



Welcome to Little Peaks Preschool and Nursery!

We are delighted to welcome you and your family to our center. At Little Peaks Preschool and Nursery, we proudly serve children from 6 weeks to 15 years old, offering a nurturing and enriching environment tailored to each child's developmental stage. As an organic center, we are committed to providing healthy, eco-friendly meals and using natural products to support your child's well-being. We look forward to partnering with you in your child's growth and development, and we're thrilled to be a part of your family's journey.

Mission Statement

At Little Peaks Preschool and Nursery, our mission is to provide a nurturing and safe environment where children can grow, learn, and thrive. We are dedicated to offering organic, wholesome meals that nourish both the body and mind, while promoting a play-based curriculum that sparks creativity, curiosity, and a love for learning. Our center fosters a supportive community for both children and

families, ensuring every child feels valued, safe, and inspired to explore the world around them.

Hours of Operation

Little Peaks Preschool and Nursery is open Monday through Friday, excluding holidays. Our regular hours are from 7:00 AM to 5:30 PM.

Late fees apply at a rate of \$1 per minute for the first 15 minutes, and \$5 per minute per child thereafter. These charges will be billed to your account, and payment is due within 24 hours. Please ensure that your emergency contacts are up to date and within a 30-minute distance from our center.

If your child is not picked up within 30 minutes of our closing time, they will be transitioned to our nighttime care program. Your account will be charged with the full nighttime tuition rate for that day. Your child will remain at our facility until an authorized emergency contact or guardian arrives to pick them up. Please ensure your emergency contacts are up-to-date and reachable. If no authorized person can be reached within a reasonable time frame, we may be required to contact local authorities to ensure your child's safety.

After-hours late fees are \$5 per minute for the first 20 minutes, and a flat charge of \$200 will apply after 20 minutes. If no authorized person can be reached within a reasonable time frame of 45 minutes, we may be required to contact local authorities to ensure your child's safety.

If you wish to adjust your enrollment days, a minimum of two weeks' written notice is required. We reserve the right to terminate the childcare arrangement if we are unable to accommodate your new schedule or if late charges become frequent.

If your schedule changes are due to military orders, we will prioritize and accommodate those needs. A copy of your orders will be requested for our records.

Visitor & Volunteer Check-In Policy

To ensure the safety and security of all children and staff, all visitors and volunteers at Little Peaks Preschool and Nursery must check in at the front desk upon arrival. A valid, government-issued photo ID is required for check-in; electronic or virtual IDs are not accepted. This ID will be scanned into our system for verification purposes.

All visitors and volunteers must sign in and out each time they enter or leave the facility. While in the center, visitors and volunteers must be accompanied by a staff member and may not be left unattended in any classroom at any time. This policy helps us maintain a secure environment and ensures that all interactions are supervised. We appreciate your cooperation in adhering to these procedures, which are designed to protect the well-being of all children in our care.

Closures and Delays

There will be no credits or refunds for closures, early dismissals, or delayed start times due to inclement weather, natural disasters, emergencies, or other unforeseen circumstances.

Care Hours

Full-Time Care

Full-time care is defined as enrollment for 4 to 5 days per week, between 7:00 AM and 5:30 PM.

Part-Time Care

Part-time care is defined as enrollment for 2 to 3 days per week, or up to 20 hours per week. Any care exceeding 20 hours per week is considered full-time.

After-hours care refers to childcare services provided between 5:30 PM and 9:30 PM. Your child will be served dinner and provided with activities until 7:30 PM. At 7:45 PM, we will begin quiet time, where your child will be given a rest cot and can either relax to soothing music or engage in a quiet activity.

Drop-Off and Pick-Up

We understand that separating from your child can be difficult for both of you. We kindly ask that you make drop-offs as brief as possible to ease the transition.

All children must be checked in and out by adults. Please document your child's arrival and departure daily at our check-in/out station, located in the front lobby.

Each family will be provided with a unique PIN and password to use as a digital signature. This will help us track attendance and billing, as required by the state of Colorado.

If your child participates in CCCAP, you must check in using both the ATS system and the daily check-in/out station.

Smoking is not allowed on the premises of Little Peaks Preschool and Nursery. Parents are prohibited from smoking during pick-up and drop-off.

Children will only be released to authorized individuals listed on your enrollment forms. All authorized pick-up persons must present an ID card. We will not release your child to anyone who is not on the pick-up list. In this case, alternative contacts will be called, and a late fee will apply.

If you or an authorized pick-up person arrives under the influence of drugs or alcohol, we will contact an alternative person for pick-up and apply late fees.

Absent Days and Notifications

There will be no refunds or adjustments to childcare fees for any absent days, regardless of the reason. This includes, but is not limited to, illness, holidays, closures, or time off from work. Your fees cover not only the care of your child but also their reserved spot in the program.

Arrival Time

If your child arrives after 9:00 AM, please notify us via our Parent Share app and let us know your estimated arrival time so we can ensure we have enough meals and snacks prepared. Please note that drop-offs during lunch or rest time (11:00 AM to 2:30 PM) are not permitted, as this allows all students to transition and settle in peacefully.

For children enrolled in our Junior Kindergarten class, we ask that they arrive by 8:00 AM and remain until 3:30 PM. This schedule helps them adjust to standard kindergarten hours and familiarize themselves with our classroom routines.

Scheduled Vacation and Holidays

The following paid holidays are observed at Little Peaks Preschool and Nursery:

Thursday, January 1st, 2026-New Years Day

Monday, February 16th, 2026- President's Day

Friday, March 27th, 2026- Family Day

Monday, May 26th, 2026- Memorial Day

Thursday, June 18th to Friday, June 19th – Summer Break

Friday, July 3rd, 2026- Independence Day (Observed)

Monday, September 7th, 2026- Labor Day

Thursday, November 26th to Friday, November 27th- Thanksgiving Break

Wednesday, December 23rd to Friday, December 25th-Christmas Break

Our Classrooms

Our program offers age-appropriate classrooms and outdoor spaces for children ranging from 6 weeks old to 15 years old.

Each child will have a designated cubby for storing their belongings. Please refrain from sending your child with small objects or outside toys, as these can be distracting during daily activities. Little Peaks Preschool and Nursery is not responsible for any lost personal items, other than the required items. Be sure to label all necessary items with your child's first name and last initial clearly visible.

All medications must be checked in at the front office with the proper labels and required paperwork. If a child arrives without the necessary medication (such as seizure medication, EpiPens, or inhalers), they will be sent home until the correct forms and medications are provided. No credits or refunds will be issued for any missed days.

Payment Policy

Your first childcare payment is due at the time of enrollment, with subsequent payments due every Wednesday thereafter. If Wednesday falls on a holiday, vacation, or a day you are off, the payment is due on the previous business day. Payments are still required if you or your child is ill.

You may choose to pay weekly, bi-weekly, or monthly. Payments must be made before services are provided, not after.

We do not accept cash or checks. Payments can be made via debit or credit card, cashapp, apple pay, Zelle or through Venmo.

A late fee of \$25 per child will be applied for each calendar day (including weekends) that a payment is late or returned.

If payment is not received by Friday, your child may not return to the center on Monday. After five days of non-payment, your child will be disenrolled, and any outstanding balances will be sent to collections. The individual who signed the contract will be responsible for paying all associated fees.

If you need a payment plan, please contact the director to arrange this prior to any payment becoming overdue. Only one payment plan per year will be authorized.

For families using CCCAP, it is your responsibility to ensure your co-pays are paid on time and that your CCCAP remains active. Co-pays are due the 1st of every month.

Meals and Nutrition

Our goal is to serve Natural Dye-Free foods to your children. If an organic option is unavailable, we will provide a healthy alternative. We do not serve any red, yellow, or blue food dyes at our facility, except for birthday treats brought in by parents.

We provide breakfast, lunch, and snacks throughout the day, and after-care students will receive one snack and dinner.

All infant bottles must be prepared before arriving at the center and labeled with your child's first and last name, along with the date. Breast milk should have a bright label with your child's first and last name and date.

Our weekly menu is updated regularly and can be viewed on our Parent Share App or on the parent bulletin board. If your child has allergies, dietary

restrictions, or other special requirements, please inform us during enrollment and notify us of any changes. We will make every effort to accommodate these needs with appropriate substitutes. In some cases, you may be asked to provide your child's meals if we cannot find a suitable, healthy alternative.

We will only provide Organic Almond Milk as a milk substitute. Any other types of milk (such as oat milk) will need to be provided by parents.

Birthday Treats and Classroom Parties

At Little Peaks Preschool and Nursery, we love celebrating birthdays! You are welcome to bring a special treat for the class on your child's birthday. All food items must be store-bought with the appropriate label. While we do not require birthday treats to be dye-free, if the treats contain dyes, please inform us so we can notify other parents in the classroom.

If you prefer that your child avoid treats with red, blue, or yellow dyes, please indicate your preferences on the release forms at the time of enrollment.

We also ask for voluntary donations of treats for classroom parties, but participation is never mandatory.

Nap & Rest Time

All children will have a designated rest time, although sleep is not required. Even older children benefit from a break during the day to rest and recharge. Each child will be provided with their own crib or napping cot, and we ask that you send a blanket and crib sheet for your child.

If you prefer that your child not participate in quiet time, our childcare facility may not be the best fit for your family.

To ensure the safety and well-being of all infants in our care, we adhere to strict monitoring practices. Each infant will be checked every 5-10 minutes while sleeping to confirm their breathing, positioning, and overall safety. These checks are conducted by sight and sound, and documented accordingly. Once an infant awakens, they will be promptly removed from their crib and engaged in supervised activities.

We are committed to providing a secure and nurturing environment for your child.

Toilet Training & Diapering

Children who are 3 but not yet potty trained will continue to pay toddler tuition until they are fully potty trained.

Parents are responsible for starting the toileting process at home. If your child shows progress and the teacher agrees that they are ready, we will assist with toilet training at the center. During this phase, children must wear pull-ups for health and safety reasons. Once your child can consistently communicate the need to use the bathroom and has control over their bladder and bowels, we will transition them to underwear.

While your child is learning to use the potty, we ask that you avoid clothing such as overalls, onesies, belts, or buckles, as these can be difficult for children to manage independently. Please provide 3 spare sets of clothes daily, including a spare pair of shoes to keep at the center.

We request that parents provide diapers, wipes, and ointments of their choice for each child. These supplies can be brought in daily or in bulk.

Dress Code and Hygiene

Please ensure your child arrives clean and dressed in comfortable, weather appropriate clothing. Keep in mind that we may engage in messy activities, so choose outfits that can handle paint, dirt, or other materials.

Unless otherwise directed by the teachers, we will go outside if the temperature is between 36 degrees to 98 degrees. Please provide outerwear suitable for the weather, including hats, mittens, and warm jackets on cold or snowy days.

Your child should not arrive at the center smelling of cigarettes, marijuana, or any other substances. If your child's clothing emits a foul odor, they will be changed immediately. If no extra clothing is available, you will be contacted to pick up your child.

Outside Playtime

At Little Peaks, we love spending time outdoors when the weather allows. Generally, if the temperature is 36 degrees or higher, we will go outside. Children will always have access to shade and water as needed.

We ask that parents provide sunscreen of their choice, clearly labeled with your child's first and last name. Sunscreen will be applied 30 minutes prior to outdoor play. If you do not wish for your child to wear sunscreen, a release form will be provided at enrollment where you can specify your preferences.

Photos & Video Media

We regularly take photos of the children participating in daily activities, which are shared on our Parent Share app for you to view and keep. These photos are sent only to you and the primary contacts listed in the app. Additionally, we display pictures in the classroom for the children to enjoy and incorporate into art projects and other displays.

Little Peaks also has a Facebook page and website where some photos may be posted. If you prefer that your child, not be included in photos for any reason, please indicate your preference on the photo and video media release forms provided during enrollment.

Media

At Little Peaks Preschool and Nursery, we use television for activities such as music and movement, book visuals, and holiday movie days. Media time is limited to a maximum of 30 minutes per day, unless it is a center-based movie day. We ensure that media does not replace hands-on learning. Television media will not be allowed in the infant or toddler rooms.

Disciplinary actions and Property Damage

Children sometimes experience and express big emotions in the classroom. While we are committed to supporting them with understanding and care, we do not permit any child to hit, punch, kick, or harm teachers or fellow students. Such behavior will result in immediate disciplinary action. Continued incidents may lead to suspension and/or expulsion.

Additionally, if a child damages Little Peaks property, parents or guardians will be responsible for covering the cost of repair or replacement.

Withdrawal

We are grateful for the opportunity to care for your child. If you decide to withdraw your child after the trial period or during their enrollment, please provide written notice at least two weeks in advance, along with payment for the final two weeks of care.

We require a two-week written notice for any termination, which will begin on the first Monday after we receive your notice. The final two-week childcare payment is due at the time your written notice is submitted. This payment is required regardless of your child's attendance or if the center is closed for any reason.

Termination

We value open communication and ask for as much advance notice of withdrawal as possible. In return, we will provide the same courtesy if we need to terminate our agreement. However, we reserve the right to terminate this contract immediately for any of the following reasons (but not limited to):

- Ongoing disciplinary issues
- Non-payment or repeated late payments
- Failure to comply with handbook policies
- Physical or verbal abuse of any individual or property
- Providing false information, either verbally or in writing

If we terminate the contract for any reason and there are outstanding fees, a bill will be sent along with the termination notice. If payment is not received within two weeks of termination, legal action will be initiated, and you will incur a \$50 per day late fee starting from the due date specified in the termination notice. You will also be responsible for any fees related to legal action, including judgment fees or wage garnishment costs, if applicable. If any items are left at Little Peaks Preschool and Nursery after disenrollment, these items will become the property of Little Peaks Preschool and Nursery.

Policy Changes

Our Handbook of Policies and Procedures and financial contracts are reviewed and updated annually. Any changes or renewals will take effect on May 15th each year. However, we reserve the right to make adjustments to policies or financial terms at any time if it is in the best interest of our business operations. In the event of changes, we will provide at least two weeks' notice.

Contact and Communication

At Little Peaks Preschool and Nursery, we believe that open communication between parents and providers is essential for a positive childcare experience. If you have any questions or concerns, we encourage you to first speak with your child's teacher or the director.

If your concerns remain unresolved, you may contact the owner directly at antoinette.moses@littlepeakspreschool.com

Enrollment Procedure for Children with Immunization Exemptions

At Little Peaks Preschool and Nursery, we are committed to providing a safe and nurturing environment for all children. In accordance with Colorado state regulations, we accept children with medical or nonmedical immunization exemptions under the following conditions:

1. Documentation Requirements

- **Medical Exemption:** A signed Certificate of Medical Exemption from a licensed healthcare provider (MD, DO, APN, or PA) must be submitted. This certificate should detail the specific medical condition preventing vaccination and must be provided before the child's first day of attendance.
- **Nonmedical Exemption:** A Certificate of Nonmedical Exemption can be obtained through one of two methods:

- Online Immunization Education Module: Complete the Colorado Department of Public Health and Environment's online module, which takes approximately 20 minutes. Upon completion, a Certificate of Nonmedical Exemption will be issued
- Healthcare Provider Signature: Alternatively, a Certificate of Nonmedical Exemption can be signed by a licensed healthcare provider after consultation.

Both certificates must be submitted before the child's first day of attendance. 2. Submission Process

- Provide Documentation: Submit the appropriate exemption certificate to the front desk or via email to [Insert Email Address].
- Verify Immunization Status: Ensure that the Colorado Immunization Information System (CIIS) reflects the exemption status. You can verify this by contacting your healthcare provider or the Colorado Department of Public Health and Environment.

3. Health and Safety Protocols

Children with immunization exemptions may be excluded from the facility during outbreaks of vaccine-preventable diseases, as per Colorado state guidelines. In such cases, parents will be notified promptly, and the child must remain at home until it is deemed safe to return.

4. Annual Immunization Review

Each year, parents will receive an Annual Parent Letter by February 15, as required by Colorado law. This letter will include updated immunization and exemption rates for the facility and serve as a reminder to review and update your child's immunization records.

All immunization records are due upon enrollment; all health records are due within 30 days of enrollment.

