

Parent Handbook



B.E.E.P.

Bayfield Early Education Program

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**EXECUTIVE DIRECTOR: April Schneider Stewart
ADMINISTRATIVE ASSISTANT: Andrea Foutz**

Philosophy and General Program Information

The Bayfield Preschool is a fully licensed, developmentally appropriate preschool which offers child care and educational enrichment programs serving children ages three to eight in the Pine River Valley. The program is operated by Bayfield Early Education Programs, Inc. (BEEP), a non-profit organization whose mission is to provide a safe, nurturing and stimulating environment that promotes individual growth, inspires curiosity and helps develop positive social skills which help all children become successful in life.

The program recognizes that all children move through the same stages of development but at different chronological times and at different rates. It is also based on the belief that children learn best through play and hands-on activities. Children are encouraged to increase their knowledge by manipulating materials, engaging in dramatic and creative play, art, music, gross motor, and other stimulating activities. It is the aim of the program to identify each child's developmental level and to facilitate development from that point by providing age-appropriate and individually-appropriate learning and play activities. Development of age-appropriate social skills and the establishment of a positive self-concept are further goals of the program.

The curriculum is theme-based and explored through the daily routine of literature, interest centers, and individual/small group/whole group cognitive activities. Higher-level number/letter and reading/writing concepts are introduced and explored through manipulatives, games, books, and music activities. Specific curriculum used includes Montessori, Creative Curriculum, and Zoo Phonics.

BEEP adheres to the 10 practices suggested by the National Association for the Education of Young Children (NAEYC) which make for a good early childhood classroom:

- 1. Children spend most of their time playing and working with materials or other children. They do not wander aimlessly, and they are not expected to sit quietly for long periods of time.*
- 2. Children have access to various activities throughout the day. Look for assorted building blocks and other construction materials, props for pretend play, picture books, paints and other art materials, and table toys such as matching games, pegboards, and puzzles. Children should not be doing the same thing at the same time.*
- 3. Teachers work with individual children, small groups, and the whole group at different times during the day. They do not spend all their time with the whole group.*
- 4. The classroom is decorated with children's original artwork, their own writing with invented spelling, and stories dictated by children to teachers.*
- 5. Children learn numbers and the alphabet in the context of their everyday experiences. The natural world of plants and animals and meaningful activities like cooking, taking attendance, or serving snack provide the basis for learning activities.*
- 6. Children work on projects and have long periods of time (at least one hour) to play and explore. Worksheets are used little if at all.*
- 7. Children have an opportunity to play outside every day. Outdoor play is never sacrificed for more instructional time.*
- 8. Teachers read books to children individually or in small groups throughout the day, not just at group story time.*
- 9. Curriculum is adapted for those who are ahead as well as those who need additional help. Teachers recognize that children's different background and experiences mean that they do not learn the same things at the same time in the same way.*
- 10. Children and their parents look forward to school. Parents feel secure about sending their child to the program. Children are happy to attend; they do not cry regularly or complain of feeling sick.*

➤ ***Ages of children accepted***

BEEP is licensed to care for children from three years old to eight years old. Children must have had their third birthday, and be potty trained, before attending class.

➤ ***Student/Teacher Ratio***

NAEYC guidelines recommend a staff to student ratio of one teacher to every ten students. BEEP uses the ratio of one teacher to every nine students.

➤ ***Schedule***

Full-day schedules are available Monday through Thursday. Half day schedules are available as well for Monday through Thursday. A minimum of two days per week are required. All classrooms provide educational care and enrichment experiences for children ages three to six. Each classroom is multi-age and uses a play-based approach to learning. After School care is also offered for children ages three to eight.

➤ ***School Hours/Summer Camp/***

Full day classrooms open at 7:40am daily with classroom hours beginning at 7:45 am and concluding at 5:30 pm for Plan A. Plan B schedules open at 7:45 am with classroom hours beginning at 7:45 am and ending at 3:15pm. Plan C opens at 8:00 am and ends at 1:00pm. All classrooms operate Monday through Thursday. The After School program operates from 3:15pm to 5:30pm Monday through Thursday for Bayfield Primary students as well as preschoolers. Please note that preschoolers are scheduled first with remaining spots available to BPS.

Summer Camp hours are 8:00 am to 5:00 pm for a full day. Half day hours are 8:00 – 1:00 pm. Summer camp days are Monday through Thursday.

➤ ***Calendar/Weather***

We follow the Bayfield School District's calendar for vacations and holidays. See BEEP's school calendar for scheduled closure days that are not holiday related.

We follow the Bayfield School District's policy on school closure due to inclement weather. Please use our website www.beeppreschool.org or the district website (www.bayfield.k12.co.us) for closure information. Also see the BEEP (Bayfield Early Education Programs) Facebook page for notice of school closures. Teachers will also contact parents regarding school closures. No credit is given for weather closure days.

Please do not use your cell phone when in the building; we and your child need your undivided attention.

➤ ***Drop Off/Pick Up***

According to State licensing regulations, parents or individuals (minimum eighteen years old who have parent permission) are asked to bring children directly into the program so that we know they have arrived safely. Please sign your child in on the classroom sign-in sheet and give any special instructions to the staff at that time. You must also sign them out when their Plan time ends. *Your full signature is required on the classroom sign-in/sign out sheet.* Please do not leave your vehicle idling unattended in the parking lot while you do your drop off/pick up- you must turn the engine off.

Children will be released only to those persons authorized in your application and on the Security Code form. Any changes to the authorized list must be in writing. Although written authorization is preferred, verbal authorizations are accepted if the staff knows the person. If not, the person picking up your child will be asked to present a picture ID. These individuals must be a minimum of eighteen years old.

In cases of shared or disputed custody of children, law enforcement will be called to resolve any disputes arising over pick up of children. If an unauthorized person attempts to forcibly remove a child, staff will release the child and immediately call 911. If a child is not picked up within a reasonable amount of time (thirty minutes) after your Plan time has ended, and staff has not been notified of a late pick-up, police dispatch will be notified and the Bayfield Police office will be contacted to pick up the child. The child will be left with them until an appropriate caregiver arrives to take him/her home. Social Services will also be notified.

Safety of the children is always our first concern. If you or your designated care giver attempt to pick up a child in an incapacitated state, based on the best judgment of the staff, she/he has been instructed to contact the police.

➤ ***Tuition and Fees, Schedule Plans***

Admission to the program begins with the completion of required application, health, medical, and immunization forms, as well as emergency contact, pick-up authorization, and information records. A non-refundable \$125 registration fee completes the admission process. The registration fee is discounted for multiple siblings enrolling for the same school year or summer camp.

Tuition applies to in-class sessions and After School programs. Tuition is due the 1st day of each month. Exceptions can be made for payments being split into two payments a month with Executive Director approval. BEEP is moving towards mandatory automated tuition and fee payments. Autopay occurs on the first Friday of the month. Tuition Express – part of the Procure Software system we use to manage our preschool – allows us to process payments safely, quickly and efficiently. Tuition Express is a PCI Level 1 Service Provider. Parent payments are recorded in the Procure accounting system and Quickbooks.

Your account is set up for automatic payments either with a credit/debit card (Visa, Mastercard, Discover) or through automatic withdrawals (ACH) from your checking/savings account. You can also make payments online. Please see the Administrative Assistant for forms or for more information. A \$15 fee will be charged for insufficient fund checks (NSF) and declined credit/debit cards. If there is an issue concerning your tuition or if you have questions, please contact the Administrative Assistant or Executive Director.

➤ ***Rates***

Rates are based on the number of in-classroom days, taking into consideration holiday breaks, Spring Break, and BEEP closed days. The months of August and May are prorated since they are shorter months. Rates are included in the preschool application.

Summer camp rates are determined by the number of summer camp days offered for Session One and Session Two.

➤ ***Fees (all fees are subject to change)***

- ~\$ 15.00 NSF charge is applied for payments that are declined through the automated system or by the bank for insufficient funds. Also applies to credit/debit cards that are declined.
- ~\$ 15.00 early drop off for signing in before your Plan time starts.
- ~\$ 25.00 Late Pick up charge per quarter hour is applied for signing out after your Plan time ends.
- ~\$125.00 Registration fee must accompany application.
- ~\$ 22.00 Full time student Snack Fee for three/four day schedule
- ~\$ 13.00 Part time student Snack Fee for two day schedule
- ~\$ 20.00 late payment fee for payments not received by the 15th of the month.
- ~\$ 20.00 late payment fee for accounts with a balance due at end of month. (Yes, a second late payment fee)



If it is necessary for parents to remove their child from the program, the school must receive a two weeks written notice prior to leaving. Otherwise, tuition payment for the two weeks is required.

IT IS VERY IMPORTANT THAT CHILDREN ARE PICKED UP PROMPTLY AS SCHEDULED.

A \$25.00 late fee per quarter-hour will be billed for children picked up after their scheduled time ends. If your child is still in our care 30 minutes after your Plan time ends, then the Bayfield Police will be notified.

Plan Times	
Plan A	7:40 am – 5:30 pm
Plan B	7:45 am – 3:15 pm
Plan C	8:00 am – 1:00 pm
Summer	8:00 – 5:00 pm Full Day
Camp	8:00 – 1:00 pm Half Day

➤ **Attendance**

A class roster is used daily to identify which students will be attending school each day. **IF YOUR CHILD WILL BE ABSENT, PLEASE NOTIFY THE STAFF.** A count of the children is part of the daily routine; attendance count is taken within twenty minutes of the beginning of class, and checking the count occurs frequently during the course of the class session. Staff will always be able to visually identify each child's location. Due to regulatory ratios, we are unable to accommodate drop-ins on days when your child is not scheduled to attend. Missed days for sickness, general absence, vacation, etc. are not credited nor can another day be substituted.

➤ **Rest time**

Children on a full day schedule are required by State of Colorado law to rest for 30 minutes every day of attendance on a cot. Rest period is right after lunch. Many children will naturally fall asleep during this time. For those children who do not nap, they may quietly look at a book or draw a picture.

➤ **Health**

It is unlikely that your child will enjoy a productive day if he/she does not feel well. Children must be in a normal healthy state and allowed to go outside in order to attend school. **Any child who is ill will not be permitted to attend the program according to Colorado law.** If necessary, a temperature check can occur at time of drop off. Teachers may refuse admittance to a child exhibiting signs of illness i.e. runny nose, coughing, fever, etc.

If your child becomes ill, develops a fever of 100.4 or higher, or has an accident or injury while attending the program, staff will notify you by telephone and, if necessary, will call your child's doctor or medical facility, as instructed in writing on the child's enrollment forms. Ill or fevered children will be isolated from other children until a parent/guardian can come to pick them up. Fevers of 100.5 are automatically sent home and must be fever free without medication for 24 hours before resuming attendance in class. Please refer to Appendix A- Illness Policy-How sick is too sick? This is a good review parents may find helpful in determining if their child should be brought to school. Teachers can still refuse your child's admittance based on their best judgment.

Children will be permitted to attend the program if they have been attended to by a doctor and are no longer contagious. This is usually 48 hours after taking medication. **If medication is required, a doctor's release is required before the child can return to school.** BEEP staff will not administer medication to your child. Ask your health care provider for prescriptions that can be given outside of your Plan's school time.

Long Term Medications –

BEEP staff does not administer medications. Only extreme conditions would dictate an exception.

For long term medications, a Health Care Plan must be in place with BEEP's nurse consultant and your child's teachers before **ANY** medication can be given. Medication must be in its original container with pharmacist's label and must match the doctor orders i.e. child's name, dose, how to give prescription (with food, milk, etc.). Container must include dosage syringe.

Staff will administer medications only upon completion of all the medical paperwork – 1) Doctor's orders 2) Approved plan from nurse consultant 3) Medication in original container with pharmacist's label 4) Parent's written permission. Parents are encouraged to ask for twice a day dosages from the doctor or come to school and administer medication themselves. Children **MAY NOT** carry or administer their own medication. We ask you to cooperate with this state-regulated policy, which is enforced for the well-being of all children.


If your child is experiencing diarrhea or vomiting, he/she is **not to attend school until 24 hours after the last episode.** Your child must be **fever free without medication for at least 24 hours** before they can come back to preschool. **If medication is required, a doctor's release is required before child can return to school.** Please let us know when your child is ill, as we may be of some help if we know a particular illness has occurred among the children. Please contact the program **IMMEDIATELY** if your child is diagnosed as having a communicable disease so that the other parents can be informed. Always check the parent information center for this information. We must also notify the local or state health department when children have been diagnosed with a communicable disease such as hepatitis, measles, mumps, pertussis, diphtheria, salmonella, chicken pox, etc.

The Department of Social Services requires us to notify you that not all children attending the program may be fully immunized due to religious or other reasons. The Health Department assures us that immunized children are not at risk.

In the event of quarantine, children not immunized will not be allowed to attend the program.

➤ ***Well Child Checkups***

Well Child Checkups are performed annually until the child reaches the age of twelve. It is the parent's responsibility to be aware of when their child's checkup is going to expire and schedule an appointment accordingly. There is a thirty day window after the checkup expires for parents to submit a new, signed form. A written verification of a scheduled appointment with a health care provider is necessary when the appointment is outside the thirty day window. Your child's attendance could be suspended if the new well child checkup form is not received in a timely manner.



Once again, in the event you must withdraw your child from the program, a two week written notification to the program is required. Lack of notification will mean that charges will continue to be assessed.

➤ ***Teacher and Staff Training/Provisions***

All BEEP teachers, aides, and After School staff hold a current CPR-First Aid certification. They are also trained in Standard Precautions, which trains in correct handling of sick children. An AED device is onsite. Fully stocked first aid kits are located in each classroom and are taken on field trips.

All BEEP staff and teachers are required to follow all licensing regulations regarding their own health and wellness.

➤ ***Emergencies***

Emergency situations such as fire, tornado, or an unaccounted-for child require immediate 911 notification. In the event of fire, we evacuate to our designated meeting place and, with a class list and physical count, verify that all children are accounted for. In the event of any emergency, procedures to be followed are listed in each classroom.

➤ ***Field Trips***

We will post information at the parent information center regarding upcoming field trips for the program. If we go on a scheduled or unscheduled field trip, information regarding our location and time of return will be posted. We are unable to accommodate late arrivals, as our full staff is necessary to provide supervision for the class with the same teacher-child ratios required as when we are in the classroom.

➤ ***Special Activities-Movie/Videos***

It is the policy of this program that television/video/iPad viewing is not a substitute for interactive learning and thus it is not a part of our regular curriculum. However, on occasion, a video may be shown as a Special Event, and parents and children both are invited to participate. There may be times when recess is not advised due to weather conditions so inside recess can be held in the classroom where a G rated movie/video may be shown.

➤ ***Personal Needs – Personal Belongings and Play clothing***

Small cubbies are provided for storage of your child's personal belongings. We discourage children from bringing toys or other favorite items from home, especially action figures, as storage space is limited and items may be lost or taken. **Weapons of any type are not permitted.**

Since our program is play-based and provides many opportunities for hands-on activities (some of which are messy), we encourage you to send your child to school in **appropriate play** clothing. Outdoor time is a very important part of the daily routine, so children will be outside virtually every day except in extremely inclement weather (under 20^o). For your child's comfort, please remember to dress him/her appropriately for the weather. (Flip flops and sandals are very difficult for children to play in on the playground.)

➤ ***Sunscreen Application***

Too much sunlight may increase your child's risk of getting skin cancer. As with any topical medication or cream, the first application of any brand of sunscreen should be applied at home in order to evaluate your child's possible allergic reaction to that product. BEEP requests that parents label a bottle with your child's name of same brand sunscreen used at home and leave at BEEP for reapplication if necessary.



➤ ***Personal Needs – Toiletry Needs***

Children must be able to take care of their toileting needs in order to attend the program unless the child has been identified as having special needs (speech excluded). Accidents do happen, however, so please send along a change of appropriate seasonal clothing in a gallon sized ziploc bag with your child's name on it. It will be kept in the classroom.

➤ ***Visitors***

Visitors are welcome at the program and are asked to sign in/out. A visitor's log, including name, address, date, reason for visit, and time is maintained at the front counter. Visitors unknown to the staff are asked for identification.

➤ ***Security***

Doors to the BEEP facility will be locked at all times. When doors are locked, parents and visitors must "buzz" the office to enter the building or utilize a security code that is registered with the Executive Director. Parents should contact the Executive Director for more information regarding security codes. Questions will be answered at the door or by phone. Codes are suspended during rest time from 1:00 pm to 2:00 pm.

➤ ***Lunches***

Children who stay for lunch must bring a nutritious lunch and drink. Lunches are eaten in the classroom. **Please send a well-balanced lunch.** Teachers will sit with children during the lunch period.

State regulations expect that lunch will provide 1/3 of your child's daily nutritional requirements. A typical lunch might include:

1 serving protein (meat, egg, cheese, beans, peanut butter)

1-2 servings bread or grain products
2 servings vegetables and/or fruits
1 serving dairy (milk, yogurt, cheese, milk substitute)

NO SODA POP OR CANDY PLEASE! These items will be returned to you via the lunch box. Enjoy as a snack on the way home.

Please send your child's lunch in a lunch box (name on the box). **No Glass containers please!** Pack the amount you expect your child to eat. Having your child assist with lunch selections helps ensure that he/she eats well. We will leave the remains of your child's lunch in his/her lunch container, so you are aware of how much your child has eaten each day.

➤ ***Snacks***

BEEP provides a nutritious mid-morning and mid-afternoon snack for your child. Parents are charged a monthly snack fee based on the child's schedule. What the children have for snacks each day will be written on the whiteboards in each room. Please be sure to notify us if your child has a **FOOD ALLERGY** or is on a special diet.

Occasionally we ask parents to donate refreshments and other classroom supplies for special projects in the program. Families will be asked in advance when items need to be donated, and a list of items to choose from will be provided, so that each family may contribute according to their ability.

➤ ***Summer Camp***

This Parent Handbook applies as is to Summer camps

➤ ***Conferences***

Parent-teacher conferences are held at registration to explain goals and gain information about the child, during the program year to report progress, and at the conclusion of the school year to review development. Attendance at conferences is **mandatory**.

➤ ***Non-Discriminatory Policy***

Bayfield Early Education Programs, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. BEEP does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

➤ ***Non-English Speaking Parents***

BEEP provides assistance for non-English speaking parents about the programs through collaboration with Bayfield Primary School teachers, BOCES, other schools, and past/present bilingual BEEP parents. If you require translation services, please ask the Executive Director for assistance.

➤ ***Transition Plans***

From home to preschool: We conduct an open house at the beginning of the school year. This gives your child the opportunity to meet their teachers and get acquainted with their classroom and outdoors area. Parents are encouraged to ask about classroom set up, the Montessori Method and Creative Curriculum, Learning Without Tears, daily schedule, and other programs. BEEP follows best practice when it comes to decreasing transitions for returning students. Returning students will be placed with the same teachers in order to provide continuity of care unless another plan is agreed upon by a team that includes BEEP administration, teachers and parents.

From BEEP Preschool to Bayfield Kindergarten: Bayfield Kindergarten teachers visit BEEP teachers, introduce themselves and gain vital information that will help them prepare for their new students the next year. Graduating BEEP students visit Bayfield Primary School for a tour of kindergarten classrooms, meet teachers and a bus ride to/from BEEP.

➤ ***Screening and Referral Process***

Screenings are conducted on all children using COR advantage. Teachers also use personal observation and parents input to determine referrals to BOCES (Boards of Cooperative Educational Services). No child is referred to BOCES without Parent knowledge and consent.

Children with special needs are welcome in the program and integrated into the general education classrooms. Through screenings, assessments, and referrals, special needs children have access to a wide range of developmental services through San Juan Board of Cooperative Educational Services (BOCES).

➤ ***Disciplinary Practice***

BEEP has incorporated the principles of Conscious Discipline into our classrooms. Conscious Discipline is a comprehensive, multidisciplinary self-regulation program that integrates social emotional learning, school culture, and discipline. The programming is based on teaching the self-regulation tools of safety, connection and problem solving. It is based on brain research that indicates our internal state of affairs dictate our behavior. The goal of Conscious Discipline is to provide systematic changes in school by fostering the emotional intelligence of teachers first and children second. As we become more emotionally intelligent, we are better equipped to create positive, healthy educational climates that help create and maintain optimal learning. Our focus is on healthy relationships to change behavior. A large part of a discipline program is expectations. We have three simple guidelines that ensure a safe and comfortable environment for your child: **Be Safe, Be Kind, and Be Responsible**. If a child is in danger of hurting him/herself or others, parents will be called to pick up the child and a behavior management plan will be agreed upon as needed.

➤ ***Suspension/Expulsion Policy***

BEEP firmly believes that expulsion is not an intervention. If a student has behaviors that cannot be safely managed at BEEP, then it would be our responsibility to connect the family to a provider who can render the unique service model required for success. BEEP would work closely with parents, BOCES, and other local community partners to provide the needed support. A suspension would only be implemented in the extreme case of when a student is a danger to themselves or others, and all interventions have been exhausted. The length of a suspension cannot extend past one day unless approved by the Board. The BEEP Board delegates to the Executive Director the authority to suspend a student at BEEP only under these circumstances.

➤ ***Family Support***

Family support includes services available to families that contribute to the health and well-being of their children. These include:

- Special Education Services
- Mental Health Support
- Food Access thru Pine River Shares
- Vision Screening
- Parenting Program

- Partnership with local Pediatricians
- UPK
- Partnership with Human Services for food assistance and CCAP (see below for Colorado Child Care Assistance Program)

If your family needs help due to an unexpected adverse circumstance then reach out to the Executive Director for assistance. We have several options available to help meet the needs of families i.e. financial, health, mental health, etc. BEEP works with a mental health consultant that can meet with you at no cost to provide support options. Financial assistance is available through the Colorado Childcare Assistance Program (CCAP for qualifying families), sliding scale scholarships (for qualifying families), and Universal Preschool (for qualifying families). We also work closely with community organizations that can offer short term or long-term assistance.

➤ ***Universal Preschool (UPK)***

Every child in the year before they are eligible for kindergarten is eligible for up to half-day (15 hours) of state-funded, voluntary preschool to support their preschool enrollment for the school year. Four-year-olds with [qualifying factors](#) may be eligible for full-day preschool. Three-year-olds with [qualifying factors](#) are eligible for part-time (10 hours) preschool programming. BEEP is a UPK provider, and you can refer to the resource page at www.beeppreschool.org for more information.

➤ ***Colorado Child Care Assistance Program (CCCAP)***

BEEP accepts CCCAP as administered by the Colorado Department of Health and Human Services for low income families. Contact the La Plata County Department of Health and Human Services to see if you are eligible, ChildCare@co.laplata.co.us, <https://cdhs.colorado.gov>. This program can cover all or part of your tuition if you qualify. In some cases CCCAP may assign a Parent Portion that is due from the parent/guardian and payable to BEEP. BEEP will bill these parent portions as directed by CCCAP. Parents are responsible for paying those fees (Early drop off, Late Pick up, snack, late payment, etc) that are separate from tuition.

➤ ***Parent Involvement***

It is very important for parents to be actively involved in their child's experience at BEEP. In addition to donations of classroom supplies, there are many other opportunities for parents to participate in the program, including playground and building maintenance, raking playground sand, fluffing playground mulch, assisting with fundraising events, assisting in preparation of teaching materials, serving on the program's Board of Directors, and simply donating money or supplies. Parents are encouraged to volunteer to the best of their ability. Please talk with staff about donations of time and or talent that you may have.

➤ ***Abuse Reporting/Complaints***

All professionals who work with children are mandated child abuse reporters. If staff suspects child abuse, we will comply with the law that requires reporting to the Department of Human Services.

Complaints about the program can be directed either to the Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203, current licensing specialist, Amy Davlin, at 970-556-1987, or to the local office of the La Plata County Department of Human Services, Tech Center Plaza, 10 Burnett Court, First Floor, Durango, CO 81301 (970-382-6150).

➤ ***Quality Improvement Plan***

Every year Colorado Shines requests that licensed centers create a Quality Improvement Plan that focuses on growth for the center. At BEEP, these goals can be found in the foyer of the building on the licensing board. If you would like to know more about this process, you can schedule a time to meet with the Executive Director.

➤ ***Fundraising***

Opportunities for parents to be involved are in our fundraisers including online popcorn sales, Charleston Wrap, Bells for BEEP and the Cowboy Luau. Cowboy Luau is both a Live and Silent Auction. The preschool has hosted this event for a number of years and raise a significant amount of money for the preschool. We ask parents to donate a craft or talent and to help solicit donations, decorate, clean up, etc.

PARENT HANDBOOK ACKNOWLEDGEMENT

Parents,

Please read the Parent Handbook carefully. By signing and returning this form to your child’s teacher, you acknowledge you have read, understood and agreed to the policies outlined in the Parent Handbook provided by the Bayfield Early Education Programs, Inc. You can find the Parent Handbook in its entirety on our website, www.beeppreschool.org. A hard copy can be provided upon written request.

Parent’s Signature

Date

Child’s Name

PARENT CHECKLIST - For parent use for child’s first day in preschool

- _____ submitted signed parent handbook form – **required by the State of Colorado**
- _____ submitted Health status form signed by doctor. Pay attention to date of exam, it is good for one year from date of exam – **required by the State of Colorado**
- _____ submitted Immunization record – **required by the State of Colorado(s)**
- _____ Seasonal extra change of clothes (including underwear & socks)
- _____ Small blanket for children attending full day (rest time).

Handbook Highlights:

- ✓ Tuition invoices will be in your child’s mailbox and emailed at least one week before they are due. Tuition is due on the 1st of every month.
- ✓ Sick Policy: Children must be diarrhea, vomit and fever free for at least 24 hours before they can come back to the preschool. If a child becomes sick while at the preschool, parents will be called and must pick up their child within one hour.
- ✓ Please notify the school if your child will be absent!
- ✓ A two-week written notice is required to withdraw your child.
- ✓ No cell phone conversations during drop off or pick up.
- ✓ Supply Checklist: Please provide supplies prior to or on the first day of attendance.

Appendix A

Illness Policy

How sick is too sick?



ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL OR CHILD CARE

Children's Hospital Colorado

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Children with the following symptoms or illness should be kept home (excluded) from school:

SYMPTOMS	Child Must Be at Home?
DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet
FEVER with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.	Yes, if the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
"FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever
COUGHING <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough	No - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
RASH WITH FEVER <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	Yes – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
VOMITING Throwing up two or more times in the past 24 hrs	Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration

**ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME**

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) pink color of eye and thick yellow/green discharge	No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING) <i>Note:</i> May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	Yes - from end of the school day until after first treatment.
HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No, unless - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes – until treatment has started
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	No– children don't need to stay home unless the child has a fever or behavioral changes.
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities unless explicitly indicated by a medical provider that it is okay for the child to return sooner after starting appropriate antibiotics.
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 4th Edition, Elk Grove Village, IL 2017.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, March, 2016.