



Policies, Procedures, and Expectations

“A Person’s a Person No Matter How Small!”

(Dr. Seuss)

Purpose and Philosophy: At Curious Minds, our purpose and philosophy revolve around creating a nurturing, safe, and joyous environment where children can thrive. We are committed to helping each child develop the skills necessary for success in school and ensuring a seamless transition to elementary education. Our mission is centered on providing child-centered childcare that prioritizes fostering creativity within a developmentally appropriate, play-based setting.

Unique Stimulation Program: Through years of experience and careful consideration, we have curated a variety of curricula, including the esteemed Core Knowledge Sequence, to craft our own unique and effective stimulation program. Our center caters to students from 1 year old through Kindergarten, offering high-quality care and education.

Impactful Learning: Our classroom time is purposeful and engaging, filled with hands-on activities and personalized learning approaches. The flexibility of our daily program allows us to cater to the individual needs of each child, ensuring their holistic development.

Focus on Cleanliness, Stimulation, and Happiness: We prioritize the cleanliness and hygiene of our environment, providing appropriate stimulation for each child, and above all, ensuring their happiness and contentment. Our program is designed to foster learning through play while recognizing and nurturing individual interests.

Promoting Independence and Social Awareness: Teachers at Curious Minds support growing independence by offering opportunities for classroom responsibilities and encouraging active communication skills. We aim to expand young learners' awareness of social behavior and their role within the learning community.

Encouraging Exploration and Confidence: Throughout the day, children are encouraged to make self-directed choices, engage in small group activities, participate in circle time, and build the confidence needed to explore new experiences. Free play is valued, allowing creativity and imagination to flourish under the guidance of our dedicated teachers.

Holistic Development: We are committed to promoting the holistic development of each student, empowering them to become strong, skillful communicators, competent learners, and healthy, well-balanced individuals.

Join Us:

We invite you to join us on this journey of discovery and growth at Curious Minds Childcare Center.

Contact us today to schedule a tour and learn more about how our program can benefit your child's early education and development.

Together, let's nurture curiosity and ignite a lifelong love for learning!

Age Range and Programs:

Curious Minds Early Learning Center warmly welcomes children from 18 months to 6 years of age. Additionally, we offer specialized camps for children aged 7-12 during the summer.

Flexible Scheduling:

Our center offers both half-days, full-day programs, and 1 day a week drop in, catering to the diverse needs of families. We operate year-round, providing care and education Monday through Friday from 7:00 AM to 5:30 PM, apart from holidays (please refer to the separate schedule).

Admission and Registration Process:

To enroll at Curious Minds Early Learning Center, families are kindly asked to complete an application and submit all necessary paperwork. Our team is dedicated to ensuring a smooth and efficient registration process for all families joining our community.

Tuition:

	Full Day (7:30am -5:30pm) Potty Trained	Half Day (7:30am -11:45am) Potty Trained		Full Day (7:30am -5:30pm) NOT Potty Trained	Half Day (7:30am -11:45am) NOT Potty Trained
5 days	\$1600	\$960	5 days	\$1750	\$1050
4 days	\$1280	\$760	4 days	\$1400	\$840
3 days	\$960	\$570	3 days	\$1050	\$630
2 days	\$640	\$380	2 days	\$710	\$420

Pricing and Fees:

- Daily Rate: Full day - \$100, Half day - \$75
- Application Fee (one time): \$50
- Enrollment Fee (annual): \$250
 - Enrollment fees are due upon enrollment and annually each January. This fee will be pro-rated at the time of enrollment for the calendar year.
 - Included in the enrollment fee: a naptime washable Slumber Sack, a T-shirt, and Art supplies.

Payment Details:

- Payment Due Date: Payment is due by the 1st of every month.
- Accepted Payment Methods: Payments can be made by cash, check, credit card, ACH, or conveniently online through the Brightwheel app.
- Invoicing: Invoices will be distributed during the last week of the month.
- Returned Check Fee: There will be a \$35 charge for returned checks.
- Late Payment Fee: A late payment fee of \$15 per day will be added to the following month's bill starting from the 2nd of the month.

Sibling Discount:

- Families with multiple children enrolled during the same contract year will receive a 10% discount for each additional sibling.

Not Included:

- Professional School Photos
- Extracurricular Activities: Additional fees may apply for extracurricular activities such as Mighty Kicks, Amazing Athletes, Spanish, Sign-Language, Wild-Roots Art classes, Yoga, Chess, and Taekwondo.

We aim to provide transparent and convenient payment options while offering enriching experiences for your child's development at Curious Minds Early Learning Center.

Childcare Closings: Please see separate holiday and school closure days document updated annually.

Inclement Weather Policy:

Children are dressed appropriately for all weather conditions to ensure their participation in indoor and outdoor activities. We do not go outdoors during excessively hot (above 90°F), cold (below 20°F), or inclement weather. Our closure policy aligns with the Poudre School District (PSD) closures, delayed starts, and early releases.

Safety Measures:

- Parents sign children in and out daily, and staff routinely monitor children's whereabouts.
- Staff ensure children leave with adult supervision.
- Positive teaching practices guide children to express themselves positively, resolve disputes, and build successful peer relationships.
- Assaultive behavior is strictly prohibited, and expulsion may occur, especially if it results in injuries.

Illness or Injury:

Refer to our Illness Policy for guidance on handling illness or injury situations.

Emergency Procedures:

- Emergency data must be updated yearly.
- We promptly inform parents of any changes and conduct emergency drills to ensure readiness.
- Our Disaster Preparedness Plan is available upon request.

Transportation and Field Trips:

We do not provide transportation or typically include field trips in our program.

Multimedia and Screen Time:

Occasional multimedia use supplements our curriculum to enhance learning experiences.

At Curious Minds Early Learning Center, we prioritize safety, communication, and enriching experiences for your child's development.

Procedure for Releasing Children:

At Curious Minds Early Learning Center, the safety and well-being of your child are our top priorities. To ensure a secure environment, we have established the following procedures for releasing children:

- **Arrival and Departure:** Parents/care providers are required to accompany children into the building and sign them in/out using the designated app at the front desk. Additionally, please inform a staff member of your child's arrival or departure for the day.
- **Designated Adults:** Children will only be released to parents or individuals listed on the authorized pick-up form. Written permission must be provided for anyone not listed on the form, including their name, phone number, relationship to the child, dates of pick-up, and your signature.
- **Positive Identification:** Individuals picking up children must present a picture ID to staff for positive identification.
- **Unauthorized Pick-Up:** If an unauthorized person attempts to pick up a child, we will keep the child in class until contacting you or the proper authorities. However, physical restraint is not within our authority. Please keep us informed of any legal restrictions on contact with individuals.

Procedure for Late Pick-Up:

We understand unforeseen circumstances may arise, but it is crucial for children to be picked up on time. Late pick-up procedures are as follows:

- Parents should contact us immediately if they anticipate being late.
- If a child is not picked up on time and we are unable to reach the parents, we will:
 1. Notify the Director and begin contacting parents.
 2. Release the child to the Emergency Contact listed on the application if parents are unavailable.
 3. If unable to contact parents or authorized adults by the close of business, we will involve local authorities.

A late fee of \$15 per 15 minutes or part thereof will be charged.

Procedure for Late Arrival:

Please ensure children are dropped off no later than 9:00 AM to maintain consistency in education and schedules. Please notify us if your child will arrive later due to an appointment.

Administration of Medications:

- Only emergency medications for life-threatening allergies (Inhalers, Benadryl, and/or EpiPen) will be administered by our staff.
- All other medications should be administered by parents or guardians outside of school hours.
- Emergency medications must be provided in advance, directly to a staff member, with a written protocol from the child's physician and clear labeling.
- Sunscreen application is the responsibility of parents before arrival at school.

Your cooperation in adhering to these procedures ensures the safety and well-being of all children at Curious Minds Early Learning Center.

Personal Belongings:

We kindly ask parents to dress their child appropriately for hands-on activities and outdoor exploration. Cubbies are provided for storing belongings; however, Curious Minds Early Learning Center is not responsible for items left in cubbies. Please refrain from bringing toys, money, or other valuables from home whenever possible.

Meals and Snacks:

Children will be provided with breakfast, lunch, morning and afternoon snacks. Outside food is not permitted, except in cases of severe allergies. Our school is nut and peanut-free to ensure the safety of all children. Please ensure your child is free of peanut and nut residue before coming to class.

Birthdays:

Parents may bring store-bought birthday treats for celebrations. Alternatively, you may provide a box of acceptable treats to be used throughout the year. Homemade treats are not permitted per Colorado Health Department policy.

Diapering and Toilet Training:

We support children in their toilet training journey and provide respectful, safe, and healthy diaper changes when needed. Please provide a backpack with pull-ups or diapers, wipes, ointment, and spare clothes. Ensure your child uses the bathroom before entering class, and inform the teacher if your child requires frequent bathroom breaks.

Visitors:

All visitors must sign in at the front desk and be accompanied by staff while children are in the building.

Parent and Staff Conferences:

Parent conferences are held each semester but can be scheduled as needed. Our staff is always available to discuss your child's progress or any concerns you may have.

Filing a Complaint:

If you have concerns or wish to file a complaint, please contact the Office of Early Childhood, Division of Early Care and Learning Licensing at (303) 866-5948.

Reporting of Child Abuse:

All staff are mandatory reporters. If child abuse is suspected, please contact Larimer County Child Protective Services at (970) 498-6990 or the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437).

Notification of Withdrawal:

A two-week notice is required for withdrawing your child from our program. Failure to provide notice will result in a two-week tuition charge.

Suspension and Expulsion:

We strive to support every child's needs, but if a child's behavior endangers themselves or others, we may disenroll them from our program. Assaultive behavior is not tolerated and will result in immediate expulsion.

Curious Minds reserves the right to terminate contracts for non-compliance with handbook policies, non-payment, lack of parental cooperation, abuse, or continual disciplinary issues.

At Curious Minds Early Learning Center, we prioritize safety, communication, and the well-being of every child in our care.

Thank you for choosing Curious Minds Early Learning Center!

Curious Minds Early Learning Center admits students of any ability, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and school administered programs.



Illness Policy

Curious Minds follows the guidance in the Colorado Department of Public Health & Environment's "Communicable Disease How sick is too sick? Public guidance document." (Attached to this policy)

Keep your child home if they have any of the following symptoms:

- Vomiting or diarrhea in the last 24 hours.
- A fever of 100.4 degrees or more in the last 24 hours.
- Excessive coughing or nasal discharge.
- Draining sore or rash.
- Strep throat that has not been treated for 24 hours with antibiotics.
- Untreated head lice or scabies.
- Red itchy matter in eyes that has not been treated with antibiotics for 24 hours.
- Symptoms of a possible communicable disease (these usually include sniffles, reddened eyes, sore throat, headache, and abdominal pain with fever).

If your child is sent to school with the above conditions, we will call you to come pick him or her up. For the well-being of your child and the other children in our care, we encourage you to respond as quickly as possible. Until your child is picked up, he or she will rest comfortably in a designated area with a teacher or other Curious Minds staff, away from other children and/or new people entering the facility.

Please note, if your child is too sick to go outside, your child is too sick to be at school. Also, if your child is sick enough that he or she needs a parent's care, please provide him or her with that care.

Notify us immediately if your child has been diagnosed with a communicable disease.

State licensing requires that **all medication must have a doctor's order, an up-to-date prescription label with the child's name, and must be in the original marked**

container. Parents must also sign a medication permission form. Teachers are only allowed to give over-the-counter medicines (e.g., acetaminophen and cough syrups) to children if prescribed by a doctor. A doctor's signature must be on all forms. If not, parents may come in during the day to give their child the medication.

In the event a child is injured while attending the Curious Minds, first aid is immediately administered. The staff and director will take appropriate steps to ensure the health and safety of the injured child. If it is necessary to call 911, your child will be transported to the closest appropriate facility.

We will keep children and staff inside if any air quality alerts are in effect according to the National Weather Service.



School Closure Dates 2024

5/27/24	Memorial Day (Monday)
7/4/24	Independence Day (Thursday)
9/2/24	Labor Day (Monday)
10/31/24	Close 4pm for Halloween
11/27 – 11/29	Thanksgiving Break (Wednesday, Thursday & Friday)
12/24/24	Christmas Eve Close at 2 pm (Tuesday)
12/25/24	Christmas (Wednesday)
12/31/24	New Year's Eve Close at 2 pm (Tuesday)

School Closure Dates 2025

1/1/25	New Year's Day (Wednesday)
1/20/25	Martin Luther King (Monday)
2/17/25	President's Day (Monday)
5/26/25	Memorial Day (Monday)
6/19/25	Juneteenth (Thursday)
7/4/25	Independence Day (Friday)
9/1/25	Labor Day (Monday)
10/31/25	Close 4pm for Halloween
11/26 – 11/28	Thanksgiving Break (Wednesday, Thursday & Friday)
12/24/25	Christmas Eve Close at 2 pm (Wednesday)
12/25 & 12/26	Christmas (Thursday & Friday)
12/31/25	New Year's Eve Close at 2 pm (Wednesday)