures and Guidelines” for the current policy on Family Leave.

### **Expense Reimbursement And Travel**

The Center provides reimbursement for authorized expenses incurred by employees on behalf of The Center. **You must request approval from the Director of Operations before making a purchase if you expect to be reimbursed.**

You are reimbursed for mileage incurred if you use your personal car on Center business and provide appropriate records. The reimbursement rate is set by the Lake County Board of Education, and is currently \$.57 per mile. Head Start staff must use their personal vehicles when traveling to Home Visits. The Center will use district vehicles as much as possible for all out of town travel. Professional leave will be paid to employees based on their average number of hours worked each day. Professional leave forms must be completed and approved ahead of time by the Director of Operations.

### **Workers' Compensation Insurance**

All accidents, however minor, must be reported immediately to your supervisor. Staff need to complete an Employee Accident Report. The Center provides insurance which may provide medical care, weekly compensation and other cash benefits based on the nature and duration of the disability. Detailed information is given to you if you are injured on the job, or suffer an occupational illness.

An employee is eligible for workers' compensation leave from the district during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment. Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled. The sole source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment or insurance carrier as determined by state law. The employee shall not be permitted to use accrued school district sick leave or vacation time to supplement indemnity payments during the employee's workers' compensation leave. While on workers' compensation leave under a temporary total disability, employees shall continue to have school district health, life and disability insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period of time not to exceed 60 days. At such time, the employee shall be given the option of directly assuming payment of the district's costs for such benefits or discontinuing the coverage until returning to work and again being eligible for benefits, unless the district is otherwise required to continue such coverage under applicable law. The administration is directed to establish necessary procedures to implement this policy.

### **Unemployment Insurance**

The Center carries unemployment insurance. Employees who lose their jobs may be eligible for unemployment insurance. A notice about unemployment insurance is posted in the work room. The Director of Operations has more information about unemployment insurance.

### **Staff Dress Code**

In dress, conduct and interpersonal relationships, staff members should recognize that they are representatives of the school district and are continuously being observed by children, parents and community.

Employees are expected to be neat, clean and wear appropriate clothing for their position and should, at all times, present themselves professionally. This means clothing and appearance should be in good taste, conservative, professional looking, and suitable for the job at hand.

Thursdays will be Panther Gear days for all staff and students if you choose. Other dress down days will be at the discretion of management and will be communicated to staff via email.

**Employees shall exercise care in their personal appearance so that the educational profession is not demeaned by either personal grooming or inappropriate dress.**

- **All staff are required to wear IDs at all times.**
- **Attire prohibited through student dress code applies to staff dress.**
- **Inappropriate clothing:**
  - Shorts, dresses, skirts, tunics or other similar clothing shorter than mid-thigh length
  - Faded or frayed jeans, sweat pants, warm-ups, and work out leggings
  - Crop tops (shirts should be one inch below the waistline)
  - low cut, skinny strap or work out tank tops (straps should be 3 inches wide)
  - Visible bra straps
  - Hats and sunglasses are not allowed inside the building
  - Shirts and sweatshirts should meet the following guidelines regarding graphics:

<b>Prohibited:</b>	<b>Allowable:</b>
Bands	Colleges
Logos	Sports Teams
	States
	Teaching Related
	Characters (kid friendly)

*If staff violate the policy, staff will be given a verbal warning with a follow up email for first and second offense. Third offense, employees will have a meeting with their supervisor. A written warning or action plan will be put in place. Further violations could result in disciplinary action including and up to termination.*

### **Messages, Cell Phones, Computers, Headphones And Ipads**

All employees must sign the Lake County School District "Staff Use of the Internet and Electronic Communications" policy each year; employees with laptops and I-pads must also sign the "Laptop Acceptable Use Policy."

Staff at The Center will be set up in the voice mail system to receive calls from in and out of the district. All personal calls will be directed to the employee's voice mail. Messages should be checked daily.

Classroom and laptop computers are to be used by staff for work-related functions only, and only when children are not present. Use of I-pads in the presence of children should be limited to GOLD documentation. Personal cell phone devices should not be used to take photographs of children, please utilize your provided I-pads. **Staff I-pads should not be in use for sending or responding to emails while in the presence of children- ELECTRONICS SHOULD NOT BE USED WHILE ANY CHILD IS AWAKE IN THE CLASSROOM.**

Cell phones may be kept in easy access to staff out of the reach of children specifically for cases of building emergencies. Cell phones will not be used for music in the classroom, I-pads are to be used for this purpose. **However, ALL cell phone use, including phone calls, text messaging, social media, or other cell phone functions, are to be limited to scheduled breaks when NOT in the classroom or in the presence of children.**

Use of bluetooth headphones are not allowed to be worn in the classroom when children are present.

*Use of a cell phone, including sending or receiving text messages, or social media use, while in the presence of children may result in discipline and/or discharge. If an employee requires use of his/her cell phone due to a personal family emergency, he/she should request permission ahead of time from his/her direct supervisor.*

Except in rare cases or emergencies, staff should use only Lake County School District computers and phones to communicate with each other and with parents about Center-related issues. Communication via Facebook, text message, personal cell phone or personal email about any confidential Center-related topics, or about staff members, children or families, is strictly prohibited.

## **Program Guidelines**

### **Philosophy Of Guidance**

- The Center utilizes the Pyramid Plus Approach to support social emotional development in children and to help address challenging behaviors. Staff are expected to use the identified foundational elements within this model. All guidance begins with building positive relationships with the child and parents or guardians.
- Teachers and staff will use only positive guidance that is consistent, clear, and developmentally appropriate for children. This will include redirections that set and support clear child-friendly limits in the classroom. Teachers and staff will teach and model classroom expectations. Teachers and staff will also provide positive alternatives to support the redirection of behavior and will recognize and reinforce desired positive behaviors.

- Teachers and staff will support self-regulation strategies including co-regulating with a child as needed. This may include modeling and supporting breathing techniques, providing choices, giving time and space, or having the child take space or time away to self-regulate. Sensory boxes may be used as a calming and self-regulation tool.
- Aggressive physical behavior toward staff or children should receive immediate intervention to encourage and support more acceptable behavior.

### **Appropriate Touch**

The Center has adopted the following policies, guidelines and expectations for staff members having physical contact with children while they are in our care:

Physical touch is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and friends, and positive physical contact is essential to a child's emotional/social growth. Warm, positive adult relationships help children develop a sense of trust and security in the world and directly affect children's self-esteem. **However, physical touch should be respectful of children's body cues and only occur with their permission, except in extreme instances where a child's safety is at risk.**

Appropriate touch is touching that creates a positive emotional/social growth in the child and affects the safety and well-being of the child (i.e. holding the child's hand while crossing the street, holding the child's hand gently but firmly during temper tantrums).

Inappropriate touch is touching that creates an improper/negative emotional effect of the child and/or is touching that violates the law and societal norms. Inappropriate touching may involve coercion or other forms of exploitation of a child solely for the satisfaction of adult needs, attempts to change a child's behavior with adult physical force and/or physical touch that occurs in anger. Inappropriate touch will not be tolerated at The Center.

### **Active Supervision**

Head Start Performance Standards and Colorado Rules and Regulations require that children are to be supervised at all times when in our care. Supervision is ongoing even during nap times and creates a safe environment for children to explore and learn.

There are several Active Supervision strategies staff should utilize to keep all children safe while in our care including:

- Set up the environment, inside and outside, so teachers are able to position themselves to see all of the children in the environment.
- Scan new environments, including outside and the gym, for potential safety hazards.
- Actively listen for children who may be playing in corners or behind or under play equipment.
- Observation is used throughout the entire day. Anticipating what can happen next allows teachers to assist children as difficulties arise and to intervene when there are potential dangers or conflicts.
- Periodically circulate through the environment to easily engage & redirect as necessary.
- Use the classroom rules to teach children about safety.
- Periodically scan the environment and count children to make sure you know how many children you have at all times.
- Make sure ratios are maintained at all times.

- Whether transitioning within the environment or from one place to another, **ALL** teachers should be counting children to make sure everyone is accounted for at all times. Counting should happen before transitioning, during the transition and upon arriving at the next location.
  - When transitioning children from one teacher to another, teachers must use direct verbal communication and eye contact to communicate the number of children entering or leaving the room, that they are signed in or out and that the sign-in sheet and the number of children present match. Teachers in the room should utilize “Face to Name” for all children in the room in addition to counting and checking numbers to ensure children on the list match the actual children in attendance in the classroom.
  - Classroom teachers must document children entering or leaving the classrooms on the Out of Classroom Tracking Spreadsheet.
  - Lead Teachers (as defined by qualifications) will always remain in the classroom. Assistant teachers will assist children outside of the classroom (i.e. bus pick up). Children leaving and remaining in the classroom will be counted and communicated to each teacher as transition begins.
- \*\*Trainings on Active Supervision will be conducted yearly in August (comprehensive training) and mid year (review), upon new staff orientation, including in-house transfers**

### **Employee Children Attending The Center**

Preschool children of employees attending The Center must be enrolled, will be treated the same, and follow the same rules as any child. Preschool employee children on the premises must be signed in when brought to the child's appropriate classroom.

Children who are enrolled at The Center and are related to any staff member, will not be placed in the same classroom with their parents. Unless a staffing issue arises and we have no other recourse.

Older employee children who are not enrolled at The Center, will be allowed to enter the building during program hours. Employee children cannot be in the building for longer than 20 minutes unless previously approved by the Director of Operations. The only exception is employee children who are completing documented volunteer hours for Lake County High School. Employees must obtain permission from the Director of Operations and must supervise their children at all times. Children will not be allowed to use the gym or playground. All employee expectations for planning are to be followed until the end of the employee shift. Employee children will not be allowed in the building on Professional Development days.

### **Children With Challenging Behaviors**

When a child has challenging behavior in the classroom, teachers will call a manager for assistance. Children will be accompanied by a staff member who is trained in CPI Nonviolent Crisis Intervention only.

### **Child Acts of Aggression**

- Separation of the children involved.
- Immediate comfort for the child who was injured and care of any injury suffered by the victim involved in the incident.
- Review of the adequacy of the caregiver supervision and appropriateness of facility activities, and administrative corrective action if there is a recurrence.
- Utilize developmentally appropriate strategies to support teaching the child appropriate social skills, some examples could include the use of visuals, social stories, supporting use of solution toolkit strategies, and teaching calming strategies, such as taking some space.

### **Prohibited Practices Of Discipline**

- Any form of emotional abuse, including rejection, or terrorizing a child is not permitted.
- Staff will not employ methods of discipline that involve isolation, the loss of food or physical activity. For example denying outside time if a child doesn't get snow clothes on fast enough, as punishment or reward.
- Abusive, profane, derogatory, or sarcastic language, including yelling, belittling, or humiliating is not permitted.
- Withdrawal, threat or otherwise, of food, rest or bathroom is not allowed.
- Corporal or any kind of physical punishment is not permitted. This includes hitting, spanking, beating, shaking, pinching, or other measures which produce physical pain.

All observations or suspicions of child abuse or neglect will be immediately reported to Social Services no matter where the abuse might have occurred.

Accused staff will be given leave with pay pending investigation of child abuse infractions. Such caregivers may also be removed from the classroom and given a job that does not require interaction with children. Parents of suspected abused children will be notified. Caregivers found guilty of child abuse will be summarily dismissed and relieved of their duties.

### **Closing Room**

Children may remain at The Center after regular preschool hours. Children remaining in the program will be transitioned to the closing room. The procedures utilized during these times are outlined below.

- Classroom teachers will transition children to the closing room at 3:00.
- Transferring teachers should say each child's name, one at a time; receiving teachers will write the name of the child on the list.
- Both teachers will cross reference the list with the children in the room, count, and write the total at the top
- Communicate total of children to teachers in the room
- As children are picked up, cross off their name and update the number at the top, and communicate this to other teachers in the room
- All teachers should remain at the 3:00 transition until the list has been updated and kids and numbers correlate
- Continue to update list and numbers as children are picked up
- Turn in closing lists with sign-in sheets to office closer at the end of the day
- Staff must follow appropriate release procedures for unknown adults and caregivers.

### **Nap Set Up**

- Napping will occur in the child's classroom
- Staff will ensure that cots are placed at least 3 feet away from individual assigned space. Staff will ensure that bedding materials provide a barrier between all parts of the child's body and floor.
- Cots will be labeled with the child's first and last name and children will not share cots.
- Bedding materials will be stored in individual plastic bags. Bags will be labeled with the child's first and last name.
- Bed Linen: Children will be issued clean bed linen weekly. No children will sleep on uncovered surfaces. Bed linen will be tight fitting.
- Children who do not fall asleep within 30 minutes of nap, a quiet time activity may be offered. (Example: art projects, books, or puzzles etc.)

- At wake up time, help children fold their blankets and put items into their individual bags.

### **Appropriate Release**

The Center maintains an updated Enrollment List that includes the names, addresses, and telephone numbers of individuals whom parents have authorized to pick up the child for them. The Enrollment List is updated as needed and provided to each classroom to be kept in the classroom binder with the Classroom Sign In/Sign Out sheet.

The program will only release children to these authorized individuals. Adults picking up a child must be 18 years old or older and provide identification. Staff must be able to confirm and verify the identity of the person with the pick-up list in order to release a child to any individual.

Procedure:

- Care-giving adults who bring the child to, or remove the child from, the facility will sign children in and out of the facility. Teachers should ensure that caregivers sign children in and out each day.
- Children who arrive at or depart from the program on the bus will be signed in by the teacher. The teachers will note the time, "Bus", and the teacher's printed name.
- Bus monitors will have a copy of the Enrollment List with them. Sign-in and out procedures will be utilized for all children utilizing the bus. The same Appropriate Release procedures for authorized care-givers will apply.

### **Unauthorized Release**

- The office will contact the custodial parent or guardian
- Telephone authorization to release a child will be accepted only in cases where a return call to the parent to verify his/her identity has been made.

### **Safety Issues Regarding Release Of Children**

Staff will take the following actions when any person picking up a child at The Center is reasonably suspected to be under the influence of drugs or alcohol and is functionally impaired:

- Staff will make every effort to detain the person at The Center (ask the person to sit down, engage the person in conversation, show things, or ask the person to wait).
- While the person is being detained, another staff person will call 911.

The transportation staff will take the following steps when there is reasonable suspicion that the person receiving the child from the bus is under the influence of drugs or alcohol and are functionally impaired:

- The bus monitor will make sure the child is safely in the home.
- The bus monitor will call The Center and speak with a manager regarding the situation.
- The manager will contact Social Services and will give them the necessary information.

### **Daily Transportation**

The Center will provide transportation services for children who are enrolled in Head Start or who attend with an IEP only. Bus monitors will be selected every year to accompany children who ride the bus. Training for transportation will occur before each school year during Pre Service Training.

### **Bus Monitors**



Bus Monitors will ride the bus every day along with the Lake County School District supplied bus driver. Monitors will be responsible for attending to the needs of the children while on the bus. They will also be responsible for buckling children into the seats using the five-point harness, signing children on and off the bus, and working with the bus driver in the event of a bus accident. All staff will be trained on bus monitor duties before each school year during Pre Service Training.

### **Other District Vehicles**

Upon request by the Director of Early Childhood Programs, staff may be asked to drive a Lake County School District vehicle. This will only occur at the request of the DECP. Staff members will need to coordinate with the Transportation department for training and other required materials in this instance.

### **Field Trips On The Bus**

Field trips utilizing the bus will be arranged by the Management Staff. Teachers who accompany the field trip will act as bus monitors while riding the bus.

### **Accident Reports**

Staff will be trained in how to complete an Accident Report at time of hire and before each school year during staff training. Accident Reports must be filled out when a child has an accident or when the child arrives at school with visible marks. Staff members who witness the accident will fill out the report. The accident reports will be reviewed and initiated by a manager before the parent/guardian signs the accident report the day of the accident. Parents will receive a copy of the accident report. Accident Reports will be turned into the Instruction and Health Manager at the end of the day to be entered into Child+. A copy of a completed accident report form will be filed in the Health Office until the end of the year and then moved to the child's file. The Instruction and Health Manager will place an order for correction on any hazards that have been identified.

### **Staff Training**

All Pre-Service and In-Service Professional Development days are mandatory for all staff to attend. Exceptions may only be made with prior approval from the Director of Operations.

On-site training will be offered throughout the school year for all staff. Each staff member is required to complete 15 hours of classroom training per year. To meet the annual clock hour training requirements, all licensed child care providers are required to have three clock hours of training focused on social emotional development and 12 clock hours of training focused on eight competencies:

1. Child growth and development and learning or courses that aligns with the competency domains of child growth and development
2. Child observation and assessment
3. Family and community partnership
4. Guidance
5. Health, safety and nutrition
6. Professional development and leadership
7. Program planning and development
8. Teaching practices

### **Professional Development**

Head Start requires that one teacher in each classroom must have a minimum of an Associate's degree in Early Childhood Education or an equivalent field or be covered by a special waiver issued by the Office of Head Start.

Head Start requires that all teacher assistants must have a CDA qualification, be enrolled in an associate's or bachelor's degree program or be enrolled in a CDA program to be completed within two years.

The Center encourages staff to continue with their education. Each employee will meet with the Director of Instruction to advise and inform staff of educational opportunities and financial support options, determine professional goals and discuss a professional development plan. The Center collaborates with Colorado Mountain College to provide training components, which include Early Childhood Development, First Aid, and CDA training.

The Center also provides CPR training for all staff. If this training is missed, staff will have to locate and pay for their own CPR training.

### **Teacher Planning Time**

Teaching staff are given classroom planning time every day from 8:00-8:45 am and from 3:10-4:00 pm. During this time, teachers are expected to be in their classrooms completing class related tasks. Meetings will be held at the discretion of managerial staff and held in the Coaching Room. Socializing during this time is not acceptable and should be done outside of work hours.

### **Home Visit and Parent Teacher Conferences**

Teachers will conduct two Home Visits during the program year. Teachers will conduct Home Visits within their teaching team, and a manager will attend in replace of any staff that is not able to attend. **Teachers should never conduct a home visit alone**, with the exception of the Early Head Start Home Visitor. Home Visits should be conducted in the family's home whenever possible, but the school can serve as an alternate location for certain circumstances.

Teachers should inform a supervisor or someone from the school when a Home Visit is occurring along with the location. Teaching teams will sign out of the building and provide a number that can be reached.

Teaching teams will also conduct two parent teacher conferences during the program year, which will occur at the school.

Scheduled days and times for Home Visits and parent teacher conferences will be noted in the "Notice of Assignment" and are factored into a teacher's overall pay. See program calendar for specific dates.

### **Reporting Suspected Child Abuse And Neglect**

The Center employees are required to follow the Lake County School District's Policy on Reporting Suspected Child Abuse, listed below. As District policy requires, please ensure that the Director of Operations is notified immediately of any report made to social services. In addition, the Head Start Regional Office is made aware of any reports to social services involving a Head Start child or staff member. The Colorado Department of Human Services is made aware within 24 hours of any report of suspected child abuse or neglect at the facility.

## **Lake County School District Policy on Reporting Suspected Child Abuse**

1. Definition of abuse or neglect

- a. Child abuse or neglect is defined in law as “an act or omission which seriously threatens the health or welfare of a child.” Specifically, this refers to:

- i. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
    - ii. Any case in which a child is subjected to unlawful sexual behavior as defined in state law.
    - iii. Any case in which a child is in need of services because the child’s parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
    - iv. Any case in which a child is subjected to emotional abuse which means an identifiable and substantial impairment of the child’s intellectual or psychological functioning or development or a substantial risk or impairment of the child’s intellectual or psychological functioning or development.
    - v. Any act or omission described as neglect in state law as follows:
      1. A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
      2. The child lacks proper parental care through the actions or omissions of the parent, guardian or legal custodian
      3. The child’s environment in injurious to his or her welfare
      4. A parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being
      5. The child is homeless, without proper care or not domiciled with his or her parent, guardian, or legal custodian through no fault of such parent, guardian or legal custodian
      6. The child has run away from home or is otherwise beyond the control of his or her parent, guardian, or legal custodian
      7. A parent, guardian, or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian, or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent’s, guardian, or legal custodian’s abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

2. Reporting requirements:
    - a. Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact to the appropriate county department of social services, local law enforcement agency or through the statewide child abuse reporting hotline system. The employee must follow any oral report with a written report sent to the appropriate agency.

b. In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

c. If a child is in immediate danger, the employee should call 911. "Immediate" refers to abuse that occurs in the employee's presence or has just occurred.

d. The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original concern.

3. Contents of the report:  
The following information

a. should be included to the extent possible in the initial report:

i. Name, age, address, sex, and race of the child.

ii. Name and address of the child's parents, guardians, and/or persons with whom the student lives.

iii. Name and address of the person, if known, believed responsible for the suspected abuse or neglect.

iv. The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings- all with dates as appropriate.

v. The family composition, if known

vi. Any other information that might be helpful in establishing the cause of the injuries or the condition observed

4. It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the school official or employee to conduct a preliminary non-investigative inquiry or injuries under the following circumstances:

a. School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.

b. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.

c. All efforts must be made to avoid duplicate or numerous interviews of the victim.

5. After filing reports:

a. After the report is made to the agency, district and school staff members will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

b. As the case is being investigated, the school will provide supportive aid and counseling services for the child,

c. Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not engage in the following activities:

- i. Make home visits for investigative purposes.
- ii. Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- iii. Convey messages between the agency and the parents/guardian.
  6. Authorized school and district personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.
  7. Guidelines for consideration:
    - a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with the building principal. If building principal is not available, a direct call to the county department of social services about concerns is advisable.
    - b. Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.
    - c. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise a court order must be obtained to legally withhold a child from his or her own parent or guardian.

### **Drug Free Workplace**

The Center has responsibilities and obligations to its employees, students, parents and the public at large to ensure safety in our workplace. Consequently, the following are strictly prohibited:

- reporting to work under the influence of intoxicating liquor or illegal drugs
- employee's use, possession, purchase or transfer on The Center's premises or property (including storage in a desk, locker, car, etc.) of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, student, parent or the public
- the sale of any such item on The Center's premises or during work time

"Controlled substance" or "illegal drugs" can include prescription drugs. Employees may use prescription drugs so long as that use is consistent with a prescription and approved under working conditions by the employee's doctor. Employees must report promptly to their supervisors their use of any prescription or non-prescription medication that may impair their judgment, alertness, performance or behavior.

The Center may also require employees to consent to personal or facility searches when it has reason to suspect the presence of drugs or alcohol.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. This policy applies to all Center employees, The Center building and all Center vehicles.

Observance of these guidelines is a condition of employment with The Center. A violation shall subject you to appropriate disciplinary action up to and including immediate discharge.

Alternatively, you may be allowed to participate in an approved drug abuse assistance program in appropriate circumstances.

Pursuant to law, if you are convicted or plead nolo contendere ("no contest") under any criminal drug statute for a violation occurring in the workplace you shall notify your supervisor not later than five days after the conviction. The Center has an obligation to notify the appropriate federal agency within ten days after receiving notice of such conviction if there is a relationship between any federal funds received by The Center and your work site.

### **Smoking**

In keeping with The Center's intent to provide a safe and healthful work and educational environment for students, teachers and the general public, smoking is prohibited throughout the workplace. This policy applies to all employees and visitors. For the purpose of these Guidelines, the "workplace" means The Center building, property and vehicles, but does not include the employee's private vehicle.

## **Building Safety**

### **Safety**

The Center intends to provide a safe and healthy environment for you to work in. Report all accidents in writing, no matter how minor, to your supervisor immediately. We want to determine the cause and ensure that they will not recur.

The biggest single factor in ensuring your safety on the job is YOU. If you are careless, all the safety precautions possible cannot prevent an accident. It is YOUR responsibility, to yourself, your co-workers and the students, to practice safe work habits. Report any unsafe practices and conditions to your supervisor so corrective action can be taken.

Remember safety rules are only as effective as you make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all you do on the job. You will be going a long way toward making our workplace a safer place for yourself, your fellow employees and the students. Then, we can all enjoy an excellent safety record.

**EMPLOYEES ARE SOLELY RESPONSIBLE FOR KNOWING, UNDERSTANDING AND ADHERING TO ALL APPLICABLE SAFETY REGULATIONS!**

### **Emergency Phone Numbers**

- Each phone will have posted next to the telephone the numbers of the FIRE/POLICE/SHERIFF/AMBULANCE, Rocky Mountain Poison Control, Poison Control, Rocky Mountain Family Practice, Leadville Medical Center, St. Vincent Hospital, Sheriff, Police, and Fire Department.
- 911 will be used to contact emergency medical help. Emergency contact information for each child and staff member will be kept readily available. If you are dialing 911 from inside a school district building, note that you have to dial 8-911.
- **Staff should never leave the classroom without the First Aid Pack, radio, AND classroom binder containing both the Sign In/Sign Out Sheet and the Enrollment List.**
- When leaving the building for a field trip or an emergency situation (including drills), staff must have the Classroom Backpack and Rescue Medication with them as well.

### **Classroom Backpacks**

Classroom backpacks will travel with the class whenever they leave the classroom. Included in each backpack are first aid supplies as well as other emergency supplies.

- A comprehensive First Aid kit is located in the main office, kept inaccessible to children, and will be resupplied following use to maintain the supply of items.
- Classroom Backpacks will be kept out of reach of children.
- Backpacks are also kept in the special education room, Health Office, Family Office, Early Head Start Office, Operations and Instruction Offices.
- If items are used from the backpack they should be replaced. Items are located in the Health Office.
- The Classroom Backpacks will contain the needed items only. A list will be kept in the front of each backpack.

### **Standard Response Protocol Emergency Procedures**

#### **FIRE**

- Anyone who discovers smoke or fire will pull the fire alarms located in the hallways.
- Staff will exit with their children following the posted evacuation procedures.
- When exiting room, staff will turn off lights and close doors as they leave
- Any staff not with children will use the fire extinguisher where necessary and safe.
- The Manager of Operations will report the fire to the child care licensing agency within 24 hours.

#### **FIRE DRILLS**

- Evacuation routes will be posted by the door of each classroom. Teachers will take their First Aid pack and red emergency bag with them.
- Teachers will do a “Quick Peek” from their location before exiting into the hallway. This is to assess any unknown threats that may exist in the hallway and ensure it is safe to exit their current location. Teachers will support children with remaining close together in line without gaps during evacuations. Teachers need to follow active supervision procedures and count and communicate to ensure all children in their care are safely evacuated.
- Management staff will follow classrooms out of the building to support safe evacuation of all children.
- A director will give the all clear sign when children and staff can return to the building. A representative of the fire department will observe at least one drill per year.
- Records of each drill, along with noted concerns or challenges, will be maintained and kept in the front office.
- Fire drills will be held monthly. The timing of the fire drills will vary to include early morning, mealtimes, and afternoons.

#### **EVACUATION**

- Staff/child ratios will be maintained and the children will be evacuated to the Senior Center building behind The Center on West 6<sup>th</sup> Street or any other School District building. The Operations Director or Manager of Operations will notify the appropriate agencies.
- The Manager of Operations will carry emergency contact information from the facility to the new site. Teachers will be responsible to carry the Enrollment List and the Sign In/Sign Out sheet to the new site and compare attendance at the new site to ensure no children or staff have been left behind.
- Parents will be notified by telephone where to pick up their child.
- All new staff will receive in-service training on the evacuation plan.
- Evacuation drills will occur two times a year.

#### **LOCK DOWN**

- A lock down will be announced over the intercom system and walkie-talkies.
- Lock the door and shut off the lights.



- Keep all children out of view from door windows.
- Keep the children quiet and still.
- **Do not under any circumstance open or unlock the door**
- The class will remain in lock down until the police/Director of Operations unlocks the classroom doors from the hallway.
- If you are in the hallway enter the closest room that you can find. Take any children with you that are in the hallway.
- Please refer to the Standard Response Protocol for other information about lockdowns.
- Lock Down drills will occur twice a year.

#### **POWER OUTAGE**

- Caregivers will comfort the children, explain the situation and urge them to remain calm.
- The Director of Operations or Manager of Operations will discover if the power outage is confined to the facility or inclusive of the neighborhood by calling the Lake County School District Administration Office or the local power company.
- There is emergency lighting located throughout the building. If necessary teachers will move children quietly to the cafeteria where there is more natural light. If classrooms are dropping in temperature, children and staff may be moved to areas in the building which may have a more accessible heat source (such as sunlight).
- If weather conditions do not permit maintaining a safe temperature within the facility, parents will be notified by telephone to pick up their child.

#### **Missing Children**

If it is determined that a child is missing, the teacher will immediately notify the Director of Operations or another manager. The administrator will notify the authorities and the parents.

#### **Standard Precautions and Exposure**

Staff will follow the Standard Precautions recommended by The Centers for Disease Control in handling any fluid that might contain blood or body fluids. Non porous gloves will be worn at clean up and hand washing will be done after the gloves are discarded. All blood contaminated items must be placed in a plastic sealable bag and disposed of properly in a garbage can.

Teachers, staff and volunteers will carry the First Aid Pack that is located in each room and has gloves in it on the playground and on field trips as protection. Any staff member/child/volunteer exposed to blood or blood contaminated materials are to be referred to the local Health Department for evaluation and disposition as soon after exposure as possible. The Health Department will determine whether exposure has actually occurred and whether laboratory testing should follow (within 24 hours after exposure). If an employee or volunteer is exposed to a blood borne pathogen, the employer will make available to the employee, at no cost, laboratory tests conducted by an accredited laboratory.

Follow-up must include a confidential medical evaluation documenting the circumstance of the exposure. The Center will offer counseling after an exposure incident.

Staff members and volunteers are annually trained on general infection/disease control measures, blood borne pathogens and application of Standard Precaution techniques when dealing with blood or blood contaminated tissue/body fluids. Staff members are required to have a current First Aid Card. They may be called upon at any time in the program to administer First Aid to children. The incidental nature of this circumstance effectively establishes first aid as collateral duty rather than a primary one. This fact, under the OSHA ruling, eliminates any kind

of “routine” staff vaccination against Hepatitis B. However, Hepatitis B vaccinations will be provided to an employee who has been exposed within 24 hours of exposure.

### **Center Equipment**

Each employee is expected to use The Center's equipment for its intended business purpose only and not to damage or abuse it. Unless permitted by a separate policy (e.g., use of copy or fax machine), employees may not use any company equipment for personal reasons without the express prior permission of their immediate supervisor.

Employees must notify their supervisor of equipment failures or malfunctions immediately. Each employee is responsible for keeping the equipment the employee uses clean and safe.

### **Center Property**

Management of The Center may at any time inspect any area within the Center, without prior notice, and any information created, generated or stored in The Center's workplace or using The Center's equipment. For example, and without limitation, management may inspect desks, files, cabinets and other storage areas, computers, disks, tapes and other means of storing information and data. No personal locks may be used to prevent management from inspecting desks, files, cabinets and other storage areas at The Center.

### **Facility Cleaning Routines & Maintenance**

The facility will be maintained in a clean and sanitary condition daily, by Lake County School District custodial staff. The Lake County School District will meet or exceed federal, state, and local guidelines for physical plant contents and maintenance.

### **Classroom Safety**

- Staff will keep all personal belongings (purses, jackets, lunches, backpacks) inaccessible to children in the classroom by placing items in the gray cabinet.
- Staff in each room will be responsible for checking for safety mechanisms prior to the opening of the classroom on a daily basis. Staff will keep the rooms orderly and tidy.
- Staff is responsible for completing the classroom safety checklist on a weekly/daily/monthly basis, to ensure the rooms are safe. Any replacement items can be found in the Health Office. Safety checklists will be given to the Manager of Instruction and Health at the end of each month.
- Teachers will notify the Manager of Instruction and Health of any potential hazards or repairs needed.
- Toys will be sanitized daily.
- All spray bottles will be labeled no matter the contents.
- All classrooms are supplied with a bin labeled “Dirty Toys”. Each day, teachers will wash and scrub each toy with hot water and soap. Then sanitize following cleaning/ disinfectant procedures.
- Dramatic play clothes will be washed monthly, unless soiled
- Stuffed animals, puppets, blankets, and other linens will be washed weekly
- The following objects will not be allowed in the classrooms:
  - latex balloons
  - plastic bags larger than a sandwich bag,
  - glitter
- Toys will be inspected weekly and discarded if they show any of the following:
  - sharp edges
  - exposed or unthreaded screws

- cracks in the plastic
- present risk of injury from common use
- storage bins with chips, cracks, or breaks
- Classrooms will be checked two times a month or as needed by the Manager of Instruction and Health and Manager of Operations. Violations will be reported to staff via email and checked for correction. If continued non-compliance is noted, teachers may be subject to disciplinary write ups by management.

### **Locking Cabinets**

Cabinets must be kept organized and will be checked on a monthly basis. All items must be kept in an orderly fashion and items which can be ingested separate from all others.

Cabinets should only contain the following items:

- ChapStick
- Toothpaste, toothbrushes, and tooth brushing timers
- Food coloring and shaving cream,
- White out, staples, adult scissors, and whiteboard cleaner
- Soapy water spray bottles, rinse water bottles, and sanitizer (bleach) spray bottles all labeled with name of contents
- Children's personal soaps, lotions, and sunscreen
- Any other item labeled "Keep Out of Reach of Children"
- Staff personal prescriptions and/or over the counter medications

### **Classroom Bathrooms**

The classroom bathroom is utilized for child bathroom breaks provided throughout the preschool day. The following procedure will be utilized in this bathroom.

- One classroom will use the bathroom at a time.
- At the bathroom, one staff member will stand at the doorway and ensure only four children are in the bathroom at one time.
- Teachers will facilitate children taking turns to use the stalls.
- Children will wash their hands after using the bathroom.
- Before exiting the bathroom, staff will visually sweep the bathroom and check the stalls to ensure that all children are accounted for.
- If at any point staff need additional support while in the bathroom supervising children, they will call on the radio.
- Classroom teachers will be responsible for children who have bathroom accidents.
- Children who are working on potty training (wearing a Pull Up and are showing consistency in trying to use the bathroom) will use the bathroom in the classroom. A conference will be held between teachers, Program Support, SPED, and the Manager of Instruction and Health before this transition occurs.

### **Gym Safety**

Staff will follow the Active Supervision Policy while in the gym.

- Teach children how to use the equipment in the gym properly and how to play safely.
- Teachers will facilitate getting out all gym equipment.
- All equipment will be put away after each use.
- Teachers should have organized activities planned for the majority of the scheduled gym time; free play should occur for only shorter periods of time and be effectively monitored for safety.
- Classroom rules are to be enforced in the gym.

### **Playground Safety**

- A daily safety check will be conducted each morning by the Manager of Operations before the first scheduled outside time. The playground will be clear of glass, litter, and rocks.
- Staff will follow the Active Supervision Policy while on the playground.
- Staff will place themselves so that they can effectively monitor child activities. For example, moving toward the sand box when large volumes are here.
- The Manager of Operations will observe each scheduled outside time on a monthly basis to ensure safety and supervision procedures are being accurately followed.
- Gates are to be closed at all times.
- Report any repairs needed or animals found on the playground to the Manager of Instruction and Health as soon as possible.
- General Guidelines:
  - Teach children how to use the equipment on the playground properly and how to play safely.
  - Children must wear helmets when riding tricycles, scooters or bicycles and will follow a set path.
  - Children will go up the stairs and down the slide feet first. Toys will not be used on the slide structure.
  - Children will climb the bouldering wall, without jumping. Children should always remain seated, no standing.

### **Weather**

Outdoor play will occur daily, weather permitting. An exception to our policy may be made for poor air quality or dangerous weather conditions which may include thunderstorms, snowstorms and wind.

- Winter: All children will go outside unless the temperature “feels like” 10 degrees or lower and/or the wind is blowing to where vision may be obstructed. Children will be adequately dressed for outdoor winter play and will only be out for a maximum of 15 minutes in temperatures less than 20 real feel degrees.
- Temperature: If the temperature is above 80 degrees, which doesn’t happen often, it would impact the ability to take the children out as they are not used to these warm temperatures.
- Thunderstorms and Lightning: If outdoors, all children and staff must go indoors as soon as thunder is audible. **Do not go under trees** and avoid all outdoor activities. If indoors, children and staff must stay away from open doors, windows, sinks, and plugged in appliances. Do not use any electrical equipment during an electrical storm!
- Field Trips: If on a field trip and severe weather occurs, staff will find shelter indoors immediately and stay indoors until the storm passes and call The Center management to share location.

### **Sunscreen**

Sunscreen or other approved sun protection will be used daily for outside play. Parents can bring in a sunscreen of their choice and will be labeled with the child’s **first and last name** and will not be shared with another child. Staff will check the expiration dates as necessary. The Center will obtain parent or guardians written authorization and instructions for applying sunscreen. If the sunscreen is provided by The Center, parents will be notified in advance and in writing what kind of sunscreen will be used on their child.

- Teachers will apply sunscreen to any exposed skin before going outside.
- Sunscreen will be reapplied as directed by the product.

- Teachers will wash their hands before applying sunscreen and when using a new brand.
- Teachers will apply a new set of gloves before applying sunscreen to each individual child.
- Children over four years old may rub in sunscreen themselves which teachers have applied to exposed skin under the direct supervision of a staff member.

### **Water/Water Bottles**

Drinking water will be accessible to all children, while indoors and outdoors, by drinking fountains. Teachers will schedule in times to drink water within their daily schedule such as with bathroom breaks, after gross motor play, and during other classroom transitions.

Water will be offered during snack and mealtimes in accordance with CACFP guidelines and regulations. Children have the option of bringing a plastic or metal water bottle with a tight fitting lid for personal use in the classroom. **Water bottles must be labelled clearly with the child's first and last name and taken home regularly for cleaning.** Staff is not responsible for the cleaning, maintenance, or loss of any child's personal property, including water bottles.

### **Field Trips**

Field trips support the classroom curriculum and help children gain a deeper connection to the area they are learning about. Walking or bus transportation will be determined as appropriate based on the nature and timing of the field trip. Walking field trips will be weather permitting. Program wide field trips will be coordinated by the Director of Instruction and Manager of Operations. Classrooms seeking individual field trips must receive prior approval from the Director of Instruction. Parents will always be notified through the classroom calendar and reminder notes when their child's class will be leaving school grounds. Parent permission must be obtained for each field trip.

Before leaving the building, teachers must leave a copy of their sign-in sheet with where they are going, leave time, expected return time, and a cell phone number in the Main Office. Teachers must take their clipboard, radio, First Aid fanny pack, Red Emergency Backpack, and any Rescue/Emergency Medications.

### **Neighborhood Walks**

Neighborhood walks can occur at any time during the program hours and are limited to 30 minutes. Walks will be within the following radius:

- School perimeter sidewalks
- Mineral Belt trail

All walks need to be preplanned and indicated on lesson plans for the week.

Before leaving the building, teachers must leave a copy of their sign-in sheet with where they are going, leave time, expected return time, and a cell phone number in the Main Office. Teachers must take their clipboard, radio, First Aid fanny pack, Red Emergency Backpack, and any Rescue/Emergency Medications.

## **Health Routines**

**Child Health**

- Immunizations are required under the Colorado School Entrance Immunization Law and must be up to date according to the current routine schedule recommended by the Colorado Department of Health and Environments. Parents provide proof of up to date immunizations or sign a Personal Exemption Form, within 14 days of the first day of school.

- Yearly physicals are required by Colorado Child Care Rules and Regulations within 30 days of the first day of school or expiration. The Manager of Instruction and Health will work with families to ensure all health requirements are met on time.
- All medical records will be kept in the child's file and updated throughout the year.
- Health education will be part of the curriculum for staff, parents and children. Topic areas may include: nutrition, overall wellness, mental health, physical health, child development, substance abuse, and other areas based on recommendations from Public Health, medical/dental professionals, and other community partners.
- All health education activities and materials for children will be developmentally appropriate. Health practices will be integrated into the daily routines and focused on topic areas such as safety week, fire prevention week, etc. Programs will notify parents if sensitive topic areas are included in the health education plan. Parents must notify the program if they do not want children to be involved in activities related to a specific topic.

### **Care Of Ill Children**

Children will be evaluated by staff each day upon entry into the program each day. Exclusion will be based on whether there are adequate facilities and staff available to meet the needs of both the ill child and other children in the group. If a child appears ill, the teacher will call the Manager of Instruction and Health to take the child to the Health Office for evaluation. If based on the Sick Child Policy (listed below) the child should be sent home, a manager will call a parent or guardian to come and pick the child up.

Some communicable diseases (see list in Health Office or Front Office) must be reported to public health (phone number in Health Office or Front Office) authorities so that control measures can be used. Parents are to notify the office within 24 hours after a child has developed a communicable disease. Parents of children who may have been exposed to a child with a communicable disease or reported condition will be informed about the exposure according to the recommendations of the local health department.

### **Sick Child Policy**

SYMPTOM	CHILD <b>MUST</b> BE KEPT AT HOME?
<u>Diarrhea:</u> Loose or watery stools compared to child's normal ones that are not caused by food or medicine.	<u>Yes</u> If a child looks or acts sick; if the child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting.
<u>Fever:</u> Fever of over 100.0 or above.	<u>Yes</u> May come back to school after 24 hours fever free <i>WITHOUT</i> the aid of medicine.
<u>Coughing:</u> Frequent deep cough, a high pitched croup or whooping, and/or difficulty breathing.	<u>Yes</u> If severe, uncontrolled coughing or wheezing, medical attention is necessary.
<u>Vomiting:</u> Throwing up two or more times in the last 24 hours.	<u>Yes</u> May come back to school after 24 hours, until vomiting stops, or a doctor says it is not contagious.
<u>Conjunctivitis (Pink Eye):</u> Pink color of eye <i>AND</i> thick yellow/green discharge.	<u>Yes</u> Until you have had eye drops prescribed and applied for 24 hours.
<u>Hand Foot and Mouth Disease (Coxsackie Virus):</u>	<u>No</u>

	Unless the child has mouth sores, is drooling and is not able to take part in usual activities.
<u>Head Lice or Scabies:</u>	<u>Yes</u> From the end of the school day until after the first treatment.

\*\*If a child is excluded for any reason the Manager of Instruction and Health must be notified. This information must be logged in the *Illness Surveillance Form* binder in the Health Office each time a child is sent home.

### **Staff Who Become Ill**

Staff who become ill while at work will follow the guidelines in the Sick Child Policy to determine if they need to go home. If staff become ill, they must inform either the Manager of Operations or Manager of Instruction and Health for coverage and reporting. Staff will be required to take PTO if they must leave work due to illness after the school day has started.

### **Medication Administration**

- Only specifically designated staff trained in Medication Administration are allowed to administer medicine to children, with parent and physician written consent. These staff members will be trained yearly by the School District's Nurse on the administration of medicine.
- It is recommended that every possible means be taken to give children medication at home. If it becomes apparent and necessary for a child to take any form of medication at the child care facility, the following steps must be in place.
- Medication can only be legally given by the child care facility nursing consultant or by personnel who are trained and delegated the task of giving medication.
- A medication log is kept in the health office or with the medicine in the classroom as appropriate.

Medication Policy:

- Written authorization from the person with prescriptive authority stating the child's name, medication, medication route, dosage, time to be given, for how many days and side effects.
- Medication properly identified and in its original pharmacy labeled container.
- Written permission by the parents giving the child care facility authorization to administer medication.
- A medication log, to document when medication was given and who gave the medication.
- Storage of medication will be in a clean, locked cabinet or container.

Without the following six legal requirements, medication cannot be legally administered at the child care facility!!

Right Medication - Right Child - Right Time - Right Dose - Right Route- Right Documentation

### **Rescue Medication**

All staff are trained to give Rescue Medication.

Any type of rescue (asthma inhaler, Epi-Pen, etc.) will be kept in the classroom. It will be kept in a small fanny pack labeled with the child's initials and will include the medication, health plan, and administration log. The fanny pack should be kept in an easy access area for teachers, but out of the reach of children. The rescue medication should follow the child throughout their school day in case of an emergency, including field trips, emergency situations (including drills), or on the bus. Teachers will need to complete the Medication Log each time the child is given medication.



### **Emergency Medications**

Only staff that have been trained and delegated annually in Medical Administration can administer emergency medication.

Emergency Medication is kept in a backpack with a breakable zip-tie on the zipper. The backpack will be kept out of the reach of children in the classroom. This backpack will travel with the child throughout the day, on field trips, emergency situations (including drills), or on the bus. Managers should be called on the radio in the event a child needs emergency medication administered.

### **Allergies**

Parents will notify the Manager of Instruction and Health or teachers of any allergies their child may have. An Allergy/Special Diet Restrictions "Quick Reference" List will be created and posted on the outside of the Locking Cabinet with a cover sheet, while a complete comprehensive list, including all health concerns, will be kept in the cabinet. All staff, including subs, will be responsible for checking the list and knowing the allergies of the children in the room. Lists will be updated as new information becomes available from parents. Medication for allergies must be prescribed by a physician and staff will follow the medication policy.

### **Injuries Requiring Treatment**

- First Aid/CPR classes will be offered annually at The Center. It is the employee's responsibility to keep his/her card current by attending one of the classes. Cost of the First Aid/CPR classes taken at other times will be the employee's responsibility. Staff and volunteers may be called upon to administer first aid to children/staff at any time in the program.
- The staff who are with the child will provide first aid. Management staff will be called for support.
- The management staff will contact a parent or guardian. Management staff will notify the hospital or doctor if immediate medical help is required and children will not be transported in personal cars unless no other means are available in an emergency situation.
- A staff member will remain with the child until the parent assumes responsibility for the child. Staff/child ratio will be maintained at all times for the children remaining in the facility.
- The teacher involved will complete an Injury Report form, as soon after the incident as possible.
- Dr. Schamberger, our dental consultant, will accept emergency dental referrals of children and will be available to give advice regarding a dental emergency unless otherwise indicated by the parent. Dental injuries will be given first aid treatment. If dental care is required, a staff member will accompany the child and remain with the child until the parent assumes responsibility for the child.

### **Serious Illness, Hospitalization, And Death**

The Director of Operations and/or the Manager of Operations will immediately notify the authorities of a serious illness, hospitalization or death of a child or staff member that occurs during or related to childcare. The Director of Operations and Manager of Operations will plan and carry out communication with other staff, parents, children, state childcare licensing agency and the community as appropriate within 24 hours of the incident.

### **Sensory/Water Tables**

Tables must be washed and sanitized at the end of each day. First spray soapy water, rinse, and spray bleach sanitizer and leave to air-dry for at least 2 minutes. No food ingredients will be

used in a Sensory or Water table at any time. Water tables must have the water changed after each session in a classroom (i.e. opening childcare hours-preschool hours, preschool hours-afternoon childcare hours).

### **Animals**

Prior approval must be obtained from the Manager of Instruction and Health before any animal is brought to The Center. Parents must be notified in advance and alternate arrangements made if a child allergy exists. Teachers must be willing to supply the pet and all of its materials. An area should be set up in the parking lot or grassy area outside of the fenced playground for large animals. All animals should be on a leash or confined in a small area for safety purposes.

Any pet or animal present at The Center, indoors or outdoors, will be in good health, show no evidence of carrying disease, and be a friendly companion for the children. Dogs or cats, where allowed, will be immunized for any disease that can be transmitted to humans. Staff will always be present when children are exposed to animals and children will be instructed on safe procedures to follow when close to the animals. Hands will be washed after handling animals.

The following animals are prohibited in the building:

- Ferrets
- Turtles
- Birds of the parrot family
- Wild animals
- Any animal that may contain salmonella

### **Plants**

The staff members who have plants in their room will be responsible for checking that all plants receive the appropriate care and meet the following guidelines:

- *ALL PLANTS MUST BE LABELED WITH IDENTIFYING NAME*
- A list of poisonous plants to be excluded from classrooms will be posted in the Health Office.
- Allowable plants include those that are nontoxic, do not generate a lot of pollen, or drop small flowers or leaves.
- Plants will be regularly dusted. Children will not be allowed to put the plants in their mouths.
- Children and staff will follow proper hand washing procedures after handling plants.
- **In the event of ingestion with a poisonous plant, CALL the Regional Poison Control Center: 1-800-222-1222 or Rocky Mountain Poison Control: 1-303-739-1100.**

### **Soiled Linens During Nap**

- Put on a clean pair of gloves.
- Remove soiled bedding and place it in a "Soiled Linen" labeled basket.
- Place the child's belongings in a plastic bag and place it in the child's cubby.
- Call the Manager of Instruction and Health to take sheets/blankets and wash in hot water in the break room.
- Sanitize/disinfect nap cot. First spray sanitizer solution, allow to air dry for 2 minutes, then spray with disinfecting spray, allow to air dry for an additional 2 minutes. Place behind the divider to dry.

- Please notify the office closer about linens being washed. The closer will then place items in the dryer.

### **Sanitizing/Disinfecting (Bleach)**

Prepare all bleach bottles in the Health Office daily. For sanitation, bleach should be mixed according to the label inside the bleach cabinet and put into properly labelled bottles. Each classroom and the Health Office will receive a newly filled bleach bottle each morning. This solution will be used on tables and toys throughout the day.

For disinfectant bottles: mix according to the label inside the bleach cabinet, the labelled bottles should be filled and placed in the diaper in the Health Office each morning. This will be used to disinfect the diaper mats and pads.

All bottles will be labeled with the contents before use.

### **Hand Washing**

All staff and volunteers working in the classrooms will teach and model appropriate hand washing practices in order to lower the risk of spreading communicable diseases.

Staff shall supervise children's hand washing to assure adequacy of the procedures. Staff is responsible for ensuring children wash and dry their hands completely.

ALL staff, children, and volunteers shall wash their hands at the following times:

- Contact with body fluids.
- Upon entry into a classroom for an extended time period (breaks for staff, support for kids, observations of classrooms, ect).
- Before food preparation, handling, or serving (including setting the table).
- After toileting, changing diapers, or assisting a child with toilet use.
- Before and after eating meals or snacks.
- After handling pets or other animals.
- Before and after using disposable gloves.
- After coughing or sneezing.
- After inspecting for lice, or other communicable diseases.
- Before and after using the Water or Sensory table.
- After playing in the gym.
- Coming in from outside.
- Before and after giving medication.
- Before and after applying sunscreen.
- After cleaning or handling garbage.
- At any time hands become soiled.

Procedure:

- Wet hands with warm water.
- Get one squirt of foam soap.
- Use friction to work up lather inside and outside of hands for 20 seconds out of the stream of water.
- Rinse well under a stream of water.
- Dry hands thoroughly with a paper towel.
- Turn off the faucet with a paper towel, if possible.
- Clear, simple hand washing procedures will be posted in all the classrooms.

### **Child Bathroom Breaks**

Children will have access to the bathrooms as needed throughout the program day. Classrooms will take planned bathroom breaks utilizing the classroom bathrooms.

The Center asks parents to provide extra clothes in a child's backpack. In the event that a child does not have extra clothes, staff will utilize clothing from our extras supply located in each shared bathroom. Staff will do their best to accommodate for fit and weather appropriateness, this is dependent on clothing that is available. Parents are asked to wash and return these if possible. Written documentation will be kept for accidents.

### **Bathroom Support Needs**

Clothing Supports:

- If a child needs support with their clothes (for example: pulling up pants, zipping or buttoning pants etc.):
  - Staff will verbally guide the child to try to manage their clothes on their own.
  - If the child is unable to manage fastening their clothes independently, the teacher will provide assistance when the child exits the stall.

Cleaning Support:

- If a child needs help cleaning/wiping themselves:
  - Staff will call for support on the radio.
  - When support arrives, teachers will verbally guide the child to try to clean themselves independently.
  - If assistance is needed, staff will wash hands, put on a glove and assist the child. The other staff member will maintain line of sight of the class and the teacher assisting.

Accident Support:

- Classroom teachers will be responsible for children who have bathroom accidents.
- If a child has an accident with a bowel movement:
  - If the child needs assistance cleaning themselves: the child will remain standing and the staff will clean the child's bottom with a moist disposable wipe (wiping from front to back).
  - Put dirty wipes and disposable gloves in a plastic bag and tie the bag closed.
  - The child will put on clean clothes and teachers will provide assistance if requested.
  - Staff and the child will wash hands following the Handwashing Procedure.
  - One staff member will complete and sign the "Change of Clothes" note for parents (to be placed into the child's cubby) as well as the "Change of Clothes" log.

### **Diapering**

- Diapering will **ONLY** be completed in the bathroom in the Health Office.
  - Diapering will **ALWAYS** be done with two staff members present. One staff member will change the diaper and the other staff member will monitor and provide support as needed.
- NEVER LEAVE A CHILD UNATTENDED!!***

- Food handling will **NOT** be allowed in the diapering area.
- Changing surfaces will be waterproof, free of cracks, tears, and will be kept clean.
- Diapering can be individualized as needed to meet a child's specific needs.
- Children who are working on potty training (wearing a Pull Up and are showing consistency in trying to use the bathroom) will use the bathroom in the classroom.

Procedure:

**ALWAYS WEAR DISPOSABLE GLOVES WHEN USING A DISINFECTANT AS THE HIGH CONCENTRATION MAY BE TOXIC!!!!**

1. Prepare:

- a. Cover the diaper changing surface with disposable liner
- b. Bring your supplies (clean diaper, wipes, gloves, plastic bag for disposal, extra clothes, etc.) to the diapering area
- c. If you need to use diaper cream (with written doctor's permission ONLY) have it out of the reach of children
- d. Put on gloves
2. Clean Child:
  - a. *Children may be changed standing up as appropriate for the child and the situation.*
  - b. Lay the child on diapering surface and unfasten diaper
  - c. Clean the child's diaper area with disposable wipes. ALWAYS wipe front to back!
  - d. Keep soiled diapers/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.
- e. Wash child and staff's hands with a baby wipe
3. Remove Trash:
  - a. Place used wipes in the soiled diaper
  - b. Discard the soiled diaper and wipes in the labeled trash can
  - c. Remove and discard gloves
  - d. Place all items in a plastic bag and tie shut
4. Replace Diaper:
  - a. Slide a fresh diaper under the child
  - b. Apply diaper cream, if required
  - c. Fasten the diaper and dress the child
5. Wash Hands (one staff member):
  - a. Use soap and water to wash the child's hands and your own
  - b. Return child to classroom
6. Clean Up (other staff member):
  - a. Remove liner from the changing surface and discard in the labeled trash can
  - b. Wipe off any visible soil with baby wipe
  - c. Clean surface of changing pad with soapy water and wipe down
  - d. Disinfect surface of changing pad, removing excess disinfectant spray after two minutes
  - e. Allow changing pad to air dry
7. Wash Hands
8. Record the diaper change on the individualized child's form

### **Tooth Brushing**

Each classroom will have a daily tooth brushing time modeling and teaching good dental hygiene. Toothbrushing will always be a supervised activity. Children will stay at the tables while brushing teeth.

1. Set up: The teacher puts a pea sized drop of toothpaste onto the bottom of each child's tooth brushing cup. The teacher then places a paper towel and the cup with the toothpaste at each child's place at the table. Each child gets their own labeled toothbrush.
2. Scoop: When the teacher tells them to, each child scoops the toothpaste from the bottom of the cup onto the bristles of their toothbrush.
3. Brush: Everyone brushes together for two minutes. Each classroom will choose a method to keep track of time: the toothbrushing song or use of a sand timer at each table to help ensure brushing occurs for the full two minutes. The teacher models brushing the inside, outside, and top of every tooth.
4. Spit: Children spit any toothpaste still in their mouth into their cup.
5. Wipe: Children wipe their face with their paper towel to clean off any toothpaste.

6. Clean up: Children will throw away their cups and paper towels. Children also rinse off their toothbrush and place it in the sanitizer. The sanitizer will run through one fan cycle and then be unplugged in order to turn it off, about 10 minutes long.

#### Sanitation/Storage

- Sinks will be sanitized after brushing the children's teeth.
- Each child will have his/her own labeled toothbrush for use with tooth brushing.
- Brushes will be stored in the UV sanitizer and kept out of the reach of children.
- Toothbrushes will be rinsed thoroughly with hot water at least once a week to help prevent the spread of bacteria. Toothpaste should be removed from bristles.
- Each classroom will be provided with a new toothbrush four times a year (in August, October, January, and March), more often during the cold and flu season, or if the toothbrushes appear worn or splayed. Teachers may replace toothbrushes as they see necessary.

### **Child Meals**

The Center provides healthy meals daily for breakfast, lunch, and a snack that follow all CACFP guidelines. Mealtimes are scheduled within the program day. Parents are encouraged to eat lunch with their child with prior communication to office and Food Service staff.

Lunch counts will be recorded each morning by staff on the white board by the door of the preschool classrooms. These numbers should match child attendance in the classrooms. Program Support will communicate lunch counts to the kitchen. Teachers will call up to the cafeteria to adjust lunch counts for any late arrivals. Children here within five minutes of each mealtime will be served that meal. Teachers will call for an additional lunch as necessary if the child was not accounted for in the regular lunch count.

All children will eat provided meals within the program, unless families have followed the process for a Special Diet option with the Manager of Instruction and Health. The Manager of Instruction and Health will communicate children with these circumstances to classroom staff as appropriate. No outside food is allowed or served to children at The Center except for documented Special Diet statements for individual children.

Special considerations for individual children will be documented in a written plan (IEP) and provided to the Manager of Instruction and Health upon completion of the plan.

### **Staff Food**

**Teachers are our role models for healthy eating in the classroom.** During meal times, it is important for teachers to remember that this is a time for education and learning as well as throughout the rest of the school day. Conversations with children during meals promote language development as well as teaching manners and nutrition. Teachers will promote proper nutrition by taking a small amount of served fruits or vegetables not to exceed the child serving size, this should not impact required amounts for the children. The following guidelines will also be adhered to:

- Teachers are not required to eat school meals, but may order lunch from the cafeteria for the cost of an adult lunch. Accounts can be created with food service to pay for staff lunches.
- After serving all required elements to students, teachers may eat leftover items.
- Drinks may be kept in a covered, non –breakable container which is not clear. Water bottles are always allowed, with your name clearly printed on the bottle. **NO GLASS CONTAINERS ARE ALLOWED IN THE CLASSROOMS.**

- Interns are encouraged to participate with mealtimes as their schedule allows. The Manager of Operations will coordinate with the Food Service Director to determine the best approach for individuals.

### **Child and Adult Care Food Program (CACFP)**

The CACFP (Child Adult Care Food Program) in accordance of Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director Office of Civil Rights, Room 326-Whitten Building, 1400 Independence Avenue. SW, Washington. DC 2050-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

**This type of serving is a CACFP and Head Start requirement.  
This type of serving will be followed at Breakfast, Lunch, and Snack**

“Family style meals” refers to a type of meal service that allows children to serve themselves at the table from common dishes of food with assistance from adult staff. Meals served in this manner require more patience from teachers and can cause more food “spills” to clean. In addition, safety and sanitation must be followed closely to ensure that food is handled properly and is safe to eat. **When serving themselves, the child chooses which foods to take and how much, however, if staff serves certain food items, they MUST serve each child the required serving size.**

1. Staff will wash their hands before any meal service is prepared.
2. Before and after each meal and snack **(Tables cannot be cleaned early; this must be done right before food service time):**
  - i) Staff will wash the table 1st with soap and water. Paper towels will be used for the soap and water. Paper towels will only be used on one table. New paper towels are used for each table. Children may help with this process.
  - ii) Staff will then rinse each table with water before sanitizing the table and wipe the water off the table with separate new paper towels to remove any excess soap and discard the paper towels. Children may help with this process.
  - iii) Staff will then sanitize tables with bleach water. Allow the bleach sanitizing solution to sit on the tables for 2 minutes before wiping off. Paper towels will be used for the bleach water. The children will not be at the table when disinfecting or assist with completing this part of the process. Paper towels will only be used on one table. New paper towels are used for each table.
3. The children who are helpers for the day should wash their hands first. Every child will have a plate/bowl, napkin, spoon or fork, at all meal times. Children will pass out the plates, napkins, spoons, forks and milk. Milk should be given to every child at breakfast and lunch. Water may be offered at the table during meal times, but not in place of milk. Teachers should support and encourage all children to drink their milk.
4. Staff must know what makes a serving. Kitchen staff will label bowls of food with the correct serving amount. Enough bowls and serving utensils for 2 tables per classroom will be sent down daily on carts. Teachers share with children the amount to serve and will model appropriately. Due to liability children cannot take food out of the building.
5. The food is divided into smaller bowls in the cafeteria so children can serve themselves. Staff should not cut the main dish food items (sandwiches, nuggets, burritos, etc.) as they are pre measured to the proper amounts. Each table will have all the food that is to be served at the meal or snack on the table. To ensure that proper serving spoons are used, teachers will consult the CACFP required serving chart which is posted in each room.

6. Staff will be seated at the table. Once teachers are sitting, serving of food may begin. Teachers may stand to help in the serving process as needed. Teachers will show children appropriate amounts to serve and will assist the children at their table with serving and passing to the next child. If a child needs help opening the milk carton, staff will help the child open it.
7. Staff should serve any food item that includes hot or potentially hot liquid, i.e. soup, gravy, or is placed on large serving trays. Staff may use their discretion about other food items that children should not be permitted to serve themselves, but these should be limited to items that children cannot safely or easily self-serve only.
8. The teacher will help keep the children focused on the task of serving and passing the food and offering guidance on serving amounts. Children do not need to wear plastic disposable gloves when serving. Children will serve themselves and pass the bowl to the next child. Children will pour from the pitchers at snack time in the afternoon. Children will wait to begin eating until all the children at the table have served themselves.
9. Children will not be marked on the CACFP Record of Meals as having eaten breakfast, lunch, and snack until the child has been served. Staff is required to complete the CACFP record of meals as each meal or snack is served with a **blue or black pen only**. An X should be marked for each meal served and an M for children who have a Special Diet Form but still drink school milk. Only mark the child if they are served any component of the meal.
10. Staff should have an educational conversation with children throughout meal times.. Family style encourages adults to talk about nutrition. This allows children to identify and be introduced to new foods and new tastes while developing a positive attitude towards nutritious foods, sharing in group situations, and developing good eating habits.
11. All food not consumed should be returned to the cafeteria.
12. Trash will be removed from the classrooms after each meal time and placed in the hallway for disposal.

**Children must not be forced to try or finish any food.  
Food is never used as a reward or punishment.  
Children can have second helpings of any food.**

### **Classroom Cooking Activities**

All cooking activities must be approved by the Manager of Instruction and Health and Director of Instruction. Cooking in the classrooms will follow the Head Start and CACFP regulations and guidelines to ensure that children are taught healthy food habits. Food prepared at home cannot be used in the classrooms for cooking projects. Staff will closely monitor all cooking activities to ensure safety.

- Nutrition concepts, language, math, science, categorization of food, and other concepts should be included in the learning experience. Questions should be encouraged and answered.
- All hands are washed before starting the project and children should assist with clean up.
- Food requests needed for cooking projects will be turned in 2 weeks in advance, with the date the cooking project will take place, and the amount needed for the project. Food for cooking activities must be sensible as to cost.
- An adult will always be present and sitting with the children whenever they are eating.
- In any nutrition activity where raw fruits or vegetables are going to be eaten children must use serving utensils to touch the food they will be eating.
- Food activities should be for children to eat, not just to make projects out of. No food item will be used as art materials for art projects.

### **Excluded Foods**



The Manager of Instruction and Health will contact any classroom and food service staff of existing allergies for substitution as they occur.

All foods eaten by staff in the classroom should be nutritious and safe for children. Teachers are a model for children when eating in the classroom.

The following list of foods will be excluded in the classrooms due to choking and high allergen hazards. This includes foods brought into the classrooms for children who have submitted a Special Diet Statement.

Prohibited foods for staff and children:

<b>Staff:</b>	<b>Children:</b>
Nuts or Peanut Butter of any type- we are a nut free school. This is included as an ingredient in items (i.e. granola bars, trail mix, etc.)	Nuts or Peanut Butter of any type- we are a nut free school. This is included as an ingredient in items (i.e. granola bars, trail mix, etc.)
Cereal with added sugars	Cereal with added sugars
Soda, tea, sports drink in original bottle (can be in a non-see through bottle).	Juice (of any type), chocolate milk, soda, sports drinks, Kool-Aid, etc.
High sugar items: cookies, frosting, candy, marshmallows, Jell-O, pudding, brownies, desserts of any kind, etc.	High sugar items: cookies, frosting, candy, marshmallows, Jell-O, pudding, brownies, desserts of any kind, etc.
High fat and salt foods: chips, Top Ramen, fried foods, etc.	Whole Grapes
	Popcorn
	Meat with bones
	Hot dogs must be sliced in half or be cut into pieces
	Fruits must have pits removed
	High fat and salt foods: chips, Top Ramen, fried foods, etc.

# Index

## A

Accident Reports	28
Active Supervision	24
Allergies	45
Animals	46
Applicability of Guidelines	9
Applications	10
Appropriate Release	27
Appropriate Touch	24

## B

Background Checks	10
Bathroom Support Needs	48
Bereavement Leave	19
Building Safety	34
Bus Monitors	28

## C

Care of Ill Children	43
Cell Phones, Computers, Headphones and Ipads	22
Center Employment	6
Center Property	38
Center Equipment	37
Child Acts of Aggression	26
Child and Adult Care Food Program (CACFP)	51
Child Bathroom Breaks	48
Child Health	43
Child Meals	51
Children with Challenging Behaviors	26
Civic Duty Leave	19
Classification of Employees	12
Classroom Backpacks	35
Classroom Bathrooms	39
Classroom Cooking Activities	53
Classroom Safety	38
Closing Room	26
Compliance With Immigration	11
Confidential Information	13
Core Values of The Center	3

## D

Daily Transportation	28
Diapering	49
Discipline and Discharge	13
Drug Free Workplace	33

## E

Emergency Medications	44
Emergency Phone Numbers	35
Employee Acknowledgements	9
Employee Children Attending The Center	25
Employee Conflicts	13
Employee Personal Information	10
Employment of Minors	12
Entry Level Salary Schedule	13
Equal Employment Opportunity	11
Evacuation	36
Excluded Foods	54
Expense Reimbursement and Travel	20

## F

Facility Cleaning Routines and Maintenance	38
Federally-Mandated Family Leave	20
Field Trips	41
Field Trips on the Bus	28
Fire	36
Fire Drills	36

## G

Gifts	12
Governing Values	4
Gym Safety	39

## H

Handwashing	47
Health Routines	42
Hiring Interviews	10
Home Visits	30

## I

Injuries Requiring Treatment	45
------------------------------	----

## L

Layoffs	15
Leave Request Policy	18
Leaving During Work	16
Lock Down	36
Locking Cabinets	39

## M

Medication Administration	44
Messages	22
Missing Children	37
Mission Statement	4

## N

Nap Set Up	27
Neighborhood Walks	41
Nepotism	12
Notice to Employees	8

## O

Other District Vehicles	28
Overtime	16

## P

Paid Time Off (PTO)	17
Parent Teacher Conferences	30
Payday	15
Payroll Deductions	15
Performance Appraisals	14
Personnel Records	13
Philosophy of Guidance	24
Plants	46
Playground Safety	40
Political Activities	12
Power Outage	37
Program Guidelines	23

Professional Development	29
Prohibited Practices of Discipline	26
<b>R</b>	
References	12
Reporting an Absence in Aesop	17
Reporting an Unplanned Absence	16
Reporting Suspected Child Abuse and Neglect	30
Rescue Medication	45
<b>S</b>	
Safety	35
Safety Issues Regarding Release of Children	28
Sanitizing/Disinfecting (Bleach)	47
Scheduled Hours	16
Scheduling Doctor's Appointments	19
Sensory/Water Tables	46
Serious Illness, Hospitalization, and Death	46
Sick Child Policy	43
Smoking	33
Soiled Linens During Nap	47
Staff Attendance	15
Staff Dress Code	21
Staff Food	51
Staff Health Requirements	10
Staff Recruitment and Selection	9

Staff Training	29
Staff Who Become Ill	44
Standard Precautions and Exposure	37
Standard Response Protocol Emergency Procedures	36
Standards of Employee Conduct and Performance	7
Sunscreen	40
<b>T</b>	
Teacher Planning Time	29
Toothbrushing	50
<b>U</b>	
Unauthorized Release	27
Unemployment Insurance	20
<b>V</b>	
Vision	4
Voluntary Termination	15
<b>W</b>	
Wage Increase Schedule	13
Water/Water Bottles	41
Weather	40
Welcome Letter	5
Worker's Compensation Insurance	20

**This page intentionally left blank**

**The Center Employee Guidelines**  
Acknowledgement of Receipt & At-Will Employment

I acknowledge that I have received a copy of The Center's Employee Guidelines. I understand that The Center's Employee Guidelines are not a contract and impose no legal obligation of any kind on The Center of Lake County School District.

Unless I am working under a written employment contract with Lake County School District, I understand that my employment with The Center is at-will, and may be terminated by me or by The Center without prior notice at any time, without any procedure, hearing or formality, for any reason or no reason, and with The Center's sole obligation being payment of wages earned and benefits vested, if any, through the last day worked.

I understand that the at-will nature of my employment cannot be modified by any writing, by any oral communication, or by custom, habit or practice; and that I am neither aware of, nor have I continued my employment in reliance on, any such modification, oral or written or on any other promise.

In the event of conflict between this acknowledgement and any other statement, oral or written, present or future, concerning the terms and conditions of my employment at The Center, I understand and agree that the at-will relationship confirmed by this acknowledgement shall control.

I have had an opportunity to review The Center Employee Guidelines and to ask any questions that I may have concerning its provisions.

Please initial that you have read and understand each section of the Employee Guidelines:

Core Values of The Center	_____
Center Employment	_____
Program Guidelines	_____
Building Safety	_____
Health Routines and Procedures	_____

Staff member's name (printed): \_\_\_\_\_

Staff member's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lake County School District  
328 West 5<sup>th</sup> Street  
Leadville, Colorado 80461  
[www.lakecountyschools.net](http://www.lakecountyschools.net)

## AGENDA COVER MEMO

TO: Board of Education  
PRESENTER(S): Mike Vagher  
MEMO PREPARED BY: Mike Vagher  
INVITED GUESTS:  
TIME ALLOTTED ON AGENDA:  
ATTACHMENTS: 1

RE: Resolution NO. 22-04-Surplus of property

### TOPIC SUMMARY

**Background:**

VOLVO L30G loader.  
Stock Number: E 06059  
Model: L30G  
Serial Number: 224243  
Hours Use: 531.7  
Purchased in April 2018 for \$82,432 Total Package with attachments  
Consignment Pricing \$80,000 Total Package with attachments

**Topic for Presentation:**

This loader is difficult to use and has been used little by district employees. In April of 2021 the district had checked the trade in value for this loader and we have decided it would be a better decision to sell outright. We would then reinvest the money in the maintenance department and purchase something more user friendly and upgrade other pieces of equipment.

The market is ideal to sell right now because of the shortage in used equipment. We may be able to get almost what we paid for it.

We feel we could get the best price for this loader by selling via consignment with Wagner sales. They would sell on consignment for 10%. This would also be less hassle and wouldn't need to worry about any follow up with customer and issues they may have down the road, they could deal directly with Wagner



**Lake County School District  
328 West 5th Street  
Leadville, CO 80461  
719-486-6800**

**RESOLUTION NO. 22-04**

BE IT RESOLVED THAT, the Board of Education of Lake County School District R-1 authorizes the following item to be declared as “surplus property”:

1. VOLVO L30G loader. Stock number: E 06059. Model: L30G. Serial number: 224243

This item is no longer utilized and will be placed for consignment sale with Wagner.

---

Felicia (Federico) Roeder, Secretary

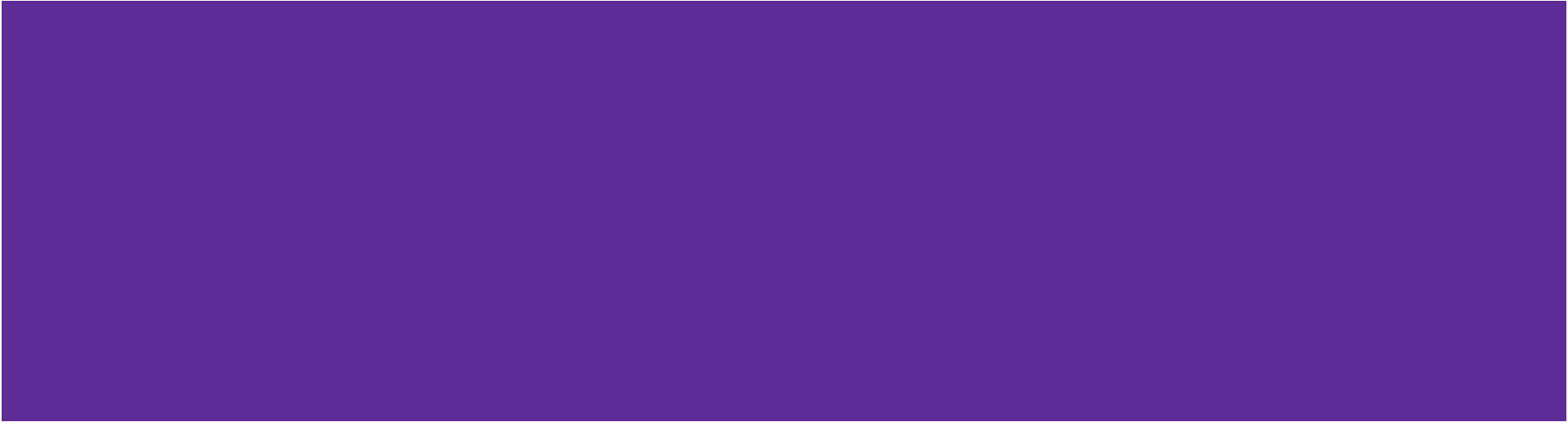
---

Eudelia Contreras, President

Dated: Oct. 11, 2021



# K-8 Literacy Audit Results

- Instructional Practices
  - Current Core Programming
  - Multilingual Learners
- 

# Instructional Practices-Current Core Programming

Classroom Walkthroughs  
Completed K-8 & Audit of Current  
Curriculum (CR Success,  
Expeditionary Learning ELA)

- Foundational Skills
  - Reading Comprehension K-3
  - Reading Comprehension 4-8
  - Writing
  - Classroom Libraries
-

# Foundational Skills

1. K-8 needs PD around foundational skills.
2. CR Success, K-2, materials are comprehensive, if used with fidelity. 3-8 (plus K-2 Special Education) is using Really Great Reading as an intervention.
3. K-2 staff is interested in exploring something else for foundational skills and we agree that consistency is important.

# Reading Comprehension K-8

1. Materials rated highly if used with fidelity, and all parts of the curriculum are taught each day. Resources are difficult to follow which leads to inconsistent instructional practices, and onboarding new teachers is difficult because of this. Curriculum does not easily support differentiation (intervention and extension). Instructional practices need attention, so professional development is needed. Writing is not attended to as suggested by research.
2. EL Education curriculum has not been aligned K-8. We need to determine exactly how we are using this curriculum and need to identify clear, research-based instructional practices. We are lacking ongoing professional development in EL curriculum and other materials we are using. Having a literacy coach and a math coach is critical to support teachers in modifying the curriculum while meeting all of the standards. We currently do not have curriculum 7-12.
3. We recommend exploring other curricula side-by-side with EL to see what is the best fit for our learners – teachers need to be a part of this process. The structures of EL such as Crew, Habits, Celebrations of Learning, expeditions, etc. are supportive to our students and community.

# Vocabulary

1. Instructional practices and materials both need attention.
2. With professional development and a systematic, research-based instructional approach, vocabulary can be acquired using any resources.
3. Ongoing professional development is needed.

# Writing

1. Professional development in writing is needed across the district.
2. Resources do not provide explicit lessons in teaching writing systematically, so common language is not being used and appropriate time is not allotted.
3. A district scope and sequence is needed, as well as vertical alignment around assessing standards. Handwriting needs to be addressed – we only explicitly teach handwriting in Kindergarten.
4. District-level alignment is needed around our vision for writing instruction.

# Independent Libraries

1. Currently, classroom libraries are designed and funded by the teacher, which is inconsistent. We do not have a systematic approach to building and maintaining classroom libraries.
2. We need district-level alignment and to determine a vision around systematic independent reading structures and professional development on research-based practices.
3. We recommend securing ongoing funding for building and maintaining classroom libraries and professional development on instructional practices around using classroom libraries.

# Multilingual Learners:

Instructional Practices

- Review of Statistics
- CDE Instructional Minutes
- Key Findings

---



## Current ML Staffing at LCES:

- No certified ELD teacher
- 1 multilingual instructional paraprofessional
  - Students are provided instruction by a multilingual instructional paraprofessional (not recommended) who works with 3-6 ELD teacher

# ML students at LCES:

## Number of MLs receiving explicit ELD instruction:

Grade	Number of MLs	Number of MLs receiving explicit ELD instruction	Time Per Day / 4x week
PreK		0	
K	32	11, 34%	20 minutes
1	32	13, 41%	20-25 minutes, depending on level 1 or 2
2	20	6, 30%	25 minutes

## Current ML Staffing at LCIS:

- 1 certified ELD teacher
  - ELD teacher primarily teaches reading intervention to multilingual students due to lagging skills and no reading specialist
- 1 multilingual instructional paraprofessional
  - ML instructional para provides push-in support to multilingual learners in their general education classrooms

# ML students at LCIS

## Number of MLs receiving a reading intervention from a certified ELD teacher:

Grade	Number of MLs	Number of MLs receiving a reading intervention from certified ELD teacher	Time
3	22	8, 36%	45 minutes
4	27	11, 41%	45 minutes
5	26	7, 27%	25 minutes
6	20	6, 30%	25 minutes

# ML students at LCIS

## Number of MLs receiving explicit ELD instruction:

Grade	Number of MLs	Number of MLs receiving explicit ELD instruction	Time
3	22	3, 14%	25 minutes
4	27	3, 11%	25 minutes
5	26	1, .04%	25 minutes
6	20	1, .05%	25 minutes

## **Current ML Staffing at LCHS:**

- 1 certified ELD teacher
  - Students are seen every other day because of the block schedule.

# ML students at LCHS:

## Number of MLs receiving a reading intervention from a certified ELD teacher:

Grade	Number of MLs	Number of MLs receiving explicit ELD instruction	Minutes per Day
7	15	8, 53%	30
8	24	5, 20%	30
9	20	9, 45%	45
10	27	5, 19%	45
11	19	3, 16%	45
12	12	1, 8%	45

## CDE's ML Guidelines:

Districts/schools are required to provide an adequate Language Instruction Educational Program (LIEP) with appropriate instructional supports, but there are also additional considerations with determining Service Minutes\* of programming.

*\*Decisions for program Service Minutes are made at the local level and should be developed with the needs and opportunities of EL students in mind. Districts and schools who have received direction from the Office for Civil Rights (OCR) or the Department of Justice (DOJ) must comply with such decrees and agreements in the implementation of the LIEP.*

Districts who have received direction from the Office of Civil Rights or the Department of Justice the minimum service time suggested is 45 minutes.



## Our findings:

- Based on this data, the recommendation moving forward, with regards to our multilingual learners, is to provide ongoing, research-based, professional development related to working with multilingual students.
- We recommend exploring curricula that provide consistent and clear supports for teaching multilingual learners.
- We suggest a district vision for how we are servicing our multilingual learners based on CDE guidance. We need to provide an adequate LIEP to meet the needs of our students.
- We need to explore ELD curriculum and ensure scheduling in all buildings is conducive to meeting the needs of our multilingual students

# Next Steps:

- Complete 9-12 and Preschool Literacy Audit with Sterling Literacy
- Begin researching new curriculum options : writing, reading, & English Language Development
- Finalize professional development options with WIDA & Sterling Literacy
- Begin WIDA SIS analysis of instructional practices, specific to our Multilingual Learners
- Share findings on final audit and new curriculum options with board
- Share CLSD grant announcement with the community through a video
- Invite teaching staff to participate in the steps of the literacy audit

Lake County School District  
328 West 5<sup>th</sup> Street  
Leadville, Colorado 80461  
[www.lakecountyschools.net](http://www.lakecountyschools.net)

## AGENDA COVER MEMO

TO: Board of Education  
PRESENTER(S): Bethany Massey  
MEMO PREPARED BY: Bethany Massey  
INVITED GUESTS:  
TIME ALLOTTED ON AGENDA: 15 minutes  
ATTACHMENTS: 0

RE: *Strategic Plan Update*, Presentation

### TOPIC SUMMARY

**Background:** One of the Board directed initiatives has been the development of a strategic plan. We have been updating the board after all of the stakeholder meetings as the plan progresses. As we will be taking the strategic plan forward to the District Accountability Meeting, it is important to update the Board on progress.

**Topic for Presentation:**

The presentation tonight will share the current strategic plan draft, discuss how the District and School Improvement Plans will connect with the strategic plan, and engage the board in an activity/discussion around next steps with the plan.

Lake County School District  
328 West 5<sup>th</sup> Street  
Leadville, Colorado 80461  
[www.lakecountyschools.net](http://www.lakecountyschools.net)

## AGENDA COVER MEMO

TO: Board of Education  
PRESENTER(S): Paul Anderson  
MEMO PREPARED BY: Paul Anderson  
INVITED GUESTS: None  
TIME ALLOTTED ON AGENDA: 15 Minutes  
ATTACHMENTS: 1

RE: *Mill Levy Correction*, Presentation

### TOPIC SUMMARY

#### **Background:**

The following is a summary of legislative and other activity related to mill levy correction:

- June 2020: [HB20-1418](#) signed. The 2020 School Finance Act required districts to levy the number of mills specified by the requirements in the bill, including the establishment of temporary tax credits, if necessary, to correct historical errors.
- December 2020: If required, districts included temporary tax credits when certifying property tax mills related to the local share of total program for the 2020 tax year.
- March 2021: [HB21-1164](#) introduced. The Total Program Mill Levy Tax Credit bill required CDE to implement a correction plan for districts with temporary tax credits. Specifically, the plan must ensure that districts incrementally reduce the temporary tax credits "as quickly as possible but by no more than one mill each property tax year," beginning in the 2021 tax year.
- May 2021: Colorado Supreme Court ruled in an [interrogatory](#) that HB21-1164 is constitutional.
- June 2021: [HB21-1164](#) signed into law. The passage of HB21-1164 means that districts with temporary tax credits will begin to reduce those credits, and increase their mills to fund total program, in the 2021 tax year (December 2021 certification).

#### **Topic for Presentation:**

This year (2021) the school district has a 3.531 temporary tax credit. Based on HB21-1164, the temporary tax credit will be reduced by 1 mill per year for the next three years (2022-2024) leaving .531 reduction in the fourth year (2025). In 2025, the Total Program Mill will be at 27 mills. This does not include mills collected for categories such as Overrides, Abatements, and Bonds.

Certification of Mill Levies  
Property Tax Year 2020

LAKE  
County

LAKE  
School District

CATEGORY	Colorado Department of Education (CDE) Mill Levy Calculated as of November 2020	School District Final Mill Levy Certified as of December 15, 2020
1. Mill Levy per HB20-1418	27.000	27.000
1a. HB20-1418 Tax Credit	3.531	3.531
1b. HB20-1418 Net Mill Levy (amt collected by county)	23.469	23.469
2. Categorical Buyout	0.000	
3. Total Program Reserve Fund	0.000	
4. Total Program Mill	23.469	23.469
5. Overrides:		
a. Voter-approved	2.996	2.996
b. Hold harmless	0.000	0.000
c. Excess hold harmless	0.000	0.000
6. Abatement	0.250	0.250
7. Total General Fund	26.715	26.715
8. Bond Redemption Fund	8.543	8.543
9. Transportation Fund	0.000	0.000
10. Special Building and Technology Fund	0.000	0.000
11. Other (Loan, Charter School)	0.000	0.000
12. Total	35.258	35.258

**Assessed Valuation**

As of November 2020

As of December 15, 2020

Gross Assessed Valuation	222,890,741	222,890,741
Tax Increment Financing	-141,083	-141,083
Net Assessed Valuation	222,749,658	222,749,658
Abatements (Total across all counties)	55,593	55,593

**Information provided by state for certification to county treasurer:**

Full Funding mill levy	42.084	42.084
Projected Gross Funding from State	4,147,122	4,147,122

Paul Anderson  
Form completed by

719-486-6835  
Phone Number

**COMPLETE AND RETURN TO TIM KAHLE BY DECEMBER 21, 2020:**

Division of School Finance and Operations  
Colorado Department of Education  
201 E. Colfax Avenue; Room 206  
Denver, CO 80203  
kahle\_t@cde.state.co.us

Scanned and emailed copies are acceptable. It is not necessary to mail original copy.



Lake County School District  
328 West 5<sup>th</sup> Street  
Leadville, Colorado 80461  
[www.lakecountyschools.net](http://www.lakecountyschools.net)

## AGENDA COVER MEMO

TO: Board of Education  
PRESENTER(S): Bethany Massey  
MEMO PREPARED BY: Bethany Massey  
INVITED GUESTS:  
TIME ALLOTTED ON AGENDA: 15 minutes  
ATTACHMENTS: 1

RE: *Oversight Calendar: Student Achievement*, Presentation

### TOPIC SUMMARY

**Background:** Each year the state of Colorado, in compliance with Federal regulations, requires the administration of the Colorado Measures of Academic Success (CMAS) tests. This year, students in grades 3-8 participated in the testing experience in a reduced fashion. Odd grades participated in the ELA test. Even grades participated in the Math test. Science was administered to 8th grade. Because of the limited testing experience, the accountability system (performance frameworks) and growth data has been frozen or provided in a limited fashion.

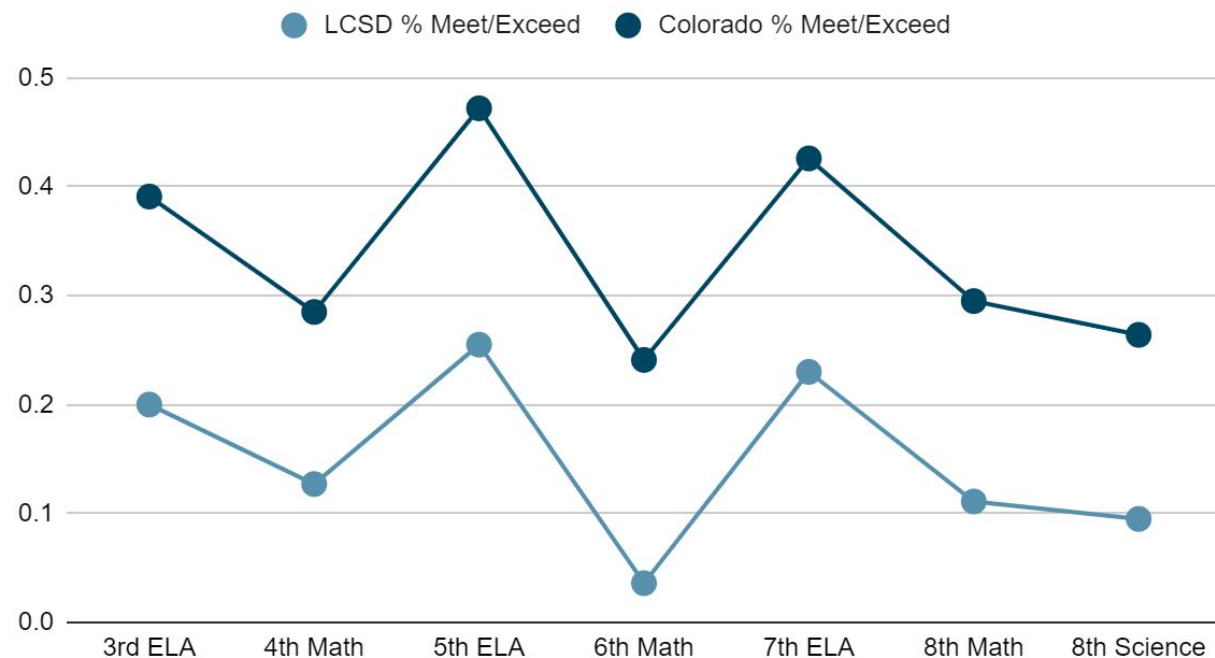
**Topic for Presentation:** Today's presentation will include the results of the CMAS required administrations along with results from local data. This will include NWEA and DIBELS data.

# BOY Data Dig

2020 CMAS; Fall 2021 NWEA; DIBELS

# CMAS

## CMAS % Meets and Exceeds Spring 2021 Results



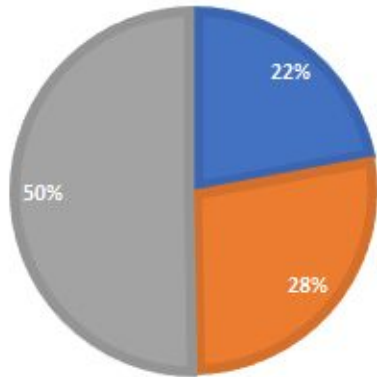
Grade & Test	LCSD % Meet/Exceed	Colorado % Meet/Exceed
3rd ELA	20%	39.1%
4th Math	12.7%	28.5%
5th ELA	25.5%	47.2%
6th Math	3.6%	24.1%
7th ELA	23%	42.6%
8th Math	11.1%	29.5%
8th Science	9.5%	26.4%



# NWEA Fall Achievement Data

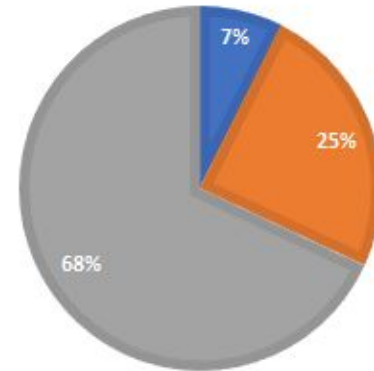
## READING: CMAS PROJECTIONS FROM FALL DATA

■ Meet/Exceed ■ Approaching ■ Partially Met/Did not Meet



## MATH: CMAS PROJECTIONS FROM FALL DATA

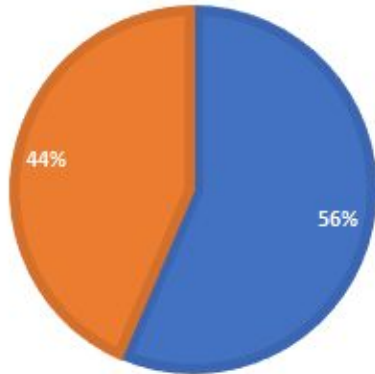
■ Meet/Exceed ■ Approaching ■ Partially Met/Did not Meet



# NWEA Growth (Quasi) Data

READING: FALL TO FALL MET PROJECTED GROWTH

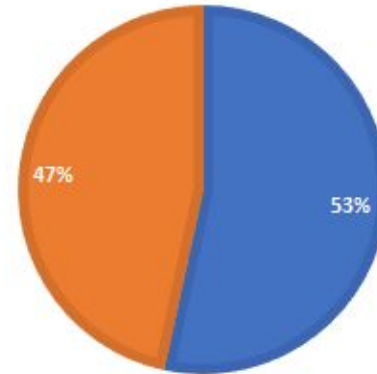
■ Yes ■ No



N=124

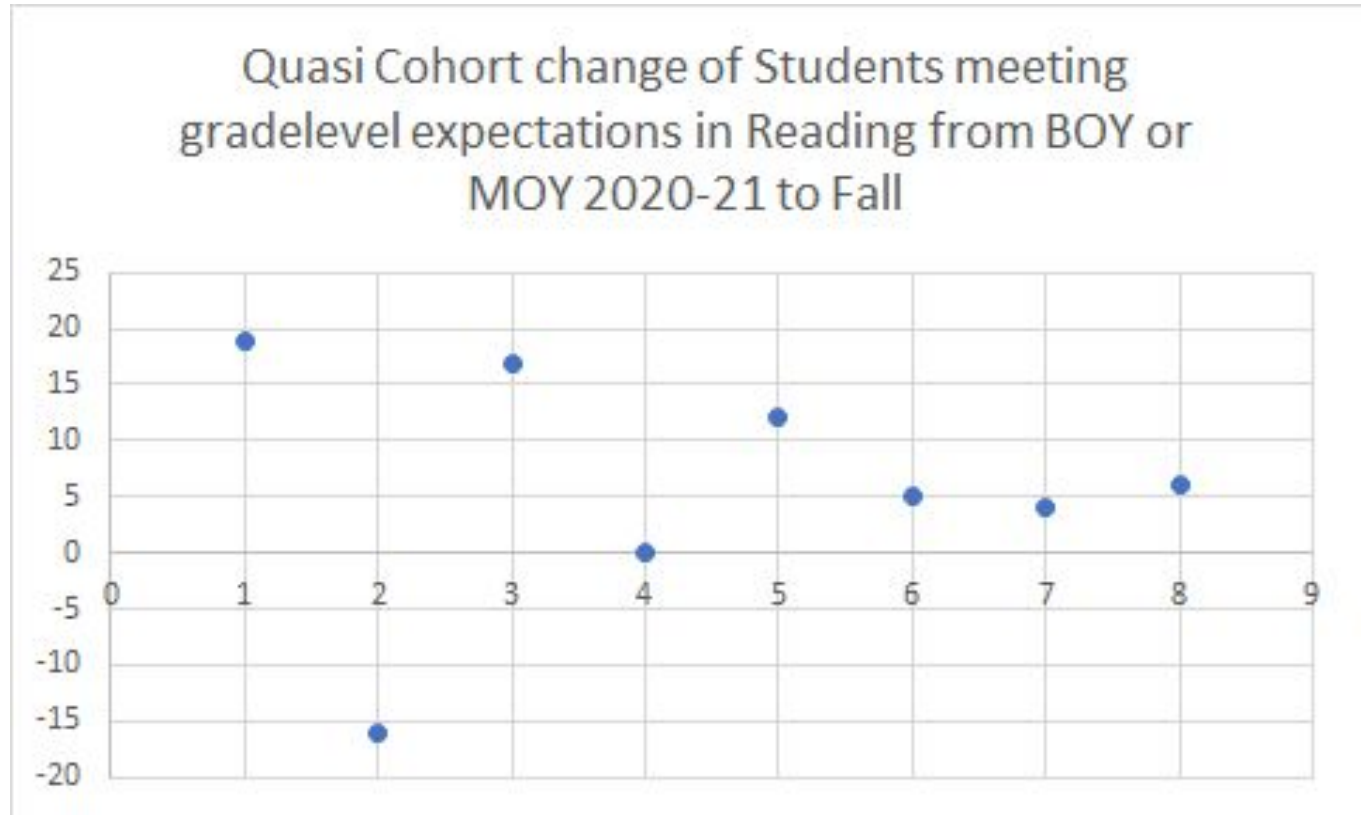
MATH: FALL TO FALL MET PROJECTED GROWTH

■ Yes ■ No

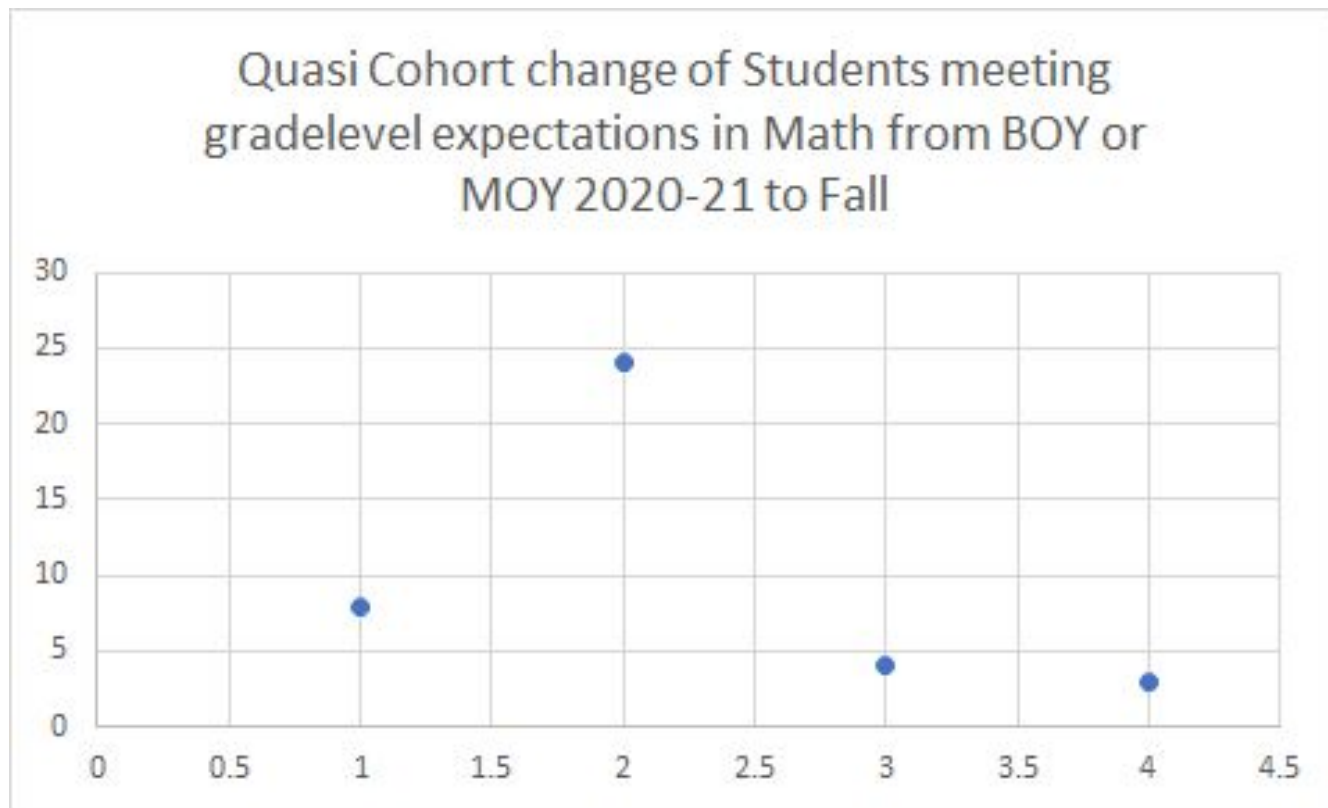


N=103

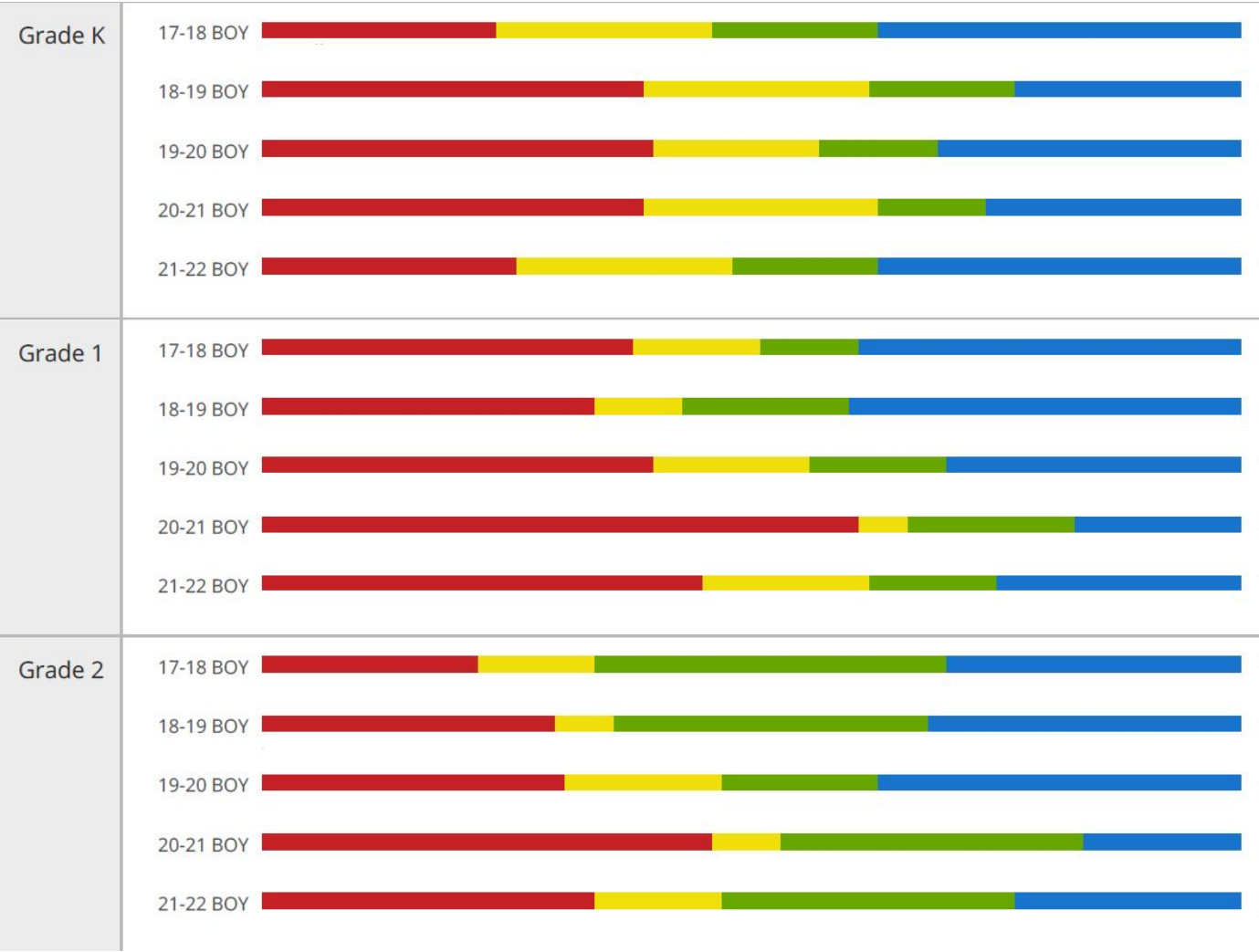
How does the start of this year look for a (quasi) cohort compared to last year?



How does the start of this year look for a (quasi) cohort compared to last year?



# DIBELS BOY Data K-2





**The Center**  
Early Childhood Programs  
Lake County School District R-1

315 West 6<sup>th</sup> Street  
Leadville, CO 80461

Phone 719 486-6928  
Fax 719 486-9992

*Head Start, Colorado Preschool Program, Tuition-Based Preschool and School Age Programs, Services for Children with Special Needs*

**Head Start Informational Items for Governing Board**

**Informational Items:**

1. September 20, 2021
  - a. Director's Report with Head Start and Early Head Start Budget Reports
  - b. Policy Council Minutes

The Center at Lake Country Elementary School  
 Lake County School District  
 Early Head Start and Head Start  
 Directors Report  
 August 2021

Program Enrollment										
Program	Funded Enrollment			Current Enrollment		Over Income Enrollment		Waitlist		Children with Disabilities
	Total	Reg.	Full	Reg	Full	OI	101%	3Yrs	4Yrs	
Head Start	40	29	X	35	16	4	2	0	0	4
Early Head Start	12	10	X	11	X	1	1	X		2
CPP	75	39	11	X	X	X	X	0	0	2
Tuition	22			X		X				5
<b>Comments:</b> Recruitment for Head Start and CPP continue. Lisa is working on new / different ways to reach the community. All four year olds are being served. The waitlist has one child that has not been offered a spot, and all other children have declined, but wanted to continue to stay on the list.										

Attendance		
Monthly Average		Total Monthly Average  <

Health				
	Head Start	Early Head Start	Follow-up Plan	
Physicals / Well Child Exams:	Current: 19 Expired: 2 No Exam: 14	Current: Expired: No Exam	30 day deadline expires between 9/15/21 and 10/7/21 (depending on start date)	
Immunizations:	Current: 29 Expired: 3 No Exam: 3	Current: Expired: No Exam	Three children need shots-expiration between 9/10/21-9/15/21. Three children have full exemptions for the school year.	
Anemia / Lead:	Current: 21 Expired: 10 No Exam: 4	Current: Expired: No Exam	45 deadlines is 9/30/21-10/22/21 (depending on start date). Will get notes to parents about Family Fun Nights to collect more screenings.	
Hearing:	Current: 12 No Exam: 23	Current: No Exam:	45 day deadline is 9/30/21-scheduled for 9/20-21/21	
Vision:	Current: 13 No Exam: 22	Current: No Exam:	45 day deadline is 9/30/21-scheduled for 9/20-21/21	
Dental Exams:	Current: 10 Expired: 5 No Exam: 20	Current: Expired: No Exam	90-day deadline is between 11/15/21-12/6/21. Many kids are scheduled between now and then. Will get notes to parents about Family Fun Night to collect more exams.	
Growth Assessment:				
Allergies: Allergy list updated and distributed				
Comments: Lizz is meeting with Trisha 9/10/21 to set up for the year.				
Budget and In-Kind				
	Budget	In-Kind		
		Monthly	YTD	% Complete
Head Start Budget	See Attached	\$143.10	\$143.10	Total amount of In-Kind needed for FY21-\$164,768 (+COLA)= \$166,772
Early Head Start Budget	See Attached			
Colorado Preschool Program	See Attached			
Tuition	\$13,445.82			



		<b>Meals Counted</b>
<b>CACFP-Free/Reduced meal reimbursement</b>	<b>Total Claims-0</b>	<b>Breakfast:</b> <b>Lunch:</b> <b>Snack:</b>

<b>Volunteers:</b>	<b>Monthly: 0</b>	<b>YTD: 0</b>
--------------------	-------------------	---------------

<b>Grant, Program Updates, and Program Monitoring</b>	
<b>Grant Updates:</b>	Application for the Temple Hoyne Buell Foundation for 38, 000 complete and submitted. Application for AV Hunter Trust for 10,000 submitted. Application for Expanding and Emerging Child Care funds from the state in process. Progress as building construction and license application move forward. We will start working on the Continuation Grant
<b>Family Fun Night:</b>	N/A – Planning for 9/23/21 Family Fun Night took place on 9/2/2021
<b>Professional Development:</b>	N/A
<b>Staff:</b>	We have hired a Lead Teacher; her start date is delayed to COVID illness.

<b>Self-Assessment, Program Improvement, and Strategic Planning</b>	
<b>Self-Assessment</b>	Lisa is working with the Office of Head Start to move and set dates for these.
<b>Program Improvement Plan</b>	
<b>Strategic Planning</b>	

February 1, 2021 to January 31, 2022		FEBRUARY	MARCH	APRIL	MAY	JUNE	13	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	ADJ	YTD	Revised FY21 (w/COLA)
REV 27.97.21.0000.4020.000.008601	FY21 Revenue																
27.971.21.2600.0110.608.008600	CUSTODIAN SALARY	\$ 1,267.20	\$ 1,152.00	\$ 1,267.20	\$ 1,209.00	\$ 1,209.80		\$ 1,221.81	\$ 1,311.97	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00		\$ 14,889.38	15,500
27.971.21.2600.0221.608.008600	CUSTODIAN MEDICARE	\$ 18.37	\$ 16.70	\$ 18.37	\$ 17.54	\$ 17.54		\$ 17.72	\$ 19.02	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00		\$ 215.26	250
27.971.21.2600.0230.608.008600	CUSTODIAN PERA	\$ 284.84	\$ 240.77	\$ 264.84	\$ 252.81	\$ 252.81		\$ 255.36	\$ 274.20	\$ 256.00	\$ 256.00	\$ 256.00	\$ 256.00	\$ 256.00		\$ 3,085.63	3,400
27.971.21.2600.0250.608.008600	CUSTODIAN HEALTH	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10		\$ 1.10	\$ 1.10	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ 12.70	25
27.971.21.2700.0110.602.008600	BUS DR SALARY	\$ 3,176.46	\$ (9.04)	\$ 1,514.71	\$ 2,923.46	\$ 105.96	\$ 4.31	\$ 709.42	\$ 709.42	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00		\$ 12,734.70	20,000
27.971.21.2700.0221.602.008600	BUS DR MEDICARE	\$ 43.42	\$ (3.08)	\$ 19.83	\$ 39.83	\$ (0.74)	\$ 0.15	\$ 8.80	\$ 8.46	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00		\$ 161.47	500
27.971.21.2700.0230.602.008600	BUS DR PERA	\$ 625.76	\$ (65.40)	\$ 285.71	\$ 574.19	\$ (12.01)	\$ 102.07	\$ 123.91	\$ 121.92	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00		\$ 2,381.15	7,000
27.971.21.2700.0250.602.008600	BUS HEALTH	\$ 653.44	\$ 266.10	\$ 250.22	\$ 620.54	\$ 269.03	\$ (28.74)	\$ 212.56	\$ 229.96	\$ 215.00	\$ 215.00	\$ 215.00	\$ 215.00	\$ 215.00		\$ 3,545.11	7,500
27.971.21.3330.0110.104.008600	ADM SALARIES	\$ 1,850.06	\$ 1,850.06	\$ 1,850.06	\$ 1,850.06	\$ 1,850.06	\$ (62.56)	\$ 1,850.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 11,037.80	22,000
27.971.21.3330.0110.403.008600	CC SALARY	\$ 23,294.13	\$ 21,707.89	\$ 22,300.48	\$ 22,788.92	\$ 94,169.96	\$ 346.48	\$ 20,996.41	\$ 24,319.18	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	\$ (8,108.00)	\$ 317,814.45	293,373
27.971.21.3330.0221.104.008600	ADM MEDICARE	\$ 25.88	\$ 25.88	\$ 25.88	\$ 25.88	\$ 25.88	\$ (0.80)	\$ 25.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 154.34	400
27.971.21.3330.0221.403.008600	CC MEDICARE	\$ 320.44	\$ 312.58	\$ 306.32	\$ 313.33	\$ 843.68	\$ 4.10	\$ 287.48	\$ 332.23	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ (122.00)	\$ 4,923.14	4,500
27.971.21.3330.0230.104.008600	ADM PERA	\$ 386.66	\$ 386.66	\$ 386.66	\$ 386.66	\$ 386.66	\$ 13.07	\$ 386.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,333.03	5,000
27.971.21.3330.0230.403.008600	CC PERA	\$ 4,056.36	\$ 4,542.82	\$ 4,452.47	\$ 4,553.82	\$ 12,396.55	\$ 82.43	\$ 4,160.03	\$ 4,825.33	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ (1,703.00)	\$ 67,976.81	63,000
27.971.21.3330.0250.104.008600	ADM HEALTH	\$ 241.89	\$ 241.89	\$ 241.89	\$ 241.89	\$ 241.89	\$ -	\$ 241.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,451.34	3,500
27.971.21.3330.0250.403.008600	CC HEALTH	\$ 3,775.03	\$ 3,787.15	\$ 3,775.06	\$ 3,787.13	\$ 8,342.14	\$ (415.28)	\$ 3,534.12	\$ 4,015.49	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00		\$ 53,100.84	53,000
27.971.21.3330.0300.000.008600	PRO/TECH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		\$ 50.00	95
27.971.21.3330.0320.000.008600	EDUCATION	\$ -	\$ 225.55	\$ 120.00	\$ 477.70	\$ 1,769.00		\$ 511.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 9,083.00	9,083
27.971.21.3330.0330.000.008600	COPY MACHINE	\$ 131.58	\$ 131.58	\$ 131.58	\$ 131.58	\$ 131.58		\$ 131.58	\$ 131.58	\$ 131.58	\$ 131.58	\$ 131.58	\$ 131.58	\$ 131.58	\$ 5,978.29	\$ 1,578.96	2,000
27.971.21.3330.0335.000.008600	MED/DENTAL	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	750
27.971.21.3330.0500.000.008600	PARENT FUND	\$ -	\$ 144.24	\$ -	\$ 148.40	\$ 170.25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,037.11	\$ 1,500.00	1,500
27.971.21.3330.0510.000.008600	STUD TRANS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	800
27.971.21.3330.0520.000.008600	INSURANCE/AUDIT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	400
27.971.21.3330.0531.000.008600	TELEPHONE	\$ 38.35	\$ 91.60	\$ 92.37	\$ 94.20	\$ 92.29		\$ 91.66	\$ 91.66	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00		\$ 1,065.13	1,100
27.971.21.3330.0533.000.008600	POSTAGE	\$ 36.00	\$ 7.00	\$ 4.16	\$ 14.00	\$ -		\$ -	\$ 46.75	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00		\$ 132.91	400
27.971.21.3330.0580.000.008600	TRAVEL/REGISTRATION	\$ 7.70	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 7.70	1,000
27.971.21.3330.0610.000.008600	SUPPLIES	\$ 152.70	\$ 324.17	\$ 201.89	\$ 677.34	\$ 933.78		\$ 993.05	\$ 682.89	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00		\$ 7,215.90	13,000
27.971.21.3330.0620.000.008600	UTILITIES	\$ 234.44	\$ 386.37	\$ 331.47	\$ 249.74	\$ 328.61		\$ 192.62	\$ 133.56	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00		\$ 3,336.81	4,500
27.971.21.3330.0810.000.008600	DUES/FEES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00		\$ 100.00	500
27.971.21.3330.0730.000.008600	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
27.971.21.3330.0732.000.008600	VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
	corrections/adjustments	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
TOTAL	MS CASH	\$ 41,199.81	\$ 36,744.59	\$ 37,842.37	\$ 41,379.72	\$ 83,511.58	\$ 45.13	\$ 35,973.34	\$ 36,299.86	\$ 41,255.58	\$ 41,255.58	\$ 41,255.58	\$ 41,255.58	\$ 41,255.58	\$ 281,126.10	\$ 519,887.56	\$ 534,076.00
		\$ 41,199.81	\$ 77,944.40	\$ 115,786.77	\$ 157,166.49	\$ 240,678.07	\$ 240,723.20	\$ 35,973.34	\$ 72,273.20	\$ 113,528.78	\$ 154,784.36	\$ 196,039.94	\$ 237,295.52	\$ 278,209.50			

FY 21 EHS Budget			FEBRUARY	MARCH	APRIL	MAY	JUNE	13	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	ADJ	YTD	FY21
27.971.01.3330.0110.104.008600	ADM SALARIES		0.00	4,660.27	0.00	0.00	0.00	728.81	728.81	0.00	0.00	0.00	0.00	0.00	0.00		\$6,117.89	\$131,323
27.971.02.3330.0110.104.008600	ADM SALARIES		728.81	-3,914.61	728.81	728.81	728.81	-704.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$1,703.54	8,000
27.971.01.3330.0110.400.008600	HV SALARY		0.00	9,372.88	0.00	0.00	0.00	2440.66	2440.66	2751.05	2800.00	2800.00	2800.00	2800.00	2800.00		\$31,005.25	
27.971.02.3330.0110.400.008600	HV SALARY		0.00	-8,172.88	1200.00	1200.00	3114.58	-2220.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$4,878.80	33,000
27.971.01.3330.0110.403.008600	CC SALARY		0.00	21,859.38	0.00	0.00	0.00	4433.00	4966.60	4334.30	4500.00	4500.00	4500.00	4500.00	4500.00		\$58,083.28	
27.971.02.3330.0110.403.008600	CC SALARY		3360.23	-18,581.40	3123.56	3046.36	4116.14	-3170.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$8,105.72	41,000
27.971.01.3330.0221.104.008600	ADM MEDICARE		0.00	65.10	0.00	0.00	0.00	10.18	10.18	0.00	0.00	0.00	0.00	0.00	0.00		\$85.46	
27.971.02.3330.0221.104.008600	ADM MEDICARE		10.19	-54.91	10.19	10.19	10.19	-9.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$23.97	120
27.971.01.3330.0221.400.008600	HV MEDICARE		0.00	133.02	0.00	0.00	0.00	35.39	35.39	39.89	40.00	40.00	40.00	40.00	40.00		\$443.69	
27.971.02.3330.0221.400.008600	HV MEDICARE		0.00	-116.10	16.92	16.91	44.80	-31.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$68.95	500
27.971.01.3330.0221.403.008600	CC MEDICARE		0.00	297.67	0.00	0.00	0.00	60.91	68.31	59.82	100.00	100.00	100.00	100.00	100.00		\$986.71	
27.971.02.3330.0221.403.008600	CC MEDICARE		45.64	-253.09	42.34	41.22	56.70	-42.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$109.78	550
27.971.01.3330.0230.104.008600	ADM PERA		0.00	970.47	0.00	0.00	0.00	152.32	152.32	0.00	0.00	0.00	0.00	0.00	0.00		\$1,275.11	
27.971.02.3330.0230.104.008600	ADM PERA		152.32	-818.15	152.32	152.32	152.32	-147.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$356.04	1,700
27.971.01.3330.0230.400.008600	HV PERA		0.00	1,917.34	0.00	0.00	0.00	510.10	510.10	574.97	580.00	580.00	580.00	580.00	580.00		\$6,412.51	
27.971.02.3330.0230.400.008600	HV PERA		0.00	-1,673.54	243.80	243.81	645.55	-453.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$994.07	7,150
27.971.01.3330.0230.403.008600	CC PERA		0.00	4,290.71	0.00	0.00	0.00	878.13	984.95	862.25	900.00	900.00	900.00	900.00	900.00		\$11,516.04	
27.971.02.3330.0230.403.008600	CC PERA		657.77	-3,648.29	610.15	594.01	817.29	-614.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$1,583.10	7,400
27.971.01.3330.0250.104.008600	ADM HEALTH		0.00	571.74	0.00	0.00	0.00	95.29	95.29	0.00	0.00	0.00	0.00	0.00	0.00		\$762.32	
27.971.02.3330.0250.104.008600	ADM HEALTH		95.29	-476.45	95.29	95.29	95.29	-95.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$190.58	1,522
27.971.01.3330.0250.400.008600	HV HEALTH		0.00	2,932.00	0.00	0.00	0.00	2.30	2.30	2.30	3.00	3.00	3.00	3.00	3.00		\$2,953.90	
27.971.02.3330.0250.400.008600	HV HEALTH		0.00	-2,932.00	0.00	0.00	0.00	2.30	-733.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$3,662.70	8,100
27.971.01.3330.0250.403.008600	CC HEALTH		0.00	2,594.93	0.00	0.00	0.00	329.87	432.49	406.68	500.00	500.00	500.00	500.00	500.00		\$6,263.97	
27.971.02.3330.0250.403.008600	CC HEALTH		432.49	-2,162.44	432.49	432.49	432.49	-432.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-\$864.97	7,200
27.971.01.3330.0320.000.008600	EDUCATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$0.00	
27.971.02.3330.0320.000.008600	EDUCATION		0.00	0.00	30.00	4460.00	-1642.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$2,848.00	2,848
27.971.01.3330.0330.000.008600	COPY MACHINE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.83	123.83	123.83	123.83	123.83	123.83		\$742.98	
27.971.02.3330.0330.000.008600	COPY MACHINE		123.83	123.83	123.83	123.83	123.83	0.00	123.83	0.00	0.00	0.00	0.00	0.00	0.00		\$742.98	2,000
27.971.01.3330.0531.000.008600	TELEPHONE		50.79	0.00	0.00	0.00	0.00	0.00	0.00	50.79	55.00	55.00	55.00	55.00	55.00		\$376.58	
27.971.02.3330.0531.000.008600	TELEPHONE		0.00	50.79	50.81	50.81	50.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$203.26	800
27.971.01.3330.0580.000.008600	TRAVEL/REGISTRATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$0.00	
27.971.02.3330.0580.000.008600	TRAVEL/REGISTRATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$0.00	2,000
27.971.01.3330.0610.000.008600	SUPPLIES		31.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00	250.00	250.00	250.00		\$1,281.98	
27.971.02.3330.0610.000.008600	SUPPLIES		0.00	28.03	16.43	0.00	86.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$130.63	7,000
27.971.01.3330.0620.000.008600	UTILITIES		299.19	0.00	0.00	0.00	0.00	0.00	42.44	133.56	90.00	90.00	90.00	90.00	90.00		\$925.19	
27.971.02.3330.0620.000.008600	UTILITIES		0.00	366.37	331.47	249.74	292.37	0.00	33.63	0.00	0.00	0.00	0.00	0.00	0.00		\$1,273.58	2,000
27.971.01.3330.0810.000.008600	DUES AND FEES		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
27.971.02.3330.0810.000.008600	DUES AND FEES		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Total	01 EHS CASH		381.96	49,665.51	0.00	0.00	0.00	9,676.96	10,459.84	9,339.44	9,941.83	9,941.83	9,941.83	9,941.83	9,941.83		\$105,771.20	\$132,890.00
Total	02 EHS CASH		5,606.57	-42,234.84	7,208.41	11,445.79	9,127.68	-8,654.84	157.46	0.00	0.00	0.00	0.00	0.00	0.00			
Combined Total			\$5,989	\$7,430.67	\$7,208	\$11,446	\$9,128	\$1,022	\$10,617	\$9,339	\$9,942	\$9,942	\$9,942	\$9,942	\$9,942		\$27,119	

[illegible]

The Center Early Childhood Programs – Policy Council Minutes – Meeting Date – September 20, 2021

**Attending:** Kathleen Law, Fernando Luna, Katrina Hanger, Elizabeth Saunders, Casey Curry, Anne Schneider, and Anastacia Brady

**Not Attending:** Olivia DeVargas

**Roll Call:** This was the first meeting of the 2021-2022 school year. Lisa did Roll Call and determined there was a quorum.

**Approval of Agenda:** Kathleen made a motion to approve the agenda. Casey seconded all were in favor with no one opposed.

**Approval of Minutes:** There were no minutes that needed approval at this time.

**Parent Activity Fund:** The Parent Activity Fund was presented to the Council and the balance is: 1,037.11.

**New Business:** Lisa presented the new Policy Council with their binders. These binders include the Policy Council's meeting schedule, contact lists, grant award and information, budgets, mission statement, by-laws, and confidentiality statements. They also include the Policy Council's Meeting Guide and meeting etiquette. The Council spent a lot of time reviewing the meeting outline, and structure. Lisa explained the elected official and the Council voted on Treasurer and Secretary. The Chairperson will be voted on during the next meeting. Katrina volunteered to be secretary, and Casey as Treasurer. Fernando made a motion to accept Katrina as the 2021-2022 Policy Council Secretary. Casey seconded. All were in favor with no one opposed. Kathleen made a motion to accept Casey as the 2021-2022 Policy Council Treasurer. Fernando seconded. All were in favor with no one opposed. The Council then had a staff approval. Lisa presented Lawren Moss for a Lead Teacher Position. Lawren recently moved here from Georgia. She has lots of Early Childhood Experience, and has been an assistant teacher for several years. She was interested in an assistant position, but after looking at all of her skills and accomplishments, and her great interview, the hiring committee offered her a lead position, and she accepted. Kathleen made a motion to accept Lawren Moss for a Lead Teacher position. Casey seconded with no one opposed. The Council then reviewed the Program Governance. Anne made a motion to approve the Program Governance, and Fernando seconded. All were in favor with no one opposed. Staff Handbook was the last task for the evening. The Council worked in groups to review the handbook and ask questions and discuss. Casey made a motion to approve the 2021-2022 Staff Handbook, and Anastacia seconded. All were in favor with no one opposed.

**Announcements:** September 20<sup>th</sup> – Policy Council first regular meeting, September 22<sup>nd</sup> –The Center Picture Day, September 23<sup>rd</sup>-Family Fun Night at The Center 5:30-7:00. Health and Safety, September 30<sup>th</sup> –Homecoming Parade Downtown at 4:00, October 7<sup>th</sup> –Policy Council Regular Meeting.

Respectfully Submitted,

Katrina Hanger-Policy Council Secretary