



Welcome to Lumarya Inc.

“Illuminating the path for every child to grow with confidence, curiosity, and compassion.”

Parent Handbook 2026



Revision

Version 1.0 – 09/29/2025 -Baseline- Lumarya acquisition of Little Mountain Climbers -S.Ali, J. Salinas

Version 2.0 – 11/17/2025 – Sunscreen & Topical form update, Health and Safety process updates – S.Ali, K_Horne-Morgan

Version 3.0 -01/01/2026 – Drop off time, Behavioral Safety – Shayan Ali

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Version 4.2 – 06/16/2026 – Billing and Payment ACH update



Table of Contents

Part I — Welcome, Mission & Communication

- Welcome Letter from Leadership
- About Lumarya Inc.
- Vision & Mission
- Licensing & Compliance
- Family Communication & Feedback

Part II — Enrollment, Tuition & Education

- Enrollment & Withdrawal
- Tuition & Associated Fees
- Education at Lumarya

Part III — Daily Operations & Health and Safety

- Safety & Wellness Commitment
- Daily Operations & Classroom Procedures & Staff
- Health & Safety Policies

Part IV — Discipline, Family Support & Acknowledgment

- Positive Guidance & Discipline Philosophy
- Family Support & Community Engagement
- Family Acknowledgment & Agreement



Part I — Welcome, Mission & Communication

Welcome Letter from Lumarya Leadership

Dear Parents and Families,

Welcome to **Lumarya Inc. Daycare, Preschool & Learning Center**). We are truly honored that you have chosen to make us part of your family's early learning journey.

As parents ourselves, we understand that choosing the right childcare center is one of the most important decisions a family can make. Having raised two children of our own, we know firsthand the trust it takes to leave your child in someone else's care each day. That trust — and the responsibility that comes with it — is at the heart of everything we do at Lumarya.

Our passion for early childhood education grew from our own experiences as parents searching for care that combined warmth, safety, and high standards. That journey inspired us to build a center where families can feel completely confident that their children are not only cared for, but truly nurtured — emotionally, socially, and academically.

While our Lumarya journey has only just begun, our commitment is clear: we will **relentlessly work toward creating higher standards**, implementing positive changes, and introducing **innovative, engaging, and developmentally rich programs** that elevate the quality of care and education for every child. Our goal is to build an environment that continuously evolves — one that grows with our children, our families, and our community.

At Lumarya, we are guided by a simple belief: that every child deserves a place where curiosity is encouraged, learning is joyful, and kindness is practiced daily. We've created an environment that reflects our values — one built on love, respect, and a genuine partnership between families and educators.

We invite you to be part of that partnership. Together, we can build the foundation for a lifelong love of learning and help every child shine in their own unique way.

With warm regards and sincere appreciation,



Shayan Ali
President, Lumarya Inc.

Marija Ali
VP/Executive Director, Lumarya Inc.

About Lumarya Inc.

Lumarya Inc. is a family-founded organization committed to transforming early childhood education through a value-driven approach.

Our school operates under the belief that every child deserves an opportunity to explore, create, and learn in a nurturing and safe environment.

By integrating academic readiness with emotional and social development, Lumarya prepares children to enter school with confidence and curiosity.

Our teachers and staff provide purposeful learning experiences that cultivate independence, empathy, and lifelong learning skills.

Our Vision

- To illuminate the path for every child to grow with confidence, curiosity, and compassion.
- To nurture the next generation of leaders, learners, and kind humans.

Our Mission

- At Lumarya, our mission is to provide a safe, nurturing, and inspiring high-quality learning environment where children thrive socially, emotionally, and academically.
- Build a long-lasting and sustainable partnership with families and communities.
- Deliver high-quality early education through a values-driven, inclusive, and developmentally rich approach—empowering every child to shine.

Licensing & Compliance

Lumarya Inc. Daycare & Preschool is fully licensed by the **Colorado Childcare Licensing and Administration**, and adheres to all regulations set forth by the **State of Colorado**, the **El Paso County Health Department**, and the **Fire Department**.

We thrive to meet and often exceed these standards to ensure the safety, health, and development of all children entrusted to our care. Our center continues to maintain strict compliance with all state inspections, staff qualifications, and safety protocols with focus on continuous improvement.



Family Communication & Feedback

Open and transparent communication is central to Lumarya's philosophy. We view families as partners in a child's development and actively encourage feedback, dialogue, and participation.

Parents are encouraged to reach out to teachers or the Center Director for any questions or concerns. Written feedback is preferred for documentation purposes, but families are always welcome to schedule meetings for in-person discussions.

Each year, Lumarya will conduct an **Annual Family Survey** as part of our Quality Improvement Plan.

This survey allows parents to share perspectives and ideas for enhancing the care and education we provide.

Survey results are reviewed by the leadership team, and outcomes are shared transparently through Childcare Management Application (Lillio) , email, and in-center postings.

We also plan to host **quarterly parent meetings and town halls**, creating opportunities to engage in open dialogue about our curriculum, operations, and continuous improvement initiatives.

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Concerns, Complaints, or Comments

If at any point in your time with Lumarya inc. dba Little Mountain Climbers you have a concern, complaint, or any comment, we welcome you to share this with us. We prefer this to be written so the information can be communicated accurately and seen by all members of the leadership team, should that be needed.

The leadership team is available during office hours should you have an immediate concern, complaint or comment. We will work swiftly and diligently to ensure that all problems or disputes are resolved in a timely manner.

Should you have any issues regarding our operations you are able to contact State Licensing for the State of Colorado.



Childcare Licensing and Administration
710 S. Ash Street, Denver, CO 80246
303.866.5948 or 800.799.5876

Part II — Enrollment, Tuition & Education

Enrollment & Withdrawal

Acceptance Policy

Lumarya Inc. Daycare & Preschool provides childcare services without discrimination on the basis of race, color, sex, religion, national origin, or ancestry.

We strive to accommodate linguistic and cultural diversity to the extent possible.

Families requiring translation support should notify our enrollment team during the admission process. In situations where safety or supervision could be impacted due to language barriers, families may be asked to appoint a translator for initial documentation and orientation.

Requirements Before Enrollment

To complete enrollment, families must submit the following:

- Completed Enrollment Packet
- First Week's Tuition (Private Pay)
- Current Health Physical and Immunization Record (within 30 days of start date)

Lumarya accepts children from **six weeks through twelve years of age**, consistent with Colorado state licensing requirements.

Hours of Operation / Program Schedule / Age Groups

Lumarya is open Monday through Friday, 7:00 AM to 5:00 PM. Drop off cut off time is set for 9:00 AM.

All enrollment is considered full-time, with a maximum of 10 hours of care per day. If care is needed beyond 10 hours, please speak with an Enrollment Specialist for approval.

A full-time day is considered 5 hours and 1 minute or more. Any day on which a child attends 5 hours or less will be billed at the part-time rate.



Program Enrollment & Daily Schedule

Every child is enrolled in a program that follows a structured daily routine tailored to their age and developmental stage.

If you have questions or concerns about your child's classroom schedule or activities, please speak with your child's teacher or the Center Director.

Age Groups & Program Offerings

Lumarya proudly serves children from 6 weeks to 12 years old, offering developmentally appropriate programs designed to inspire learning, exploration, and growth at every stage.

Infant Program (6 Weeks – 18 Months)

Our Infant Program provides a warm, nurturing environment centered around individualized care routines, sensory play, early communication, and relationship building.

Toddler Program (12 Months – 36 Months)

Our Toddler Program supports active learners through hands-on experiences that build early language, motor skills, social interaction, and independence.

Preschool Program (3 – 5 Years)

Our Preschool classrooms prepare children for the next level of learning. Through a balanced curriculum of play, structured lessons, and creative exploration, children gain foundational skills in literacy, math readiness, problem solving, and teamwork.

Pre-K & Afterschool Program (6 – 12 Years)

Our Pre-K program focuses on kindergarten readiness and building confidence through structured learning and cooperative projects.

For school-age children, our Afterschool Program offers homework support, enrichment activities, recreation, and a safe, supportive space to unwind and learn after school hours.



Withdrawal Notice

Care at Lumarya d/b/a Little Mountain Climbers is not contracted, and families are not obligated to attend for a minimum period.

Families may withdraw their child from care at any time.

A **two-week written notice** is required to ensure appropriate transition planning for the child and classroom.

Online Withdrawal forms link can be found below or can be obtained at the front desk

[Lumarya Child Withdrawl Form](#)

Behavioral Safety & Immediate Termination Policy

Lumarya Daycare and Preschool is committed to providing a **safe, nurturing, and structured environment** for all children, families, and staff.

While we strive to work collaboratively with families to address behavioral challenges and support each child's development, there may be situations where a child's behavior or circumstances create a **safety risk to themselves, other children, or staff**.

In such cases, the center reserves the right to **immediately suspend or terminate enrollment** without the standard two-week withdrawal notice.

Immediate termination of care may occur under circumstances including, but not limited to:

- Behavior that poses a **safety risk to the child, other children, or staff**
- Repeated **aggressive or disruptive behavior** that cannot be safely managed within the classroom environment
- Situations where the center is **unable to reach a parent or emergency contact during an urgent situation**
- Failure to comply with center policies that protect **health, safety, and licensing requirements**
- Situations where continued care would place the center **out of compliance with state regulations or program requirements**

When possible, the center will attempt to work with families to develop appropriate strategies, provide guidance, and allow time for corrective action. However, when an incident presents an **immediate safety concern**, Lumarya may determine that continued care is no longer appropriate.

In such cases, enrollment may be **terminated immediately at the discretion of the Center Director or ownership**.



Lumarya's primary responsibility is to ensure the **safety and well-being of all children and staff in our care.**

Parent Conduct Policy

We are committed to maintaining a safe, respectful, and professional environment for all children, families, staff, and management. Parents and guardians are expected to always communicate respectfully.

Any aggressive, threatening, abusive, intimidating, or disrespectful behavior toward staff or management—including verbal, written, or physical conduct, will not be tolerated. Such behavior may result in immediate disenrollment of the child(ren) from our program at the sole discretion of management.

Scheduled Closures & Weather Delays

Lumarya observes the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Tuition is charged in full for these weeks.

Weather Delays and Closures:

Purpose

- This policy outlines the procedures and guidelines for Lumarya dba Little Mountain Climbers regarding weather-related delays and closures, ensuring the safety of our children and staff while maintaining clear communication with families.

Notification Methods

- Families will be notified of weather-related delays or closures through Childcare Management Application (Lillio) . Please ensure that your contact information is up to date to receive timely notifications.

Operational Hours

- District 11 Two-Hour Delay
 - If District 11 announces a two-hour delay, Lumarya dba Little Mountain Climbers will operate during regular hours (7:00 AM - 5:00 PM).
- District 11 Closure.
 - In the event of a District 11 closure, Lumarya dba Little Mountain Climbers will implement a delayed start based on weather/road conditions and staff availability

Limited Capacity



- There is a possibility that we may need to operate at a limited capacity during weather events if we do not have enough staff available. The number of children we can accommodate will be determined by staff availability, and we will notify families of the capacity as soon as we know.

Drop-off and Pick-up Procedures

- The cutoff time for drop-off is 9:00 AM. Families arriving after this time should contact the center at 719-755-0611 for further instructions.
- Pick-up times will remain the same unless otherwise communicated during extreme weather events.

Credits for Closures

- Please note that no credits will be issued for days missed due to weather-related closures.

Emergency Procedures

- In the event of severe weather (such as blizzards or storms), we will follow local safety guidelines provided by authorities such as the Colorado Springs Police Department or other relevant experts. Additional procedures may be implemented as necessary, including early dismissal, evacuations, or lockdowns to ensure the safety of all children and staff.

Vacation Policy

At Lumarya Inc. Daycare & Preschool, we understand the importance of family time and offer a vacation policy to accommodate the needs of our enrolled families. Please review the following guidelines regarding vacation time:

- **Entitlement:**
 - Every family enrolled is entitled to two weeks of vacation per calendar year. During this time, families have the flexibility to plan and enjoy time away without incurring additional tuition fees. However, families are still responsible for paying to hold their child's slot during vacation periods. Only private pay families and families receiving assistance through CCA are eligible to receive a credit for these vacation days.
- **Exceeding Vacation Time:**
 - If the vacation time needed exceeds the two weeks provided, families will be required to pay to hold their child's slot. This ensures that their child's place in the program is reserved during an extended absence.
- **Advance Notice:**



- Vacation requests must be submitted at least 2 weeks in advance to qualify for a credit. If the request is submitted after the 2-week window, no credit will be given. However, the day will remain available for use at a later time. This allows us to manage staffing and resources effectively while accommodating the needs of all families.

- **Non-Retroactive Application:**

- Vacations cannot be applied retroactively. This means that if a family is absent the week before their requested vacation and incur tuition charges, vacation days cannot be applied for that period.

Vacation FAQs

- **Am I eligible for a vacation credit?**

Credits for vacation time are applicable only to private pay families and families receiving assistance through CCA. Private pay families pay full price for their child's slot, and providing vacation credits helps offset the cost of unused care during vacation periods. Families receiving assistance through CCCAP and UPK already receive support for tuition costs and therefore are not eligible for vacation credits.

- So if I am not receiving credit, why do I need to submit a vacation request?

The vacation request serves as a label. It facilitates our process of knowing which children will be present during the week of that vacation.

- If I am eligible for credit, when will I receive it?

For private pay families, the credit is applied to your account the Friday before the requested vacation. For CCA families, your credit is not applied



Diapering, Toileting & Toilet Training Procedures

Lumarya Inc. is committed to maintaining safe, sanitary, developmentally appropriate, and respectful diapering and toileting practices in accordance with Colorado licensing requirements, Board of Health standards, and center health and safety procedures.

Parent Responsibilities

Parents/guardians are responsible for providing the following items for children who require diapering or toilet training support:

- Adequate supply of diapers and/or training pants (pull-ups)
- Baby wipes or approved wipes for diapering and toileting
- At least one (1) complete extra change of clothing (two recommended during toilet training periods)
- Additional clothing, underwear, socks, or personal care items as requested by classroom staff based on the child's developmental needs

Families are expected to replenish supplies as needed to ensure adequate daily availability.

Baby powder, talcum powder, medicated powders, or aerosol diapering products are not permitted at the center due to health, respiratory, sanitation, and safety considerations. Any medically necessary diapering product must be approved in advance and accompanied by physician instructions when required.

Diapering Procedures

Children requiring assistance with diapering will be changed in designated diapering areas following required sanitation, health, supervision, and infection-control procedures.

Staff will:

- Maintain active supervision and name-to-face accountability during diapering
- Use proper sanitation and handwashing procedures before and after diaper changes
- Sanitize diapering surfaces and dispose of diapers appropriately after each use
- Follow universal precautions and required hygiene procedures
- Document diapering or toileting needs as required through Lumarya's approved child management system (Lillio) or classroom procedures

Children will be changed regularly, checked frequently, and changed promptly when soiled to ensure cleanliness, comfort, health, and dignity.

Toilet Training Expectations



Lumarya supports children and families through toilet training using positive guidance, consistency, encouragement, and developmentally appropriate expectations.

Toilet training readiness varies by child and may include:

- Demonstrated interest in toileting
- Ability to communicate toileting needs verbally, physically, or through cues
- Ability to remain dry for increasing periods of time
- Developmental readiness and participation in toileting routines
- Increasing independence with clothing and restroom participation

Families are encouraged to work collaboratively with classroom teachers to support consistency between home and school during toilet training.

If a child is enrolled in a classroom (2's Room and TOD 3) participating in toilet training, parents/guardians are required to provide extra clothing and wipes to support accidents, hygiene, and developmental progress.

Lumarya understands that accidents are a normal and expected part of toilet training and developmental growth. Children will be supported respectfully, and occasional accidents—particularly during nap/rest periods—will not be considered a failure of potty-training progress.

Fully Toilet Trained Expectations

For classroom transition purposes, a child is generally considered fully toilet trained when they:

- Consistently communicate the need to use the restroom
- Demonstrate toileting independence appropriate for age and development
- Successfully use the toilet with minimal assistance
- Maintain reasonable consistency in remaining dry during classroom routines
- Participate in restroom hygiene appropriate to developmental age, including handwashing and self-care skills with reasonable supervision

Children are not expected to demonstrate perfection during early independence, and occasional accidents may still occur.

Medical Exceptions

If a medical, developmental, behavioral, or disability-related condition impacts a child's ability to become fully toilet trained by age expectations associated with classroom placement, Lumarya may request supporting medical or professional documentation to evaluate reasonable accommodations, classroom placement, and licensing requirements.

Each situation will be reviewed individually while balancing developmental readiness, child success, classroom safety, and applicable licensing requirements.

Parent message Example:

Hello Parent Name,

Congratulations! (Student Name) has successfully continued onto the next step in their Program.

Under observation your Teachers and Directors have determined that your child has:

-Successfully achieved the necessary developmental and academic milestones expected for their age group

Effective (transition date), your child's new homeroom is changing from (INF 4) to (TOD 1) (Student Name) new teachers are:

Ms. – - Lead Teacher

Ms. – - Teacher's Aide

Please let us know if you have any questions and please feel free to set up a meeting with the directors if you have any questions or concerns regarding this transition.

For children that are transitioning as a brand new student into the center, especially where that transition is hard either for the parents or for the child, we first keep an open line of communication with the parents and our teachers/admin. We discuss more with the parents about the nature of the transition into our care (i.e. is it their first time in care? Did they just move here? Did they move from a home daycare? Was there any recent traumas at home or their old care? etc.) and find out the easiest way to make that child as comfortable as possible. Our main priority with brand new students is to get them into a routine where they can feel well adjusted and comfortable.

For children that are transitioning out of our care (either by parent withdrawal or pre-k children going to kindergarten), we provide any information the parents request prior to them leaving. As a student prepares for kindergarten, our teachers communicate with the parents during parent teacher conferences about the school they are attending and provide any resources the parents need to help register or prepare for their new transition. Lumarya Inc. (dba LMC) organizes a parent teacher conference in April and October of each year. However, a parent is more than welcome to make an appointment outside of those dates to discuss the educational, social/emotional and behavioral progress of their child.



Records & Confidentiality

A record will be kept for each child that attends Lumarya . All of the information retained in this file will be completed: enrollment documents, immunizations, and health records required according to the state. All records are confidential and will only be viewed by the child's teacher, the director and authorized personnel for the State of Colorado Licensing Office.

Any information that changes such as home address, telephone numbers, emergency contacts or custody of the child must be reported to the center director in order to maintain updated records.

All parent information is confidential and will only be reviewed by the Management team, State Licensing employees, Lumarya staff, or the parents themselves.

Should a divorce or separation change the visitation or custody of a child, Lumarya will abide by any legal document stating this information.

Tuition & Associated Fees

Lumarya strives to maintain transparent and equitable billing practices while supporting operational sustainability and quality care.

All rates are set for the year and are likely to increase annually. If you have any questions about the program rates, please contact enrollments@lumarya.inc or call 719-755-0611.

All programs at Lumarya are considered full-time. A full-time day is required and means a child is in attendance for more than 5 hours a day.

Other Fees:

Late Pick Up Fee

Check Resubmission Fee

Returned Check

Absent Charges

Part Time Charges

Payments must be made with credit/debit card or automatic payment. A refund can be issued within 30 days of payment. There must be no balance owed to receive a refund.

Weekly Tuition

Tuition at Lumarya Inc. will be posted on a weekly basis. All payments must be made the first day of the week unless a payment arrangement has been made with Administration.

Should a family want a detailed statement, they may request this via email to enrollments@lumarya.inc . Payments can be made via credit card or ACH and can be done at the reception desk located in the lobby.



Any payment made with a credit card will be charged an additional 2.9% for processing fees.
Any payment made with ACH will be charged a fee of \$0.60 for processing fees.
All private pay families will be required to be on auto payment via ACH or Credit/Debit card.

Outstanding Balances

Lumarya Inc. does not allow any outstanding balances to remain on the account for longer than two weeks. An outstanding balance is considered a balance of \$25 or more. If the balance is not paid or a payment arrangement has not been made with the finance department before the two weeks, Lumarya reserves the right to turn the account over to collections with a \$50.00 fee assessed.

This policy allows Lumarya to not assess any late fees that would hinder a parent more financially. This policy is to promote communication and prompt solutions regarding financial assistance and to promote financial responsibility for all families.

Billing and Account Credits Policy

At Lumarya we strive to maintain transparency and fairness in our billing practices while providing a high-quality learning environment for all children. The following policy outlines our approach to billing and account credits:

Weekly Tuition & Billing Cycle

Our billing cycle operates on either a **weekly or monthly basis**, depending on your selected assistance program or enrollment plan. Tuition fees are due **at the beginning of each billing period** to ensure consistency and fairness for all families within our program.

Families who choose **weekly payments** must submit tuition **every Monday before drop-off** to maintain enrollment. Those who select **monthly payments** are required to pay on the **1st of each month** before drop-off.

If you are unable to make a payment on the specified day, please contact the **enrollment department** in advance to discuss alternative arrangements. We do ask that families maintain a **consistent payment rhythm** once established. For example, if you receive your salary on Thursday and pay that day for the upcoming week, please continue following that Thursday schedule. Consistency allows us to plan effectively and maintain smooth operations for all families.

This structure helps us manage our resources responsibly and ensures that your child's care and educational experience remain uninterrupted. Should you have any questions about payment options or schedules, please contact our **finance department**—we're happy to assist.



Credits for Sickness or Behavioral Send outs

Unless otherwise discussed and approved in advance under exceptional circumstances, **tuition credits are not issued** for days missed due to illness or behavioral send outs.

Our commitment to operational sustainability, including staffing, classroom ratios, and resource planning—requires us to maintain consistent billing practices. We appreciate your understanding and cooperation, as this approach allows us to continue delivering the high-quality care and education that every child deserves.

Colorado Child Care Assistance Program (CCCAP)

At **Lumarya Inc.** one of our core goals is to make high-quality early education accessible to families from all backgrounds. Through the **Colorado Child Care Assistance Program (CCCAP)**, we are proud to support families who may not otherwise have access to quality childcare.

Before enrollment is finalized, families must provide proof of **CCCAP acceptance** from the state's program.

Monthly CCCAP copayments are posted on the **first business day of each month** and must be paid on that day unless an alternative payment arrangement has been approved by the Lumarya finance department.

If payment or an arrangement is not made, the account will be considered **past due**. After two weeks of nonpayment, the child's enrollment slot may be **forfeited**, and the account may be sent to collections with a **\$50 administrative fee** applied.

Lumarya values strong partnerships with all families and encourages proactive communication with our finance team to avoid interruptions in care. We are here to help families find workable solutions while maintaining fairness and consistency for all enrolled.

Pick Up After Closing

Each day, children must be picked up by 5:00 pm MST. If you anticipate being late, please call and notify the front desk before closing time.

Families are granted one "freebie" late pick-up per year. After the first incident, fees will apply for any late pick-ups after 5:00 pm.



Outstanding late balances must be resolved before a child can return to Lumarya (dba LMC).

1st Late Pick Up: "Freebie"/Warning

2nd Late Pick Up: \$50.00 + \$1.00 per minute late (**CANNOT RETURN UNTIL BALANCE IS PAID**)

3rd Late Pick Up: \$100.00 + \$1.00 per minute late & (**CANNOT RETURN UNTIL BALANCE IS PAID**)

Late pick-ups after the third incident will incur a charge of \$100.00 + \$1.00 per minute.

At Lumarya , we prioritize the safety and well-being of every child under our care. Our standard late pickup policy extends until 5:00 pm. However, in the event that a child has not been collected by this time without prior notification, we take immediate action. Our first step is to contact the primary guardian and all emergency contacts listed on file to ensure the child's safe return home. We recognize that unforeseen circumstances can occur, and we are committed to collaborating with parents and guardians to safeguard the child's welfare.

Should our attempts to reach emergency contacts prove unsuccessful, we may need to involve law enforcement as a last resort to guarantee the child's safety. Please be assured that we approach this measure with the utmost caution and consideration for the child's well-being. We value transparent communication and encourage parents to keep their emergency contact information current.

****If this issue persists, disenrollment may be considered. ****

Tuition is billed weekly and due on the **first day of each week**, unless other arrangements are made with the finance department.

Families choosing monthly billing must pay by the **1st of each month**.

Payments may be made via **ACH** or **credit card**.

Processing fees apply: **2.9%** for credit/debit transactions and **0.60% (Max \$2)** for ACH transfers.



Outstanding Balances

Balances exceeding **\$25** and outstanding for more than **two weeks** may result in suspension of care until payment or a payment arrangement is made.

Accounts left unpaid may be referred to collections and assessed a **\$50 administrative fee**.

Lumarya encourages open communication with families regarding financial challenges to avoid interruptions in care.

Payment Arrangements & Financial Support

Lumarya understands that financial hardships can arise.

Families may request a **payment plan** or short-term payment deferral by enrolling in our offered programs. More details can be obtained by contacting enrollments@lumarya.inc

Consistent communication and adherence to the agreed plan are required to maintain enrollment.

Education at Lumarya

At Lumarya, education focuses on **curiosity, creativity, and social-emotional growth**.

Our curriculum emphasizes hands-on learning experiences that build foundational academic skills while nurturing individuality.

Curriculum

At **Lumarya Inc.** our goal is to inspire every child to reach their fullest potential.

We achieve this through a **comprehensive weekly curriculum** designed to foster growth across all areas of development — academic readiness, creativity, social-emotional skills, and physical well-being.

Our teachers use hands-on learning, art, movement, and play to help children build confidence, curiosity, and a lifelong love of learning.

Parents receive regular updates on their child's progress and milestones through **Childcare Management Application (Lillio)**, our childcare communication platform.



If you ever have questions or concerns about your child's curriculum or classroom learning experiences, please reach out to the **Center Director** — we believe open dialogue strengthens the partnership between families and educators.

Continuity of Care

At Lumarya, we recognize the importance of stability and trusted relationships in a child's development.

We strive to maintain **primary caregiving practices and continuity of care** by keeping the same teachers assigned to specific classrooms whenever possible.

Our infants and toddlers typically remain with the same group of caregivers for about a year as they transition through each program. While teacher schedules may vary due to time off, training, or other factors, we do everything we can to ensure children see familiar, consistent faces each day.

We believe these practices foster comfort, confidence, and secure attachments — allowing children to thrive socially and emotionally as they grow in our care.

Child Encouragement

Every child deserves to feel proud of their achievements and progress.

Lumarya's staff members are dedicated to recognizing and celebrating each child's growth through **positive reinforcement, encouragement, and recognition of accomplishments**.

This may include classroom rewards for completed projects, personalized appreciation, or showcasing children's work within the classroom.

Parents will also receive milestone updates through **Childcare Management Application (Lillio)** to share in their child's accomplishments.

Semi-Annual Parent-Teacher Conferences

At Lumarya, we believe that parents play an essential role in their child's learning journey.

To strengthen communication and collaboration, we hold **Parent-Teacher Conferences twice per year** — typically in **November** and **March**.

During these meetings, families and teachers review developmental progress, celebrate milestones, and discuss goals for continued growth.



While all programs operate year-round, our **academic year** runs from **September through May** to align with key developmental and curriculum planning periods.

Field Trips

Field Trips, Transportation & Child Transportation Safety

Lumarya Inc. believes field trips and off-site experiences may provide meaningful educational, developmental, and enrichment opportunities that extend learning beyond the classroom environment.

At this time, Lumarya does not routinely provide transportation or conduct regular field trips; however, field trips, community outings, educational visits, or transportation-related activities may be offered periodically in the future.

Parent Notification & Authorization

Parents/guardians will receive reasonable advance notice of any planned field trip, off-site activity, or transportation-related event whenever practicable.

Prior to participation, parents/guardians will be provided with information regarding:

- Destination and purpose of the trip
- Transportation arrangements (if applicable)
- Departure and return expectations
- Required items or preparation for participation
- Emergency contact procedures
- Required permission and authorization forms

Written parent/guardian authorization is required prior to participation in any field trip or transportation activity.

Parents/guardians may also be invited to participate, volunteer, or assist with approved field trip activities when appropriate.

Transportation Safety & Supervision

In situations requiring transportation of children, Lumarya may utilize licensed, insured, and appropriately authorized transportation providers or operators qualified to transport preschool and school-age children in accordance with applicable laws, licensing requirements, and safety standards.

Lumarya staff will maintain active supervision, child accountability, and ratio compliance during transportation-related activities and will implement required safety procedures, including but not limited to:

- Name-to-face accountability and attendance verification before departure, during transitions, upon arrival, and prior to return
- Child counts during loading, unloading, and destination transitions
- Active staff supervision during vehicle entry, seating, travel, unloading, and destination movement
- Verification that children are properly seated and supervised according to applicable age, safety, and transportation requirements
- Appropriate staff positioning and supervision during loading and unloading activities
- Ongoing communication and emergency preparedness during transportation events



Employees and supervising adults are responsible for ensuring no child is left unsupervised during transportation, loading/unloading procedures, or destination transitions.

Emergency Preparedness During Transportation

Lumarya staff will maintain emergency contact information, attendance records, accountability procedures, and emergency response readiness during transportation and field trip activities.

In the event of an emergency, illness, accident, delayed return, transportation disruption, or unexpected incident, Lumarya leadership and parents/guardians will be notified as appropriate, and emergency procedures will be followed to ensure child safety and accountability.

Lumarya reserves the right to modify, postpone, cancel, or limit participation in any field trip or transportation activity for safety, staffing, weather, operational, licensing, or child-specific considerations.

Arrival Expectations for Field Trip Days

On planned field trips or off-site activity days, families are expected to arrive no later than the communicated departure time.

Children arriving after the scheduled departure time may not be able to participate in the field trip unless prior arrangements have been approved by Lumarya leadership.

When pre-approved and operationally feasible, parents/guardians may be responsible for transporting their child directly to the field trip destination and coordinating arrival with Lumarya staff. Such arrangements must be made in advance to ensure child supervision, attendance accountability, staffing ratios, and safety requirements can be maintained.

If prior arrangements have not been approved and the classroom or group has departed for the field trip, on-site care or supervision may not be available during the scheduled outing period. In such situations, the child may need to remain at home or return once the classroom/group has resumed normal operations.

Lumarya reserves the right to deny late participation in a field trip if attendance accountability, transportation logistics, child safety, staffing, supervision, or licensing requirements may be impacted.

Media & Screen-Time Policy

Lumarya limits screen time to **short, educational programming** that complements the curriculum.

Screen use does not exceed **two hours per week for preschoolers** and **one hour per week for toddlers**.

All media content is rated **G or PG** and pre-approved by the Center Director.



Part III — Daily Operations & Health and Safety

Lumarya's Safety & Wellness Commitment

At **Lumarya Inc.** the safety and well-being of every child are our highest priorities. We believe that a secure, organized, and health-conscious environment allows children to thrive emotionally, socially, and academically.

Our policies are built on proactive prevention, transparent communication with families, and full compliance with state and county health regulations.

From daily classroom routines to emergency preparedness, we maintain the highest standards of care to ensure that every child feels safe, supported, and ready to learn.

Daily Operations & Classroom Procedures

Arrival and Departure

Children may arrive at the center **no earlier than 7:00 AM.**

If your child will be absent for the day, please notify the center as soon as possible.

Every child must be **escorted to their classroom** by a parent or guardian during drop-off.

If a class is away from the building due to an excursion, your child will temporarily join another classroom (either one level lower or higher, depending on ratios) until their class returns.

To maintain consistency and minimize classroom disruption, children enrolled in **toddler or preschool programs** may not be dropped off between **11:00 AM and 2:30 PM**, except with **prior approval from the Center Director** and a **doctor's note** at the time of arrival.

Please note:

Families participating in **CCCAP** who arrive **after 2:30 PM** will not receive full-time hour credit for that day.

All children must be **picked up no later than 5:00 PM.**

Children may only be released to **authorized contacts** listed in the enrollment packet.

The center cannot release a child to anyone not listed as an authorized contact.



Classroom Sign-In and Sign-Out

All students enrolled at **Lumarya Inc. Daycare & Preschool** must be signed in and out each day.

Upon arrival, families must:

- Sign in using the **Childcare Management Application (Lillio)** system.
- Check in with the **opening classroom teacher** to ensure proper attendance tracking.

At pick-up, families must:

- Sign out through **Childcare Management Application (Lillio)**.
- Inform the **teacher** directly that the child is being dismissed.

These procedures ensure that all children are safely accounted for throughout the day.

Daily Cutoff Time – 9:00 AM

To maintain consistency and quality in our daily schedule, Lumarya has implemented a **daily cutoff time of 9:00 AM**.

This policy ensures smooth classroom operations and supports each child's learning experience.

Why We Have a 9:00 AM Cutoff:

Maintaining Learning Routines

Our curriculum begins each morning with structured, age-appropriate learning activities. Arriving by 9:00 AM ensures that children participate in the full morning routine, fostering consistency, engagement, and success in their daily learning.

Staffing and Resource Allocation

Knowing which children are present by 9:00 AM helps us accurately plan classroom staffing and resources for the day. This allows us to maintain proper ratios and ensure safety and supervision for all children.

Safety and Security

The cutoff time helps us confirm attendance early in the day, allowing staff to quickly identify any discrepancies and ensure that every child expected to be at the center is accounted for.



Maximizing Program Effectiveness

A consistent start time ensures children are present for the full range of activities, group experiences, and lessons—maximizing the developmental benefits of their day at Lumarya.

Authorized Contacts

An **authorized contact** is an individual listed in your child’s enrollment packet as approved for pick-up.

All authorized contacts must present **photo identification** upon arrival.

If you wish to **add or remove** an authorized contact, please visit the front desk to complete an **Authorized Contact Update Form**.

Lumarya’s policy is to remain **neutral in custody disputes**.

We will only remove or restrict a legal guardian’s access upon receipt of official **court documentation** specifying custody arrangements.

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Authorized Contacts & Visitor Policy

Children will only be released to individuals listed as **authorized contacts** on their enrollment form.

Photo identification is required for anyone unfamiliar to staff.

We understand that parents or authorized guardians may occasionally wish to bring **extended family members**—such as grandparents or relatives—when dropping off or picking up their child.

While we warmly welcome these visits, families must **notify the Center in writing (messaging via Lillio app is acceptable) at least one day in advance** so we can prepare and maintain safety standards.

At **Lumarya Inc.** we value community involvement and welcome both visitors and volunteers who wish to contribute to our program.

All **volunteers** must complete a **screening and background check process** equivalent to that of employees before participating in any classroom activities.

Students seeking observation or practicum hours are encouraged to contact the Center Director **well in advance** to allow sufficient time to complete the required screening and approval process.



We also encourage **parents and guardians** to visit their child's classroom. To help us plan appropriately and maintain a secure environment, we ask that parents provide **advance notice** of their visit whenever possible.

Upon arrival, all visitors must:

- Enter through the **main lobby**
- **Sign in** at the visitor check-in book or kiosk
- Present valid **photo identification** if requested
- **Wear a visitor badge** for the duration of their visit

These procedures help us ensure the safety and accountability of everyone in the building at all times.

Lost Child / Missing Child Protocol

At Lumarya Inc., child safety, supervision, and accountability are our highest priorities. Employees are required to maintain continuous active supervision, name-to-face accountability, attendance verification, and teacher-to-child ratio compliance at all times to ensure every child is properly supervised and accounted for throughout the day.

Routine attendance verification, name-to-face accountability checks, classroom transitions, child counts, and attendance procedures through Lumarya's approved child management system are conducted throughout the day to reduce risk and maintain child safety.

A child must never be assumed present without verification. Any uncertainty regarding a child's location must be treated as an immediate emergency requiring immediate action.

Immediate Response Procedures

If a child's location cannot be immediately confirmed, staff will take the following actions without delay:

1. Immediate Supervision & Classroom Containment

- Staff will immediately secure and actively supervise all remaining children to maintain safety and required ratios.
- Staff will immediately conduct a name-to-face accountability verification and confirm attendance records.
- Leadership will be notified immediately.

2. Immediate Internal Search

Staff and leadership will immediately conduct a systematic search of all areas of the building and surrounding property, including but not limited to:



- Classrooms and adjoining spaces
- Bathrooms and diapering/toileting areas
- Playground areas and outdoor spaces
- Gymnasium and shared common areas
- Hallways, offices, storage areas, exits, and entry points
- Parking lot perimeter and facility grounds, when appropriate

Staff will immediately review recent classroom transitions, attendance records, sign-in/out information, staffing assignments, and child movement history to verify the child's last known location.

3. Notification of Authorities and Parents/Guardians

If the child cannot be immediately located following an expedited internal search, Lumarya leadership will:

- Contact local law enforcement (911) immediately
- Notify the child's parent(s)/guardian(s) without delay
- Provide all known identifying information, last known location, clothing description, attendance details, and relevant supervision information to emergency responders

4. Continued Response Following Emergency Notification

After local authorities have been contacted, Lumarya staff and leadership will continue emergency response efforts by:

- Maintaining active supervision and safety of all remaining children
- Assigning staff to support law enforcement and emergency personnel as directed
- Continuing coordinated search efforts internally and externally, as appropriate and directed by emergency responders
- Reviewing security camera footage, attendance records, classroom transitions, and staff movement records to support emergency response efforts
- Securing entrances, exits, and relevant areas to support emergency response and preserve situational awareness
- Maintaining ongoing communication with the child's family and emergency personnel as directed by leadership
- Documenting timelines, actions taken, notifications made, and relevant observations

5. Reporting, Documentation & Corrective Action

Following resolution of the incident, Lumarya leadership will:

- Complete required incident documentation and reporting requirements
- Notify applicable licensing agencies, authorities, and regulatory bodies
- Conduct an internal review of supervision practices, staffing, transitions, attendance verification, and contributing factors
- Implement corrective actions, retraining, procedural updates, or safety improvements as needed to reduce future risk



- Take disciplinary action when supervision failures, policy violations, or noncompliance contributed to the incident

Failure to maintain child supervision, name-to-face accountability, attendance verification, or required safety procedures may result in disciplinary action up to and including immediate suspension or termination depending on the severity and circumstances of the violation

Child Supervision

All children are **actively supervised at all times**—in classrooms, on the playground, in hallways, and during transitions such as restroom breaks or outdoor play.

When a child needs to use the restroom, they will be **escorted by an available teacher** or qualified staff member.

Classroom doors and sightlines are maintained to support full visibility and supervision.

Each classroom follows a **posted daily schedule**, located by the classroom door.

If a class's routine changes temporarily (e.g., a special activity or event), an **updated schedule** will be clearly posted, so staff and parents know where the children are at all times.

These procedures reflect Lumarya's commitment to maintaining a safe, organized, and transparent environment for every child in our care.

Visitors in the Workplace

Visitor Policy

For the safety of our children, staff, and families, **only authorized visitors** are permitted in the center. All visitors must enter through the **main lobby** and **sign in and out** at the front desk using Lumarya's Lobbytrack digital app

Visitors must present a **valid government-issued photo ID** before being granted access.

Any unfamiliar person attempting to pick up a child must have their identity **verified by staff** against the child's authorized pick-up list before the child is released.

Lumarya reserves the right to deny access to any individual who does not follow visitor procedures or poses a potential safety concern.

Visitor/Volunteer Pass Procedure



To ensure all visitors are easily identifiable, Lumarya uses a **Visitor Pass Sticker System**.

Procedure:

1. After signing in, visitors will receive a **Visitor Pass Sticker** from the front desk.
2. The sticker must be **filled out completely** and **worn visibly** at all times while in the center.
3. Each sticker must include:
 - Visitor's full name
 - Initials of the child they are visiting (if applicable)
 - Time of entry
 - Date of visit

If the visitor is **not visiting a child**, the “child initials” line should be marked with an **X**.

Who Receives a Visitor Pass Sticker

A visitor pass is required for anyone in the building for:

- Tours
- Staff or parent interviews
- Licensing or inspection visits
- Therapy or special service appointments
- Maintenance or repair work
- Parent engagement events
- Extended visits or classroom observations

A visitor pass **is not required** for parents or guardians arriving briefly to pick up or drop off children.

If a person is observed in the building without a visible visitor pass, notify a **Director immediately**. The Director will escort the visitor back to the lobby to obtain proper authorization.

This policy does **not replace the sign-in/sign-out sheet**; the sticker serves as a visual confirmation that a visitor is approved to be on the premises.



Meals at Lumarya

Lumarya provides **two meals and one snack each day**. We partner with **My Kid's Lunch** catering service to offer nutritious, well-balanced, and flavor-packed meals designed to support healthy growth and development.

Meal Times:

- **Breakfast:** 7:30 AM – 9:30 AM
- **Lunch:** 11:00 AM – 1:00 PM
- **Snack:** 2:30 PM – 3:30 PM

Menus are posted weekly on the **Learning Board** located at the end of the main hallway as well as each classroom. In addition the menu is available on Lillio app for parents.

All bottles brought for infants must be **plastic**, as a preventive safety measure.

Questions regarding the food program may be directed to:

 enrollments@lumarya.inc

Lumarya Inc. is a **nut-free facility**.

No food containing nuts may be brought into the building or served at any time.

Nap Time

Each classroom observes a designated nap or rest period daily. Children are expected to rest quietly for at least **30 minutes**. If a child does not fall asleep during that time, they may engage in quiet activities such as reading or drawing.

Children are **NOT** allowed to bring any outside toys to the center.

Inclement Weather

In cases of extreme weather conditions, classroom schedules may be adjusted for safety and comfort.

If the temperature exceeds **90°F** or falls below **20°F**, children will remain indoors and participate in an indoor activity or classroom-based program.

For questions regarding weather-related schedule changes, please see the **Center Director**.



Cubbies for Children

Each child will be assigned a personal **cubby or storage space** for belongings such as clothing, artwork, and communication items.

Parents are responsible for checking their child's cubby daily and removing any paperwork, art projects, or personal items sent home.

Dressing Children Appropriately for Weather

At **Lumarya Inc.** we are committed to providing a safe and comfortable environment for children in every season. Proper clothing ensures that children can participate in outdoor play, learning, and exploration while staying safe from weather-related risks.

All staff are responsible for ensuring that each child is dressed appropriately for the daily weather conditions, including temperature, wind, sun exposure, and precipitation.

1. General Expectations

- Outdoor play occurs daily as required by Colorado childcare regulations, **unless weather conditions pose a safety risk** (extreme cold, high heat, lightning, or hazardous air quality).
 - Parents are required to send their children with **appropriate weather clothing every day**, labeled with the child's name.
 - Each classroom should maintain a set of **backup clothing** for emergencies (donated or school-provided when available).
-

2. Cold Weather Procedures (Fall/Winter/Early Spring)

When temperatures are cold, windy, or wet, children must wear:

- **Winter coat or insulated jacket**
- **Hat or beanie** covering the ears
- **Gloves or mittens**
- **Closed-toe shoes or boots** (no sandals)
- **Warm socks**
- **Snow pants and boots** when snow is present
- **Layered clothing** (sweaters, leggings, thermal tops, long sleeves)



Staff Responsibilities:

- Ensure each child is fully dressed before going outdoors.
 - Check for exposed skin that may be vulnerable to frostbite.
 - Add extra layers for infants and toddlers who lose heat more quickly.
 - Remove wet clothing immediately after returning indoors and notify parents.
-

3. Warm or Hot Weather Procedures (Spring/Summer)

When temperatures are warm or hot, children must wear:

- **Lightweight, breathable clothing** (cotton or moisture-wicking fabrics)
- **Sun hat or cap** (strongly encouraged)
- **Closed-toe shoes** (required for playground safety)
- **Sunscreen**, provided by parents applied according to licensing guidelines
- **No heavy jackets or layered clothing**

Staff Responsibilities:

- Apply sunscreen at least **15 minutes before outdoor play** and reapply as needed.
 - Provide shade breaks to prevent overheating.
 - Offer regular water breaks and monitor for signs of heat exhaustion.
 - Check that clothing does not restrict movement or cause discomfort.
-

4. Rainy or Wet Weather Procedures

Children may go outdoors in light rain with proper attire:

- **Water-resistant jacket or raincoat**
- **Rain boots**
- **Long pants**
- **Extra socks** available in case of wet feet

Playground equipment will be inspected to ensure it is safe, not slippery, and free of puddles.

5. Infant-Specific Weather Considerations

Infants are more sensitive to temperature changes and require additional care:

- Staff must check infants frequently for signs of being too hot or too cold.



- Hats are required in cold weather and optional in warm weather.
 - Clothing must be adjusted based on the warmth of the room or outdoor environment.
 - Infant outdoor time will be adjusted as needed according to temperature guidelines.
-

6. Parent Responsibilities

Parents are expected to:

- Provide seasonal clothing at all times (jackets, hats, gloves, rain gear).
 - Label all items with the child's full name.
 - Replace clothing as the child grows or when items become worn or no longer fit.
 - Provide extra outfits left at school in case of accidents or weather changes.
-

7. Classroom Clothing Storage & Organization

- Each child will have an individual storage space or cubby for jackets and seasonal items.
 - Extra clothing should be checked **monthly** by teachers and parents to ensure sizing and weather appropriateness.
 - Wet or soiled clothing will be bagged and sent home the same day.
-

8. Safety Guidelines Based on Temperature

Cold Weather Outdoor Play

Outdoor play will be limited or cancelled when:

- Wind chill is below **20°F**
- Conditions include freezing rain, hail, or severe wind

Hot Weather Outdoor Play

Outdoor play will be limited or cancelled when:

- Heat index exceeds **95°F**
 - Air Quality Index (AQI) is above **100** (unhealthy for sensitive groups)
 - There is extreme sun exposure without shade available
-

9. Staff Monitoring During Outdoor Play

Staff must monitor children for signs of temperature-related issues such as:



Cold Weather Risks:

- Shivering
- Pale or cold skin
- Complaints about hands/feet
- Fatigue or discomfort

Hot Weather Risks:

- Flushed skin
- Excessive sweating
- Lethargy or irritability
- Dizziness or nausea

Immediate action must be taken if symptoms occur, and parents will be notified.

10. Commitment to Child Safety

By ensuring that children are properly dressed for all weather conditions, Lumarya provides a safe, healthy, and enjoyable learning environment—indoors and outdoors, year-round.

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Toys from Home

To maintain safety and reduce the risk of loss or conflict, personal toys from home are **not permitted**.

This policy ensures that all children have equal access to classroom materials and minimizes distractions during the learning day.

Lost Items Policy

At Lumarya, we understand that young children occasionally misplace belongings. The following procedures help us manage lost items efficiently and fairly.

Parent & Guardian Responsibilities

- Clearly **label all items** with your child's full name.
- Check cubbies and the **Lost and Found** regularly.



Staff Responsibilities

- Teachers will make reasonable efforts to help children keep track of their items.
- Staff will assist in locating reported lost belongings.

Lost Item Procedure

1. **Labeling:** All personal belongings (clothing, bottles, etc.) must be labeled.
2. **Monitoring:** Staff conduct routine checks during transitions and outdoor play.
3. **Reporting:** Parents should report missing items promptly with a description.
4. **Search:** Staff will search the relevant area immediately.
5. **Lost & Found:** Unclaimed items will be placed in the Lost and Found area.
6. **Claiming:** Items not retrieved within a reasonable timeframe will be **donated or discarded**.

Liability

Lumarya Inc. is **not responsible** for lost, damaged, or stolen belongings. Please avoid sending valuable or sentimental items to the center.

Prevention Tips

- Use a daily checklist for your child's items.
- Label everything clearly.
- Encourage your child to take ownership of their belongings.

This policy is reviewed **annually** and updated as needed to support an organized, safe, and family-friendly environment.

Celebrations and Classroom Parties

Classroom celebrations are a special part of the Lumarya experience! Families will receive advance notice of any party or celebration.

Parents are welcome to contribute **nut free pre-packaged/ commercially prepared snacks** (unopened) for classroom events.

For birthdays, families may provide a **store-bought treat (nut free)** to share with classmates.

Please note that **homemade foods cannot be served** due to health regulations and allergy safety.



Health and Safety Policy and Procedures:

At **Lumarya Inc.** the safety and well-being of every child is our highest priority. Our staff receive ongoing training to ensure they can respond quickly, calmly, and effectively during any emergency. The following procedures outline how we handle accidents, injuries, evacuations, shelter-in-place events, lockdowns, and active-shooter/intruder situations.

Accidents & Injuries

Minor Injuries

If your child experiences a minor injury while in our care, you will be notified through:

- The **Lillio Parent App**, and/or
- A written **Child Safety & Wellness Report/ Digital Incident Report** (Appendix A)

Lumarya always maintains at least **one CPR- and First Aid–certified staff member** on site during all hours of operation.

Serious Injuries

If a serious injury occurs, parents will be contacted **immediately** with details of the incident and the actions taken by staff.

Each family must maintain an up-to-date **Authorization for Emergency Services Form**, completed at enrollment. This form identifies the family's preferred hospital, doctor, and dentist. This form needs to be maintained and updated annually.

Emergency Response Procedures

1. Fire Evacuation

Every classroom is equipped with:

- A posted **emergency exit map**
- Clear instructions on evacuation routes

During a fire alarm or detection of smoke/fire:

1. Staff will calmly lead children along the designated evacuation path.
2. Teachers will take attendance rosters, emergency cards, and classroom cell/tablet.
3. Children will evacuate to the **primary outdoor relocation site**.
4. If the primary site cannot be safely accessed, staff will proceed to the **secondary off-site evacuation location**.
5. Once all children are accounted for, administrative staff will notify families with pick-up instructions.

Fire drills are practiced **monthly** as required by Colorado licensing.

2. Shelter-in-Place (Severe Weather, Hazardous Conditions, Nearby Police Activity)

A shelter-in-place is used when it is safest for children and staff to remain inside the building. This may occur due to:

- Tornado warnings / extreme weather
- Hazardous materials or poor air quality
- Nearby police activity or community hazard
- Wildlife spotted in the vicinity

During shelter-in-place:

1. Children are moved to an **interior safe location** away from windows.
2. Staff close all blinds/curtains and lock doors if required.
3. Teachers maintain normal routines as much as possible to keep children calm.
4. Attendance is continuously monitored.
5. Families will be notified once it is safe to do so.

Tornado drills are practiced **monthly**.

3. Lockdown Procedure (Threat Outside the Building)

A lockdown is initiated when there is a potential threat **outside** the building (e.g., suspicious activity, police incident nearby):

During a lockdown:

1. All exterior doors are secured immediately.
2. Classroom doors are closed and locked.
3. Children are kept inside classrooms until the all-clear is given.
4. No one is permitted to enter or exit the building.
5. Teachers keep children engaged in quiet activities.
6. Communication with families occurs **after** the situation is secure.

Lockdown drills are practiced **quarterly**.

4. Active Shooter / Intruder Inside the Building

Lumarya trains staff using age-appropriate, licensing-approved active threat protocols.

Staff will follow the **Avoid, Secure, Defend** model:

Avoid (Evacuate if Safe)

- If safe, staff quickly lead children out of the building to the primary or secondary evacuation site.

Secure (Shelter in Locked Rooms)

If evacuation is not possible:

- Classroom doors are locked and barricaded if appropriate.
- Lights are turned off.
- Children are kept **out of sight** (away from windows, door lines, or hallways).
- Teachers maintain calm and quiet through practiced safety routines.

Defend (Last Resort)

Only if a direct threat enters their space, staff may take defensive actions necessary to protect children.

Post-Event Protocol

- 911 is called immediately in all intruder or active-shooter events.
- Law enforcement takes control upon arrival.
- Families are notified as soon as it is safe and permitted by authorities.



- Children will only be released from their parents once law enforcement provides clearance.

Evacuation & Reunification

In any emergency requiring evacuation:

1. Children are transported to **one of two designated evacuation sites**:
 - **Primary Evacuation Area**: On-site outdoor assembly point
 - **Secondary Off-Site Location**: Pre-designated safe facility
 2. Attendance is taken continuously.
 3. Families will be notified with instructions for reunification and safe pick-up.
 4. Children will only be released to individuals listed on their **authorized pick-up list**.
-

Protection of Infants From Secondhand & Thirdhand Smoke

Infants are highly vulnerable to both **secondhand** and **thirdhand smoke**, which can cling to clothing, hair, skin, and surfaces. To ensure the highest level of safety and hygiene in our Infant Program, Lumarya has implemented the following protective measures:

1. Smoke-Free Environment

Lumarya maintains a strict **no-smoking and no-vaping policy** on all premises, including parking lots, entryways, playgrounds, and surrounding areas.

No employee, parent, or visitor may smoke or vape anywhere on or near the property.

2. Staff Hygiene After Exposure to Smoke

Staff members who smoke or have recently been exposed to smoke must take the following steps before entering any classroom:

- Wash hands thoroughly
 - Avoid bringing jackets or clothing that smell of smoke into classrooms
 - Refrain from holding or caring for children until smoke odors have dissipated
 - **Wear a designated infant room smock** before entering the Infant Room
-

3. Infant Room Smock Procedure

To prevent thirdhand smoke residue from being introduced into the Infant Room, all staff must follow these procedures:



Upon Entering the Infant Room:

- Put on a clean, designated infant smock
- Ensure the smock fully covers clothing as intended

Upon Exiting the Infant Room:

- Remove the smock before leaving
- Place the smock in the designated container or hook for laundering

Smocks must **not** be worn outside the Infant Room.

4. Handling Infant Items & Surfaces

- Personal items with smoke odor (jackets, scarves, purses) may not enter the Infant Room
 - Burp cloths, blankets, and bottles must be handled with clean hands and worn smocks
 - Any item with detectable smoke odor must be removed from the room immediately
-

5. Monitoring & Enforcement

The Leadership Team will routinely monitor compliance with all smoke-protection policies. Failure to follow smock or smoke-exposure procedures may result in corrective action to safeguard the health of infants.

6. Parent & Visitor Expectations

Parents or visitors who smell strongly of smoke may not enter the Infant Room. Staff will assist with arranging an alternative hand-off at the lobby when necessary.

Safe Sleep Policy & Procedures for Infants

At **Lumarya Inc.** we are committed to maintaining the safest possible environment for infants during sleep. Our practices follow the **Colorado Department of Early Childhood (CDEC)** regulations and **American Academy of Pediatrics (AAP)** safe sleep guidelines to reduce the risk of Sudden Infant Death Syndrome (SIDS), suffocation, and sleep-related injuries.



1. Safe Sleep Environment

To ensure every infant sleeps safely, Lumarya follows these standards:

Crib Requirements

- Each infant will be placed in a **CPSC-approved crib** that is:
 - Free of blankets, pillows, toys, stuffed animals, and loose bedding
 - Equipped with a **firm, flat mattress** with a tightly fitted sheet
 - Assigned to one infant at a time and sanitized daily
- Cribs are positioned to allow **clear visibility** by staff at all times.
- No swaddles, weighted blankets, or sleep positioners are permitted unless medically ordered with written documentation.

Infant Sleep Position

- Infants are placed **on their backs** to sleep for every nap and nighttime sleep.
- If an infant can independently roll both ways (tummy-to-back and back-to-tummy), they may remain in a comfortable position, but staff will still place them **on their back initially**.

Temperature & Clothing

- Infants will not be overheated.
- Sleep sacks are permitted (non-weighted, sleeveless).
- No hats, hoodies, or loose clothing are allowed during sleep.

2. Supervision of Sleeping Infants

Infants must be **actively supervised at all times** during sleep.
Staff may **never leave the room** while infants are sleeping.

Active Supervision Includes:

- Maintaining **direct visual contact** with each sleeping infant
- Ensuring infants are breathing properly and in a safe position
- Keeping classroom lighting bright enough to see infants clearly
- Staying within **arm's reach** when multiple infants are present

3. Physical Checks During Sleep



To ensure infant safety, staff conduct **physical sleep checks every 10–15 minutes**, which must include:

Physical Check Requirements:

- Placing a hand lightly on the infant's **back, chest, or belly** to confirm:
 - ✓ Normal breathing
 - ✓ Normal color
 - ✓ Comfortable temperature (not sweaty or overheated)
- Checking that:
 - ✓ The infant is on their back
 - ✓ The face and nose are not obstructed
 - ✓ No blankets or items have entered the crib
 - ✓ The crib environment remains safe and empty
- Documenting checks appropriately (on classroom log if required)

If any infant appears in distress, staff must respond immediately by:

1. Gently repositioning the infant
2. Assessing breathing and airway
3. Alerting the Director immediately
4. Administering first aid or CPR if necessary

4. When an Infant Falls Asleep Outside the Crib

If an infant falls asleep:

- In a bouncer
- In a swing
- In a car seat
- In a stroller
- On the floor or on a caregiver

Staff must immediately and safely move the infant to a crib, unless the infant is in the process of feeding and will be transferred safely once feeding is finished.

5. Room Conditions

- Soft music is permitted at low volume.
- White noise is not permitted unless part of the classroom curriculum and approved by leadership.



- The room temperature must remain in a comfortable range (68–72°F).
 - Lighting must remain sufficient for full visibility.
-

6. Staff Training Requirements

All staff working with infants receive annual training on:

- Safe sleep standards
- SIDS risk reduction
- Proper crib setup
- Recognizing infant distress during sleep
- Documentation and physical check procedures

New staff must complete safe sleep training before working independently with infants.

7. Parent Communication

Parents will be informed of Lumarya’s safe sleep practices at enrollment and will receive:

- Safe sleep policies
- Sleep sack guidelines
- Instructions on what items may or may not be brought from home

Parents must complete:

- **Infant Sleep Preferences Form** (position, sleep sack approval, feeding routines)
 - **Medical exception forms** if positioning or equipment differs from standard procedure (must be signed by the child’s licensed physician)
-

8. Commitment to Infant Safety

Lumarya is committed to providing a **safe, nurturing, and developmentally appropriate sleep environment**. Our strict adherence to safe sleep procedures reflects our dedication to each child’s health, safety, and well-being.



Emergency Pick-Up Requests

Overview

At Lumarya, we understand that unexpected events may arise requiring an alternative person to pick up your child. Our procedures are designed to maintain safety while providing flexibility when needed.

Policy

Parents and legal guardians must maintain a list of **authorized contacts** permitted to pick up their child. This list is kept securely on file and referenced for all releases.

Emergency Pick-Up Procedures

If someone not listed as an authorized contact needs to pick up your child:

1. The parent must **verbally notify** a director or front desk staff.
2. The parent must also provide **written consent** (email or Childcare Management Application (Lillio) message is acceptable) authorizing that individual to pick up their child.
3. The designated person must show **photo identification** upon arrival.

Frequency

While there is no limit to how many times a parent can request an emergency pick-up, if the same individual picks up more than once, they should be **added to the permanent authorized contact list**.

By following these steps, we maintain both flexibility for families and the safety of all children in our care.

Health Physicals

Colorado State Regulations require that all children have a **current physical form** signed by a licensed physician **within 30 days of enrollment**.

A new form must be submitted **annually** thereafter.

We encourage families to provide the physical form prior to the child's start date whenever possible.



Immunization Records

All children must have **current and up-to-date immunizations** to attend Lumarya. If your child receives new vaccinations while enrolled, please provide an updated immunization record to the Center Director.

Children without proper immunization documentation cannot be accepted into care, per Colorado State Licensing regulations.

Children with Special Needs

Lumarya is committed to providing an inclusive and supportive environment for all children. Children with special needs are welcomed when accommodations can be made without undue hardship to staff or operations, as approved by our **health consultant**.

Families must disclose all known medical or developmental needs during enrollment. These will be reviewed collaboratively with our health consultant to ensure that Lumarya can provide safe, appropriate care.

Special Accommodations, Care Plans & Family Support Resources

Lumarya Inc. is committed to supporting the developmental, emotional, behavioral, medical, and educational needs of children and families through collaboration, inclusion, and access to community-based resources.

While Lumarya does not provide formal special education, diagnostic, medical, behavioral health, or therapeutic services directly, we work collaboratively with families, early intervention providers, therapists, school districts, and community organizations to help children access supportive services and individualized care when appropriate.

Lumarya supports children with a wide range of developmental, behavioral, sensory, dietary, emotional, medical, and educational needs through family partnership, individualized planning, observation, and collaboration with outside providers when authorized by parents or guardians.

Individualized Support & Care Planning

When appropriate, Lumarya may collaborate with caregivers, therapists, medical providers, behavioral specialists, and educational teams to support a child's success in the classroom environment.



Support may include:

- Developmental accommodations and classroom strategies
- Behavioral and emotional support planning
- Medical or dietary accommodations as permitted and appropriate
- Coordination with outside therapy providers or specialists
- In-center observations or services with parental authorization
- Individualized support planning related to developmental or educational goals

Children with individualized support plans, including **IFSPs (Individualized Family Service Plans)** or **IEPs (Individualized Education Programs)**, may have opportunities for collaborative review meetings involving caregivers, therapists, school district personnel, or approved providers to support consistency between school, therapy, and home environments.

Families also participate in parent-teacher conferences to discuss developmental progress, goals, classroom observations, and individualized support strategies.

Community Resources & Family Support Services

Lumarya maintains a **Family Resource Stand in the lobby** containing informational materials, flyers, referral resources, support organizations, and community service information available to families.

Resources may include support related to:

- Speech and language development
- Occupational and physical therapy
- Autism screening and support services
- Behavioral health and mental health services
- Early childhood mental health consultation
- Family counseling and parent support resources
- Early intervention and developmental screening programs
- Educational and developmental advocacy services

Examples of organizations and community supports available to families may include:

- LEAP Speech Therapy
- The Resource Exchange (TRE)
- Lifestance Health — behavioral health, counseling, and mental health support for children and families:
<https://lifestance.com/go/co>
- Brighter Strides ABA Therapy — autism and behavioral therapy services:
<https://www.brighterstridesaba.com>
- Alpaca Health — autism screening and developmental support resources:
<https://alpacahealth.io>



- Alliance for Kids — Early Childhood Mental Health Consultation and behavioral support services
Phone: (719) 205-2691
- Additional third-party specialists, therapists, behavioral consultants, and community organizations as available

Resource information may be updated periodically to reflect community availability, family needs, and local service providers.

Lumarya encourages families to communicate developmental, behavioral, emotional, medical, or educational concerns early so we can partner collaboratively to support each child's success and help connect families with available resources when appropriate.

Active Medications

Whenever possible, medication should be administered at home.

If medication must be given at the center, please inform the Director in advance to complete all required **Colorado State forms**.

All medications must:

- Be in **original, labeled containers** with the child's full name, medication name, and dosage instructions.
- Be **locked and stored** securely in the Director's office, except for emergency medications such as EpiPens.

Only **Med-Admin-trained staff** may administer medication, under the direction of Lumarya's health consultant and in compliance with the **Delegatory Clause of the Colorado Nurse Practice Act**.

Sunscreen and Topical Solutions

Parents will need to provide their child's sunscreen on the first day. If a child does not have sunscreen, Lumarya Inc. will need the parent/s to sign a sunscreen waiver form.

All other topical solutions (ointments, creams, etc.) will need to be prescribed by a doctor for Lumarya Inc. to apply the solution. If you have any questions regarding this policy, please see the center director.



Child Sickness Policy

Sickness is unavoidable in group settings, but we are committed to maintaining the **cleanest, healthiest environment possible**.

Children displaying any of the following symptoms should remain home:

- Fever
- Diarrhea
- Vomiting
- Cough with fever
- Eye or nasal drainage (yellow/green)

Children may return once they are **symptom-free for 24 hours** without medication. If starting antibiotics, they must have taken **at least four doses** before returning.

Children enrolled under **CCCAP** who are absent longer than **four days** will incur absence charges this is valid for Preschool & Pre K classroom as per CCCAP agreement with the Center; The daily amount that will be charged over the 4 days will be the same amount your CCCAP authorization indicates. Please contact the **finance department** with any concerns.

If a child becomes ill while at Lumarya, staff will contact parents immediately by phone or text. If the parent cannot be reached, emergency contacts will be called. Until pick-up, the child will rest comfortably in a separate supervised area to prevent the spread of illness.

Contagious Diseases

If your child contracts or is exposed to a contagious illness (e.g., chickenpox, strep, measles), please notify the center immediately so we can inform other families of possible exposure.

To maintain confidentiality, Lumarya does not disclose the identity of the affected child.

Head Lice and Bed Bugs

Regular home checks are strongly encouraged.

If a child is found to have head lice or bed bugs, they will be temporarily separated and must be picked up promptly.

Children may return only after inspection by the Center Director confirms treatment is complete. If lice or bed bugs recur within **three months**, the child may be **disenrolled** to protect others.



Vomiting Protocol

If a child vomits while at the center, the following steps are followed:

1. **Initial Assessment:** The child is moved to another area and evaluated by a Director. Parents receive a courtesy call.
 2. **Return or Pick-Up:** Depending on the assessment, the child may return to class or be sent home.
 3. **Subsequent Symptoms:** If symptoms recur, parents will be contacted immediately for pick-up.
-

Child Abuse Reporting

All Lumarya staff are **mandated reporters** under Colorado law.

If any staff member suspects abuse or neglect, they are required to report it immediately to **Child Protective Services** or **law enforcement**.

Anyone with concerns may contact:

El Paso County Department of Human Services

 **(719) 444-5700**

Children with Special Needs & Care Plans

Lumarya welcomes children with diverse needs.

Care plans are developed collaboratively between families, the Center Director, and health specialists to ensure safety and inclusion.

External therapists may provide on-site services with approval and documentation.

Bracelet Identification Policy

To enhance child safety, Lumarya uses a **color-coded bracelet system** for children with allergies or medical conditions.

Red – Medical (e.g., asthma, seizures, EpiPen)

Orange – Food Allergy

Yellow – Milk Substitution

Black – Multiple Categories



Teachers reference the classroom binder for child-specific information.
Parents ensure bracelets are worn daily.
This system fosters awareness and peace of mind for families and staff.

Family Acknowledgment

By remaining enrolled at Lumarya Inc.), families acknowledge they have read and understood the policies outlined in this handbook.
These policies ensure the safety, quality, and partnership that define Lumarya’s care philosophy.

Part IV — Discipline, Family Support & Acknowledgment

Introduction to Part IV — Partnership, Guidance, and Family Support

At **Lumarya Inc.)**, we believe that children thrive in environments that balance structure, compassion, and clear expectations.

Our philosophy is grounded in **positive guidance**, teaching children to understand their emotions, make thoughtful choices, and respect themselves and others.

We see families as our partners in this process, working together to build consistency, trust, and a shared commitment to every child’s success.

Positive Guidance & Discipline Philosophy

At **Lumarya Inc.** we believe that children learn best through guidance, empathy, and understanding. While certain behaviors are unacceptable and may result in disciplinary action or



termination of care, we also recognize that children are learning to distinguish right from wrong and need supportive guidance to develop self-regulation and emotional awareness.

Our approach emphasizes **positive reinforcement** and **team collaboration** between staff and families. Together, we can help each child learn from mistakes and build positive behavioral habits that foster kindness, respect, and responsibility.

Lumarya utilizes the **Second Step Program**, which focuses on recognizing emotions, developing empathy, and preventing behavior issues before they occur. Common challenges such as tantrums, talking back, hitting, or inappropriate language are addressed through this program in a consistent, age-appropriate manner.

When behavior concerns arise, teachers will follow a calm, structured process to support the child:

1. **Breathing:** Helping the child calm down using simple breathing or relaxation techniques.
2. **Talking:** Quietly discussing what happened, encouraging the child to express their feelings and identify the problem.
3. **Redirection:** Guiding the child toward positive behaviors or alternate activities that help manage emotions constructively.

If behavioral challenges persist, a conference may be scheduled with the **parents and the Center Director** to discuss additional support, which may include a referral to a behavioral specialist through **The Resource Exchange (TRE)**.

Physical aggression toward staff or peers is **not tolerated**. Any serious incident that results in injury or endangers others may result in immediate separation from the group, parent notification, and, if necessary, temporary suspension from care.

Lumarya reserves the right to **suspend, terminate, or send a child home for the rest of the day**, at any time if deemed necessary by the leadership team to maintain the safety and well-being of all children and staff. A written document in such case will be provided to the parent with the details) Incident Report and/or email or Lillio Messaging.

Screening and Referrals

Lumarya provides **screening and referral services** to support each child's development and address behavioral, language, physical, or cognitive concerns early on.

A rest day may be implemented in cases where there is a documented pattern of excessive disciplinary incidents, disruptive conduct affecting others, or unsafe behavior.



Families may request or consent to these screenings at any time, and staff may recommend them when appropriate.

Please contact the **Center Director** for more information or to discuss available referral options.

Rest Period Policy

Rest periods are used as a reflective break for children whose behaviors cause significant disruption or safety concerns for others.

Lumarya partners with **The Resource Exchange (TRE)** to provide teachers and families with behavior management support and resources.

Rest periods are **not punitive** but are implemented carefully and only when necessary.

Examples of Behaviors That May Lead to Rest Periods

Toddler Program

- Biting: Breaking skin or extremely excessive (age appropriate for toddlers).
- Safety: Throwing chairs or heavy objects out of anger/frustration.
- Violence: Excessive pushing, hair pulling, kicking, punching, etc.

Preschool Program

- Biting: Not age appropriate.
- Safety: Throwing chairs or heavy objects. Running out of the classroom, away from the teachers, or in the parking lot.
- Violence: Pushing, hair pulling, kicking, punching, etc.
- Language: Cursing or inappropriate language.
- Destruction of Property: Intentionally breaking things, ripping things off walls, etc.

Information Regarding Rest Periods:

First Rest Period	Second Rest Period	Third Rest Period
Length: One Day	Length: Three Day	Length: Five Day, brought before Leadership Team

After the Third Rest Period



Following a third rest period, the family may:

- Be offered a **final probationary period** with a referral to TRE for additional support.
- Be given a **grace period (1–2 weeks)** to secure alternative care.
- Be subject to **immediate termination** if behavior continues to pose a risk to others.

Biting Policy

Biting is developmentally typical for older infants and young toddlers who are still developing communication and self-regulation skills.

We understand this behavior can be stressful for both the parents of the child who bites and those whose child has been bitten.

If a child bites and leaves marks **three or more times in a single day**, or **breaks the skin** at any time, the child will receive a **one-day rest period**.

- If picked up before **11:00 AM**, the child may return the next day.
- If picked up after **11:00 AM**, they will remain home for the following day.

Lumarya also works to minimize these occurrences by:

- Assigning **three teachers** whenever possible for increased supervision.
- Partnering with **behavior specialists** to develop individualized strategies.

Our goal is to **support children and families** with understanding and proactive care while ensuring a safe environment for everyone.

Special Accommodations, Care Plans & Family Support Resources

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- Early intervention and developmental screening programs
- Educational and developmental advocacy services

Examples of organizations and community supports available to families may include:

- LEAP Speech Therapy <https://leaptherapies.com/>
- The Resource Exchange (TRE) <https://www.tre.org/>



- Lifestance Health — behavioral health, counseling, and mental health support for children and families:
<https://lifestance.com/go/co>
- Brighter Strides ABA Therapy — autism and behavioral therapy services:
<https://www.brighterstridesaba.com>
- Alpaca Health — autism screening and developmental support resources:
<https://alpacahealth.io>
- Alliance for Kids — Early Childhood Mental Health Consultation and behavioral support services Phone: (719) 205-2691 <https://www.jointinitiatives.org/programs/foundations/>
- Additional third-party specialists, therapists, behavioral consultants, and community organizations as available

Resource information may be updated periodically to reflect community availability, family needs, and local service providers.

Lumarya encourages families to communicate developmental, behavioral, emotional, medical, or educational concerns early so we can partner collaboratively to support each child's success and help connect families with available resources when appropriate.

Any questions regarding any policies or information in this parent handbook should be directed to the center director or Enrollment Specialist or any member of the Lumarya leadership team.

Open Communication & Family Partnership

Strong family partnerships grow from open, respectful communication.

Parents are encouraged to share feedback, ask questions, and participate in **Town Hall meetings** and family events.

Together, we build a safe, transparent, and nurturing environment where every child—and every family—feels valued and supported.



Appendix A:

Child Safety & Wellness Report/Incident Report (Digital)



CHILD SAFETY & WELLNESS REPORT

GENERAL INFORMATION

Child Name: _____ D.O.B: _____ Date: _____
Time of Occurrence: _____ Location: _____
Prepared by (Name & Position): _____

TYPE OF REPORT

☐ ACCIDENT ☐ BEHAVIOR ☐ ILLNESS (TEMP IF TAKEN: _____) ☐ INCIDENT ☐ INJURY

REPORT DESCRIPTION

ACTIONS TAKEN BY STAFF

HOSPITAL VISIT

Was the child transported to the hospital emergency room, doctor's office or other medical facility?
☐ NO ☐ N/A ☐ YES (IF YES, THE INCIDENT WILL BE REPORTED TO COEC LICENSING AND WILL BE FOLLOWED UP BY OUR DIRECTOR.)

ACKNOWLEDGEMENT

Parent Called: _____ Time of Call: _____ Parent Answered: ☐ YES ☐ NO (LVM)
Parent Signature: _____ Date: _____
Teacher Signature: _____ Date: _____
Director Signature: _____ Date: _____

Incident Report

Add field ▼

- Incident Report Please fill out immediately in case of an incid...
- Date and Time *
- Location of Incident
- Type of Incident *
- Name of Child :
- Describe the incident *
- Incident Severity *
- Images
- Were there any witnesses? *
- If yes, provide names and contact details
- Have you notified management? *
- Signature *
- Director Signature Conditional to 12
- Parent Signature Conditional to 13

Mobile Preview

9:41

Incident Report



Send

Reset preview



Family Acknowledgment & Agreement

By signing below, I acknowledge that I have received and reviewed the **Lumarya Inc. Daycare & Preschool Parent Handbook (2026 Edition)**.

I understand and agree to adhere to the policies, procedures, and expectations outlined within. These policies are designed to ensure a safe, nurturing, and high-quality educational experience for all children and families at Lumarya.

Parent/Guardian Name: _____

Signature: _____

Date: _____