



LFFS Family Policies & Procedures 2024-25

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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.

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.

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.

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.

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 12:30 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. 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.

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.

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.

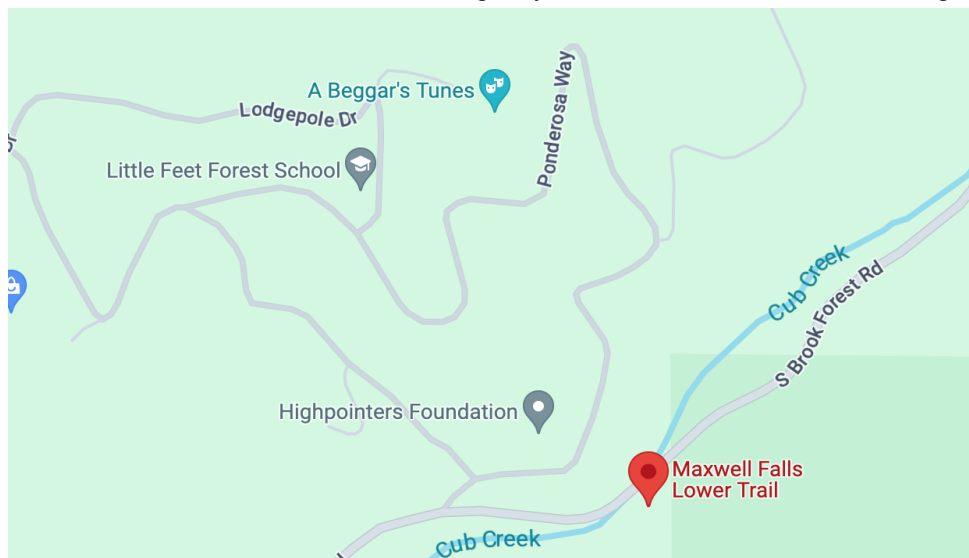
Reunification of Children and Families after an Emergency

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 childcare 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 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. 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.

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.