



LFFS Family Policies & Procedures 2025-26

Contents

- 1) [Field Trips](#)
- 2) [Sick or Injured Child Procedure](#)
 - a) Circumstances for not admitting an ill child
- 3) [Procedure for Storing, Administering, Recording, & Disposing of Child Medications](#)
- 4) [Acceptance & Notification of Non-immunized Children](#)
- 5) [Student Absences](#)
- 6) [Substitute Needed](#)
- 7) [Pick-up/Drop-off Procedure](#)
- 8) [Volunteers](#)
- 9) [Child Remains After Closure](#)
 - a) After-hours Activities & Snacks
- 10) [Services for Children with Special Needs](#)
- 11) [Loss of Damage of Personal Belongings](#)
- 12) [Appropriate Clothing & Equipment for Forest School](#)
- 13) [Transportation](#)
- 14) [Authorization for Media Use](#)
- 15) [Meals & Snacks](#)
- 16) [Behavior Guidance](#)
- 17) [Rest Time & Equipment](#)
- 18) [Diapering & Toilet Training](#)
- 19) [Sunscreen](#)
- 20) [Secondhand Smoke](#)
- 21) [Adverse Weather Conditions](#)
- 22) [Adverse Weather Closure- Cold Temperatures](#)
- 23) [Procedure for Notifying Parent if Child is Separated from the Group](#)
- 24) [Emergency Response Procedures](#)
- 25) [Reporting of Child Abuse](#)
- 26) [How to file a Complaint About a Childcare Facility](#)
- 27) [Rules Regulating Child Care Facilities](#)
- 28) [Steps taken Prior to Suspension/Expulsion](#)

- 29) [Recalls](#)
- 30) [Safe Sleep Policy](#)
- 31) [Media Use Policy](#)
- 32) [Policy for Interacting with Chickens & Animals](#)
- 33) [Policy for Transition Child from Breastfeeding to Bottle/cup, or Cup to Bottle](#)
- 34) [Daily Outside Play Including in Inclement or Hot Weather](#)

ADDITIONAL RESOURCE

[Little Feet Forest School 2025-26 Enrollment Packet](#)- This document includes the waivers, permissions slips, and tuition agreements to enroll your child in our program.

Field Trip

Little Feet Forest School will regularly make trips to their local trail system, Lower Maxwell Falls.

These excursions include the following details:

- .3 mile walk downhill
- Occurs in last 2.5 hours of day to eliminate walk up the hill to basecamp/ PM pick-up occurs at the trailhead off Brook Forest Road
- A general permission slip should be completed upon enrollment that will cover all trips to Lower Maxwell Falls
- PM snack will be taken at Maxwell Falls; staff will dispose of trash properly
- During walk, children should wear their outdoor reflective vests, review safety protocols before every outing, and use a walking rope guided by a teacher
- Appropriate outdoor gear should be worn
- No water play is permitted if it is less than 40 degrees outside
- No water play is permitted if water level is above mid-calf or moving rapidly in a way that could cause potential injury
- Staff will take a field trip wagon that includes: a first-aid kit, emergency medication, change of clothes, emergency contact information, and any other needed tools/materials on every trip

Any additional field trips to other locations will be communicated to parents beforehand and require additional written permission.

Additional Field Trip Locations

In addition to Lower Maxwell Falls, we will be using several National Forest and Denver Park/Open Space areas for daily forest school exploration. Additional locations include: Upper Maxwell Falls, Cub Creek, Dedisse Park, Hiwan Heritage Center, O'Fallon Park, Corwina Park, and Denver open space trail sites along Brooke Forest Road.

Notice will be provided to families as to which location will be used and when, and an additional permission slip will be requested that day. For site-based days, pick-up/drop-off will occur at the designated trail site/park.

Sick or Injured Child

In the case of a sick or injured child, staff will follow all first-aid procedures and policies, including calling 911 in the case of an emergency; staff will inform the families of the illness or injury immediately.

If a child is sick, staff will notify the family and provide a comfortable place for the child to rest inside until they are picked up.

Children cannot come to Little Feet Forest School if they have a fever or have been vomiting in the last 24 hours. Refunds or credits will not be provided in the case that a child cannot attend their scheduled day.

Circumstances for not admitting an ill child:

- A child should not be brought to school if they have a fever, or have been vomiting within the last 24 hours.

- If a child has been identified as having a contagious illness (i.e. pink eye, Chicken pox, etc.), they must wait until the period of contagion has passed as determined by a medical professional.

COVID Considerations

Little Feet Forest School follows all CDC recommendations as it relates to COVID regulations. Please see the [CDC website](#) for more information.

Procedure for Storing, Administering, Recording, & Disposing of Child Medications

If your child requires prescription or over-the-counter medication, a personalized medical plan completed by a doctor is required (see enrollment document, [Permission to Administer Medication Plan](#)). All medications must be submitted in their original packaging with the child's full name written on them. Medications will be stored as recommended on the packaging.

All administration of medication, as well as a receipt and disposal will be tracked on a personalized medication log for that participant. This log is completed upon every instance the medication is used with participants or exchanged with families. Families are responsible for the disposal of expired medications as well as supplying new medications when needed.

Acceptance & Notification of Non-immunized Children

Little Feet Forest School accepts all participants that meet the abilities requirements regardless of vaccination status. All non-immunized children's families are required to complete a vaccination education course or have their vaccination status approved by a medical provider. Annually, a report will be sent to all families that details the total rate of vaccination status for the program withholding identifiable information.

Student Absences

Refunds or credits will not be provided in the case that a child cannot attend their scheduled day due to travel, illness, or any other familiar/personal reasons.

Substitute/ Closing

All employees, including substitutes, will have completed the required training, background checks, and school-specific training prior to work. In the case that the lead facilitator is sick and unable to support the class, a substitute will be requested to lead for that day.

In the case that the substitute is not available, families will be notified by 7:30 AM and asked to make other childcare arrangements. Credit will be provided to the account to compensate for the missed day of class.

Notification to families of a substitute or canceled class will occur via text message and email. If there are further questions families may contact the office.

Pick-up/Drop-off

Guardians should complete the sign-in and pick-up forms upon arrival and departure every day. These will be presented to families by staff. Only identified persons on a child's pick-up list will be permitted to get the child. Their identities will be confirmed with a form of ID. If someone arrives who is not on the list, staff will call the parent/guardian and notify them. The child will need to remain in our custody until someone on the pick-up list arrives. If changes to the pick-up list are needed, those can be requested through the Little Feet office.

If a pick-up parent or guardian arrives under the influence we will have to contact local authorities before releasing the child into custody.

Volunteers

Volunteers and community guests are welcome. All volunteers must complete a background check before their time at the school. Volunteers must be with a supervised staff at all times. All guests must sign in and out of the visitor log every visit.

Child Remain After Hours

In the case that a child remains after pick-up time, call to confirm pick-up with the primary contact. If needed, contact an additional person on the pick-up list. The child is to remain in the care of the staff until they can be picked up. If this becomes a continual problem, additional steps may be taken like a conference or fee.

After Hours Activities:

- Independent art- drawing, painting, etc.
- Assistance with Clean-up/preparation for the next day
- Hike back to base camp if on exploration at Maxwell Falls
- Free Play

Services offered for Children with Special Needs

Little Feet Forest School supports the early intervention steps to identifying and supporting young children with special needs. Upon initial application, families are asked to specify if their child has any specific physical, emotional, social, or cognitive needs. Based on their response, further information may be collected about a child's needs before admission to ensure we can properly support them in the outside environment.

Forest Schooling is highly beneficial to children who are neurodivergent, those who may have issues with sensory or emotional regulation, as well as children struggling to meet specific physical developmental milestones. We believe the natural environment can offer great support for children with special needs and encourage all to participate. Staff will collaborate with families to ensure a safe learning plan that will support their child's success.

Loss or Damage of Personal Belongings

Each child will be given a storage area for their personal belongings at Little Feet Forest School. Families should note that there is inherent wear and tear involved in outdoor play. Children will get dirty and muddy. Please keep this in consideration when planning what your child brings to forest school.

Damage or loss of personal belongings is not covered by the school. It is suggested to label your child's belongings to prevent loss.

Appropriate Clothing and Equipment for Forest School

Participants must be supplied with appropriate gear for weather conditions common in our mountain community. Below is a list of suggested gear that participants may need during various seasons:

- Snowsuit- Waterproof (not water resistant)
- Rain suit; or rain jacket and pants
- Hiking shoes
- Water Shoes
- Snow/Rain Boots- Shoes children can get on/off independently
- Sunglasses

- Hat
- Gloves and/or mittens
- Small backpack that participants can carry independently
- Water bottle
- Long underwear/base layer
- Mid-layer for winter season
- Wool socks

Transportation

Staff and children will travel by walking to approved locations only. Staff are not to transport children in a motorized vehicle. In the case of an emergency, primary contact and local authorities will be notified.

Authorization for Media Use

An authorization for media use can be found in the “Participant Information Package”. Photos may be used on the school website and social media with authorization.

Meals & Snacks

No food will be supplied to participants. Participants are to provide their own lunch and two snacks per day. Staff will facilitate set snack times at 10 AM and 2 PM, as well as lunch around 12 PM. Additionally, children can eat their food whenever they feel hungry. If your child is a snacker and tends to eat a lot throughout the day please plan accordingly.

Herbal tea will be provided on cold weather days.

Please list any food allergies and dietary restrictions on your medical appraisal forms. That way staff can ensure that no foods are being shared between friends that would cause an adverse reaction.

Behavior Guidance

All staff at Little Feet Forest School will abide by behavior guidelines as detailed in the book [Love & Logic by Charles and Jim Fay](#) (see synopsis notes with link). The principles of this approach to discipline encourage a connection with children and logical consequences to behavior.

We establish rules based on safety and the principle of being kind to ourselves, others, and nature.

If there are continual behavioral problems, a family meeting may be requested to create a specific behavior plan in collaboration with families and the child.

Rest Time & Equipment

Nap time will be provided every day around 12:00 PM. For children enrolled all day (in care for 5+ hours), nap/rest time is a licensing requirement. Nap time will take place inside the house, or may be in a hammock or safe-sleep mat inside the teepee depending on the trail site used for the day. Each child will have a safe sleep mat.

Families need to provide a sleeping roll or alternative for their child (bag with sheet/blanket). If this is a financial burden, please notify our office and one will be provided to your child. These will be sent home periodically for cleaning or upon family request.

[Link to Example Nap Mat/Roll-Amazon](#)

A portable crib is available for babies, however, because of our age requirement it will normally not be used. All safe sleep practices must be followed at all times (See safe sleep section for detailed sleep procedures).

Diapering & Toilet Training

Participants at Little Feet Forest School are required to be potty trained before their first day. All participants are to bring a clean change of clothes with them in case there is an accident.

To be considered potty-trained participants must be able to complete the following acts independently: use the toilet for both urine/feces, adjust clothing as needed to use the restroom (ex: pulling pants up and down, adjusting snow clothing, etc.), and wipe independently.

Sunscreen

Sunscreen will be applied regularly when children are outside. Families may provide a specific sunscreen if desired or a general kids' friendly sunscreen will be provided. Staff will follow all directions as specified on the outside of the sunscreen.

Secondhand Smoke

No smoking of any kind is permitted on the Little Feet base camp property at any time.

Adverse Weather Conditions

In the case of adverse weather conditions, play and instruction will take place inside the residence on the property. During this time, staff will do their best to bring nature inside, incorporating natural materials and concepts into activities that can be completed indoors.

Adverse weather conditions may include: extreme wind, low temperatures, rain or snow that impairs visibility outside, and any time weather conditions may be deemed unsafe for children and staff.

Adverse Weather Closure- Cold Temperatures

In the case where the majority of the day's temperatures are projected at below 17-20 degrees Fahrenheit, we reserve the right to cancel programs for the day. Participants impacted by such closure will receive a refund as per their daily rate.

Procedure for Notifying Parent if Child is Separated from Group

Separating a child from the group is not a technique used for discipline in our program. A child may be moved to a different area of the outside space if presenting as a threat to themselves or others in their current area. However, all children stay together in the same general area.

If a child is separated from the group by accident, proper authorities will be notified immediately. Parents will be notified immediately via phone. The second staff will conduct a search in the general area and follow all guidelines as set by the police or supporting authorities.

Emergency Response Procedures

Active Shooter

Lockdown- When the threat is outside, all external doors and windows will be locked.

Staff will guide students to the downstairs bathroom where there are no external windows. Children should be as quiet as possible until the teacher or police give a signal "all is clear". Once everyone is safe in the bathroom, staff should immediately call 911.

Evacuation- In the case of the threat, proceed to a predetermined evacuation route.

Notify the police and then emergency contacts as soon as everyone is in a safe location.

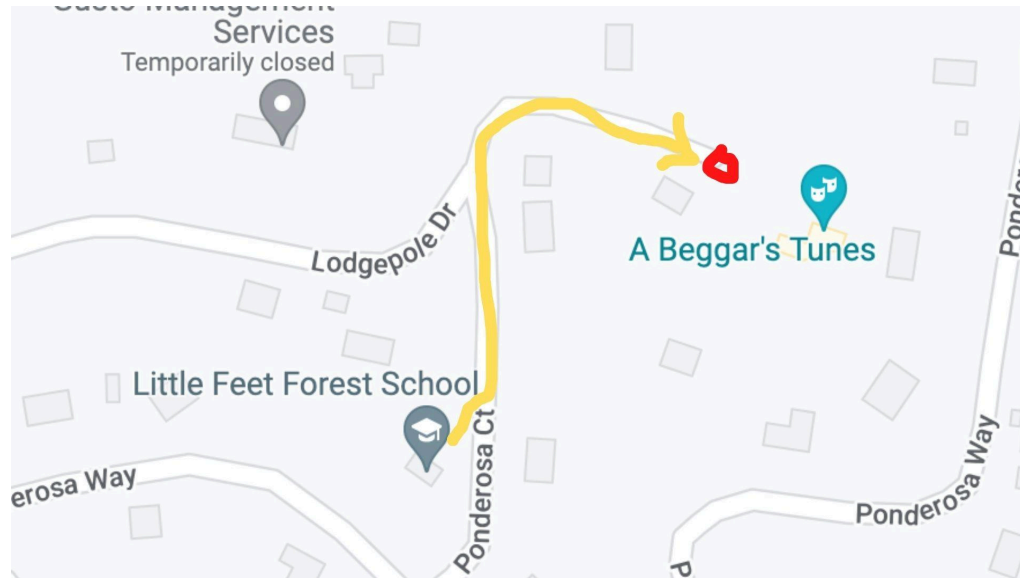
Evacuating Children w/Disabilities

If evacuation is needed and a child is unable to walk, staff will transport the child using an outdoor wagon to the predetermined evacuation site. The wagon is also brought on all outings to Maxwell Falls and can be similarly used if transport is needed outdoors.

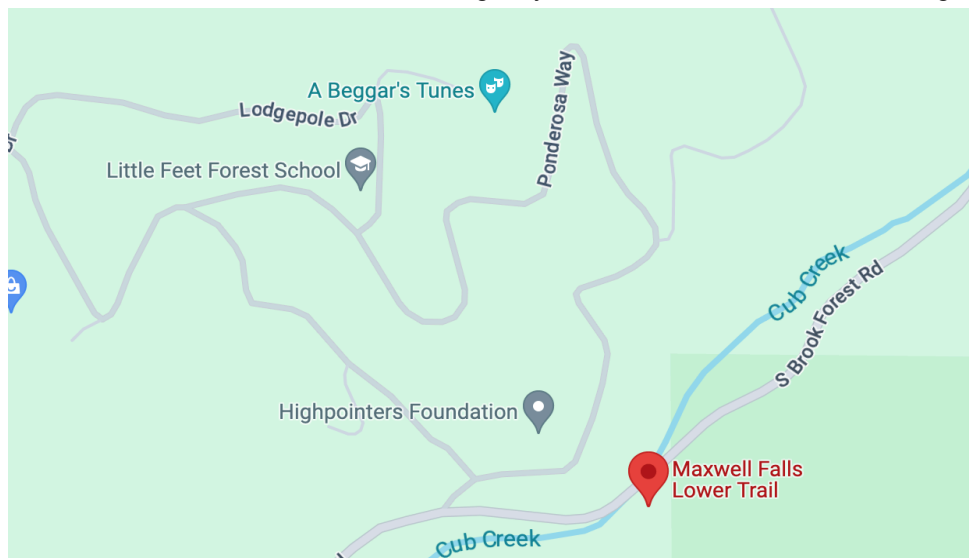
Reunification of Children and Families after an Emergency

In the case of evacuation, reunification will occur at the predetermined evacuation site. In the case we must evacuate the neighborhood, reunification will occur at the Lower Maxwell Falls parking lot, roughly .3 miles from base camp. Staff should immediately contact emergency contact lists and carry these lists during evacuation. Confirm pick-up with the child's approved pick-up list.

Neighborhood Evacuation Site



Offsite Evacuation Site- Used in an emergency where we must evacuate the neighborhood



Reporting of Child Abuse

Based on mandatory reporter guidelines and for the safety and well-being of our clients, all suspected incidents of child abuse or neglect will immediately be reported to 844-CO-4-KIDS (844-264-5437).

How to file a Complaint About a Childcare Facility

File a complaint or report a violation of regulations to the Division of Early Childcare and Learning by calling (303) 866-5958. Further information on how to file a complaint can be found at their [website](#).

Rules Regulating Child Care Facilities

A copy of all the rules and regulations governing child care facilities in the state of Colorado can be found at the Colorado Office of Early Education. Access those rules on their [website](#).

Steps Taken Prior to Suspension/Expulsion of Child

Before the suspension or expulsion of a child, staff and family will meet to create a support plan that addresses and attempts to prevent the behavior. Little Feet Forest School believes in working from student strengths and tries to refrain from punitive consequences whenever possible. We will also consult with a childhood mental health consultant or other specialist as needed.

If no changes have occurred after the behavior plan is in place, Little Feet Forest School reserves the right to remove a child from their program. A refund of their remaining tuition will be provided.

Recalls

In the case of a recall for any equipment, food, materials, or products used at the school, we will cease use immediately and notify families if their child had recently consumed, used, or came in contact with the recalled item.

Safe Sleep Policy

We follow all safe sleep policies as determined by [Colorado Shines](#); see their website for a detailed list of safe sleep practices applied at our school. Children are each provided a separate sleeping pad; families supply a nap mat/roll. All children who are in the care of Little Feet Forest School for five or more hours are provided nap time.

Policy for Interacting with Chickens & Animals

Use of Chickens & Animals at Base Camp

The school chicken coop and rabbit hutch (coming Spring 2025) are a valuable part of daily learning at Little Feet Forest School. Children witness the egg incubation process in the spring, care for chicks, and support the daily well-being of the full-grown chickens including feeding and collecting eggs. These experiences allow for first-hand experience with animals, increase empathy for natural things, and act as a form of “animal therapy” for some students.

Risks of Accessibility to Chickens, Reptiles or Amphibians

According to the Centers for Disease Control, the American Academy of Pediatrics, and the Colorado Department of Public Health and Environment, children under the age of five should not have access to chickens, reptiles, or amphibians due to the increased risk of infection and disease, making these animals unsuitable for school or childcare settings with young children. This is due to the increased risk of contracting illnesses like Salmonella. You can find more information on the Center of Disease Control website (<https://www.cdc.gov/healthy-pets/about/backyard-poultry.html>).

Precautions to Ensure Safe Interactions with Chickens

To ensure safe interaction with chickens, all access to chickens and coop are monitored by a teacher at all times. After the children are done, we wash hands at the inside bathroom using recommended hand-washing procedures. Children are not allowed to eat snacks/lunch while interacting with chickens. If a child is pecked, proper first-aid and sanitation procedures are followed as recommended by the American Red Cross.

Please see enrollment document to sign your participants permission slip to interact with animals during their time at forest school

Policy for Transition Child from Breastfeeding to Bottle/cup, or Cup to Bottle

Families and participants are responsible for providing all food and beverages, as well as preferred drinking devices. If a drink, like breast milk, requires refrigeration you will need to provide a cooler safe portable storage and/or ice packs as we are often outside and do not have access to a refrigerator.

Children are able to eat/drink based on their individual needs throughout the day. If you require a specific schedule for eating/drinking that needs to be taught directly to your participants and communicated to staff in writing; staff will support in prompting them of such schedule as needed.

Media Use Policy

TV, media, and other electronic devices are not to be used during operating hours. The only exception to this is to use an Ipad or cell phone to identify plant/animal species or to take student observation notes. Additionally, children may watch a nature-related clip or use screen devices that are connected to handheld microscopes. All electronics are used to support children's exploration of the natural environment and deepen factual knowledge when determined appropriate.

Daily Outside Play including in Periods of Inclement or Hot Weather

The format of our forest school program is to be outside, all day, in all weather types. In weather where temperatures are high, tarp shelters will be built to provide shade and regular water breaks facilitated. In the chance of inclement weather conditions where we cannot be outside, forest school will be canceled and refund/credit to your account made based on your daily tuition rate (see "Cold Weather Closure" for more details on the conditions that would prompt a school cancellation).