



# Sandpoint Children's LEARNING CENTER

1601 Hwy 2  
Sandpoint, ID 83864  
(208) 265-7252

## Parent Handbook 2026-2027

Revised 06-2026

Co-Directors  
Carol Millard (208) 920-9733  
Jenna Haddock (208) 290-1866

## Educational Philosophy

In conjunction with children's families and the Creative Curriculum Program, Sandpoint Children's Learning Center commits itself to providing enriching experiences for each child in an atmosphere conducive to the child's maximum development of his or her potential. We strive to meet each child's social, emotional, physical, literacy, mathematics, and creative needs by providing a balanced variety of experiences. The Creative Curriculum follows the fundamental premise that children are active learners who learn best from activities that are at their interest level.

## Values

- Supporting best practice in a high quality, safe, healthy classroom environment
- Following early childhood guidelines and regulations as required by law
- Ensuring children are ready for kindergarten, or next grade placement, and providing a smooth transition
- Focusing on teacher-child interactions and intentional teaching strategies as keys to children's success
- Educating and respecting children of all stages and abilities
- Providing professional development opportunities for continuous improvement
- Ensuring families feel welcome and inviting them to participate as they choose
- Viewing children's excitement to be lifelong learners as indicators of success
- Honoring families as children's most important teachers

## Sandpoint Children's Learning Center Childhood Educators

One of the most important elements in providing quality care is well trained and experienced staff. All staff members must complete criminal clearances and fingerprinting as mandated in licensing by the State of Idaho Department of Health and Welfare. Staff consists of employees who are hired for their aptitude with young children, commitment to quality of care, and their belief in early childhood education.

## Director Biographies

Sandpoint Children's Learning Center is co-directed by a team of two early childhood professionals with over 58 years of experience in the field of child development and family relations. Both co-directors are Lead Teachers in the preschool and on-site daily.

### Co-Director: Carol Millard

Early Childhood Education  
University of Idaho, A.S.

I, Carol Millard have over 32 years of experience in a variety of childcare programs. As an early childhood educator, I am committed to providing the highest quality preschool experience for the children in this community. My husband Doug and I are parents of two grown children, grandparents to two grandchildren, and recognize the importance of a safe and nurturing, developmentally appropriate, learning environment. All children have different learning styles that a teacher needs to accommodate in the classroom. Children enjoy learning and engaging in hands-on experiences. I am a creative teacher who is dedicated to my work. I maintain high standards for myself as well as those I work with.

Co-Director: Jenna Haddock  
Child Development and Family Relations  
University of Idaho, B.A.

I, Jenna Haddock, have 26 years of experience in the field of early childhood education. I understand the importance of early childhood education and the impact my role has on children. I intentionally teach skills and advance each child's individual growth and development. I especially enjoy supporting children's critical thinking skills, enhancing their self-esteem, and formulating an excitement for learning. My husband and I have two children of our own. As I observe how they navigate through their high school years, I am reminded of how important their early interactions are with their peers and care taking adults. I am dedicated and want the very best for my own children and all children in our Sandpoint community.

## Teacher Biographies

Infant/Toddler Teacher: Denya Breeden  
25 years of experience in early childhood

I, Denya Breeden, have 25 years of experience working with children, specializing in infant and toddler care. I have provided in-home childcare, provided care in a childcare center, and have experience operating my own facility. I was born and raised in Sandpoint which parents usually find comforting and reassuring. I strive to provide the best home away from home, making every child feel loved and provided for just as if they were with their parents. My goal is always creating a happy and lighthearted environment filled with opportunities to play, dance, sing, tell and read stories. My strengths are honest communication with parents and documenting what happens during the day.

Infant/Toddler Teacher: Alissa Heiser  
Child Development and Family Relations  
University of Idaho, 3 yrs  
17 years of experience in early childhood

I, Alissa Heiser, have 17 years of experience working with children. I attended University of Idaho for three years studying Child Development and Family Relations. I have two young children myself and believe that all children should have a nurturing environment, which promotes a successful experience. I am committed as a teacher to meet the needs of children, while integrating the development of the child's physical, social, emotional, and creative skills through hands-on learning activities. I am energetic and enjoy interacting with children and parents daily.

Elementary/Preschool/Toddler Teacher: Nichole Baumann  
Early Childhood Development  
University of Idaho, 3 yrs  
26 years of experience in early childhood

I, Nichole Baumann, have been working in early childhood education for over 26 years. I began my career while a student at the University of Idaho, where my part-time job at a small

childcare center quickly became my passion. I've worked with children of all ages, ranging from infants to school-aged, and I enjoy attending early childhood training and conferences in my free time. I believe that children learn the best when they feel safe, loved and have an enriching environment to explore, as well as caring adults to scaffold their experiences. As the mother of a middle school daughter and elementary school son, I know the importance of finding high-quality care for your children and I strive to meet those expectations.

## Creative Curriculum Overview

Developing partnerships with families is an essential part of any high-quality early childhood program. When teachers and families work together, children's development and learning are fully supported. The philosophy of The Creative Curriculum® is that young children learn best by doing. The Creative Curriculum® is built on theories of development in young children, that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal of the Creative Curriculum® is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment. The curriculum identifies goals in all areas of development: Social/Emotional, Cognitive, Physical and Language. The Creative Curriculum® balances teacher-planned and child-initiated learning, emphasizing responsiveness to children's strengths, interests, needs, and learning styles. Nationally known for being forward-thinking, comprehensive, and rigorously researched, it helps teachers plan and implement content-rich, developmentally appropriate programs that support active learning and promote children's progress in all developmental areas. The Creative Curriculum® individualizes for children of all stages and abilities allowing children to progress at varying rates.

## Curriculum Goal and Objectives

The Creative Curriculum® approach allows for children's maximum potential to be reached in mixed age classrooms. Younger children can move beyond their age level when they show interest in advancement. Older children can master objectives and focus on character building skills such as leadership, empathy, creativity, and self-confidence. The goals and objectives will be available for parents and volunteers to view at any time.

## Lesson Planning

Teachers plan weekly activities based on children's interest and developmental objectives. Teachers observe children's learning and document observations. Teachers also collect work samples from individual children. Child observations and work samples are analyzed by teachers and used to make an action plan for individual children, teachers, and the classroom environment.

## Summer Program

We are proud to offer an enriching summer program with the quality and care our parents and children enjoy throughout the school year. Our staff prepares an exciting summer program with the intent to keep your child engaged in a variety of exploration activities. Week long activities based on a variety of children's interest areas. Children in elementary school who attend SCLC for the summer have a daily scheduled individual reading time, story time with a teacher, and small group project times. Elementary aged children also attend walking field trips weekly out in our community. The Creative Curriculum® is followed year-round.

## Enrollment

SCLC is a tuition-based program with most children attending 5 days per week. If parents prefer their children to attend part-time, they may, however, the full-time tuition must be paid in advance no matter how often children attend. SCLC believes in more full-time enrollment opportunities to strategically enhance quality for enrolled children, families, and teaching staff. Sufficient teacher to child ratios will be present at all times.

## Monthly Payment

Parents will pay in advance for services provided. Payments must be made by the 1st of every month. If payment is not received by the 7<sup>th</sup> of the month, children may not attend. If children are brought to the center, they will be asked to leave. Children may return to SCLC when the payment is made in full and included is a \$50.00 late fee. SCLC reserves the right to terminate a child's enrollment when payment for services is late. If payment is late a second time, co-directors will schedule a meeting with the parent to determine if enrollment will be terminated. Part-time rates are not available. Half day rates are not available. Vacation days are not available. Payment must be made in full whether or not the child attends. Monthly payment amounts are reviewed and subject to change annually.

## Public School Emergency and Non-Emergency Closure

When the school district is closed, and your SCLC enrolled elementary aged child needs to attend SCLC, they may. Elementary schools have 7 non-student days per school year. SCLC has figured the full day difference into your monthly payment for these 7 days during the school year. When public school is canceled due to an emergency or snow closure day, co-directors will track this attendance and add the additional cost to your next monthly bill. SCLC has figured Thanksgiving Break, Christmas Break and Spring Break into your monthly payment already so elementary children have guaranteed placement.

## Closure and Early Release Days

SCLC will be closed 15 days annually. Please view the SCLC School Closure and Early Release Days link on our website [www.sandpointscslc.com](http://www.sandpointscslc.com) for the 2026-2027 school year. Additional closure days or early release days may be added when appropriate.

## Pandemic and National Disaster Closures

SCLC will remain open during pandemics and national disasters unless recommended to close by the Idaho Department of Health and Human Services or Idaho Panhandle Health. Should SCLC close due to a pandemic or national disaster, parents currently enrolled will pay 100% of tuition costs for the first ten school days following the closure. Should SCLC remain closed longer than ten school days, parents currently enrolled will pay 50% of tuition costs until SCLC reopens. SCLC's commitment to families is that we will be open when state regulations allow.

## Wait List Policy

SCLC will maintain a wait list with priority given to enrolled siblings. Parents with children on the wait list are encouraged to place additional younger siblings on the wait list during pregnancy. Confidentiality will be upheld. Re-entering the wait list with both children will not change your child's wait list placement, however, it will ensure the younger sibling's placement takes priority over all other wait list entries once the older sibling is enrolled. Priority is given to full-time enrollments. Priority is also given to families who have toured our

facility, met with teachers, and are committed to our program for their children. Full-time children's enrollment provides stability and consistency for our enrolled families, teaching staff, and facility function.

## Program Hours

The care provided at SCLC is available from 7:00am to 5:15 pm, Monday-Friday. Children may be combined in classrooms during the early morning or late afternoon hours if needed to accommodate staff to child ratio. Please respect the hours of operation and be on time for pick up. SCLC believes children's time spent with family is key for emotional development and does not recommend extended hours at SCLC when possible.

## Emergency Procedures

In the event of an emergency at the center, 911 will be called. Parents will be notified immediately. When the child's or children's parents are unable to be reached, emergency contacts will be called. If emergency contacts cannot be reached, SCLC staff will seek emergency care for (child)ren. Parents are asked to sign a release at registration time stating that SCLC staff will seek care in their absence in the event of an emergency. All full-time teaching staff at SCLC are CPR certified. First Aid Kits are present at the center.

## Fire Drill/Evacuation of Building

Teachers and children will complete monthly fire drills and annual lock-downs at SCLC to practice for emergency situations. SCLC will be compliant with all city and state fire codes. SCLC has a fire alarm system installed which calls the fire department automatically when smoke is detected. In the event SCLC needs to be evacuated, teachers and children will walk to Forrest M. Bird Charter School, south of the center. Parents will be notified. Emergency phone numbers will be in plain sight of the center telephone, including 911, poison control, police department, and fire department. Emergency contact phone numbers for all children and teachers will be in a binder in the classroom. Lead Teacher 1 will take the attendance sheet/First Aid Kit and lead the group to the specified exit door for the class and proceed to the center meeting place outside and away from the building on the playground. Lead Teacher 2 will call 911. Lead Teacher 2 will scan the room for additional children and proceed to the meeting place. Children unable to walk will be placed in a portable crib and carried to the meeting place.

## Arrival and Departure Safety

Parents are responsible for ensuring ONLY ADULTS open the door to exit the classroom and playground. Parents must ensure children are always supervised in the building and parking lot at arrival and departure times. Children may not run ahead of parents at arrival and departure. Parents must maintain constant supervision of children in the classroom upon departure and arrival when teachers are on the playground. Safety first!

## Drop Off/Pick Up

When dropping off or picking up your child, please make sure you sign your child in and out on the daily attendance sheets. Staff will sign children in and out following pandemic rules of sanitation when necessary. Your child may only be released to the contact people on his/her emergency care plan. If you would like your child released to a person not on the emergency care plan, inform the staff prior to pick up. All staff reserves the right to check a photo ID when child is picked up.

## Late Pick-Up Policy

We believe our parents will be respectful of our departure time and make it a priority to be at the center before 5:15 pm. If an individual family is not following the policy, we will create a plan which will include a fee. Parents who fail to follow the policy may be asked to find alternative care for their children.

## Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children's files, including health, family needs, behavior, etc. will only be made available to staff and the child's parents. If you have any questions or problems regarding our policies or program, your child's development or any other issues, please feel free to contact us.

## Custody Documentation

The center must be notified if a parent retains sole custody of a child. If one parent is legally barred from contact with the child, the center must have a copy of the court order on file. Without an official court order, BOTH parents are allowed rights to the child. A birth certificate will be required to identify biological parents when necessary.

## Staff Background Checks

SCLC conducts an Idaho State Health and Welfare background check on all staff. For adults, the background check includes: Idaho State Police Criminal Identification Bureau Fingerprinting. FBI Criminal History and National Criminal Information Center. Statewide Child Protection and Adult Protection Registries. Sex Offender Registry. Medicaid/ Medicare Provider Exclusion List. Nurse Aid Register. Idaho Transportation Dept. records. Records and findings from other states and jurisdictions.

## Reporting to Protective Services

Idaho is one of many states which has mandatory child abuse reporting requirements. Sandpoint Children's Learning Center is mandated by Idaho code, § 16-1619, governing all schools and childcare programs to report any suspected child abuse, abandonment, or neglect of children in their care.

## Parent Visitation/Participation

Sandpoint Children's Learning Center has an open-door policy. Parents of enrolled children are always welcome to visit the center. Parents are encouraged to volunteer and become actively involved in the classroom.

## Classroom Community Volunteers

SCLC shall ensure that all volunteers are placed under the direct supervision at all times of an SCLC employee. Regular volunteers will be fingerprinted. Volunteers will receive necessary training/information on classroom guidelines.

## The Daily Schedule

The daily schedule will vary depending on the age of the child, but will include planning time, choice time, clean up, recall time, circle time, small group time/project time, outdoor time, large group time, story time, meals/snack, rest, and reflective time. Our developmental

experiences include physical, cognitive, social, emotional and language opportunities.

## Withdrawal

If parents choose to withdrawal a child from Sandpoint Children's Learning Center between September and July, a two-week advance notice must be given. Monthly payment paid will not be refunded, but families are encouraged to use paid portion before leaving. If parents choose to withdrawal a child in the month of August, the full monthly payment must be made whether or not the child attends.

## Snack Time

An afternoon snack will be provided to all children. A morning snack will also be provided for the infant/toddler class. If your child has a food allergy, parents will be asked to fill out the food allergy action plan form at enrollment or as needed. Parents of infants will be asked to provide all snacks for their infant child. A list of provided snacks will be given upon request for all families who would like one.

## Allergies

Parents need to notify the staff of any known food, medical and/or environmental allergies at registration. An allergy action plan form will be provided and completed. Parents will be asked to provide snacks for their child/ren to meet their individual allergy needs.

## Lunch Time Choking Hazards

Parents will pack lunches for children daily. Please ensure common choking hazard foods are cut appropriately or not packed. Common choking hazards include but are not limited to the following: grapes, carrots, nuts, popcorn, hot dogs, hard candy, etc. Chewy foods like marshmallows and taffy are also not recommended.

## Breast Feeding

SCLC will provide information to and support families and employees who are breastfeeding, or who are considering breastfeeding. This includes names of area resources that are available for questions that could arise during breastfeeding and or pumping to provide breast milk for the child. Breast feeding mothers shall be provided a place to breastfeed or pump their milk. SCLC provides a completely private, quiet breastfeeding option area. This is offered to employees and SCLC families. This area has an electric outlet, comfortable chair, and access to a bathroom. Mothers are welcome to breastfeed in front of others if they wish. A refrigerator/freezer will be accessible for storage of expressed breast milk for families and employees. Families will provide their own breastfeeding containers marked clearly with child's name and date the milk was expressed. SCLC staff is trained with appropriate breastfeeding handling, storage, and sanitation. SCLC follows CDC guidelines: [www.cdc.gov/breastfeeding/](http://www.cdc.gov/breastfeeding/). SCLC will provide staff resources from Panhandle Health: "Breastfeeding Friendly Child Care." This information will be readily available for all staff to refer to. SCLC provides flexible breaks to accommodate breastfeeding or milk expression for all breastfeeding families. Employees that exceed the normal break time or lunch time schedule will have the opportunity to meet required hours.

## Formula for Infants

Parents will provide formula and food for infants. Children's formula, and food must be

individually labeled with the child's name and date. A refrigerator/freezer is available at the school. The center complies with all requirements set forth by the Idaho State Department of Health and Welfare.

## Nap Time for Toddlers and Rest Time for Preschoolers

Toddlers who nap will have a teacher actively assist in efforts to calm and help them fall asleep. SCLC will provide a nap cot fitted with a cot sheet for toddlers, which will be sanitized weekly or changed as needed. The same nap cot will be used by the same toddler all week. Toddler parents will provide a blanket which will be kept separately and be washed weekly by parents. Preschool children who nap will be provided with a nap cot and will bring a blanket from home. Preschool children will rest and fall asleep independently if they are tired enough to do so. Preschool children will have a nap time teacher that will actively assist in efforts to keep the child at rest, but will not actively help the child sleep. After one hour of rest, if the preschool child is not asleep, the teacher will assist their re-entry into the classroom environment. Preschoolers who fall asleep will re-enter the classroom by 3:00pm.

## Infant Sleep Safety

Idaho's ABC of Sleep Safety guidelines are followed.

- A. Alone: always let infants sleep alone and never in a bed with another person.
- B. Back: infants are placed on their back. Not on their side or stomach, unless otherwise directed by the infant's health care provider. SCLC requires a sleep prescription.
- C. Crib: always put the infant to sleep in a crib with only a firm mattress and tight-fitting sheet. The crib should be free of blankets, bumpers, and stuffed toys.

## Extra Clothing

All children should be dressed in clothing that may be worn for activities such as active play. We believe outdoor play is an important part of your child's health and social growth and is scheduled daily. We go outside in snowy weather daily, and we rearrange our outdoor time around rain. Please dress children for the weather and season. In case of inclement weather children will remain indoors and given alternative gross motor opportunities. Children often have dust and sand on their clothing upon departure time due to our outdoor play environment and sandbox. Some parents find it convenient to have a spare clean outfit for their children stored in their vehicle in preparation for events after school. In case your child needs a change of clothing, we ask that you keep a clearly labeled extra set of clothing on your child's cubby. If your child has any soiled clothing it will be wrapped and placed in your child's cubby. Due to universal precautions staff does not wash soiled clothing.

## Infant/Toddler Clothing

Children should wear simple, washable play clothes. Since your child may be crawling or just learning to walk, he/she will spend some time on the floor learning to develop these skills. Outdoor activities are also a part of the daily program, so make sure your child has appropriate clothing for all environments. Please send ample clothing for your child's needs.

## Diaper Changing

Diapers are checked hourly and changed as needed. Disposable diapers are required for children who are not toilet trained. If parents change their children's diapers at the center, they are asked to follow the required sanitation procedures posted in the diaper changing area. All diaper changes will be documented on the daily happenings form in the infant/toddler room.

## Toilet Training

When your child is ready to start toilet training, we ask that you begin introducing it at home. We will follow through and encourage your child while in our care. Please keep in mind that the activity level here can distract your child from responding to the urge to use the toilet, more so than at home. We will encourage your child to use the toilet but never force them to. We ask that you send your child in user friendly clothing as much as possible. This will be a time of learning to pull their pants up and down. Try to avoid tight clothing, pants with zippers or snaps, belts, and overalls as much as you can in the initial phase of potty training. We ask that you supply your child with 3 complete changes of clothing, including socks and an extra pair of shoes. Before beginning to toilet train a child, SCLC asks that parents meet with the teachers and plan together. Teachers want to work with parents and help make this a successful new step in their child's development. Toilet training comes when a child is ready to take responsibility for eliminating in the toilet and handling his or her own clothing. This is generally around two-and-a-half to three years of age but differs among children.

## Sunscreen

Teachers will apply a non-additive, paraben free, sunscreen to children before exposure to the sun as necessary. If your child has sensitive skin and requires a specific sunscreen, please inform teachers, and provide the sunscreen.

## Birthdays and Holidays

Birthdays and holidays are special times which our classrooms enjoy acknowledging. If your family does not observe specific celebrations, please inform your teacher, and arrangements will be made to accommodate family observances. Parents are welcome to provide a small treat and arrange a celebration of a child's birthday. Please bring only store-bought items and check with your teacher for any classroom allergy concerns.

## Toys from Home

Please do not send any toys to the program as they may be lost or broken. We provide a wide variety of materials for children to discover and manipulate. In the event a child brings a toy or other personal belonging they will be asked to keep it in their cubby. SCLC assumes no responsibility if the item is lost or damaged.

## Communication for Infant/Toddler Program

A daily happenings form is used for every infant and toddler. The form includes, diapering, toilet training, feeding, and napping. This method has proven to be an effective way to inform parents about the child's day.

## Child Illness

Children who are ill are asked to remain home. If a child becomes ill while at the center, the parent or emergency contact person will be notified. An illness is defined as:

- \* A temperature of 100 degrees or more
- \* Diarrhea or vomiting
- \* Any undiagnosed rash

SCLC will inform parents if their child may have been exposed to a communicable disease. The posting will include the name of the disease and the symptoms related to the disease. If a child develops any of the above symptoms while at the center, he/she will be separated from the other children. Parents will be called and asked to pick up the child. Children can return 24 hours after final symptom. If a child has been exposed to any contagious disease notify us as soon as possible. If your child is exposed while at the center to any contagious disease, you will be notified. Confidentiality will be upheld. If a health issue arises, a public health nurse from Panhandle Health is available to our program.

## Immunization

The State of Idaho requires an up-to-date health record of immunizations for each child on file. Parents must provide SCLC a new record after every immunization is given. Idaho's Immunization Reminder System (IRIS) will be used. Idaho Code 39-1118 provides exemptions for immunizations that could endanger the health of a child or upon religious or other objections from parents. If your family chooses not to immunize, you will be asked to sign a waiver. If an outbreak occurs and your child is not immunized, your child will be asked to stay home until Panhandle Health confirms the outbreak is controlled. Confidentiality will be upheld.

## Medication Administration

The staff will not administer medication to a child without written permission from a parent or legal guardian. The child's name must be typed on the original label of any prescription and be for the sole use of that child. Staff will dispense medication according to instructions on the label (prescription or over the counter). Medication should be brought to the center in the original container and given to staff directly. Children should not be allowed to transport medication at any time. At no time should medication be packed in a backpack, lunchbox, or food container. All medications will be documented on the medication record. Medication administration forms may be obtained from staff.

## Incident Reports

In the event a substantial incident occurs at SCLC and a child is injured, teachers will follow the incident procedure and fill out an incident report. If the parent is not on site, and parent notification is warranted, a teacher will contact the parent by phone. Teachers will document, how, where, and when the incident occurred, and the action that was taken by teachers. Universal precautions will be taken. The report will be kept at SCLC and a copy will be sent home to the parent.

## Classroom Management

Classroom behaviors are managed through positive, clear and consistent rules; for example, inside voices, walking feet, gentle touches and personal responsibility. Children will be provided choices and then held accountable for their choices. When a child displays inappropriate behaviors, the child will be removed from the immediate area to keep all children safe. Our curriculum encourages and reinforces social emotional skills while building a sense of community within the classroom.

## Behavior Management

We use positive behavior management methods to assist children with self-control and

becoming self-disciplined. Behavior management situations are handled with empathy and redirection. Strong communication with parents is also top priority. If a child exhibits persistent inappropriate behavior, a meeting will take place between the center staff, program directors and parents to create a positive behavior management plan. This plan may encourage all parties to access community resources. SCLC will work diligently to create an environment and plan that encourages the development of skills necessary for school success. Every opportunity will be explored to assist the child in maintaining their placement. SCLC has participated in a program with the University of Idaho called The Pyramid Project. Staff are observed, trained, and given opportunities for reflection on social and emotional skills for teachers and children.

## Photo Release

SCLC is very cautious with photos and confidentiality. Teachers may text photos of children to their parents during the day. Pictures may hang up in the classroom for SCLC families to view. Pictures may be in the newsletter for families to view. Class photos may hang up at SCLC. Parents will be asked permission if co-directors would like to use a photo for advertising or social media. Parents have the right to refuse all photo opportunities.

## Enrollment Checklist

- 1) Immunization Record
  - Must be up to date by the Idaho state standards for childcare
  - Parents must provide SCLC a new record after every immunization given (IRIS)
  - Waiver must be signed if immunizations are not given
- 2) Registration fee of \$50.00 per child
- 3) Registration/Emergency Care Plan: release to seek care, emergency contacts, and emergency email
- 4) Allergy Action Plan if needed
- 5) Monthly tuition is due on child's first day