



# Creative Kids College

*3225 A. Academy Blvd  
Colorado Springs, CO 80916  
719-392-1290*

## *Creative Kids College*

### **PURPOSE**

Creative Kids College is a large, for-profit, licensed preschool and childcare center. C.K.C is a program to families in the general area. Kindness, affection, and respect are how we believe all children need to be treated. Because we believe that, we will provide a high level of care in a low-income, socially challenged environment, our promise is create a fun learning atmosphere for children, and introduce them to new and different educational experiences. Provide quality education and child-care to benefit the child, parent and the community.

### **PHILOSOPHY**

Creative kids College is licensed for profit early learning center under the govern body of Spring Forth LLC. Creative Kids College provides an educational program that teaches children academics and character building that can be practiced in their present and future joyful life. We understand that every child is unique, and children have their own special qualities. Our curriculum will challenge young minds and allow children to make decisions and choices preparing them for the outside world. In addition to academic: Social and emotional development is introduced to the children. Characteristics' such as honesty, obedience, sharing, and showing love to others is highly praised. Our teachers are carefully selected for their education and experience and for their ability to present themselves as good role models for the children. Our motto is "we are more than just daycare" we understand your peace of mind is best when knowing your child is in the hands of a quality provider. C.K.C. will strive for family involvement, because parent support is of vital importance to reinforcing what a child is learning at home and school: Although, we are not a replacement or substitution for parents. Our purposes is to work closely with families to educate young children and to help develop their minds

We will dedicate our time to expanding our business and strengthening our ability to impact families, positively.

### **Govern Body**

Creative kids College is for profit Early Learning Center with No Board of Directors at this time. The Govern body is Springs Forth LLC. Springs Forth will be responsible for providing necessary facilities, adequate financing, qualified personnel, services, and program functions for the safety and well-being of children in accordance with these rules. The Govern Body will assure at all times center complies with licensing rules. The Director is appointed and has a Directors certificate-according mandate of the state of Colorado. The certificate may be provided by request. The Center Director administers the building in conjunction with the govern body. The Director will be responsible for planning and supervising, the child development program. The Director will participate in the selections of staff and plan orientation and staff development, supervise and

coordinate staff activities, evaluate staff performance and participate in the program activities. If ever there is ever a need to contact the Govern Body management or The Center Director please contact the numbers provided on the bulletin boards in the entranceway to the center.

## **Section 1-General Policies and Procedures**

### **ADMISSION STANDARDS**

C.K.C. accepts Children from (12 months) of age to 13 years old. Children the age above 3 years must be able to communicate their toileting needs to the pre-school staff, and be able to attend without the need for changing diapers of disposable pull-ups. Creative Kids College is equipped and currently licensed for changing diapers however; each child accepted in a class will be with their peers on age, developmental levels, or special needs as determined by the Director. Children will be enrolled by class size and or until vacancies are filled. If classes are full, the child's name will be place on a guest waiting list to fill vacancies as they occur during the years. All forms provided to you upon enrollment must be completed before your child may attend. To enroll or re-enroll your child you must complete the enrollment agreement forms and pay the registration fee. Children accepted into C.K.C. Kids Challenge program need to be five (5) years old by September 15 and before the start of Public Kindergarten classes. If a parent intends to enroll a child in Kids Challenge before the standard age of five (5) and, can provide written verification (test scores, etc). That the child is ready for the Challenged structure, then the child may be considered for early admission into the program. Children enrolled into the Challenge do not usually graduate into first grade due to age restrictions. Children who attend Creative Kids College are expected to follow these basic rules.

- (1) Show kindness to other children.
- (2) Show respect for authority (teachers)
- (3) Use appropriate language
- (4) Use quiet voices and walking feet inside
- (5) Show respect for our property and toys.

We ask all parents to help their child learn the rules and practice them.

### **DISCIPLINE**

We believe that the first step to good discipline is setting guidelines for children to follow. When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used.

These techniques are as follows:

- a. Positive reinforcement: the child will be encouraged when he/she is demonstrating acceptable behavior.

- b. Redirection: the child is redirected to another activity and then given another opportunity to try again at another time.
- c. When... Then Statements: A statement in which the child is encouraged to accomplish something before going to something else. Sample “when you are finished picking up the blocks, then you can go outside.”
- d. “if...Then” Statements: A statement in which the child is encouraged to make a positive choice, Sample: “If you pick up the blocks, then you can go to the Dramatic Play area”
- e. Stop and Think- the child is told to stop immediately in the location of play, and think about what the teacher is saying make a good choice as to what he or she is to be doing by observing what are others are doing and think of better choices.
- f. Take a Break: separated from the group for a child-regulated period, One minute per child age. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.
- g. Teachers will always exhibit forgiveness and love when approaching discipline.
- h. **Corporal punishment, spanking, or yelling at children is forbidden! Discipline will not be associated with food , rest or toileting.**

C.K.C reserves the right to cancel services to that child. Termination of services will occur only if it is determined by the director that (a) the child’s needs could no longer be met, and the school has taken every known step to work with the child’s problem. In addition, (b) that an honest effort has been made by the school to work with the parents to resolve the issue at hand, and/ or communication between the school and parents has ceased or failed to get improvement. To maintain consistency among discipline and school policies, and our values, parents are asked to uphold the school rules. Parents Please refrain from the use of foul language on the premises, loud screaming or yelling, humiliating, hitting, or spanking a child, scolding or disciplining children who do not belong to them. Parent support of the school policies and philosophy is essential for your child to have a successful year.

#### **NON-DISCRIMINATION**

Creative Kids College admits children of any race, religion, disability, color, national and ethnic origin, Vietnam-era status, or any other factor protected by law. To all the rights, privileges, programs, and activities made available to students at the school. We do not discriminate in any way within the administered program. A multicultural, anti-based curriculum is offered. All requested personal information is kept confidential.

### **PARENT RESPONSIBILITY**

Creative Kids College encourages parents to become actively involved with what goes on at the center and in their child's classroom. Parent participation and support with programs, conferences, and activities are of the utmost importance for your child to have a SUCCESSFUL YEAR. Open and frequent communication between you, your child's teacher, and our Center Director will strengthen this partnership and help your child have a positive early learning experience. We promote communication between our staff members and families through an open door policy, where parents can visit your children anytime, to observe during class time, and special outings and events.

Parent and teachers will communicate to share ideas through daily communication and conferences.

A parent information board will be available to display current information about our center and other topics of interest to families including posted lessons. As we do want you to talk regarding your child, staff is not allowed to discuss other children as we respect confidentiality of all children. It is also necessary for parents to be aware of policies and regulations that the State of Colorado and the center require. The following sections will start you towards learning these policies and regulations.

### **RECORDS**

We are required to keep a student file on each child enrolled. Parents are responsible for completing all paperwork and submitting it before the child's first day of Parents need to keep the school notified of any changes in home address, telephone numbers, employment, or custody of child. In cases of separation or divorce, C.K.C. abides by all legally served court orders concerning a parent's rights to visitation or custody of the child. In these situations, all copies of the legal documentation must be kept in your child's file. Parents will need to up date records and paperwork a year or as changes occurs.

### **ADHERENCE TO AMERICANS WITH DISABILITY ACT**

Parents must inform the center of any special needs for their child. We comply with the Americans with disabilities act (ADA). We carefully consider each child' unique needs, if your child is disabled or has any other special needs, please communicate with the Center Director.

### **CONFIDENTIALITY**

Children's records are open only to the child's teacher, the Director, and authorized employees of the Colorado State Licensing of or the child's parent or legal guardian. Staff records are open only to the individual staff member, the Director, and authorized employees of the Colorado State Licensing.

Personal information, such as telephone members, addresses, and reports concerning staff or children will be kept confidential. Confidential information may be released and discussed with the director, state licensing employee, center staff, or parents directly involved.

### **COMMUNICATION**

Our door is always open to parents. Please feel free to come in at any time to discuss your child. This handbook is available to help answer some of your questions. Parents are informed of activities through monthly newsletters, lesson plans, and information posted on classroom parent boards. Two parent conferences are offered during the year. Teachers or parents may request an additional conference at any time there is a special concern. Daily communication with your child's teacher and/or checking your child's file folder for notes will also keep you informed of any problems or praise reports. If teachers are not free to talk with you during class time, please understand that the children come first. After the children are dismissed, the teachers will be happy to talk with you. We love parents who are interested in what we do! We encourage you visit us at any time and we would be happy to hear any suggestion which you may have for improving life at the center.

### **HEALTH INFORMATION**

Pinkeye, measles, mumps, chicken pox, meningitis, salmonella, strep, head lice, and diarrhea. Symptoms such as fever, abdominal pain, persistent cough, heavy nasal discharge, upset stomach, face or body rash, red and sore ears, eyes, and throat can also be signs of infectious disease. If one or more of these symptoms are present in your child, we ask that you check with a doctor before bringing your child into the center. If your child has come in contact to a communicable disease, we would appreciate your letting us know so that we may inform other parents at the center. If your child has come in contact to a communicable disease at school, we will inform you through notices posted in the office entryway and on the entrance door of the classroom. We will honor the doctor's recommendations regarding communicable disease however, we may ask for a 24-hour period out of school.

No child who arrives at the school noticeably ill or with a rash, fever, or symptoms will be admitted for the day. Other exclusions are diarrhea, vomiting, eye discharge or pinkeye, lice or nits, too tired or too ill to participate in normal activities. Should a child become ill while at C.K.C the parents will be called immediately to pick up the child? The child will be isolated, under supervision, and encouraged to rest until you have made appropriate arrangements.

In case of an emergency, qualified staff will administer first aid notify parents of authorized persons. The staff will call the local ambulance service to transport your child to your preferred hospital or nearest hospital, if needed. In addition, we will make every effort to contact your child's physician. We have bumps bruises and scrape form for any minor scratches or scrapes daily to inform parents of daily activity.

### **MEDICATION**

Under Colorado State law, only medications that are prescribed by physician may be given to child. All medications for eyes, ears, lacerations, burns, oral medications and

individual special procedures require a written order or prescriptions from a physician. We will administer dosages of medicine if

- Medication is in its original container, with the original pharmacy label showing the child's name, the prescription number, and name of medicine; date filled physician's name and directions for dosage.
- Medication is signed in on the \*medication sheet\*. This gives C.K.C. written consent from a parent or guardian of a child to administer medication. Sheets are available in the office and are posted near the designated medication cabinet in staff office: all medication must be signed in before C.K.C staff administering.

### **OVER THE COUNTER**

Medication is also subject to above listed procedures and cannot be administered without a doctor's order. A medical form signed by parent or doctor covering various "over the counter" medicines can be used and kept in the child's file folder including lip balm, cough drops, Tylenol, aspirin, cough syrup etc. Non-refrigerate able medicines will be stored in the medication cabinet in the lunchroom. Refrigerated medicines will be kept in the designated area in the refrigerator. All medicine will be out of reach of children. Never put medicines: cough drops, etc., in your child's lunchbox, backpack, or cubby. Please be sure to always either hand the medicine to an on-duty staff to put away or put the medication in the proper area.

Only one staff member per room as designated by the Centers Nurse will do dispensing of medicines. This person will be trained in first aid and in the proper techniques for administering medication. Each staff member who dispenses medicine will be responsible for keeping a written record of the medication given include: the date, the time, name of child, dosage, name of medicine, and the initials of administering staff member.

### **PICK UP & DELIVERY OF CHILDREN**

Parents are responsible for transporting their children to the center and picking time up from the center in time. All children must sign in and out each day by a parent or caregiver. The sign in and sign out is a mandated policy by the Department of Social Services and requires that you sign your full name on the Sign In/Out sheets in the entryway. All parents must give a list of all authorized adults who are allowed to pick up their child. Photocopied driver's licenses are requested from all authorized persons to be placed in each child's file. No one else is allowed to pick up child. An unknown person will be required to show a photo ID, and may be detained by the center staff until authorization for pick up can be verified through records or by the parents. Unauthorized persons may be asked to leave the school premises and the police may be called if necessary.

## **RELEASE OF CHILDREN**

When first enrolling in the center you will complete the emergency and Release Form as part of the Enrollment packet. This packet will allow you to authorize who we may release your child to and in the event of an emergency who the contact persons to whom we may release your child. Written authorization with name address, phone numbers, and copy of I.D. card must be on file at the center prior to your child's release to anyone, for the safety and security of your child. Telephone request are not acceptable, emergency situations will be determined by the Center Director. We will not release to anyone less than 18 years of age. All children must be signed in and out by computer and a signature required by law.

If an unauthorized pickup attempt is attempted, the following steps may occur.

1. The child will not be released without written statement from parent.
2. Identification of unauthorized person will be requested and a copy will be made.
3. A phone call to parent notifying the parent an attempt is being made, t
4. The unauthorized person will be asked to leave with out the child if no parent is available; if the unauthorized person does not leave, the police may be called notifying the police of the attempt to pick up the child(ren) without permission.

## **EMERGENCIES**

Although emergencies rarely occur, we do like to be prepared. C.K.C maintains smoke detectors and a fire alarm system, and has fire drills monthly. Escape routes are posted in each classroom and are practiced. In case of tornado or tornado alert, children will be moved to; the innermost part of the building (hallways and bathrooms), they will be shielded under tables where they can be kept safe until the tornado or alert has passed. During the tornado or alert, teachers will help to ease children's fears through songs, prayer, and story telling and other activities. Tornado drills will be done at least once a month during April and June. In case of disaster where evacuation is required, van and private vehicles will evacuate then children to the closest safe haven. After which parents all will be called from the location. C.K.C has posted evacuation plans and instructed teachers in what procedures should be followed. The center has at least one person trained in CPR First Aid in each class. Emergency telephone numbers are posted by each telephone, and parent's numbers and addresses are in children's files and classroom. The vehicles will contain parent numbers for easier access during an emergency.

### **Procedure to Identify where children are at all times.**

C.K.C. staff checks for children, to prevent losing any child, throughout the day, especially during and after transitions. Teachers take attendance at the beginning of the day and every ½-hour at the star of the day on a grid provided by the facility. Center director and Staff will continually check sign-in/sign-out sheets at the end of the day to be certain that all children have been accounted during and when the center closes. Rosters are kept with teachers on field trips, on the

playground, during bus runs, and in the classrooms. This is so that children can be accounted for at all times, by name. Directors do daily visual checks as regular intervals: at the start of the day, lunchtime, and nap time in the afternoon. Room to room check for children are done at the end of the day before closing. In the event, a child is lost; staff will immediately notify the director and do search of the premises. If the child is not found quickly, then parents and police will be notified to help the effort.

### **AUTHORIZATIONS**

Parents must keep on file emergency and medical authorizations for their child. It is necessary to keep work numbers, and addresses up to date so that you can be quickly located in case of an emergency. C.K.C. staff will also keep emergency authorizations on file in event of staff injury. The center will keep on hand a vehicle for transporting persons to hospital, etc. EMS, Police, or Fire Department will be called if needed.

### **DRESS**

Dressing your child in play clothes and tennis shoes is encouraged. Daily activities include active and sometimes messy play and children should feel comfortable enough to enjoy themselves without worrying about their clothes. Clothing should be appropriate for the season. *The child's name should be placed* on all outdoor clothing and belongings to ensure the return all possessions. Preschool T-shirts are available at special times for parent is to purchase for their children.

### **PERSONAL POSSESSIONS**

Children are requested to label and supply those items necessary for the proper care of your child:

1. Backpack with two or three sets of clothing
2. Two blankets or a sheet and blanket\*\*(pillow is optional)
3. Wipes Infants & (potty trainers)
4. Diapers Infants & (potty trainers)
5. Necessary medications (refer to Medications section)

*Each child will have a separate chubby for their personal items as well as a place to hang coats and hats.*

## **SECTION II- OUR PROGRAM**

### **HOURS OF OPERATION**

C.K.C. is open between the hours of 5:45am to 6:30pm Monday through Friday, except for specified holidays or extreme bad weather days. Class times range from 8:30 to 12:00 and vary from group to group. Individual class schedules and lesson plans are posted, informing parents of routines and special activities planned for the day. Childcare and play areas are open in the afternoon hours after naptime and snack.

### **HOLIDAYS & CLOSURES**

C.K.C. will observe and be closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Should the holiday fall on a weekend, we will close on the Friday preceding the holiday or the Monday after the holiday. On Christmas Eve and New Year's Eve, we are open. However, we will close early if there is not sufficient parent need.

### **BAD WEATHER DAYS**

In case of the flood, tornado, blizzard, or other weather governed by the closing of school district 2, 11 and 3 that could endanger staff or children, C.K.C. will not open of that day. If this ever occurs, parents would be notified by local radio station or a telephone call. In addition, if at anytime while we are open, children are endangered due to bad weather or other events of nature, parents will be called to pick up children early from the center. On days, that are too cold (below 27 degrees), or extremely hot (90+ degrees), children will be kept indoors. When degrees above 85 children will only be allowed outside for periods of 15 minutes to ½ hour depending on wind and other elements.

### **C.K.C. GENERAL CENTER SCHEDULE**

5:45AM-7:30AM---Arrival and free choice of play materials.  
 7:30AM-8:30AM---Breakfast  
 8:30AM-9:00AM---Clean-up  
 9:00AM-10:00AM---Group time/Circle time  
 10:00AM-10:15AM---Snack time  
 10:15AM-11:15AM---Outdoor activities  
 12:00PM-12:30PM---Lunch  
 12:30PM-12:45PM---Set up mats  
 1:15PM-2:30PM---Put mats away to go play outside (if awoke)  
 3:30PM-3:45PM---Hand washing and snack time  
 4:00PM-5:30PM---Learning Centers  
 5:30PM-6:30PM---Free choice and other quiet activities, games etc. until departure

### **EVALUATION**

Children will receive written evaluations in January and June of each year. Kindergarten level children will receive progress reports or report card three times a year, at the end of each quarter. Evaluations will inform parents of child's progress at the school. At the time or evaluations parents will be given the options to conference with the teacher about child's progress, behavior, social and physical needs. Daily communication with parents will also be done verbally or through written notes. Parents are always to call or come in to discuss any special needs or concerns.

### **SPECIAL OCCASIONS**

Parties and celebration are fun. There are several occasions throughout the year, which parents will be invited to participate.

September---Open house and orientation  
 October beginning of Learning programs  
 November---Thanksgiving Dinner  
 December---Christmas Program & Party  
 January---Preschool Evaluation/Fund Raiser  
 February---Valentine's Day  
 April---Parent Education  
 May piano recitals  
 June---Graduations/Evaluations  
 July---Summer Camp  
 August---Fun Fund-raiser  
 Monthly –Parent/child night activities

School portraits- as a special service we offer school portraits twice per year- in the fall and the spring you will be notified in advance of portrait.

#### **FAMILY INVOLVEMENT**

Parents, guardians and other family members are always welcome at the center. We encourage you to visit and join us in any activities. Your participation and involvement and important to us as we work as partners to provide the best care and education possible

#### **BREAKFAST, LUNCH & SNACK**

Since food and nutrition are important components of a child's development, C.K.C. emphasizes fresh and natural foods such as fresh fruits and vegetables, homemade soups, whole grain breads, etc.... Mealtimes, well-balanced lunches, mid-morning snacks, and mid-afternoon snack will also be provided. All children arriving before 8:30 am will be offered breakfast. Special diets if a child has a particular dietary need, substantiated by a medical evaluation, the Center Director of Children Kids College must be informed and given doctors note. Menus: All monthly menus can be seen posted outside the kitchen or placed in your child's cubby upon request.

#### **REST TIME**

Children participating at C.K.C. for the entire day's program will take a rest in the afternoon after lunch. Children lay down on sleep mats for this activity. Older children, who wish, may read quietly during this time if unable to sleep. Children must respect others right to sleep. To help children rest, quiet music is played and lights are dimmed. Teachers may rub the backs of those children who request the contact. Parents are expected to provide blankets for their child's use at naptime. Blankets should be picked up by parents on Fridays for laundering and returned with the child on Monday morning.

### **LATE ARRIVALS**

Parents or Guardians are required to telephone to notify staff that a student will be late. If the children are scheduled on a field trip outside of the center, all late students will be supervised in the main center. The structured alternative curriculum used at this time will be available.

### **BIRTHDAYS**

We love a good party. It is so much fun to celebrate a little one's birth. Parents may bring special treats for their child's birthday or any other time during the preschool year. Because of state regulation regarding the serving of food, the treats must be purchased commercially or prepackaged from a bakery. Please let your child's teacher know in advance if you plan to celebrate with your child's class. Please include every child in your celebrations.

### **OUTDOOR PLAY**

Children are taken outside every day for large motor activities and play time, except when weather is severe, temperatures are too low (-27) or too high (90+). On those days, children will remain indoors. We discourage children from staying inside on good days as we do not enough staff to supervise, and we must still meet our teacher: child ratio when outdoors. Please dress your child appropriately for the weather conditions.

### **TUITION& PAYMENTS**

Creative Kids College is for-profit and totally depends on tuition payments for teachers, salaries and other overhead costs. This section outlines the policies concerning your child's tuition. It is very important that you read it carefully and understand it completely. The director will be happy will be happy to answer any questions. An itemized fee schedule is available to inform you of rates and fees. All tuition must be paid on time to ensure your child has continued participation in our program.

### **FEES**

#### **Registration Fees**

\$75.00 for one child this fee is non-refundable and paid annually.

#### **Tuition Fees**

All tuition is due the Friday before the 1<sup>st</sup> week, we do allow a grace period of Tuesday by noon before the payment is late, the payment will be \$25.00 for any late payment past a month. If you prefer to pay tuition twice monthly, the payment is to be made in advance of the first week. If a monthly payment is preferred, payments for the month must be paid for the full month on the 1<sup>st</sup> day of the month. Families on /childcare assistance must pay Co-payments in full by the 1<sup>st</sup> of the month, late fees will be applied on the 2<sup>nd</sup> of the

month and by fifth of the month the child will be withdrawn and case worker will be notified. We love all children but any child could be withdrawn from the program for non-payment. Tuition must be paid regardless of attendance. If your child is sick and or for any reason cannot attend school tuition must still be paid.

#### Activities Fees

Activities fees are charged in the summer and in the form of a registration fee. The activities fees are for children 4 years and up and are used to pay for beyond the normal activities- such as swimming, any type of lessons, bowling, or gymnastics or computers.

#### Returned checks

Parents will be charged a fee of \$30.00 for each check is returned, after one returned check payments must be made in cash or money order.

#### Transportation fees

A fee of \$40.00 per month and is included in the tuition will be assessed for C.K.C to transport the child (ren) to and from school and any activities. We do sponsor a small amount of children for pick up from home to C.K.C. Prior approval has to be made by the director and an extreme need has to proven for approval of such care. There is an additional transportation fee of \$50.00 per month to compensate for this type of care.

### **VACATION**

C.K.C. does offer a vacation fee of 1 week free. A vacation fee of \$75.00 will be required after 1 week in the year and each time a vacation is used. Please provide a least a 2-week notice that a vacation week is being used.

### **WRITTEN WITHDRAWN NOTICE**

Two weeks advanced written and paid notice is required when you wish to end you contract. There is no refund for early withdrawal.

We will give one-week notice to parents if it becomes necessary to cancel your contract.

We will give 30 days notice before any contract changes.

We reserve the right to terminate the contract with or without notice as deemed necessary or appropriate at our sole discretion. For behaviors above our capability or we conclude the child is having problems adhering to center rules we apply a 3 occurrence rule after conferencing with parents that consist of 1<sup>st</sup> parents must pick the child up and within an hour 2<sup>nd</sup> occurrence the child must be picked up and remain home for 24 hours. 3<sup>rd</sup> occurrence the child must be picked up not return, this process is for extreme situations and after all everything including out sourced help has been exhausted.

### **KNOWLEDGE PROGRAMS**

CKC offers several knowledge programs that bring additional learning to the children at an additional fee , the knowledge programs are PIANO lessons, reading knowledge, math knowledge, letter RECOGNITION knowledge, second LANGUAGE knowledge these programs are tutoring type programs to enhance learning.

### **VISITATIONS**

We have an Open door policy however due to human service regulations all visitors must sign in. Parents have free access at all times to all areas used by children. There are exceptions governed by Colorado State Law, which include during facility operating hours or while the child is in care. Only licensed employees, licensed volunteer's, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child-care. We will allow the parent/guardian of the child in care unsupervised or regular access to the school.

### **COMPLIANCE**

Creative Kids College is required by law to keep in compliance with rules and regulations set forth by the Sate of Colorado. If you have any questions concerning C.K.C compliance, in admitting students, caring for your child, or keeping with rules and regulation, please contact the Director, the board of Directors or the owners. You may contact the following agencies for additional help and information regarding licensing, suspected child abuse, neglect or other concerns.

El Paso County Department of Social Services-Child Abuse Division  
105 N. Spruce Colorado Springs, CO 80905  
719-444-5700

Colorado Department of Human Services  
The Division of Child Care  
1575 Sherman Street, Denver, CO 80203-1714  
303-866-5958

Executive Director of Colorado Human Services  
1575 Sherman Street Denver, CO 80203-1714  
303-866-5700

### **SUMMATION**

All Children enrolled in this facility are treated with love and respect and provided with the opportunity to engage in a variety of activities. Our most fundamental objectives is to provide for your child a safe clean and loving environment, in which each child will feel she is loved valued and wanted. We will be creative in teaching the children and ensure they have fun learning. Thank you for your support.



(Our stamp of approval)