



Woody Creek Kids
Little Red School House

Parent Handbook

2026-2027

Christina Holloway Owner/Director

P.O. Box 615
Woody Creek, CO 81656
970-618-9984
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woodycreekkids.com

Philosophy

Our schools will focus on the child as a whole and as an individual. With a focus on social-emotional growth, we will help children to learn and develop in all areas of development. Our schools will help the children to respect themselves, others and the environment around them. We will use the environment around us to teach the children life skills to help them be successful in everything they do.

Classroom Ages and Ratios

Toddlers (WCK and LRSH): 12 months to 3 years
4/5 children to 1 teacher

Preschool (WCK, LRSH): 2 1/2 to 5 years
8 children to 1 teacher

Hours of Operation

8:00-4:00
Monday through Friday

Holidays and Closures

Please refer to the school calendar.
Our schools will follow the public school schedule with closures at Thanksgiving, Christmas, Spring Break and other various closures.

Inclement Weather

In the event of inclement weather, please listen to the local radio, as we follow the Aspen School District's decision on cancellations. Families are charged for snow days and do not receive make days per our make up day policy. If school is canceled mid-day, parent/guardians or primary contacts will be notified immediately by phone and pick up arrangements will be made.

Admission and Registration of Children

Pre-registration interview/visit

Please click this [link](#) for our new student orientation process.

Registration of children

All digital on Brightwheel

1. Your child's immunizations
2. Enrollment Form
3. Enrollment Agreement
4. Sun screen, Video and Photo Sign-off
5. Statement of Authorization
6. Medical Information Form Signed by Child's Doctor

Deposit & Activity Fee

A \$500 activity fee is required upon pre-registration of your child. This will be charged at the beginning of each school year.

Daily Tuition Fee

\$90 per day (WCK, LRSH)

Billing

Bills will be sent out on the 1st of each month. Payment is due by the 15th of each month. We accept cash, check, venmo or quickbooks online payment.

If you would like to be billed for the entire school year, please talk with Christina.

Summer sessions will be billed at the beginning of each session.

Tuition Assistance

Tuition assistance is available through Kids First from the City of Aspen.
Please call 970-920-5769.

Tuition assistance can also be received through the county. Please ask Christina and she can help you navigate this system.

Returned checks

If a check is returned for insufficient funds the parent/guardian will be notified. The parent/guardian will have five working days to pay the amount due. The amount due must be paid with a money order.

UPK funding

Children who are 4 by August 1 will qualify for funding under Universal Preschool funding. Please apply at <https://upk.colorado.gov/>

Make up day policy

All days your child is scheduled to attend are billed each month.

If your child misses school for sickness, vacation, doctor's appointments, etc., your child can accrue as many make-up days per month as they are enrolled per week.

For example, if your child is enrolled 3 days per week, your child will accrue 3 make-up days for absences.

Make-Up Day Guidelines

- **Notification:** Parents or guardians must notify the center as soon as possible if their child will be absent. Ideally, notice should be given 24 hours in advance, but at a minimum, by 8 am on the day of your child's absence.
- **Availability:** Make-up days are subject to space availability. We will make every effort to accommodate the requested make-up day, but some days may be fully booked.

Process for Requesting a Make-Up Day

- **Contact the Center:** Notify your child's teacher to request a make-up day.
- **Confirm Availability:** The childcare center will check availability and confirm the date for the make-up day.
- **Schedule the Day:** Once availability is confirmed, the parent/guardian will receive written confirmation of the make-up day.

Important Notes

- Make-up days are offered at the center's discretion, based on staffing and space availability.

- Our ability to give make up days is based on space freeing up when other children miss school. Please let us know as far in advance as possible if your child won't be present, so that we can offer that space to another family who has accrued make-up days.

Late fee

A Late fee will be charged to the parents/guardians picking up children after their designated departure time. This fee is assessed at the rate of \$1.00 per minute and is strictly enforced. The late fee is due at pick up and goes directly to the teacher whose schedule has been compromised. If a child is periodically late being picked up, termination of the child's enrollment will be considered by the director.

Communication

Our schools will communicate with all parents and legal guardians about the child's experiences at our school, our policies and procedures, ongoing development of the child and billing issues. We will do our best to communicate all information in a timely manner. If there are family situations that we need to be aware of please don't hesitate to speak with us at your earliest convenience. We will help make accommodations to our methods of communication to meet your family's needs.

We will use the app Brightwheel for communication along with email.

Parent Responsibilities

As a parent, it is your responsibility to:

1. Provide accurate and up-to-date information about your child, including emergency contact information and any health concerns or allergies.
2. Ensure that your child arrives at the center on time and is picked up promptly at the end of the day.
3. Notify the center if your child will be absent or late.
4. Provide appropriate clothing and supplies for your child, including a change of clothes, diapers, wipes, and any necessary medications.
5. Follow the center's policies and procedures, including those related to drop-off and pick-up, payment of fees, and behavior management.

6. Communicate openly and respectfully with the center staff, including sharing any concerns or issues that arise.
7. Support your child's learning and development by participating in parent-teacher conferences, attending family events, and engaging in activities at home that reinforce what your child is learning at the center.
8. Respect the confidentiality of other families and their children by not sharing personal information about them.
9. Follow the center's guidelines for healthy eating and exercise, including providing nutritious snacks and lunches for your child.
10. Maintain a safe and healthy home environment, including keeping your child home if they are ill or have a contagious condition.

Sign in

Children **MUST** be signed in and out each day.
 Parents/ guardians must
 sign in upon arrival and sign out when picking up their child.
This is for the safety and welfare of your child and is a state requirement.

Late Arrival/Late Pick-up

If you arrive and your child's class is not there, please call the class at 970-618-9984 that is out on the trip. You are more than welcome to meet the class wherever they are.

If the child remains at school after closing time, the staff will call parents first then the names of individuals who are authorized to pick up the child. If no one is reached, the staff member will call the director and the director will then contact the proper authorities. The staff member will remain with the child until the director arrives. The director will remain with the child until he/she is picked up.

Releasing children

The office will maintain files that include the names, addresses and telephone numbers of individuals whom parents have authorized to care for the child,
 or pick up the child for them. Caregiving adults who bring the child to, or remove the child must sign children in and out of the facility. Children will not be released to anyone not authorized by the parent/ guardian or not indicated on a child's registration and emergency forms. Identification must be shown to the teacher or to the director before the child is

released. Children will not be released to minors under the age of 18! No exceptions will be made.

Parent Volunteer time

We ask that each family be involved in their child's schooling. Check with your child's teacher or the Director on ways to be involved.

Withdrawals from the program

We must receive written notice of your withdrawal from our schools 1 month in advance of your departure. If a month's notice is not received, the family will be charged for one month. Since we continue to reserve time for your child, you will be responsible for your tuition.

Student Observations and Parent Conferences

Teachers will observe your child at play and in structured small group activities. Teachers plan the curriculum based on these documented observations. Through parent conferences, we provide a report about your child's progress in fall and spring. The children will also create a portfolio that will show their growth in all areas of their development which will be presented to the parents at the spring conference. If there is a concern about your child, the parents and staff may schedule a meeting at any time to address this concern. Daily communication will take place between staff and parents. A weekly email will be sent to each family along with access to our instagram account to view photos of the children.

PERSONAL BELONGINGS

Children should wear comfortable, washable clothing. DO NOT dress your child in clothing that you don't want to get dirty. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water and other sensory activities. We go outside every day, so dress your children for the weather, and send extra clothes. Good shoes are essential for climbing, running and walking. During the cold months, your child will need warm boots, a warm coat, snow pants, a hat and mittens every day. Children may bring in a cuddly item to keep with them during naptime.

Please leave all money and valuable items at home, Woody Creek Kids is not responsible for any lost items

All personal items must be labeled.

ILLNESS POLICY

Please refer to the Health Department's document [How Sick is Too Sick](#)

NUTRITION & HEALTH

Meals and snacks

Parents will provide two healthy snacks and lunch as well as a water bottle each day for their child. **Do not bring in fast food or soda for your child!!** Include an ice pack or heated thermos as we do not refrigerate or heat lunches. If you need lunch ideas, please ask your teacher. We will cook with the children on a regular basis- parents will be notified when this will occur.

No outside food other than your child's lunch will be allowed at Woody Creek Kids. All the food for any special events (Birthday parties, potlucks, etc) will be prepared by the teachers and the children.

Any children who have allergies, their allergies are taken into account for any special events that include food.

Our school will be a nut aware environment -
please inform staff of nut butters in packed lunches

Immunizations

Our schools require up-to-date student vaccination records, or a certificate of exemption on file by the first day your child attends school.

Colorado law ([Board of Health rule 6 CCR 1009-2](#)) requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases, unless an exemption is filed.

Colorado follows recommendations set by the Advisory Committee on Immunization Practices (ACIP). You can view the recommended vaccine schedule for children 0 - 6 years of age at <https://cdphe.colorado.gov/public-immunization-information>. Please provide a copy of your student's updated vaccine record to school every time they receive a vaccine.

Your student may be excluded from school if Woody Creek Kids/Little Red School House does not have an up-to-date vaccine record or certificate of exemption for your student on file.

If someone gets sick with a vaccine-preventable disease or there is an outbreak at Woody Creek Kids/Little Red School House and your student has not received the vaccine for that disease, they may be excluded from school activities.

If you choose to file a non-medical exemption for your child you are required by Colorado law ([SB20-163 School Entry Immunization](#)) to have the exemption signed by the immunizing provider or you may complete the Colorado Department of Public Health and Environment's online education module prior to claiming a non-medical exemption, <https://cdphe.colorado.gov/vaccine-exemptions>.

The Vaccinated Children's Standard for every Colorado school is for 95% of enrolled students to be vaccinated with each vaccine required for school entry in order to reduce the spread of vaccine-preventable disease and protect the health of all people in the school community, including students who cannot be immunized for medical reasons.

Colorado child care and school immunization and exemption rates can be found at COVaxRates.org.

Nurse Consultant

The State of Colorado requires licensed child care centers to have a monthly visit by a nurse consultant trained in the early childhood education rules and regulations. She makes visits with each classroom per month. The nurse consultant helps develop our sick policy, answers the teacher's questions regarding health and wellness, monitors the children's immunization records, provides annual, bi-annual and monthly trainings for staff. These trainings include CPR/First Aid, Medication Administration, Emergency medication administration along with allergic reactions and anaphylaxis. The nurse consultant will also schedule moc drills with staff to ensure staff is properly trained on all protocols including, but not limited to, anaphylaxis and allergic reactions. She is also available to parents during school hours to consult about general health and wellness questions and specific illness concerns in young children.

Storing and administering medicines

Medication prescribed for the individual child shall be kept in the original container bearing the original pharmacy label. This label shows the prescription number, name of the medication, date filled, physician's name, child's name and the directions for dosage administration. These medications will be stored in a locked cabinet.

Emergency medications such as inhalers, and epinephrine are kept unlocked, easily accessible to staff and out of reach of young children. These medications are available to staff to administer to children on an as needed basis.

Diapering and toilet training

If your child is in diapers, you need to supply disposable diapers and wipes. Children in the process of potty training will be gently reminded frequently to try to use the toilet. Health laws prohibit the use of potty chairs. Remember to supply LOTS OF EXTRA CLOTHES as it may take a period of time before a child is consistently using a toilet. If a child feels extremely uncomfortable using the toilet at school, the teacher will use diapers until the child is ready.

Second-Hand Smoke

Our schools are located on a smoke-free campus. An important job of the staff is to keep the children safe and out of harm's way. All children enrolled in our schools will be protected from secondhand smoke and thirdhand smoke. We will have it posted that the environment around our schools is smoke free.

Safety Emergency and Disaster Preparedness

The staff is trained in an emergency procedure system called Safety Response Protocol. This protocol focuses on 4 different procedures: Lockout(Secure the perimeter), Lockdown (Locks, lights, Out of sight), Evacuation(To a Location) and Shelter(for a hazard using a safety Strategy). Each month the staff and children do drills to practice these emergency procedures.

Upon evacuation, The staff will exit with the sign-in sheet to take attendance once evacuated, first-aid kit, emergency supplies like diapers and wipes if re-entry to the school would be prohibited and any emergency medical information and medications that are needed for the children in their care.

Children with all abilities will be supported on an as needed basis. The staff will have social stories available to read to students to ensure the

children feel comfortable with the situation at hand.

If evacuation is necessary and return to school is not permitted parents will be contacted via email and group text. If needed a phone tree will be used to contact each family regarding the location of their child for reunification. When reunifying with families, if a person other than a parent would pick up the child, photo identification will be required.

In the event that the school is unable to be used for a period of time, alternative plans will be put in place and all families will be notified via email.

Supervision of Children

All children will be supervised by sight and sound at all times. The staff will be knowledgeable of the number of children who are in their care at all times. The staff will do a headcount of their class multiple times while in the classroom and on the playground throughout the day. While on field trips, a certain group of children will be assigned to each staff member, they will be in charge of their group of children during the trip. When the whole group reconvenes a headcount will be taken of all the children.

Lost Child

If a child became lost, the staff would first search in all places possible at Woody Creek Kids. After, if the child was still lost, parents and emergency personnel would be contacted and continue searching for the child. If off-site, the Director, local authorities and parents would be notified to create a plan to search for the child.

Accidents/Injuries

Accidents and/or injuries will be reported on an Accident Report form.

Parents will be informed of the nature of the injury and have an opportunity to read and sign the form.

If a child is seriously injured or has an emergency situation, parents will be called immediately. If we are unable to locate the parents, we will begin calling contacts listed on the child's emergency information list. If an emergency exists and contact with the parents cannot be made, the child will be taken to the nearest medical facility by paramedics/ambulance. All serious injuries will be reported to the Department of Human Services within 24 hours.

Transportation

Our schools will transport children to and from school (WCK) and on special field trips using the school bus (LRSH). In the event of an emergency and evacuation from the school campus is needed, the school bus will be used for WCK . Children will be required to sit in their seats quietly with teacher supervision on the school bus. If a bus evacuation is needed, the director and staff will follow state guidelines including but not limited to being upwind of a school bus fire and hazardous spill, evacuating the children at least 100 ft from the bus and stay on the side of the road of oncoming traffic and notifying emergency personnel.

Field Trips and Other special activities including video viewing

At time of registration, all parents must have signed off on field trips, video viewing, sunscreen and photo release. Our staff is always responsible for the supervision of children at school and during special events. The staff will always remain in the state required staff:child ratio.

Visitors

We welcome and encourage parents and volunteers to visit the school at any time. Keep in mind that visitors (including parents) will need to sign in.

Reporting child abuse

All childcare centers licensed in the state of Colorado are required by law to report suspected child abuse or neglect to Social Services (1-844-264-5437) or the police. If your child has any unusual birthmarks, please inform the staff at the time of registration so that it can be noted on the enrollment form.

Anyone who is attempting to pick up a child when visibly under the influence of alcohol or drugs will be asked to provide an alternate driver before the child is released.

Behavior Management/Discipline

The classroom environment, schedule and curriculum are organized to allow children time and opportunities to practice acceptable behaviors. All children will be supervised at all times. The teachers position themselves physically in the room to monitor and anticipate behavior problems before they develop. Teaching staff will never use physical punishment nor engage in psychological abuse or coercion. We promote teaching the

children how to work out their differences together. Expectations for behavior are made clear to children through simple, respectful and quiet language. Teachers will use techniques that divert inappropriate behavior and strategies that support acceptable student behavior. Teachers and support staff will model the kindness and respect we want the children to learn. If a child has recurrent behavior issues, the staff will meet with the parents. Should the problem continue, the staff may use different resources to provide support. Behavior plans may be created between the student, parents, staff including an early childhood mental health consultant. If further assistance is needed, staff can collaborate with other specialists to provide the child with the best environment to learn appropriate behaviors and develop. If a child is harmful to others or to the property of the school expulsion may be necessary. Expulsion could happen if the property of the school is damaged in the amount \$500 or more. We will take steps if behavior becomes a problem at school to rectify the situation: 1. We will meet with the family; 2. Create a behavior management plan; 3. Meet with family on a daily, if needed, or a weekly basis for 4 weeks. 4. If behavior does not change expulsion would occur. Our policy does focus on preventing expulsions and suspensions.

Please click this [link](#) for our comprehensive challenging behavior policy

Family Conduct and Communication Policy

Promoting Respectful and Supportive Relationships

We value open, respectful communication and a strong sense of partnership between families and staff. A positive, collaborative relationship between home and school is essential to creating a nurturing and safe environment for all children.

Expected Conduct from Families:

We ask that all families:

- Communicate with staff in a respectful and constructive manner, even in times of disagreement
- Approach concerns directly and calmly, using appropriate channels (e.g., speaking with the teacher or director privately)
- Refrain from gossip, aggressive behavior, or confrontational language toward staff, other families, or children
- Honor program policies and boundaries established for the

well-being of the community

Steps for Addressing Negative Behavior:

1. Initial Conversation: Director will schedule a private meeting to address concerns, clarify expectations, and offer support.
2. Written Warning: If behavior continues, a formal written notice will be issued outlining the specific concerns and required changes.
3. Final Action: Continued failure to improve conduct may result in termination of enrollment, at the discretion of the director.

We are committed to supporting healthy communication and will always strive to work collaboratively with families. However, maintaining a safe and respectful environment for children, staff, and fellow parents is our top priority.

Product & Food Recall Safety Procedures

To ensure children's safety, our program follows routine procedures to identify and respond to recalled items.

Ongoing Monitoring

- The director regularly checks for recalls.
- We receive alerts from national safety agencies for toys, equipment, and food.
- Toys and equipment are checked monthly and when new items are added.
- Food is checked upon delivery.
- Donated or secondhand items are reviewed before use.
- We maintain an inventory of equipment to quickly verify recalls.

If an Item is Recalled

- It is removed immediately and secured out of reach.
- The item is clearly labeled "DO NOT USE – RECALLED."
- We follow manufacturer instructions for return, repair, or disposal.
- All actions are documented.
- Recalled items are never resold or donated.

Resources

We use trusted government websites to stay up to date on recalls for products and food.

Child Separation & Emergency Response

To ensure a rapid, coordinated response if a child becomes separated from the group, including notification of families and authorities when needed.

Immediate Response

- Staff immediately alert the site supervisor and account for all children.
- A brief, organized search of the immediate area begins while remaining children are safely supervised.

Family & Emergency Notification

- If the child is not located within a few minutes, the parent/guardian is contacted right away.
- Local authorities (911) are called immediately if there is concern for safety, suspected abduction, medical risk, or the child is not quickly found.

If the Child is Found

- Staff ensure the child's safety and wellbeing.
- The child is reunited with their family, and a summary of the incident is provided.

If Authorities Are Involved

- Staff cooperate fully and follow guidance from emergency personnel.
- One designated staff member communicates with authorities and the family.

Field Trips

- Staff carry attendance lists, emergency contacts, and maintain close supervision with frequent head counts.
- The same procedures are followed if a child becomes separated off-site.

Prevention

- We maintain strict supervision, staff-to-child ratios, and head counts during all transitions.
- Secure check-in/out procedures and authorized pickup verification

are always followed.

Documentation & Review

- All incidents are documented and reviewed to improve safety practices.
- Required reports are made to licensing agencies.

Family Partnership

- Families are asked to keep emergency contacts current and follow authorized pickup procedures.

GRIEVANCE PROCEDURES

This process outlines a procedure to receive and address community complaints regardless of the origin of the complaint. The first step will always be to address the compliance with the Director. The problem is submitted to the Director and the person submitting the complaint meets to discuss the problem. If necessary, a plan is proposed to correct the situation. If an acceptable plan is agreed upon, it is followed and appropriate steps are taken to correct the problem. If an agreement is not reached, a written complaint is submitted to the administrative advisor who may decide the following: Devise an action plan developed with input from the person submitting the input.

If you believe a State Licensing Violation has occurred, you may file a complaint with:

Division of Child Care
Colorado Department of Human Services
710 S Ash St.
Denver CO 80246
1-800-799-5876 or fax 1-303-866-4453

