



Parent Handbook
2025-2026

THE BIG RED BARN
early learning center

Table of Contents

1 Introduction	4
1.1 Welcome	4
1.2 Philosophy	4
1.3 Classrooms	4
1.4 Hours of Operation & Contact Information	4
2 Enrollment	6
2.1 Enrollment Procedures	6
2.2 Classroom Placement & Transitions	6
2.3 Graduation	6
2.4 Meet and Greet	6
2.5 BrightWheel	7
3 Programming	8
3.1 Curriculum	8
3.2 Extracurriculars	8
3.3 Schedules	9
3.3.1 Duckling (Toddler) Schedule: School Starts at 8:30 am!	9
3.3.2 Porcupette (Toddler) Schedule: School Starts at 8:30 am!	10
3.3.3 Little Llama (Preschool) Schedule: School Starts at 8:30 am!	11
3.3.4 Rowdy Rooster (Pre-K) Schedule: School Starts at 8:30 am!	12
3.4 Outside Play & Sunscreen Policy	13
3.5 Supplies	13
3.6 Behavior Management	13
3.7 Dress Code	15
3.8 Infant Care Plans	15
3.9 Toileting, Potty Training, and Diapering	15
3.10 Meal Policy	15
3.11 Food Policies	16
3.11.1 Nut Free Facility	16
3.11.2 Solid Foods	16
3.11.3 Milk	16
3.11.4 Snacks	16
3.11.5 Food Allergies	16
4 Financial Policies	17
4.1 Tuition	17
4.2 Waitlist and Registration Fees	17
4.3 Payment Policy	18

4.4 Late Fees	18
4.5 Late Pick-Up Policy	18
4.6 Sibling Discount	18
4.7 Vacation Policy	18
4.8 Universal Pre-K Payment Policy	18
5 Policies & Procedures	20
5.1 Drop-off Procedure	20
5.2 Pick-up Procedures	20
5.3 Absence Policy	20
5.4 Withdrawal & Dismissal Policy	21
5.5 Schedule Change Policy	21
5.6 Babysitting Policy	21
5.7 Transportation Policy	21
5.8 Field-Trip Policy	21
5.9 Photography and Social Media Policy	21
5.10 Screen Time & Technology Policy	22
5.11 Personal Belonging Policy	22
5.12 Non-Discrimination Policy	22
5.13 Mental Health Consultant Policy	22
5.14 Communication Policy	22
5.15 Handbook Changes Policy	22
6 Health	23
6.1 Sick Policy	23
6.2 COVID-19 Policy	24
6.3 Reportable Communicable Disease	24
6.4 Immunizations	25
6.5 General Health Appraisals	25
6.6 Administration and Storage of Medications	25
7 Safety	27
7.1 Supervision	27
7.2 Security	27
7.3 Injury and Accident Reports	27
7.4 Visitors	27
7.5 Emergency Procedures	27
7.6 Substance-Free Environment	29
7.7 Reporting Child Abuse and Neglect	29
7.8 Inspections and State Visits	29
8 School Closures	31
8.1 Holidays & Breaks	31
8.2 Inclement Weather Policy	31

8.3 Unforeseen Events	31
9 Parent Engagement	32
9.1 Parent Participation	32
9.2 Parent Portal	32
9.3 Conferences	32
9.4 Birthdays/Special Occasions	32

1 | Introduction

1.1 | Welcome

Welcome to The Big Red Barn! We are excited you are here and can not wait to begin our journey together as a caregiving team. This Parent Handbook is designed to provide you with an overview of our Policies and Procedures. Please read carefully, then sign page 10, “Parent Handbook Acknowledgement & Agreement”, in the Enrollment Form indicating that you have read these policies and agree to adhere to them.

1.2 | Philosophy

At The Big Red Barn, we believe in letting children be children. We let our kids learn, explore and discover on their own accord — letting them get dirty, make mistakes, learn by doing, and build the foundations of their future success in a holistic fashion. When it comes to a well-rounded education, we believe children need to feel safe and rooted in an environment that feels like home. Altogether, we are here for the whole family and the whole child.

Our programming not only focuses on each child’s social, emotional, physical, and cognitive aspects of development, but also focuses on working as a team with our parents so our children succeed at school and at home. We believe children learn best through play and investigation, and it is our job to help safely guide them through their exploration to learn important life skills. Allowing children to get dirty and explore freely in a safe environment is at our core.

1.3 | Classrooms

The Big Red Barn is made up of the following four classrooms:

Classroom Name	Age Group	Capacity	Teacher to Child Ratio
Ducklings	1 year - 3 years	9 Children	1:5
Porcupettes	1 year - 3 years	5 Children	1:5
Little Llamas	3 years - 4 years	10 Children	1:5
Rowdy Roosters	4 years - 6 years	13 Children	1:6

Here at the Big Red Barn, we strive for lower than mandated ratios in every classroom to help better support our staff and children. Below are the State Mandated Student to Teacher Ratios:

- Toddler - 1:7
- Preschool/Pre-K - 1:10

1.4 | Hours of Operation & Contact Information

The Big Red Barn is open five days a week, Monday - Friday, from 7:00 am - 6:00 pm. Families are welcome to drop off and pick up anytime between these two time frames at no extra cost. However we do ask that the kids are at school **no later than 8:30 am**.

The Big Red Barn is located at: 390 S Kline St Lakewood, CO 80226			
Main Communication Lines		Ashley's (Owner) Communication Lines	
Phone	(720) 412-6118	Cell Phone	(303) 917-9930
Email	info@thebigredbarnelc.com	Email	ashley@thebigredbarnelc.com
Director's Communication Line			
Email		director@thebigredbarnelc.com	

2 | Enrollment

2.1 | Enrollment Procedures

The Big Red Barn accepts children between the ages of 6 weeks - 6 years old. Initial enrollment is contingent upon availability and receipt of the completed Enrollment Form and Registration Fee. A non-refundable registration fee and first month's tuition deposit must be paid upon enrollment. If a family is enrolled that has prepaid for a spot on our waitlist, their \$150 waitlist fee will be rolled over into their first year's registration fee. Tuition rates are listed in section 4.1 of this handbook and are subject to change.

Each child's file must be completed prior to their first day at the Center. Immunization records and an updated General Health Appraisal must be received prior to your initial start date. Continued enrollment at The Big Red Barn is contingent upon the parent's and child's adherence to the policies and procedures of The Big Red Barn as outlined in this Handbook. The Enrollment Form and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration, as The Big Red Barn reserves the right to dismiss any parent or child at any time with or without cause. If any information given at the time of enrollment changes, please make sure to notify management immediately.

2.2 | Classroom Placement & Transitions

A child is initially placed in a classroom according to both age and developmental appropriateness. As the year progresses, he / she may be moved to another classroom based on individual needs, the teacher's evaluation, administrative observations, and age progression. If a child's development is outside the age appropriate limits of his / her current classroom a doctor's note, clarifying the reason for age displacement, is required to move the child to a different classroom.

The Big Red barn is strategically set up to minimize the number of transitions children experience. Developmental needs and concerns are always considered when planning transitions for children and an open line of communication will take place throughout the transition process. Transitions will occur gradually allowing each child to experience their new classroom in small increments over a 2-4 week period. Our goal is to assist each child with a smooth transition to set them up for success as they move through our program. The Big Red Barn reserves the right to transition children as they see fit to best accommodate the individual needs and the Center as a whole.

2.3 | Graduation

A graduation will be held for all children graduating into the public school system, whether it be in their Pre-K or Kindergarten program), annually the week prior to our school's summer break (See Section 8.1). The last school day for these children will be the day prior to our summer break. This will allow for schoolwide transitions as we enter our new school year when we get back from break.

2.4 | Meet and Greets

The Big Red Barn encourages families to set up a Meet and Greet with their children's teachers upon both enrollment and transitions. We believe it takes a village to raise a child, and we would like to set foundations to be able to work as a team throughout your child's Early Childhood Education experience. Please reach out to management at any time to set up a Meet and Greet. While an initial Meet and Greet is just the beginning of our relationship, we encourage all families to continue participating in open communication with both management and teachers during your time at The Big Red Barn.

2.5 | BrightWheel

Upon enrollment, parents will be invited to join our communication portal called BrightWheel. Parents are required to download and sign up for the BrightWheel application as this will be our hub for daily communication, updates, and billing. Upon receiving an invite to join Brightwheel, you will also receive an invite to set up automatic billing payments. **This must be completed within three days of receiving the invite.** For questions or concerns regarding the BrightWheel application, please reach out to management.

3 | Programming

3.1 | Curriculum

The Big Red Barn has partnered with Frog Street Curriculum to bring your child, and family as a whole, the best possible Early Childhood Education experience. Frog Street focuses on the whole child and incorporates strategies from Dr. Becky A Bailey's Conscious Discipline. We understand that a child's needs grow and change, each at their own pace, which is why we picked Frog Street. It's the perfect fit for every age and every stage of learning. The curriculum was built on four key areas of early development:

- Early brain development
- Intentional instruction
- Developmental learning domains
- Social emotional learning

Every activity is intentional and every day starts out with a Greeting Circle where children are able to unite as one, calm their bodies, connect with their peers, and commit to serving their school, friends and teachers with care. For more information regarding The Frog Street Curriculum please visit their [website](#).

Along with Frog Street, The Big Red Barn has also incorporated seven different extracurriculars into our weekly curriculum at no extra charge.

3.2 | Extracurriculars

Here at The Big Red Barn, we find that the more we offer children, the more they are excited to learn and engage with their environment. It is important that our kiddos have the ability to move their bodies and experience education through many different means. Knowing this, we have invited the following eight programs into our center on a weekly basis to further help kindle a love for school and learning in our children. All ages, Infants through Pre-K, will be able to grow their creativity and widen their educational horizons through the following programs:

- **Music for Munchkins with Altitunes!** - Children will be able to experiment with different instruments and find a love for music and movement. They will get hands-on experience with all sorts of instruments, and have plenty of opportunities to move their bodies to the beat of the music.
- **Creative Critters** - Children will flex their creative muscles using different mediums to create beautiful masterpieces.
- **Storytime with the Librarian** - Children will go on magical adventures through literature with our community Librarian. With fun stories that will engage your child's imagination, they'll learn to love reading as well as develop their narrative skills in the process.
- **Tiny Tots Dance with Tippi Toes!** - Throughout the duration of these sessions, children will begin to learn the foundations of dance and create lifelong bonds with their fellow dance-mates.
- **Silly Scientists** - A program created to ignite excitement over all the sciences. From matter and mass, to outer space, nature, and chemistry reactions we cover it all! Children's minds will be challenged to make predictions and draw conclusions while participating in interactive and fun experiments!
- **Fun with Faith** - A program created by Big Red Barn's founder Ashley Bouchard herself, which reminds children that they are loved unconditionally by God. These short sessions will entail songs, games, and

activities that share short stories about how He will never leave and will always love. We focus on the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. We will also talk about unconditional love and forgiveness! The goal of Fun with Faith is to help foster loving and caring children through the eyes of God and to show children that they can rely on a loving God!

- **Running Rascals** - A program that focuses on building a love for physical activity. Throughout the program, children will be exposed to a plethora of sports including, but not limited to: soccer, baseball, field hockey, basketball, yoga, football, volleyball, and many more.
- **Simply Spanish** - A program that teaches children the basics of Spanish. From the alphabet and colors, to numbers and basic commands, children will enjoy learning a new language through songs and stories! Children will be encouraged to move their bodies and interact with their friends throughout the lessons to better stimulate their minds while grasping the Spanish language.

In order to ensure participation for all of our children, these extracurricular activities are included in our flat rate tuition and **no additional charges will be incurred**. All extracurricular activities will be completed in the classrooms and on the playgrounds during regular operating hours. If a parent would like their child to opt out of any of the 8 extracurricular activities please reach out to the administrative team prior to your start date.

3.3 | Schedules

3.3.1 | Duckling (Toddler) Schedule: School Starts at 8:30 am!

Ducklings Classroom	
7:00 am - 7:30 am	Drop-Off / Free Play
7:30 am - 8:30 am	Outside Play - Playground
Start of School Day: 8:30 am - 8:45 am	Morning Snack
8:45 am - 9:00 am	Diapers / Potty
9:00 am - 9:30 am	Outside Play - Field
9:30 am - 10:00 am	Extracurricular
10:00 am - 10:15 am	Diapers / Potty
10:15 am - 10:30 am	Morning Circle
10:30 am - 11:00 am	Developmental Small Groups
11:00 am - 11:15 am	Diapers / Potty
11:15 am - 11:45 am	Outside Play - Playground
11:45 am - 12:00 pm	Diapers / Potty
12:00 pm - 12:30 pm	Lunch
12:30 pm - 12:45 pm	Diapers / Potty

12:45 pm - 2:45 pm	Nap* / Quiet Time
2:45 pm - 3:00 pm	Diapers / Potty
3:00 pm - 3:15 pm	Afternoon Snack
3:15 pm - 3:45 pm	Outside Play - Field
3:45 pm - 4:00 pm	Diapers / Potty
4:00 pm - 4:30 pm	Learning Centers / Art
4:30 pm - 4:45 pm	Diapers / Potty
4:45 pm - 6:00 pm	Outside Play / Free Play / Pick-Up

*Children are never forced to sleep, but all children are asked to rest their bodies. If a child does not go down for a nap, a quiet activity will be given to them for the Nap / Quiet Time timeframe.

3.3.2 / Porcupette (Toddler) Schedule: School Starts at 8:30 am!

Porcupette Classroom	
7:00 am - 7:30 am	Drop-Off / Free Play
7:30 am - 8:30 am	Outside Play - Playground
Start of School Day: 8:30 am - 8:40 am	Diapers / Potty
8:40 am - 8:55 am	Morning Snack
8:55 am - 9:10 am	Morning Circle
9:10 am - 9:50 am	Developmental Small Groups
9:50 am - 10:00 am	Diapers / Potty
10:00 am - 10:30 am	Outside Play - Field
10:30 am - 11:00 am	Extracurricular
11:00 am - 11:10 am	Diapers / Potty
11:10 am - 11:40 pm	Lunch
11:40 am - 12:15 pm	Outside Play - Field
12:15 pm - 12:30 pm	Diapers / Potty
12:30 pm - 2:30 pm	Nap* / Quiet Time
2:30 pm - 2:45 pm	Diapers / Potty

2:45 pm - 3:00 pm	Afternoon Snack
3:00 pm - 3:30 pm	Learning Center / Art
3:30 pm - 3:45 pm	Diapers / Potty
3:45 pm - 4:45 pm	Outside Play - Playground
4:45 pm - 5:00 pm	Diapers / Potty
5:00 pm - 6:00 pm	Outside Play / Free Play / Pick-Up

*Children are never forced to sleep, but all children are asked to rest their bodies. If a child does not go down for a nap, a quiet activity will be given to them for the Nap / Quiet Time timeframe.

3.3.3 / Little Llama (Preschool) Schedule: School Starts at 8:30 am!

Little Llamas Classroom	
7:00 am - 7:30 am	Drop-Off / Free Play
7:30 am - 8:20 am	Outside Play - Playground
8:20 am - 8:30 am	Bathroom Break
Start of School Day: 8:30 am - 8:45 am	Morning Snack
8:45 am - 9:15 am	Greeting Circle & Morning Message
9:15 am - 9:25 am	Bathroom Break
9:25 am - 10:15 am	Outside Play - Field
10:15 am - 10:50 am	STEAM Small Groups
10:50 am - 11:00 am	Bathroom Break
11:00 am - 11:30 am	Extracurricular
11:30 am - 12:00 pm	Outside Play - Playground
12:00 pm - 12:30 pm	Lunch
12:30 pm - 12:45 pm	Bathroom Break
12:45 pm - 2:45 pm	Nap* / Quiet Time
2:45 pm - 3:00 pm	Bathroom Break
3:00 pm - 3:15 pm	Afternoon Snack
3:15 pm - 3:30 pm	Closing Circle

3:30 pm - 4:00 pm	Choice Centers
4:00 pm - 4:10 pm	Bathroom Break
4:10 pm - 5:00 pm	Outside Play - Playground
5:00 pm - 6:00 pm	Outside Play / Free Play / Pick-Up

*Children are never forced to sleep, but all children are asked to rest their bodies. If a child does not go down for a nap, a quiet activity will be given to them for the Nap / Quiet Time timeframe.

3.3.4 / Rowdy Rooster (Pre-K) Schedule: School Starts at 8:30 am!

Rowdy Roosters Classroom	
7:00 am - 7:30 am	Drop-Off / Free Play
7:30 am - 8:30 am	Outside Play - Playground
Start of School Day: 8:30 am - 8:45 am	Morning Snack
8:45 am - 9:15 am	Greeting Circle & Morning Message
9:15 am - 10:00 am	Outside Play - Playground
10:00 am - 10:30 am	Extracurricular
10:30 am - 11:00 am	Literacy Small Groups
11:00 am - 11:40 am	Outside Play - Field
11:40 am - 12:00 pm	Practice Centers
12:00 pm - 12:30 pm	Lunch
12:30 pm - 12:50 pm	Morning Read Aloud
12:50 pm - 2:00 pm	Nap* / Quiet Time
2:00 pm - 2:15 pm	Afternoon Snack
2:15 pm - 2:45 pm	Centers / Free Play
2:45 pm - 3:30 pm	STEAM Small Groups
3:15 pm - 4:00 pm	Closing Circle & Afternoon Read-Aloud
4:00 pm - 5:00 pm	Outside Play - Field
5:00 pm - 6:00 pm	Outside Play / Free Play / Pick-Up

*Children are never forced to sleep, but all children are asked to rest their bodies. If a child does not go down for a nap, a quiet activity will be given to them for the Nap / Quiet Time timeframe.

3.4 | Outside Play & Sunscreen Policy

Outside play is a staple in a child's education and something that is very important to us here at The Big Red Barn. Getting dirty and letting children freely explore their world in a safe environment is our motto, so we will make every effort to get the children outside as much as possible. The Big Red Barn has three separate enclosed outdoor play spaces, which allows three out of the four classrooms to play outside at the same time. Outdoor play will be a combination of both free exploration and teacher guided activities. Many of our extracurricular activities are also hosted outside!

Teachers will apply sunscreen no more than 20 minutes prior to going outside. Sunscreen will be applied throughout the year and teachers are mandated to apply it prior to every outside play time, even during the winter months. Sunscreen is provided by The Big Red Barn. If you would like to opt out of school provided and bring your own, please make note page 4 of the Enrollment Form. All other UV protective clothing (hats, sun shirts, etc.) will be provided by parents and must be labeled with the child's first and last name.

If weather does not permit outside play, appropriate gross-motor activities will be offered indoors. Determination for outside play is based on a local weather station with the most current weather information in conjunction with the [Child Care Weather Watch chart](#).

3.5 | Supplies

Below is a list of supplies for your child's first day in each of our programs. Teachers will frequently audit these items and will contact parents if in need of any more of these items throughout your time at The Big Red Barn. All items must be labeled with your child's first and last name.

Ducklings & Porcupettes (Toddlers)	Little Llamas (Preschool)	Rowdy Roosters (Pre-K)
Water Bottle Diaper/Rash Cream 3 Sets of Extra Clothes Sun Hat Diapers For Winter Months: Snow Boots Snow Pants Winter Jacket Gloves Hat	Water Bottle Diaper/Rash Cream 3 Sets of Extra Clothes Sun Hat Diapers/Pull Ups For Winter Months: Snow Boots Snow Pants Winter Jacket Gloves Hat	Water Bottle 1 Set of Extra Clothes Sun Hat For Winter Months: Snow Boots Snow Pants Winter Jacket Gloves Hat

3.6 | Behavior Management

Here at the Big Red Barn, behavior management and positive guidance is built into our curriculum. Frog Street incorporates Dr. Becky A Bailey's Conscious Discipline which focuses on teaching children how to regulate and

manage their emotions in order to make safe and healthy choices. But the focus FIRST is on parents and teachers. Conscious Discipline teaches adults to control their own emotional responses to children so they can stay present in the moment, connect with the child, and then work through the feelings that the child is having together. Unlike other discipline strategies, conscious discipline focuses on connection rather than punishment. By helping children connect their head with their hearts, The Big Red Barn is setting children up for future success by laying a solid social/emotional foundation. Our goal is to help each child navigate their feelings when upset and to help them express those feelings in an appropriate way.

Along with our strong social and emotional program. A Mental Health Consultant will visit our center once a month. These consultants are educated instructors that are embedded in our programming as a support to our children, staff, and parents. Their fresh eyes are able to help give our teachers new strategies to help support our children through behaviors and big emotions. Our children are in the beginning stages of development and it is our goal to give them every support they need to succeed as a child in our society.

Children throughout their early childhood stages are constantly exploring their emotions and pushing their limits. This is important for their development as it raises an opportunity to coach and mentor children through problem solving. That being said, if a challenging behavior presents itself, every attempt will be made to remedy the situation. Depending on the challenging behaviors present, we may ask to set up a parent teacher conference. Our first step as an educator/parent team will be to get on the same page and talk strategy. It is our end goal to best support the child at home and at school in order to redirect challenging behaviors. Outside referrals may be suggested if our staff is not adequately equipped to handle said behaviors. We will continue to work with the child, family, and all specialists involved until the issue is resolved or we feel we are no longer a viable option for providing the type of care needed. Dismissal of a child for challenging behavior will be at the sole discretion of The Big Red Barn staff. Please keep in mind while we are here to teach your child to learn how to navigate their feelings, we also have a responsibility to all children at our school to keep them safe.

If a Behavior Plan is implemented, we as a team of parents and staff, will outline the behavior, any causes of the behavior, and agree to a plan of action. In order for this Plan to be successful in limiting bad behavior, it will be expected to be followed through at the Center as well as at home. The intent of this Support Plan is to reduce challenging behaviors and prevent suspensions and expulsions. We encourage all parties to communicate openly throughout this process to stay on the same page and support one another in order to best support the child.

The Big Red Barn strictly prohibits these behaviors:

- ➔ Spanking or other corporal punishment
- ➔ Subjecting children to cruel or severe punishment, such as humiliation, verbal or physical abuse, neglect, or abusive treatment, including any type of physical hitting inflicted in any manner upon the body, shaking, threats or derogatory remarks
- ➔ Depriving children of outdoor time, meals, or snacks; force feeding children or otherwise making them eat against their will; or using food in any way as a consequence for behavior
- ➔ Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet; or using any other unusual or excessive practices for toileting
- ➔ Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for extended periods of time in lieu of supervision

3.7 | Dress Code

Upon arrival at the Center, children must be properly dressed including shoes. Colorado weather will always throw a curveball, so please make sure to always send your child in with a jacket or sweater (labeled with their first and last name). Shoes are required for all walking children, and hard sole supportive shoes (ie. tennis shoes) are recommended. Please keep in mind that children will be exploring their world and getting dirty as it is the core of who we are. That being said, we will take all precautions (ie. paint smocks and consistent hand/face washing) when completing activities, but in the end children's clothes will get dirty.

During winter months, it is the parents responsibility to provide their child with snow pants, boots, a winter jacket, gloves, and a hat, all labeled with their first and last name, for outside play.

Please also be conscious of any accessories your child may want to wear or bring into the center. Small objects like barrettes and earrings can be choking hazards and necklaces can pose strangulation hazards. Therefore, we do not permit any dangly earrings (small, snug-fitting pierced studs are permitted), necklaces of any kind, bracelets with beads or charms (rubber, cloth or thread bracelets are permitted as long as they do not contain attachments or charms). The Big Red Barn will not be held responsible for any lost or broken accessories.

3.8 | Infant Care Plans

As a way to help create consistency between home and school life, we have created an Infant Care Plan that we ask all infant parents to fill out upon enrollment. This care plan will give our teachers an idea of what a typical day looks like for your child. Infants will never be forced to follow a Big Red Barn schedule, but please keep in mind that in large group care, many children will begin to sync to each other's schedules.

Please be diligent when completing this form as it will act as a resource for our infant teachers. This care plan will outline daily bottle feedings, solid food intake, typical nap schedules, and so much more! Please make sure to fill out and sign the form **three days prior to your start date**.

3.9 | Toileting, Potty Training, and Diapering

All children in diapers will be changed every two hours, unless something happens in between. Children will also always be diapered prior to being put down for a nap. All diapers will be supplied by the parents, wipes will be provided by The Big Red Barn.

Here at the Big Red Barn, we understand that potty training is not a one-size-fits all. Therefore, children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he / she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness, and together discuss an individual plan. Once the toileting process has begun at home, we will then continue the efforts at the center. Children must be ready to participate willingly as we strive for the process of toilet learning to be a positive one. The Big Red Barn cannot and will not force a child to use the toilet. Once a child is fully potty trained, they will be encouraged to use the restroom independently.

3.10 | Meal Policy

Due to the fact that The Big Red Barn does not have a kitchen to prepare or heat food, parents are required to supply a healthy cold lunch for their child. As per state regulations, lunches must include at least one grain, one protein, and one dairy substance along with either one fruit or vegetable. A 2% or whole milk will be provided to every child by The Big Red Barn and can count for their dairy substance. In order to work as a team to comply with these state standards, if a child is missing a food group, The Big Red Barn will supply a substitute in order to

ensure our children are getting all the nutrients they need. If food groups are consistently being left out, management will notify parents via phone call or email.

While parents are required to bring a healthy cold lunch for their child everyday, we still participate in family style dining. It is important to utilize meal time to model manners, body language, and conversation. Our Big Red Barn teachers will sit side-by-side with their students as they eat their meals to ignite conversation.

3.11 | Food Policies

3.11.1 | Nut Free Facility

The Big Red Barn is a Nut Free Facility where **all** nuts are prohibited. Please refrain from packing these items in your child's breakfast, lunch, or snacks. The Big Red Barn will also not be providing any sort of food that contains, or may contain nuts.

3.11.2 | Solid Foods

All foods must be pre-cut into pieces that do not exceed ½ inch for toddlers **prior to being brought into the facility.**

3.11.3 | Milk

The Big Red Barn will supply a 2% or whole milk and sippy cup for every child over the age of one years old for lunch. If you would like to opt out and supply your own, please make sure to make note on page 3, "Statement of Authorization", of the Enrollment Form.

3.11.4 | Snacks

The Big Red Barn will supply an AM and PM snack for all children. These snacks will always include two food groups and will be offered to every child. If a child has an allergy, snacks will be substituted. If you would like to opt out and supply your own snacks, please make sure to make note on page 3, "Statement of Authorization", of the Enrollment Form. However, if a family opts out of Big Red Barn snacks, that parent is responsible for providing **both** an AM and PM snack for their child daily.

3.11.5 | Food Allergies

Throughout the first few years of life, many children may develop sensitivities or allergies to certain foods. If this is the case for your child, The Big Red Barn will require a full allergy plan written by your pediatrician. The plan must include a step by step process on how to best respond to a reaction, along with a medication administration form for any needed emergency medication. Please contact management for more information regarding the documentation process.

The Big Red Barn reserves the right to prohibit any food at any time in any classroom. For the safety of our children, if one has a severe allergy, parents will be asked to avoid bringing in said items to the center. We thank everyone in advance for helping us keep everyone safe and healthy.

4 | Financial Policies

4.1 | Tuition

Tuition adjustments are made on an annual basis and subject to change at any time. In the event that The Big Red Barn's tuition amounts change, a letter will be emailed to parents. As shown below, families will receive a 10% discount once your child hits a particular age or milestone. If your child's rate changes in the middle of a pay cycle, tuition for the current program will apply. The rate for the new program will take effect the subsequent week. Tuition rates will not be prorated daily for adjustments.

Tuition will be collected on a semi-monthly schedule, on the 1st and 15th of every month. To change your tuition schedule please contact management two weeks prior to the ideal schedule change.

Age	Monthly Rate Full Time	Monthly Rate (M/W/F)	Monthly Rate (T/TH)	Part Time Extra Day
Toddler 18 months - Potty Trained	\$2,182	\$1,572	\$1,222	\$147
Preschool Potty Trained - 6 years	\$1,964	\$1,414	\$1,100	\$132
Universal Pre-K August - May	\$1,353	\$803	\$489	\$132

* To qualify for the Preschool rate a child must be fully potty trained. We understand that children go through many different stages while potty training, but as soon as one is able to consistently wear underwear throughout the entirety of the day, they will qualify for Preschool tuition. We understand accidents happen, so as long as these are not consistent we will move forward with the discounted rate. The Big Red Barn reserves the right to decide when a child is fully potty trained and qualifies for the Preschool rate. Once it has been decided that a child qualifies, rates will change. The Big Red Barn does not have the right to revert tuition due to a regression.

Tuition Rates Include:

- Eight different extracurricular activities
- A daily AM and PM snack
- Milk and sippy cup for lunch
- Wipes
- Sunscreen
- Nap time Sheet and blanket

The Big Red Barn Difference:

- Smaller class sizes
- Lower than state mandated teacher to child ratios
- limited classrooms transitions
- Open and consistent communication

4.2 | Waitlist and Registration Fees

There is a \$150 non-refundable Waitlist Fee to cover administrative costs and to secure a child's position on the waitlist. Payment may be made by cash, check or through an online payment processor. Checks should be made payable to The Big Red Barn. If a family is enrolled that has prepaid for a spot on our waitlist, their \$150 Waitlist

Fee will be rolled over into their first year's Registration Fee. If there is no wait list at time of enrollment the Registration Fee of \$150 is due. This Registration Fee is an annual fee that covers the cost of materials and supplies for all classrooms. The annual registration fee is due each year in your enrollment month.

4.3 | Payment Policy

All custodial parents and/or legal guardians are required to sign a Financial Agreement located on page 8 of the Enrollment Form prior to the enrollment of their child in The Big Red Barn and are responsible for all subsequent payments whether or not the child is in attendance. To ensure consistent quality programming and high-quality staffing, tuition is due even when children are absent. No portion of tuition is refunded or canceled in the event of absences, illnesses, holiday closures, unforeseen school closures, acts of nature, emergency closures, withdrawal, or dismissal from the school. All payments must be paid through the BrightWheel application through an automatic withdrawal. There will be a \$50 fee charged for withdrawals that are bounced.

4.4 | Late Fees

If tuition rates are not paid prior to care given, on the agreed upon due date, a \$30 charge will be added to the billing account for each week payment is late. Any payment not received within 10 business days of the due date without prior, approved payment arrangement, will result in the voiding of the contract and immediate dismissal from The Big Red Barn.

Non-payment of tuition is grounds for immediate dismissal from the Program. Timely payments are essential for continued enrollment at The Big Red Barn; however, if you anticipate difficulty with paying on time, please discuss the matter with Management immediately. Any accounts that are 30 days past due may be referred for further collection. Any fees incurred by collection will be passed on to the debtor.

4.5 | Late Pick-Up Policy

In order to ensure timely pick up and to be respectful of The Big Red Barn's staff members, a late fee of \$1 per minute per child must be paid at the time of the late pick-up to the staff member who voluntarily stayed with the child beyond 6:00 pm. All measurements of time are based on the The Big Red Barn clock located in the front entrance. If a child has not been picked up after the Center's closing time, and Management is unable to contact either parent or anyone listed on the emergency form, the police and Child Protective Services will be notified.

4.6 | Sibling Discount

If a family has more than one child enrolled at The Big Red Barn at one time, a 10% discount will be applied to the oldest child's tuition. If more than two children are in attendance, the second to oldest child will receive a 5% discount. Discounts are only applicable when accounts are in good financial standing.

4.7 | Vacation Policy

Five days of "Baby PTO" will be granted to each child who has been enrolled for at least one year. Please request to use your vacation prior to your child's absence. Your account must be paid in full before vacation time can be used. Vacation days may not be carried over to the next year, but will recycle on your Big Red Barn anniversary date.

4.8 | Universal Pre-K Payment Policy

Families who apply for Universal Pre-K must select The Big Red Barn Learning Center as their attending facility. Once the family is approved by Universal Pre-K and The Big Red Barn, the allotted discount will be added to

future invoices. Universal Pre-K determines how much each family will receive and The Big Red Barn will make sure this is accommodated in Brightwheel billing. Universal Pre-K is only applied to the school year months (August-May), so if a child attends The Big Red Barn during June and July, the family will be expected to pay the full Preschool amount (see section 4.1).

5 | Policies & Procedures

5.1 | Drop-off Procedure

Upon arrival at the Center, the parent and/or guardian must sign-in their child through the BrightWheel application using the provided QR codes. If your child is a part of our infant program, we ask that you also add notes regarding their last diaper, feeding, and the last time your child woke up. This will help our staff pick up where you left off on your child's schedule, which will in turn help keep consistency between home and school life. The child is then escorted to his / her designated classroom by the parent. If there is a change to a child's daily schedule, the parent must notify management upon arrival. These special instructions include but are not limited to: early pick-up, alternative pick-up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

In order for your child to not miss out on the daily curriculum and ensure proper learning we require all children enrolled to be present **no later than 8:30 am**. Parents are required to inform Management by 8:30 am if a child will not be at the Center on a scheduled day. This will enable Management to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

5.2 | Pick-up Procedures

Parents or other authorized adults are required to sign their child out of care through the BrightWheel application using the provided QR code. If someone other than a legal guardian is to pick up a child, they will only be released to authorized adults with written permission from the parent. A picture ID is required of all authorized adults before children are released. A photocopy of the ID will be taken and placed in our files for future reference. Once a parent or authorized person signs their child out, the parent or authorized person is then solely responsible for supervising their child while on the premises. If an unauthorized individual attempts to sign a child out the parents will be called immediately to verify the accuracy of the release. The individual will be required to remain at the front desk with an administrative staff member until the issue is resolved. If we are unable to get a hold of the parents or they say the individual is not authorized to pick up the child, that individual will be asked to leave the premises immediately. If the individual harasses, threatens or in any manner causes harm to anyone affiliated with the agency by any means, the police will be called to escort them off the premises.

Prior to each teacher leaving their classroom at the end of their shift they are required to take attendance of who is remaining and report back to management. The closing teachers are not allowed to leave the classroom until all the children in the classroom have been picked-up. Prior to closing and locking up the building, one last walk through is completed to ensure all children, parents and staff have left the building and all appropriate doors are shut and locked.

5.3 | Absence Policy

If a child is going to be absent or late for any reason, parents must notify management as soon as possible. If your child is ill, this notification alerts the school to the potential spread of contagions in the school. Please note that no tuition credits will be given for child absences.

5.4 | Withdrawal & Dismissal Policy

A 30 day, paid, written notice is required when withdrawing a student for any reason. If you find it necessary to withdraw your child, you must submit a written notice to management which includes the following information:

- Date of submission of the notice
- Last date child will attend, families must give at least a 30 days notice
- Reason for withdrawal

If the proper notice is given, any pre-paid and unused tuition will be refunded within thirty days of the withdrawal.

The Big Red Barn reserves the right to dismiss a child or parent at any time, for any reason. Upon dismissal, A staff member will assist the parent in collecting any and all of their child's items from the classroom. Parents are required to leave in a calm and respectful manner and if at any time a dismissed child or parent would like to visit the center after dismissal, they must schedule an appointment at the discretion of The Big Red Barn management team. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection. Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by any means, will be prosecuted.

5.5 | Schedule Change Policy

The Big Red Barn will do its best to accommodate all schedule change requests. If a family would like to change their child's schedule (part time to full time, full time to part time, or switch part time schedules), a 30-day written notice must be given to the administration team. Schedule changes are not guaranteed and will be awarded solely off of space and needs within each classroom.

5.6 | Babysitting Policy

Negotiations regarding babysitting between staff and parents do not involve The Big Red Barn and must be done on the staff members personal time (non-working hours). Hours, fees, and transportation are an agreement between the parent and the individual babysitting. The Big Red Barn is not responsible for any action outside or off the Center's property.

5.7 | Transportation Policy

The Big Red Barn does not provide student transportation and will never be responsible for transporting children. Any and all off campus activities will strictly be parent supervised and optional.

5.8 | Field-Trip Policy

The Big Red Barn does not provide or engage in off campus field-trips. Any and all extracurricular activities will be hosted on site.

5.9 | Photography and Social Media Policy

For the protection and privacy of students and families, staff members are not permitted to post images of Big Red Barn children (other than their own) to their personal social media accounts. Management reserves the right to photograph the children for curriculum purposes with parental consent. Consent is given in the Enrollment

Form (see page 3, “Statement of Authorization”). With consent, pictures may be placed on The Big Red Barn’s website, publication materials, and/or Facebook and Instagram pages.

5.10 | Screen Time & Technology Policy

Screen time is strictly prohibited at The Big Red Barn. Staff members are not allowed to engage in any sort of screen time activities with children unless it is for curriculum purposes. For example, if we are learning about animals, a teacher may show a short 15 second video of a giraffe running or a lion roaring. In these brief appropriate instances, videos will be allowed, as long as they were previously reviewed by the management team.

The Big Red Barn does not allow child access to technology within the classroom. We believe children learn best off the computer and by engaging in intentional hands-on activities.

5.11 | Personal Belonging Policy

Items brought from home often become damaged or misplaced. As a result, we ask that children are not permitted to bring toys or books from home, except for teacher-informed special “share days”. Money, Guns, swords, or other toy weapons, are not permitted in the Center. The Big Red Barn will not be held responsible for any damaged or lost personal items brought into the center.

5.12 | Non-Discrimination Policy

In providing services to children and their families, The Big Red Barn does not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin, or sexual orientation.

5.13 | Mental Health Consultant Policy

A state recommended Mental Health Consultant will visit the center on a monthly basis to help support The Big Red Barn Staff. The Mental Health consultant will focus on the classroom and center at large and will not be observing individual children. If a child observation is recommended, parent approval will first be received prior to moving forward with a formal observation.

Mental Health Consultants can also be used as a resource for parents. If at any time a parent would like to set a meeting with the consultant, please contact management.

5.14 | Communication Policy

The Big Red Barn has an open door policy and encourages open parent, teacher, and management communication. Our doors are always open, so please never hesitate to reach out.

If at any time throughout your time at The Big Red barn you have any concerns, please reach out to management immediately. What we don’t know, we can’t fix and your thoughts are important to us. At the end of the day we, as parents and educators, are a caregiving team.

5.15 | Handbook Changes Policy

In the event that Big Red Barn policies change, a letter and a revised Parent Handbook will be emailed informing parents of the new policies. All families will then be required to sign off on new policies indicating that you have read the updates and agree to adhere to them.

6 | Health

6.1 | Sick Policy

In an effort to keep all of our children, staff members, and family members healthy, each child must be brought to school in good health. A brief inspection of your child will take place daily to check for signs of illness upon arrival. If a child becomes ill at school, management will call the parent to immediately pick-up the child as quickly as possible. Children with a fever, contagious diseases and other communicable health problems will be isolated and kept from the other children. Should a parent be unable to pick-up their child within one hour, they are responsible for making arrangements for their child to be picked-up by an authorized emergency contact.

When returning to school, a child must be symptom-free for 24-hours after a health-related absence. If a child returns prior to being symptom free for 24-hours, they must be accompanied by a note from their physician, who has personally examined the child, that states that the child's condition is not contagious and that they may return to the school.

Acetaminophen or ibuprofen is no longer able to be administered to your child while attending school, as it masks symptoms and potentially puts other children at risk for illness.

Mildly ill children will be permitted to attend the Center.

Below is the criteria regarding signs or symptoms of illness, which will determine whether a child can attend the Center prior to morning drop-off:

- If a child has a temperature of 100.4 degrees or higher, he/she will be required to stay home until fever-free for 24 hours without the use of acetaminophen (Tylenol) or Ibuprofen (Motrin or Advil).
- A child on antibiotics must be excluded from the Center from the time of diagnosis until 24 hours after the first dosage.
- If a child has vomited in the past 24 hours or has had diarrhea more than three times in the past 24-hours, he/she will be required to stay until they have not shown symptoms for 24-hours.

Some of the common conditions in which a child will be sent home for are as follows:

- **Temperature** - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or Ibuprofen (Motrin or Advil) before returning to the Center. His or her activity level and appetite should be back to normal as well. In cases of highly contagious illness associated with fever (such as the flu), the return to Center timeframe may be extended to ensure the health and wellness of all children at the Center.
- **Diarrhea** - A child who has more than three instances of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections, however bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff during orientation. The child must be diarrhea-free for at least 24 hours before returning to the Center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to the Center may be extended to ensure the health and wellness of all children at the Center.
- **Vomiting** - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the Center very rapidly. The child must not have vomited for at least 24-hours before returning

to the Center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to the Center may be extended to ensure the health and wellness of all children at the Center.

- **Impetigo** - This skin infection is characterized by crusted sores, which may appear anywhere. but usually first in the facial area. Children with this condition must be on antibiotics for at least 24-hours and all lesions should be dry before returning to the Center.
- **Conjunctivitis** - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. Children with this condition must be on antibiotics for at least 24-hours before returning to the Center.
- **Strep Throat** - Characterized by swollen neck glands and a temperature combined with a sore throat. This condition requires antibiotics. Your child should not return to the Center until he/she has been on medication for 24-hours.
- **Scarlet Fever** - Strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the Center.
- **Chicken Pox** - Children can attend the Center after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. Please notify the Center if you suspect that your child has been exposed to Chickenpox so that we may issue a Health Alert to notify other families.
- **Ear Infections (Otitis Media)** - Ear infections are extremely common. Children must have taken the prescribed antibiotics for at least 24-hours before returning to the Center.
- **Respiratory Infections** - Common and usually are caused by viruses. It is advised that your child remains at home and if fever is associated with the infection, must be fever-free for 24-hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the Center.
- **Head Lice** - Characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the Center after they have had one head lice treatment.
- **Scabies** - Itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms and soles. The rash is caused by a mite. The child may return to the Center after one treatment.
- **Hand-foot-mouth disease** - Caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever-free for 24-hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the Center.

6.2 | COVID-19 Policy

If you or someone you have come in contact with or has a suspected confirmed case of COVID-19 please notify management immediately. Due to the frequent Health Guideline changes around COVID-19, all positive cases will be reported to the Health Department. The Big Red Barn will follow all closure and quarantine protocols directed by the Jefferson County Health Department.

6.3 | Reportable Communicable Disease

If a child has a reportable communicable disease such as, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, The Big Red Barn is required to report the illness to the Jefferson County Health Department and post a Health Alert at the front entrance.

All parents are required to report exposure of their child to communicable disease outside the Center, and at the discretion of Management, the child should be excluded from the Center for the period of time prescribed by the child's physician or by the local health department.

6.4 | Immunizations

All children are required to have a complete, up-to-date immunization record on file at The Big Red Barn. We care for children under the age of one who are not yet fully immunized, therefore The Big Red Barn **does not allow enrollment to any non-immunized child**, with or without the required Statement of Exemption to Immunization Law form. If you wish to follow a delayed immunization schedule, you must supply a pediatrician signed delayed immunization schedule that follows the Colorado Public Health Department approved windows of vaccination.

6.5 | General Health Appraisals

The State of Colorado requires parents to provide the Center with current immunization records and current General Health Appraisal for children at the following age intervals:

- 2 months
- 4 months
- 6 months
- 9 months
- 12 months
- 18 months
- 2 years and yearly after that

A copy of a General Health Appraisal Form is available [here](#).

6.6 | Administration and Storage of Medications

According to Colorado law and Nurse Practice Act Section 12-38-132, C.R.S., all medicines must have a practitioner's written order. All medications must be brought in by the parent or guardian in the original packaging with the child's first and last name clearly labeled. Children are never allowed to carry any medications while at The Big Red Barn. The written order must be current and include the child's name, practitioner's name, pharmacy name, telephone number, parent and pediatrician signature, date authorized, expiration date, name of medication, dosage amount, time of day given, length of time to be administered, reason for medication, and any special instructions or side effects. If more than one medication is to be administered each medication needs to have separate instructions written by the physician. In the case that the medication is a long-standing prescription, all forms must be updated and reauthorized annually with a new written order and prescription label.

All childcare staff designated by Management to give medication must complete a 4-hour Department of Social Services approved medication administration training and have current first aid, CPR and universal precautions training. The Center's licensed health consultant will perform inspections of all staff members involved in medication administration. The consultant will designate trained childcare staff the task of routine medication administration only and will provide additional training for medications. All medications will be kept in an appropriate secured location, locked and inaccessible to children including refrigerated medications to be stored in a secure designated area away from food.

If a medication is out of date or left over, the parents will be asked to remove and dispose of medication. If parents do not dispose of the medication or can no longer be reached, Management will dispose of it within seven days. All disposed medicine will be logged with date, time, and reason. A written medication log will be kept for each child containing the following information: Child's name, name of medication, dosage amount, time given, special instructions, name and initialized by the administrator of the medication. If the medication was not given for any reason there will be a notation made along with a reason.

7 | Safety

7.1 | Supervision

All staff are responsible for the supervision and whereabouts of the children assigned to their care at all times. Teachers will conduct a name-to-face attendance count prior to any physical transition and again directly following said transition. Classroom teaching staff are aware of where children are at all times and do not engage in any other activities or tasks that could unnecessarily divert their attention from the supervision of children. Staff members will directly supervise children by sight and sound at all times, including, but not limited to, when children are sleeping, toileting, eating, or transitioning spaces.

7.2 | Security

While children are under direct supervision at all times, The Big Red Barn has also installed cameras in every classroom, hallway, playground, and at every entrance of the building. The camera footage is stored for up to 30 days. Only authorized employees of The Big Red Barn may review surveillance camera recorded data. Other individuals who may have a legitimate need to view recorded video data may be permitted to do so, but only with the prior approval of the owner of The Big Red Barn. Parents may request to see the footage at any time with probable cause by contacting management. Due to HIPPA privacy laws, requests to view footage may be denied.

7.3 | Injury and Accident Reports

When an incident occurs that causes your child moderate discomfort, such as scrapes, bumps, or bruises, your child's teacher will complete an incident report containing the nature of the situation and the actions taken as a result of the incident. A member of the management team will then review the Incident Report and add a photo to that child's BrightWheel account to update parents. If at any time an injury is more severe or involves an injury to the head, a member of the management will also update parents via phone. At pickup, you are asked to sign the report. A copy of the incident will then be placed in the child's file. If you would like a copy for your own records, please ask management to create a photocopy.

For any injury to a child occurring on school property that requires professional medical treatment other than basic first aid, management, in coordination with the staff who were present at the time of injury, will complete an Accident Report. This report includes injuries staff might treat on-site that might later require medical attention by a licensed physician. If at any time your child requires outside medical care due to a school related injury, please notify management immediately.

7.4 | Visitors

Visitors are asked to schedule appointments with Management, and are allowed in the child care facility only at the discretion of Management. An employee of The Big Red Barn will accompany visitors at all times. All visitors of the Center including parents visiting for the day, must sign the Visitor Log with time-in and time-out, address, reason for visit and must present a piece of identification at time of visit.

7.5 | Emergency Procedures

The Big Red Barn conducts random fire and emergency / evacuation drills in the event of fires, tornadoes, and other acts of God. Parents, staff, and children will not be made aware of drill dates or times, as this is the most

effective way to assess the effectiveness of fire and emergency / evacuation plans. During an emergency drill or real fire / emergency situation, parents may not sign children into or out of the Program. Parents must wait until the drill is complete and children have returned to the building to sign their child into and out of the Program. Below are the The Big Red Barn's Protocol for specific emergencies:

- **Tornado:** In case of tornado, children will be guided to the most secure area in the classroom. Children will be escorted to the innermost corner of their respective classroom and put mats / mattresses on top of children. The children will sit on the floor with their heads between their knees. Children will cover their heads with soft objects to protect themselves. Teachers will take roll-call utilizing their attendance sheet. All parents will be notified by posting a sign, if possible, on the door and contacting them through BrightWheel once all children and staff members are safe.
- **Fire:** Children and staff will be evacuated per the evacuation route posted and the fire department will be notified. Teachers will take roll-call and management will make sure all students have been accounted for and are safely out of the building. In the case of a fire all families will be notified through the BrightWheel application when it is safe for management to do so.
- **Lockdown:** In the event of a lockdown, administrative staff will be responsible for locking the front door and completing a safety check. Each classroom is responsible for closing their curtains and locking their door(s). Once the safety check is completed, a head count will be completed for each classroom. Parents will be notified of the lockdown through the BrightWheel application. No parents will be allowed to drop-off or pick-up during lockdown.
- **Evacuation:** In the event of a real fire / emergency situation, Management or designate will inform each classroom teacher of an evacuation. All occupants will report to the following safe location:

Glennon Heights Park & Pool
10600 W Virginia Ave
Lakewood, CO 80226
- **Missing Child:** Staff will immediately notify Management and a complete campus check and search of the immediate area will be performed. Parents will be notified immediately as well as the proper authorities if there is need for further investigation.
- **Active Shooter:** If an active shooter enters The Big Red Barn campus or is in the near vicinity, the building will go under full lockdown. Children will be placed in a hidden section of their classrooms and teachers will lock all doors/windows and curtains will be shut. Roll-call will be taken and management will notify parents through the Brightwheel application as soon as it is safe to do so.

If the emergency procedure calls for children to be picked-up, parents or an authorized emergency contact must arrive within 45 minutes of receiving the pick-up notification. If the Center is in the midst of a fire / emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the Program. If the Center is having a real fire / emergency situation, parents will be asked to wait until Management or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire / emergency personnel and Center administration during these important and critical situations. Children with disabilities will be escorted by a trained staff member.

7.6 | Substance-Free Environment

In order to ensure a healthy and safe environment for everyone, The Big Red Barn is a substance-free environment. Staff, family members, and guests are prohibited from smoking or vaping of any kind in the center and on the The Big Red Barn premises. At no time shall anyone ever use vape, smoke, consume, sell, manufacture, or be under the influence of any alcohol, cannabis, or illegal drugs on the center's property.

7.7 | Reporting Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The Big Red Barn staff are considered mandated reporters under law and are required to take a "Mandated Reporter" training. Staff are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Big Red Barn takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of The Big Red Barn cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints, i.e. car seats, seat belts
- Dropping-off / picking-up child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

The Big Red Barn makes every effort to provide a safe and healthy environment for children. The telephone number to report child abuse is: 1-844-CO-4-KIDS or 1-844-264-5437.

7.8 | Inspections and State Visits

The State of Colorado, Department of Social Services has the right to enter and inspect our Center at any time, for any reason, with or without advance notice. They shall have the authority to interview children and staff and may inspect records without prior consent. The Department has the authority to observe the physical condition of any child and may have a licensed, medical professional physically examine that child.

We recommend first discussing a concern or complaint with Management of The Big red Barn. We will make every effort to resolve any issue to your satisfaction. If you feel your complaint has not been resolved, then you may contact the Social Services Department.

Complaints regarding child care are filed at:

The Colorado Department of Early Childhood

710 S Ash Street
Denver, Co 80246
1-800-799-5876

8 | School Closures

8.1 | Holidays & Breaks

The Big Red Barn's observed holidays and subsequent closure dates are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Summer Break* - Week Prior to Jeffco Public School Start Date
- Labor Day
- Thanksgiving and the following day
- Winter Break* – Week of Christmas (dates are emailed every year as they are subject to change)
- 2 Teacher Planning and Prep Days (President's Day and Columbus Day)

There is no credit for holiday closure dates and there are no make-up days.

* The Big Red Barn's Summer and Winter breaks are included in the flat rate tuition and no extra fees will be incurred during those weeks

If a holiday lands on a weekend, The Big Red Barn will observe said holiday on either the Friday prior or the following Monday. A School Closure Calendar will be posted on The Big Red Barn's Website at the beginning of each calendar year.

8.2 | Inclement Weather Policy

To ensure the safety of our families and staff, The Big Red Barn follows the Jeffco Public School System for any school closure during inclement weather conditions. The Big Red Barn reserves the right to determine closures they deem necessary in the interest of child and staff safety. If the school closes, parents will be notified using the BrightWheel Application.

Below is our schedule for the following weather-related events*:

- For Jeffco Public School weather closures, The Big Red Barn will remain closed.
- For Jeffco Public School weather related delayed start, The Big Red Barn will open at 9:00 am.
- For Jeffco Public School weather related early release / cancelation of after-school programs, The Big Red Barn will close at 3:30 pm.

*No tuition credits will be issued for such days as this is paid time-off for staff.

8.3 | Unforeseen Events

The Big Red Barn reserves the right to close at any time due to unforeseen events. This can include, but is not limited to, health and safety closures, natural disasters, emergencies, etc. No tuition credits will be given due to unforeseen event closures.

9 | Parent Engagement

9.1 | Parent Participation

We highly encourage parent participation within the classroom. Parents are welcome to spend time in their child's class, visit for lunch, or share any talents they have with the children. While parents are always welcome with no notice required, we do ask you to notify the teachers when you plan to visit. This will allow the teacher to prepare their students for a special visit! If you are interested in how you can help in the class, please reach out to the management team. There will also be many opportunities for parents to engage during special events. A volunteer survey will be sent to all families prior to an event.

9.2 | Parent Portal

Please make sure to check out our private Parent Portal! Each family will receive a unique login to access resources, updates, files, and so much more! The Parent Portal, along with BrightWheel, will be our main lines of communication and will supply families with all the information they may need so please make sure to consistently check the portal for the most up to date information regarding The Big Red Barn.

9.3 | Conferences

Although teachers are available to talk with parents informally, time is set aside twice a year for formal Parent / Teacher Conferences. Teachers complete developmental progress reports for each child in preparation for each conference. Teachers will update you on your child's behavior, progress and development at the Center. Additional conference times may also be arranged at your convenience. Conferences may be mandatory for parents if deemed necessary by staff.

9.4 | Birthdays/Special Occasions

We would love to celebrate your child's birthday or another special event at The Big Red Barn. We encourage families to help celebrate by bringing in a special snack to help make the day more special. We also encourage families to come participate in the class for these special events.