

Sherman Early Childhood Center

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Parent Handbook



2026-2027

Sherman Early Childhood Center

PARENT AND STUDENT HANDBOOK

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Welcome to the Sherman Early Childhood Center

Dear Families,

Welcome! We are so honored to partner with you and your child during this important season of growth, learning, and discovery. Early childhood is such a special time, and we believe every child deserves to feel safe, loved, valued, and excited to learn each day.

Our goal is to create a warm and welcoming environment where children feel a true sense of belonging. Through play, exploration, routines, friendships, and caring guidance from teachers, children will build confidence, independence, social-emotional skills, and a strong foundation for future learning.

We know that families are children's first and most important teachers, and we deeply value your partnership. Communication, trust, and collaboration are essential to the success of our program, and we look forward to working alongside you throughout the year.

Thank you for sharing your child with us. We are grateful for the opportunity to be part of your child's story, and we look forward to a wonderful year together.

Caring for Kids,
Esther Cooley
Early Childhood Program Director

Mission Statements

The mission of Morgan County School District Re-3 is to inspire creative thinking, high achievement, and lifelong learning.

The mission of Sherman Early Childhood Center is to provide a safe and caring environment that enriches children's lives through educational experiences offered in a quality program. Another part of our mission is to provide a combination of child and teacher-directed activities to encourage growth in the areas of motor, language, self-help, and social skills in a safe and caring environment.

Purpose, Philosophy, Vision, Values, and Core Beliefs

Purpose Statement

The purpose of Sherman Early Childhood Center is to provide a safe, nurturing, joyful, and inclusive environment where every child is encouraged to flourish, explore, and reach their full potential.

Philosophy Statement

At Sherman Early Childhood Center, we believe that every child deserves access to high-quality, affordable early childhood education. Our program is designed to foster development through enriching learning experiences, creative play, and recreational activities that support the whole child socially, emotionally, physically, and cognitively. We are committed to honoring each child's individuality and fostering a love of learning from the earliest years.

Vision Statement

Our vision is to continually grow and evolve as a leading early learning and childcare program, rooted in excellence, equity, and innovation. We strive to build a foundation for lifelong learning by supporting children and families with compassionate care, professional integrity, and a commitment to continuous improvement in early childhood education.

Values Statement

At Sherman Early Childhood Center, we are guided by a commitment to excellence, inclusion, and compassion in all we do. We value the dignity of every child and family, the professionalism of our educators, and the importance of community partnerships. Our values shape a learning environment where curiosity is encouraged, differences are celebrated, and every child feels seen, heard, and supported.

Core Beliefs

We believe:

- Every child deserves to be safe, loved, and respected.

- Play is the foundation of early learning and development.
- Families are essential partners in a child's education.
- Diversity enriches our community and promotes understanding.
- Early childhood educators are professionals who deserve respect, support, and ongoing development.
- Affordable, high-quality care should be accessible to all children, regardless of background.
- A strong start in early childhood lays the foundation for future academic, social, and emotional success.

Non-Discrimination Policy

Sherman Early Childhood Center does not discriminate and protects children, families, staff, vendors, and clients from discrimination against race, color, national origin, religion, gender expression, age, disability, marital status, and sexual orientation.

Ages of District Employee's Children Accepted into Child Care

The Sherman Early Childhood Center accepts and cares for children 12 weeks old to eleven years old.

Care Group	Age	Option
Infant Care	12 weeks to 12 months	Full Time
Toddler Care	12 months to 36 months	Full Time
Pre-K Care	3 – 5 years old	Full Time / Part Time
Before School Care	Sherman Students	7:30-8:00
School Age Care	3 to 11 years old	3:00-5:30 p.m. Tuesday - Friday

Family Centered Transitions

Sherman Early Childhood Center recognizes that transitions are significant experiences for children and families. To support a positive start, we partner closely with families during enrollment and entry into a new learning environment. Transitions include family orientation and conversations prior to the child's first day, bridge time in the new learning environment, and meetings to gather family information. We understand that transitions look different for every family and child. Our approach honors each child's developmental stage, family culture, language, and lived experience. All transitions will be individualized to ensure children feel safe,

valued, and supported. Please note that if applicable when a child's age qualifies for transition into another room for care, the family, child, teacher, and director will make the decision. This process will always include a 'Bridge Time' between rooms to help the child acclimate to the new learning environment, teacher, and friends. After this a collaborative conference will occur to discuss and complete the transition.

Operating Hours

The Sherman Early Childhood Center is open on all Morgan County School District Re-3 days from 7:00 am to 5:00 pm.

Absences

Consistent school attendance is an important component of success for students. A preschool student who misses more than 10 days of school may forfeit their spot in the program. A meeting between the parent(s) and the Director will be required to review the students' attendance. Medical documentation for the absences may be requested.

Please call the school and let us know within 30 minutes of the beginning of the session that your child will not be in school that day. We are concerned about the safety of children and want to know that they are safe with you if they are not in school.

Parents, please notify the Sherman Early Childhood Center when your child is absent from the program by calling us at 970-542-0731.

Inclement/Adverse Weather

The children will play outside every day. Please make sure your child is dressed appropriately for the changing weather every day. If the temperature is below 30° F or above 90° F, or the Air Quality Index falls between 101-150 the children will remain inside for large motor recreational activities.

Please see District Policy information on our website ~ fortmorgank12.com

Admission and Registration

Registration forms are available at the Sherman Early Childhood Center Registration is limited to license capacity.

Prior to the first day of care each family must submit complete registration forms, health statement, immunization records, and viewable birth certificate for their child.

Teen parents must be enrolled in Morgan County School District Re-3 to register their child for care at Sherman Early Childhood Center.

Sherman Early Childhood Center meets all ADA regulations and is an inclusive early learning and childcare center. Sherman Early Childhood Center partners with families to meet the needs of children with learning and developmental delays. This is an individualized process for each family focusing on inclusion, adaptive accommodations, and embedded support. Sherman Early Childhood Center partners with families and the school district to meet the needs for children's learning and developmental goals.

Two-Week Trial Period

The first two weeks of a child's enrollment is a trial and adjustment period for children, parents, and the center staff. During the two-week trial, the parent or the provider can terminate care without reason or notice. Please note that every effort will be made to accommodate care for all children.

Fees and Payment Procedures for Child Care

Sherman Early Childhood Center has established flat rates for all program options. Please refer to fees for specific prices. Infant Care, Toddler Care, Pre-K Care, and School Age Care are billed at a flat monthly rate.

The balance needs to be paid in full each month to prevent it from exceeding one month's fees. We do not allow a carry-over balance; however, if accounts have a balance that is not paid in full by the end of each month, a \$100 monthly fee will be added to the account until it is paid in full. A payment contract between the family and care provider will be signed at the beginning of care.

Sherman Early Childhood Center accepts Child Care Assistance Program (CCCAP) through The Colorado Department of Human Services. Families are encouraged to apply for CCCAP to assist in the cost of childcare. If approvals are not completed, it will be the parent/guardian's responsibility to pay the full balance.

Fees are due and payable as per the payment contract signed by each parent. ANY CLIENT THAT IS THREE (3) DAYS BEHIND IN PAYING FEES WILL BE DENIED SERVICES UNTIL ALL FEES ARE PAID IN FULL. An additional \$50.00 will be charged for all checks returned due to insufficient funds.

Please be advised that accounts turned into collections will no longer be eligible for care at the Sherman Early Childhood Center.

DE Infants	12 weeks 12 months	Full Time	\$1000/month
DE Toddlers	12 months 36 months	Full Time	\$100/month
DE Pre-K Care	3 – 5 years old	Full Time Part Time	\$800/month \$400/month

DE Before School Care	Sherman Students	7:30-8:00	\$100/month
DE School Age Care	3 -12 years old	3:00-5:00	\$200/month

Funding for the Preschool Program

There are three types of funding that support the preschool program: federal funding, state funding, and tuition. Because of these funds children are given a free year of preschool to support their education foundation before they begin kindergarten.

Staff

Sherman Early Childhood Center staff may include Early Childhood Teachers, Special Education Teachers, Para-Educators, and Speech-Language Pathologists. Other staff members may also be involved within the classroom at various times throughout the year. Those staff members include a Principal, Director, Occupational and Physical Therapists, Certified Occupational Therapy Assistant, Certified Physical Therapy Assistant, Audiologist, School Social Worker, School Counselor, and School Psychologist.

Governance

Administrative decisions concerning the Sherman Early Childhood Center are addressed through a governing body consisting of the Early Childhood Teacher, Special Education Teacher, Director, Principal, and Superintendent.

Holiday Celebrations

The staff at Sherman Early Childhood Center view holidays and birthdays as special social and developmental events for young children, and we celebrate these occasions in our program. We are committed to an inclusive environment and respect the diverse beliefs of all families. If you prefer that your child not participate in holiday and birthday celebrations for any reason, please notify your child's teacher.

Identifying Where Children Are At All Times

Every child is signed in and out of the Sherman Early Childhood Center program daily. The person dropping off or picking up a child must sign and date the sign in/out book for every child he/she is picking up every day. When children arrive, the classroom teacher and program Director document their attendance. At various times throughout the day children are counted, especially during transitions. Circles are posted outside the classroom doors to inform where children are when not in their classroom.

Staff and children are scheduled into different activity areas throughout the day. Since children leave at different times, staff keep track of children in their care on an attendance sheet. They mark the children's departure by being sure that all the children have safely left by the end of

the day. Staff use radios to communicate where children are at all times.

Guidance, Positive Instruction, Supporting Positive Behavior

Sherman Early Childhood Center will:

Cultivate positive child, staff, and family relationships: Each teacher at Sherman Early Childhood Center has been trained in positive teaching practices that ensure each child's behavior is guided in a positive direction. We continuously incorporate our families through daily communications regarding their children and encourage family involvement to ensure their children are being guided in a positive direction.

- 1. Create and maintain a socially and emotionally respectful early learning and care environment:** All of our teachers encourage positive interactions with each child through demonstration and teaching that allow children to learn and be capable of respecting others socially and emotionally.
- 2. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children:** Through training each teacher can reinforce children's positive behavior effectively and positively and re-direct any behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
- 3. Provide individualized social and emotional intervention support for children. Including methods for understanding children's behavior and developing and implementing team based positive behavior support to prevent suspensions and expulsions:** Sherman Early Childhood Center believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive support plans for each child. This reduces challenging behaviors and may help to prevent suspensions and expulsions.
- 4. Access and early childhood mental health consultant or specialist as needed:** At the Sherman Early Childhood Center we continuously strive to strengthen our relationships with our children and their family. While working with our families to provide each child with specialized care within our classrooms. When the situation arises that a child's needs are too difficult to address in the classroom, we will give families information about an Early Childhood Mental Health Specialist to support their child in all environments.

Discipline and Guidance

All children are learning to be responsible for their behavior. Appropriate behavior is expected and will be positively reinforced by all staff. Staff are responsible for children's discipline in and out of the classroom with the goal of helping children gain self-control. Our classroom environments encourage appropriate behavior and help children learn social skills. The rooms are filled with a wide range of activities that are age and child appropriate and that will interest and channel behavior constructively. Our Early Childhood Teachers are trained to observe and recognize signs of an impending crisis, to redirect children before problems arise, to reinforce positive behavior whenever possible, to encourage pro-social behavior, setting limits, help children learn problem solving skills and natural or logical consequences as well as knowing when it is appropriate to remove child from a situation.

The following actions are not acceptable by staff or volunteers in any classroom:

- Physical mistreatment or restraint of any kind.
- Frightening or threatening a child.
- Humiliating, degrading, ridiculing, or yelling at a child.

The staff utilize a system of progressive discipline when inappropriate behavior is involved. The consequences will range from a verbal warning to expulsion from Sherman Early Childhood Center. Parents will be informed of serious discipline concerns and will be involved in the writing of a discipline plan when appropriate.

The Code of Conduct and Violent and Aggressive Behavior (file: JICDD) for all Morgan County School District Re-3 students are enforced at the Sherman Early Childhood Center.

Notification and Handling Children's Illnesses, Accidents, and Injuries

When a child is injured or has a minor accident while in the program, staff will first administer first aid. Children who become ill while attending will be sent home. Parents will be notified immediately and will be expected to pick up the child promptly. An ill or injured child may not stay at Sherman Early Childhood Center. Children who are ill or have been sent home by a school nurse will not be accepted into care at the Sherman Early Childhood Center that day. All communicable illnesses will be reported *to the local health department pursuant to the Colorado State Department of Public Health and Environment*. We follow the 'How Sick is too Sick' Health Department guidelines.

In case of an emergency, 911 will be called and the child will be taken to the closest emergency room at Common Spirit St. Elizabeth Hospital, 1000 Lincoln Street, Fort Morgan.

The following is the order of notifications and reports:

1. Emergency Services will be notified.
2. Families will be notified.

3. Morgan County School District Re-3 Accident Report will be completed.
4. The Department of Human Services Accident Report will be completed.

Emergencies and Drills

The children and staff are educated and practice the steps to follow in case of a fire, tornado or other emergency and they participate in drills throughout the school year. The fire drill exit procedures are posted in each room. Tornado drills will be held monthly from March through October. A record of all drills is kept at the center. Sherman Early Childhood Center also practices lock down, reverse evacuation, shelter in place, and active shooter, and evacuation drills. Emergency notifications and reunification directions will be sent to families using the district notifications system. In the event of an emergency children with disabilities and access/functional needs will be with their designated caregiver and care plans. Their priority status and needs will be communicated with district and local emergency management. After an emergency or disaster, the district will identify alternate care locations, designate staff to manage children, and communicate with parents. Sherman Early Childhood Center has backup supplies and plans for resuming normal operations depending on the circumstances while prioritizing the well-being of children and staff.

Sherman Early Childhood Center adheres to all Emergency Response Procedures instituted by Morgan County School District Re-3. Guidelines about the procedures used are available in each classroom and the office. All staff are trained using Emergency Response Procedures annually.

FIRE PROCEDURES

Fire exit directions are posted in each classroom. In case of an actual fire or drill children and teachers will follow these steps:

- Teachers and children will follow their fire exit route.
- Teachers and children will walk normally and quietly while exiting the building.
- Program staff will close all doors and check classrooms and bathrooms for children.
- Once outside, teachers and children will stand quietly in their designated area.
- Teachers and children will re-enter the building in a calm and orderly manner when directed to do so by the building administration.

TORNADO EMERGENCY PROCEDURES

Children practice tornado drills monthly. Tornado procedures are posted in each classroom. In the event of a tornado, classroom staff will be notified over the P.A. (public address) system and they, along with the children, will follow these steps:

- Teachers and children will proceed into the Sherman building hallways where they sit against the wall.

- If teachers and children are outside when a warning is signaled, the teachers will immediately bring the children inside to the nearest hall and have the children sit against the wall.

Continuity of Operations Plan

The purpose of this Continuity of Operations Plan is to ensure that essential program functions can continue, or be restored as quickly as possible, following a natural disaster, public health emergency, utility failure, severe weather event, fire, hazardous material incident, or other emergency that disrupts normal operations.

The safety and well-being of children, families, and staff will remain the program's highest priority during and after an emergency.

Essential Program Functions

The program will make every effort to maintain or restore the following essential functions:

- Protection and supervision of children
- Family communication and reunification
- Staff communication and accountability
- Access to emergency records and contact information
- Continuation of payroll and essential business operations
- Maintenance of licensing and regulatory compliance
- Coordination with emergency responders and community agencies
- Resumption of educational and care services

In the event of an emergency:

1. Staff will account for all children and personnel.
2. Families will be notified as soon as possible through available communication methods, including phone calls, text messages, email, district communication systems, websites, or social media.
3. Updates regarding closures, relocation sites, reopening timelines, and emergency instructions will be shared regularly.
4. Emergency contact information will be maintained and updated at least annually.

The program will maintain accessible copies of:

- Emergency contact information
- Child enrollment records
- Medical information and care plans
- Staff contact information
- Emergency procedures
- Insurance information
- Licensing information

If the facility cannot be occupied safely:

- Children and staff may be relocated to a pre-identified alternate location when appropriate.
- Families will be informed of the relocation site and reunification procedures.
- The program will coordinate with local authorities and the school district regarding temporary operating locations when available.

Prior to reopening:

- The facility will be inspected for safety hazards.
- Utilities, sanitation systems, and critical building functions will be verified.
- Necessary repairs will be completed.
- Required licensing agencies, health departments, and regulatory authorities will be notified as needed.

Families and staff will receive information regarding reopening plans and timelines

The program recognizes that natural disasters, emergencies, community crises, and other traumatic events can affect the emotional well-being of children, families, and staff. Following an emergency, the program will implement trauma-informed practices to support recovery, promote resilience, and restore a sense of safety and stability.

Emergency Phone Numbers

Emergency numbers are accessible to all staff in two locations and include fire department, police, rescue unit, staff, poison control center, and school nurse.

A list of parents' names, numbers, and addresses is also accessible to the staff.

Morgan County School District Support Center	970-867-5633
Sherman Early Childhood Center	970-542-0731
School Bus Garage	970-867-2263
Fort Morgan Police Department	970-867-5678
Colorado State Highway Patrol	640-867-8644
Morgan County Department of Human Services	970-542-3530
Rocky Mountain Poison Control Center	1-800-332-3073 or 1-303-629-1123

Lost Children Procedure

The plan of action in the case of a lost or missing child from the Sherman Early Childhood Center premises will include the following:

- 1) The staff member in charge of the missing child will notify the office immediately.
- 2) A quick check of the premises will be done immediately by staff not supervising children.

- 3) The parents or guardians will be notified immediately.
- 4) Prompt action will be taken to notify the local authorities (police, etc.) immediately.
- 5) The Morgan County School District Re-3 District Support Center will be notified immediately following the notification of parents and local authorities.
- 6) Sherman Early Childhood Center will submit a lost child written report to the local authorities and will contact the Colorado Department of Human Services within twenty-four hours of an incident.

A LOST CHILD ON A FIELD TRIP

The plan of action to follow in the case of a lost or missing child on a field trip will include the following:

- 1) A master list of the students leaving will be made with a list being left at the Sherman Early Childhood Center and one carried with the supervisor in charge of the field trip.
- 2) Each group leader will be assigned a specific number of children. They will always carry a list of the students in their charge.
- 3) Each group leader will make frequent periodic checks to confirm that all the children are with them.
- 4) If a child becomes lost the group leader will notify the supervisor in charge. A quick check of the premises will be done immediately by staff who are not supervising the children.
- 5) The supervisor will immediately contact the local authorities available for immediate help in locating the child.
- 6) After a plan has been put into action in trying to locate the lost child, the supervisor will immediately check the safety of the rest of the children.
- 7) The supervisor in charge of the field trip will immediately notify the Sherman Early Childhood Center office so parents or guardians and Morgan County School District Re-3 authorities are notified.
- 8) If the field trip is terminated before the child is found, the Director will remain at the site until the parents/guardians arrive. The other staff members and children will return with the bus to Sherman Early Childhood Center.

9) Sherman Early Childhood Center will submit a lost child written report to the local authorities and will contact the Colorado Department of Human Services within twenty-four hours of an incident.

10) Any child who arrives after a group has left for a field trip or excursion will remain at Sherman Early Childhood Center. The child can be taken to the event by a parent. A staff member may transport children to events if they are preapproved by the Transportation Director and there is district vehicle available. No child will be left unattended.

Procedure for a Child Separated from the Group or Requiring Local Authority Contact

The safety and supervision of children is the highest priority of Sherman Early Childhood Center. Children are supervised by assigned staff members at all times, both indoors and outdoors, during transitions, field trips, and all program activities.

If a child becomes separated from the group, is outside the direct supervision of their assigned staff member, or cannot be immediately accounted for, staff will take immediate action. The supervising staff member will notify the Director. Staff will conduct an immediate name-to-face attendance check, secure the remaining children with appropriate supervision, and begin searching the surrounding area without leaving other children unsupervised.

If the child is not located immediately, the Director will contact local authorities and the child's parent/guardian. Staff will continue to follow emergency procedures and cooperate fully with law enforcement or emergency responders.

If local authorities are contacted for any reason involving a child's safety, the parent/guardian will be notified as soon as possible. The incident will be documented in writing, including the time, location, staff involved, actions taken, notifications made, and the outcome.

Following the incident, program leadership will review supervision procedures, staffing, transitions, and safety practices to determine what occurred and what corrective actions are needed. Additional staff training, procedure changes, or safety measures will be implemented as appropriate to help prevent future incidents.

Television, Video Viewing, Filming, Photography, and Audio Recording

Sherman Early Childhood Center follows licensing guidelines regarding screen time and media.

- Media and internet usage will center around curriculum development and motor movement. Online safe practices will be taught to school-age children and reviewed monthly.
- This Media and Technology Use Plan will be reviewed annually and updated as needed to reflect current best practices, program needs, licensing requirements, and emerging technology safety recommendations.

- No television, recorded media, computer, tablet, and media devices will be used during meals or snack time and will be limited to no more than 30 minutes per day.
- On special occasions, 60 minutes may be exceeded with permission from the Director.
- Content of all material will be previewed by a staff member and screened for explicit language or topics. Movies viewed are rated either G or PG.
- Computer and tablet devices must not exceed 30 minutes per day.
- Parents or guardians must give permission for television and video viewing.
- Children under two years old will not be exposed to any screen time.
- Filming, photography, or audio recording at Sherman Early Childhood Center is only allowed when authorized and in approved public areas.

Transportation

Families participating in Infant Care, Toddler Care and Pre-K Care programs will transport their children to Sherman Early Childhood Center. Children participating in After School Care coming from Morgan County School District Re-3 schools will be bused to Sherman Early Childhood Center immediately following afternoon dismissal. Please note that there is no bus transportation offered during school breaks or on district no school days. Parents must provide their own transportation during these times. Transportation will be provided during activities and field trips.

Field Trips

Children may have the opportunity to go on field trips throughout the year. Please note that other fees may apply for field trip expenses.

Field trips provide opportunities for hands-on experiences and extended learning. Children will be always supervised by staff during field trips, and the child-staff ratio will be maintained according to licensing regulations. If children attending the field trip require routine medications during the field trip or have special health needs, a staff member with current medication administration training and delegation will be present on the field trip.

Safety Related to Riding in a Vehicle: Seating, Supervision, Emergency Procedure

Morgan County School District Re-3 provides bus transportation to the Sherman Early Childhood Center from all Morgan County School District Re-3 schools each afternoon for After School Care. When a child misses the bus that transports them to the Sherman Early Childhood Center the school staff will contact the Sherman Early Childhood Center to let them know that the student is at the school. Sherman Early Childhood Center will then call the parent. The parents will be responsible for picking up the child and transporting them to the Sherman Early Childhood Center.

When children are transported in a school vehicle other than a school bus, each child must use

a seat belt and proper safety restraint. Children are to be instructed on safety in case of an emergency or accident. Children must remain seated while the vehicle is in motion. All transportation staff are tested and certified through the Transportation Director of Morgan County School District Re-3.

During bus transportation it is expected that all children will follow the bus rules and regulations (File: JLCC). Children who are given citations from the bus driver will have their parents contacted and could be suspended from bus services. If the bus services are suspended due to behavior issues, parents will have to transport their child to the Sherman Early Childhood Center until a resolution is reached. Please refer to policy (File: EEAEC).

In the event of a transportation emergency the children will be kept calm and safe until emergency services arrive. The driver will notify 911, transportation department, and the Program Director of the emergency. The staff will remain and supervise children during the emergency or instruct children on safety steps to follow.

Dropping Off and Picking Up Students

Keeping children safe at all times while they are in the program is a priority at the Sherman Early Childhood Center. We require that all families sign their children in and out of the program on the electronic device. Families may list alternate adults that have permission to pick up their child on the registration paperwork. This information includes the names, phone numbers and addresses of those individuals the parent(s)/guardian(s) authorize to pick their child up from the Sherman Early Childhood Center. Please keep in mind the following:

- **If an individual's name is not on the authorized pick-up list, the child will not be released to that person.**
- **All persons picking up a child must be prepared to show a picture ID every time they enter the building,** regardless of being named on the pick-up list. If staff does not know a person, they will need to present a photo ID for verification.
- No one under the age of eighteen will be allowed to pick up a child from the program.
- If applicable, children will not be released to people listed on a restraining order from the courts.

To make morning transitions better for younger children, we ask parents that when dropping off their child, they make every effort to reassure their child and then say good-bye. It will be easier for the child, and it will allow the teacher to comfort and redirect the child's attention to the activities of the day.

At the end of the day, staff will check the sign-in sheet upon leaving to ensure that all children have left for the day and are signed out.

School Age Care and Pre-K Care children will be checked in by a staff member.

Failure to pick up children from the Sherman Early Childhood Center will result in the Department of Human Services and Law Enforcement being notified and intervening on behalf of the child.

Emergency Contacts

An emergency contact person listed on the registration form is required. Emergency contact person must be someone other than parents. List a person *that* can assume responsibility for your child in the event of an emergency. ***Please update your child's records if your emergency contact information changes.***

Caring For a Child Who Arrives Late at the Center

When a child arrives late at Sherman Early Childhood Center and their group has left the center, a staff member or Director will care for that child until the classroom teacher and care group returns.

Storing and Administering Medications

Any medication that must be given requires written permission from the student's doctor and a parent must sign the Permission for Medication Form file: JLCD-E. This includes prescription and non-prescription medication.

The medication must be brought in an original labeled container and have doctors' orders for the administration of the medication. Medications are stored out of the reach of children in a locked cabinet. Refrigerated medications are stored in a locked box in the refrigerator in the clinic.

Medication will be given at school only if the effectiveness is altered by not giving it during the school day.

If it becomes necessary for a child to take any form of medication at school, these steps must be followed:

- 1) Only staff members trained in Medication Administration and given Nurse Consultant Delegation will be allowed to give medication to children at.
- 2) Written authorization from the physician for the school stating the child's name, reason for medication, medication name, dosage, time to be given, length of time of administration and any side effects or reaction to watch for.
- 3) Written authorization from the parent/guardian.

- 4) An adult must bring the medication to the center in its original pharmacy labeled container.
- 5) The medication must also have written orders from the physician and a “Permission for Medication” form signed by a parent/guardian. Any time medication and/or dosage changes throughout the year, all paperwork (written doctor’s orders, permission for medication form and label on the pharmacy bottle) must be updated. Prescriptions must be renewed at the beginning of each year.
- 6) The staff member with medication administration authorization will keep a medication log.
- 7) All medication is kept locked up in the clinic and inaccessible to children.
- 8) All over-the-counter medication sent to school to the child will not be given and will be kept at the center and given back to the parent.

Children’s Personal Belongings and Money

Children will have a cubby available to store their personal belongings. All other care programs will have a cubby in their classroom labeled with their name. Sherman Early Childhood Center is not responsible for items that are lost or broken in the program. Parents are asked not to send toys or money with their child unless requested by a teacher. All money brought by the children for field trips will be the responsibility of the child.

Show and Tell

Children will regularly have an opportunity to participate in show and tell. Once they have presented the toy to their classmates, the toy will be put into the child’s cubby or backpack. It is school policy that toy weapons are not allowed on school grounds. The preschool staff is not responsible for items that are lost or broken at school.

Meals and Snacks

Breakfast and an afternoon snack will be provided without charge for children who are in attendance that day. A hot lunch will be available for all children present during the lunch hour. Lunch tickets may be purchased depending on Income Eligibility Form qualifications. All families enrolled in the Sherman Early Childhood Center program are required to fill out the CACFP Income Eligibility Form.

District employee parents of infants are asked to provide specialized formula or breast milk for their child. Sherman Early Childhood Center and CACFP will supply Parent’s Choice formula/Soy formula. When the infant is ready the Sherman Early Childhood Center will supply baby food, cereal, and snacks. Sherman Early Childhood Center must be notified in writing of any food

allergies. All medical documentation must be submitted before the child begins the program. Please see (File: JLCDA) for further information.

Sherman Early Childhood Center participates in CACFP, a USDA-funded program and is an equal opportunity provider and employer. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

To file a complaint of discrimination, write:

USDA, Director, Office of Civil Rights
Room 326-W, Whitten Building
14th and Independence Avenue
SW Washington DC 20250-9410
Or call: (202) 720-5964

Menus and Special Diets

Sherman Early Childhood Center is committed to supporting children's health, growth, and well-being through nutritious meals and snacks served in a safe, positive, and developmentally appropriate environment. Meals and snacks are planned to meet applicable nutrition guidelines and are served at regular times throughout the day.

Menus will be shared with families in advance and will be posted in a visible location for parent/guardian review. If menu changes are necessary, substitutions will be documented and communicated when appropriate.

Children are encouraged, but never forced, to try new foods. Mealtimes are viewed as an opportunity to build independence, social skills, healthy habits, and positive relationships. Staff sit with children, when possible, model appropriate mealtime behavior, and support children in listening to their hunger and fullness cues.

Families must notify the program of any food allergies, intolerances, or special dietary needs at the time of enrollment or as soon as they become known. Allergy and special diet information will be documented in the child's file and shared with appropriate staff members to ensure safe care. When required, families may be asked to provide written documentation from a health care provider. Reasonable accommodations will be made for children with food allergies, medical dietary needs, or special diets. Staff will take precautions to prevent exposure to known allergens, including careful supervision, handwashing, cleaning of eating surfaces, and following the child's individual care plan when applicable.

Diapering and Toilet Training

For infants and toddlers diapering is done throughout the day with loving care and reassurance that their needs are being met. When diapering, staff members follow the rules and steps posted by the changing stations. Because of the many diseases and germs that can be transferred during diaper changes, Standard Precautions are always used when diapering. Please note that due to sanitation concerns Sherman Early Childhood Center does not allow the use of cloth diapers, only disposable diapers are permitted.

Parents will provide wipes and diapers for their infants and toddlers as needed.

Sherman Early Childhood Center believes in partnering with parents to start toilet training. We begin by having an agreement between parents and teachers on the process we will follow while toilet training. We provide unique child-size toilet areas to help alleviate fears and insecurities.

To start typical toilet training we require that children meet the following guidelines:

- Be at least 20 months old.
- Be able to pull their own pants on and off.
- Be able to communicate verbally the need to use the bathroom.

Teachers and parents will plan to work together to remain consistent between home and child care. There will not be force or shame involved in toilet training. Each child will be given the opportunity to use the toilet, but we understand that it is ultimately the child's decision.

If your child is in the process of toilet training, we ask that you provide extra clothes, wipes, pull-ups, and underwear.

Visitors and Volunteers

Visitors and volunteers are welcomed and encouraged to be a part of Sherman Early Childhood Center programs. They must check in and out at the office before proceeding to the classroom and before leaving the building.

If a visitor is going to the infant room, they must wear booties and a smock. We also require frequent handwashing throughout their visit, especially before and after transitions.

Visitors and Volunteers will never be left alone with the children.

Volunteer responsibilities:

- Participate in activities.
- Follow rules and regulations of all governing agencies.
- Receive training regarding expectations of volunteers.

- Work directly under the supervision of a staff member.
- Complete background investigations to CBI and TRAILS at their own expense.
- Complete Mandatory Reporter Training in Child Abuse and Neglect.

Parent and Teacher Conferences

Parent and teacher conferences will be held in the Fall and Spring. They will also be scheduled at a parent's request to discuss concerns, progress, or recommendations.

Licensure

Sherman Early Childhood Center is licensed through the Colorado Department of Early Childhood, Division of Licensure, 710 Ash St., Denver, Colorado, 80246, phone 303-866-5958.

Filing a Complaint

If families have a complaint or concern, they can make them known by telephone, email, or personal interview. Complaints should be made to the Director and will be addressed immediately. We will strive for a peaceful resolution for all parties involved, so we can maintain a high level of care for each individual family.

To file a complaint with DHS about this facility contact:

Colorado Department of Human Services
Division of Child Care
1575 Sherman Street
Denver Colorado 80203-1714
or Call (303) 866-5958 or (800) 799-5876

Reporting Child Abuse

All Sherman Early Childhood Center staff are Mandated Reporters and are required by law to report suspected child abuse or neglect. In the event that a report is made, the program will cooperate with the Department of Human Services and the Fort Morgan Police Department. To report suspected abuse or neglect of any child, call the Child Abuse and Neglect hotline at 1-844-CO-4-KIDS (1-844-264-5437).

Withdrawal from the Program

A two-week notice is required when withdrawing from the Sherman Early Childhood Center. Also, a two-week notice will be given to families if the Sherman Early Childhood Center can no longer offer care for their children. To withdraw a student from the program, please notify the office and assure that all school property has been returned. If your child enters a new school district, the staff will forward all records and individualized-written programs for the child upon request.

Suspension and Expulsion from the Program

Suspensions and expulsions can be utilized in cases of severe, chronic, and dangerous misbehavior. Please refer to policy (File: JKD/JKE) If a child is suspended or expelled from school, they may not attend Sherman Early Childhood Center.

Program staff are trained and work to identify the social, emotional, and developmental needs of each child. However, there are times when a child may need additional care that our staff are not able to provide. If we feel that a child's behavior endangers the safety of other children, we will notify the family and begin with a conference. We will work together to develop a plan of action. During that time if a child is a danger to themselves or others, we may choose to suspend the child from care. Including but not limited to biting, hitting, kicking, slapping, punching, and any type of aggressive and bullying behaviors. Please refer to the Discipline Policy and Procedure on Guidance, Positive Instruction, Supporting Positive Behavior, Discipline and Consequences in this handbook for the steps taken by our staff to work with children who are displaying challenging behavior. It is only after supports are given and as a last resort that we would ask to remove the child from care at Sherman Early Childhood Center.

Asbestos Notification

To comply with the EPA AHERA regulations, Morgan County School District Re-3 must notify all students, staff, and patrons that all schools have been inspected and that there are Management Plans available for inspection. These plans are available at the Maintenance Office, 1301 East Riverview Avenue. Any remaining asbestos in schools is in good shape and poses no danger. The district maintains periodic inspections every six months to comply with the regulations.

Primary Caregiving and Continuity of Care

Children enrolled at Sherman Early Childhood Center will be assigned to a specific classroom and primary teaching staff for more than a year. To provide consistent and ongoing care to support the development of strong, secure, and trusting relationships between children and adults. The Sherman Early Childhood Center is committed to continuity of care by maintaining stable caregiver and child relationships. Consistent caregiving supports children's emotional well-being, sense of safety, and healthy development by allowing caregivers to know each child deeply and recognize their individual needs, strengths, and routines. Through intentional continuity of care and primary caregiving, our program fosters meaningful connections that promote belonging, confidence, and positive social emotional growth.

Clothing and Supplies for Infants and Toddlers

Please send a complete change of clothes, socks, and jacket for your child to be kept at Sherman Early Childhood Center. Parents are responsible for providing the following items as needed:

- Diapers

- Wipes
- Bottles (daily)
- Specialized Formula or Human Milk
- Diaper Cream
- Sunscreen
- Water Bottle
- Blanket for Toddlers and Sleep Sacks for Infants

Sherman Early Childhood Center welcomes and supports families breastfeeding/chestfeeding their baby at our facility. We have private, clean, and designated spaces available for nursing parents.

Please make sure your child wears shoes daily to aid in their growth and developing skills.

All belongings should be labeled with the child's first and last name.

Communication

Sherman Early Childhood Center strives to ensure that persons with Limited English Proficiency have a meaningful and equal opportunity to participate in services, activities, and programs by providing communications services. Sherman Early Childhood Center communicates through a language interpreter and district resources to accommodate home language accessibility.

Communication in Infant and Toddler Care program involves parent and teacher face to face interactions and daily reports through Early Learning Ventures app to inform families about their child's daily activities and care. Communication in the Pre-K Care programs involve using the Early Learning Ventures app and face to face interactions. School Age Care communication is done face to face and the Early Learning Ventures app.

To communicate by phone please call 970-542-0731

To communicate by email please email esther.cooley@fortmorgank12.com

Critical Incident Procedures

In the event of a safety or security threat inside or outside the building, the Fort Morgan Police Department has assisted the school in establishing safety procedures. Children will be taken to secure areas until the school office is notified by the police department that everything is safe. The safety procedures are practiced each year. In the event of a safety or security threat, please do not call the school or attempt to pick up your children.

Commitments to Excellence

Please see District Policy information at the back of the book. Sherman Early Childhood Center is also committed to excellence in Continuous Quality Improvement. Part of quality

improvement is planned in Colorado Shines. A copy of the plan is available in the office and will be reviewed with families and stakeholders yearly.

Children with Special Needs

Sherman Early Childhood Center accepts children with special needs and different abilities. Children with unique physical and mental abilities are accepted and offered care. Before a child with special needs is admitted to the Sherman Early Childhood Center the parents or guardians are required to meet with the director and provide a complete background explaining the child's condition and accommodations that need to be provided. There may be exclusion for child care based on adaptive equipment availability and lift limits of fifty pounds. This must be done before the child can be accepted for care into the program. Our goal is to provide an inclusive environment with embedded support for all children.

Family Partnership for Inclusive Participation

Sherman Early Childhood Center is committed to creating an inclusive environment where children of all abilities feel valued and fully included. We partner with families of children with special needs to support meaningful participation in classroom activities, routines, and program experiences. We believe meaningful progress is best achieved through collaboration, shared understanding, and strengths-based approach. Family input helps guide accommodations, classroom practices, and transitions to ensure children feel safe, supported, and included. Inclusion is individualized and responsive. Our program is committed to honoring each child's identity, family culture, language, and lived experience while fostering belonging within the classroom community.

Daily Schedule and Activities

At Sherman Early Childhood Center, we strive to provide a nurturing, healthy and comforting environment where children can be happy, healthy, and secure. Every room's schedule and environment are designed to help children develop positive self-esteem.

Children are involved in many different activities throughout the day suitable for their developmental level on a group and individual basis. Activities provided include arts, crafts, music, and movement along with unstructured and structured play. Enrichment activities are designed to enhance their emotional, cognitive, social, and physical development. They are planned based on children's interest and are structured and supervised. All children are encouraged to participate within their abilities. A daily schedule and monthly newsletter are printed to inform parents of the activities. Students are asked to come to school clean and dressed appropriately for the season. The district policy (File: JICA) regarding dress code is enforced while students are attending Sherman Early Childhood Center.

Damages to Program Property

Sherman Early Childhood Center provides a variety of toys, manipulatives, supplies, materials, and furniture for children to enjoy while learning and playing. We understand that with

everyday use, wear and tear is expected. For this reason, we take great care of all our property and ask that children do the same. We expect children to treat program property with care and respect. If a child intentionally destroys or steals program property, parents will be responsible for the cost of the item, so we can maintain a high-quality environment for everyone.

Environment for Infant & Toddler Rooms

With infants commonly on the floor, we want to provide a clean, safe, and healthy environment in the Infant Room. We practice a shoe safe shoes and smocks policy in this room. We ask that parents and staff entering the carpeted area of the infant room please slip a pair of shoe covers over their shoes and wear a smock over their clothes. In an effort to protect infants from secondhand and thirdhand, no smoking of any kind is allowed in or around the building. Additionally, staff who smoke must have clothing to wear at Sherman Early Childhood Center, that has not been exposed to a smoking environment. Staff must keep hair and skin clean and smoke free when working with infants.

Handbook Agreement

Sherman Early Childhood Center handbook is a reference for policies and procedures designed to provide families with important and current information about our program. The handbook is updated annually and is approved by the Morgan County School District Re-3 Board of Education. Any time there is an update, it will be presented to the Board and, once approved, families will receive the updated version of the handbook on the district website.

When registering for care, each family will be sent an electronic version of the Sherman Early Childhood Center handbook. It will also be available online on the program's website. Families are required to sign that they received and understand the parent handbook.

Health

To maintain health in our environment, teachers spray down the classroom with a sanitizing or disinfecting solution every night. Toys are sanitized and disinfected once a week and stuffed animals and bedding are washed weekly. The children's cots are washed down daily with a sanitizing solution after nap time. The walls, sinks, tables, bathrooms, cribs, highchairs, cubbies, and other furniture are constantly maintained and washed.

Before a child can start, a Health Form must be signed by a doctor and returned to the center. Once a child is enrolled, this form will be renewed annually.

The Health Status Form, Immunization Form, and Over the counter Medication Form must also be updated as directed by your physician.

Illness Policy and Screenings

For the health and safety of children and staff, we ask that parents keep their child at home if they do not feel well enough to participate in normal activities, need more care than staff can provide, or have any of the symptoms listed:

1. Fever over 100.4
2. Vomiting
3. Diarrhea
4. Flu symptoms
5. Coughing (severe)
6. Rash with Fever
7. Chicken Pox
8. Pink Eye (until treated)
9. Head Lice (until treated)
10. Hepatitis A
11. Impetigo
12. Ringworm
13. Roseola
14. RSV (until doctor approved return)
15. Strep Throat
16. Vaccine Preventable Diseases (until doctor approved return)

If your child is sent home, they must be symptom free for 24 hours, on antibiotics or have a doctor's approval before returning to the Sherman Early Childhood Center.

To mitigate the spread of lice, the Program Director has the option of sending home any child with live lice for initial treatment. Children with nits only may remain in childcare if parents are actively combing out and treating the nits.

Vision, Dental, and Hearing Screenings will occur during the school year. Families will be given advance notice and will be able to authorize permission before the screening occurs. The dates for the screenings will vary according to the availability of the screeners. Families may also opt out of any or all the screenings by documenting their choice on the permission slips.

COVID Policy

The pandemic has presented unique challenges for early childhood, but Sherman Early Childhood Center will make every effort to support families and continue providing services through pandemic incidents. To reduce or lower the transmission, infection, and disease severity of SARS-CoV-2 (COVID-19), Sherman Early Childhood Center has practices and strategies in place for both program staff and enrolled children. This practice includes hand washing, environmental cleaning, disinfecting, quarantining, distance play, masking, and classroom

closures. This policy may be updated at any time to align with current needs of the community and public health guidance for COVID-19.

Health and Medical Home Documentation

Sherman Early Childhood Center documents medical insurance coverage and a designated medical home for each enrolled child. This information is collected during enrollment and maintained in the child's confidential file. Support is available to families that need assistance identifying medical insurance or establishing a medical home for their child. Please contact the director for assistance and resources.

Immunization of Students

Before a child begins care at Sherman Early Childhood Center, families must provide the child's immunization record if it is not obtainable from the Colorado State Immunization site. Sherman Early Childhood Center is required to have an immunization or exemption record kept in file at the center. If your child needs immunizations, you will be notified to have them done before your child can return to childcare. Parents may also file an exemption form on the CIIS website. The Immunization Record must be updated according to the age requirements of your child as stipulated by the Health Department.

Staff members who manage or process immunizations are trained annually on immunization courses through the Colorado Department of Public Health and Environment.

Parents Right to Know

Please see District Policy information on our website ~ fortmorgank12.com

Parents Portal Instructions

Please see District Policy information on our website ~ fortmorgank12.com

Playground

The playground areas at Sherman Early Childhood Center are used to help children develop their large motor skills and experience nature. Every class has scheduled playground time daily. If they cannot play outside due to weather restrictions or hazards, large motor activities will be provided indoors. All structures, equipment and environments are checked for safety daily. All indoor equipment meets safety standards.

Referral for Family Services or Support

If a family expresses that they may need additional support services, mental health, health, developmental, education, trauma, and adversity support services to a staff person will forward this information to the Director. The Program Director will provide contact information to the family or call the service provider directly, depending on the nature of the support needed. Sherman Early Childhood Center works to provide outside resources for parents, these

resources include but are not limited to Nurse Family Partnership, St. Elizabeth Hospital, Baby Bear Hugs, and the Caring Pregnancy Center, and WIC. The Sherman Early Childhood Center Director will also meet with families regarding progress and if further assistance is needed.

Resource Connections Policy & Procedure

Sherman Early Childhood Center is committed to supporting the well-being of children and families by fostering strong partnerships with community service agencies and support organizations. We recognize that families may experience changing needs over time, and seeking support is a sign of strength. Our role is to provide respectful guidance, information, and connections to appropriate community resources when requested or when needs are identified. All family information and requests for support are managed with care, confidentiality, and respect.

Procedures for connecting Families to Community Services:

- **Identify Needs** – by request of the family, through conversations, and observations that impact a child’s well-being.
- **Family Communication & Consent** – families are invited to discuss need or accept referrals, staff explain resources, and families may decline services at any time.
- **Providing Resource Information** – Staff share information about community resources, assist families in application steps, and offer interpreter support to ensure clear communication.
- **Collaboration & Follow-up** – Staff check on whether additional support is needed, ongoing communication is guided by family’s comfort level, the program maintains an updated list of trusted community partners.

Safety, Crisis Response, and Trauma Informed Care Policy

Sherman Early Childhood Center is committed to maintain a safe, supportive environment for children, families, and staff by preparing for and responding thoughtfully to potential natural, human-caused, and personal crisis treats. These include environmental emergencies, community incidents, or other crisis situations. In the event of a crisis, the program will follow established safety and emergency procedures while prioritizing communication, support, and connection. Our procedures will be guided by the district crisis management team and the Sherman Early Childhood Center trauma informed practices. Our goal is to protect physical safety and support emotional resilience for our staff, children, and families.

Right to Searches and Possession of Drugs and Alcohol

It is unlikely that there will be a need to search a student. However, in the event of the necessity to do so, we will be guided by Morgan County School District Re-3 School Board Policy (File: JIH). The use, possession, distribution, or sale of drugs and alcohol by students is prohibited by Board of Education Policy (File: JICH and JICH-R). All Morgan County School District Re-3 facilities are smoke-free environments.

Safe Infant Sleep Policy

Safe Infant Sleep in Child Care

Providing infants with a safe place to grow and learn is very important. For this reason, Sherman Early Childhood Center has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). *SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.”* The staff, substitute staff, and volunteers at follow the AAP safe sleep policy. Additionally, staff monitor sleeping infants with a visual check of their sleep position, skin color, breathing, and body temperature in their cribs every 15 minutes.

Sleep Position

- Infants will be placed flat on their backs to sleep every time unless there is a physician’s signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant’s crib without identifying medical information. The full waiver will be kept in the infant’s file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment

- Our program will use safety-approved cribs and firm mattresses.
- Crib slats will be less than 2 3/8” apart.
- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight-fitting mattress covered by fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, will be used as safe alternatives to blankets.

- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking is not allowed in or near the Sherman Early Childhood Center.

Supervision

- When infants are in their cribs, they will be always within sight and hearing of staff.
- A staff member will visibly check on the sleeping infants every 15 minutes.
- When an infant is awake, they will have supervised 'tummy time.' This will help babies strengthen their muscles and development.

Training

All staff, substitute staff, parents, and volunteers at Sherman Early Childhood Center will be trained in safe sleep policies and practices.

Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.

Documentation that staff members, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.

All staff and substitutes at Sherman Early Childhood Center will be trained in first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

When the Policy Applies

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep at Sherman Early Childhood Center.

Communication Plan for Staff and Parents

Parents will review this policy when they enroll their child in the Sherman Early Childhood Center, and a copy will be provided in the parent handbook and a paper copy will be available at parent's request. Parents are highly encouraged to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in childcare as well as other program, health, and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Any individual who has questions regarding this policy may ask program contact:
 Esther Cooley, Early Childhood Program Director for Sherman Early Childhood Center.
esther.cooley@fortmorgank12.com or 970-542-0731

School/Parent Policy Compact (Title 1)

Please see District Policy information on our website ~ fortmorgank12.com

Screenings and Assessments and Referrals

Sherman Early Childhood Center staff and professionals will conduct various screenings and assessments of children while enrolled.

Assessments may include:

- Dental Screenings
- Vision Screening
- Hearing Screening
- Ages and Stages Questionnaire
- Ages and Stages Questionnaire Social and Emotional
- Informal Classroom Assessments
- Teaching Strategies Gold Assessments

Based on the screening results, referrals for appropriate services will be made. Families will be given advance notice and will be able to authorize permission before the screening occurs. The dates for the screenings will vary according to the availability of the screeners. Families may also opt out of any or all the screenings by documenting their choice on the permission slips.

Procedure for Identifying and Removing Recalled Items

Sherman Early Childhood Center is committed to maintaining a safe environment for children by regularly monitoring toys, equipment, furnishings, and food items for recalls or safety concerns. The Director or assigned staff member will review recall information on a routine basis using reliable sources, including consumer product safety and food safety recall notices. Items reviewed will include classroom toys, playground equipment, cribs, highchairs, furniture, art materials, cleaning items, and food served or stored by the program.

If an item is identified as recalled, staff will immediately remove it from use and place it in a secure location away from children. The item will not be returned to the classroom, playground, kitchen, or storage area until it has been determined safe according to the recall instructions.

The Director or assigned staff member will follow the recall guidance, which may include disposal, repair, replacement, return to the manufacturer, or communication with the food provider. Recalled food items will be removed immediately and discarded or returned according to food safety instructions.

The program will document the recall, including the item name, date identified, action taken, and final resolution. Families will be notified when a recalled item may have affected their child's health, safety, meals, or care.

Staff are expected to report any safety concerns, damaged items, or suspected recalled products to the Director immediately. Regular classroom and facility checks will also be used to help ensure unsafe or recalled items are identified and removed promptly.

Weapons in School

The Morgan County School District Re-3 policy regarding weapons at school (File: JICI) Weapons, or other objects being used as weapons, will not be tolerated. Students disregarding these policies will be subject to suspension and/or expulsion from school.

Web Site

The Morgan County School District Re-3 website can be found at www.fortmorgank12.com icon is in the upper right corner on the home page. This area on the web site is available for program information. Also, on this website all Morgan County School District Re-3 policies can be accessed and reviewed.