



# FAMILY HANDBOOK

## Welcome to Mon Petit Academy

We would like to extend a warm welcome to your family! We are truly honored that you have chosen to be part of the Mon Petit community. Our goal is to create an environment where your child can thrive and reach their full potential with confidence.

At Mon Petit Academy, our purpose is to lay a strong foundation for a better tomorrow by equipping children with the lifelong skills they need to achieve their goals. We provide the building blocks necessary to inspire confidence, respect, and responsibility—qualities that are essential in developing a positive self-image.

Through interactions with one another, children learn vital life skills such as cooperation, problem-solving, and friendship. These social skills are important for success in both their current environment and in the future.

We also recognize that parents are the most important teachers in the lives of their children, and your involvement is a crucial part of what makes our community special. We feel privileged to partner with you in your child's development and education.

We greatly value your communication, energy, support, and involvement to ensure a successful experience for your child.

We look forward to getting to know you and your child!

Sincerely,



Mon Petit Academy



**The policies and procedures outlined in this Handbook have been established in the best interest of all children enrolled at Mon Petit Academy.**

Prior to enrolling your child, we request that you review our handbook. All families must sign a written statement agreeing to abide by these policies at the time of enrollment.

**Thank you for choosing Mon Petit Academy.**

## **General Information about Mon Petit Academy**

### **Philosophy**

At Mon Petit Academy, we believe infants are naturally eager to learn. Their brains develop rapidly through positive interactions and exploration, doubling in size within the first year and nearly reaching full capacity by age five. We create an environment that promotes developmentally appropriate learning, fosters independence, and encourages meaningful connections.

We emphasize learning through play, indoors and outdoors. Our schedule and curriculum provide numerous opportunities for exploration with diverse materials that support creativity and development.

Our teachers serve as facilitators, preparing stimulating activities that nurture the "whole child." We prioritize creating a safe space with open communication for families and adhere to state guidelines for the children's safety and well-being.

We establish routines with a center-wide schedule that ensures smooth transitions between classrooms. Each classroom builds on prior learning experiences, preparing children for elementary school by gradually introducing new materials and activities. We care for children from 6 weeks to 6 years old, providing a consistent routine that helps them feel safe, secure, and understood, fostering confidence to learn and try new things.

### **Mission**

At Mon Petit Academy, we are dedicated to equipping children with the lifelong skills they need to reach their potential. We focus on helping children develop confidence, respect, and responsibility, building a positive self-image. Through interactions with peers and dedicated educators, children learn to cooperate, problem-solve, and form friendships, preparing them to become successful individuals who contribute meaningfully to the future.

We also prioritize a positive work environment for our staff, promoting a healthy work-life balance with consistent schedules. We empower our team to grow in their careers by offering learning opportunities and covering professional development costs. Additionally, we provide comprehensive health and retirement benefits, generous accumulative time off, and competitive compensation to support our staff's well-being and success.

### **Ages served and hours of Operation**

Mon Petit Academy provides childcare for children ages 6 weeks to 6 years, including those with special needs. We are open Monday through Friday from 7:00 a.m. to 5:30 p.m., year round though following Jefferson County's legal holiday schedule and similar break and staff development days.

**January 2025- January 2026 Calendar  
(January 2026-2027 posted on our website)**

**Legal Holidays (Closed)**

- January 20<sup>th</sup>- Martin Luther King
- February 17<sup>th</sup> – Presidents' Day
- May 26<sup>th</sup> - Memorial Day
- June 19<sup>th</sup> – Juneteenth Day
- September 1st – Labor Day

### Breaks (Closed)

- March 17-21 –Spring Break
- June 30<sup>th</sup> -July 4<sup>th</sup> Summer Break
- November 24<sup>st</sup>-28<sup>th</sup>- Thanksgiving Break
- December 22nd- 1st of January – Winter Break

### Staff Development Days (attendance is required)

- January 2<sup>nd</sup>
- May 2<sup>nd</sup>
- August 1<sup>st</sup>
- October 17<sup>th</sup>

\*\* Tuition is still paid for holidays, school closure days and/or snow days that we are closed. We have an accumulative time off policy for all staff and give staff the opportunity to work when this benefit is not yet earned.

## Program Policies and Procedures

### Unscheduled School Closures Policy

- **Inclement Weather:** If Jefferson County Public Schools, specifically Jefferson County Mountain Schools, are closed due to inclement weather, our center will also be closed. We will notify families through the Procure app as soon as we confirm the closure.
- **Safety Inspections:** In the event of a fire, flood, or infestation, the center will remain closed until the premises have been inspected and deemed safe by the health department.
- **Unanticipated Events:** There may be occasions when it is necessary to either delay opening or close early due to unforeseen circumstances. If we experience power outages, water supply issues, or a loss of phone/internet services, the center will close early. Families will be contacted as soon as possible regarding the situation.
- **Tuition Responsibility:** Parents are still responsible for paying tuition fees in the event of any unscheduled school closures, unless stated otherwise by the owner or director.
- Thank you for your understanding and cooperation regarding these policies.

### Vacation Policy

Each family is entitled to two weeks of unpaid vacation time per year after they have been with Mon Petit Academy for six months.

- **Vacation Period:** Vacation time is calculated from January to January of the following year and will continue in this manner each subsequent year.
- **Usage:** Vacation time reflects your weekly schedule. For example:

- If you are enrolled full-time, you may take 5 days of unpaid vacation.
- If you are enrolled three days per week, you may take 3 days of unpaid vacation, and so on.

We hope this policy supports your family's needs while maintaining the continuity of care for your child

## Enrollment Policy

**Center Tour:** Before enrolling your child, parents/guardians are required to tour the center. Once accepted into our program, you will receive an email outlining the enrollment steps and requirements.

**Enrollment Requirements:** The state of Colorado mandates that parents/guardians submit the following prior to their child's first day of attendance:

- Complete enrollment package
- Current immunization record
- Health appraisal form signed by a doctor
- Medication Action Plan (if applicable), signed by both a doctor and parent

**Timeline:** All forms must be submitted at least 24 hours before your child's first day.

**Complete Enrollment Package:** Your enrollment package should include the following documents:

- **Online Enrollment/Waitlist Form**
- **Sign Now Enrollment Form:**
  - Consent Agreement Form
  - Allergy and Dietary Form
  - Sunscreen Permission/Diaper Rash Cream Permission
  - Photography/Videotaping Consent Form/Movie Permission
  - Transportation Authorization Form
  - Cot Permission Form
  - Family Handbook Acknowledgment
  - Jefferson Center Release Form
- **Welcome Letter** with signed Getting to Know Your Child Form or Feeding Plan (for infants only)
- **Child's Health Appraisal Form**
- **Immunization Record** or Exemption
- **Emergency Medication Action Plan** (if needed)
- **Supply List** (schedule a time to meet the teacher and drop off supplies before the first day)

## Immunizations and Special Health Considerations Policy

To ensure the safety of all children and staff members at Mon Petit Academy, it is essential that children are properly immunized. Colorado law requires all students attending Colorado schools and licensed child care facilities to be vaccinated against certain diseases, unless they have a medical or non-medical exemption on file.

If your child has a food or medicine allergy, a physician must indicate the allergies on your child's physical form. If there is a food allergy or intolerance, a special diet statement must be completed by the physician noting the specific food substitutions that need to be offered. This special diet statement must be updated once a year.

Children with special health care needs requiring intervention and/or medication including seizures, asthma, diabetes, severe allergies, heart or respiratory conditions, and physical disabilities must provide a written health care plan providing instructions for care. The Health Care Plan must be written by the doctor and signed by the physician and parent and provided to Mon Petit Academy prior to their first day of care.

### **Key Points:**

- **Exemption Filing:** If your child has an exemption, you must file it at each school or childcare that they attend.
- **Disease Outbreaks:** To protect unvaccinated children, students with vaccine exemptions may be required to stay home during a disease outbreak.
- **Immunization Records:** The state of Colorado requires us to obtain a new immunization record each time a child is vaccinated, or alternatively, an exemption form.
- **Health Appraisal Forms:** Additionally, we must have a general health appraisal form for your child at the following ages:
  - 2, 4, 6, 9, 12, 15, and 18 months
  - 2, 3, 4, 5, and 6 years

Mon Petit Academy will send a reminder one month prior to the required submissions, but it is the parent/guardian's responsibility to provide us with the completed health appraisal and current immunization/exemption forms.

**Compliance:** Failure to comply with this policy may result in dismissal from the program. While we can access immunization records through the Colorado Immunization Information System (CIIS), we prefer to receive a signed immunization record directly from parents.

If you have any questions regarding CIIS or this policy, please feel free to reach out.

### **Transitions Prior to the First Day**

Prior to your child's first day, we will schedule a meeting with the teacher and arrange a time for you to drop off all necessary items for the classroom. This allows the teacher to set up your child's cubby before their first day.

### **Transitions at Drop-Off and Pick-Up**

As your child begins school, there may be initial tears or sadness. Children of all ages adjust to transitions differently and may need some time to settle in. Typically, any sadness or crying subsides within minutes (or even seconds) of your departure.

To facilitate drop-off:

- Talk with your child about what to expect before arriving at school.
- Keep goodbyes brief, let your child know when you will return, and then say goodbye.
- Feel free to come by and peek in at any time to see how your child is adjusting, or call to check in with the teachers.

Thank you for your cooperation as we work together to ensure a smooth transition for your child!

### **Transition to a New Classroom**

At Mon Petit Academy, when your child is ready to transition to a new classroom, we will communicate this to you. The transition process typically takes 1 to 4 weeks and begins with short visits to the new classroom.

#### **Before the Transition:**

- Prior to your child's first day in their new classroom, you will receive a welcome letter via SignNow. This letter will contain important information needed before their first day.
- We kindly request that you complete the letter as soon as possible before the transition, allowing the new teacher to review the information in advance.

#### **Communication Among Teachers:**

- Our teachers will collaborate prior to the transition, sharing a milestone checklist and a folder with your child's previous work and crafts to ensure continuity in learning.

#### **Exiting the Program:**

- If your child is transitioning out of our program, please notify us at least 4 weeks in advance. To support this transition, we offer exit parent-teacher conferences to discuss assessment information that may be helpful for your child's new teacher.

#### **Procure Policy**

At Mon Petit Academy, we use Procure Software to manage all billing and student records. Through Procure, you can:

- View your child's daily report
- Make tuition payments, see past transactions and yearly tax documents
- Update your child's files electronically

Procure serves as our primary communication tool with parents, allowing you to receive daily updates about your child's activities and well-being.

#### **Important Reminders:**

- Please keep your online profile up to date with current information and a recent photo of your child.
- Parents are required to check in and check out their children each morning using Procure.

Thank you for your cooperation in helping us maintain accurate records and effective communication!

#### **Continuity of Care and Classroom Ratios**

At Mon Petit Academy, we believe in providing continuity of care for all our children. To achieve this, we promote from within and retain our staff by offering competitive pay, paid time off (PTO), educational reimbursements, and free childcare benefits. Our commitment to retaining staff from year to year allows children to have consistent relationships with their teachers, as we only employ full-time positions for our lead and assistant teachers. This ensures that children spend the entire week and day with the same caregivers.

**Classroom Age Groups:** Our classrooms are organized by age group to help children work on milestones appropriate to their development and to foster interactions with peers of the same age. The age groupings are as follows:

- 6 weeks to 12 months
- 12 to 18 months
- 18 to 24 months
- 24 to 36 months
- 2.5 years to 4 years
- 4 to 5 years

We prioritize staff retention to maintain consistent peer groups for children over multiple years.

**Classroom Ratios:** We ensure that our adult-to-child ratios meet licensing requirements and NAEYC standards. To support these ratios, we maintain additional staff who are not assigned to specific classrooms and have on-call substitute teachers available. The following ratios apply to our classrooms:

- **Infant Classroom:** Licensed for 10 children with a 5:1 ratio
- **Tweeners and Toddler Ones Classrooms:** Both licensed for 10 children with a 5:1 ratio
- **Toddler Twos Classroom:** Licensed for 14 children with a 7:1 ratio
- **Preschool Classroom:** Licensed for 20 children with an 8:1 ratio
- **Pre-K Classroom:** Licensed for 25 children with a 12:1 ratio

### **Mon Petit Staff Requirement Policy**

At Mon Petit Academy, all staff members are hired in compliance with the qualifications and requirements set forth by the Colorado Department of Human Services Office of Early Childhood. Our staff is placed in well-supervised team settings with scheduled breaks to ensure a supportive work environment.

**Training and Qualifications:** All staff members participate in orientation and ongoing training in key areas, including:

- Child growth and development
- Healthy and safe environments
- Developmentally appropriate practices
- Observation and assessment
- Guidance and family relationships
- Cultural and individual diversity
- Professionalism

All staff in every classroom undergo background checks and FBI fingerprinting as well as out of state background checks. They are required to maintain updated training in the following areas:

- Pediatric First Aid and CPR
- Standard Precautions
- Reporting Child Abuse and Neglect
- Shaken Baby and Abusive Head Trauma
- Sudden Infant Death Syndrome (SIDS)
- FEMA Emergency Preparedness
- Recognizing the Impact of Bias
- Introduction to Early Intervention and Preschool Special Education
- Playground Safety
- Supporting Breastfeeding
- Pre-Service Training on Building and Premise Safety
- Medication Certification (if requested)



- Specific Medication Training (if requested)
- Van Driver Training (if requested)
- Additional courses to complete 15 hours of continuing education yearly (including at least 3 hours in Social/Emotional Development)

We maintain a minimum of five staff members in the building who are medication delegated certified by our nurse. Staff members are encouraged to evaluate and improve their performance based on feedback from a variety of sources, including families. If you have comments or feedback for a staff member, please feel free to stop by the office or email us at [info@monpetit.biz](mailto:info@monpetit.biz).

### Reporting of Child Abuse/Neglect

All employees at Mon Petit Academy are mandated reporters, meaning they have a legal obligation to report suspected child abuse or neglect immediately, in accordance with the Child Protection Act of 1987 as outlined in the Colorado Children's Code.

- Mandated reporters may consult with a Director or supervisor if they have "reasonable cause to know or suspect" that abuse or neglect has occurred. However, the responsibility for making the report ultimately lies with the mandated reporter; they cannot transfer this responsibility to a supervisor or another employee.
- **Reporting Hotline:** The telephone number for the statewide hotline to report child abuse/neglect is 1-844-CO-4-KIDS.

### Child Guidance Policy

At Mon Petit Academy, we believe in positive guidance as our primary approach. It is our responsibility to create an interesting and engaging environment for children that helps to avoid mistaken behavior. When mistaken behavior does occur, we view conflict as a valuable learning tool. Children are still figuring out what is appropriate, and implementing punishment is not effective for young children. Our goal is to provide children with the tools necessary for success and encourage positive conflict resolution with their peers.

Teaching and modeling pro-social behavior is essential in education, and we strive for each child to develop the social and emotional competency they need to thrive. Changes in a child's life can affect their behavior, so we ask that parents inform us of any significant changes, such as divorce, death, or unemployment. We view every parent as a crucial member of our "Team," working together to help children reach their fullest potential, and we truly value your input.

- **Breaks for Children:** Children may be asked to take a break by sitting next to a teacher.
- **Conflict Resolution:** In conflicts, we support children in finding solutions, which may include talking, expressing empathy, or walking away.
- **Guidance Methods:** We use logical and natural consequences, redirection, substitution, and role modeling, fostering a community of caring and respect.
- **Turn-Taking and Sharing for Preschool and Pre-K:** Learning to take turns is highlighted, along with the positive benefits of sharing, although sharing is not mandatory, they can choose the privacy table.
- **Communication:** Staff may act as "announcers" to help children process interactions.

### Behavioral Monitoring:

- If a child's behavior becomes dangerous or disruptive, a verbal and/or written incident report will be documented.
- If a child receives three or more incident reports, a meeting will be set up with the parents, teachers, and administration to discuss the situation further.
- In cases of persistent and severe challenging behavior that poses a risk to themselves, other children, or teachers, Mon Petit Academy may recommend guidance from external resources.
- Should all efforts fail, alternative placement may be required. No child will be dismissed without a formal meeting including parents, teachers, and the director.

### **Guidance Philosophy:**

- Our policy is to guide children in a loving and nurturing manner.
- Harsh discipline, corporal punishment, or humiliating methods are never used.
- Discipline is never associated with food, sleep, or toileting. Children will be treated with courtesy, respect, and patience, and guidance will be tailored to each child's age and understanding level.
- While we encourage loving and nurturing interactions, kissing children on the face is discouraged, and kissing on the mouth is never acceptable.

### **Communication / Family Involvement Policy**

At Mon Petit Academy, we encourage and welcome family participation. Each child will receive two assessments per year, accompanied by two conferences with their child's teacher—one in the fall and one in the spring. These conferences provide a valuable opportunity for one-on-one time with your child's teacher to discuss your child's behavior, developmental progress, and social-emotional and physical needs. If you cannot attend the designated conference time, please communicate with your child's teacher to arrange an alternative.

Families are always welcome to request a conference regarding their child's progress at any time. We believe that children thrive when there is a strong partnership between families and the center. We support two-way communication and encourage families to reach out to teachers and management using the method that works best for them—whether through phone calls, Procure, notes, emails, or in-person conversations.

Information about your child's progress is shared through:

- Verbal conversations
- Monthly classroom newsletters
- Monthly Bluebird newsletters
- Flyers
- Family boards
- Procure messages
- Phone calls
- Conferences

We maintain an open-door policy, inviting families to be part of their child's early learning experience and to connect with other families. Opportunities for involvement include:

- Making recommendations for program improvements
- Volunteering your time and talents in the classroom—whether reading a book, playing an instrument, or sharing a hobby
- Sharing your family's culture and traditions within our classrooms

All visitors, including maintenance, licensing, health, and staff, must:

- Sign the visitor logbook upon arrival and departure, including the time and purpose of their visit.
- Present a valid ID if we do not recognize a parent, legal guardian, or announced visitor.
- All visitors must be approved by Management.

Mon Petit Academy staff members are trained to treat all children and families with respect and dignity. In return, we expect families to uphold these values. Should any concerns arise, we encourage you to share them with the Director,

either verbally or in writing. Inappropriate language directed toward staff or in front of children will not be tolerated. We will work together to resolve any issues; if a solution cannot be reached, please contact management. We ask that you do not confront other families or children within our program.

### **Translation Policy**

For parents who do not speak English, our management team will utilize TransPerfect translation services. A phone call will be scheduled for translation when communication is needed in a language other than English. Additionally, when at least 50% of the class speaks a language different from English, Mon Petit Academy will provide a bilingual teacher or aide in the classroom. We ensure that all materials, including labeling, music, and books, reflect the diverse languages spoken in the classroom.

### **Family/Community Connections**

Mon Petit Academy partners with third-party agencies to provide screening and interventions for children experiencing Speech-Language delays and related issues, such as autism, developmental disorders, learning disorders, and mental health concerns. We also collaborate with agencies to offer services at the center or connect families to resources outside of Mon Petit, including ESL courses, health services, legal assistance, computer classes, GED classes, business administration, and tax preparation, through the Mountain Resource Center.

If parents lack access to a doctor, dentist, or medical insurance, we provide guidance on utilizing our community resource book. Parents are also welcome to post community resources on our outdoor bulletin board, subject to management approval. If you have specific resource requests that are not available, please speak with management.

Mon Petit Academy aims to meet the needs of all parents with the following support:

- Locating community resources
- Obtaining emergency assistance for food, clothing, utilities, housing, and counseling
- Supporting families in the transition to school
- Assisting families with special needs children to meet their learning and development goals
- Fostering inclusion for children with special needs within the classroom and program
- Supporting families experiencing trauma

Additionally, we connect families with our center's coaches and outside organizations, offering a series of three workshops throughout the year on various parenting topics. We utilize family surveys to identify topics of interest.

### **Americans with Disabilities Act**

Mon Petit Academy welcomes families from all ethnic, racial, religious, and national backgrounds. We do not discriminate based on background, race, creed, or gender. Parents and children can expect to be treated fairly and equally. Children with special needs are welcomed at our center, and we are committed to meeting each child's individual needs to the best of our ability.

We comply with federal, state, and related laws concerning child safety. Every effort will be made to accommodate children with special needs, depending on the availability of staff and resources. Your child's health and safety are our top priority. If we are unable to meet your child's current needs with our staff qualifications, we will assist in referring you to other childcare centers that may be better suited for your child.

## Confidentiality Policy

At Mon Petit Academy, all records concerning your child are confidential. Information about your child will not be released without your written consent, except when requested by regulatory and partnering agencies. Confidential information is securely kept in locked files and/or password-protected systems. All staff members are required to sign Mon Petit Academy's confidentiality policy to ensure compliance.

## Location of Children Policy

All teachers monitor attendance closely by updating their attendance records throughout the day and matching the number of children present with names on the attendance sheets. Teachers are trained to use a name-to-face recognition system via Procure. Additionally, teachers routinely scan the room to track the whereabouts of children and ensure their safety.

Staff members are trained to remain aware of their surroundings during their scheduled time at the center. Children are accounted for during transitions from one location to another and when new staff members enter the classrooms.

**In Case of a Lost Child:** If a child goes missing, all available staff will conduct an immediate search of the building and grounds. Teachers will verify that an authorized adult did not sign out the child. If the child is not located within ten minutes:

- The parent, guardian, or sponsor will be notified by phone.
- Authorities will be contacted as necessary.
- The incident will be reported to the Colorado Department of Human Services, Office of Child Care Licensing.
- Should a child be unaccounted for due to lack of supervision by approved staff, a report will be filed with Child Protective Services, and Child Care Licensing will be notified within 24 hours of the incident.

Please ensure to always have children with you when arriving and departing the building to ensure children are not alone in a classroom.

## Arrival and Pick-Up Policy

### *Arrival*

- An adult must always accompany a child into the center. You will receive an automatic code on your child's first day.
- Children must be escorted to their classroom, where you will inform the teacher of your child's arrival.
- Please ensure you have the Procure app set up before your first day, as you will be responsible for signing in and signing out your child. Instructions will be provided prior to your first day.

### *Arrival Time*

- Mon Petit Academy requires all students to arrive by 9 AM to ensure they do not miss planned activities and to allow for appropriate staffing in classrooms.
- Students will not be admitted after 9 AM unless there are special circumstances, such as a doctor's appointment, which must be approved at least 24 hours in advance by management.
- If your schedule changes, please notify us as far in advance as possible to help us maintain staff ratios. Consistent failure to provide notice may result in management denying entry for your child on that day.

## **Absences**

- If your child will be absent for the day, it is important to notify us. If we cannot be reached, please leave a message with your child's name, age, date, and reason for absence. You will be charged for absent days unless otherwise noted by the owner or director.

## **Releasing Children**

- Children will only be released to individuals listed on the Child Enrollment Record. If someone other than the parent will be picking up your child, please inform us in advance.
- Changes to the list of authorized pick-up individuals can be made through your parent portal. In emergency situations, we will accept a faxed written permission slip or an email from the parent or guardian. However, individuals granted emergency authorization will not be able to pick up your child on subsequent days unless added to the authorization list.

## **Identification and Authorization**

- A photo ID is mandatory for anyone authorized to pick up your child.
- We will not release a child to anyone under the age of 18 unless it has been discussed with parents in advance and accompanied by written permission.
- Unauthorized individuals attempting to pick up a child will be refused. We will make every effort to contact the child's parent. If we cannot reach them, we will ask the unauthorized person to leave and document the situation. If the situation is deemed threatening to the child or others, we will call 911.
- Please ensure your Procure profile is always updated with authorized and emergency contacts.

## **Safety Protocols**

If staff believe the adult picking up the child is unfit to drive, they may:

- Contact additional authorized adults to pick up your child.
- Arrange for alternative transportation (the fare will be charged to your account).
- Call 911 if the parent/guardian or another adult is aggressive or threatening.

Frequent occurrences of these situations may result in the discontinuation of care for your child.

Children must be checked out by a guardian or authorized pick-up person via Procure before exiting the classroom. Make sure to verbally communicate with staff that you are picking up your child, and ensure the staff member acknowledges it.

## **Important Note**

Once a guardian or authorized pick-up person checks out a child, that individual becomes immediately responsible for the child, and Mon Petit Academy staff will no longer be legally responsible for them. Children should not leave the building, be left alone in a classroom, or remain in the parking lot without adult supervision. Mon Petit Academy will not assume any legal responsibility in these circumstances.

## **Late Pick-Up Policy**

It is essential that children are picked up and leave the facility by 5:30 PM to allow our staff to prepare for the next business day. While we understand that life can be unpredictable and occasional tardiness may occur, consistent late pickups are unacceptable. Repeated instances of tardiness may lead to termination of enrollment.

**Neglect Consideration:** In extreme cases, consistently leaving a child in daycare long after business hours may be considered neglect.

**Communication:** If you are unable to pick up your child on time, please call the center immediately. We will do our best to assist you with arrangements if possible.

#### **Notification Process:**

- If a parent has not arrived to pick up their child by 5:45 PM, a phone call will be made to the parent.
- If neither parent listed on the Child Enrollment Form can be reached, staff will contact the emergency contacts listed.
- If all attempts to reach either a parent or emergency contact are unsuccessful and the child remains in daycare for more than two hours, social services will be contacted.

**Closing Procedures:** To ensure the safety of all children, the closing staff will walk through the entire center at the end of the day to confirm that no children have been left unattended. They will also check that all doors and windows are closed and locked.

#### **Late Pick-Up Fee**

Families should ensure that children are picked up and leave the facility by 5:30 PM. If you are running late, the following fees will apply:

- A fee of \$20.00 will be charged for the first 15 minutes past closing.
- An additional fee of \$1 per minute will be charged for every minute thereafter.

Late pickup fees must be paid in full within the next billing cycle. In the event of an emergency, please notify us as soon as possible about any delays in picking up your child to avoid incurring fees.

#### **Emergency Policy**

##### **Fire Drills**

Mon Petit Academy conducts regular monthly fire drills to ensure the safety of all children and staff. Key protocols include:

- **Building Maps:** Maps are posted near the door of every classroom to guide evacuation routes.
- **Response Training:** Children learn to respond quickly and calmly to the fire alarm. Each classroom teacher is responsible for ensuring all children are accounted for and evacuated safely.
- **Safety Kit:** The teacher will take the First Aid kit, attendance records, and emergency contact information during drills.
- **Designated Spot:** Children will walk in a single file line to a designated safe area and remain in a group. The lead teacher will take roll call and report the number of children to the Director.
- **Return Policy:** Children may return to the building only when instructed by the Director.

**Evacuation Locations:** In the case of an evacuation, our primary location is West Jeff Elementary, and our secondary location is Conifer High School. Parents will be contacted as soon as possible, depending on evacuation orders and the ability to reach families.

## Tornado Drills

Mon Petit Academy practices tornado drills to ensure all staff and children know what to do in the event of inclement weather:

- **Safe Areas:** In the event of a tornado, teachers will lead children quickly and calmly to designated safe areas in the building. If outside, the class will enter the building and head to the designated spot.
- **Emergency Supplies:** Teachers will have attendance records, a First Aid kit, and emergency contact information readily available.
- **Roll Call:** Once in the safe area, the lead teacher will take roll call and report the number of children present to the Director.

## Active Shooter Drill

In the event of an active shooter situation, Mon Petit Academy has an emergency protocol in place:

- **Evacuation Plan:** Staff will lead children to designated safe areas within the building. If outside, classes will return to the building immediately.
- **Safety Supplies:** Attendance records, a First Aid kit, and emergency contact information will be taken by the teacher.
- **Roll Call:** The lead teacher will account for all children in the designated area and report to the Director.

## Cell Phones

We ask families to refrain from using cell phones during drop-off or pick-up times, unless checking in or out on Procure. This time is important for staff to share information about your child, and we appreciate your full attention.

## Safety in the Parking Lot

Please use caution while entering and exiting the parking lot, as it can be busy and our children are often difficult to see due to their height. In winter, the area near the front entrance may become icy; please take extra care during these conditions.

## Child Custody

In the case of custody issues, we are legally required to respect the wishes of the parent/guardian with legal custody. A certified copy of the most recent court order will be requested. Without court documentation, both parents retain equal rights to custody. Mon Petit Academy will not decide custody matters without proper documentation. If no agreement can be reached, we will follow the wishes of the enrolling parent.

## Transportation Policy

We provide transportation for children ages 3 and older for field trips. You will receive a permission slip for each trip. A signed Transportation Authorization Form must be submitted at the time of enrollment for emergency evacuation purposes.

Mon Petit Academy drivers are required to follow all safety, licensing, and traffic regulations enforced by the State of Colorado. Drivers will carry attendance sheets and cell phones for emergencies.

Children must be seated safely with seat belts while being transported. If younger children are taken on trips, appropriate booster seats will be used. All children are under the direct supervision of the group leader and/or the van driver. Children are expected to behave appropriately during transportation; any child whose behavior distracts the driver will not be allowed to use transportation until a conference is held with the Director, child, and parent/guardian. Mon Petit Academy reserves the right to refuse transportation to any child on a permanent basis.

## Field Trip Policy

### Classroom Closure:

- Classrooms will be closed for children who are not participating in or are unable to attend the field trip.

### Attendance Procedures:

- An itinerary and a list of children participating in the field trip will be maintained at the center.
- Attendance procedures will be implemented before leaving for the field trip, multiple times during the trip, and upon returning.
- We kindly request your cooperation in ensuring that your child is dropped off on time for field trips, as departure times are coordinated with transportation providers and event schedules.

### Safety Preparations:

- All field trips will include first aid supplies, emergency contact information, and cell phones.
- Walking shoes are required for all field trips. Please ensure your child wears sturdy walking shoes, as sandals and flip-flops are not suitable for walking and may pose a safety risk.

### Emergency Protocol:

- In the event of a roadside emergency, children will be kept in a safe environment until help arrives. If necessary, 911 and parents will be contacted.

Thank you for your cooperation in ensuring a safe and enjoyable experience for all children participating in our field trips!

## Special Occasion/Events Policy

At Mon Petit Academy, we recognize and respect all cultures. We celebrate birthdays and holidays by focusing on the children and their traditions. Our commitment to the health and wellness of all children, including those with food allergies, guides our approach to special occasions. We request that food for these events be limited to store-bought items that promote healthy options. The snack must be prepackaged and sealed per licensing rules.

**Parent Involvement:** We encourage fun celebrations that involve parents, such as reading a book to the class or preparing a healthy snack with preschool and pre-k children (e.g., fruit salad or guacamole).

**Healthy Snack Suggestions:** Acceptable classroom snack options include:

- 100% fruit popsicles
- Yogurt parfaits
- Fruit trays
- Veggie trays
- Meat or cheese trays
- Pizza

**Gift Policy:** To minimize disruptions, we kindly ask that celebrations do not include gifts.

**Supervision:** Staff will supervise all special events and ensure appropriate staff-to-child ratios are maintained.

## Rest Time Policy



According to licensing requirements, all children in our program must have a designated rest time during the day. Cots must be 2 feet apart and not block the walk path and free of hazards.

### **Rest Time Procedures:**

- All children are asked to lie quietly on their mats for at least 30 minutes without disturbing others.
- After this period, children who are awake must be allowed to move to a different designated area and provided a quiet activity such as books and puzzles. Children who wake up must be allowed to leave their area after 10 minutes.
- For 2.5 and above, ratio changes to 1 assistant teacher or lead teacher if 50 percent of children are asleep.

**Early Pick-Up:** If a child is picked up early during rest time, parents are requested to call in advance to prevent disturbing the other children. Please ensure to gather their items to ease transition.

### **Infant Sleep Policy**

Infants nap according to their individual schedules, and we follow Safe Sleep guidelines to ensure their safety.

- **Sleeping Arrangements:**
  - Infants must sleep in their cribs on their backs.
  - No blankets or stuffed animals are allowed in the crib with them; however, they may use a pacifier (the pacifier must not have an attachment).
  - While we respect the sleeping arrangements parents may have at home, infants can only sleep in cribs as licensing prohibits sleeping in car seats, swings, bouncers, or on the floor.
  -
- **Transitioning to Cribs:** If an infant falls asleep outside of a crib, they must be moved to one. Transitioning to sleeping in a crib may be challenging for infants accustomed to co-sleeping or using swings at home.
- **Sleep Sacks:** Parents may provide a sleep sack for infants during naps. However, per licensing requirements, sleep sacks must not restrain the arms or be weighted.

### **Cubbies and Children Items Policy**

Upon enrollment, each child at Mon Petit Academy will be assigned a cubby for their personal belongings..

### **Guardian/Parent Responsibilities:**

- Parents are encouraged to check their child's cubby daily for items that need to be taken home.
- Please ensure you label items of clothing (hats, gloves, coats, etc.) with the child's family name for easy identification.
- Staff will check cubbies weekly to ensure children are stocked with necessary classroom supplies and uphold our policy that parents must bring child supplies and if the child does not have the proper supplies he or she must be picked up.
- At the end of each month, all washable items must be taken home to be cleaned.

**Supply Lists:** The following items are required for children in each age group. Parents must label everything with the child's first and last name.

### **Supply List for Infants:**

- Diapers
- Wipes
- Diaper cream
- 2 dry bags
- Sippy cup (labeled with name, date, and contents; must be taken home daily for washing)
- Premade bottles (labeled with first and last name, and specify formula or breast milk)
- Solid food or snacks (if applicable)
- Sleep sack
- 3 complete changes of clothing (pants, shirt, underwear, and socks)
- Pacifier (if applicable, without the cord that attaches to clothing)
- Sunscreen (labeled with child's full name and expiration date if not using the center's designated sunscreen)

**Supply List for Ones and Tweeners:**

- 3 complete changes of clothing (pants, shirt, underwear, and socks)
- A light jacket
- Winter coat, hat, mittens, boots (winter only) ) (no strings on hats or mittens)
- Sun hat (summer)
- An extra pair of shoes
- 2 dry bags
- Bento box for lunch with an ice pack (we do not refrigerate or warm lunches—only cold lunches)
- Sippy-style water bottle (18 months and younger it needs to be labeled with name, date, and contents; must be taken home daily for washing. 18 months and above just label all parts with name).
- Pacifier (if used, only during nap; children are expected to transition away before moving to the Twos room)
- Diapers
- Wipes
- Diaper cream
- Sunscreen (labeled with child's full name and expiration date if not using the center's designated sunscreen)

**Supply List for Twos:**

- 2 complete changes of clothing (pants, shirt, underwear, and socks)
- A light jacket
- Winter coat, hat, mittens, boots (winter only) ) (no strings on hats or mittens)
- Sun hat (summer)
- 2 dry bags
- Bento box for lunch with an ice pack (we do not refrigerate or warm lunches—only cold lunches)
- Sippy-style water bottle (all parts must be labeled with name)
- Diapers
- Wipes
- Diaper cream
- Sunscreen (labeled with child's full name and expiration date if not using the center's designated sunscreen)

**Supply List for Preschool and Pre-K:**

- A labeled bottle
- 2 dry bags for soiled items
- 2 complete changes of clothing (pants, shirt, underwear, and socks)
- A bento lunch box
- Snow boots, winter jacket, gloves, hat, and snow pants (during winter months) ) (no strings on hats or mittens)
- A swimsuit, towel, and swim shoes (during summer months)
- Sunscreen (labeled with child's full name and expiration date if not using the center's designated sunscreen)

**Potty Training Supplies:** If your child is potty training, please provide:

- 4 complete changes of clothing (pants, shirt, underwear, and socks)
- 1 extra dry bag for soiled items
- Extra shoes
- Pull-ups that open/close from the side for ease of application

**Space Limitations:** Due to limited space, large backpacks or bags cannot be accommodated. Please ensure that cubbies are stocked, organized, and that parents take home artwork and any soiled clothing each day.

### **Clothing Policy**

Children should dress in practical clothing that allows for freedom of movement and is suitable for the weather. Activities may include painting, cooking, outdoor play, and various sensory experiences.

- **Parent Reminders:** Parents should dress their children in clothing that enables full participation in all classroom activities and outdoor play.
- **Costumes:** No costume wear is allowed unless specified for special occasions.
- **Footwear:** Sturdy closed-toed shoes are required for safety.
- **Clothing Care:** While classroom staff takes precautions to protect children's clothing, Mon Petit Academy will not be held responsible for any damage or loss.

### **Toys Policy**

Mon Petit Academy has specific guidelines regarding toys brought from home to ensure a safe and nurturing environment.

- **Prohibited Items:** Children are not allowed to bring money, toys, video games, videos, lip-gloss, jewelry, or similar items unless requested and approved by the lead teacher and management.
- **Nap Time Comfort Items:** If a child requires a small stuffed animal for naptime, it must be stored away before and after naptime. No stuffed animals from the classroom/ cozy area must be used by children during naptime.
- **Responsibility for Personal Items:** Mon Petit Academy will not be responsible for lost or broken items.
- **Age-Specific Guidelines:** Children are not allowed to bring toys though s small stuffed animal for nap is allowed. For these toys, each age group/classroom has specific guidelines regarding toys. Items that pose choking hazards to younger children must not be allowed. Most toys will have age warnings that must be adhered to.

### **Television/Video Viewing Policy**

Mon Petit Academy is committed to age-appropriate and educational media use.

- **Screen Time Restrictions:**
  - Children under 2 years will not be allowed any screen time.
  - Children over the age of 3 may not have more than 30 minutes of screen time per day.
- **Content Guidelines:** Only age-appropriate and educational films may be shown; devices like televisions, movies, iPads, tablets, and cell phones are reserved for special occasions or educational purposes.
- **Staff Use of Devices:** Staff is not permitted to use electronic devices to entertain children at any time.

### **Nutrition and Health Policy**

At Mon Petit Academy, we offer morning and afternoon snacks to our children. Lunch is not provided and must be supplied by parents. Our classrooms are not equipped with microwaves, and we operate as a cold lunch-only facility. We have guidelines developed and approved by our nurse regarding items that CANNOT be served to children up to the age of 2.5 years.

We also follow Colorado's Healthier Meals Initiative, offering two snacks a day that consist of specific food groups. Parents or guardians must provide a cold lunch that promotes healthy choices for their children. All foods brought into our program should meet the requirements of the Child and Adult Care Food Program. If meals do not meet these requirements, the program will supplement the child's meal with compliant foods and remind parents of our policy.

### **General Food Safety Guidelines:**

- Candy and sugary drinks are not allowed unless approved by management for special occasions.
- If a food item violates our policies, it must be discarded immediately, and staff should notify the child's family.
- Glass bottles or containers are not permitted in the classrooms for safety reasons. Parents should use safe, BPA-free bento boxes for their children's lunches.
- Food will never be used as a reward for reinforcing behavior.
- Water will be available at all times.
- Children under 18 months are provided milk on demand. Milk must be refrigerated and if out for an extended time it must be discarded.
- For children 18 months and above milk should be offered during meal times and not substituted by water. If a child does not want milk they can be served water.
- For children 18 months and under sippy cups need to be labeled with content, name and date.

### **Substitutions:**

- We do not substitute snacks unless authorized by a parent or if management changes the snack with proper documentation.
- If a child drops their lunch on the floor and did not eat sufficient food, management will substitute and parents will be notified.

### **Nut-Free Facility:**

- Mon Petit Academy is a nut-free facility. If a child's lunch contains nuts in any form, the item will be disposed of in our outside dumpster, and hands and utensils will be thoroughly washed. A courteous reminder will be sent to parents in such cases. If there is uncertainty about an item, staff will contact the parents for clarification.
- Any disposed food should be replaced with an appropriate substitute from our kitchen.

### **Choking Hazards and Food Safety Policy**

To ensure the safety of all children at Mon Petit Academy, it is important to be aware of choking hazards. The following items are considered choking hazards and should not be served to children:

#### **Choking Hazards Include:**

1. Nuts
2. Grapes, cherries, or cherry tomatoes (even cut up)
3. Raw vegetables
4. Uncooked apples
5. Fruit snacks (gummies, hard candy)

6. Dried fruits (raisins, prunes)
7. Thick clumps of sun butter
8. Hot dogs (must be sliced lengthwise into quarters)
9. Large chunks of meat or cheese (must be cut into long strips)
10. Fish with bones
11. Popcorn
12. Crunchy snacks (chips, pretzels, granola bars)

This list is not exhaustive; any items with similar consistency may also pose choking risks. Staff should use their best judgment and consult management regarding any questionable items.

**Teaching Food Etiquette:** Our classroom curriculum focuses on teaching children safe and age-appropriate food etiquette. Children are encouraged to gradually develop skills related to:

- Handling their own lunches and snacks
- Using utensils appropriately
- Cleaning up after themselves

By the ages of 2.5-3 years, children should be able to open and close their own containers and lunch boxes, marking an important milestone in their food handling independence.

### **Infant/Toddler Feeding Policy**

At Mon Petit Academy, we are committed to supporting mothers in their breastfeeding journeys. We aim to provide resources and assistance to ensure that both mom and baby are healthy and receive full support during this transition.

- All baby food must be in its original UNOPENED jar. Homemade purees or finger foods must be stored in their original container or labeled clearly with the child's first and last name, the date, and the contents.
- All food for children aged 18 months and older must be labeled with the child's name and date if it is not in a bento box labeled with their name. Please be mindful of our glass policy.
- We will feed infants and young toddlers either formula or breast milk, according to the family's preference. Please ensure to fill out and keep plans up to date every 2 months or as necessary.
- Infants may be given formula or breast milk in bottles. Other beverages, such as water, must be provided in a sippy cup.
- All bottles and sippy cups must be pre-made when brought in.
- Licensing mandates that bottles are labeled with the child's first and last name, the date, and the contents of the bottle and/or sippy cup.
- If a parent wants to bring substitute milk for their child it must be in a small closed bottle and labeled with child's name, content and date. They must take the bottle with them each day and refill again.
- Glass bottles and containers are not permitted in the classrooms for safety reasons.
- We encourage families to transition their children to a Sippy cup prior to moving to the Tweeners Classroom. We understand there is a transition period from breast milk/formula to milk, as well as from a bottle to a Sippy cup, and we encourage families to implement similar practices at home to promote consistency.
- We are limited to storage space in the fridge and request parents to bring only one cup per child starting in the twos room where our ratios increase.

### **Diapering and Potty Training Policy**

- **Change Schedule:** Diaper changes are scheduled every two hours or as needed. A personal log will be maintained for each child for parental review.
- **Supplies:** Parents must provide diapers, diaper cream, and wipes. If your child is potty training and using pull-ups, please ensure they are the type that detaches on the sides.
- **Cloth Diapers:** If your child uses cloth diapers, please adhere to the following requirements:
  - All inserts and liners must be labeled with your child's name.
  - Provide a dry bag for storing dirty diapers.
  - We suggest providing 1 diaper for every 2 liners. If the cover is soiled, a clean one must be used.

## Potty Training

- **Initiation:** Toilet training typically begins when your child shows interest, usually between 24 and 36 months of age.
- **Facilities:** Our two-year-old room is equipped with small toilets and a consistent schedule to help children attend to their bathroom needs. While the one-year-old room has a toilet, the schedule may not support potty training. If your child is ready to start potty training, please inform us so we can collaborate on this process.
- **Parental Involvement:** Parents play a vital role in the potty training journey. Encouragement and support from home are crucial for success. We recommend introducing your child to the classroom bathroom and taking them to the toilet during morning drop-off and pick-up times.
- **Communication:** As your child progresses, we will maintain open communication regarding the use of underwear or pull-ups, and the need for extra clothing. It is beneficial for children to wear clothing they can manage independently to foster their self-help skills.
- **Accidents:** If a child has a potty accident, they will be cleaned up and changed into extra clothing provided by you. To maintain a safe environment for all children, if a child experiences more than three accidents in one day, we will use a pull-up to minimize the risk of exposure to bodily waste. If we do not have appropriate extra clothing available, you will receive a phone call or Procure message requesting you to bring some in. If a child has a bowel movement in their underwear, the underwear will be disposed of.

### ***Additional Supplies for Potty Training***

To ensure the health and safety of all children in the room during potty training, please provide the following supplies:

- **3 Complete Changes of Clothing:** Pants, shirts, underwear, and socks.
- **Training Underwear:** These must be extra padded to prevent leaks or liners on top of regular underwear.
- **3 Dry Bags:** For soiled items.
- **1-2 Pairs of Shoes:** Ensure they are suitable for active use.
- **Extra Pull-Ups:** Must be able to open and close from the side for ease of application.

## Adverse Weather Policy

To ensure that children receive adequate gross motor activity, Mon Petit Academy requires the following:

- **Activity Duration:**
  - Toddlers and preschoolers participate in 1 hour of gross motor activities per day.
  - Infants participate in 15 minutes of gross motor activities daily.

Due to extended care hours, these activities will primarily take place outdoors. However, in the event of adverse weather conditions—such as excessive heat or cold—children will remain indoors. The following guidelines apply:

- **Indoor Activities:** Alternative gross motor activities will be held in the music room during adverse weather.
- **Temperature Guidelines:**

- Children cannot go outside when the temperature is below 15°F or above 94°F.
- Children must stay off playground equipment if there is ice, water, or snow present.
- Parents are responsible for dressing their children appropriately for severe weather conditions, as we engage in activities such as playing in the snow and walking in the rain. If a child does not have proper clothing, the parent will be contacted to pick up the child.

### Sunscreen Policy

- **Authorization Form:** The center must obtain written authorization and specific instructions from parents or guardians on type of sunscreen will use. We require sunscreen that is provided to not be a spray on. Mon Petit Academy uses Rocky Mountain Sunscreen SPF 30 Kids Broad Spectrum and applies 30 minutes prior to going outside for any child over 6 months. We ask parents to apply sunscreen to their child before drop-off as children begin their day outside.

### Accidents and Injuries Policy

If your child is involved in a non-urgent incident or accident during the school day, a staff member will complete an incident report, and a copy will be sent to you via the Procure app. In the case of a more serious incident, particularly any injury to the head or face, we will contact you immediately. If deemed necessary, we may also call 911.

If your child becomes ill at school, you will be notified right away. Your child may remain in the classroom until you can pick them up. If your child presents with the following symptoms, we will request that you pick them up within one hour:

- Fever over 100.4°F
- Suspicious rash
- Three or more instances of diarrhea
- Vomiting
- Any infectious disease
- General malaise or inability to participate in regular activities

Please note that if your child is sent home due to illness, they must be symptom-free for 24 hours without medication before returning to the center or have written consent from their physician.

### Illness Policy

Please refrain from bringing your child to school if they exhibit any of the following symptoms:

- Fever of 100.4°F or higher
- Communicable disease
- Diarrhea
- Vomiting

For inquiries regarding other conditions that may exclude your child from class, please contact us directly. If you are unsure, please call us, and we can make a joint decision.

We appreciate your honesty and concern in helping us limit the spread of illness among children, teachers, and families. Please note that no tuition reimbursement will occur in these situations. While medications like Motrin and Tylenol may temporarily alleviate fever symptoms, your child may still be contagious and unwell. We understand the challenges of taking time off work; however, working together is essential to prevent the spread of germs. We will ensure sanitization and hand washing throughout the day and greatly appreciate your support in stopping the spread of sickness.

## Health and Safety Policy

Mon Petit Academy does not provide care for sick children. A teacher may deny drop-off for any child who appears ill. Please notify the office if your child must stay home due to illness and inform us of any contagious conditions or symptoms. Children with communicable diseases will be removed from the center and can only be readmitted after the recommended absence period set by the Colorado Health Department and the child's physician.

Information regarding any communicable disease will be posted in the classroom and communicated to affected families via message. The child's name will never be disclosed to anyone other than the Colorado Health Department. We are responsible for contacting the Health Department in the event of a child being sent home or not attending due to a communicable illness.

## Medication Administration Policy

In accordance with State Guidelines, trained childcare staff members at Mon Petit Academy are authorized to administer medication. There may be occasions when children require medication during their time at the center. Parents have the option to administer medication themselves or to allow the center to manage it under the following guidelines:

### Prescription and Over-the-Counter Medication:

- **Authorization:**
  - Medication must be prescribed by a physician specifically for your child. Under no circumstances will we administer medication prescribed for another child or family member.
  - No medication, whether prescription or over-the-counter, can be given without written and signed authorization from both a doctor and the parent or guardian.
- **Medication Form Requirements:** The medication administration form must include:
  - Child's name
  - Name of medication
  - Dosage amount
  - Time to administer
  - Date(s) for administration

### Storage and Handling:

- Medication should be handed to management and will be stored in a locked cabinet in the main office.
- Over-the-counter medication must be in its original container, labeled with your child's first and last name.
- For ongoing, long-term medication, the authorization and consent forms must be reauthorized on an annual basis.
- Any changes to the original medication authorization require a new written order from the prescribing practitioner and an updated prescription label.

### Safety Measures:

- Medications are kept in an area that is inaccessible to children, except for those required for life-threatening conditions, which will be stored in the classroom.
- Parents are not permitted to send medications with their child unless accompanied by a responsible adult.

### Expiration and Disposal:



- Parents are responsible for collecting any expired or unused medications. If parents do not respond promptly, the center will dispose of these medications, and documentation of the disposal will be kept.

#### **Medication Log:**

- A written medication log is maintained for each child, which includes:
  - Child's name
  - Name of the medication, dosage, and method of administration
  - Time medication is to be given
  - Special instructions
  - Name and initials of the person administering the medication
  - Notation if medication was not given and the reason

#### **Topical Preparations:**

- Topical preparations such as lip balm, Aquaphor, diaper rash ointment, sunscreen, and bug spray can be administered with written parental authorization.
- These items must not be sent to school with your child; instead, they should be given to management along with the proper written authorization.
- Topical treatments may not be applied to open wounds or broken skin unless there is a written order from the prescribing practitioner.

Thank you for your understanding and cooperation in ensuring the health and safety of all children at Mon Petit Academy. **If you have an issue with our center, we encourage you to speak with the Director or Management to resolve the problem. Should you wish to file a complaint about this program, you may contact Colorado Department of Human Services, Division of Child Care at 303-866-5958.**

#### **Tuition and Fees Policy**

Mon Petit Academy has established the following policies concerning tuition and fees to ensure transparency and smooth operation:

##### ***Tuition Schedule***

- **Monthly Payments:** Tuition is billed monthly and is due by the 1st of each month for the upcoming month (e.g., payment made on the 1st covers the entire month).
- **Payment Methods:** We accept checks and automatic drafts. A late fee of \$45 will be applied if payment is not received by the 5th of the month. Please note that if payment is made by check, there may be a delay in processing until all checks are accounted for.

#### **Registration Fee**

A non-refundable registration fee of \$100.00 is required for the first child, while additional children cost \$80 each. If a family withdraws and later re-enrolls, they must complete new enrollment paperwork and will incur another registration fee.

#### ***Yearly Refurbish and Enhance Cost***

An annual Refurbish and Enhance Cost of \$80 per child will be billed in August prior to the school year, except for children enrolled on a drop-in basis. This fee supports curriculum updates and replenishment of materials.

### **Tuition Increases**

Mon Petit Academy may increase tuition by 8-12% each year to cover rising costs of living, staff benefits, and facility expenses. These increases will go into effect in November of each year, beginning November 2024.

### **Family Discounts**

A 10% discount per child is available for families with full-time children from the same household. Multi-child discounts do not apply for families receiving C-CCAP or Universal Preschool funding.

### ***Colorado Child Care Assistance Program (C-CCAP) and Universal Preschool***

Families eligible for C-CCAP and Universal Preschool are encouraged to participate. If you opt out, your fees will be based on our standard tuition schedule.

To enroll, you must activate your CCAP ATS pin number before your first day. Mon Petit Academy will not allow childcare services without an activated pin number. C-CCAP parental fees are due on the 1st of every month. A late fee of \$20 will be charged if payment is not received by the close of business on the first. If payment is not collected by the close of business on the third day, your child may be discharged from the center for non-payment. Attendance during unauthorized times will incur additional charges, which you are responsible for paying.

For Universal Preschool your child must be 4 years old and you must apply through <https://upk.colorado.gov/> the awarded funding will be reduced from the tuition via a monthly credit. UPK does not fund summer care and only funds August-May tuition.

### **Returned Checks**

A \$50 fee will be charged for all returned checks. The check amount must be repaid in cash for that billing period to ensure your child can attend.

### **Collections**

If you are facing financial hardship, please reach out to our management team before missing a payment. Accounts sent to a collection agency will incur an additional 50% fee to cover collection costs, along with any court and attorney fees. Families with unpaid balances may be discharged from the center.

### **Child Withdrawal**

Mon Petit Academy aims to maintain enrollment and work with families; however, children may be dismissed for reasons including but not limited to:

- Chronic late payments
- Failure to update records
- Continued late pick-ups
- Lack of parental cooperation
- Inability for the child to adjust after a reasonable time

- Gross misconduct by a parent or child
- Threats to safety or destruction of property

If there are concerns about your child's behavior, we will report them to you, request a conference, and collaborate on a behavior plan. If issues persist, we may refer the child and family to our health consultant for support.

### **Immediate Dismissal**

A child may be removed from the center without notice under the following circumstances:

- If a child poses an immediate danger to themselves or others.
- If a parent or guardian exhibits aggressive behavior toward staff or other community members.
- If a parent refuses to cooperate with our team and health consultant.
- If parental actions are detrimental to the program or community.
- The appropriate agencies will be contacted to prioritize the child's best interest.

### **Final Notice for Withdrawal**

A written notice of one month is required for any schedule change or withdrawal from Mon Petit Academy. Full tuition payment is expected regardless of the withdrawal date unless tuition has not been billed for that month. Families who withdraw and later re-enroll will incur a re-enrollment fee.

Please ensure you sign the Family Handbook Acknowledgement form included in your enrollment packet.

Revised February  
5<sup>th</sup> 2025.

