

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 with most families choosing either a T/Th or M/W program. Half –day schedule is offered in one classroom. All classrooms provide educational care and enrichment experiences for children ages 3-6. 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/Calendar/Weather***

Plan A classrooms open at 7:40 am daily and concludes at 5:30 pm. Plan B classrooms open at 7:45 am and ends at 3:15 pm. Plan C classrooms opens at 8:00 am and conclude at 1:00 pm. All classrooms operate Monday through Thursday. The After School program operates from 3:15 pm to 5:30 pm Monday through Thursday for Kindergarten and 1st graders as well as preschoolers.

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 for notice of school closure. Teachers will contact parents through the Kaymbu app 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 18 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.*

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 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 18 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 (30 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 Marshal’s 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 Marshal’s Office.

➤ ***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 at the same time.

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 or the next business day if the Friday falls on a weekend or holiday. 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. PayPal and Square are two other software applications used for processing credit card and ACH payments.

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.

➤ **Fees**

- ~\$ 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.
- ~\$ 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.
- ~\$ 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)
- ~\$ 20.00 early drop off for signing in before your Plan time starts.
- ~\$ 20.00 drop in for after school when scheduled days are not necessary
- ~\$ 15.00 monthly snack fee for scheduled BPS after school
- ~\$ 13.00 monthly snack fee for those children scheduled two days per week
- ~\$ 22.00 monthly snack fee for those children scheduled three to four days per week



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 Marshal's office 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

➤ **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 – which can include epi-pens and inhalers for example
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 should be 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 30 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 have a yearly work physical.

➤ ***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 insure 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. You are asked to participate by providing food highlighted on a monthly snack list that will go home to you. What the children have for snacks each day will be written on the white boards 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.

➤ **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. It 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 i.e. Music and Movement, Library, Conscious Discipline, etc. during open house. 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 the ASQ (Ages and Stages Questionnaire). Along with the ASQ, teachers use personal observation, parents input and COR Advantage or an equivalent program 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).

CPP (Colorado Preschool Program) slots are determined much the same way for those four year olds going on to kindergarten the following school year.

➤ ***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 through Pine River Shares
- Vision Screening
- Parenting Program
- Partnership with local Pediatricians
- Partnership with Human Services for food assistance and CCCAP (see below for Colorado Child Care Assistance Program)
- UPK

If your family is needing 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 Child Care Assistance Program (CCCAP for qualifying families), Scholarships, sliding scale (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 fifteen (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 additional hours. BEEP is a UPK provider and you can refer to our 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, Late payment, etc) that are in addition to 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 snacks/refreshments and other 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***

Parents can be involved in our fundraisers, Miracle on BEEP Street and Cowboy Luau. The Miracle on BEEP Street includes a meal and Silent Auction. Cowboy Luau is both a Live and Silent Auction. The preschool has hosted these events 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. A survey will be circulated once school starts of areas that the preschool needs parent involvement.

Appendix A



COLORADO

**Department of Public
Health & Environment**

Communicable Disease

How sick is too sick?

Public guidance document

Available languages: [Spanish/Español](#) | [Amharic/አማርኛ](#) | [Arabic/العربية](#) | [Burmese/မြန်မာဘာသာ](#) | [Farsi/فارسی](#) | [Dari/دري](#) | [French/Français](#) | [Karen/တႆး](#) | [Korean/한국어](#) | [Nepali/नेपाली](#) | [Pashto/پښتو](#) | [Russian/русский язык](#) | [Simplified Chinese/简化字](#) | [Traditional Chinese/繁體字](#) | [Somali/Soomaali](#) | [Swahili/Kiswahili](#) | [Tigrinya/ትግርኛ](#) | [Ukrainian/українська мова](#) | [Vietnamese/Tiếng Việt](#)

This document outlines guidance for routine decisions about when children and staff should stay home from school or child care. There may be situations where public health determines more stringent return-to-school requirements.

There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
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 on this list, and staying home is required.

When to seek emergency medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

These are not all possible indications of a medical emergency. Call 9-1-1 or your health care provider for any other symptoms that are severe or concerning to you.

Revised May 1, 2024

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 www.colorado.gov/cdphe
Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director

The contents of this document are not to be altered without the express permission of the Department.

Guidance for symptoms not due to a specific disease	Child or staff must stay home?
<p>Severe or new cough, including croup</p>	<p>Yes - Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing (if new or worsening from baseline) should not attend school or child care and should talk to a health care provider.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>Students and staff may return to school, even if the cough is not fully resolved, as long as exclusion is not required for other symptoms or diagnosis.</p>
<p>Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine</p>	<p>Yes - 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>
<p>Fever Fever is a temperature of 100.4°F or greater. Babies who are 3 months or younger need to see a health care provider right away for a fever of 100°F or higher. Call your health care provider for any fever in an infant aged 6 months or younger.</p>	<p>Yes - 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.</p> <p>If the fever is consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>A temporary, elevated temperature due to overexertion or overdress, without other symptoms of illness, should not be considered a fever.</p> <p>For more information about fever, read Children's Hospital Colorado's recommendations on fever care for children.</p>
<p>Flu-like symptoms Fever with sore throat or cough</p>	<p>Yes - 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</p>



<p>Other flu symptoms can include runny nose, congestion, fatigue, body aches, vomiting, and diarrhea.</p>	<p>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 health care provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>
<p>Vomiting</p>	<p>Yes - 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>If a child with a recent head injury vomits, seek medical attention.</p>



Guidance for specific diagnosed illnesses	Child or staff must stay home?
Chicken Pox	Yes - Exclude until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no new 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. Practice good hand hygiene.
Fifth's Disease (parvovirus)	No - The illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - Exclusion is not necessary unless the child or adult meets other exclusion criteria, is drooling uncontrollably, and has mouth sores or is not able to take part in usual activities.
Head lice or scabies	Yes - Children and staff 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 - Exclusion is not necessary 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.
Norovirus	Yes - Exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea. During an outbreak of confirmed or suspected norovirus, exclusion may be increased to 72 hours after the last episode of vomiting and/or diarrhea.
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 three days if participating in activities with person to person contact.



Roseola	No - Exclusion is not necessary unless there is a fever or behavior changes.
Respiratory viruses COVID-19, influenza, RSV (Respiratory Syncytial Virus)	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. Additional precautions are recommended for at least five days following the return of anyone recovering from respiratory symptoms, including hand and respiratory hygiene, improved ventilation, masking, physical distancing, and testing. Refer to CDC's Respiratory Virus Guidance for additional information. During an outbreak or when case rates are high, exclusion times may be increased to protect hospital capacity.
Strep throat	Yes - Exclude for 12 hours after starting antibiotics.
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). Public health consultation may be necessary.

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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