



# Steamboat Child Care Center

## Fall 2024 Family Handbook Addendum

This document is in addition to the Spring 2024 Family Handbook.

Dear Families,

As we continue to improve our center, we have made a few small additions and changes to our family handbook. In lieu of publishing a full new Family Handbook, we have created this document. Please review these new items. You will be asked to acknowledge them in an “Fall 2024 Addendum Acknowledgement” signature form in Brightwheel. This addendum will be effective starting November 1, 2024.

1. We have added “Purpose of this Handbook”:

*The purpose of the SCCC Family Handbook is to provide families with the policies and procedures that families and staff are required to follow as members of the Steamboat Child Care Center. This handbook is a combination of rules and regulations set forth by the Colorado Department of Early Childhood and the Colorado Department of Public Health and Environment as well as policies that are unique to Routt County and Steamboat Child Care Center. Prior to a child starting, families are provided time to read, review, and ask questions about this document. Once reviewed, families are required to acknowledge this handbook by digitally signing an acknowledgment in Brightwheel. Children may not attend until this acknowledgement has been signed.*

2. We added “Grievance Procedure”

*If a family member has a formal grievance about SCCC, an SCCC staff member or SCCC policy, it can formally be submitted to the Director of Child Care via email. If there is a grievance against the Director of Child Care, a written grievance can be submitted to their supervisor, VP of HR. All grievances must be submitted in writing via email.*

3. Under “Inclement Weather Guidelines” we have added:

*Thunder Storms: Children will not go out if lightning is reported within 10 miles of SCCC. Children will stay inside for 30 minutes after the most recent, nearby strike.*

4. Under “Procedures for Emergencies and Disaster Preparedness” we have added:

*“Shelter In Place” A shelter-in-place will be conducted when all children and staff need to remain indoors for an undetermined period of time. This may be due to a wild animal, unsafe outdoor environment (like weather) or other events that required a building to provide safety.*

• *Wild Animals:*

- *It is very possible that there may be a wild animal on or near the school property. If there is, please immediately get all children in the building and report the animal sighting to the director on duty.*
- *The director on duty will ensure that all children and staff are accounted for and note the time.*



# Steamboat Child Care Center

## Fall 2024 Family Handbook Addendum

This document is in addition to the Spring 2024 Family Handbook.

- *The director on duty will monitor the premises and will be the one to “deem it safe for play.” This may be a 30 minute “hold” while watching the movement of the animals.*

5. Under “Procedures for Emergencies and Disaster Preparedness→ Fire” we have changed:

*Staff will safely lead students in a quiet, calm manner out to their predesignated safe spot. Provided it is safe, this spot is located over the Walton Creek bridge towards The Ponds. **Our new safe spot is at River Creek Park, on the south side near the Handicap parking spots.***

6. Under “2024 Tuition Rates” we have changed:

	Community Rate	SSRC Employees
Infants	\$90	\$72
Toddlers	<del>\$88</del> <b>\$90</b>	<del>\$70</del> <b>\$72</b>
Preschool & PreK	<del>\$82</del> <b>\$85**</b>	<del>\$66</del> <b>\$68**</b>
Drop-in fee	Additional \$15/day	Additional \$15/day

- These new rates are effective **November 5, 2024**.
- Seasonal SSRC employees will begin paying the employee rate in November.
- \*UPK families will receive an increased tuition subsidy starting in November.

7. Under “Hours of Operation” we have added:

*On the first Thursday of every month, we will be closed at 5:00pm for a monthly staff meeting. We will remind families in newsletters and that day from staff and via Brightwheel. A late pick-up fee will be charged for those picking up after 5:00pm.*

Please take your time to review this document. You may reach out to the admin team with any questions. Completion of the digital acknowledgement form is required for fall 2024 reenrollment.

Thank you,

SCCC Admin Team  
 Sarah Mikkelson, Director of Child Care  
 Alicia Penrose, Assistant Director  
 Lennae Jenkins, ECE Coach