



# Parent Handbook

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## 1.1 Vision

The Maslow Academy of Applied Learning and Bright Beginnings fosters a community where individuals are encouraged to reach their peak potential.

## 1.2 Mission

**Maslow Academy** - The Maslow Academy of Applied Learning is an educational partnership of master teachers, involved families and reflective learners who challenge one another to grow through experiential and applied learning to reach their peak potential.

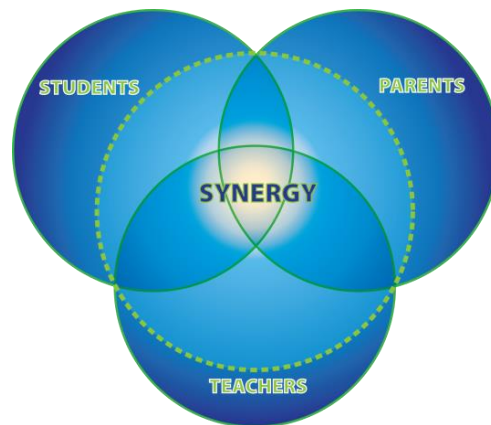
**Bright Beginnings** - To encourage all children to learn and grow by providing a foundation of developmentally appropriate, educational experiences where they can succeed in a safe and nurturing environment.

We believe that each child is a unique individual and that all children can learn. Our programs provide settings that recognize children's varied abilities, interests, needs, and learning styles.

We believe children learn best through meaningful play. Our educational-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

The statement and beliefs in this philosophy reflect the position of the National Association for the Education of Young Children (NAEYC).



## 1.3 Values

**Maslow Academy** -We value:

- Transparency and open communication
- Compassion and tolerance
- Creative exploration and confident, considered risk-taking
- Thinking globally and acting locally
- Diversity in all its forms – thoughts, ideas, backgrounds, ethnicities and more
- Shared responsibility

## **Bright Beginnings – Core Values**

**Positive, Safe Environment** – We are committed to providing an uplifting and positive atmosphere for our children and staff; a fun learning experience in a secure, safe, and loving environment.

**Leadership** – We are committed to lead; developing, mentoring, and empowering our children and our staff to reach their full potential.

**Excellence** – We are committed to achieve the greatest levels of excellence in childcare, in education and in everything we do; being highly professional, innovative, creative, efficient, and effective.

**Respect** – We are committed to building strong, healthy relationships with each other, our children & their families, along with the community through communication and understanding of the cultures around us.

**Integrity** – We are committed to carry out our mission.

### **1.4 Goals Maslow Academy**

#### **Goal 1**

All students' physical, safety, belonging and esteem needs are met so they may concentrate on their lessons and reach their peak potential.

#### **Objectives:**

- Students are provided with a safe, comfortable, nurturing environment where they can fit in and stand out.
- Academy schedules optimize the educational experience, and include ample time for experiential learning, exploring the arts and physical activity.
- Students are served healthy, tasty, made-from-scratch foods for breakfast, lunch and snacks prepared by a registered dietician using locally produced ingredients whenever possible.
- Teachers and other staff help students develop their self-esteem by recognizing and celebrating differences, and helping students understand, identify and strengthen their gifts while addressing areas in need of improvement.
- Students are challenged to set and achieve goals that will, over time, provide them with the skills they need to achieve their peak potential and become successful, critical thinkers and capable twenty-first century citizens.
- Students advance to the next level when they master the social and academic skills needed for that level of standards.

#### **Goal 2**

Highly motivated master teachers provide differentiated instruction for all students at each student's level using brain-based and multiple-intelligence teaching techniques.

#### **Objectives:**

- Teachers are highly qualified and certified to teach at the elementary level.
- Teachers embody life-long learning and serve as role models for their students. This includes continuous professional development through advanced coursework, workshops, webinars, reading research, etc.
- Teachers integrate, and when possible embed, all relevant, available educational technologies to enhance their students' learning processes.
- Teachers use real-world, applied learning and authentic assessments.

- Teachers collaborate, establish goals for learners, develop school curricula, coordinate instruction, interpret data and implement appropriate student services.
- Teachers reflect the diversity of our community.

**Goal 3:**

Parents and families are actively engaged in the academy.

**Objectives:**

- Parents and other family members are actively engaged in each child’s educational process. They participate in homework, academy events and volunteer as appropriate for each situation.
- Engaged family members connect the academy to the community it serves, and weave a complex tapestry of connectivity.

**Goal 4:**

MAAL faculty, students and parents are actively engaged in the community.

**Objectives:**

- Teachers actively seek ways to engage students in community service.
- Positive working relationships with multiple stakeholders form solid lines of communication and provide a diverse array of community engagement opportunities.
- Partnerships and strategic alliances strengthen the academy and the services it provides back to the community.

**2.1 Hours of Operation**

Monday-Friday 7:30-5:30

**2.2 Holiday Closures**

- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve – New Years Day

**3.1 Admissions Policies**

Admission to the academy is by application through the executive director. Applications are provided upon a completed entrance evaluation and approval from the executive director.

Each year it is necessary for families to re-enroll to the academy. Re-enrollment packets will be provided during February of the current school year. Students are only enrolled upon the completion of the academy contract and payment of the materials fee. Current families have first priority over open classroom positions and will be given the opportunity to re-enroll until March 31<sup>st</sup>, at which time families from our waitlist and outside community members will have enrollment opportunities.

Paperwork and payments must be completed, approved, and accepted in advance of first day including:

- Deposit
- Terms of Educational Agreement
- Attachments
  - Registration
  - Authorization for Medical Care/Treatment of a Minor
  - Authorization for Child Pick-Up
  - Consent and Release Forms
  - Child Information
  - General Health Appraisal
  - Food Program Eligibility
  - CCAP approval, if applying for assistance
  
- Copy of Immunization Record

### **3.2 Termination of Contract**

Two types of contracts exist.

First is the contract valid for Pink, Red, Maroon, Orange, Yellow, Indigo, Green Blue and White class. The first two weeks of childcare are an adjustment period. It is the responsibility of the parent(s), Maslow Academy and Bright Beginnings Preschool & Childcare to discuss the adjustment or lack of adjustment of the child. The parent or child care provider can terminate the contract anytime during first two weeks of enrollment in writing on or before the 14<sup>th</sup> day due to the difficulty in adjustment. Advanced payments shall be prorated and returned.

**Parental Termination of Agreement:** After the two week adjustment period, two week's written notice, shall be required by the parent to Bright Beginnings Preschool & Childcare or Maslow Academy. Two week's fees may be paid in lieu of two week's notice. Termination under this provision is at the sole discretion of the parent(s).

**Bright Beginnings Preschool & Childcare and Maslow Academy Termination of Agreement:** Bright Beginnings Preschool & Childcare and Maslow Academy will provide the parent(s) with one two week's written notice if Bright Beginnings Preschool & Childcare and Maslow Academy are no longer able to care for your child. Termination under this provision is at the sole discretion of Bright Beginnings Preschool & Childcare and Maslow Academy. Payment is required regardless of whether the child attends or not. Nothing in this provision negates the right of Bright Beginnings Preschool & Childcare and Maslow Academy to terminate the Agreement for nonpayment. No notice shall be required for termination due to nonpayment as required in this Agreement. Bright Beginnings Preschool & Childcare and Maslow Academy also retains the right to terminate child care arrangements immediately for the following reasons and without notice:

- Failure to comply with the policies of Bright Beginnings Preschool & Childcare and Maslow Academy attached here to and incorporated herein by reference.
- Failure to comply with the Agreement.
- Destructive or hurtful behavior of child that persists.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- If parent(s) knowingly bring their child ill.

- Parent disagreement regarding care of child

The second contract is the nine month agreement valid for Violet, Primary and Intermediate Academy classes. By entering into the Academy, you owe for all nine months of the academy year. Should you prematurely terminate enrollment prior to or during the school year, all amounts for the entire academy are due and payable in full at the time of disenrollment. No credits or refunds are provided for late arrivals, early departures, sickness or vacation.

### **3.3 Sign in and out**

Your child must be signed in and out each. A written signature by a non-parent is also required at arrival and departure times. This sign in/out process will allow our staff to know exactly who is in the center at all times. Staff are required to make sure that the parent/guardian signs their child(ren) in and out every day. Staff will also be required to take a “roll count” of where children are at mid-morning and mid-afternoon to ensure that all children (signed-in for that day or period of time) are accounted for. Staff will check the sign in/out sheet at the end of every day to ensure all children have been picked up and signed out properly.

### **3.4 Pick-up**

To ensure the safety of your child, only you or your designate(s) may pick up your child. Phoning in to let the staff know someone other than you will be picking up your child is acceptable as long as they have proper identification. At the end of the center’s hours, if a child is not picked up and the parent/guardian and/or none of the alternates can be reached, we will contact the local police and they will page the social worker on call.

### **3.5 Absences and Tardiness**

The office should be notified of all children who are to be absent or tardy. Parents/guardians must call in before 10 am the day the child will be late/absent. We request that any prearranged absences such as vacations or other periods of time away from school be submitted to the office two weeks in advance. Tuition will not be prorated for any time a child is not in academy attendance.

As a courtesy, please notify the school at least 2 weeks in advance when you plan to take vacations. Please note full payment is expected for all days and hours your child is normally scheduled. If your child attends any of the non-nine month contract classes and your absence is greater than one full month, up to three months, due to maternity leave, summer, or extended leave from your job, ½ of your monthly fees for the entire time of your absence to hold your child’s position is required for up to three months. After three months, full tuition is required to continue to hold the spot.

### **3.6 Verification of Legal Custody**

Bright Beginnings and Maslow Academy must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise we have no choice except to release the child to his/her parent.

### **3.7 Guests and Visitors**

We welcome guests and visitors to our facility with the following guidelines:

- We ask guests to arrange their visit with the executive director prior to their arrival. This allows the director to adjust the daily schedule as needed to minimize class and activity interruptions. Guests will be given a “guest” badge to wear.
- We require all visitors to check in with the executive director and receive a visitor badge before being allowed to observe the children.

- All guests and visitors **must** complete the “Guests and Visitors Sign In/Out Sheet” and attach a copy of a valid driver’s license.
- Parent(s)/guardian(s) are welcome to drop in and visit anytime with no prior arrangement necessary. However, we do ask that you check in with the director. Parent(s)/guardian(s) will also be given a “parent” badge while visiting the center.
- Any visitor causing interruptions or disruption in the center will be asked to leave immediately.

#### **4.1 Field Trips and Special Activities**

Parent(s)/guardian(s) will be notified before any field trip and a permission slip will need to be signed. Qualified staff according to child/adult ratios will accompany the group on foot or authorized vehicle. When a child is not allowed to go, or arrives late to the academy and their class/group is away, he/she will stay at the academy with a qualified staff member or another class/group. Before viewing any special video, besides daily educational videos, parent(s)/guardian(s) will be notified and a permission slip will be signed.

#### **4.1a Transportation**

Bright Beginnings and Maslow Academy will transport to and from school for children enrolled in kindergarten through fifth grade in a RE-IJ school. Parents will need to supply a child safety seat for children less six years of age or 55” in height. All other children are required to wear seat belts at all times and appropriate ratios will be maintained. Qualified staff will meet and adhere to state and local driving laws at all times.

#### **4.2 Supplies**

Parents are responsible (as appropriate for child) for supplying:

- Bottles, Formula, Baby Food
- Diapers & Wipes
- A full change of clothing
- Crib sheet, blanket, small pillow and stuffed animal for naptime
- Cup with lid
- Any food for special diet requirements (soy milk, gluten free, vegan, etc.)

All personal belongings should be marked with the child's name. It is not necessary to bring eating utensils or dishes as they will be supplied. All personal belongings that go unclaimed for 30 days will be donated to local charities. We teach the children creativity, problem solving and pride in their skills. Sometimes these lessons get messy, so please send your child in appropriate clothing.

#### **4.3 Toys**

Bright Beginnings and Maslow Academy of Applied Learning provides a wide variety manipulatives and asks that no toys be brought to school from home. Anything brought will be put up safely until the child is picked up. This policy is for the concern of all children in our care. Often times children have a hard time sharing the toys they bring from home, they may have unsafe pieces on them, are not properly sanitized, etc.

PLEASE NOTE: There may be “share and learns” periodically. At this time, appropriate toys/items may be brought from home. You will be notified of such days as needed.



#### **4.4 Electronic Devices**

We do not allow electronic devices such as cell phones, tablets or other personal use items to be carried by students. Please leave these items home.

#### **5.1 Cleanliness/Hygiene**

Highest efforts are made to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals as well as when coming in from outside and after toileting.

Infants sleep in separate cribs with clean blankets, used only by them. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat with a crib sheet and blanket, supplied by the parent. These are washed weekly (unless soiled, then they are washed as often as necessary). Toys are sanitized daily. Mouthed toys are sanitized after each use.

#### **5.2 Meals and Snacks**

Nutritious meals and snacks will be provided as well as 1% milk for children over 2 and whole milk for children under the age of 2, depending on the hours your child is attending. The meal schedule is listed below. If the child is here during those times, they will be served. Children who choose not to eat will not be served again until the next scheduled meal or snack. If the child will be arriving after a mealtime, please feed them before they arrive. Children arriving after 8:15 (Preschool) and 9:00 a.m. (Elementary) must eat breakfast at home before arriving. The menu plan is posted on the parent bulletin board and will be sent home monthly.

##### Elementary Schedule:

|                          |                        |                      |
|--------------------------|------------------------|----------------------|
| 8:30–9:00 a.m. Breakfast | 12:30-12:50 p.m. Lunch | 3:30-3:45 p.m. Snack |
|--------------------------|------------------------|----------------------|

##### Preschool Schedule:

|                     |                   |                      |
|---------------------|-------------------|----------------------|
| 7:45–8:15 Breakfast | 11:00-12:25 Lunch | 2:30-3:30 P.M. Snack |
|---------------------|-------------------|----------------------|

If your child requires a special diet due to allergies, medications, age and/or cultural/religious beliefs, it will be the parent's responsibility to provide a well-balanced lunch and snack for the child. Please do not send junk food, pop, gum, etc. In addition we are a peanut free school due to severe allergies, so please make sure you do not pack anything that contains nuts or nut products.

#### **5.3 Nap/Quiet Time**

All children in care more than 4 hours and under the age of 5 are required to lie down for a nap/quiet time each day from approximately 12:30-2:30 per state requirements. Children are not force to sleep, but they must lie down quietly. Please make arrangements to pick up your child before 12:30 or after 2:30 so as not to disturb sleeping children. Thank you for your cooperation! Children who only attend Bright Beginnings in the afternoon will not be required to rest.

#### **5.4 Child Illness**

Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however, parents will be notified if their child is miserable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities (i.e. a child wanting to sleep all day, lay on the couch and watch TV, etc.)

Bright Beginnings and Maslow Academy should be notified immediately if a child will be absent. Health Department regulations prohibit the admittance of any child into a center who exhibits any of the following symptoms:

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge –check with doctor
- Rash – check with doctor
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, etc.

Bright Beginnings and reserves the right to refuse to care for a sick child. If your child develops any of the above symptoms while in care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of being notified, a \$5-for-every-15-minutes-or-portion-thereof charge may be assessed. Your child may return to care 24 hours AFTER symptoms of illness end. This means if your child is sent home with a fever, diarrhea or vomiting, they cannot return until they have been symptom free for 24 hours without the aid of medications. The academy is responsible for the health and well-being of many children, so health department regulations will be closely followed and the child illness policies as described above will be strictly enforced.

### **5.5 Medication**

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to the academy until this time period has passed. A parent/guardian should administer all prescription and over-the-counter medications. It is acceptable for a parent to come to the academy to administer medication.

Exceptions can be made for children with chronic conditions for which emergency medical treatment may be necessary (ex: asthma inhalers or allergy epi-pens). These medications must be authorized by the parent and the healthcare provider, be labeled with the child's name, be accompanied with clear and concise use instructions, and will be kept secure in the executive director's office. **ALL MEDICATION MUST BE BROUGHT IN THE ORIGINAL LABELED CONTAINER.** A log will be kept in the child's file recording the use and delivery of such medication.

Because the administration of medication requires extra staff time and safety considerations, parents/guardians should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in school. Whenever possible, the first dose of medication should be given at home, to allow parents/guardians to observe if the child has any type of reaction.

Although we do not provide special services for children with disabilities at this time, we are in compliance with the American with Disabilities Act, and will make “readily achievable accommodations” for all children with disabilities.

### **5.6 Medical Emergencies**

Every effort to keep your children safe through supervision and childproofing is made, but minor bumps and scrapes are inevitable. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, the emergency contact as

supplied by parent will be informed. If necessary, your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

### **5.7 Immunization Policy**

Children must have proof of current immunization before they begin attending Bright Beginnings and Maslow Academy. If there is a medical, religious, or personal reason for not obtaining vaccinations or for using an alternative vaccination schedule, the school is required to have a waiver form on file. Waivers may be obtained from the front desk. In the case of a disease outbreak, all children whose vaccinations are not up-to-date with regard to that specific disease will not be allowed to attend school, but may return to school when the outbreak is over.

### **5.8 Procedure for Referrals of Children with Developmental and Academic Concerns**

Procedures are as follows:

- Teachers keep observations of student performance and behavior in an anecdotal notebook
- Teachers compile academic assessments
- Teachers meet with Executive Director
- Executive Director provides guidance, resources and suggestions
- Teachers communicate with families either daily, during parent teacher conferences and or special family meetings.
- Executive director and teachers provide community resources to the family or gets permission to call in a specialist for observation.
- If behaviors or developmental concerns continue, Executive director sets up RTI meeting with the Exceptional Student Services Department at RE1 J school district or connect with Child Find representative.
- Meetings with the district professionals or Child Find representative begin to put student on a IEP or ISP path.
- Testing and further evaluation occurs
- Family meetings occur with the school district, teacher and Executive Director
- IEP or ISP is created.

### **5.9 Use of Interpreters**

At Maslow Academy and Bright Beginnings, we have multiple staff members available to translate both written and oral communications. These staff members are used during parent tours, parent teacher conferences, parent meetings, parent phone calls and any other situations where verbal translation is needed. In addition, documents for parents are provided in other languages as needed.

### **5.10 Continuity of Care**

At Bright Beginnings and Maslow Academy, we ensure continuity of care by having the teachers of each classroom stay in that room for the entire day. The teachers' in times and out times are based on ratio counts. We value the importance of consistency for children and believe they should have the same teacher the entire day and the entire year. Students six weeks through 4 years old on the Bright Beginnings side of the school, can move classrooms as required by state licensing if age requires or if academic and social needs have grown

beyond the scope of their current classroom. During the school day, specified employees provide required break for teachers. The breaks are planned when it is least impactful to the educational day.

## **6.1 Discipline and Guidance**

Discipline and guidance are opportunities for learning. Positive reinforcement and Love and Logic choices are used to direct, teach and guide the children as they learn self-control. In some situations, negative behavior cannot be tolerated. For example: hitting, biting, spitting, bad language or purposeful hurting of another person in any way. The “time-out” is a disciplinary tool that will be used for a child needing to “take a break” so he or she can be kept safe from harming themselves or others. This is also a time for the child to think about their actions. Under supervision, the child is given time to calm down and learn self-control. During a fit of anger and rage a child is given time and space without being interrupted. When the child indicates he or she is ready to “talk,” guidance will be given to help the child resolve the problem and solve future conflicts.

If a child cannot or chooses not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time. Each child is a unique individual with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Our staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Parent(s)/guardian(s) are expected to discuss any problem(s) arising from such situations. If problem(s) cannot be resolved, and the inappropriate behaviors persist, the child may be put on a one day to one-week paid probationary suspension. If problem(s) continue after suspension, the contract may be terminated by Bright Beginnings and Maslow Academy of Applied Learning, Inc.

## **6.2 Damages**

It is expected that your child will be respectful of all property and furnishings. A certain amount of “wear and tear” is normal, but if your child intentionally damages property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement will be due with your next monthly payment.

## **7.1 Emergency Policy**

In the event of an emergency, every effort will be made to contact the parent/guardians or emergency contacts, provided on the “Authorization for Emergency Medical Care/Treatment of a Minor” form. However, if a parent or contact is unable to be reached, medical treatment will be given accordingly. Natural disasters do occur in Colorado. No plan is full proof; however, every effort will be made to keep the children safe and parents informed.

**7.2 Fire:** In the event of a fire, the children are instructed on a regular basis (fire drill) and will be taught to meet at a “safety area.” The children will then be accounted for and parents/guardians will be contacted as soon as possible.

**7.3 Flood:** In the event of a flood, the children and staff will seek higher ground and parents will be contacted as soon as possible.

**7.4 Tornado:** In the event of a tornado alert, the children will be seated on the floor next to an interior wall away from all windows (hall way) and all lights will be turned off.

**7.5 Earthquake:** In the event of an earthquake, the children will be instructed to get under a table in the fetal position covering their neck and head with their arms.

**7.6 Gas Leaks:** In the case of a gas leak, we will exit the center as quickly as possible without using the phone and without turning off lights to avoid causing sparks. We will then go to the “safety area” and call for help. Parents will be contacted as soon as possible.

### **7.7 Security**

To ensure the safety of our students and staff, all doors with the exception of the front door, will remain locked during our school hours. Only authorized persons, or those accompanied the director will be allowed to enter the academy during school hours.

**7.8 Lost Child:** In the event a child is separated from the group, the following procedure will be followed.

1. All other children will be kept calm and together so others do not become lost.
2. The police will be called if the child cannot be located immediately after the child is determined to be missing.
3. There will be a search of the building and surrounding area. If away from the building on an outing, a search of the area where the loss occurred will be made.
4. Parents will be notified.

**7.9 Blizzards/Power Outages:** In the event of a blizzard or power outages, there are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be served. If the weather is inclement and the center is getting too cold for the children, you will be called to pick up your child.

### **7.10 Inclement Weather**

When the weather is excessively hot or cold or raining, we will stay indoors and do other physically active games.

## **8.1 Child Abuse/Neglect**

It is the law and the academy’s responsibility to report any and all abuse or neglect suspected on a child. Children's Protective Services and the Montrose Police Department will be notified when it appears that a child is being physically, sexually or emotionally abused, neglected or exploited.

## **9.1 Policy Revisions**

Parents will be notified in writing of ALL revisions to policies and procedures, contracts and forms with a minimum of a two-week notice.

PLEASE NOTE: New regulations mandated by the state may require changes to take place immediately in which case a two-week notice may not be possible.

### **10. 1 Filing a Complaint**

Bright Beginnings and Maslow Academy of Applied Learning Board of Directors and staff are very interested in any comments/suggestions you may have. We want your child to have the most wonderful and positive experience possible. We believe all children deserve a happy and healthy childhood. We want you and your child to be totally satisfied and therefore, if you have any concerns, please let us know immediately and we will do everything we can to resolve the situation. If you are still concerned, or, for additional information regarding licensing, or to file a complaint, you may contact:

**Department of Human Services, Division of Child Care  
1<sup>st</sup> Floor, 1575 Sherman Street,  
Denver, CO 80203-1714  
1-800-799-5876**