

2025 - 2026

Children's Enrichment Program

515 North Park,
Cortez CO 81321
Phone (970) 739-8268

Follow us on Facebook for Information
For Questions, Contact:
Lori: (970) 739-8268
(please leave a voice or text message)

About our program:

The CEP program is a non-denominational Christian guided program for children 2 to 5 years of age. Your child will interact socially in a Christian environment, with other children their own age. Our program will include preschool age appropriate skills and activities including but not limited to: playtime, music, arts & crafts, developmental skills, Bible stories, chapel time, and story time.

Mission Statement:

“Together we strive to be the eyes, ears, heart, and hands of Jesus Christ through helping your child to develop a sense of security and self-confidence, developing Christian-based moral and social actions, and helping your child to work and play nicely with other children by learning to share and feel comfortable in the presence of other children.”

Policies of the Children’s Enrichment Program

HOURS OF OPERATION

8:00 A.M. – 3:30 P.M. Monday thru Thursday

***CEP classes start at 8:00 AM. Please try to be as prompt as possible in dropping off your child to not disrupt their day as well as the other children attending CEP.**

*** Please do not pick up your child later than your pick-up time. Our staff makes every effort to make their appointments for this time!**

*** For safety reasons we will have the front CEP doors locked from 9:00 AM to 12:30 PM**

***There will be a 30-minute time period of drop-off. You will also need to sign them in. Upon pickup, you will need to sign them out.**

***We will accept no late pickups, you will be billed \$20.00 for the first five minutes and \$1.00 for each additional minute you are late!!!!**

***After 9:00 AM you need to enter through the church office to sign in. Please be prompt in dropping off and picking up your child.**

***There will be a charge of \$15.00 if you drop your child off more than 5 minutes before their scheduled time for drop off.**

***There will be a flat fee charge of \$20.00 for any child picked up more than 5 minutes late, we will also impose a charge of \$1.00 for every minute you are late thereafter beyond their scheduled pickup time.**

***If they are not picked up within 20 minutes we will contact authorities to let them know and to look for you.**

TUITION AND FEES

***\$30.00 from 8:00-1:00 and \$36.00 from 8-3:30.**

Registration fee will be \$40.00 payable upon registration and non-fundable

***There is a 2-day minimum requirement for your child to attend.**

***Tuition is due on the 1st of the month. If it is not paid before the 10th, a late charge of \$40.00 is assessed to your account. If you cannot make your payment by the 10th of the month please contact our Director Wilda Gustafson to make payment arrangements.**

***Please make checks payable to the Children's Enrichment Program or CEP.**

***Tuition cannot be refunded for temporary absences or holidays.**

***There will only be 2 excused absences for which you will not be charged. Any absences after will be charged the full tuition for your child, for that day.**

***There will be no makeup days permitted.**

***You will not be charged for absences incurred if CEP needs to close.**

ENROLLMENT PROCEDURES & SUPPLIES NEEDED

***Before your child can attend, all documents must be completely filled out and returned.**

***All parents are asked to provide 2 boxes of Kleenex tissues and 3 LARGE boxes of snack crackers.**

***Children with Last names beginning with A – L please bring crackers and tissues in **August**.**

***Children with Last names beginning with M - Z please bring crackers and tissues in **January**.**

The Children's Enrichment Program runs on a first come first served basis. If we are full and you would like your child on a waiting list, please let us know.

CLOTHING AND PERSONAL BELONGINGS:

***We will always attempt to go outside for fresh air and exercise if the temperature is above 20 degrees and it is not raining.**

***Please assume your child will go outside every day and provide all necessary clothing appropriate for the weather – boots, gloves, snow pants, hat, and coat.**

***All outerwear should also be labeled.**

***Please send your child in simple, comfortable, washable clothing free of complicated fastenings.**

***Please bring with your child a change of clothing, including extra underwear, pull-ups, or diapers. Please plan to bring a change of clothes in a large ziplock bag that will be left at CEP.**

***If items become soiled or more supplies will be needed we will notify you to bring extras in.**

***If your child is still in diapers, you will need to leave plenty of diapers for your child.**

***If your child is not fully potty trained please send your child in pull-ups, and provide plenty of extras for accidents.**

***If pull-ups are not sent you will be called and asked to bring some for your child before your child is allowed to stay and attend the program that day.**

***Label all clothing, backpacks, lunch bags, cups, and jackets. Do not send toys or personal items from home.**

ILLNESSES

Please notify us if your child has a contagious disease so that other parents can be alerted. Confidentiality will be a high priority when it is necessary to notify parents of health concerns.

***Do not send your child if he/she has a communicable disease including staph or strep infection, chicken pox, a fresh cold, pink eye, Covid-19, etc. If your child comes in sick you will be called to pick up your child and your child will need to stay home for 24 hours after illness is cleared up.**

***If he/she has a fever, or has had one the previous night. Is vomiting or diarrhea, or has done so the previous night**

***If your child becomes ill at CEP, they will be taken to the office, and you will be asked to pick them up within 30 minutes from when you have been called.**

***If your child is ill and cannot fully participate in all activities, you will be asked not to leave them and/or to come pick your child up.**

NO medications will be dispensed at CEP.

SNACKS & LUNCHES:

You will need to bring 3 LARGE boxes of snack crackers and 2 boxes of tissues in either August or January.

Children with last names beginning with A – L please bring crackers and tissues in August.

Children with last names beginning with M-Z please bring crackers and tissues in January.

The CEP program will provide a healthy drink and fruit.

***BIRTHDAYS:** You may send cupcakes, cookies or ice cream cups for your child's birthday. We ask that you let us know in advance.

***Please send a sack lunch with your child including a bib when your child has something that can create a mess.**

***Send simple nutritious lunches with your child and do not send soda with your child.**

***Please send lunches your child can feed to themselves without assistance.**

PARTIES

Watch for sign-up sheets for any parties we will have throughout the year.

SIGNING YOUR CHILD IN & OUT

***You must sign your child in when you arrive and out when you pick them up.**

***We will only allow people who are authorized to pick up your child.**

***Please list them on the registration form or send us a note with your child before pick up time.**

***Photo identification will be mandatory for picking up your child.**

ABSENCES

***There will be 2 days per year that will be excused absences that you will not be charged for.**

***We request that you call us in advance if your child will not be in attendance, in order for us to plan our day.**

***You can call the church office at 565-3002 or Wilda Gustafson at 759-8798 to notify us of your child's absence.**

***Please write us a note letting us know in advance when your child will be absent. This will keep us from mixing up what days your child will be absent.**

WITHDRAWAL POLICY

You will be expected to give prior notice in writing of withdrawal from the program or permanent change in your child's schedule at least 1 month in advance of the change. You are responsible for the tuition for those 30 days.

EMERGENCIES

***If an emergency arises during the day requiring medical attention, the parents, or other persons listed on the registration form will be called.**

***If no adult responsible for the child can be reached, professional emergency medical care will be obtained.**

WEATHER AND SCHOOL CLOSING

***We will not be open on the days that the Cortez school district is closed due to heavy snow or extreme weather. You can check the school website at cortez.k12.co.us**

***There could be times we will keep CEP open so please check.**

***If we should be closed due to snow, we will post the closure on the Facebook page by 7:30 AM.**

***Please check periodically or before leaving as we have had to make last-minute school closures we were not anticipating.**

The fall program will start on Monday, August 12th, and will close on the following days:

September 2nd

November 25th -28th

December 23rd – January 6th

February 17th

March 17th–20th

LAST DAY MAY 22nd closing at 1:00 PM

Dates are subject to change so please check the bulletin board or Facebook

HEALTH & SAFETY

***All staff members that will be working with your child/children have been fingerprinted and a background check is done.**

***We will clean and repair all equipment on a daily basis.**

***All staff members have been trained in CPR and First Aid; in addition, the staff is trained in safety procedures and visual checks on children to make sure they are safe at all possible times. If abuse is suspected, we are required by law to report it to the proper authorities.**

***Evacuation and Safety procedures are in place and practiced periodically throughout the year. If we should have to evacuate and you need to reach us, you may call the Church office at 565-3002 for the status of your child. Please know that phone calls will be brief to not tie up phone lines.**

DISCIPLINE

We will be using Time outs when necessary for discipline of your child. If your child gets more than 3 timeouts we will need you to come in and talk to us about the problems that are occurring. If your child gets more than 5 time outs depending on the severity of the reasons we will ask that your child be removed until their behavior is under control.