



INGRAM HOUSE PRESCHOOL

FAMILY HANDBOOK



2026 – 2027
TELLURIDE, COLORADO

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Welcome to Ingram House Preschool

It is incredibly special to welcome you into this new chapter and to have the opportunity to build a preschool community rooted in connection, play, curiosity, and belonging.

My name is Cale Cramer, and early childhood education has been the heart of my career for more than a decade. I began my work with young children here in Telluride and have since had the opportunity to serve as a teacher, program director, and owner of a small home-based childcare program. Each of those experiences has shaped the kind of environment I want to create for children: one where they feel deeply known, safe to be themselves, and excited to come through the door each morning.

At Ingram House, we believe that some of the most important learning in early childhood happens through relationships and play. Children learn as they build friendships, navigate disagreements, create elaborate pretend worlds, explore outside, ask questions, make mistakes, try again, and discover what they are capable of.

Our program is intentionally play-based, relationship-centered, and responsive to the children in our care. While we thoughtfully support early literacy, math, science, motor development, and kindergarten readiness, we also believe childhood does not need to be rushed. Preschool should be a place where children have time to wonder, create, move, connect, and experience the joy of being little.

Families are an important part of that experience. My hope is that Ingram House feels like a community where children, families, and educators know one another, communicate openly, and feel a genuine sense of belonging.

I am so excited for what we are building together and grateful that your family is part of the beginning of Ingram House.

Warmly,

Cale Cramer

Director, Ingram House Preschool

Our Philosophy

At Ingram House Preschool, we believe childhood should be rooted in connection, curiosity, play, and a deep sense of belonging.

We see children as capable, creative, and active participants in their own learning. Children are naturally driven to explore, experiment, ask questions, build relationships, and make sense of the

world around them. Our role as educators is not to rush that process, but to create an environment where it can flourish.

Our approach is play-based, child-led, and relationship-centered. Children learn through hands-on experiences, meaningful interactions, exploration, movement, creativity, and the everyday discoveries that make early childhood so special.

We believe social-emotional development is the foundation for learning. When children feel safe, known, supported, and connected, they are better able to build friendships, communicate their needs, navigate challenges, take healthy risks, solve problems, and approach learning with confidence.

We also believe childhood deserves time and space. Preschool does not need to look like elementary school for meaningful learning to occur. Early literacy, mathematics, science, language, motor development, and problem-solving are naturally woven throughout children's play and are thoughtfully supported by teachers through intentional environments and experiences.

Living in Telluride gives us an extraordinary classroom beyond our walls. Outdoor play, nature, movement, neighborhood walks, and connection to our broader community are meaningful parts of the Ingram House experience. We want children to know their community, experience the changing seasons, get messy, move their bodies, and develop a lasting sense of wonder about the world around them.

Above all, we want Ingram House to be a place where children are known, valued, challenged, supported, and genuinely happy to be here.

Our Mission

Our mission is to provide a warm, engaging, and developmentally thoughtful early childhood experience where children become confident, curious, compassionate, and connected learners through play, relationships, exploration, and meaningful experiences.

We partner with families to create a strong community around each child and to protect something we believe is incredibly important: the joy of childhood.

Program Overview

Ages We Serve

Ingram House Preschool serves children approximately 2½ through 5 years old, providing a mixed-age preschool environment where children have opportunities to learn alongside and from one another.

Hours of Operation

Monday-Friday, 8:00 AM-5:00 PM. Ingram House operates year-round with scheduled holiday, seasonal, and staff-development closures communicated in advance.

School Calendar & Closures

Ingram House maintains an annual school calendar outlining holidays, planned closures, staff development days, and seasonal breaks. Families receive the calendar at enrollment and will be notified of material changes. Scheduled closures are incorporated into the annual tuition calculation and are not separately prorated or refunded.

Enrollment & Admission

Enrollment is based on available space, licensing capacity, classroom composition, program needs, and our ability to safely and appropriately support each child.

Enrollment Priority

- Children of families who work within the boundaries of the Telluride R-1 School District, consistent with the requirements of our facility agreement with the Town of Telluride
- Children transitioning from Elaine's Place, supporting continuity of care within our local early childhood community
- Families seeking full-time enrollment, with full-time placements prioritized over part-time schedules

If space remains after children of qualifying local working families have been accommodated, Ingram House may enroll children of families who do not work within the Telluride R-1 School District boundaries. Ingram House does not provide drop-in or day-skier childcare.

Enrollment priority does not guarantee placement. All placements remain subject to licensing capacity, classroom composition, available schedules, staffing, required enrollment materials, and the program's ability to safely and appropriately meet each child's needs.

Waitlist

The Ingram House waitlist is not strictly first-come, first-served. Placement decisions follow the enrollment priorities above and may consider Telluride R-1 local working-family eligibility, Elaine's Place transition priority, full-time enrollment needs, specific schedule and day availability, classroom composition and capacity, and the date of application.

Before the First Day

- Completed enrollment and emergency information
- Current immunization records or applicable exemption documentation
- Required health and medical information
- Authorized pick-up persons and emergency contacts
- Permissions and program agreements
- Signed Family Handbook acknowledgment
- UPK, CCCAP, or tuition-assistance documentation when applicable
- Completed tuition and enrollment arrangements

Families are encouraged to visit Ingram House with their child before the first day whenever possible.

Enrollment Fee

A non-refundable enrollment fee of \$100 is due when a new family accepts an enrollment space at Ingram House Preschool. This fee reserves the child's placement and is due before enrollment is considered complete.

2026-2027 Transition: Families transitioning directly from Telluride Preschool to Ingram House Preschool will not be charged an additional enrollment fee for the 2026-2027 school year.

Every Child Belongs

Ingram House is committed to creating an inclusive environment where children are known, supported, and able to participate meaningfully in the preschool community.

Teachers use ongoing observation and family communication to understand each child's strengths, development, interests, and support needs. If developmental, behavioral, communication, social-emotional, health, or learning concerns arise, we will begin with conversation and collaboration with the family.

When appropriate, Ingram House may help families connect with Child Find/UnBOCES, Bright Futures, Tri-County Health Network, early childhood mental health resources, or other community specialists. With appropriate family permission, we may collaborate with outside providers and incorporate reasonable supports, visual tools, environmental adjustments, or other accommodations into the classroom.

If a child's needs exceed what can be safely and reasonably supported within our staffing model and group-care environment, Ingram House will communicate concerns clearly, document efforts, explore available resources, and work with the family to determine appropriate next steps.

Tuition & Enrollment Options

Annualized Tuition

Tuition is based on a child's regular enrollment schedule at a rate of \$75 per scheduled day across the annual school calendar and is divided into 12 equal monthly payments. This annualized model keeps monthly tuition consistent even though the number of school days varies from month to month. The exact monthly amount for each child's schedule will be stated in the enrollment agreement.

Tuition reflects a reserved enrollment space rather than daily attendance. Scheduled holidays, seasonal breaks, staff-development days, and other planned closures shown on the annual school calendar are incorporated into the annual tuition calculation.

Enrollment Schedules

Ingram House offers full-time Monday-Friday enrollment and consistent part-time schedules based on availability. Full-time enrollment receives priority. Schedule changes require at least 30 days' advance notice and are subject to availability. Additional days may be requested when staffing and capacity allow and will be billed at the current daily rate.

Billing & Payment

Monthly invoices are issued through Playground and are due on the 1st of each month. A \$50 late payment fee may be assessed after the 10th. Families experiencing a payment concern should communicate with the Director before the account becomes overdue. Unpaid balances may result in suspension or discontinuation of care.

Absences & Closures

Tuition is not prorated or refunded for absences due to illness, vacation, appointments, personal schedules, or other days a child does not attend. Tuition is also not separately prorated for scheduled school closures because those days are already incorporated into the annualized tuition calculation.

Tuition Assistance

Ingram House may participate in Universal Preschool Colorado (UPK), the Colorado Child Care Assistance Program (CCCAP), Strong Start, and other tuition-assistance programs. Families are responsible for completing applications, maintaining eligibility, providing required documentation, and paying any amounts not covered by assistance when permitted by the applicable program.

Learning at Ingram House

Learning Through Play

Play is the primary way young children explore ideas, practice skills, build relationships, and make sense of the world. A block structure can become an engineering problem. A pretend restaurant can involve counting, writing, negotiation, and storytelling. A disagreement over a favorite toy can become an opportunity to practice communication, regulation, and problem-solving.

Teachers thoughtfully prepare environments, ask questions, introduce materials, observe children's interests, and extend learning without taking over the experience.

Experience Curriculum

Ingram House uses Experience Curriculum as one resource for intentional classroom planning. Monthly themes may include stories, music, art, science, literacy, mathematics, movement, and hands-on exploration. The curriculum is a resource, not a script. Teachers adapt activities to children's interests, development, abilities, and the opportunities that naturally arise during the day.

Areas of Development

- Social-emotional development
- Language and early literacy
- Early mathematics
- Science and discovery
- Physical and motor development

- Creative expression
- Approaches to learning, including curiosity, persistence, independence, and problem-solving

Kindergarten Readiness

Kindergarten readiness is broader than worksheets or letter tracing. Ingram House intentionally supports early literacy and mathematics while also helping children develop independence, communication, confidence, curiosity, regulation, problem-solving, and the ability to participate successfully in a classroom community.

Our goal is not to make preschool look more like kindergarten. Our goal is to give children the foundation they need to be ready for kindergarten while still allowing preschool to feel like preschool.

Observation & Assessment

Teachers learn about children through observation, conversation, play, work samples, photographs, and other developmentally appropriate documentation. This information helps teachers plan experiences, recognize growth, identify areas where additional support may be helpful, and communicate meaningfully with families.

Our Daily Rhythm

Our schedule is a rhythm, not a stopwatch. Weather, children's interests, field trips, special events, and individual needs may shift the timing of the day while the overall routine remains predictable.

Time	Daily Rhythm
8:00-9:30	Arrival & Open Centers
9:30-9:45	Clean Up & Bathroom
9:45-10:00	Morning Circle
10:00-10:20	Morning Snack
10:30-11:15	Stories, Learning Centers & Small Groups
11:15-12:15	Outside & Gross Motor
12:15-12:30	Music, Movement & Gathering
12:30-1:00	Lunch
1:00-1:15	Bathroom & Rest Prep
1:15-3:30	Rest & Quiet Afternoon Choices
3:30-4:00	Wake, Bathroom & Afternoon Snack
4:00-4:30	Outdoor / Afternoon Exploration
4:30-5:00	Open Centers & Pick-Up

Meals, Rest & Toileting

Meals & Snacks

Families provide a nutritious lunch and afternoon snack each day. Ingram House provides a morning snack. Fresh drinking water is available throughout the day.

Teachers support positive mealtime routines and age-appropriate independence. Children are never required to finish their food, and food is never used as a reward or punishment. Families should inform the Director of food allergies, dietary restrictions, medical needs, or required accommodations.

Water Bottles

Each child should have one clearly labeled reusable water bottle that remains at school. Staff will refill bottles as needed and regularly clean them so children have access to fresh drinking water throughout the day.

Rest Time

Ingram House provides a predictable rest and quiet period each afternoon. Children are not required to sleep. After an appropriate opportunity to rest, children who remain awake may participate in quiet activities. Families may be asked to provide a small blanket or comfort item, which will be stored separately and sent home regularly for laundering.

Toileting & Independence

Children enrolling at Ingram House Preschool should be independently using the toilet at the time of enrollment. This means children are generally able to recognize when they need to use the bathroom and participate in the toileting routine with age-appropriate independence.

We understand that preschoolers are still developing these skills. Occasional accidents are expected and will always be handled calmly, privately, and supportively. Children are never shamed, punished, or embarrassed for toileting accidents.

Teachers provide age-appropriate assistance with clothing, wiping, handwashing, and other bathroom routines while encouraging independence. Families should keep a complete change of seasonally appropriate clothing, including underwear and socks, at school and replace items as they are used. If frequent accidents or a significant change in toileting occurs, teachers and families will communicate and work together to support the child.

Guidance, Behavior & Social-Emotional Support

Behavior Is Communication

Preschoolers are still learning how to manage strong emotions, communicate needs, build friendships, tolerate frustration, solve problems, and function as part of a group. Our job is not simply to stop behavior, but to help children understand what they are feeling, how their actions affect others, and what they can do next.

Guidance at Ingram House is rooted in connection, respect, clear boundaries, and skill-building. A teacher might say, “You really wanted that truck. I won’t let you grab it from him. Let’s tell him you’d like a turn,” rather than relying only on “No grabbing.”

Big Feelings Are Welcome. Unsafe Behavior Is Not.

Children are allowed to feel angry, disappointed, frustrated, sad, or overwhelmed. They are not allowed to hurt themselves, hurt others, or intentionally damage the environment. Teachers may block unsafe actions, separate children when necessary, reduce stimulation, provide a quiet space, and support co-regulation. Regulation comes before reasoning.

Conflict & Repair

Conflict is a normal part of learning to be in relationship with others. Children are supported in communicating, listening, problem-solving, and making meaningful repair. Children are not forced to apologize. Repair may look like checking on a friend, helping rebuild something, returning an item, getting an ice pack, inviting someone back into play, or offering a genuine apology when ready.

Persistent or Significant Behavior

When behavior becomes persistent, intense, or unsafe, teachers will collaborate with families, document patterns and triggers as appropriate, consider environmental or routine changes, teach needed skills, support consistency between home and school, and connect families with outside resources when helpful. Families are expected to participate in this collaborative process.

Every child and staff member has a right to safety. If a child’s needs cannot be safely supported within the staffing, environment, and realities of group care after reasonable efforts have been attempted, Ingram House may need to reconsider enrollment and, when possible, support the family with transition planning.

Prohibited Discipline

Ingram House does not use physical punishment, humiliation, threats, intimidation, withholding of food, shaming, intentionally frightening children, or labeling children as “bad.” Children will not be punished for skills they have not yet learned. Kindness does not mean the absence of boundaries; children deserve both adults who understand them and adults who keep them safe.

Family Communication & Partnership

Families are an essential part of the Ingram House community. Children benefit most when the adults in their lives communicate openly, share information, and work together with their best interests at the center.

We encourage families to share changes, questions, concerns, celebrations, and information that may help us better understand and support their child. Likewise, teachers will communicate meaningful information about children’s experiences, development, relationships, and needs at school.

Playground

Ingram House Preschool uses Playground as our primary family communication and administrative platform. Families may use Playground for school announcements, messages, billing and payments, attendance information, forms, and other program communication as features are implemented.

Important or time-sensitive information, particularly changes involving same-day pick-up or a child's immediate care, should be communicated directly with the school rather than relying solely on an app message.

Communication & Response Times

Our first responsibility during the school day is caring for and engaging with the children. Teachers and the Director may not be able to respond immediately while supervising the classroom. Non-urgent messages will generally receive a response within one business day. Messages received outside school hours, on weekends, holidays, or during scheduled closures may be answered the following business day.

Mutual Respect

Strong family-school relationships are built on trust, open communication, and mutual respect. Questions, concerns, and disagreements are welcome and should be brought directly to the Director so they can be addressed thoughtfully and constructively.

All members of the Ingram House community—including families, staff, children, and visitors—are expected to communicate respectfully. Disrespectful, threatening, intimidating, discriminatory, harassing, or verbally aggressive behavior is not acceptable in person, by phone, through email or messaging platforms, or on school property.

We understand that families and educators will not always agree. Agreement is not required; respectful communication is. Repeated or serious violations of this expectation may result in a meeting with the Director, the development of a communication plan, or reconsideration of continued enrollment when a safe and respectful partnership cannot be maintained.

Family Conferences

Ingram House offers two family conferences each year to provide dedicated time to discuss each child's development, strengths, interests, relationships, and goals. Families or teachers may also request a meeting at any time when additional conversation would be helpful.

Health & Illness

Keeping our school community healthy is a shared responsibility. Young children get sick—it is an unavoidable part of early childhood—but thoughtful illness practices help reduce the spread of infection and protect children, families, and staff.

Daily Health & When to Stay Home

Families should assess their child's health before arriving at school each day. Children should remain home when they are experiencing symptoms that prevent them from comfortably participating in the normal school day, including outdoor play, or when their illness may pose a risk to others.

- Fever
- Vomiting
- Diarrhea
- Unexplained or concerning rash
- Significant or persistent respiratory symptoms
- Symptoms of a contagious illness
- Any condition that prevents comfortable participation in normal activities or requires more individual care than staff can safely provide while supervising the group

If a child becomes ill while at school, they will be cared for in a comfortable area away from the group as appropriate, and a parent/guardian or authorized emergency contact will be notified. Children who need to leave due to illness should be picked up as promptly as possible.

Returning to School

- Fever-free for 24 hours without fever-reducing medication
- Vomiting-free for 24 hours
- Diarrhea-free for 24 hours
- Well enough to participate comfortably in the full school day, including outdoor play
- Free of concerning open or draining sores; blisters associated with a contagious illness should be appropriately healed, covered, or cleared as applicable

If antibiotics are prescribed for a contagious condition, children may generally return after 24 hours of treatment when symptoms are improving and the child is able to participate fully. Ingram House may request medical guidance or documentation when necessary to determine a safe return.

Illness at School

Staff document illness as required and contact families when a child needs to leave. Families must maintain current contact information and a plan for timely pick-up. Families should notify Ingram House when a child is diagnosed with a contagious illness so appropriate precautions and required notifications can occur while maintaining confidentiality.

Accidents & Injuries

Minor injuries that occur during the school day will be treated by staff, documented as appropriate, and communicated to families at pick-up or through Playground depending on the nature of the incident. For a more significant injury, illness, or emergency, families will be contacted promptly. If emergency medical care is needed, Ingram House will take appropriate action, including contacting emergency services when necessary.

Medication

Medication will only be administered in accordance with applicable childcare licensing requirements and Ingram House procedures. Required written authorization and medication information must be provided before administration. Medication must be in its original, properly labeled container and stored securely. Emergency medications and individual health plans will remain accessible to trained staff as required.

Allergies & Individual Health Needs

Families must inform Ingram House of allergies, medical conditions, dietary restrictions, and other health needs. When an individual health plan, emergency medication, accommodation, or medical documentation is required, families are responsible for providing current information and working with the program and relevant health professionals.

Cleaning, Sanitizing & Disinfecting

Ingram House follows routine cleaning, sanitizing, and disinfecting procedures appropriate for early childhood settings. High-touch surfaces, food-contact areas, toys, bathrooms, and other program spaces are maintained according to use and applicable health requirements. Written procedures are maintained for bodily-fluid incidents, including vomit and diarrheal events.

Handwashing & Hygiene

Children and staff wash hands at appropriate times, including after bathroom use, before eating or food handling, after contact with bodily fluids, and at other times needed throughout the day. Teachers support children in learning thorough handwashing, cough and sneeze hygiene, and age-appropriate self-care independence.

Health Records & Immunizations

Families must provide required health and immunization records and keep them current. Any exemption documentation must meet applicable Colorado requirements. Health information is treated as confidential and shared only as necessary for care, safety, or legal requirements.

Safety, Supervision & Emergency Procedures

The safety and well-being of children is our highest priority at Ingram House Preschool. We maintain a prepared, well-supervised environment and follow applicable Colorado childcare licensing requirements related to supervision, emergency preparedness, health, and safety.

Active Supervision

Children are supervised at all times while in our care, including during classroom activities, outdoor play, meals, rest time, bathroom routines, transitions, walks, and field trips. Staff use active supervision practices including visual awareness, regular head counts, attendance checks, and careful transition procedures to ensure children are accounted for throughout the day.

Emergency Preparedness & Drills

Ingram House maintains written emergency plans and conducts required emergency drills. Staff are trained in procedures for fire and evacuation, severe weather, shelter-in-place, lockdown, active shooter or other security threats, medical emergencies, and other disasters or situations requiring emergency response. Emergency procedures are reviewed regularly and updated as needed. Children will be guided through drills and emergencies in a calm, developmentally appropriate manner.

Evacuation, Relocation & Family Reunification

If an emergency requires evacuation, relocation, shelter-in-place, or lockdown, staff will follow established emergency procedures and prioritize the immediate safety and supervision of children. Families will be contacted as soon as children are safe and communication is appropriate. If relocation is necessary, families will receive information about the reunification location and pick-up instructions.

Children will only be released to an authorized parent/guardian, emergency contact, or authorized pick-up person unless otherwise directed by emergency personnel. Families are responsible for keeping emergency contacts and authorized pick-up information current.

Missing or Separated Child

If a child is ever discovered to be missing or separated from the group, staff will respond immediately by securing supervision of the remaining children, searching the immediate area, notifying the Director, and contacting the child's family and local authorities as appropriate. Families will be promptly informed of any incident involving their child becoming separated from the group or requiring outside emergency assistance.

Children with Individual Health, Disability, or Access Needs

Emergency planning will take into account the individual needs of children with disabilities, medical conditions, mobility needs, communication needs, or other access and functional needs. When appropriate, families and staff will work together to ensure necessary medications, emergency plans, equipment, accommodations, and support are available during emergencies and evacuations.

Weather, Air Quality & Outdoor Safety

Outdoor play is an important part of the Ingram House day, and children should arrive prepared to participate outdoors in Telluride's changing weather. Outdoor activities may be shortened, modified, moved indoors, or canceled when conditions create a safety concern, including severe weather, extreme temperatures, poor air quality, or unsafe walking or road conditions.

If weather or another emergency requires an unexpected school closure, delayed opening, or early pick-up, families will be notified as quickly as possible through Playground and/or other available contact methods.

Emergency Closures & Continuity of Care

Emergencies may occasionally require Ingram House to close or temporarily modify normal operations. When this occurs, we will communicate with families regarding closures, reopening, relocation, or other temporary changes as information becomes available. The safety of children and staff will always take priority over maintaining normal operating hours during an emergency.

Maintaining a Safe Environment

Staff regularly monitor classroom spaces, outdoor areas, equipment, toys, furnishings, and materials for potential safety concerns. Recalled or unsafe items will be removed from use when identified.

Arrival, Departure & Release of Children

Arrival & Drop-Off

Ingram House Preschool opens at 8:00 AM. Families should accompany their child into the program and complete the required daily sign-in process through Playground.

Our morning is intentionally designed with open centers and flexible arrival time from 8:00-9:30. Regular drop-off should occur no later than 9:30 AM. At that time, the class transitions into bathroom routines and prepares for Morning Circle. Arriving by 9:30 allows children time to settle in, connect with friends and teachers, and participate fully in the day's experiences.

If an occasional appointment or unexpected circumstance requires a later arrival, families should communicate with the school in advance whenever possible. Children should never be dropped off outside the building or left without confirming that a staff member is present and aware of their arrival.

Saying Goodbye

Morning separation can sometimes be difficult, and that is okay. Teachers are happy to help children transition into the classroom and will provide comfort and connection as families say goodbye. We generally encourage warm, confident, and reasonably brief goodbyes, as lingering after a goodbye has begun can sometimes make separation more difficult.

Departure & Sign-Out

Ingram House closes at 5:00 PM. Families should plan to arrive with enough time to gather belongings, receive necessary information, and complete sign-out through Playground before closing. Children must remain with their parent/guardian or authorized adult once they have been signed out and released from staff supervision.

Authorized Pick-Up

Children will only be released to individuals authorized by the child's parent or legal guardian. Families are responsible for maintaining a current list of authorized pick-up individuals and emergency contacts. Staff may request photo identification from anyone they do not recognize,

even when that individual is listed as authorized. We will not release a child to an unauthorized individual.

Changes to Pick-Up Plans

Same-day changes to pick-up arrangements should be communicated directly to the school. Families should not rely solely on a Playground message for urgent changes that staff may not see immediately while supervising children. Children will not be released based solely on instructions from another child, another family, or an individual who is not authorized to make decisions for the child.

Custody & Family Circumstances

Ingram House respects the legal rights of parents and guardians and will follow applicable court orders or legal custody documents provided to the program. Families are responsible for providing current copies of any legal documentation that restricts or changes an individual's authority to pick up or have access to a child. Staff cannot enforce informal custody arrangements or verbal requests that conflict with the legal documentation available to the program.

Late Pick-Up

Ingram House Preschool closes promptly at 5:00 PM. All children must be picked up and signed out by 5:00 PM.

Beginning at 5:01 PM, a late pick-up fee of \$2 per minute will be charged until the child is picked up. Late fees will be added to the family's Playground account.

We understand that genuine emergencies and unexpected circumstances occur, and families should contact the school as soon as possible if they anticipate being late. Providing advance notice does not waive the late fee.

Late pick-up cannot become a regular extension of the school day. After three late pick-ups within a 60-day period, the family will meet with the Director to develop a plan for timely pick-up. Continued late pick-ups may result in increased late fees and/or reconsideration of continued enrollment.

If a Child Is Not Picked Up

If a child has not been picked up by closing time and the family has not made contact with the program, staff will attempt to reach the child's parent(s)/guardian(s) and authorized emergency contacts. If no authorized adult can be reached and the child remains at the program beyond a reasonable period of time, Ingram House may contact local authorities or the appropriate child welfare agency in accordance with applicable requirements. Staff will continue to supervise the child until the child is safely released.

Impaired Adult at Pick-Up

If a person arrives to pick up a child and appears impaired or otherwise unable to safely care for or transport the child, Ingram House will take appropriate steps to protect the child's safety. This may include contacting another authorized adult and/or appropriate authorities when necessary.

Field Trips, Walks & Community Experiences

One of the special things about growing up in Telluride is that children's world extends far beyond the classroom. At Ingram House Preschool, we believe our neighborhood, natural environment, local businesses, community organizations, and the people around us can all become part of children's learning.

Neighborhood Walks & Local Adventures

Children may regularly participate in walks and outings within the Telluride community as part of our normal school day. These experiences may include exploring trails and outdoor spaces, visiting the library, observing seasonal changes, attending community events, visiting local businesses or organizations, or simply heading out to investigate something the children have become curious about.

Some of our best learning experiences may begin with, "Let's go see."

Families will complete applicable permissions for neighborhood walks and routine community outings as part of enrollment. Families will be notified in advance when an outing requires additional permission, preparation, transportation, fees, or a significant change to the normal school day.

Field Trips & Special Experiences

Ingram House may participate in field trips, special programs, camps, performances, or other experiences that expand children's opportunities to learn and engage with their community. Information about significant field trips will be shared with families in advance and may include the destination, schedule, transportation arrangements, clothing or equipment needed, permissions, and any additional cost.

We never want the cost of a special experience to be the reason a child cannot participate. Families who need assistance with an additional field trip or activity fee are encouraged to speak privately with the Director.

Safety Away From School

Children remain under active supervision during all walks, field trips, and community outings. Staff will use attendance checks and head counts throughout the experience and will carry appropriate emergency information and supplies while away from the school. Children are expected to follow developmentally appropriate safety expectations while walking through the community and participating in off-site activities.

Transportation

When transportation is provided or arranged as part of a school activity, Ingram House will follow applicable childcare licensing and transportation safety requirements. Families will be informed in advance when transportation is involved. Appropriate supervision will be maintained during loading, transportation, and unloading, and necessary emergency contact and medical information will accompany the group.

Comets Ski Program

Children who are four years old and meet program readiness expectations may have the opportunity to participate in the Comets Ski Program through Telluride Ski & Golf. When offered, Ingram House Preschool may support participation through group transportation and supervision arrangements, including use of local community transportation when appropriate.

Families will receive additional information each winter regarding eligibility and readiness expectations, program dates and scheduling, required ski gear and clothing, transportation and supervision arrangements, permissions, and any additional program fees. Participation is dependent upon child readiness, staffing, weather, program availability, and logistical considerations.

What to Bring to School

Preschool is wonderfully messy, active, and occasionally muddy. Children should come to Ingram House dressed to play, create, explore, and spend time outside without worrying about keeping their clothes perfectly clean. Please clearly label children's belongings whenever possible.

Lunch & Afternoon Snack

- A nutritious lunch
- An afternoon snack

Ingram House provides a morning snack. Please send enough food to comfortably support your child throughout the day. Fresh drinking water is available throughout the school day. Families should inform the Director of food allergies, medical dietary needs, or other food-related accommodations.

Water Bottles

Each child should have one clearly labeled reusable water bottle that remains at school. Staff will refill bottles as needed throughout the day and regularly clean them.

Extra Clothes

Every child should have a complete change of seasonally appropriate clothing available at school, including a shirt, pants or shorts, underwear, and socks. Please replace clothing whenever it is sent home and update extras as your child grows and the seasons change.

Dressing for Telluride

Outdoor play is part of our day throughout the year, and children should arrive prepared for the weather. Depending on the season, children may need appropriate coats or jackets, snow pants, snow boots, mittens or gloves, winter hats, sun hats, sun-protective clothing, and sturdy shoes appropriate for active outdoor play. Seasonal outdoor gear may remain at school whenever possible so children are prepared when Telluride weather changes quickly.

Indoor Shoes

Families are welcome to provide a pair of comfortable, labeled indoor shoes or slippers to remain at school. For safety, indoor footwear should allow children to move comfortably and participate in classroom activities.

Personal Belongings & Toys from Home

Unless requested for a classroom activity, special event, or comfort need arranged with teachers, toys, valuables, money, and other special belongings should remain at home. Items from home can easily become lost, damaged, or the source of conflict during the school day. Ingram House cannot assume responsibility for lost, broken, or misplaced personal belongings.

Visitors, Licensing & Reporting

Families & Visitors

Families are welcome members of the Ingram House community, and we value opportunities for parents and guardians to participate in their child's preschool experience. For the safety and supervision of all children, visitors must check in with staff upon arrival and may be asked to provide identification when appropriate. Visits should be coordinated with the Director whenever possible and may be limited or scheduled differently when needed to protect children's routines, supervision, rest, privacy, or the overall functioning of the classroom.

Questions, Concerns & Complaints

We want families to feel comfortable bringing questions, concerns, or feedback directly to the Director. Many concerns can be resolved most effectively through timely, respectful, and open communication. Families also have the right to contact the appropriate Colorado childcare licensing authority regarding concerns about licensing or program compliance.

Colorado Department of Early Childhood
Division of Early Learning Licensing and Administration
Main Licensing Line: 1-800-799-5876 or 303-866-5958

Please consult the current CDEC website for the most current mailing address and complaint-submission options.

Mandated Reporting

All Ingram House Preschool staff are mandated reporters and are required by law to report suspected child abuse or neglect. Staff do not investigate allegations themselves or determine whether abuse or neglect has occurred. When there is reasonable concern requiring a report, staff will follow applicable Colorado mandated-reporting requirements and make the appropriate report.

Colorado Child Abuse and Neglect Hotline: 1-844-CO-4-KIDS (1-844-264-5437)
San Miguel County Human Services: 970-728-4411
If a child is in immediate danger, call 911.

Smoke-, Vape- & Substance-Free Environment

Ingram House Preschool maintains a smoke- and vape-free environment. Smoking, vaping, and the use of tobacco or nicotine products are not permitted on preschool property, in program vehicles, or in the presence of children. Staff, volunteers, and visitors may not be under the influence of alcohol, cannabis, illegal drugs, or other impairing substances while responsible for or interacting with children at the program.

Withdrawal & Program Discontinuation

Family Withdrawal

Families who choose to withdraw their child from Ingram House Preschool must provide a minimum of 30 days' written notice to the Director. Tuition remains due throughout the full 30-day notice period, regardless of whether the child attends during that time. Tuition assistance or other funding will be applied according to the requirements of the applicable program. This notice period allows Ingram House time to appropriately plan for enrollment, staffing, and the potential placement of another child.

Discontinuation of Care by Ingram House

Our goal is always to work collaboratively with families and preserve a child's placement whenever we can safely and reasonably do so. Ending a child's enrollment is not a decision we take lightly. In rare circumstances, however, Ingram House may determine that continued enrollment is no longer appropriate.

- A child's needs cannot be safely or appropriately supported within the group-care environment after reasonable supports and collaborative efforts have been attempted.
- A family repeatedly fails to follow program policies, enrollment agreements, or financial obligations.
- Repeated late pick-up, attendance, or scheduling concerns remain unresolved after attempts to develop a workable plan.
- Required enrollment, health, emergency, or other documentation is not provided or maintained.
- A family member's behavior toward staff, children, or other members of the school community violates our Mutual Respect policy.
- The safety, well-being, or effective operation of the preschool is significantly compromised.
- Continued enrollment is otherwise incompatible with Ingram House's ability to safely and appropriately operate the program.

Whenever possible, concerns will be clearly communicated with the family and reasonable efforts will be made to identify solutions before enrollment is discontinued. If Ingram House determines that care must end, families will generally receive written notice and information regarding the child's final date of attendance and any outstanding financial obligations.

In circumstances involving an immediate or serious safety concern, threatening or abusive behavior, or another situation in which continued attendance would place children, staff, or the program at unreasonable risk, Ingram House may discontinue care immediately.

Program Changes or Closure

In the event that Ingram House must make a significant operational change, temporarily suspend services, or permanently discontinue the program, families will be given as much advance notice as reasonably possible.

Community Resources & Developmental Supports

At Ingram House Preschool, supporting children sometimes means connecting families with resources and professionals beyond our classroom. Families are always welcome to speak with the Director if they have questions about their child's development, behavior, health, learning, or family support needs.

Child Find / UnBOCES

Provides developmental evaluation and special education services for eligible preschool-aged children. Ingram House can collaborate with families and service providers when evaluations, classroom observations, accommodations, or individualized services are appropriate.

Bright Futures for Early Childhood and Families

Provides early childhood and family resources within our region, including connections to developmental, family-support, and early childhood services.

Tri-County Health Network

Provides health and family-support resources and may assist families in connecting with appropriate health, developmental, or community services.

Working Together

A referral or recommendation for additional support does not mean that something is “wrong” with a child. Early childhood development varies tremendously, and accessing additional information or support can help families and educators better understand what a child needs to thrive. When outside services are involved, Ingram House will work collaboratively with families and, with appropriate permission, relevant providers to support consistency between home, school, and other services.

Our goal is always the same: to help each child feel successful, supported, and that they belong.

Universal Preschool Colorado (UPK) Required Family Information

Ingram House Preschool participates in Universal Preschool Colorado (UPK). The following information is provided to families in accordance with UPK program requirements.

1. Healthy Development & Child Screenings

To support your child's healthy development, our program provides information on and coordinates access to voluntary developmental screening services. Please speak to Cale Cramer, Director, or email ingramhousepreschool@gmail.com for information on obtaining any of the following:

- Developmental or Health Screenings
- Vision, Hearing, or Dental Screenings
- Social-emotional, Cognitive, or Language Screenings
- Mental Health or Special Education Referrals
- Translation Services

2. Family and Community Engagement

We believe you are your child's first and most important teacher. Our program is committed to partnering with you in the following ways:

- **Language Support:** We provide opportunities to utilize interpreters or other language resources as needed to ensure clear communication.
- **Cultural Sharing:** We invite and encourage you to share your home's cultural and social practices within our classroom community.
- **Goal Setting:** We will partner with you to set individual learning and development goals for your child.
- **Program Decision-Making:** We offer opportunities for families and community partners to engage in our program's operational decision-making processes.
- **Transitions:** We will actively involve you in your child's transitions between classrooms or when moving to a new school.
- **Feedback:** We value your perspective and provide opportunities for you to give feedback on the quality of program-family and program-staff interactions.

3. Annual CDEC Family Survey

Each spring, the Colorado Department of Early Childhood (CDEC) conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy development supports provided.

Colorado Child Care Assistance Program (CCCAP)

Ingram House Preschool may accept the Colorado Child Care Assistance Program (CCCAP) for eligible families.

Families participating in CCCAP are responsible for maintaining their eligibility, completing required paperwork, and communicating any changes that may affect their authorization for care. Families remain responsible for any parent fees, copayments, tuition amounts, or other charges that are permitted under CCCAP requirements and are not covered by their authorization.

Ingram House Preschool will follow applicable CCCAP requirements related to attendance, enrollment, billing, and provider participation.

Questions regarding a family's CCCAP authorization or Ingram House Preschool's participation may be directed to Cale Cramer, Director, at 970-978-3213 or ingramhousepreschool@gmail.com.

Family Handbook Acknowledgment

The Ingram House Preschool Family Handbook is intended to provide families with a clear understanding of our program philosophy, expectations, policies, and procedures.

By signing below, I acknowledge that:

- I have received or been provided access to the current Ingram House Preschool Family Handbook.
- I understand that I am responsible for reviewing and following the policies and procedures outlined in the handbook.
- I understand the program's tuition, payment, attendance, arrival, departure, late pick-up, health, safety, and enrollment policies.
- I understand that Ingram House Preschool may update policies when necessary due to licensing requirements, program operations, safety considerations, or changes in applicable regulations.
- I understand that families will be notified of significant policy changes.
- I understand that signing this acknowledgment does not waive any rights provided to me or my child under applicable law.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Director Signature: _____

Date: _____