



Durango Early Learning Center

## **Family Policies**

*Revised and Board Approved 8.9.2022*

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## Mission Statement

*Nurturing child development in partnership with families of diverse backgrounds.*

## Equal Opportunities Policy

Durango Early Learning Center welcomes students, families, and staff without regard to race, color, creed, sexual preference, socio/economic standing or disabilities. We appreciate our human differences and similarities, and all people are treated with equal respect. We are an equal opportunities center, and as such we strive to accommodate and educate children with sensory, physical, emotional and cognitive needs by working in partnership with families, the community, and appropriate/pertinent outside agencies.

## Welcome

Durango Early Learning Center (DELIC), established in 1978, is a 501(c)3 nonprofit early childhood program, accepting children from ages eighteen months to five years. The Center is open 7:45 a.m. to 5:30 p.m. Monday through Friday and operates on a year-round schedule. DELIC welcomes students of all abilities and pledges to build on individual strengths, learning styles and interests in a safe and nurturing environment. Our teachers facilitate hands-on learning experiences with the goal of creating a learning environment that each child and his/her family will value and enjoy.

If English is not your primary language, DELIC will accommodate your interpretation needs. DELIC can provide an interpreter for written communication in the home language. If more than half of a class speaks a language other than English, DELIC will employ a teacher that is fluent in that language for that classroom.

Si el inglés no es su idioma principal, DELIC acomodará sus necesidades de traducción. DELIC puede proporcionar un intérprete para la comunicación escrita en el idioma de su hogar. Si más de la mitad de una clase habla un idioma que no sea el inglés, DELIC empleará a un maestro que domine ese idioma para esa clase. DELIC puede ayudar a entender estas políticas.

***The safety and welfare of your child is paramount, which is why it is vital that you read this policy book in its entirety. Upon signing your financial contract with DELC, you attest that you have read and agreed with our school policies in their entirety.***

## DELC Code of Conduct

DELC expects all families/parents/guardians to:

- Use appropriate language and behavior within the school and its immediate perimeter.
- Be respectful of others (staff members, children, other families).
- Approach the Executive Director with all questions and concerns during school hours and not engage staff members on school related issues outside of school hours.
- Refrain from using cell phones while on school property in order to give full attention to your child and their teacher.
- Adhere to all school policies outlined in this document.
- Adhere to all health and safety guidelines set forth by DELC.

## The DELC Educational Approach

DELC's curriculum directly reflects our mission statement: *Nurturing child development in partnership with families of diverse backgrounds*. In their mixed-age classrooms, teachers support whole-child development through learning experiences guided by the children as well as creating opportunities for further growth and learning. Through a play-based approach, teachers are able to observe each child's unique interests and developmental needs in order to provide individualized support. Daily routines allow for ample opportunities for children to explore their environment and materials at their own pace.

DELC respects each teacher's individual strengths and teaching style. Teachers are offered the freedom to create learning opportunities that best fit the needs of their class. We do expect that:

- Learning opportunities and experiences are based on the Colorado Early Learning and Development Guidelines (CELDG) as well as developmental assessments, using Teaching Strategies Gold, emphasizing the following developmental domains: social-emotional, cognitive, language and literacy, physical (fine and gross motor), math and science, social studies, the arts.

- Learning opportunities and experiences use scaffolding and individualized supports to meet the developmental needs of all children in the class.
- Classroom environments are set up using best practices modeled in the Environmental Rating Scales, ITERS for toddler teachers and ECERS for preschool teachers.
- Teachers are observing children in their classroom, joining them as co-learners, and working towards expanding their knowledge based on their current level of development.
- Teachers respect the diversity of the children in their class and create a learning environment that suits individual learning styles

Staff will receive annual training to support curriculum use and development. DELC will provide the annual training during the August work week prior to the start of the current school year. The curriculum training will reflect the current needs of the school and staff.

### Classroom Ratios/Primary Caregiving

The close knit feeling created at DELC largely has to do with the small classrooms and low adult: child ratios. We strive to maintain ratios that are lower than required by licensing and meet the National Association of Young Children’s recommendations:

Purple Room (ages 18 mon - 3 yrs)	2 adults to 8 children (1:4)
Blue Room (ages 2.5 - 5 years)	1 adult to 7 children
Green Room (ages 2.5 - 5 years)	1 adult to 7 children
Orange Room (ages 2.5 - 5 years)	1 adult to 7 children
Rainbow Room (ages 2.5 - 5 years)	1 adult to 8 children
Sun Room (ages 2.5 - 5 years)	1 adult to 8 children

Because children remain in their classroom all day with the same one or two teachers, they develop strong bonds through this primary caregiving model. Their primary caregiver is responsible for communicating with families through daily reports sent home, email, and family conferences as well as collecting and uploading developmental information to Teaching Strategies Gold and to inform individualized curriculum using the Colorado Early Learning and Development Guidelines.

## Mixed Age Classrooms/Continuity of Care

In all preschool classrooms at DELC, you will find children ages 2.5 - 5 years. This mixed age model offers a number of benefits. First, your child will have the same teacher for both preschool years offering a level of continuous care that supports the development of strong relationships. You and your child will have time to create a strong, working partnership with your classroom teacher without the need to transition to a new teacher the next school year.

A classroom that offers a multi-tiered learning environment allows for children to explore and engage with materials at their own pace. Our teachers are skilled at meeting children where they are developmentally and providing the materials and guidance needed to further their learning. Teachers are able to track individual development through our assessment tool, Teaching Strategies Gold, to ensure they are fully aware of developmental strides, including Kindergarten readiness skills.

Perhaps the most exciting part is watching the peer-on-peer teaching and learning that takes place in a classroom of varied ages. Older children are able to develop their leadership skills, relying on the experiences they've already had in the classroom to help guide younger students. Younger children receive the opportunity for emotional and social support from peers, rather than just teachers. This relationship creates an environment of cooperation where all children are valued for what they offer the class as a whole.

## On-Going Assessment

On-going assessment of each child's development is tracked through Teaching Strategies Gold, an authentic observation online assessment program where teachers input each student's developmental milestones with work samples, observations, and photographs. Teachers are required to upload TS Gold observations on a weekly basis and finalize checkpoints in the Fall, Winter, and Spring.

Based on their observations and documentation, teachers are able to use Teaching Strategies Gold for sharing developmental information with families to track progress and inform learning goals as well as influence planning for individualized learning experiences in the classroom.

Teachers offer twice a year family conferences – once in the fall and once in the spring to goal-set with families, review developmental progress, and communicate one-on-one with families to discuss any questions, joys, and/or concerns regarding their child.

## Positive Behavioral Supports

Children experiencing behavioral difficulties need to be given extra support and understanding. The teachers at DELC work together to ensure every avenue is explored in terms of employing appropriate strategies, working with families and, if necessary, contacting outside agencies

such as 9R Child Find and our Early Childhood Mental Health Specialist through the La Plata County Early Childhood Council. We use Conscious Discipline, a trauma-informed approach to guidance that focuses on self-regulation, building connection and relationships through the development of the School Family, and using brain-research to understand how internal emotional states influence behavior.

## External Family Supports

DELIC partners with external agencies to support children at all developmental stages. Should a teacher request the opinion of an outside professional regarding a child's development, DELIC uses the following steps to refer families to the appropriate agencies:

1. Teacher documents observations of the development/behavior in question.
2. Teacher notifies the Executive Director, who will partner with the teacher to set up a meeting with the child's parents/guardians to discuss the concerns.
3. DELIC will refer the family to the appropriate agency and can provide contact information for those agencies. DELIC will review the process of referrals with the family for Community Connections (children under 3 years) and Durango 9R Child Find (children ages 3 and up).
4. Once parent permission has been obtained, DELIC coordinates with outside agencies to conduct an assessment at school and complete any required paperwork from the child's teacher.
5. The child's teacher and/or the Executive Director are active participants in the IEP process and coordination of services provided at the school.

DELIC provides a comprehensive list of local resources compiled by the La Plata Family Center Coalition that can be emailed or found on our website and includes information about adult education, employment/training, financial, health care access, housing, utility assistance, food, parent skills, family relations, childcare, legal, mental health, substance abuse, mobility, and support networks.

If your family needs additional financial support beyond our provided tuition assistance, DELIC can provide referral information on contacting the Department of Human Services and applying for the Colorado Child Care Assistance Program (CCCAP). For children in pre-kindergarten, DELIC can provide the application for Colorado Preschool Program funding and offer space for your child to be evaluated at school. Should your child be approved, Colorado Preschool Program funding provides additional tuition support September - May.



## Family Involvement

At DELC, students are not seen in isolation from their families. We strive to promote amongst families and teachers a thriving spirit of community and sense of pride in ownership of the school. We respect that families are their child's first and most important teacher. Your involvement is vital for positive outcomes during your child's early years. In the spirit of fostering a strong early childhood educational community, and because it is part of what makes DELC a unique place to be, **we encourage families to complete a minimum of twelve (12) family hours per school year. This is 12 hours per family, not per child.**

To stay informed about how you can best use your time, talents and interests for family hours, you can 1) speak with your child's teacher about classroom involvement; 2) review the monthly school newsletters for any school needs or requests; 3) complete a family hour survey at the beginning of the school year highlighting areas you are interested in contributing towards.

Families are responsible for completing the Family Hour Google Form, found at [www.durangoeearlylearning.com](http://www.durangoeearlylearning.com) in order to keep track of how many family hours have been completed.

Some examples of ways to fulfill volunteer hours include but are not limited to:

- Purchase school supplies
- Take home laundry to wash
- Provide healthy snacks
- Volunteer in the classroom/field trips
- Help with fundraising
- Help with building and garden maintenance
- Organize and/or contribute to teacher appreciation
- Serving on the DELC Board of Directors

Please understand our goal is to make family volunteer hours fit each individual family's availability and interests. We are flexible in how you complete your hours.

### Positive Communication

We are here to welcome your ideas, listen to your concerns, and support your family's endeavors to be actively engaged in your child's early educational years.

The Executive Director functions with an open-door policy and is available to meet with you or communicate by phone or email. Families are always welcome to attend DELC board meetings, which take place on the second Tuesday of each month at 5:45pm.

DELIC invites feedback from families and staff in a yearly program evaluation. Feedback from the program evaluation is used to inform our school quality improvement plan for the next school year.

Teachers provide a bi-monthly classroom newsletter and will notify their classroom families on their preferred method of communication.

**For relaying important all-school information, we communicate via email. It is imperative that families read the monthly school newsletter, which contains important dates and information. We also use email for notifying about emergency school closures, messages, etc. It is the expectation that families will read all email correspondences from DELIC.**

### Grievance Policy

If issues or concerns arise, please talk directly to your child's teacher or the Executive Director. If you feel your concern was not addressed after speaking directly with the Executive Director, your next course of action is contacting a board member. Board member information can be found on our website: [www.durangoeearlylearning.com](http://www.durangoeearlylearning.com).

Contact information is as follows:

Becca Trefry, Executive Director of DELIC

Phone: 970-259-1483

Email: [director@durangoeearlylearning.com](mailto:director@durangoeearlylearning.com)

Board Member information can be found on the school's website and on site at DELIC:  
[www.durangoeearlylearning.com](http://www.durangoeearlylearning.com)

## SECTION I: GENERAL SCHOOL POLICIES

**Signing your child in / out of school** Upon arrival, families are required to check in with a staff member to sign in their child in the front entry way. Upon departure, you must check in with the attending teacher before removing your child from the classroom or playground, who will sign your child out on the sign-in sheet. Staff and children are required to wash hands upon arrival and departure.

If you are late picking up your child, you will be contacted and the child will remain with the teacher until picked up. If your child is not picked up before 5:30pm and you and/or your emergency contact are unavailable, the Executive Director or on-duty teacher is required to notify Social Services. Two staff members will remain until the child is collected either by you, your emergency contact, or a social worker.

A child will only be released to individuals authorized by the parent/legal guardian and listed on the Emergency Information Sheet. Parents/guardians must inform the school if anyone other than themselves will be collecting their child. The person collecting the child must provide valid identification.

Families will be charged \$3 per minute after their designated contract time (3:30, or 5:30). A \$100 charge will be applied after 3 instances of late pick-ups. Please make every effort to pick up on time as it effects student: teacher ratios and may require us to employ a teacher past their contracted schedule. If late pick is a consistent occurrence, a meeting with the Executive Director will be required.

## Attendance

We ask that you inform the school in advance of any special family trips or planned absences. In case of illness, families need to inform the school promptly, particularly if it is a contagious condition. **Please notify your classroom teacher or the Executive Director if your drop off schedule will be later than 9:30AM.** Tuition is billed on a monthly basis regardless of absences. We do not swap days or offer refunds due to absences.

## Late arrival to planned activities

Children who arrive late to school, on a day their class is on a planned trip or excursion, will be given the option to meet up with their class if the parent/guardian can deliver their child to the class field trip location. If the parent/guardian is unable to do this and class ratios at school are not compromised, the child will be invited to join another class until their own class returns. If ratios are compromised, the child will join the Executive Director until their class returns.

## Drop-in days

Drop-in days are defined as any day outside your child's contracted scheduled days for the year. Drop-in requests are granted depending on availability, and DELC cannot guarantee space when a family requests drop-in care. The cost for dropping in is \$10 per hour per child. Drop-in days are billed after the student attends, to ensure billing accuracy. Drop-in days must be approved in advance by the Executive Director.

## Nap/Rest

Licensing rules and regulations state that children must not be forced to sleep and require that every child rest for 30 minutes on a mat. Children that do not sleep will be provided with quiet activities and will be allowed to move to another area after the 30 minutes. Children who fall asleep will be allowed to leave their napping area within 10 minutes of waking.

Please provide labeled nap items: fitted sheet and blanket and one small stuffed animal. These items will be kept in your child's nap cubby, located in close proximity or in their classroom.

Families are required to take all nap items home at the end of each week to wash and return the following week.

## Labeling

Please clearly label outerwear, water bottles, lunch boxes, and nap items. We have a Lost and Found box for unidentified items located on the shelf in the front entryway.

## Proper attire and spare clothing

Please dress your child in simple, washable, sturdy clothes to match the weather. We play outside every day, so please provide adequate, weather-appropriate outdoor clothing including jackets, snowsuits, boots, hats, waterproof mittens, sun hats, sun glasses, etc. Due to public health and safety regulations, we are no longer able to provide extra winter outerwear to children (hats, mittens, etc.) **If your child is inappropriately dressed, you will be called to deliver them appropriate items.**

Please provide extra sets of clothing that can be kept in your child's cubby. Soiled clothes will be put in a Ziploc bag and kept in the "soiled clothes bin" (locked in the preschool bathroom closet next to the Green Room or in the bin outside the Purple Room door) for you to take home and wash. If your child uses DELC clothing, we kindly request that you wash and return the items promptly.

## Sunscreen

Families must provide one container of sunscreen for their child. We are required to apply sunscreen as directed on the specific bottle (generally, every 2 hours). Families not wanting their child to have sunscreen are required to sign an exemption and provide alternative sun-protection such as long sleeves, sun hat, sun glasses.

## Toys from home

Toys from home are not allowed a DELC, as it is a distraction in the classroom and against current public health and safety regulations. The one small stuffed animal for nap or rest time does not apply to this policy nor does special "show-and-tell" days as set up ahead of time by your child's classroom teacher.

## Playground safety gear

The school provides and requires that all children wear a helmet while riding any bicycles/tricycles. Any other desired equipment must be provided by the individual family.

## Celebrations

We encourage families to share their traditions with us here at school through family-led activities and presentations. DELC does have celebrations honoring our school community such as sing- a-long, dress-up and pajama days, and school/family gatherings.

For birthday celebrations, families are welcome to provide a fun birthday snack, treat, or activity. Please see Lunch and Snack policy on page 19 for specific requirements.

## Diapering

Our center checks and changes diapers every 2 hours, unless immediate attention is warranted or the 2 hours falls while your child is sleeping. It is the parent/legal guardian's responsibility to provide us with diapers, wipes and extra clothing.

Our teachers will work with parents on potty training issues and appreciate that children are comfortable with using the potty in their own time. We do not require children to be potty trained in the preschool. Please talk with your child's teacher or the Executive Director if you have any concerns or worries. **Licensing does not allow us to potty train children under 18 months of age or until the child is able to verbalize or otherwise indicate need, help manage their own clothing, and be able to access toileting facilities.**

## Insurance/Medical Home

DELC does not provide medical coverage for students. It is recommended that your child be covered through your own medical insurance plan. DELC requires you to list your child's primary doctor and dentist on their Emergency Information form. DELC can provide a list of providers to contact should a family need medical home or medical insurance resources. This list can also be accessed on our website, [www.durangoeearlylearning.com](http://www.durangoeearlylearning.com), and in the "Family Resources" tab.

## Technology in the Classroom

DELC offers hands-on learning experiences. Teachers may access appropriate content from the internet for educational purposes only (i.e. a virtual field trip, researching student topics of interest), supplementing hands-on learning experiences for preschool aged children, and always used under the supervision of a teacher. Screen time will not exceed 30 minutes per day, per licensing requirements. Screen time, which includes, television, recorded media, computer, tablet, cell phones, video games and other media devices, will not be used with toddler students in the Purple Room.

DELC supports the use of assistive technology for supporting individual developmental needs. Assistive technology will be utilized in the classroom once a meeting with the family, teacher/s, support staff, and the Executive Director has taken place and all team members have agreed that it is appropriate for classroom use. DELC will ensure that our staff has been properly trained in the use of specific assistive technology equipment/devices prior to their use in the classroom.

## Field trips

Field trips at DELC are within walking distance and planned in advance of the trip unless it is within a 4-block radius of the school. Field trip information documenting the names of the children on the trip, the cell phone numbers of the accompanying teachers, the route taken, time of departure and return will remain at the center with the Executive Director.

Currently, DELC does not take any field trips that would require vehicle transportation.

## Inclement weather

The Executive Director alerts staff when to shorten or cancel recess due to extreme cold or heat based on the Child Care Weather Watch. If the weather is severe enough to be hazardous for families and staff to get to school, we will follow the school closures and/or delays as reported by 9R School District. DELC will contact families via e-mail by 6:30AM that morning for delays or closures. If weather problems arise during school hours, the Executive Director may decide to close the school early. Your child will be cared for until an authorized person can pick him/her up. DELC does not reimburse families tuition for missed days due to inclement weather. Please speak to your class teacher or the Executive Director if you have any worries or concerns regarding your child's safety or comfort in times of inclement weather or excessively hot temperatures.



## Crisis Management Policy

Our emergency procedures are posted in the hallway, on our website, and an addendum to this policy book. Please ensure that you read them and acquaint yourselves with our procedures.

In the event of an unexpected crisis (i.e. death or serious injury of a child/staff member on or off of the school campus), DELC reserves the right to close the school for a minimum of one day to process the event and engage appropriate services, such as the mental health team for counseling services and, if the injury or death is a result of school negligence, the licensing body and law enforcement.

Families not directly impacted by such an event will be notified of any crisis closure via email. Families who have/had direct engagement to the injured/deceased child or teacher will be contacted by phone.

## SECTION II: REGISTRATION and ENROLLMENT

An important aspect of DELC's mission statement is serving families of diverse backgrounds. One way we honor this mission is maintaining a multiple-tier tuition system. Families are required to annually complete a U.S. Department of Housing and Urban Development (HUD) Income Survey to determine their tier qualification level. Tiers are based on the median family income numbers for La Plata County. Most recent tax information is required in order to receive a tier discount. Tuition rates are determined by the DELC Board of Directors in May. Current tuition rates are available on our website.

### Waiting List

Because we do not offer infant care and to better manage the waiting list, expectant families may go on the waiting list when the child is born. To be placed on the waiting list, prospective families must complete an application and pay the \$25 application fee. Confirmed spots on the waiting list does not guarantee there will be an available spot for enrollment. Once a spot has been offered, the Executive Director will offer the prospective family a tour of DELC before deciding whether or not to take the spot.

Waiting list priority is given to teachers who are currently employed at DELC, siblings of currently enrolled students, and families that are designated as LOW on their application form.

### Registration

An online registration form is e-mailed out in February for the following school year. A non-refundable registration fee of \$100 is required to secure the spot. Registration fees are used to update materials and help with maintenance of the interior and exterior school environments. Current families will have the first opportunity to change/increase their days, if there is space, before spots are opened up to the waiting list based on their priority and application date. Changes to schedules must be approved by the Executive Director prior to registration.

## Enrollment

We require that all new families visit prior to starting at DELC. Play dates will be scheduled once we receive the above registration requirements. Enrollment paperwork is emailed to families and is due prior to the beginning of the new school year.

Annually, the parent/legal guardian is responsible for completing ALL enrollment/registration forms and returning them to the Executive Director, as required by the State of Colorado, including:

- Financial agreement, which commits you to your scheduled days and contracted time for September through August
- Permission statements
- Family Intake form
- Health evaluation signed by your child's physician (annual requirement, to be completed within 30 days of enrollment)
- Copy of up-to-date immunization card OR signed paperwork allowing DELC to access your child's immunization record on the CIIS system
- Emergency information that lists your child's name and birthday, contact information for your child's primary guardians and emergency contacts, family's medical home (primary doctor and dentist), and who is allowed and not allowed to pick up. This information must be kept current by parent/guardian —**your child will not be admitted to DELC without it**
- Emergency procedures and notification protocol

### ***DELC also requires:***

- Notification of any pertinent information regarding specific needs or family dynamics.
- If your child requires a medical plan or medication to be administered at school, a meeting with the Executive Director, DELC's nurse consultant, and the family is needed. All paperwork must be completed and signed by the child's pediatrician prior to starting at DELC.

## Transitions

### **Starting at DELC**

DELC works closely with newly enrolled families to ensure a smooth transition into our program. Students and their families are invited to visit the school for a “play date” where they visit their new classroom, meet their new teacher, and have the opportunity to engage with their new peers. Families receive a welcoming letter from their classroom teacher that includes the best way to get in touch with them should a family have questions prior to starting.

### **Toddler to Preschool Transition**

We pay particular attention to ensuring transitions for our children are handled in a sensitive and timely manner. Students transition in June or September, pending available space.

Before our toddler’s transition to the preschool, toddler teachers coordinate with each child’s new class teacher for “visit” days. Conference notes showing developmental milestones are shared with the new teacher, along with any pertinent observations.

Placement of preschool students transitioning from the toddler program considers a child’s schedule, continuity of care for keeping families with siblings with the same teacher, fellow peers, and personality traits of the child and the teacher. Under our mixed age model, children remain in the same preschool classroom until they leave DELC unless moving classrooms is deemed to be in the best interest of the child. This decision will be made by the Executive Director after consultation with the child’s family and teachers. Should a preschool-aged child move classrooms, the same “visit” procedures will be used. With parent permission, developmental information can be shared with a child’s “new” teacher if a child is moving to a new school.

### **Kindergarten Transition**

For students transitioning to Kindergarten, we provide the times and days for registrations and up-to-date information as to the elementary school expectations of a kindergartener. If requested, we will arrange a family meeting to discuss any questions. The final parent/teacher conference illustrates the child’s current development and how it relates to kindergarten readiness.

The Executive Director also meets with a 9R School District representative to confirm kindergarten registration and share pertinent information to ensure 9R staff/kindergarten teachers are aware of individualized learning and/or behavior strategies that were successful at DELC. Families are invited to share any additional information they feel would be relevant with

the Executive Director. An email will be sent out prior to the meeting to notify families.

## SECTION III: FINANCIAL INFORMATION

### Tuition and invoices

Tuition is billed monthly with same amount each month September through August. Tuition is due by the last day of the month unless an alternative arrangement has been made with the Executive Director. DELC e-mails tuition invoices once a month, between the 1st and 4th. Statements are e-mailed at the end of the month if extra costs have accrued (i.e drop-in days, late fees, un-paid tuition). The yearly tuition is divided into 12 equal monthly payments over the school year and is payable regardless of school closures, illness, or family travel. Scheduled school closures can be found on the yearly calendar, monthly newsletters, and the calendar posted at the front entryway.

Tuition checks may be left in the cash box located by the preschool sign in sheet or payment may be made through our website ([www.durangoeearlylearning.com](http://www.durangoeearlylearning.com)). DELC reserves the right to charge a \$30 fee for returned checks or checks not accepted by the bank. If a family decides to set up an automatic monthly payment, it is required in writing to give DELC permission to update payment amounts, dates, details, etc. When setting up an automatic payment, please choose a day in August for the last payment to go through so you do not pay an incorrect tuition amount for the new school year.

### Late payment

If your bill is not paid by the last day of the month and alternative arrangements have not been made with the Executive Director, tuition payment is considered late and a fee of \$30 will be added to your bill. **Families with an outstanding balance from the previous school year will not be allowed to start the new school year until their account has been paid in full.**

Any account more than 60 days past due will result in your child's disenrollment. Accounts that are more than two months delinquent will be taken to the Small Claims Court or turned over to a collection's agency.

DELC makes every effort to work with families when necessary; please speak with the Executive Director if you need an alternative payment plan.

## Withdrawal from DELC

DELC tuition is split into 12 equal monthly payments regardless of child absence and/or school closures (September - August). Early withdrawal requires a minimum of one month's notice in writing and is permitted for withdrawals prior to June 1st. Early withdrawal is not permitted between June 1st and August 31st (as it is difficult for the school to fill vacancies in those months).

For families moving on to kindergarten, DELC financial agreements will be approved to end on either May 31st or August 31st. A minimum of one month's notice is required to end your DELC financial agreement on May 31st.

Should the family be required to withdraw from DELC due to non-adherence to policies, the family will be given two weeks' written notice. Families will be required to pay any outstanding tuition fees.

## Dismissal

Any situation where dismissal is considered will be thoroughly discussed and explored to ensure every effort has been made to prevent the action.

**Students:** DELC firmly believes that it is every child's right to be in school. Therefore, dismissal is an absolute last resort for students. We have a formalized system of approach for challenging behaviors that will be implemented in partnership with staff, families, and outside agencies if necessary. An early childhood mental health consultant is required to be consulted prior to any dismissal of children from DELC, per licensing regulations. If implementation of various behavioral interventions proves unsuccessful, and it is determined that DELC does not have the resources or ability to best support the student, the Executive Director will make the final decision regarding dismissal.

**Family/Parents/Guardian:** Families who do not adhere to the DELC Family Policies and Code of Conduct will have an in-person meeting with the Executive Director to resolve the issue. An early childhood mental health consultant is required to be consulted prior to any dismissal of a family from DELC, per licensing regulations. A written plan documenting agreed changes in behavior will be signed by the Executive Director and the family. Final decision regarding dismissal lies with the Executive Director. Two weeks' notice will be given to the family if enrollment is terminated. Families can appeal the dismissal decision to DELC's Board of Directors.

**Teachers:** The severity of the behavior will determine whether the teacher is placed on probation or his/her contract is terminated. Specific policies are outlined in the DELC Personnel Policy Book. If a teacher's agreement is terminated, the action will be immediate.

## Section IV: SAFETY, HEALTH AND NUTRITION

### Hand washing

In order to comply with licensing, public health and safety, and quality standards, **all students, their families, staff, and visitors are required to wash their hands for 20 seconds upon arrival and departure from school.** This small action helps to minimize infection.

### Emergency Information

Please notify the school when anyone other than direct caregivers will be picking up your child. You must list names of people on your emergency information sheet who are authorized to pick up.

Authorized people, including other DELC families, will be asked for picture I.D. until they become familiar to all staff. Without this I.D. and instructions from you, the school will not release your child.

The emergency information must also include names of those NOT allowed to pick up your child. If there is a restraining order on a named person, you must give the school a copy to be held on file. If there is no restraining order, you will be phoned immediately and informed of the situation. You will be asked to come to school immediately to pick up your child unless other directions are given by you in relation to the presenting person.

Each family must keep emergency information up to date. If any person picking up your child is recognized as being under the influence of any intoxicating substance, the school is required to contact Law Enforcement and the Department of Human Services.

## Immunizations

Colorado law requires all students attending public and private Colorado licensed childcares and schools to be vaccinated against certain diseases unless they have a medical or non- medical exemption (personal or religious) on file ([Colorado Board of Health rule 6 CCR 1009-2](#)). The vaccinations required absent an exemption on file are:

- Hepatitis B.
- Diphtheria, tetanus, pertussis (DTap).
- Haemophilus influenza* type b (Hib).
- Inactivated poliovirus (IPV).
- Pneumococcal conjugate (PCV13) or polysaccharide (PPSV23).
- Measles, mumps, rubella (MMR).
- Varicella (chicken pox)

DELC provides a copy of the recommended vaccination schedule to families upon enrollment.

**Medical exemptions:** Families must file a medical exemption for every school their child attends. This means that families must file a medical exemption to attend DELC even if they have such an exemption on file at their child's previous childcare center/daycare.

**Non-medical exemptions:** Parents who wish to file non-medical exemptions for their child must do so at 2, 4, 6, 12 and 18 months of age. Non-medical exemptions expire when the next vaccines are due or when the child enrolls in Kindergarten.

For more information, please see <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions> or ask the Executive Director or Assistant Director for more information on how to file an exemption. If your child is not in compliance with the vaccination schedule and does not have an up-to-date exemption on file, DELC will notify you which triggers a 14-day period to comply by either: 1) filing the appropriate exemption; or 2) submitting an "in-process vaccination plan" from your child's doctor that is signed by the parent/guardian and outlines the plan for getting your child up-to-date on the required vaccinations. **If an exemption or in-process vaccination plan is not submitted within 14 days, then your child will not be able to return to**



**DELC until you are in compliance with this policy. Tuition will not be pro-rated for any delays or missed school days.**

DELC requires parents to provide the school with a copy of their child's immunization form by the time the registration fee is collected. Alternatively, families may opt to sign a permission form that grants the Executive Director permission to access the Colorado Immunization Information System (CIIS) to view and print a copy of their child's immunization record for their file. To protect un-vaccinated children, DELC may require students with an exemption on file to remain out of school during a disease outbreak for the duration of the incubation period or until school is clear. This time period may last three weeks or more depending on the circumstances. Tuition will not be prorated for missed days during such an outbreak.

Please note that [Colorado Board of Health rule 6 CCR 1009-2](#) requires DELC to report aggregate immunization and exemption data to the Colorado Department of Public Health and Environment on an annual basis.

### Lunch and snacks

Families must provide a packed lunch for their children. Please send your child's lunch in a cooler with an ice pack to keep items cold, or in a thermos to keep items warm. DELC is unable to warm up any food items in the microwave.

**DELC is a peanut-free school.** Peanuts, peanut butter and any pre-packaged food that has been processed with peanuts are not allowed. If your child is sent with any of these items, they will be kept in their lunch box and not allowed to eat them while at school. Please notify us if your child has any other allergies or dietary requirements.

#### **DELC staff members facilitate a pleasant social snack and lunch period by:**

- Encouraging children to eat their lunch and to begin with protein and/or fruits and vegetables first.
- Supplementing food as required by licensing.
- Not using food as a punishment, nor insisting that a child eats everything that has been packed.
- Welcoming families who wish to join their child for lunch.

- Facilitating conversation about healthy eating habits.
- Promoting self-help and independence skills by involving students in some preparation for eating as well as clean up after (i.e. wiping down tables with soap and water, passing out supplies, packing up own lunch, throwing out personal trash, etc.)

**DELC requires families to:**

- Ensure their child has an adequate breakfast or inform the teacher if your child has not eaten before school.
- Send a well-balanced lunch. State regulation number 7.702.65 advises that lunches should provide 1/3 of your child's nutritional requirement:
  - 1 serving of protein, (meat, fish, cheese, egg, beans, nut or sun butter; no peanut butter)
  - 1 serving of bread, or bread alternative
  - 2 servings of vegetables and/or fruit
  - 1 serving of dairy (yogurt, cheese, cottage cheese)
  - Water; milk is optional, though milk needs to fit in your child's lunch box or in an insulated, leak-proof container (Purple Room excepted). Toddler students may keep their cup of milk in the Purple Room refrigerator. Licensing rules require that children be sitting up while drinking beverages.
  - **No candy or soda**
  - **No glass containers or plastic bags**

No child at DELC will go without eating lunch. If you forget to provide your child a balanced lunch, food will be provided by the school. If your child arrives at school without lunch twice in any given week, your following month's tuition bill will include a small charge for the lunches the school provided.

Morning and afternoon snacks are provided by the school and follow the recommendations set out by Child and Adult Care Food Program (CACFP): [https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP\\_MealBP.pdf](https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf).

If you wish to provide a snack for your child's class, please discuss it with your teacher as there may be children in the class with specific allergies or food intolerances. **Colorado Department of Public Health and Environment states that homemade snacks may not be brought to share.** Whole, un-cut or pre-packaged fruit and vegetables are allowed. Some examples of

acceptable pre-packaged snacks include cheese sticks, plain yogurt, whole-grain crackers, apple sauce, hummus, and whole wheat tortillas.

## Health

All staff members are required to have current and up-to-date training in First Aid and CPR. This training is staggered to ensure cover throughout the year.

Families will have 30 days from enrollment to complete and return the required DELC Health Evaluation Form. Please note that there is a section that must be completed by your family doctor.

An infectious disease is defined by the Colorado Department of Public Health and Environment as *“any contagious sickness or condition that substantially impairs vital functioning and which poses a risk to the health and welfare of other students and staff.”* A list of illnesses/conditions explaining when it is necessary to keep your child at home is posted in the entry way of the school and can be found at the following link:

[https://www.colorado.gov/pacific/sites/default/files/DEHS\\_ChildCare\\_HowSickistooSickIllnessPolicy\\_English.pdf](https://www.colorado.gov/pacific/sites/default/files/DEHS_ChildCare_HowSickistooSickIllnessPolicy_English.pdf)

If a child or staff member has contracted an infectious disease, return to school is only permissible after 24 hours of antibiotic use, or with a written note from their physician.

If a child has a temperature above 100 degrees or feels too ill to function adequately at school, families will be contacted and required to take their child home. Our facility does not allow us to care for sick children. Therefore, timely pick up of your sick child is appreciated.

Children should not be sent to school with a fever, vomiting, diarrhea or any symptoms that impair reasonable functioning, nor should they attend if you have needed to administer fever reducing medication, such as Tylenol or Motrin. It is DELC's policy that all children are expected to play outside daily. We do not have adequate supervision for a child to remain indoors during recess. If your child is well enough to come to school, s/he is considered well enough to play outside. Please contact the school immediately if your child has been diagnosed with a contagious condition so that other families may be informed. Tuition will not be reimbursed for a child absent due to illness.

## Medication

DELC staff may only administer medication if they have received Medical Administration Training (in compliance with the Nurse Practice Act, C.R.S 12-38-132). Before medication can be administered, families must obtain a medical permission form completed by your child's doctor and the school is provided with the medication in its original container. These forms are available from the Executive Director. There must be a form for each required medication and presenting condition. A 'blanket' permission form that covers all or any medication will not be accepted.

If your child has a chronic condition, a meeting will be arranged with the school nurse and school staff. From this meeting a health plan will be established with any staff training requirements. A child who requires a medical plan will not be allowed to attend DELC until the above steps have been completed.

No over-the-counter or homeopathic medications (i.e. Emergen-C, Pedialyte, vitamins, etc.) will be administered unless there is a doctor's prescription for them, along with completed medical administration permission form. Families are welcome to come to the school to administer their child's medication themselves.

Staff members are not allowed to administer any creams (i.e. diaper rash cream, hand lotion, lip balm) if the child's skin is broken or cracked. This then becomes a treatment as opposed to a preventative measure and will again require a completed medical administration permission form.

Please hand any medication to the teacher in its original container and do not leave in your child's backpack or cubby. Children may not have in their possession creams or medications (i.e. cough drops, lip balm).

## Reporting child abuse

The DELC staff has a legal responsibility to report any suspected child abuse or neglect to the Colorado Department of Human Services. Abuse is defined by the Children’s Code as, *“an act or omission (by the care giver) which threatens the health or welfare of a child, including: physical abuse, sexual abuse or neglect.”*

Detailed definitions for child abuse and neglect can be obtained from the Executive Director. The school is NOT obliged to inform families if a report of suspected abuse has been made.

## Reporting suspected licensing violations

DELC is licensed as a large childcare facility by the State of Colorado. Our license number is 47128. Complaints of suspected licensing violations may be addressed to:

The Executive Director of DELC  
890 E 3<sup>rd</sup> Ave  
Durango, CO 81301  
Tel# 970 259 1483

The Division of Childcare  
Colorado Department of Human  
Services 1575 Sherman Street,  
First Floor  
Denver, CO 80203-1714  
Tel # (303) 866 5958

## Asbestos-free school

As required by the Colorado Department of Public Health and Environment, DELC has had a study conducted to determine if there is any asbestos in the school. Our building has been declared asbestos-free.

***By signing your annual financial agreement, you agree to adhere to all policies laid out in this family policy book. Thank you for choosing Durango Early Learning Center! We are excited to work with you and your family!***

# DURANGO EARLY LEARNING CENTER

## 2022.2023 Tuition Rates

Tuition rates are per month for September 2022 - August 2023

<b>TODDLER (18months - 3 years)</b>				
<b>Days</b>	<b>Pick up time</b>	<b>LOW 20% off Base Rate</b>	<b>MEDIUM 10% off Base Rate</b>	<b>BASE RATE</b>
5	5:30	\$889	\$1,000	\$1,111
5	3:30	\$711	\$800	\$889
3	5:30	\$640	\$720	\$800
3	3:30	\$512	\$576	\$640
2	5:30	\$427	\$480	\$533
2	3:30	\$341	\$384	\$426

<b>PRESCHOOL (2.5 -5 years)</b>				
<b>Days</b>	<b>Pick up time</b>	<b>LOW 20% off Base Rate</b>	<b>MEDIUM 10% off Base Rate</b>	<b>BASE RATE</b>
5	5:30	\$848	\$954	\$1,061
5	3:30	\$679	\$764	\$848
3	5:30	\$611	\$687	\$764
3	3:30	\$489	\$550	\$611
2	5:30	\$407	\$458	\$509
2	3:30	\$326	\$366	\$407

**HUD INCOME SURVEY FOR SCHOOL YEAR 2022.2023**

Name: \_\_\_\_\_

# in household \_\_\_\_\_

# children at DELC \_\_\_\_\_

Adjusted Gross Income (AGI) of your household for 2021 \_\_\_\_\_

How many adults earn income where the child resides? \_\_\_\_\_

Who is responsible for paying for the child's tuition? \_\_\_\_\_

- If you are BASE RATE TIER, we do not require any additional financial information verification
- If you are claiming LOW or MEDIUM TIERS please include a copy of your 2021 tax return showing your adjusted gross income and your social security numbers blacked out. In your calculations, please include income of all wage earners in the household. Sources of gross income should include wages, retirement pensions, welfare, public assistance etc. We do not need the entire return. If you file separately, please provide both copies.

**Please check the yellow box that reflects your household size and low, medium, or base rate tier based on what range your AGI falls:**

2021.2022 HUD INCOME SURVEY	LOW TIER	HUD LOW INCOME LIMITS* 80% of Median Family Income	MEDIUM TIER	BASE RATE
	AGI less than HUD limit			AGI above listed figure
2 person household		←\$54,950→		←\$82,425→
3 person household		←\$62,800→		←\$94,200→
4 person household		←\$78,450→		←\$117,675→
5 person household		←\$84,750→		←\$127,125→
6 person household		←\$91,050→		←\$136,575→
7 person household		←\$97,300→		←\$145,950→
8 person household.		←\$103,600→		←\$155,400→

**\*BASED ON # PROVIDED BY HUD.gov FOR LA PLATA COUNTY MEDIAN FAMILY INCOME (\$101,300)**

I, \_\_\_\_\_ attest that the above household financial information is correct. Tuition is set for the entire school year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# 2022.2023 Academic Calendar

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28	29	30	31		

**School Closures** \*Last day of 2022/23 & teacher work week will be dependent on the approved Durango School District 9R 23.24 calendar\*

Sep 5th	Labor Day	Dec 19 – 30th	Winter Break	Mar 20 – 24 <sup>th</sup>	Spring Break	Jun 19, 2023	Juneteenth
Oct 24th	Staff Professional Dev	Jan 16th	Martin Luther King Day	Apr 24 <sup>th</sup>	Staff Prof Dev	Jul 3 - 7	Summer Break
Nov 23rd – 25th	Thanksgiving Break	Feb 20th	Presidents' Day	May 29, 2023	Memorial Day	Aug 18, 2023	Last day*Tentative





# How Sick is Too Sick?

## When Children and Staff Should Stay Home from School or Child Care

Evaluation of a sick child must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease (including but not limited to those listed here), even without a confirmed diagnosis, may necessitate more stringent return to school requirements.

During Colorado's ongoing response to the COVID-19 pandemic, children and staff who have symptoms consistent with COVID-19 should receive testing, and follow the [COVID-19 isolation guidance](#) until testing is completed or if they test positive. If the individual tests negative for COVID-19, the individual should then follow the recommendations for their disease or symptoms using the below guidance.

There are four main reasons to keep children and adults at home:

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on this list, and staying home is required.





Guidance for COVID-19 Symptoms	Child or staff member must stay home?
<p>COVID-19 symptoms which <i>must be fully resolved</i> before a child or staff member returns to school</p> <ul style="list-style-type: none"> <li>● <b>Feeling Feverish, having chills or Fever</b> (Temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher)</li> <li>● <b>Shortness of breath or difficulty breathing</b></li> <li>● <b>Nausea, Vomiting/Throwing Up</b></li> <li>● <b>Diarrhea</b> (Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine)</li> <li>● <b>Cough*</b></li> </ul>	<p>Yes - These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19.</p> <p><b>When to seek emergency medical attention</b></p> <ul style="list-style-type: none"> <li>● <b>Trouble breathing</b></li> <li>● <b>Persistent pain or pressure in the chest</b></li> <li>● <b>New confusion</b></li> <li>● <b>Inability to wake or stay awake</b></li> <li>● <b>Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone</b></li> </ul> <p>These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE’s isolation guidance, <a href="https://covid19.colorado.gov/isolation-and-quarantine">https://covid19.colorado.gov/isolation-and-quarantine</a>. Further guidance for the school or child care can be found at <a href="https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance">https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance</a>.</p> <p>If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication.</p> <p>*Students and staff may return if the cough is not fully resolved following discussion with a care provider.</p>
<p>COVID-19 symptoms which <i>must be improving</i> before a child or staff member returns to school or child care</p>	<p>Yes - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and</p>





<ul style="list-style-type: none"> <li>● Sore throat</li> <li>● Runny nose or congestion</li> <li>● Muscle or body aches</li> <li>● Headache</li> <li>● Fatigue</li> <li>● New Loss of Taste or Smell**</li> </ul>	<p>the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the diagnostic COVID test is positive, or the individual has not yet been tested, the individual should follow CDPHE’s isolation guidance, <a href="https://covid19.colorado.gov/isolation-and-quarantine">https://covid19.colorado.gov/isolation-and-quarantine</a>. Further guidance can be found at <a href="https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance">https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance</a>.</p> <p>If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the COVID test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved.</p> <p>**Loss of taste or smell can persist for weeks or months. This condition does not need to be resolved or improving before an individual returns to school or care.</p>
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Guidance for Symptoms Not Due to a Specific Disease, Following a Negative COVID Test	Child or staff must stay home?
<b>Diarrhea</b> Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	<p><b>Yes</b> - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<b>Fever</b> Fever is a temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	<p><b>Yes</b> - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<b>Flu-like Symptoms</b> Fever Sore throat Runny nose or congestion	<p><b>Yes</b> - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>
<b>Vomiting/Throwing Up</b>	<p><b>Yes</b> - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p><b>If a child with a recent head injury vomits, seek medical attention.</b></p>





Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19 (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	Yes - children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's <a href="#">isolation guidance</a> . Guidance for schools and child care settings can be found here: <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a> .
Fifth's Disease (parvovirus)	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, has uncontrollable drooling or is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli	Yes - children and staff may return to school or child care when cleared by the health department.
Herpes	No - unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - children and adults need to stay home until 24 hours after antibiotic treatment has started.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
Influenza	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Croup, RSV (Respiratory	No - It is recommended that children and staff remain out of school or





Syncytial Virus)	child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines).

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor’s advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.  
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