

WELCOME!!!

Options Infant & Toddler Learning Center Philosophy

The Infant and Toddler Learning Center's philosophy is to provide a loving, nurturing and caring environment, through high quality planning that focuses on the whole child. By creating a home like atmosphere, we offer hands on experiences that enrich and encourage each infant/toddler's developmental stage that allows each child to grow and develop according to his or her readiness.

Our objectives include:

- Provide a safe, nurturing, loving, fun and positive environment for all children.
- Encourage strong stable attachments through primary care giving.
- Working alongside each parent and their child through a standards-based curriculum
- Introducing a variety of developmentally appropriate stimulation in a safe and secure environment.

Eligibility for Participation

- Infants and Toddlers of LPS staff must be between the ages of 6 weeks and 18 months.
- Parents must be employees of the Littleton Public School District.
- **Teen Parent's must be enrolled in Options High School.**
- Infants and Toddlers of Teen Parents can be 2 weeks to 18 months.
- Infants and Toddlers between the ages of 7-14 days may enroll with the approval of a health care professional.
- Teen Parent's must have prior agreements of handling program fee's. Either through Child Care Assistance Program (CCAP) OR made pre-payment schedule with the Director.

Infants and Toddlers with Special Needs

No person in Littleton Public Schools shall, on the basis of handicap/disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activities. The Board of Education of Littleton Public Schools intends that the District shall comply with section 504 of the Rehabilitation Act 1973 and the American with Disabilities Act (ADA) and the regulations adopted pursuant to such laws. A child with special needs would require a fundamental alteration of program or create an undue financial hardship on the program. The Options Infant and Toddler Learning Center accepts children without regard to race, religion, sex or national origin.

Admission and Registration of Children

All registrations are taken on a first-come, first-served basis. All necessary paperwork and forms must be completed and returned along with the non-refundable \$40.00 registration fee to secure a spot. The following is a list of required forms:

- Enrollment Application
- Medical Information
- Health History
- Medications Being Taken
- Media Release
- Sunscreen Permission Form
- Blanket Medication Form
- Lab Permission Form (To be completed by LPS staff families ONLY)
- General Health Appraisal Form (Signed by Doctor)
- Copy of Immunization records signed by Pediatrician
- “Getting to Know Your Child” Form
- LPS Emergency Information and Consent Card
- Health Care form (signed by Doctor) with Permission to Swaddle and/or to remain on tummy after rolling if necessary. (Must be received on the first day of attendance in order for swaddling to be practiced).

Parents will need to sign off that they have received and understand all policies and procedures prior to their child's first day. Health Care Plans including IFSPs and Allergy/Asthma Plans, will need to be obtained prior to the first day and will be reported to our nurse consultant so staff can receive training before the child is in our care. Parents have the option of giving or declining recommended immunizations for their child. All children are able to attend Options Infant Center regardless of their beliefs surrounding immunizations. If a parent decides not to have their child receive immunizations for personal beliefs, all families will be notified. Further information will **not** be given out including the name of the child. If a child is not given immunizations for a medical reason, families will not be notified.

Hours of Operation

Options Infant and Toddler Learning Center operates Monday through Friday 6:30AM-4:00PM. Options Infant Center will not follow the district Professional Learning Communities (PLC) two hour late starts. Hours of operation for PLC day's will be from 6:30AM-4:00PM.

Options Infant Center follows the LPS district calendar **and Options High School** calendar. Please be aware of all days off, breaks & comp days that take place during the school year. Options Infant Center will be closed at these times.

Teen Parent's will need to make arrangements for care outside of school hours. Teen Parents may bring your child no earlier than 7:20am and must leave Options Infant Center by 2:15pm. This includes office area. If you are not in school, neither is your child. If you leave during the day for an appointment or illness than your child needs to leave with you.

Fee Schedule

Full Day Tuition Infant Program:

- Full Day Program from 6:30-4:00
- Infant is in attendance over 5 hours/day
- 5 days/ week: \$60.00/day
- 3 or 4 days/week: \$65.00/day
- 2 days/week: \$70.00/day
- 1 day/week: \$75.00/day

Half Day Tuition Infant Program:

- Half day, infant is in attendance under 5 hours/day
- \$55.00/day

Payment

Tuition will be pre-billed. Invoices will be handed out the beginning of the month care is provided, and payment is due by the 15th of the month that care is billed for.

EX: September invoice will be given at the end of August/beginning of September.

Payment due by the 15th of September. Care will be terminated the following business day if payment has not been received or if payment arrangements have not been made with the program director.

***There will be NO credit given for absences. This includes unexpected school closures such as snow days.**

If a teen parent and child start before CCAP has gone into effect, the cost of care is \$30/month. This fee is due on the 1st of every month until it CCAP starts. If this payment is not received by the 15th of the month, care will be terminated.

Teen Parent's CCAP co-pay is due the 1st of every month. If co-pay is not received by the 15th of the month, care will be terminated. Please see Child Care Assistance Policies documentation for the complete list of CCAP requirements.

Please make all checks payable to "Options Infant Center".

Inclement Weather Procedures

When the temperature falls below 50 degrees Fahrenheit, the Infant/Toddler Learning Center staff will make the decision based upon the wind chills, snow and rain factors. On excessively hot days outside time will be monitored. In cases where there may be a tornado warning, Options Infant/Toddler staff and children will follow the procedures practiced for the appropriate warning. If the Learning Center closes due to weather or for any other reason, a call will be made to the classrooms first and then cell phones will be tried. Closing to due inclement weather is reported on local TV and radio stations.

If there is a late start due to weather, we too will be opening late.

****PLEASE DRESS YOUR CHILD APPROPRIATELY FOR ALL WEATHER CONDITIONS!!** There is no bad weather, only bad clothing.

Parent-Teacher Conferences

Parent-Teacher conferences will be offered twice during the school year. Once in the fall, once in the spring. The dates of these events will be based off of Teaching Strategies Gold checkpoint times and the district calendar. Every child and their family will be offered a conference regardless of their participation in TSG. Conference attendance is not mandatory but highly recommended. Notification to sign up for a scheduled time will be sent home before hand. Teen parent conferences will be held during the school day.

Field Trips/Special Activities

Parents will receive written and/or verbal information on all activities, programs and locations of all scheduled field trips in advance, as well as the time departure to and from each destination. The registration form provides written authorization from the parents for each child to attend walking field trips.

All Options Infant/Toddler Learning Center Staff will be attending all field trips. Because all staff will be attending these walking field trips, if you do not give your child

permission to attend, you will need to find alternative care for your child during these activities. Transportation will be provided for teen parents and their babies only. Staff families are responsible for getting their child to and from field trips/events. Teen parents and their children will ride with a staff member. All laws are followed while in the car. Teen parents can drive themselves to these events with a separate permission slip signed. While on field trips, ratios will be maintained and all parents will be in attendance. It is your responsibility to keep track of your child, their needs and their things. Staff will be there to help when needed and to provide additional eyes, ears and hands.

On occasion there are special "school activities" or holiday gatherings throughout the school year; all of the Options Infant Center families are invited to any/all of these events. During the events, parents are solely responsible for the care of their children. Options Infant Center has two activities that **DO** require parents attendance. If you can not attend these events, you will need to find alternative care for your child on these days:

- OPA's annual Thanksgiving feast: **Friday November 18, 2016**
- Options Infant Center's annual zoo field trip: **Friday May 5, 2017**

In order for teen parents to attend our end of the year Zoo field trip, each parent must have passed 4 Hexters of Teen Parenting class and 4 Hexters of Teen Parenting Lab during the school year. **If you do not pass, you can not come** and will need to find alternative care for your child on that day.

These dates could change based on unexpected changes to testing schedules, school activities, availability, etc. Parents will be notified of any date changes as soon as possible.

Scheduled Early Dismissal

Options Infant Center will close early every 2nd Friday of the month for staff meetings. Closing time will be 2:30PM. The following are the dates for the 2015-16 school year:

- Fri. Sept. 9
- Fri. Oct. 14
- Fri. Nov. 11
- Fri. Dec. 9
- Fri. Jan. 13
- Fri. Feb. 10
- Fri. Mar. 10
- Fri. Apr. 14

-Fri. May 12

There will be an additional three Fridays throughout the year where the Infant Center will close early for deep cleaning and vacation pre-closing procedures. The following are the dates for the 2015-16 school year:

- Fri. Nov. 18 (Closing after Thanksgiving Feast)
- Tues. Dec. 20 (Tuesday before winter break)
- Fri. Mar. 24 (Friday before spring break)
- Fri. May 26 (last day @12:00)

Television/Video Viewing

The Infant/Toddler classroom is not equipped with the equipment to view videos or television. Our curriculum is play based and this is not a part of our scheduled day.

Lost Child

In the incident where a child cannot be located, the parent will then be contacted by the Infant/Toddler Learning Center, by means of calling the parent from class or if the parent is not in class, contacted them by phone. All means will be initiated to locate the child. ***Options Infant/Toddler Learning Center takes their responsibility very seriously when caring for children.***

Identifying Where Children Are at All Times

Throughout the day, all infant and toddler feedings and diapering are recorded on the daily log charts. Staff of the Infant/Toddler Learning Center perform headcounts that correspond with our attendance board.

Arriving Each Day

Options Infant Center is very fortunate to have one licensed classroom on the campus of Options High School. When arriving each day, please **DO NOT** leave children unattended in the hallway or office space. The staff of Options Infant Center is liable for any incidents that take place on the premises and we take pride in providing the safest place for infants and toddlers.

Teen Parents and Lunch

Teen Parents are required to be in the nursery during the lunch hour. This gives the learning center staff a daily regular scheduled break. Teen Parents may leave their class period 5 minutes early to ensure that they are in the nursery at the beginning of

the lunch period. Teen Parents may also move to the front of the lunch line when purchasing a hot school lunch. Teen parents must sign out their child everyday during lunch time. If there is a school activity that will require teen parents to not be in the classroom during the lunch period, please inform the teacher and make prior arrangements with another teen parent to feed, care and diaper your baby during this time.

Primary Caregiving

At Options Infant Center we use primary caregiving in our classroom. Each child is assigned to a teacher that will remain the same the whole year. This teacher is known as your child's Primary Caregiver. We use this practice to promote the formation of a strong emotional bond. This does not mean that your child won't interact with all teachers.

Positive Guidance Procedures

How Options cultivates positive relationships: The staff in the Infant/Toddler classroom makes every attempt to guide the children in a manner that is positive, nurturing and full of love.

How we create and maintain a socially and emotionally respectful environment: Our goal in the Infant/Toddler classroom is to have a language rich environment, and using the word "safe" while redirecting the children is encouraging. In order to make the program a positive experience for everyone in the classroom, including student assistants and volunteers, we ask that three basic principles be observed:

1. My caregiver keeps me safe
2. My caregiver helps me keep our classroom and the things in our classroom safe.
3. My caregiver helps keep others safe.

Our teaching strategies to support positive behavior, prosocial peer interactions and competence in young children: Learning Center staff have learned infant and toddler basic words in American Sign Language. Modeling these signs to the children encourages them to communicate to their caregiver basic daily routine needs. We want to encourage all of our children to use communication when interacting with adults and peers. Labeling their feelings and helping them find the words they need to communicate thoughts or feelings helps them develop strong social/emotional skills.

Interventions and Support: If a behavior problem is observed, staff will make all efforts in understanding the child's behavior, using redirection and verbal reminders of our classroom rules. In order to prevent explosion, if the behavior(s) continues, further observations with documentation will take place followed by a conference with the parent to discuss the next steps and strategies that will be used in the classroom to reduce challenging behavior while supporting positive behavior. Resources such as an early childhood mental health consultant will be called when needed for additional support. After these steps take place, a conference with the parent will be had to discuss if our program is the right fit for the child's needs.

Referrals

Options Infant Center staff collaborates with LPS programs such as Child Find when a developmental concern is observed. OIC staff is trained in child development and take all concerns seriously. When this occurs, the following procedure takes place:

1. A conference between parent, teacher and director will be set up.
2. This is when the referral process and next steps will be discussed.
3. Based on screening results, an IEP will be put in place and supported by OIC staff. All staff will cooperate with agencies to accommodate all children and their needs. Training on individual plans will be implemented when needed.

Families can also directly contact Child Find if they have a concern at 303.347.3469.

Notification of Illnesses, Accidents and Injuries

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Children may not attend the Infant/Toddler Learning Center if they have illness, including fever (100 F or higher), vomiting, sore throat, eye infection, heavy, green nasal discharge or constant coughing. For the benefit of all our children and staff, we will call the parent of any child who appears to be ill with two or more of the above symptoms to be picked up. In such cases, if the child appears to be contagious, then the child will be made comfortable in an isolated place away from other children, being supervised by a caregiver. The child may not return to school until he/she is symptom free for 24 hours or with a note from a doctor. If an outbreak occurs, children can not return to school until they are symptom free for 48 hours. Parents must report to the Nursery Director any exposure to communicable illnesses outside of the Learning Center or any diagnosis of the following: strep throat, measles, chicken pox, conjunctivitis, ringworm, scabies, hand foot and mouth. A notice of report will be posted in the Learning Center hallway and all parents will then be informed and advised as to the necessary protective measures. In addition, when

necessary, the Department of Health will be notified and communicable illnesses will be reported to the CDPHE.

All accidents or injuries that have occurred at the Learning Center will be reported to the parents and to the regulating authorities as needed. An infant or toddler who is injured will be given first aid by a staff member(s). All staff members are required to have First Aid and CPR training. If the injury poses emergency, the paramedics will be called. Every attempt to contact the parents will be made.

Emergency and Disasters Preparedness Procedures

All Learning Center staff are trained in the established safety procedures set in the Littleton Public Schools Emergency Manual. Manuals are posted in and outside of the classroom and should be looked by all parents. Children of all abilities will be cared for safely. If a child has a disability, an individualized plan will be put in place at the time of enrollment when needed. Safety drills will be conducted to familiarize volunteers, staff and student assistants on procedures to follow in the event of an emergency such as fire, tornado, lockdown or severe weather. Drill logs and evacuation procedures are available upon request.

In the event that Options Infant Center will need to evacuate, due to severe circumstances, the following will be conducted:

- 1) Parents will be contacted by information on emergency cards.
- 2) Parents will be given a location of infants whereabouts.
- 3) Parents will need to sign infant out when picking up from said location.

Transportation

LPS staff families are responsible for the transportation of their children to and from the Center.

In some cases, Littleton Public School buses are used for transporting Teen Parents and their babies to and from school. Arrangements must be made at the transportation office and include car seat approval. When riding in a bus, all rules and regulations for riding in buses will be followed. All persons are prohibited from standing or sitting on the floor. In addition, all body parts must remain inside the bus at all times.

Arrival/Dismissal of Participants & Sign-In/Out Process

It is required that all children be accompanied to and picked up from the Learning Center by an authorized person. Children should not be brought to the Center before

6:30AM and will need picked up promptly at the closing time of 4:00PM. Always sign your child “in” and “out” each day on the form provided in the “sign-in & out” binder located in The Learning Center hall. **Never leave your child unattended in the classroom or the Learning Center office.** In addition, please notify the Learning Center staff of any absences from the program.

Procedure for Individuals Not Authorized to Pick Up Children

If an unauthorized person attempts to pick up a child, **the child will not be allowed to leave.**

The Learning Center cannot legally deny release of any child to a natural parent unless we have a written court order regarding this. In the instance in which there is a restraining order prohibiting a certain person from contacting and/or picking up a child, the parent/guardian will need to provide the legal documents showing these restrictions. This document will then be placed in the child’s file. In addition, the parent/guardian must provide the name and description of the restricted person to the Learning Center staff. Should that individual attempt to pick up and/or contact the child, staff will immediately call 911.

Authorized Alternate Pickup and Drop-Off Procedure

If an unidentified, but authorized, person attempts to pick up a child, photo identification will be required and checked. To allow an alternate person to pick up your child, you may add them to the list in their enrollment application or provide written consent that includes the person’s name, the specific date(s) and your signature. If we are suspicious of any person picking up a child or if any aggression is used, the police will be called.

Late Pick Up/Failure to Pick-Up

If a parent knows they are going to be late and picking up their child after 4:00PM, they should call the Learning Center at 303.347.3591 OR 303.347.3593 and have a teacher communicate with the staff of the Learning Center their status. If a child is not picked up by the end of the day, staff will place a call to the parent/guardian. If the parent/guardian is unable to be reached the emergency contacts will be notified. If a child is not picked up by 5:00PM from the Learning Center, the Department of Social Services as well as the local authorities will be notified. Continual tardiness in picking up your child may result in your child being un-enrolled in the Learning Center. A late pick up charge \$1.00per minute (based on the school clock) will automatically be assessed to your account. **All Learning Center fess need to be paid by the 15th day of the following month to keep your spot secure.**

Prior to leaving the Learning Center each day, staff members will verify that all children have been signed out and accounted for. In the instance that a child was not signed out, staff will contact the parent/guardian to verify the whereabouts of the child. Continual failure to sign your child in/out can result in un-enrollment. It is a state law that we keep record of the whereabouts of children in our care during the school day.

Absences

If a child will be absent, a parent must call the Learning Center by 9:00AM each day to inform the staff of your child's absence. If there is no answer at either number, please leave a message with your first and last name along with your child's name and the reason for the absence.

Shel Hedrick (Office)-303.347.3593

or (Classroom)-303.347.3591

Attendance in the Learning Center is recorded on a daily basis and is important for the child to grow and learn. If attendance is seen as a concern, a meeting may be scheduled between parents and director to reevaluate change in enrollment.

CCAP clients are allotted 3 absences per month. Any more than 3 absences requires a physician's excusal note. If a note is not obtained to cover additional absences, clients will pay Options Infant Center private daily rate of \$60.00/day for the rest of the month after 3rd absence and CCAP will be notified for possible CCAP termination.

Planned or Scheduled Late Arrivals

The Infant and Toddler Learning Center's hours are from 6:30AM – 4:00PM daily. Please carefully observe our daily schedule of activities, and plan accordingly. Participants will not be accepted earlier than the start time and cannot be left unattended in the school building prior to or after programs hours.

Teen parents must provide their children with breakfast before arriving at school on late start days.

It is required that a parent/guardian let the Learning Center staff know about a late arrival at least one day prior to the foreseen late arrival.

Procedure for Storing and Administering Medication

The Learning Center program prefers not to administer medication. Please notify the Learning Center Director if, during the Learning Center program, your child will need

any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies or illnesses. Parents may need to meet with the Learning Center Director as well as the school nurse prior to attending the program in order to set up a Health Care Plan specific for your child. If the proper paperwork has not been completed, parents will be notified and asked to return to the Learning Center to administer medication.

In the event that a medication does need to be administered during the school hours by staff, the Infant and Toddler Learning Center must have the following on file before administering the medication:

1. "Authorization to Administer Medication" signed by both the prescribing physician and the child's parent/guardian.
2. When applicable, a signed Health Care Plan for the child.

ALL medication, (both prescription and nonprescription) must be given to the Director, and will be kept in a locked storage area, inaccessible to the participants. Medications may only be administered by trained and designated staff and only upon written order from the Doctor to the program staff, with knowledge and written consent of the parent/guardian. Medications must be kept in the original container and bear the original pharmacy label. Confidentiality of the child will be maintained at all times. When medication is no longer needed, it will be returned to the parent or destroyed. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with section with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Sunscreen

The Learning Center staff will apply sunscreen to children (6 months and older) prior to any outdoor activities. If you apply sunscreen to your child before arrival, please let staff know. The program will supply sunscreen which will be SPF #50 or higher and PABA free, unless otherwise directed by the parent. Sunscreen will be re-applied according to the product label.

Termination/Withdrawal Policy

If a family is needing to withdraw their child from our program for any reason, we ask that you give 21 days notice. If less than 3 weeks notice is given, a fee of \$100 will be charged. We are a small program and rely on all of our spots being filled.

If policies and procedures are not being followed, we reserve the right to terminate care. Our policies are in place in order to protect the children we care for, our students and our staff. When safety is a concern, care termination will be put into effect immediately.

Language Translation Services

Options Infant Center will make every effort to communicate with all families in their home language. All documents, policies, forms and applications can be translated into other languages using resources provided by the LPS district. LPS district services will be called for further translation for conferences and parent meetings when needed.

Program Evaluations

OIC will send home 2 parent evaluations each school year. One in December and One in May. Quality improvement plans and changes made based on the results from these surveys will be shared with families and staff through our bi-monthly newsletters. Hard copies of our QIP are kept in the office and can be viewed upon request. Of course, any additional concerns or suggestions during the year can be directly expressed to the director at anytime. In addition to these evaluations, teen parents will fill out a weekly evaluation on their experience in the nursery. This will be done every Friday during Teen Parenting class.

Family Partnerships and Communication

Family partnerships are very important to us and we want to keep communication open at all times. We want to keep you posted on things happening in our community and within our center. Bi-monthly newsletters are sent home in your child's mailbox as well as posted on our "Parent Info" board. Class offered through Options and in our community can also be found on this board. We try to host one Family Partnership event every month such as potlucks, BBQ, field trip, etc. If you ever have an idea, comment, know of an event happening or have a suggestion, please e-mail or let a staff member know! We are always excited to hear about new things.

Personal Belongings/Money/Lost & Found

All children are provided with cubby space in the classroom for diapers, spare clothes, shoes and jackets. All other belongings such as car seats, diaper bags, cuddles are kept in the office/classroom. OIC is not responsible for any lost or stolen items so please keep your personal belongings and money in a safe place and with you at all times.

Bottles and Snacks

Due to the nature of our program, we do not offer meals. All food is to be provided by the parents. If you are providing solid foods for your child, please put all food in tupperware containers. Licensing prohibits the use of plastic bags in classroom settings. Feedings by bottles and other appropriate food is done by each child's own schedule. Food/bottles must be provided daily. **If you are strictly breastfeeding, a minimum of 1 bag of frozen breast milk containing at least 5 oz must be provided to keep on site in case of evacuation or other emergencies.**

****For the purpose of feeding, please provide your child with pre made bottles to last the amount of time in attendance. If your child is eating solids, please provide a sufficient amount of solid foods. All items MUST be clearly marked with child's first & last name, date, amount & meal choice.**

We follow both licensing and Colorado Shines requirements and best practices. If your child is eating solids, you must provide a nutritious meal that meet the current USDA requirements. Please leave sugary foods such as cake, cookies, pudding, jello, fruit snack gummies, etc at home. We are not able to serve these items at school. It is also a requirement that while at school, children may only have milk and/or water to drink unless otherwise instructed by a doctor (doctor's note needed on file). This means no chocolate/flavored milk, juice, soda, liquid sweetened with various types of sugars, etc. If these items are brought to school and no other food/drink alternatives are provided, you and your child will be sent home until you can return with an appropriate meal. These rules are an effort to help fight and prevent childhood obesity, by addressing the nutritional and activity needs of children while in care.

Nutrition training(s) will be offered during the school year. It is not mandatory that parents attend but strongly encouraged.

Diapering and Toilet Training

Due to the ages of the children served in our program, we do not have the facilities to toilet train the children that we care for.

All diapering procedures follow the Universal Precautions, Tri-County Health Department and Colorado Shines requirements. Staff is to wear gloves, use wipes and the provided diapers for that particular child during each diaper change.

****It is the parent's responsibility to supply all diapers and cream. All cream must be labeled with first & last name. There is space to store a package of diapers. Please label ALL belongings.**

Protecting your Child from Second/Third Hand Smoke

Your child's safety is our number one concern. In order to protect and keep them safe, we want to eliminate their exposure to second and third hand smoke. Along with following LPS district policies about smoking on/near campus, we enforce the following rules. Any parent that smokes or that is around smoking must change their clothes prior to entering the nursery. A daily change of clothes will need to be provided by that parent to be worn anytime they are in the nursery. This will be in addition to wearing a smock and washing hands before entering. Teen parents will also receive counseling and additional classes if needed about the dangers of smoking and the effects it can have on children. If the parent still noticeably smells like smoke, they will be asked to leave the infant center and a meeting will be held with administration to brainstorm solutions.

Options Infant Center follows all Colorado State licensing laws, rules and regulations in addition to Colorado Shines and best practices. The Safety of the infants and toddlers that attend our program is always our number one priority. Options Infant Center is a drug, smoke (tobacco) and alcohol free environment. It is unacceptable to have any items or clothing related to any of these things in our center. When related items are found, we have to take measures in order to continue to maintain a safe and enriching environment for our children. This is at the discretion of the Director. In order to maintain the integrity and safety of our program, any person who has been found with, or that we suspect has been interacting with drugs, smoking or alcohol in any way will be searched upon entering the nursery. This can be done by any OIC or OHS staff member. All of their belongings will be searched as well. If anything else is found, the student will immediately be escorted to the office while we make a phone call to CPS. When a parent is found with or in connection with drugs or alcohol we are concerned, not just for that student, but for the welfare of their child. All Options Infant Center staff are mandated reporters. Other consequences and precautionary steps that could be taken include but are not limited to: completion of a drug/alcohol class, counseling, urine analyse (UA), daily searches, disenrollment at Options Infant Center, etc.

Sleeping/Swaddling

Options Infant Center follows the requirements for both Colorado Shines and the Colorado Department of Human Services: Child Care Rules and Regulations for infant sleeping.

We are required to put all infants on their backs in their own crib space for sleeping. We are required to offer every child over the age of 1 month a pacifier unless a waiver is signed by the parent. No blankets, stuffed animals or soft toys may be in the crib. We may only swaddle with a signed Health Care Plan from the Doctor. Swaddling may only be permitted with a “sleep-sack”, NOT with a blanket. Please provide your child with a sleep sack that is familiar to him/her.

****The signed form must be in child’s file on the first day of attendance in order for swaddling to be practiced.**

All children are placed on their back to sleep. We want to encourage children to be able to put themselves to sleep. In order to help support this skill, we follow the following sleep routines:

Each child is placed in a sleep sack or swaddle (with permission) and placed in their crib with hugs and snuggles. We give them 3 minutes to work it out on their own in their crib. If help is needed, we then go in and help in the form of rocking cribs, patting backs, reoffering paci, etc. After the child is comforted and settled, we then give them another 3 minute opportunity to put themselves to sleep before intervening again. All children are verbally acknowledged during the whole sleeping process. Just like everything we do, this is based on the individual child and their needs. If they are needing more love than usual that day or they are feeling sick or teething, of course, we will make adjustments. Please let us know if there is anything special you do at home that works for your child or if their sleep routines change over time.

Visitors Policy

For the safety of our infants and toddlers, visitors to the program will be kept to a minimum. Parents may visit the Learning Center at any time. For security purposes, anyone interested in visiting a participant during program hours must be on the participant’s designated pick up list. All visitors must check in at the main office to sign-in, present ID to the staff and will be issued a visitors name tag.

For on site parents, you are the only one who can remove your child from our learning center. We will not permit other on-site staff to leave with any child that is not theirs.

How to Report Child Abuse

If you ever suspect child abuse or neglect, please report it by calling 1-844-CO-4-KIDS, the child abuse hotline. If staff suspect at anytime that child abuse or neglect is taking place, we are mandated to report it.

How to Comment, Compliment, or Complain

If you have a comment, compliment or complaint about OIC, please contact our state licensing department at 303.866.5958. Information about this process can be found under the tab “ Early Care & Learning” on the Office of Early Childhood website.

Student Observers/Student Aids

Throughout the school day which is from 7:40AM-2:05PM, students in Options High School will be in the Options Infant Center. The purpose of the students being in the classroom is to observe and/or aid the staff with classroom activities. We would like you to know that these students range in age from 14-21 years of age.

Options Teen Parenting class will also be in the Learning Center. During this time, the Teen Parents will be working with the infants on developmental activities that have been assigned during instructional class time. If you wish for your baby to not participate in the assigned activities with Teen Parents, please sign the form at the back of the enrollment application.