



Policy Number 3.2

Chapter: Administration

Title: Auraria Early Learning Center Mission and Structure

Division/Department: Administration/Early Learning Center

Policy Administrator: Auraria Early Learning Center Director

Adoption Date: May 17, 2023

Revision Dates:

1. PURPOSE

The Auraria Higher Education Center (AHEC) Division of Administration consists of several departments. This policy defines the Auraria Early Learning Center (AELC) and identifies its key areas of responsibility.

2. DEFINITIONS

This Policy does not require the definition of any specific terms.

3. POLICY

- 3.1. The AELC is headed by the AELC Director, who reports to the Chief Administrative Officer. The AELC Director's responsibilities are to direct and manage the operations of the AELC, appoint employees within the AELC, prepare its annual budget, be accountable for activities of the AELC, serve as the senior supervisor over the AELC, and other duties as assigned.
- 3.2. The mission of the AELC is to offer children aged 12 months to five years a balanced, high-quality curriculum that introduces foundational subjects, including reading and literacy, math, science, and social studies. The program supports and extends social-emotional development with opportunities for self-expression through language, art, and dramatic play.
- 3.3. The AELC is a licensed childcare facility that follows industry leading metrics in the provision of services to all age groups.
- 3.4. AELC's programs include:

- 3.4.1. Toddler Program: encourages children ages one-year-old and walking to two-years-old to interact with peers and develop language, cognitive skills, and self-help skills.
- 3.4.2. Preschool Program: provides a variety of stimulating activities to children ages two to five where active involvement by the children in a discovery-oriented, language-rich environment enhances their social, emotional, physical, intellectual, and creative skills in preparation for kindergarten.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: May 17, 2023

Approved by: */s/ Tracy Huggins*
Chair of the Auraria Board