

# Parent Handbook



# WHALE

## RESPITE CENTER

5699 W. 20<sup>th</sup> Street, Suite 400  
Greeley, CO 80634

## Part One: About the Center

### Welcome

- Purpose & Philosophy - WHALE is the first non-profit respite care facility in Greeley, Colorado, for children with disabilities.

**Mission: At WHALE, we build inclusive communities where families who have children with delays/disabilities THRIVE through equal opportunities to live, learn, and play.**

**Vision: WHALE exists to *change* the story of caring for children with delays/disabilities by providing *innovative* respite, resources, and advocacy.**

- Ages Birth to 20 years of age for children with delays or disabilities. We will consider taking siblings based on space availability only.
- Center Hours – 7am-6pm, Monday –Friday
- Center will be closed for the following holidays:
  - Martin Luther King Jr. Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day & Friday after Thanksgiving
  - Christmas Eve & Christmas Day
  - New Year's Day

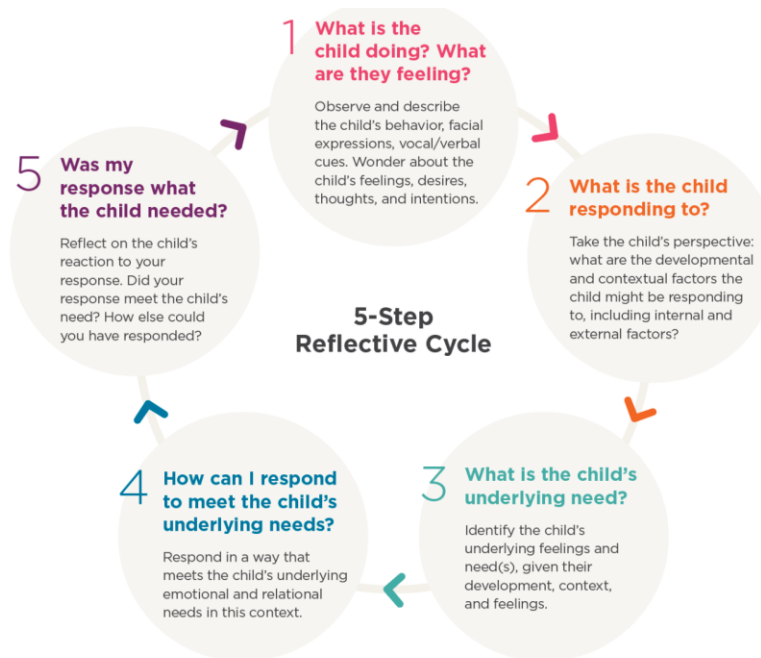
### General Procedures

- **Fee Schedule –**
  - (a) Full time care will be prioritized for enrollment and will be for birth to 4 years old - standard rate \$500 per week per child
  - (b) 5-10 years old will attend Monday, Wednesday, and Friday **ONLY** - rate of \$300 per week.
  - (c) 11-20 years old will attend Tuesday and Thursday **ONLY** - rate of \$200 per week.
  - (d) Part time care will be considered for birth to 4 years old, based on space available. AM care will be considered 7am-12:30am. PM care will be considered 12:30-6pm. Fee rate will start at \$250 per week.
  - (e) There will be a one-time fee of \$100 to register and enroll each child.
  - (f) Late fees will apply for any late pick-ups, defined as picking up after 6pm. Late fees will be charged at \$25 for every 10 minutes late to pick up and the fees will be due at the time of pick up.
  - (g) If families need financial assistance, we can help them with the following based on what they qualify for:
    1. CCCAP
    2. Universal Preschool Assistance
    3. Scholarship Assistance
- **ALL meals must be provided by parents at this time.**
- Inclement Weather – WHALE will close the center based on the decisions District 6 makes due to inclement weather. This could include a late start or early release due to weather conditions.

- Immunizations for Enrollment – All children must provide a record of immunizations or a Colorado waiver.
- Child Supervision – Because we serve children with special needs, we have a lower child/adult ratio. There will be at least 3 adults per classroom and at least 3 adults during all transitions.
- Releasing children from WHALE into the care of family members will only happen to persons for whom WHALE has written authorization from the parents to do so. Please ensure you include any potential adult you want to authorize to pick up, even in cases of emergencies.
- During field trips or excursions, children dropped off after their group has left will have to remain in the care of their parents.
- Visitors will be allowed at WHALE, however, only after they have gone through our volunteer registration and training.
- Parents may request a teacher conference at any time; however, teachers will conference with parents every other month to update on progress and provide home resources.
- In the event you believe you need to file a complaint about childcare services, you may contact the Colorado Department of Early Childhood at 1-800-799-5876.
- If you suspect child abuse, you should contact the Colorado Child Abuse and Neglect Hotline Reporting System online at [Colorado Child Abuse and Neglect Hotline Reporting System | Colorado Department of Human Services](#) or call them at 844-CO-4-KIDS.
- WHALE is a non-smoking facility and for the protection of all children, we ask parents and visitors to refrain from smoking near the center.
- Safe Sleep for Infants – Adults in the infant room will ensure any sleeping infant is placed correctly in a crib and will constantly supervise children.
- Please ensure children arrive at WHALE appropriately dressed for the weather.
- Notification will be made in writing when childcare service is withdrawn and when parent(s)/guardian(s) withdraw their children from the center.

## Guidance & Socialization

Our belief is that all behavior is a form of communication, and our job is to understand what their behavior is communicating. We will integrate daily social and emotional skill lessons to support students' communication at all ages. As a center, WHALE will follow the 5-Step Reflective Cycle when interacting with all children:



[Becoming a Better Behavior Detective: Applying a Developmental and Contextual Lens on Behavior to Promote Social and Emotional Development | NAEYC](#)

If a child is still struggling with a behavior and/or social emotional learning, teachers will:

- Reach out to parents for assistance and support
- Reach out to other staff for support
- Reach out to Executive Director for support
- Contact Early Childhood Mental Health Consultant
- Suspension or exclusion will be a last resort and will only be considered after all other interventions have been exhausted. The Executive Director will work closely with children and parents that may be having issues transitioning to our center.

### Illnesses & Emergencies

- Parents and/or the listed emergency contact will be contacted for any illness, accident, or injury that occurs during the child's stay at WHALE.
- Emergencies and disasters may happen at any time. WHALE will regularly practice preparedness drills such as tornado, fire, shelter in place, lockdown, active shooter on premises, reunification with families after emergency or disaster, and evacuating children with disabilities. These drills will provide the staff and children with the knowledge to handle any potential emergency. In an emergency, parents will be notified as soon as possible and if evacuation is necessary, parents will be reunited with their child as soon as it is safe.

### Transportation & Field Trips

WHALE does not have transportation provided for parents and will not be scheduling any field trips.

## Screen Time & Media Usage

- Screen time, which includes television, recorded media, computer, tablet, cell phones, video games, and other media devices, is prohibited for children less than two (2) years of age.
- Screen time is prohibited during snacks or mealtimes.
- All media that children are exposed to must not contain explicit language or topics.
- For children two (2) to five (5) years of age, screen time must be limited to no more than thirty (30) minutes per day.
- For children two (2) years of age and older, screen time may only exceed sixty (60) minutes for a special occasion and must not occur more than once every two (2) weeks.
- For children over 5 years of age, they will receive lessons on appropriate use of computers, tablets, internet, etc.
- All children must be provided with a developmentally appropriate alternative activity once the child(ren) loses interest in the media activity.
- **There is no time restriction for children using personal adaptive equipment or assistive technology or participating in mandatory school activities.**

## Children's Personal Care & Nutrition

- All children's medication that must be administered during their time at WHALE will require the medication administration form to be completed by their doctor. Medication will be given to our trained staff for storage and then charted daily for administration. All medication will be stored in a locked cabinet in our clinic.
- Teachers will secure all children's personal belongings and money.
- **ALL meals must be provided by parents at this time.**
- All diapering, toilet training, and toileting will be done by staff based on the parent's directions.

## Part Two: Children's Records

### Admission

An admission record must be completed for each child prior to or at the time of the child's admission. This record must be updated annually and when changes occur. The admission record must include:

1. The child's full name, birth date, current address, and date of enrollment.
2. Parent(s)/guardian(s) names; home address; e-mail address; telephone numbers, including home, work, and cell numbers; employer name and work address; and any special instructions as to how the parent(s)/guardian(s) may be reached during the hours that the child is in care at the center.
3. Names, addresses, and telephone numbers of people authorized to pick up the child from the center.
4. Names, addresses, and telephone numbers of persons who can assume responsibility for the child in the event of an emergency if the parent(s)/guardian(s) cannot be reached immediately.
5. Names, addresses, and telephone numbers of the child's health care provider, dentist, and, if applicable, hospital of choice.
6. A health history, including any health care plans, which indicates communicable diseases and chronic illnesses or injuries the individual has had, any known drug reactions and allergies, medications being taken, any necessary health procedures or special diets, and immunization record.

7. A dated, written authorization for emergency medical care signed and updated annually by the parent(s)/guardian(s). The authorization must be notarized if required by the local hospital, clinic, or emergency health care facility.
8. Written authorization, obtained in advance of the event, from a parent/guardian, for a child to participate in field trips or special activities, whether scheduled or unscheduled, whether walking or riding in an approved vehicle.
9. Written authorization from a parent/guardian for media release.

### Other Documentation

1. A written record of any accident, illness, or injury requiring medical attention occurring during care will be retained in each child's record, with a copy provided to the parent(s)/guardian(s).
2. Observations of the child's development to document the child's progress and challenges will be maintained and discussed at parent conferences.
3. A record of parent conferences, including dates of conferences, and names of WHALE staff and parent(s)/guardian(s) involved.
4. A copy of the child's health statement completed by a health care provider.

### Part Three: Parent Education

Teachers and parents partnering together is essential in supporting the best education for children. Open communication and supporting each other to support each child, especially children with special needs, is the foundation of a strong partnership. To assist this partnership, home visits and monthly parent education events will be conducted by WHALE and its staff. Home visits will be an important part of ensuring children are transitioning from home to school effectively. Parent education sessions will be held on the 2<sup>nd</sup> Thursday of each month and specific topics will be presented that impact children with special needs. We require parents to attend at least 4 of these events each year. Below are the dates of these sessions, parents will be notified of the topics a month prior to each one:

July 11	January 9
August 8	February 13
September 12	March 13
October 10	April 10
November 14	May 8
December 12	June 12

### Conclusion

Please sign the attached forms that document your understanding and agreement to the above WHALE Respite Center policies.

By signing below, parents and the director agree to abide by the written policies as stated in this handbook.

Lori Frodine

Executive Director's Name (print)

Executive Director's Signature

Date

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Parent's Name (print)

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Parent's Signature

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Date