



COURT CARE OF THE PIKES PEAK REGION, INC.

270 South Tejon Room S140
Colorado Springs, CO 80903
Center Director, Brazail Lazard
719-452-5499

OPERATED BY:
Early Connections Learning Centers
"Serving Colorado Springs since 1897"

FOR:
Children whose parents, guardians or caregivers
must appear in court for any reason that may or may not
be directly related to that child.

COURT CARE FOR THE PIKES PEAK REGION GENERAL INFORMATION

PHILOSOPHY

Early Connections provides a nurturing, safe, secure environment where children can learn, grow and thrive. The early years are the vital period for children to develop the learning foundations necessary for lifelong success. Our early care and education program focuses on school readiness and helps young children acquire the skills and attributes they need to enter school prepared to learn and succeed.

MISSION

Early Connections Learning Centers' mission is to provide high quality, comprehensive early care & education for **ALL** children.

NON-DISCRIMINATION

Early Connections Learning Center does not discriminate on any basis in regards to hiring practices or enrollment. The Early Connections Learning Center is dedicated to promoting full inclusion of children into all aspects of program services. Every effort is made to provide comprehensive services to all children including those with special needs. Early Connections Learning Center is a multi-sited Corporation and provides services in accordance with the ADA. Some of the Centers are in environments/buildings that do not allow us to meet all the physical needs for some children and their families. We make every effort to make reasonable accommodations and will work with your needs to the best of our ability.

HOURS OF OPERATION

To accommodate your needs as a parent, this Early Connections Learning Center is open from 7:45 a.m. to 12:15 p.m. and from 1:15 – 5:00 p.m. It is closed from 12:15 – 1:15 for lunch. Monday - Friday. Clients are expected to return immediately following their court business. In case of emergency, we request notification of any delay in picking up your child.

Drop –in care is for short periods of time not to exceed 6 hours in any 24 hour period of time or 15 hours in a 7 day period of time.

If a child is still at the Center at 5:15 p.m. and we have not heard from you, they will be considered abandoned and we will notify the proper authorities.

AGES SERVED

Early Connections Learning Center accepts children 6 weeks to 14 years of age.

TUITION POLICY

This service is free.

ADMISSION OF CHILDREN

Any child is eligible to attend if the parents, guardian, or caregiver are scheduled to appear in court or conduct court related business for any reason that may or may not be directly related to the child.

CONFIDENTIALITY

All records concerning your child are confidential. Information regarding your child will not be released without your written consent, with the exception of those requested by our regulatory agencies.

Early Connections Learning Center is mandated by Colorado State Law to report any evidence or knowledge of suspected child abuse or neglect to the El Paso County Department of Human Services.

CUBBIES

Each child will have a designated cubby to store his/her personal belongings. Please do not send any money with your child.

MEALS AND NUTRITION

Morning and afternoon snacks are served each day. During snack times the children and adults are served in family style dining. Children are encouraged to serve themselves from food passed around each table. Monthly menus are posted.

REST TIME

All children less than seven years of age will participate in a quiet rest time. Children are not required to sleep and after a short period of rest, they are given quiet activities. Cots/mats and blankets will be provided by the Center.

LOCATION OF CHILDREN

With your child's safety and well being as our primary concern, it is the parent/guardian's responsibility to sign their child in/out and accompany him/her to their classroom upon arrival and pickup. All children will be accounted for by use of sign-in sheets and attendance recorders.

IDENTIFICATION OF CHILDREN

All classrooms monitor attendance by updating their attendance records throughout the day and by counting and matching the numbers of children present with names on attendance records. Children are accounted for at least once every 15 minutes. The number of children and adults present are recorded on the attendance record every 30 minutes.

ARRIVAL AND PICK-UP

The Colorado Department of Human Services requires a full signature from the parent/guardian when the child is dropped off or picked up from the Center. No child will be released to any person other than the adult that dropped them off or an emergency contact person. The emergency contact person must be at least 18 years of age. A photo ID will be required before any child is released.

NON AUTHORIZED PICK-UP

In the event that someone who is not authorized arrives to pick up a child, the child will not be released and the parent/guardian will be notified. The non-authorized person will be informed that they need to leave the premises immediately or the authorities will be called. No non-staff person other than the adult that dropped the child off or an emergency contact person will be allowed to initiate contact with the child. Should the child initiate contact with a non-staff person other than the adult that dropped the child off or an emergency contact person, staff will intervene as necessary to protect the child and will notify the person picking up the child of the contact.

GUIDANCE

Guidance at our Centers is positive and re-directive. Children are treated with dignity and respect at all times. This program stresses the importance of building strong relationships with all children and families and creating supportive high quality environments. Our staff recognizes the importance of teaching social skills to children and focus on teaching friendship, anger management and problem solving skills to children.

INCLEMENT WEATHER

In case of inclement weather, the Center will close only if The El Paso County Court House is closed.

VISITORS POLICY

Visitors entering one of our Centers must sign in at the front desk with their name, address and reason for the visit. Each visitor must wear a visitor's badge while on the property and sign out upon leaving.

SAFETY

Customers, guests, or staff (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises of Early Connections Learning Center. A dangerous weapon is a gun, knife, razor, or any other object which by the manner it is used or intended to be used, is capable of inflicting bodily harm.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises.

This policy applies to visible or concealed weapons.

TRANSPORTATION POLICY

In the event of a medical emergency or other necessity, your child will be transported in personal automobiles designated by Early Connections Learning Center. Designated staff will be the Director, other Administrative Staff or Medical Staff. This will only occur in the event that no other authorized person can be contacted and the need for transportation is essential.

EMERGENCY PROCEDURES

Each Center has a separate evacuation plan in case of fires, inclement weather or if a lock down becomes necessary. These plans are posted in the individual Centers and reviewed with the children and staff on a regular basis. In the event of an evacuation, please call 632-1754 x 1100. A representative of Early Connections Learning Centers will have information concerning the location of children and staff.

DIAPERING AND TOILETING

Children not potty trained are responsible for supplying diapers and an extra change of clothes. Because it is not developmentally appropriate, we will not make any attempts to toilet train children less than 18 months.

ACCIDENTS, ILLNESS AND INJURIES

If your child becomes injured while in our care, you will receive a written accident report. If medical attention is required, the family will be notified immediately and if necessary we will transport your child by ambulance. If your child is taken for treatment, we will provide you with a Notice of Claim form.

CHILDHOOD ILLNESSES

When a child experiences symptoms that result in greater care than the staff can provide, compromises the health and safety of the other children or has a fever over 101.0, the child must be picked up from the center.

MEDICATION

The Early Connections Learning Center will only administer medications in emergency situations. Any medications brought into the Center will be stored in a locked box.

As per state regulation, Early Connections is only permitted to administer prescription and non-prescription medications with a written order from your child's physician and with parental consent.

The Division of Child Care requires the following for over the counter and prescription medications:

- Written order of an MD, DO, PA, or NP
- Written parental consent
- Child's name
- Licensed prescribing practitioner name, telephone number and signature
- Date authorized
- Name of medication and dosage
- Time of day medication is to be given
- Route of medication
- Length of time medication is to be given
- Reason for medication. The reason needs to be specific, it cannot be "as needed" or "PRN"
- Side effects or reactions to watch for
- Special Instructions

Medications must be brought to the Center in the original pharmacy container appropriately labeled by the pharmacy or person with prescriptive authority along with a copy of the medication authorization order. Please inform center administration if your child is currently on medication. It will also be the parent's responsibility to supply the medication syringe or dropper.

Early Connections Learning Centers will not administer medication to children whose Medication Administration Form and/or Nebulizer Administration Form is incomplete

TELEVISION AND VIDEO VIEWING

The Early Connections Learning Center only allows television or video viewing if it corresponds with the curriculum or if it is educational. We encourage adults and child interaction and believe that children learn through individual and small group play.

COMPLAINT PROCEDURE/ABUSE REPORTING

At Early Connections Learning Centers, we make every effort to provide a safe environment for your children. In some instances you may have questions or concerns regarding your child's care at our centers. If this should occur, please contact your Center Director. If your concerns are not resolved, you may contact, Cindy Morgan, Vice President of Center Operations at (719) 632-1754 ext. 1017. A report may also be made to The Colorado Department of Human

Services at 1575 Sherman Street, First Floor, Denver, CO 80203 or by phone at (800) 799-5876.

Should there ever be any concerns regarding child abuse, you should seek immediate assistance from the El Paso County Department of Human Services at 105 N. Spruce St., Colorado Springs, CO 80905 or by phone at (719) 444-5700 or 1-844-CO4KIDS.

We hope your family's experience is a positive one.

