



CHILDREN'S ROCKY MOUNTAIN SCHOOL

**Parent  
Handbook  
2024-2025**

**Children's Rocky Mountain School, Inc.**  
**126 Main Street**  
**Carbondale, CO 81623**

Dear Parents:

Thank you for selecting the Children's Rocky Mountain School! We are pleased to welcome your family to the preschool and we look forward to the opportunity to grow and learn together. It is our goal to encourage independence, self-esteem, consideration and respect of others, and instill a passion for learning in a safe and loving environment.

In this handbook you will find helpful information explaining the philosophy, programs, and policies of our school. Please read it carefully and refer to it frequently during the school year. We encourage your involvement, so please contact me with any questions or suggestions.

We are delighted to have your child as part of the Children's Rocky Mountain School family, where we strive to make learning fun and meaningful. Let's work together to help each child grow. It's going to be a great year! Thank you again for joining us!

Sincerely,  
Brigitte Buckingham  
CRMS Preschool Director  
970-963-2524 (school)

# **HISTORY OF THE SCHOOL**

## **History**

The COLORADO ROCKY MOUNTAIN SCHOOL PRESCHOOL (CRMS Preschool) was founded in 1989 as an integral part of the Colorado Rocky Mountain School to serve three, four and five year old children in a rich experiential program and simultaneously providing an opportunity for high school students to become actively involved with young children.

In the spring of 1998, at the request of the CRMS Board, the preschool became a separate entity for tax purposes. At that time, the name was changed to Children's Rocky Mountain School, Inc. (CRMS, INC.) The preschool had been on the CRMS campus for 27 years.

In the fall of 2016, the preschool relocated to 126 Main St in Downtown Carbondale, Co. Appropriate equipment and materials are provided both indoors and outdoors. This location provides many opportunities for the children, which features an art center, creative and dramatic play, music and movement and block areas, cozy corners for literacy, a sensory station, a full kitchen for cooking, a writing station, and a math and science center. The outdoor area features a wooden hallow blocks, a playhouse, bike path, along with full-grown trees and bushes, lawn and garden areas, a water table, and a sandbox. The new in-town location also provides walking access to all our town has to offer: more biking, nature walks and cross-country skiing on the Rio Grande bike path, projects at the Carbondale Clay Center, educational/experiential field trips to local businesses, True Nature, the Launchpad and Carbondale's amazing arts community, the Carbondale Recreation Center, the parks, and the fantastic Carbondale Library.

## **Authority**

The Children's Rocky Mountain School, Inc. is incorporated under the Not-for-Profit Corporation Laws and carries all the privileges of a non-taxable institution under 501 C (3) tax laws. It is duly licensed by the State Department of Human Services and is required by statute to meet all the standards set by the Department. A copy of the License is posted in the entry area and Licensing Regulations are available for review. The license is renewed periodically to assure that standards are maintained. CRMS, Inc. prides itself on strict adherence to all State expectations and strives to exceed the minimum requirements.

Authority for operating CRMS, INC. is the responsibility of a Board of Directors consisting of parents and members of the community at large. The Board operates under bylaws and is responsible for setting policies, overseeing fiscal aspects and employing a competent director. Responsibility for operating the program falls to the director who is responsible to the Board.

# **THE PRESCHOOL PROGRAM**

## **Philosophy**

Classrooms are designed to stimulate curiosity and encourage children's creativity. Learning spaces are designed to attract and delight children, leading them to become actively involved in their own learning experiences and discoveries. Materials provide a wide range of selection from concrete and manipulative to the more abstract and symbolic. Reading and writing are recognized as important skills, among others, in helping children acquire ideas and think critically.

We focus on creativity and self-expression through art, music and movement, language and literacy, and dramatic expression. We emphasize problem solving and social-emotional development as tools to create a cooperative child-centered community. We teach environmental awareness and each child's responsibilities to their environment. Special programs include a general introduction to Spanish, cross country skiing, and scientific investigation.

## Mission Statement

To inspire creativity, joy in learning, and self-confidence in children through exploration, love and laughter. Our children are our future - they lead, teach, create, and explore a world we have not yet imagined.

**Imagine:** We believe that children are creative, capable, and caring. Our philosophy is to trust the child and foster their capacity to imagine.

**Discover:** Our environment lends itself to the joy of discovery. Together we learn the possibilities of what can be imagined.

**Act:** Our school is a community of action. Our children's use of imagination and capacity to discover nurtures the self-confidence to act with passion, purpose, and playfulness.

The goal at CRMS, Inc. is to enable children to gain the skills and abilities that allow them to follow their passions:

- Fostering their fullest capacity to think, feel and express themselves
- Developing self and social awareness, values, initiative, adaptability to change and self-discipline
- Exercising critical judgment, inspiring them to use and heighten their knowledge
- Gaining the skills to collaborate and participate in the society in which they live
- Intellectual, social, physical, emotional and moral/ethical growth; **the one hundred languages of children or - the concept of the "whole child".**

Practice at CRMS, Inc. is eclectic. It borrows heavily from the best educational philosophers and traditions, combining teacher-initiated instruction with abundant opportunities for children to explore, examine and initiate activities on their own. It maximizes the child's interaction with the environment, materials, ideas and people. Its ultimate goal is to help children become increasingly self-confident, self-directed and passionate learners.

Our school embraces the triad of parents, teachers and children as cooperative learners. Parents are a child's first and most influential teachers. We rely heavily on parents to help us get to know your child and maintain a stimulating learning environment for them to grow. We believe that a strong relationship between school and home helps children establish trust while building their self-confidence and a sense of independence. Parents are strongly encouraged to participate in their child's preschool experience. With that goal in mind, parent involvement is an integral and valued part of our program.

## School Schedule

The preschool is open from the middle of **August to May from 8:00am to 5:00pm, except for the holidays listed in our school calendar, on snow days, 2 days for parent teacher conferences, 3 days for our staff development workdays and 2 days for Fall and April break.** The preschool also offers a **summer camp program in June and July.**

The main school hours are from **8:30am – 3:00pm** with extended hours for an additional charge from **8:00– 5:00pm.** Children may be enrolled for two, three, four, and five days a week. The two-day options enroll the child on M/W, M/F, T/Th or W/F. The three-day options enroll the child on M/W/F, M/T/Th or T/Th/F. The four-day options enroll the child on M/T/W/Th, M/T/Th/F, or T/W/Th/F. The five-day option enrolls the child M/T/W/Th/F.

**Main School holidays are observed on Thanksgiving Day, including the Monday - Wednesday before and the Friday following, a two-week winter break and a one-week spring break.**

In case of a **SNOW DAY**, natural disaster or other emergency, school closing will be announced on Radio Station KDNK and through our **BrightwheelApp.** **CRMS Preschool usually follows the lead of RE1 School District ([www.rfsd.k12.co.us](http://www.rfsd.k12.co.us))** in making decisions about emergency/weather closing. **The school closing hotline phone number is 970-384-6075.** If a mid-day emergency closing should become necessary, you will be contacted by phone, brightwheel notification and/or email with more information.

## Parent Conferences

A mini-conference held in the Fall is designed to begin the process of sharing information about your child. A designated day is set aside at the beginning of the school year, during which you are asked to make an appointment with your teachers to discuss any goals and/or concerns you may have for your child for the school year. In the Spring, our second day is designated for a in-depth parent conferences during which we go over your child's written report, portfolio of work, and overall progress for the year. This is also a great time to talk about your child's transition to Kindergarten. There is no school for children on those days, but parents are charged so that teachers may be compensated. All teachers attend these conferences. Please include any questions or other information you would like for us to know. Much of the communication between parents and teachers occurs verbally on a daily basis. We value you sharing with us your children's milestones, program successes or problems, and feedback. Parents are invited to call the school for an appointment to discuss issues, concerns or ideas at any time.

## Daily Schedule

Good programs for young children are set up in relatively large blocks of time with provision for smooth transitions between activities. Although the program varies from day to day, the schedule remains fairly regular to give children the security of knowing what will happen next.

The daily schedule is listed below and posted in the classroom.

**8:00 am -9:30am** (8am-8:30 extended hours arrival)

Arrival & Greetings, Free Choice of Activities & Materials Indoor Activities (art, math & science, physical movement & music, additional options include sensory, gross motor, art and cooking projects)

**9:30 am** Clean Up

**9:40 am** Good Morning Group time/Greeting Time

**10:00 am** Morning Snack

**10:30 am** Outdoor exploration

**11:30 am** Small Group time

**12:00 pm** Lunch

**12:40 pm** Make Nap Mats, Books, Puzzles, or a quiet activity on mats

**12:50 pm** Story time

**1:00 pm** Nap & Quiet time (Pre-Kindergarten Readiness)

**2:30 pm** Wake up/clean beds/wash hands

**2:40 pm** Snack time

**2:55 pm** End of the day wrap up

**3:00 pm** Pick up time

**3:05 pm** Free Play/outdoor exploration(extended hours)

**5:00 pm** School Closes

*Children choose their activities* throughout the day. These activities may include:

### ***Dramatic Play***

A variety of props provide children with an opportunity to act out feelings, express emotions and exercise imagination.

### ***Mathematical/Scientific Explorations***

Everyday experiences and educational materials are used to develop problem solving and reasoning skills through increased understanding of sets, classifications, patterns, sequence and numerals. Science projects promote children's use of senses, logic and observational skills as they describe, predict and understand their world better.

### ***Small Muscle Activity***

Manipulatives, such as puzzles, beads, scissors, Legos, beads and Unifix cubes develop and refine eye-hand coordination, tracking, sequencing, spatial awareness and visual discrimination.

### ***Art Experiences***

Activities using a wide variety of media encourage development of children's creativity, self-expression, fine motor skills, color awareness and a sense of light.

### ***Block Play***

Blocks provide an outlet for children to recreate their world contributing to their knowledge of math, science and social studies.

### ***Language Proficiency***

An inviting Book Corner provides a quiet, cozy space for children to explore and expand their knowledge through stories, flannel board characters, puppets and story tapes. This develops language proficiency as children discuss, predict outcomes, use contextual clues and become aware of sounds, cadence and rhythm. It also provides opportunities to increase concentration, recall story lines and deepen comprehension.

### ***Music/Movement***

Songs, finger plays, dancing and musical instruments all develop a child's awareness of tone, pitch and rhythm as well as interest in many different types of music--classical, jazz, calypso, etc.

### ***Cooking Activities***

Cooking experiences provide opportunities to follow directions, measure, and explore textures as well as to learn about foods from other cultures while integrating math and science skills and increasing motivation for reading.

### **Outdoor Activities**

Children play outdoors daily for a minimum of one hour. Our playground includes tricycles, a bike path, sand, water, dramatic play, large hollow block play, balance blocks, wooden tunnel, full-grown trees, and a small garden area. **Sneakers are best for outdoor play.** Parents are asked to be sure to provide proper clothing suitable for each season. Please see the Child Care Weather Watch chart for an explanation of temperature extremes. During inclement weather we may go to the Carbondale Recreation Center or provide some engaging activities indoors.

A unique feature of CRMS, Inc. is the cross-country ski program, which provides an introduction to skiing in small groups where the main goal is to teach children to love skiing and the outdoors. CRMS, Inc. supplies the skis and boots for this activity. Teachers are trained in instructing young children in cross-country skiing. This will take place on the Rio Grand Trail.

Because of the high altitude and intensity of the sun, parents are requested to apply sunscreen to exposed parts of their child's body daily. Children over four years of age may apply their own. Teachers may apply ***NO-AD Sunscreen SPF 30***, but this may be done only after the permission form is signed by a parent. Sunscreen is applied in the morning and then re-applied in the afternoon. Shade and water are available to children at all times.

### **Naps and Quiet Time**

Naps and quiet time are an integral part of the day and are required by good developmental practices as well as by licensing regulations. Intervals of vigorous play and quiet peaceful times give children an opportunity to consolidate past gains as they reflect quietly. CRMS Preschool staff tries to be respectful of parents' requests for length of sleeping time. Children who do not fall asleep are permitted to engage in quiet activities after 30 minutes of rest.

Parents are asked to bring a **small, labeled blanket and sheet** that will ease the child's transition from home to school. **NO pacifiers please.** Parents are asked to be responsible for washing bedding on a regular basis.

### **Program Evaluations**

The school, program and staff are constantly being evaluated in reflective discussions during staff meetings. Self-evaluations are used extensively with teachers and directors. Personalized plans are developed for staff professional growth. Parents are asked to fill out an evaluation annually giving their assessment of the program, the school and its personnel. All evaluation results and a quality improvement plan are shared with the board, parents and staff via Brightwheel. A physical copy of the quality improvement plan is available at the school entry cabinet by our program recourse area.

### **Staff**

- Teachers at CRMS, Inc. are selected for their belief in and commitment to the philosophy of the school which includes a personalized program based on children's strengths and most absorbing interests; enhancement of self-discipline; parent involvement in every aspect of running the school; and most importantly, the belief that all learning is based on sound socio-emotional development.
- Teachers are expected to demonstrate real knowledge of human growth and development and to implement a developmentally oriented program. The craft of teachers is envisioned as threefold: ability to observe children; ability to record non-judgmental observations; and the ability to use the recorded data as a basis for planning personalized programs which are shared with parents during conferences. Teachers record these observations by documenting the children's skill development, intellectual learning as well as the children's intentions.

- Teachers shall remain engaged with children during all times that the children are in their care. Staff members are expected to build strong bonds with parents by communicating each child's daily experience.
- **To build a strong bond, each child is cared for by the same two teachers and stay with the same peer group for at least two years. The uniqueness of CRMS is that we have one classroom, so the children are able to grow together for years in the same group.**
- Licensing procedures require that all staff have an updated health examination. It is also required that each staff member be fingerprinted to check against the federal register which lists person found guilty of child abuse and neglect. The staff is also required to have a Trails background check, which is an additional child abuse and neglect background check.
- All staff members participate in the following courses First Aid, CPR, Universal Precautions, Medication Administration Training, Sexual and Child Abuse Awareness, Mandated Reporting in recognition and reporting of child abuse and neglect, and Disaster Preparedness and Emergency Response. Annually, staff members are also required to keep their credentials current by expanding their knowledge and skills through fifteen clock hours of professional development. In addition, all teachers are asked to obtain Director Qualifications, which increases the quality of our staff's knowledge. Adults and student volunteers are carefully screened and supervised at all times by the teaching staff.
- To ensure continuous best practices, the staff at CRMS will contribute to an annual Quality Improvement Plan that is composed of results from varying surveys, assessments, and feedback.

### **Staff-to-Child Ratio and Class Size**

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness. The staff-to-child ratio and class size at CRMS Preschool are based on State and NAEYC ratio recommendations for preschool-aged children and best practices. The NAEYC Preschool Ratio is 1:10 with a maximum enrollment of 20 children. At CRMS Preschool, we prioritize maintaining a low student-to-teacher ratio, capped at 1:8, with a maximum classroom size of 17. This approach allows us to surpass licensing and NAEYC ratio guidelines, ensuring each child receives personalized attention and care.

### **Parental Participation and Commitment**

Parents generally are welcome in school at any time. Parent participation is a wonderful and valued integral part of the success of our early childhood program. Parents and grandparents are strongly encouraged to spend time in the classroom: sharing their special skills, talents and traditions. We hope you will find time to have lunch at school with your child, to assist on special occasions or just come in to play and observe. The Director has discretion to exclude or excuse a parent if circumstances warrant.

Because we believe so strongly in the value of your participation, we incorporate a monthly Parent Participation requirement that is a core element of the program. Parent Participation fulfillments are expected from **ALL** families of children in our program and includes families on scholarships such as CCCAP (Colorado Child Care Assistance Program). **Parents may fulfill their participation requirement in any of the following ways each month:**

- **Volunteer in the classroom** or in another capacity (maintenance, fundraising, cleaning, yard work, parent committees) approximately 2 hours per month
- **Purchase needed items for the school** from a list prepared by the Director/teachers monthly added to our Giving Tree.
- **Become an active member of our Parent Advisory Committee or our Board.**
- **Participate in school functions** supporting our fundraising efforts, Bake Sale and the Art Show Fundraiser.
- **Pay a \$55/month fee in lieu of participation which will be billed at the end of each month.**

As in many programs, a Directory of names, addresses and telephone numbers is provided for all families involved at CRMS, Inc. Parents who, for whatever reason, elect not to have their names listed in the Directory must make this request in writing.

Some of the methods we use in order to facilitate communication between home and school include:  
***Newsletter/Email /Text/Bright Wheel App***

A monthly newsletter is sent via Brightwheel to keep parents aware of special activities and projects occurring within the classroom, changes in policy, staffing changes, health, safety and development information, updates from our nurse consultant, etc. **Please let us know if you are not receiving newsletters, otherwise we will assume you are aware of program events and plans.** Daily messages are also used to keep parents informed between newsletters about activities at the school. Parents are welcome to have correspondence directly with the nurse consultant regarding specific health/wellness concerns they may have about their child.

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DUFYbHgUFY YI dYVWX'hc'VYVta Y'bj c'j YX'jb'Uh'YUgncbY'Vta a JHYZ'k \jW'jbHYfgg'HaYa "'5'Vta a JHY'WUJfdYfgcb'k J'VcbUWnci "'**Please honor your commitment.**" 5XXJhcbU'gdYVU'jbHYfgg'a UmVY'XjgW'gyX'k Jh'HaY'8JfYVt'f' DUFYbhdUfh'YdUfh'cb'jg'U'k cbXYfZ'U'X'j'U'i YX'jbHY'fU'dUfhcZHaY'gi W'gg'cZ'ci f'YUf'mW'j'X'ccX'YXi W'h'cb'dfc'f'Ua "'HaY'dfYgW'cc'Ya V'fUW'g'HaY'f'jUX'cZ dUFYbHg'g'YUW'Yfg'UbX'W'j'XfYb'Ug'V'cdYfU'h'j'Y'YufbYfg'c'cddcfh'bj'HYg'hc'j'c'i bHYf'UFY'cdYb'Uh'Ubmi'ja Y'HaY'mUFY'j'g'YX'VY'ck'.

### Communication Committee

Ha'j'g'Vta a JHY'k cf\_g'k Jh'HaY'VcUFX'FYgdcbgjVY'Zcf'a U'jb[ 'HaY'Vta a i b]mUk UFY'cZHaY'dfYgW'cc'Ha'fci [ \cf'f'Ub]h'jb[ 'gdYVU'Y'j'YbHg'Zcf'HaY'Vta a i b]mUk'Ha'fci [ \Di V'jW'FY'U'h'cbg'j'b]h'U'h'j'Yg'gi W'Ug'bYk'g'Ufh'W'g'fYVt'f'b]h'jb[ 'gdYVU'Y'j'YbHg'dfc'f'Ua g'j'b'HaY'gW'cc'YH'W'

### Cooking Committee

Ha'j'g'Vta a JHY'dfcj'j'Yg'fYZ'Yg'a YbHg'UbX'g'bUW'g'Zcf'dUfh'Yg'UbX'gdYVU'c'W'g'j'cbg'

### Fundraising Committee

Ha'j'g'Vta a JHY'k cf\_g'k Jh'HaY'6cUFX'hc'dfcj'j'Y'YUXYfg'a'j'd'UbX'cf'f'Ub]h'U'h'cb'hc'UW'j'j'HYg'XYg'j' bYX'hc'fU'j'g'a'cbYmi'Zcf'HaY'gW'cc' "'5' DUFYbHgUFY YI dYVWX'hc'gi ddcfh'UbX'k cf\_'cb'U'Z' bXfU'g'j'b[ 'Yj'YbHg'": i bXfU'g'j'b[ 'Vta a JHY'a Ya VYfg'k'j'Y'd'fYV'j'h'dUfYbHg'k cf\_'k Jh'HaY'Vta a i b]mZcf'UXX'j'h'cbU'gi ddcfh'UbX'cj'YfgY'U' bYV'gg'Uf'mH'Ug'g'

### Grant Writing Committee

Ha'j'g'Vta a JHY'k'j'fYg'YUW' [ fUbhdccg]V'j'HYg'Z'Vta d'YH' [ fUbhUdd'j'W'h'cbg'UbX'Zc'ck'Ha'fci [ \k'j'h'ja d'Ya YbU'h'cb'UbX'Z'bu'fYdcfh'g'

### Ground Committee

Ha'j'g'7ca a JHY'dfcj'j'Yg'a Ubdck Yf'Zcf'a U]bU]b]b[ 'f'fci bXg'UbX' [ UfXYbg'Ha'j'g'j'bW'XYg'a'ck'j'b[ 'Z'k'UHf'j'b[ 'Z'k'YX'j'b[ 'UbX' [ YbYfU' i d\_Y'd' "A cghicZHaY'k cf\_'j'g'XcbY'Xi f]b[ 'HaY'gi a a Yf'Z'Z'UbX'gdf]b[ 'a'cbh'g'.

### Work Day Committee

Ha'j'g'7ca a JHY'dfcj'j'Yg'HaY'a Ubdck Yf'hc'a U]bU]b'f'dU]b]b]b[ 'Z'g'U]b]b[ 'E'ci hg]XY'd'Umgh'f'V'fYg'UbX'fYdU]f'hcng'cf'Yei'j'da Ybh'f]bXccf'UbX'ci'fXccf'.

### Sewing and Educational Materials Committee

FYdU]fg'XUa U] YX'hcng'UbX'a UHf'j'Ug'Z'WYUHY'g'V'g'gi a Yg'Zcf'XfUa U'h'Vd'Un'z'ga cW'g'UbX'ch'Yf'YXi W'h'cbU'a UHf'j'Ug'Z'Ug'bYXYX'.

There are many other opportunities for parent participation such as:

- Creating an annual photo album for the school (needs 2 volunteers)
- Taking photographs or videos of children (Class Photos and Graduation Photos)
- Serving on an emergency Fix-it Crew
- Other skills i.e. computer, typing, carpentry, handyman
- Scrip-City Market value card (needs 1 person to promote and expand City Market Card pool of participants).
- Website skills

## \*Fundraising\*

The expense of providing quality early childhood education exceeds what is charged in tuition. The preschool goal is to maintain a 8:1 teacher-child ratio, which is a core benefit of the preschool's program. Fundraising is a multi-factorial approach to meeting the budget that keeps early childhood education tuition affordable, engages the community to support its children, and is a universal element of early childhood education across the country. **The preschool budget requires that approximately \$25,000 be raised through fundraising efforts, which is approximately \$950.00 per child.** In order for fundraising to be effective, it is imperative that each child's family participates with the goal of contributing a minimum of **\$350** in fundraising efforts, while the remaining amount be raised through larger fundraising events put together by our fundraising committee and in partnership of all parents during these fundraisers. An annual sponsorship program has been developed in 2023 to help families with their fundraising efforts. The Director will check in with families twice a year to review their progress on fundraising efforts. Any remaining balance not raised will be added to the family's account at the end of the school year.



# **Child Family Health Recourses**

## **Trauma Informed Care**

CRMS teacher undergo annual trainings in Trauma-Informed Care to adeptly assist and empower families within our program. Additionally, CRMS offers on-site resources available in our parent resource library, while also fostering connections between families and local community programs.

## **Identify Needs and Referrals**

CRMS uses TS Gold and Ages and Stages Assessments to identify children's needs. If you have any concerns about your child (developmental, behavioral, educational, or otherwise), please share them with us. We will discuss them as a team and get back to you as soon as possible. If necessary, we will set up a group meeting between parents and staff. If we think an outside agency would be helpful, with your permission, we make a referral to local/state agencies that may assist. Usually those agencies collect information from you, the parents, and our school. As a common courtesy we always offer to provide observation time at the preschool, if needed, in order to assist them in any evaluations. After those evaluations occur, we will work with the parents to ensure the child is working towards their individual milestones on their individual plan at school.

Local and state agencies that might be used for referrals:

**Krispen Mask, our Nurse Consultant (Local)** – Rachel visits the school monthly and is on call to help us with health-related issues.

Direct office number (970) 945-6614 ext. 2042

## **Child Find Garfield County Roaring Fork RE-1**

Jocelyn Koenigsknecht Phone: (970) 384-6006

Program and Referral Contact

Free speech and hearing screenings in addition to other screenings offered.

## **Mountain Valley Developmental Services**

Sarah Brotherson (970)-230-9822

Community Support Team (CST), a team of specialists from the school district and Garfield County Department of Human Services (Child Care Division) – This group reviews concerns with parents and gives suggestions on child development, special needs, behavioral issues, social emotional, etc. (sometimes lower cost or free)

## **Early Childhood Network**

1317 Grand Ave Suite 125 Glenwood Springs, CO 81601

970-928-7111

## **Private Therapist (Local)**

Jodi Huffman - Mindful Me Therapy - 410-790-1076

Kersten Wilson Counseling - Root to Rising Therapy - 970-456-2070

## Please Share Your Talents!

Do you speak a foreign language, play a musical instrument, or know how to do a fun craft? The preschool welcomes any parent or grandparent who may have a special talent or interest that they would like to share with the class. Please contact the director in order to plan for any such special activities.

## Home Language

**Our program honors the family's home language and encourages home language development by having a teachers in the classroom who are bilingual. All of our communication between school and home is translated in both English and the child's home language by using our bilingual staff. CRMS Preschool will make sure to always have a bilingual teacher in the classroom who is fluent in our dominant second language to communicate with families in their home language.**

**If there is not a dominant second language in our classroom, our CRMS procedure will be to use an interpreter service. These services will be provided through Als Global with a cost of \$95.00 per translation and \$1 per page per interpretation.**

**Contact info: (1-800-951-5020) or (1-310-829-0741)  
translation@alsglobal.net**

## Transition

Children will experience transitions while at CRMS Preschool. We will help support you and your child in making each of these transitions as painless as possible. During each transition we will meet with you to ensure we have an individualized plan that is appropriate for your child, your family, and our program.

Some examples of transitions you may experience are:

**Home to School-** Before enrolling your child we require that you and your child come and visit our program, meet the teachers, and ensure that our environment is a good fit for your family. We will work with each family on an individual basis using the parents input to help ensure the transition is a smooth one. Families will also be provided with a Welcome Email that details the process of transitioning from home to school prior to their child's first day of school.

**Another Setting** - CRMS is dedicated to facilitating seamless transitions for families, ensuring a smooth shift from our program to another. With the consent of parents, our staff collaborates with the incoming teaching team, sharing valuable observations to offer comprehensive support to both the family and the child transitioning out of our program. Our ultimate aim is to lay a foundation for the child's success as they embark on this new chapter beyond our program.

**Preschool to Kindergarten-** The state cutoff date for children to enter kindergarten is October 1st. We will ensure that you receive information on local school tours, registration dates, and kindergarten preparedness information as they are provided to us by elementary schools each Spring. We also celebrate this milestone by hosting a graduation ceremony at the end of our school year. In addition, we discuss the transition from preschool to kindergarten during our Fall and Spring Parent/Teacher conferences. Throughout these conferences, we harness the collective feedback from both parents and educators, carefully assessing your child's preparedness for the seamless transition from preschool to kindergarten.

## POLICIES and PROCEDURES

### Admissions/Enrollment

Children aged from 2.5 to 5 years at the date of entry are eligible for enrollment. **All children must be toilet trained, no diapers or pull-ups are allowed.** Every family is required to make an introductory visit to the school prior to enrollment. Parents are urged to get well acquainted with the program before they entrust their children to the school's care. Parents are also asked to make provisions to stay with their child until he/she has made the transition from the parent to a staff member. Teachers will help parents to know when a child is ready to let his/her parent go. The time spent getting a child to feel comfortable in new surroundings pays off.

### Application Procedures

In April of each year, after Parent/Teacher Conferences, we begin confirming enrollment for the following school year. Currently enrolled children and their siblings are given first priority, preschool alumni, board members' and CRMS faculty children are considered next, and then we complete the upcoming year's roster with children from our waiting list. We try to balance the number of boys and girls as well as ages for each day. In May, as needed, we advertise in the local paper and host an open house and registration for the

upcoming school year. The open house is open to anyone in the community. The registration is for families previously contacted for fall enrollment. At that time, application forms and registration fees are paid which secure their child's space for the upcoming school year.

### **Recruitment**

Current and past parents, board members and community members all contribute to spreading the word about our program and available openings. If you are interested or know someone who is interested in attending the CRMS Preschool, please call 970-963-2524 or email crmspreschool@gmail.com.

### **Payment Policies**

1. By accepting the student for enrollment, Children's Rocky Mountain School immediately assumes and incurs expenses associated with the education of the student that are fixed for the **entire school year** and not reduced by the student's absence or withdrawal. **Therefore, no refund, whether paid or still due and owing, will be given for any student who leaves CRMS for any reason prior to the end of the year.**

2. An annual, non-refundable registration fee of **\$300** is required to assure a space for a child in the program and covers some material fees.

3. I (we) agree to pay Children's Rocky Mountain School, Inc. the sum of \$5,396 (\$568/month) August prorated \$284 for two-day, the sum of \$7,866 (\$828/month) August prorated \$414 for three-day enrollment, the sum of \$10,184 (\$1072/month) August prorated \$536 for four-day enrollment or the sum of \$12,350 (\$1,300/month) August prorated \$650 for five-day from 8:30am – 3:00pm. Additional charges are added for extended hours use, \$5.00 for 8:00am – 8:29am and \$20.00 for 3:05pm – 5:00pm per day. **Tuition is for a full school year with no deductions or make up days for illness, vacations, snow days, natural disasters or other absences.** The Board of Directors determines tuition.

4. **Payment Plans:** Tuition is payable annually.

Plan A – full payment at the beginning of the school year

Plan B – Nine equal installments from September through May with a prorated payment in August.

**The Director must approve any different arrangements.**

5. If payment plan B is selected, payment is due in advance on the first day of each month; past due accounts accrue interest at the rate of 8% per month from the date due until paid.

6. Any accounts 30 days past due may be turned over to a collection agency. The undersigned are liable for costs of collection including reasonable attorney's fees.

7. Accounts 60 days past due will result in dismissal of the child.

CRMS, Inc. does not accept "drop in" children because it is the school's philosophy that this is not in the best interest of children or the continuity of the group, both of which are crucial to our program.

### **Extended Hour Care**

To secure a spot in extended hour care, families must select this option on the registration form during enrollment. Please note that charges will apply regardless of attendance, as staffing is arranged based on enrollment and extended hour care requests. Request the day off needing extended hour care is not allowed since staff schedules are established and child ratios must be maintained. If parents need extended care, they should speak with the director 2-weeks in advance. Placement will depend on availability.

### **Terms of Agreement**

The School reserves the right to terminate enrollment in the sole discretion of the Executive Director.

Reasons such as the following may lead to termination: if/when it appears that the child is not contributing to or gaining from the experiences at school, delinquent tuition payment, failure to complete and return any required forms, routinely late picking up your child, lack of parental cooperation, physical or verbal abuse of any person or property, our inability to meet the child's needs, lack of compliance with handbook regulations, serious illness of child or any other serious irresolvable issues. The Executive Director will notify the parent if all efforts have been exhausted and termination is deemed necessary. Children's Rocky Mountain School also reserves the right to give a written notice of immediate termination where there are extreme circumstances that affect the wellbeing of the school or other children in attendance. If a balance is outstanding with the termination of childcare, the account must be settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of the amount owed. When a child leaves the school an exit interview with the Director or a Board Member may be held to ensure that the school has the benefit of any comments the family wishes to make.

### **Confidentiality**

At CRMS, Inc. the staff is required to keep all information about children and families confidential. Information is safeguarded against disclosure to anyone outside the school. Disclosure violates parents' right to privacy

and is a reason for termination of employment. A child's health condition and medications is never discussed with anyone unless the parents have given their permission to do so. Discussion of children and activities is a regular part of staff meetings, but is never a basis for gossip or conjecture.

Upon receipt of a signed statement requesting release of school records, the school may forward official records to a public school or to parties designated. In divorce proceedings, a release statement signed by both parents will permit the school to release official records to the party designated by the parents.

### **Statement of Non-Discrimination**

CRMS, Inc. does not discriminate in providing services to children and their families or in its employment practices on the basis of race, religion, cultural heritage, political beliefs, sex, age, sexual orientation, gender expression, marital status, or special needs.

### **Students with Special Needs**

Children with special needs are accepted on an individual basis depending on how much they can contribute to and gain from the program. Children's Rocky Mountain School will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Services offered are in compliance with the American Disabilities Act. A full time trained aide will be provided for those children who qualify or parents may be asked to provide an aide as needed. We reserve the right to offer to the parent/guardian a referral to access an early childhood special needs specialist that may be better suited to handle a particular special need.

For a child with special health care needs requiring intervention and/or medication, Children's Rocky Mountain School must obtain written instructions for providing services from the parent AND health care provider. If the child with special needs does not have an existing individualized health care plan, the individualized health care plan must be completed within thirty (30) days of the child's enrollment.

Prior to the first day of care of the child with special health care needs, the parents must meet with the Executive Director and Children's Rocky Mountain School's Health Consultant so staff receives training, delegation and supervision indicated by the Individual Health Care Plan (IHP). If your child has a development delay and has an IEP (Individual Education Plan) or IFSP (Individual Family Service Plan) it is beneficial for the school to have a copy in order to assist the staff in providing the highest level of care possible.

### **Grievance Policy**

Grievances or problems between or among CRMS, Inc. and any participant, staff, parent or board member must be handled by all parties with the intent of a satisfactory resolution of the problem or issue. All parties must recognize and honor the commitment for resolution and have a responsibility to help solve the problem(s) in a manner consistent with the welfare of children and the school's mission.

All parties must submit a written grievance to the Director. All parties must agree to meet as soon as possible to discuss the problem; and to listen to and try to understand each other's point of view with the ultimate goal of resolving the problem; each participant must be willing to present a possible resolution, but agree to abide by the solution mutually agreed upon. In case no resolution can be reached, assistance from an outside mediator could be requested.

Email: [cdec\\_communications@state.co.us](mailto:cdec_communications@state.co.us)

Communication is the cornerstone of successful programs for young children. Parents are urged to bring any issue, in written form, to the attention of the Director. Grievance procedures listed above will be followed. Parents who feel they have not had a satisfactory resolution to their complaint may call the *Colorado Department of Early Childhood* at 1-800-799-5876, or contact them via email: [cdec\\_communications@state.co.us](mailto:cdec_communications@state.co.us)

*Garfield County Department of Human Services* can be reached at (970) 945-9191. Parents may report pertinent information about abuse/neglect to the *Child Abuse Hotline Number* at 1-844-CO-4-KIDS 1-844-264-5437. Official rules and regulations for Colorado child care centers can be found online at <https://cdec.colorado.gov/contact-us> or a copy is located in the office at school. A copy may also be requested by calling the *Colorado Department of Early Childhood*. Further information about the code of regulations for childcare centers in Colorado may be obtained by visiting the Secretary of State's website at [www.sos.state.co.us/](http://www.sos.state.co.us/).

# HEALTH AND EMERGENCY FORMS

***The following forms must be completed for the current school year and be on file with the Director before any child shall be allowed to attend class.*** Parents must update these forms annually. Please notify the Director of any changes to these forms during the school year.

- \* REGISTRATION CONTRACT AGREEMENT
- \* ENROLLMENT APPLICATION
- \* CHILD AND FAMILY INFORMATION FORM
- \* PARENT / VOLUNTEER INTEREST FORM
- \* PHOTO CONSENT AND WAIVER
- \* EMERGENCY MEDICAL/FIELD TRIP/SUNSCREEN/MEDIA USE RELEASE FORM
- \* EMERGENCY RELOCATION CONSENT FORM
- \* PHYSICIANS REPORT and IMMUNIZATION RECORD

## HEALTH AND SAFETY ISSUES

**\*\*This is a smoke-free facility\*\***

### Immunizations

Upon enrollment and annually thereafter, each child is required to have on file a signed physical examination form stating that the child is in good health, along with documentation of completed immunizations status or certificate of medical or nonmedical exemption, at it is required by the Colorado Board of Health.

If the parent or legal guardian of a child wants a nonmedical exemption from the immunization requirement based on a religious belief whose teachings are opposed to immunizations or a personal belief that is opposed to immunizations, the child's parent, or legal guardian must:

- Submit the certificate of nonmedical exemption with a signature from an immunizing provider in Colorado upon; or
- Submit the Colorado Department of Public Health and Environment Certificate of Nonmedical Exemption (May 2023) received upon the completion of Colorado Department of Public Health and Environment Online Immunization Education Module (Aug. 2021). <https://cdphe.colorado.gov/school-required-vaccine-exemptions> upon.

It is essential that we receive a signed physical examination form and current immunization records for each child enrolled in our program, both for licensing compliance and to ensure the health and well-being of all children in our program. If we do not receive the required immunization records upon enrollment and the health form within 30 days of enrollment, your child will not be allowed to attend school until their file is complete. Please note that tuition will still be charged for any days missed while the file is being updated.

Families can view vaccination compliance at <https://cdphe.colorado.gov/school-and-child-care-immunization-data>

### Allergies

Please notify the Director and the teachers regarding any allergies your child may have and include a notation of it on your child's form. For severe allergy and anaphylaxis that require an Epi-pen or specific medications, please contact the Director to set up your child's individual emergency health care plan.

## Sickness

**Children may not be admitted to school if they show any of the following symptoms: fever, diarrhea, excessive coughing, runny nose with green mucus or any other symptoms of communicable disease, such as a rash.** Staff members are careful to observe these precautions for the health and safety of all the children. A good question to ask in determining whether a child should go to school is, "If another child exhibited these symptoms, would the parent want his/her child to be exposed?" In the case of any widespread illness, parents are notified by a notice posted on the door and via Brightwheel that describes the illness and symptoms; when infected individuals were last at school, incubation times, and if a doctor visit is necessary. **Our Illness Policy follows the "How Sick is Too Sick" guidelines and is detailed at the end of the handbook. It is also posted at the school entrance for your convenience.**

**Emphasizing** hand washing before and after meals, after blowing noses, and after using the restroom helps instill healthy habits. Parents can support this by encouraging their children to practice these routines at home as well!

## Sick child at school

If a child becomes sick at school during the day, one or both parents will be notified. **Any child with a temperature that reads 100.4 or above will need to be sent home, per licensing requirements.** In the event that the parents cannot be contacted, the additional emergency contacts listed on the child's Emergency Medical Release form will be called. It is our policy to isolate the sick child from the rest of the class, with a staff member, until a parent or the emergency contact person can pick them up.

**Arrangements to pick up a sick child must be made immediately.** Please ensure the phone numbers listed on the Emergency Contact Form are up to date and inform anyone designated on the form that they will be expected to pick up your child immediately if notified that your child is ill.

## Administration of Medication at School

**Staff members are not permitted to give medication, including over the counter drugs, except upon completion of a permission for medication form signed by a physician.** Prescribed medication must be in its original container with child's name, name of the medicine and specific dosage (denoting times, amounts, and route of medication to be administered), the prescribing physician's name, telephone number and signature, date authorized, length of time the medication is to be given, the reason for medication, side effects or reactions to watch for, and any special instructions. Children who have allergies that require an EpiPen are the exception and the nurse consultant has designated teachers to administer the EpiPen as needed. All medications are kept in a secured cabinet or properly refrigerated in a locked box if necessary with a health care plan put together by the doctor, parent and nurse consultant. All medications are returned to the parent for disposal. These health measures are prescribed by State statute and strict adherence is mandated in our licensing procedures. A record of medications administered to the child is kept on file.

## Safety

Teachers must be aware of safety issues while observing children at play. They must know where every child is at all times; they place themselves strategically so that the whole classroom or outdoor play area is visible and they can count students frequently to be sure that a child who may wander does not get overlooked. The same safety practices are followed while on field trips. Attendance records are brought along, counting occurs often, and children who may wander are kept in close proximity to a teacher. In the rare event that a child goes missing (this has *never* happened at this school) our low teacher child ratio allows for a teacher to go searching without compromising the safety of the other children.

Educational materials and toys are regularly checked for safety and the staff reviews any recalls of which they become aware. Resources the school uses for finding out about recalls and safety warnings include: Garfield

County Department of Human Services, other childcare centers, "Moms for Moms" website, and the nurse consultant. Parents are encouraged to share any safety notices they come across as well.

## **Visitor Policy**

Visitors are asked to make an appointment beforehand unless accompanied by a parent or Board member. CRMS, Inc. is required by law to ask all visitors to sign their names, addresses and purpose of visit to the school in a guest book provided. Strangers to the personnel must present at least one piece of identification for inspection by a staff person.

## **Child Abuse and Neglect**

In cases of abuse or neglect, the school and staff are required by law to report any suspicious behavior and provide official school data, which support those suspicions. Any staff member of CRMS, Inc. who suspects cases of child abuse or neglect is mandated to report them to the director. A report will be filed with the County Department of Human Services (108 8<sup>th</sup> St, Glenwood Springs, CO 81601; telephone (970) 945-9191) or local law enforcement agency, as required by law. Colorado Department of Human Services can be notified as well (1575 Sherman Street, Denver, CO 80203; telephone 1-844-CO-4-KIDS. In accordance with licensing regulation 2.126, staff members of the county department of social services or law enforcement agency that investigates an allegation of child abuse must be given the right to interview staff and children in care and to obtain names, addresses, and telephone numbers of parents of children enrolled at the child care facility. CRMS, Inc. has a zero tolerance policy towards abuse of any kind involving the students while they are at school. We encourage you to contact us if you would like to learn more about this policy.

## **Emergency Procedures**

### **Accident, Emergency, and Fire Drill Procedures**

All staff members are trained and current in CPR, First Aid, Medical Administration, and Universal Precautions. Whoever witnesses an emergency will administer the appropriate lifesaving procedure necessary. In the case of an accident or emergency, every effort will be made to immediately contact one or both parents and/or the physician listed. Depending on the severity of the situation, the parent then decides if further medical care is needed and if they'd like to pick up their child early. If no parent can be reached, the emergency contact will be called. If neither the parent nor emergency contact person is available, emergency services will be provided by ambulance, at the expense of the parents. Documentation of the incident is recorded in writing on an Accident Report Form. The teacher present during the accident or emergency describes the situation in detail and the procedure that was followed to handle the situation. The form is then signed and dated by the teacher and is placed in the accident file in the office. Accidents/ injuries that require medical attention are reported to the Colorado Department of Early Childhood.

There are written notices posted in the classroom giving procedures in case of fire or other evacuation. Staff discuss these with children and hold fire drills periodically to prepare them in case of an emergency. Each staff member is trained in fire safety.

### **Emergency Procedures for Children with Disabilities**

When a child with a disability, access or functional need is enrolled in the facility, we will communicate with parents, staff and other specialists as needed to create and implement a plan indicating specific roles and responsibilities of staff during the event of an emergency to meet the needs of individual children. Children needing temporary accommodations (i.e., child with a broken leg, eye patch, disequilibrium from ear infection, etc.) will be addressed as needed.

### **Emergency Evacuation Procedures**

In case of a fire, fire drill, flood or other need to leave the preschool building at Children's Rocky Mountain School, Inc.:

1. The teachers and students will evacuate through the south door of the building and proceed to Main St. Walk across the street and stand in front of the Carbondale Clay Center

2. Teachers will take the school cell phone, attendance sheets, and the emergency medical release files containing the emergency contact number for each child and staff member, first aid kit, and food cache.
3. In a real emergency, parents are contacted by cell phone. Teachers must stay until all children are connected with their parents or other authorized pick-up person.
4. In case of inclement weather, students will be relocated to the Carbondale Clay Center.
5. Parents will sign an Emergency Relocation Consent Form to allow their child to travel by foot to the Carbondale Clay Center, 135 Main St. Carbondale, CO 81623 (970)-963-2529. Parents will be responsible for picking up their child at the relocation site.

### **Lockdown and Reverse Evacuation Procedures**

Goal: The goal of a lockdown procedure is to ensure the safety of students and staff. The staff is aware of all procedures. Every effort has been made to keep the procedures as simple as possible.

In the event that we need to seek safe haven (as in the case of a hostile intruder) and are unable to leave the preschool building with our students, we will follow the procedure below:

1. If students are in the preschool, the teacher will move them to the bathroom and deadbolt the door.
2. If the students are outdoors and a reverse evacuation is necessary, teachers will quickly usher all students indoors and into the bathroom.
3. Teachers will take the school cell phone, attendance sheets, emergency medical release files containing the emergency contact number for each child and staff member.
4. If possible, the teachers will then secure all the doors to the front room, office and back room.
5. Teachers will determine if there are any missing students. If it is safe to do so, a teacher will write the names of any missing students on a sheet of paper and display it in the nearest outside window.
6. Teachers will NOT answer any knock at the door. Teachers and students will not leave the room until it is deemed safe.

### **Secure-in-Place Procedures**

In the event that we need to secure-in-Place, and are unable to leave the preschool building with our students, we will follow the procedure below:

1. Students will return or stay in the classroom and continue with their daily lessons.
2. Teachers increase their situational awareness and secure the classroom by locking and covering the doors and windows.
3. Parents should not arrive at the school during this time and pickup will be limited based on the cause of the Secure Protocol being called.

The school will designate a staff member to take responsibility for any child who has a disability or condition that requires special consideration during emergency procedures. All emergency procedures have been approved by the Department of Human Services and would be used only in an extreme emergency situation.



# CLASSROOM PROCEDURES

## **Arrival and Sign-In**

Parents are urged to bring children to school fairly **promptly at 9:00 a.m.** A child who arrives after activities are in full swing has a more difficult time getting started and often becomes frustrated. Parents are asked to accompany their child(ren) into the classroom each day and to be sure the child is properly signed in.

When dropping the child off in the morning, parents are asked to tell teachers of any unusual circumstances the child may have experienced which might color his/her day at school. This is also the time to tell the teachers if there are any pick-up or schedule changes, or other important information we should know. There is a "Teacher notes" clipboard to write down any changes if teachers are busy with the children or otherwise unavailable. Siblings should not be left unattended in cars and cars should not be left in the parking lot with motors running.

***Parents are required by statute to sign the child in and out each day.***

## **Sign-Out and Release of Children**

Parents are urged to pick up children promptly at **3:00 p.m.** or by **5:00 p.m.** for extended hours. Students on a **2-day enrollment UPP Scholarship** are scheduled to be picked up at 3:30pm.

Children may be released only to a responsible adult(s) who is at least 16 years of age and is designated by the parent. Any adult authorized to pick up the child must be listed on the child's enrollment form.

Authorized pick-up people who are not the parents of a child will be required to show a photo I.D. before a child will be released to them. No child will be released to a person who has not been authorized by the parents. No child will be released to anyone under the influence of drugs and/or alcohol. In either case, the parent or next emergency contact will be notified and asked to pick up the child. If a child is still at school after closing and no contacts can be reached, a staff member will stay with the child and notify the local county department of social services and/or police if necessary.

Departing children must be properly signed out and accompanied by the parent. **Parents are reminded to close and lock the gate to the playground at all times.**

## **Late Pick-Up Fees**

Our hours are Monday through Friday, 8:00am to 5:00pm. Please make arrangements for your child to be picked up if you are unable to get to school in time. Any parent arriving after 5:00pm will be charged a late fee of \$5.00. An additional charge of \$1.00 for every minute after 5:01pm will be added.

Students scheduled for pickup at 3:00 p.m. and 3:30 p.m. are subject to the same late pick-up policy.

**We request you pay the teacher who cared for your child directly at the time of pick-up.**

## **Early Pick-Up**

Parents picking up their children substantially early from school should advise the Director/Teacher upon arrival that day.

## **School Absence**

Parents are asked to call or email the school before **9:00 a.m.** to report a child's absence. This helps staff in planning the day, but also in knowing how to relate to the child upon his/her return. All families will be alerted in case of any communicable disease, which are also reported to the Public Health Nurse by the Director. A chart of communicable diseases and their exclusion time from school is found in Appendix B.

## Documentation

Documentation of the children's work is displayed around the classroom to give the children a sense of belonging and ownership of the space, to enable them to reflect on their work and those of their classmates, to validate their hard work and inform parents and visitors about the learning that occurs in the classroom. The children's portfolios are also available for them to access daily, so they may observe their own progress and have the ability to share with their parents and classmates at any time.

## Nutrition/Snacks

The school provides two healthy snacks each day, mid-morning and mid-afternoon. Menus are posted on the refrigerator and in the entry bulletin board. These include fresh fruits and vegetables, crackers and cheese, milk or a product of children's cooking which is an important part of the school curriculum. Each child must bring his/her own lunch including water or 100% juice. Please bring warmed food in a separate thermos to be stored on in their cubby. Parents are asked to clearly label the lunch bag or box. Many of them look alike and are not easily distinguishable. **SMALL portions of varied nutritious foods from each of the food groups** are less overwhelming for young children. Teachers are working to help children become more ecologically minded. Parents can help by minimizing the amount of disposable wrappers and bags. Suggestions for lunches are included at the end of this hand book. **Please bring a labeled water bottle to school each day.**

## Inappropriate Foods

Parents are asked **not** to send candy, gum or soda pop. Any item with the first three ingredients listed as sugar is considered a dessert.

## Food Allergies

In addition to making a special note on the health form, parents should notify the Director/Teachers if their child has a food allergy.

In the case of a nut allergy, we will notify all parents in our school to make accommodations, as this can be a serious issue. In this scenario, the school would make every effort to provide nutritious snacks that have eliminated peanut butter and tree nuts. We then would ask parents to join us in providing safe, nut-free lunches. In cases where the allergy were not severe, it may be possible for parents to pack peanut butter or other nut products in their child's lunchbox but it would still be necessary to make accommodations by informing teachers that peanut butter or nut products were present in the lunchbox by labeling it with a nut tag (provided by the school and found by the sign-in). This will alert the teachers to make appropriate seating arrangements at lunch. Thanks for your cooperation; this is an opportunity for you to explain how children are the same and different, what an allergy is and the importance of working together as a community.

## Clothes at Preschool

**Children should wear comfortable, washable clothes**, free of complicated fasteners to encourage independence in dressing and toileting. These types of clothes encourage a child's growing sense of independence and competence. **Children should wear shoes they can easily run and play in.** Boots, dress shoes, and sandals make participation in many large motor activities difficult. Each child has a cubby assigned for his/her personal belongings. Parents are asked to bring in a complete set of extra clothing properly labeled with the child's name, which will be stored in the bathroom. This enables a quick change when a child gets overly enthusiastic about water or other messy play. This is crucial since some children will not accept any clothes but their own. Please check back throughout the school year to make sure your child still has a complete set of extra clothes.

## Items from Home

The preschool has a wide variety of stimulating toys and materials for children to explore and develop their imagination. **Please leave children's own toys, money, jewelry and/or valuable items at home so they do not get broken or lost.** We are creating a community where all children feel safe and loved therefore guns, superhero play and other toys/actions, which promote violence, are not allowed. Children are encouraged to share interests such as stories, family photographs, family experiences and historical items. Books and CDs are always welcome. Parents are asked to label all items.

Parents are also asked to bring a minimum of three photographs of their child: Fotos will be used for our Family Tree and child's Portfolio.

## Property

The preschool is insured for loss and damage of school property only. Any tuition or other money is removed from the facility daily. The property of the children is not covered under this insurance. The school is not responsible for items that become broken or lost. Part of the preschool program is teaching children personal responsibility and helping them become aware of caring for their own belongings.

## Discipline

Discipline at CRMS, Inc. is synonymous with guidance. The goal is to help children to become self-disciplined. All discipline is handled through discussion of the problem, separation of those quickest to battle and diversion. It is always compassionate and non-punitive. The ultimate goal is to have children learn through problem solving, understanding and mutual resolution of any conflict. We want to cultivate positive child, staff and family relationships. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the school frequently, so they will be familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys and say things that may be hurtful to others.

At CRMS, Inc. we consistently maintain a positive approach to discipline. Children are told what they CAN, not what they CAN'T do. Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

Children are encouraged to express their feelings. Teachers look for antecedent behaviors which signal trouble so they may use distraction whenever possible. Teachers become involved when a situation threatens the emotional or physical safety of children and facilitates a dialogue when conflict arises. There are no "time outs", but a teacher may remove an out-of-control child from the group and remain close to help the child regain control and save him/her from any embarrassment.

If a discipline problem arises that does not respond to the above mentioned techniques we will hold a conference with the parents. Together we will work to find a solution and provide access to an early childhood mental health consultant or other specialist as needed.

## Suspension/Expulsion

How decisions are made and what steps are taken prior to the suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues are as follows. These procedures are consistent with the center's policy on guidance, positive instruction, discipline and consequences, and include documentation of the steps taken to understand and respond to challenging behavior. Our staff is well trained and works hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff is not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent and begin with a parent teacher conference. To better accommodate your child we would like to work with the family to develop a plan of action. During that

time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussion upon period of time. Once the child returns to our program, if the child is still a danger then we will discuss if we are the best persons to be caring for your child. Please refer to our detailed discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

### **Birthdays/Celebrations/Rituals**

Birthdays are celebrated during late afternoon snacks at 2:40 p.m. and parents are welcome to join us. The children and teachers can make a nutritious birthday snack the morning of the celebration but parents are also welcome to provide their child's favorite birthday treat. Children look forward to these celebrations and love to be involved in the planning. Rituals and celebrations are an important part of children's lives and therefore of this program. They help children become aware of their importance as a part of the human experience. Celebrations provide a sense of stability and continuity in seasonal changes and common experiences which give feelings of belonging. Parents are urged to share family festivities and rituals. These are times of anticipation, excitement and wonder for young children.

### **Field Trips**

Field trips are a vital part of the program; they help children to broaden their concept of the world. All children participate in the field trip programs regardless of abilities. Parents sign a Field Trip Release form for each off campus field trip. The form contains complete information including the destination, mode of transportation, departure and expected return time. Teachers bring copies of the signed Field Trip Release forms and listings of emergency telephone numbers on each trip and duplicate copies are left at school. The signed Registration Contract permits children to take walking trips around the town, which are frequent. There is usually no extra fee required for any field trips. If there is a cost, parents will be informed in advance. Parent volunteers are sought-after to accompany the children on field trips. Parents provide enrichment and added safety on trips. If a parent volunteer is unable to come on the day they signed up, it is urgent that the school is contacted immediately.

If your child is not attending school on the day of a field trip, parents should contact the school by 8:00 a.m.

**A parent who arrives late on a field trip day must stay with the child until the group returns. No child may be left unattended at the school.**

Children will be transported in commercial vehicles and are accompanied by staff members. Children must be secured in individual car seats provided by their parents. A trained driver is responsible for the correct installation of car seats. Children are seated one child per seat and no seats are placed in the front of the vehicle. Staff members are not permitted to transport children.

Safety is a priority on field trips. Staff members are responsible for staying with and supervising children at all times while on fieldtrips. The following items are always brought along on these trips: 1<sup>st</sup> aid kit, supplies for special needs, field trip permission forms and medical release forms, and a cell phone. Parent volunteers who accompany the class on fieldtrips drive a separate vehicle. This way the parent volunteer can drive a student, accompanied by a staff member, back to school if an emergency situation arises. The parent of the student is notified immediately and, if medical care is needed, 911 is called.

### **Media Use**

Television, video, or computer media viewing is limited to educational videos that are used in connection with other activities needing further visual presentations or to view children at work. Media use will not be used longer than 30 minutes except on special occasions, which occur at most every other month. Parents are notified in writing in the newsletter or on the whiteboard when a media aid is going to be used. Written authorization is given by parents on the Release Form. Staff members are present at all times during any media use.



# 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><b>COVID-19 symptoms which must be <i>fully resolved</i> before a child or staff member returns to school</b></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><b>Yes</b> - 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><b>COVID-19 symptoms which must be <i>improving</i> before a child or staff member returns to school or child care</b></p>	<p><b>Yes</b> - 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>





- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- New Loss of Taste or Smell\*\*

the child is otherwise well enough to return to school, no further evaluation is necessary.

If the diagnostic COVID test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, <https://covid19.colorado.gov/isolation-and-quarantine>. Further guidance can be found at <https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance>.

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.

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.

\*\*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.





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.	<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.  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.
<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.	<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.
<b>Flu-like Symptoms</b> Fever Sore throat Runny nose or congestion	<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.  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.
<b>Vomiting/Throwing Up</b>	<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.  <b>If a child with a recent head injury vomits, seek medical attention.</b>







Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
<b>Chicken Pox</b>	<b>Yes</b> - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.
<b>Conjunctivitis (pink eye)</b> Pink color of eye and thick yellow/green discharge	<b>No</b> - 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.
<b>COVID-19</b> (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	<b>Yes</b> - 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> .
<b>Fifth's Disease</b> (parvovirus)	<b>No</b> - the illness is no longer contagious once the rash appears.
<b>Hand Foot and Mouth Disease</b> (Coxsackie virus)	<b>No</b> - 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.
<b>Head Lice or Scabies</b>	<b>Yes</b> - 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.
<b>Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli</b>	<b>Yes</b> - children and staff may return to school or child care when cleared by the health department.
<b>Herpes</b>	<b>No</b> - unless there are open sores that cannot be covered or there is uncontrollable drooling.
<b>Impetigo</b>	<b>Yes</b> - children and adults need to stay home until 24 hours after antibiotic treatment has started.
<b>Influenza</b>	<b>Yes</b> - 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.
<b>Norovirus</b>	<b>Yes</b> - exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea.
<b>Ringworm</b>	<b>Yes</b> - 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.





Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
<b>Roseola</b>	<b>No</b> - unless there is a fever or behavior changes.
<b>Croup, RSV (Respiratory Syncytial Virus)</b>	<b>Yes</b> - 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.
<b>Strep Throat</b>	<b>Yes</b> - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
<b>Other Vaccine Preventable Diseases</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
<b>Yeast Infections</b> Thrush or Candida diaper rash	<b>No</b> - follow good hand washing and hygiene practices.
<b>Other</b> 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.  
Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.  
Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. October 7, 2020.

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# ¿Qué tan enfermo es demasiado enfermo?

Cuándo los niños y el personal deberían quedarse en casa y no asistir a la escuela ni a la guardería

A la hora de evaluar a un niño(a) que no se siente bien, deben tomarse en consideración las enfermedades que en el momento circulan entre los estudiantes, el personal escolar y la comunidad. Es posible que los requisitos para regresar a la escuela deban ser más rigurosos cuando se sepa que la persona ha estado expuesta a un caso o brote de una enfermedad contagiosa (incluyendo, si bien no de forma exclusiva, las que se enumeran en este documento), aun cuando no se haya confirmado el diagnóstico.

Durante la respuesta de Colorado a la pandemia de COVID-19 que se encuentra en curso, los niños y el personal cuyos síntomas coincidan con los de COVID-19 deben hacerse una prueba de detección y seguir la [Guía sobre aislamiento y cuarentena](#) hasta haber completado la prueba o si la prueba da un resultado positivo. Si el resultado de la prueba de COVID-19 es negativo, la persona debe seguir las recomendaciones que se indican a continuación para la enfermedad o síntomas que presenta.

**Existen cuatro razones principales para que los niños y adultos se queden en casa:**

1. El niño o integrante del personal corre el riesgo de transmitir el COVID-19 u otra enfermedad contagiosa a otras personas, ya sea porque presenta síntomas o ha estado en contacto cercano con una persona enferma en forma reciente.
2. El niño o el miembro del personal no se siente lo suficientemente bien como para participar de las actividades habituales. Por ejemplo, un niño está excesivamente cansado, irritable o no deja de llorar.
3. Un niño necesita más cuidado del que los maestros o el personal pueden brindarle sin descuidar a los demás niños.
4. El niño o el miembro del personal presenta algún síntoma o enfermedad que se encuentra en esta lista y es necesario que se quede en casa.



Guía para los síntomas de COVID-19	¿Debe quedarse el niño(a) o el miembro del personal en casa?
<p><b>Síntomas de COVID-19 que deben desaparecer <i>por completo</i> antes de que el niño o miembro del personal regrese a la escuela</b></p> <ul style="list-style-type: none"> <li>• Sentirse afiebrado, con escalofríos o fiebre (Temperatura de 100.4 °F/38 °C o superior. Los bebés de 4 meses o menos deben ser evaluados por un médico de inmediato si tienen fiebre de 100 °F/37.5 °C o más alta).</li> <li>• Falta de aliento o dificultad para respirar</li> <li>• Náuseas, vómitos</li> <li>• Diarrea (Deposiciones frecuentes, blandas o acuosas en comparación con las habituales, que no son causadas por un alimento o medicamento)</li> <li>• Tos*</li> </ul>	<p><b>Sí:</b> las personas que tienen COVID-19 y otras enfermedades contagiosas a menudo presentan estos síntomas y las personas que tengan alguno de estos síntomas (ya sean nuevos o que estén empeorando) deben hacerse en primer lugar una prueba de diagnóstico de COVID-19.</p> <p><b>Cuándo se debe buscar atención médica de emergencia:</b></p> <ul style="list-style-type: none"> <li>• Dificultad para respirar</li> <li>• Dolor o presión constante en el pecho</li> <li>• Confusión que no existía antes</li> <li>• Imposibilidad de despertarse o mantenerse despierto</li> <li>• Piel, labios o uñas pálidos, grises o azulados, dependiendo del tono de la piel</li> </ul> <p>Estos no son todos los síntomas que podrían presentarse. Llame a su proveedor de servicios médicos si tiene algún otro síntoma grave o que le inquieta.</p> <p>Llame al 911 o llame antes de presentarse en la sala de urgencia o emergencia. Explique que una persona que tiene o podría tener COVID-19 necesita cuidados.</p> <p>Si todos los síntomas coinciden con los síntomas acostumbrados de una enfermedad crónica conocida y, aparte de eso, el niño o niña se siente bien como para regresar a la escuela, no es necesario volver a evaluar.</p> <p>Si el resultado de la prueba es positivo, o si la persona aún no se ha hecho una prueba de detección, debe seguir las pautas de aislamiento del Departamento de Salud Pública y Medio Ambiente:  <a href="https://covid19.colorado.gov/espanol/aislamiento-y-cuarentena">https://covid19.colorado.gov/espanol/aislamiento-y-cuarentena</a>.          Encontrará más instrucciones para la escuela y la guardería en  <a href="https://covid19.colorado.gov/espanol/guia-para-poner-en-practica-las-recomendaciones-de-los-cdc-para-escuelas">https://covid19.colorado.gov/espanol/guia-para-poner-en-practica-las-recomendaciones-de-los-cdc-para-escuelas</a>.</p> <p>Si el resultado de la prueba de detección es negativo Y los síntomas corresponden a los de una enfermedad concreta que no es COVID-19, el niño o miembro del personal podrá regresar a la escuela o guardería tras haber seguido el protocolo para dicha enfermedad.</p> <p>Si el resultado de la prueba es negativo y no se trata de una nueva enfermedad o una afección crónica conocida, la persona enferma deberá permanecer en casa hasta que los síntomas hayan desaparecido durante un mínimo de 24 horas, sin el uso de medicamentos.</p> <p>*Si la tos no ha desaparecido por completo, los estudiantes y el personal podrán regresar tras haber consultado con un proveedor sanitario.</p>

**Síntomas de COVID-19 que *deben mejorar* para que el niño o miembro del personal pueda regresar a la escuela o guardería**

- Dolor de garganta
- Secreción o congestión nasal
- Dolor muscular o en el cuerpo
- Dolor de cabeza
- Cansancio
- Nueva pérdida del gusto u olfato\*\*

Sí: las personas que tienen COVID-19 a menudo presentan estos síntomas y las personas que tengan alguno de estos síntomas (ya sean nuevos o que estén empeorando) deben hacerse una prueba de diagnóstico de COVID-19. Si todos los síntomas coinciden con los síntomas acostumbrados de una enfermedad crónica conocida y, aparte de eso, el niño o niña se siente bien como para regresar a la escuela, no es necesario volver a evaluar.

Si el resultado de la prueba es positivo, o si la persona aún no se ha hecho una prueba de detección, debe seguir las pautas de aislamiento del Departamento de Salud Pública y Medio Ambiente:

<https://covid19.colorado.gov/espanol/aislamiento-y-cuarentena>.

Encontrará más información en

<https://covid19.colorado.gov/espanol/guia-para-poner-en-practica-las-recomendaciones-de-los-cdc-para-escuelas>.

Si el resultado de la prueba de diagnóstico es negativo y los síntomas corresponden a los de una enfermedad concreta que no es COVID-19, el niño o miembro del personal podrá regresar a la escuela o guardería tras haber seguido el protocolo para dicha enfermedad.

Si el resultado de la prueba de COVID es negativo y **no se trata** de una nueva enfermedad o una afección crónica conocida, la persona enferma podrá regresar a la escuela, siempre y cuando todos los síntomas estén mejorando y la tos, falta de aliento, fiebre, diarrea y vómitos hayan desaparecido por completo.

\*\*La pérdida del gusto u olfato puede prolongarse durante semanas o meses. No es necesario que este síntoma desaparezca o mejore para que la persona pueda regresar a la escuela o guardería.

<p><b>Guía para los síntomas que no se deben a una enfermedad en concreto, tras una prueba de detección de COVID negativa</b></p>	<p><b>¿Debe quedarse el niño(a) o el miembro del personal en casa?</b></p>
<p><b>Diarrea</b> Deposiciones frecuentes, blandas o acuosas en comparación con las habituales, que no son causadas por un alimento o medicamento.</p>	<p><b>Sí:</b> a no ser que la diarrea esté relacionada con una afección crónica preexistente, se deba a una afección diagnosticada que no exija que la persona permanezca en casa o coincida con los datos basales de la persona.</p> <p>El niño o miembro del personal podrá regresar a la escuela o guardería una vez que hayan transcurrido 24 horas desde el último episodio de diarrea, a menos que la diarrea sea causada por una enfermedad que requiera de una permanencia más prolongada en la casa. Si la diarrea se debe a una enfermedad en concreto, el niño o miembro del personal podrá regresar a la escuela o guardería de acuerdo con las pautas de exclusión para esa enfermedad.</p>
<p><b>Fiebre</b> La fiebre es una temperatura de 100.4 °F/38 °C o superior. Los bebés de 4 meses o menos deben ser evaluados por un médico de inmediato si tienen fiebre de 100 °F/37.5 °C o más alta.</p>	<p><b>Sí:</b> el niño o miembro del personal podrá regresar a la escuela o guardería si la fiebre ha desaparecido durante 24 horas sin el uso de antifebriles, a menos que la fiebre sea causada por una enfermedad que requiera de una permanencia más prolongada en la casa. Si la fiebre se debe a una enfermedad en concreto, el niño o miembro del personal podrá regresar a la escuela o guardería de acuerdo con las pautas de exclusión para esa enfermedad.</p>
<p><b>Síntomas gripales</b> Fiebre Dolor de garganta Secreción o congestión nasal</p>	<p><b>Sí:</b> los niños o miembros del personal podrán regresar a la escuela o guardería siempre y cuando la fiebre haya desaparecido durante 24 horas sin el uso de antifebriles y los demás síntomas estén mejorando, a no ser que los síntomas sean causados por una enfermedad que requiera de una permanencia más prolongada en la casa. Si los síntomas se deben a una enfermedad en concreto, siga las pautas de exclusión para esa enfermedad.</p> <p>Podría ser apropiado consultar con un proveedor sanitario y realizar una evaluación adicional en el caso de las enfermedades similares a la gripe, dolor de garganta y síntomas de las vías respiratorias superiores, incluyendo faringitis estreptocócica.</p>
<p><b>Vómitos</b></p>	<p><b>Sí:</b> a no ser que los vómitos se relacionen con una afección crónica preexistente o se deban a una afección diagnosticada que no exige que la persona permanezca en casa. Si se desconoce la causa de los vómitos y no se conciben con el estado basal de salud de la persona, el niño o miembro del personal podrá regresar a las 24 horas de haber tenido el último episodio de vómitos. Si los vómitos se deben a una enfermedad en concreto, siga las pautas de exclusión para esa enfermedad.</p> <p><b>Si un niño que ha sufrido una lesión reciente en la cabeza tiene vómitos, busque atención médica.</b></p>



Guía para determinadas enfermedades que han sido diagnosticadas	¿Debe quedarse el niño(a) o el miembro del personal en casa?
<b>Varicela</b>	<b>Sí:</b> hasta que las ampollas se hayan secado y tengan costra (por lo general, 6 días) o, si la persona está vacunada y no tiene costras, hasta que no haya tenido lesiones durante un período de 24 horas.
<b>Conjuntivitis</b> Ojo de color rosado con secreciones espesas de color amarillo/verdoso	<b>No:</b> no es necesario que los niños y adultos permanezcan en casa, a menos que tengan fiebre o no puedan participar de las actividades habituales. Llame a su médico para recibir asesoramiento y un posible tratamiento.
<b>COVID-19</b> (diagnóstico clínico, síntomas sin prueba de detección o resultado positivo de una prueba de diagnóstico)	<b>Sí:</b> los niños y el personal que se sospecha que tienen COVID-19 o fueron diagnosticados con COVID-19 deben excluirse y seguir las <a href="#">pautas de aislamiento</a> del CDPHE. Encontrará las recomendaciones para las escuelas y guarderías aquí: <a href="https://covid19.colorado.gov/espanol/guia-para-poner-en-practica-las-recomendaciones-de-los-cdc-para-escuelas">https://covid19.colorado.gov/espanol/guia-para-poner-en-practica-las-recomendaciones-de-los-cdc-para-escuelas</a> .
<b>Quinta enfermedad</b> (parvovirus)	<b>No:</b> la enfermedad deja de ser contagiosa una vez que aparece el sarpullido.
<b>Enfermedad de mano, pie y boca</b> (virus de Coxsackie)	<b>No:</b> a menos que el niño o adulto tenga llagas en la boca, babee de forma incontrolable o no pueda participar de las actividades habituales.
<b>Piojos o sarna</b>	<b>Sí:</b> los niños pueden permanecer en la escuela o la guardería hasta el final del día, pero no pueden regresar hasta haber recibido el primer tratamiento.□
<b>Hepatitis A, salmonela, shigelosis o E. coli productor de toxina Shiga</b>	<b>Sí:</b> los niños y el personal pueden regresar a la escuela o guardería con la autorización del Departamento de Salud Pública.
<b>Herpes</b>	<b>No:</b> a menos que la persona tenga llagas abiertas que no puedan cubrirse o babee de forma incontrolable.
<b>Impétigo</b>	<b>Sí:</b> los niños y adultos deben permanecer en casa durante 24 horas después de haber iniciado el tratamiento con antibióticos.
<b>Tiña</b>	<b>Sí:</b> los niños pueden permanecer en la escuela o la guardería hasta el final del día, pero no pueden regresar hasta haber recibido el primer tratamiento. Mantenga el área cubierta durante los 3 primeros días si practica actividades o deportes de contacto.
<b>Roséola</b>	<b>No:</b> a menos que tenga fiebre o se produzcan cambios en el comportamiento.



Guía para determinadas enfermedades que han sido diagnosticadas	¿Debe quedarse el niño(a) o el miembro del personal en casa?
Gripe o influenza	Sí: los niños y el personal deben esperar para regresar a la escuela o guardería hasta que no hayan tenido fiebre durante 24 horas sin el uso de antifebriles y los demás síntomas hayan continuado mejorando durante 24 horas.
Crup, VRS (virus respiratorio sincitial)	Sí: los niños y el personal deben esperar para regresar a la escuela o guardería hasta que no hayan tenido fiebre durante 24 horas sin el uso de antifebriles y los demás síntomas hayan continuado mejorando durante 24 horas.
Faringitis estreptocócica	Sí: durante 12 horas después de iniciar el tratamiento con antibióticos, a menos que el médico indique que puede regresar a la escuela antes.
Otras enfermedades que pueden prevenirse con vacunas Sarampión, paperas, rubeola (sarampión alemán), pertusis (tos ferina)	Sí: los niños y el personal pueden regresar a la escuela cuando no exista riesgo de contagio (consulte las pautas para las enfermedades infecciosas). Podría ser necesario consultar con salud pública.
Candidiasis Candidiasis oral o del pañal	No: procure un buen lavado de manos y buenas prácticas de higiene.
Otro Síntomas o enfermedades que no se incluyen en la lista	Comuníquese con el director de la guardería o el personal de salud de la escuela para saber si el niño o el miembro del personal debe permanecer en casa (consulte las pautas para las enfermedades infecciosas).

Este documento fue creado en colaboración con pediatras, epidemiólogos médicos y profesionales de salud pública. La información presentada solo tiene fines educativos. No pretende reemplazar el consejo de su médico personal y no tiene como fin el diagnóstico, el tratamiento, la cura o la prevención de ninguna enfermedad. La información no debe usarse para reemplazar una visita, llamada o consulta o asesoramiento de su médico u otro proveedor de atención médica.

#### Referencias

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Revisión de octubre de 2022.







Advancing Colorado's health and protecting the places we live, learn, work, and play

**Dear parents/guardians of students attending Colorado child cares and preschools for the 2024-25 school year:**

We know there's nothing more important than making sure your children stay healthy and learning all year long. Getting vaccinated keeps children from catching and spreading diseases that can make them sick and potentially keep them home from child care and preschool. This letter includes important information about Colorado's school and child care vaccine requirements, as well as other resources.

**Required and recommended vaccines**

Colorado law requires children who attend licensed child care and preschool to be vaccinated against many of the diseases vaccines can prevent, unless a Certificate of Exemption is filed. For more information, visit [cdphe.colorado.gov/schoolrequiredvaccines](https://cdphe.colorado.gov/schoolrequiredvaccines).

To attend preschool and child care your child must be vaccinated against:

- Diphtheria, tetanus, and pertussis (DTaP)
- Haemophilus influenzae type b (Hib)
- Hepatitis B (HepB)
- Measles, mumps, and rubella (MMR)
- Pneumococcal disease (PCV)
- Polio (IPV)
- Varicella (chickenpox)

Colorado follows recommendations set by the Centers for Disease Control and Prevention's [Advisory Committee on Immunization Practices](#). This committee is a group of medical and public health experts who study vaccines and recommend them for the public. View the recommended vaccine schedule for children through 6 years of age at [www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html](https://www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html).

CDC also recommends immunizations for COVID-19, hepatitis A (HepA), influenza (flu), respiratory syncytial virus (RSV), and rotavirus (RV) for child care-aged children, but these are not required for child care or school entry in Colorado.

This recommended schedule is safe and effective. It's based on how your child's immune system responds to vaccines at various ages, and how likely your child is to be exposed to a particular disease.

**Exclusion from child care and school**

Your child may be excluded if their program does not have an up-to-date Certificate of Immunization, Certificate of Exemption, or an in-process plan on file for your child.

If someone is sick or there is an outbreak of a vaccine-preventable disease at your child's school, and your child has not received the vaccine for that disease, they may be required to stay home. That could mean lost learning time for them and lost work and wages for you. For example, if your child has not received an MMR vaccine, they may need to stay home from their program for 21 days after someone gets sick with measles.

**Have questions?**

Talk with a health care provider or your local public health agency to ask questions and find out which vaccines your child needs. Find a vaccine provider at [cdphe.colorado.gov/get-vaccinated](https://cdphe.colorado.gov/get-vaccinated). Read about the safety and importance of vaccines at [www.cdc.gov/vaccines/parents/FAQs.html](https://www.cdc.gov/vaccines/parents/FAQs.html), [childvaccineco.org](https://childvaccineco.org), [ImmunizeForGood.com](https://ImmunizeForGood.com), and [cdphe.colorado.gov/immunization-education](https://cdphe.colorado.gov/immunization-education).

Staying up to date on routine immunizations is important for adults as well as children. It's never too late for families to get back on track! Learn more at [www.cdc.gov/vaccines/adults/rec-vac/index.html](https://www.cdc.gov/vaccines/adults/rec-vac/index.html).

**Paying for vaccinations**

If you need help finding free or low-cost vaccines, go to [COVax4Kids.org](https://COVax4Kids.org), contact your local public health agency ([cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency)), or dial [2-1-1](https://2-1-1.org) for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

**Vaccination records**

Share your child's updated Certificate of Immunization with their program every time they receive a vaccine.

Need to find your child’s vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](#). Visit [COVaxRecords.org](#) for more information, including directions on how to view and print your student’s vaccine record.

### Exemptions

If your child cannot get vaccines for [medical reasons](#), you must submit a Certificate of Medical Exemption to your school, signed by an advanced practice nurse (APN), physician (MD, DO), or physician assistant (PA) licensed to practice in any state or territory in the United States. You only need to submit this certificate once, unless your student’s school or information changes. Get the form at [cdphe.colorado.gov/vaccine-exemptions](#).

If you choose not to have your child vaccinated according to Colorado’s school vaccine requirements for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your preschool or child care program. Nonmedical exemptions must be submitted at 2, 4, 6, 12, and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten. There are two ways to obtain a nonmedical exemption.

1. Submit the Certificate of Nonmedical Exemption signed by an advanced practice nurse (APN), pharmacist, physician (MD or DO), physician assistant (PA), or registered nurse (RN), licensed in Colorado, or
2. Submit the Certificate of Nonmedical Exemption you will be able to access after completing the state’s Online Immunization Education Module.

Find certificates and the Online Immunization Education Module at [cdphe.colorado.gov/vaccine-exemptions](#).

### How’s your child care or school doing on vaccinations?

Annually, programs must report immunization and exemption numbers (but not student names or birthdates) to CDPHE. Programs do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#).

Your child’s program’s immunization rates from the 2022-23 school year. Find previous years’ data at <a href="#">COVaxRates.org</a> .		
Child care or preschool name	2022-23 MMR immunization rate (required)	2022-23 MMR exemption rate (required)
Schools may choose to include rates for other school-required vaccines.		
Vaccinated Children Standard 95% immunization rate for all school-required vaccines	2022-23 DTaP immunization rate	2022-23 DTaP exemption rate
	2022-23 Hib immunization rate	2022-23 Hib exemption rate
	2022-23 HepB immunization rate	2022-23 HepB exemption rate
	2022-23 PCV immunization rate	2022-23 PCV exemption rate
	2022-23 Polio immunization rate	2022-23 Polio exemption rate
	2022-23 varicella immunization rate	2022-23 varicella exemption rate

1. This table may be used as a **guide** for early childhood professionals to evaluate which school-required vaccines are needed in order to comply with state immunization requirements. Use the student's age to select the appropriate row. *Example, for a student who is 4 months and 3 weeks, use the "3 month" row as the student is not yet 5 months of age.* Review the student's immunization record with this table to ensure they have at least the number of doses required. The Colorado Board of Health uses the [immunization schedule](#) developed by the [Advisory Committee on Immunization Practices](#) (ACIP). Vaccines that are not required for school but recommended by ACIP for this age group include: Rotavirus (RV), Hepatitis A (HepA), Influenza (Flu), COVID-19, and Respiratory Syncytial Virus (RSV). Note that the table does not include vaccines that are not required for school. Schools and child cares are encouraged to enroll in the [Colorado Immunization Information System \(CIIS\)](#) which allows users to lookup, review, and print immunization records. Email [cdphe\\_ciiis\\_schools@state.co.us](mailto:cdphe_ciiis_schools@state.co.us) for more information.

2. Immunization requirements must be strictly enforced for all students. Students who do not meet the requirements must be denied attendance according to Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:

- I. Student's immunization record documented on the [Colorado Certificate of Immunization](#) or [Approved Alternate Certificate of Immunization](#), shows they are fully immunized with required vaccines. A [laboratory report](#) for select vaccines or diseases showing immunity is also acceptable.
- II. For students who are not up to date on required vaccines, the school must directly notify the parent/guardian that the student has 14 days to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the [minimum intervals of the Advisory Committee on Immunization Practices \(ACIP\) schedule](#). If the plan is not followed, the student must be excluded from school for non-compliance.
- III. Submission of a [Certificate of Medical Exemption](#) signed by a healthcare provider, (MD, DO, APN, PA) or a [Certificate of Nonmedical Exemption](#) signed by an immunizing healthcare provider or obtained after the completion of CDPHE's Online Immunization Education Module. A Certificate of Nonmedical Exemption is to be submitted by a parent/guardian when immunizations are due following the ACIP immunization schedule at 2 months, 4 months, 6 months, 12 months, and 18 months of age.

By \_\_\_ months of age, the child is required to have received \_\_\_ doses of vaccine.

Age of child	Number of required doses: Note: Vaccines must be given no earlier than the <a href="#">MINIMUM INTERVALS &amp; AGES</a> in order to be valid. A <a href="#">4-day grace period</a> applies in most situations though should not be applied to the 28-day interval between two live vaccines (for example, MMR or varicella).						
	Hepatitis (HepB)*	Diphtheria, Tetanus, Pertussis (DTaP)†	Haemophilus influenzae B (Hib)‡	Polio (IPV)§	Pneumococcal Conjugate (PCV)#	Measles, mumps, rubella (MMR)**	Varicella (Chickenpox)††
1 month	1	--	--	--	--	--	--
3 months	2	1	1	1	1	--	--
5 months	2	2	2	2	2	--	--
7 months	2	3	3/2	2	3/2	--	--
16 months	2	3	4/3/2/1	2	4/3/2	1	1
19 months	3	4	4/3/2/1	3	4/3/2	1	1
24 months	3	4	4/3/2/1	3	4/3/2/1	1	1
By K entry‡‡	3	5/4	--	4/3	--	2	2

Per CDC: [catch up](#) refers to, "those who start late or who are more than 1 month behind." Once a child catches up to the number of doses required for their age, use the standard recommendation for timing future vaccinations.

\*HepB is a 3-dose series at 0, 1-2, and 6-18 months of age. The minimum age for the final dose is 24 weeks of age. If dose 3 is given prior to 24 weeks of age, a 4th dose is required. 4 doses of Hepatitis B vaccine are permitted when a combination vaccine is used. Catch up: Older students require a minimum of 3 appropriately spaced doses (minimum intervals 0, 4 weeks, 8 weeks and at least 16 weeks after first dose).

†DTaP is a 5-dose series at 2, 4, 6, 15-18 months, and 4-6 years of age. By kindergarten entry, 5 doses of DTaP are required or 4 doses if the fourth dose was administered on or after the fourth birthday and was given at least 6 months after dose 3. Catch up: for children 4 months through 6 years of age, use [CDC's DTaP catch up guidance job aid](#) (PDF).

‡Hib is a 3 or 4-dose series depending on product type - 3-doses with PedvaxHIB (2, 4, 12-15 months) or 4-doses at 2, 4, 6, and 12-15 months of age for other products or mixed schedules. Catch up: If any dose of Hib is given at or over 15 months through 4 years of age, the Hib requirement is met. Previously unvaccinated children who are 60 months or older do not require Hib vaccination. For children 4 months through 4 years of age, use [CDC's Hib catch up guidance job aid](#) (PDF) ([CDC's catch up guidance job aid for PedVaxHib only](#) PDF).

§IPV is a 4-dose series at 2, 4, 6-18 months, and 4-6 years of age. By kindergarten entry, 4 doses of IPV are required or 3 doses if the third dose was administered on or after the fourth birthday and was given at least 6 months after dose 2. The final dose must be given no earlier than 4 years of age. Catch up: for children 4 months through 17 years of age, use [CDC's IPV catch up guidance job aid](#) (PDF).

#PCV is a four dose series given at 2, 4, 6, and 12-15 months of age. Catch up: If any dose of PCV is given at 24 months through 4 years of age, the PCV requirement is met. Previously unvaccinated children who are 60 months or older do not require PCV vaccination. For children 4 months through 4 years of age, use [CDC's PCV catch up job aid](#) (PDF).

\*\*MMR is a two dose series given at 12-15 months and 4-6 years of age. Dose 1 is not valid if administered more than 4 days before the 1st birthday. 2 valid doses are required for students entering Kindergarten. Catch up: Unvaccinated children: 2-dose series at least 4 weeks apart.

††Varicella or chickenpox is a two dose series given at 12-15 months and 4-6 years of age. Dose 1 is not valid if administered more than 4 days before the 1st birthday. 2 valid doses are required for students entering Kindergarten. Catch up: Unvaccinated children: 2-dose series at least 3 months apart. Note: If a child has previous varicella disease, documented by a healthcare provider or a [positive antibody titer](#), the child has met the varicella requirement.

‡‡Kindergarten entry: Hib and PCV are not required for students K through grade 12.



**COLORADO**  
Department of Public  
Health & Environment



Mejorando la salud de Colorado y protegiendo los lugares donde vivimos, aprendemos, trabajamos y jugamos

### **Estimados padres/tutores de estudiantes de guardería y preescolar de Colorado para el año escolar 2024-25:**

Sabemos que no hay nada más importante que asegurarse de que sus hijos estén sanos y aprendan durante todo el año. Las vacunas evitan que los niños contraigan y propaguen enfermedades que pueden enfermarlos y potencialmente alejarlos de la guardería y del preescolar. Esta carta incluye información importante sobre los requisitos de vacunación en escuelas y guarderías de Colorado, así como otros recursos.

### **Vacunas exigidas y recomendadas**

La ley de Colorado exige que los niños que asisten a una guardería o preescolar autorizados estén vacunados contra muchas de las enfermedades que las vacunas pueden prevenir, a menos que se presente un Certificado de exoneración. Para más información, visiten: [cdphe.colorado.gov/schoolrequiredvaccines](https://cdphe.colorado.gov/schoolrequiredvaccines).

Para asistir al preescolar y a la guardería, su hijo debe estar vacunado contra:

- Difteria, tétanos y tos ferina (DTaP)
- Haemophilus influenzae tipo b (Hib)
- Hepatitis B (HepB)
- Sarampión, paperas y rubeola (MMR)
- Enfermedad neumocócica (PCV)
- Polio (IPV)
- Varicela

El estado de Colorado se adhiere a las recomendaciones establecidas por el [Comité Asesor de Prácticas de Vacunación](#) que depende de los Centros para el Control y la Prevención de Enfermedades (CDC). Este comité está integrado por un grupo de expertos médicos y de salud pública que estudian las vacunas y las recomiendan al público. Se puede consultar el calendario de vacunación recomendado para niños hasta los 6 años en [www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html](https://www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html).

Los CDC también recomiendan las vacunas contra COVID-19, hepatitis A (HepA), influenza (gripe), virus respiratorio sincitial (RSV) y rotavirus (RV) para niños en edad de guardería, pero no son obligatorias para el ingreso a la guardería o a la escuela en Colorado.

Este calendario recomendado es seguro y eficaz. Se basa en cómo responde el sistema inmunitario de su hijo a las vacunas a distintas edades y en la probabilidad de que su hijo esté expuesto a una enfermedad en particular.

### **Exclusión de la guardería o la escuela**

Su hijo puede ser excluido si su programa no tiene un Certificado de vacunación actualizado, un Certificado de exoneración o un plan en proceso para su hijo.

Si alguien está enfermo o hay un brote de una enfermedad prevenible con vacunas en la escuela de su hijo, y su hijo no ha recibido la vacuna para esa enfermedad, es posible que deba quedarse en casa. Esto significa que el niño perdería tiempo de aprendizaje y ustedes perderían trabajo y sueldos. Por ejemplo, si su hijo no ha recibido la vacuna MMR, es posible que deba quedarse en casa y no asistir al programa por 21 días después de que alguien contraiga sarampión.

### **¿Tienen alguna pregunta?**

Hablen con un proveedor de atención médica o su organismo de salud pública local para hacer preguntas y averiguar qué vacunas necesita su hijo. Se puede encontrar un proveedor de vacunas en el siguiente enlace: [cdphe.colorado.gov/get-vaccinated](https://cdphe.colorado.gov/get-vaccinated). Obtengan información sobre la seguridad y la importancia de las vacunas en [www.cdc.gov/vaccines/parents/FAQs.html](https://www.cdc.gov/vaccines/parents/FAQs.html), [childvaccineco.org](https://childvaccineco.org), [ImmunizeForGood.com](https://immunizeforgood.com) y [cdphe.colorado.gov/immunization-education](https://cdphe.colorado.gov/immunization-education).

Mantenerse al día con las vacunas de rutina es importante tanto para los adultos como para los niños. ¡Nunca es demasiado tarde para que las familias vuelvan a estar al día! Más información en [www.cdc.gov/vaccines/adults/rec-vac/index.html](https://www.cdc.gov/vaccines/adults/rec-vac/index.html).

### **Cómo pagar por las vacunas**

Si necesitan ayuda para encontrar vacunas gratuitas o a precios reducidos, visiten [COVax4Kids.org](https://COVax4Kids.org), comuníquense con el organismo de salud pública local ([cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency)) o marquen **2-1-1** para obtener información sobre Health First Colorado (Medicaid) y clínicas de vacunas en su área.

### **Registros de vacunación**

Enseñen el Certificado de vacunación actualizado de su hijo en el programa cada vez que su hijo reciba una vacuna.

¿Necesitan encontrar el registro de vacunas de su hijo? Es posible que esté disponible a través del [Sistema de Información sobre Vacunación de Colorado \(CIIS\)](#). Visiten [COVaxRecords.org](https://COVaxRecords.org) para obtener más información, incluidas indicaciones sobre cómo ver e imprimir el registro de vacunas de su hijo.

## Exoneraciones

Si su hijo no puede recibir vacunas por [razones médicas](#), deben presentar un Certificado de exoneración médica a su escuela, firmado por un enfermero especializado (APN), un médico (MD, DO) o un auxiliar médico (PA) con licencia para ejercer en cualquier estado o territorio en los Estados Unidos. Solo se debe presentar este certificado una vez, a menos que cambie la información o la escuela de su hijo. Obtengan el formulario en [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

Si no desean que se vacune a su hijo según las recomendaciones de vacunación escolares de Colorado por motivos que no son médicos, deben presentar un Certificado de exoneración no médica ante el programa de preescolar o guardería. Las exoneraciones no médicas deben presentarse a los 2, 4, 6, 12 y 18 meses de edad. Estas exoneraciones vencen cuando se requiera la próxima vacunación o al momento en que su hijo ingrese en kindergarten. Hay dos maneras de obtener una exoneración no médica:

1. presentar el Certificado de exoneración no médica firmado por un enfermero especializado (APN), farmacéutico, médico (MD o DO), auxiliar médico (PA) o enfermero registrado (RN), con licencia en Colorado; o
2. presentar el Certificado de exoneración no médica al que se podrá acceder después de completar el Módulo de educación sobre vacunación en línea del estado.

Los certificados y el Módulo de educación sobre vacunación en línea se encuentran en [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

### ¿Cómo le va a su guardería o escuela con respecto a las vacunaciones?

Los programas deben informar anualmente al CDPHE las cifras de estudiantes vacunados y exentos (aunque no los nombres y fechas de nacimiento de los estudiantes). Los programas no controlan sus tasas específicas de vacunación y exoneraciones ni establecen el Estándar de niños vacunados descrito en los [Estatutos Revisados de Colorado §25-4-911 \(CRS\)](#).

Las tasas de vacunación del programa de su hijo del año escolar 2022-23. Se pueden ver datos de años anteriores en <a href="http://COVaxRates.org">COVaxRates.org</a> .		
Nombre del preescolar o de la guardería	Tasa de vacunación de MMR para 2022-23 (requerida)	Tasa de exoneraciones de MMR para 2022-23 (requerida)
Las escuelas pueden optar por incluir tasas para otras vacunas obligatorias para la escuela.		
Estándar de niños vacunados Tasa de vacunación del 95 % para todas las vacunas obligatorias para la escuela	Tasa de vacunación de DTaP para 2022-23	Tasa de exoneraciones de DTaP para 2022-23
	Tasa de vacunación de Hib para 2022-23	Tasa de exoneraciones de Hib para 2022-23
	Tasa de vacunación de HepB para 2022-23	Tasa de exoneraciones de HepB para 2022-23
	Tasa de vacunación de PCV para 2022-23	Tasa de exoneraciones de PCV para 2022-23
	Tasa de vacunación de IPV para 2022-23	Tasa de exoneraciones de IPV para 2022-23
	Tasa de vacunación de varicela para 2022-23	Tasa de exoneraciones de varicela para 2022-23

## Understand the Weather

### Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

### Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

# Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



Comfortable for out door play



Caution



Danger


Heat Index Chart (in Fahrenheit %)

		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									




## Child Care Weather Watch

**W**atching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

 Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.

YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

 Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime.

Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

 Condition **RED** - most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.

**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

# CRMS Preschool 2024-2025 School Calendar

## August

SUN	MON	TUE	WED	THU	FRI	SAT
				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

## September

SUN	MON	TUE	WED	THU	FRI	SAT
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

SUN	MON	TUE	WED	THU	FRI	SAT
		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

SUN	MON	TUE	WED	THU	FRI	SAT
					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

SUN	MON	TUE	WED	THU	FRI	SAT
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

SUN	MON	TUE	WED	THU	FRI	SAT
			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

SUN	MON	TUE	WED	THU	FRI	SAT
						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

SUN	MON	TUE	WED	THU	FRI	SAT
						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

SUN	MON	TUE	WED	THU	FRI	SAT
		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

SUN	MON	TUE	WED	THU	FRI	SAT
				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

SUN	MON	TUE	WED	THU	FRI	SAT
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					

First/Last Day of School
School Closed
Professional Development Day-School Closed
Special School Event
Parent Teacher Conference/No Students
Cross Country Skiing

8/12-8/16	Teacher Workday-Program Closed
8/19	First Day of School
8/26	<b>Mandatory Parent Handbook Meeting Night</b>
9/2	Labor Day/No School
9/4	Back to School Night
9/27	Professional Development Day-School Closed
10/14	Fall Break/School Closed
10/25	PT Conference/No Students
10/31	Halloween Caroling
11/1	Professional Development Day-School Closed
11/21	Thanksgiving Lunch
11/25-29	Thanksgiving Break
12/20	<b>School Closes at 3pm</b>
12/23-1/3	Winter Break
1/20	Martin Luther King Day/No School
2/14	Valentines Day Celebration
2/17	President's Day / No School
3/14	PT Conference/No Students
3/24-28	Spring Break
4/18	April Break
4/21	Professional Development Day-School Closed
5/12	Art Show Fundraiser
5/22	Preschool Graduation and End of Year Celebration
5/23	Last Day of School
5/26/6/6	<b>School Closed</b>
6/9	First Day of Summer Camp

**\*\*Dates/Events subject to change**



## 2024/2025 CRMS Preschool Tuition Rates\*

Monthly rates September-May stay the same even during months when the school has closures.

CRMS Program runs from August 19, 2025 through May 23 <sup>rd</sup> , 2025	Rates after Universal Preschool Benefits UPK for 4-year-old students (billed over 10 months, August-May)		2024/2025 Preschool Rates (billed over 10 months, August-May)
	15hour benefits	30hour benefits	RATES (without UPK)
2 Days a week 8:00am-3:30pm Morning extended hour fee waived. Afternoon extended hour fee charged after 3:30pm	\$0	\$0	\$568 month/5,396 annually <b>August prorated tuition \$284</b>
3 Days a week 8:30am- 3:00pm	\$308 month/\$2926 Annually <b>August prorated tuition \$154</b>	\$0	\$828 month/\$7,866 annually <b>August prorated tuition \$414</b>
4 Days a week 8:30am-3pm	\$552 month/\$5244 Annually <b>August prorated tuition \$276</b>	\$0 for 8:00-3:30pm Morning extended hour fee waived. After noon extended hour fee charged after 3:30pm	\$1072 month/\$10,184 annually <b>August prorated tuition \$536</b>
5 Days a week 8:30am-3pm	\$780 month/\$7410 Annually <b>August prorated tuition \$390</b>	\$260 month/\$2470 annually <b>August prorated tuition \$130</b>	\$1300 month/\$12,350 annually <b>August prorated tuition \$650</b>
5 Days a week with extended hours 8:00am- 5:00pm	\$1055month/ \$10,022.50 Annually <b>August prorated tuition \$527.50</b>	\$535 month/\$5082.50 annually <b>August prorated tuition \$267.50</b>	\$1575 month/14,962.50 annually <b>August prorated tuition \$787.50</b>

### Additional scholarship programs offered through CRMS Preschool

\*Colorado Child Care Assistance Program (CCAP) - eligible low-income families may receive additional funding

\*CRMS is offering **4 tuition discount Scholarships** for the 2024/2025 school year (Application are due May 1<sup>st</sup>) eligible families with one or more qualifying factor will be considered and are encouraged to apply. Scholarships are reviewed by the Board of Directors and decision about the 2024-2025 school year will be announced the end of May.

**Qualifying factors for all 3–5-year-olds not receiving CCCAP or 30+hours of UPK include:** Individualized Education Program (IEP), experiencing Homelessness, Dual language learner, poor Social Skills, not developmentally ready for kindergarten and a household income below 270% of the 2024 federal poverty guidelines.



Children's Rocky Mountain School, Inc.

Appendix C

### Lunch Suggestions

Packing a child's lunch daily can be a chore!! These are some helpful tips and lunch suggestions you may want to consider when preparing their lunch.

- ☺ Discuss your child's preferences with them. They will usually volunteer information about their favorite "mmm's" and their most unfavorable "yucks".
- ☺ Involve your child in the preparations!! Let them help you "pick" & "fix" & "pack". It is a wonderful feeling of power and accomplishment.
- ☺ Children LOVE surprises!! Place something "special" or write a note and place it in their lunch box. You will be amazed at the response!
- ☺ Children eat with their EYES. Nicely packaged & prepared foods often get eaten! Try cutting veggies with a crinkly cutter, cheeses and meats in small cubes, or flower-shaped radishes!
- ☺ Remember to provide choices.....but not TOO MANY!

Here are a few things you might want to try.....

- ✂ If you are fixing sandwiches, try cutting the bread with FUN cookie cutter shapes (animals, flowers, faces). Add trimmings like lettuce or pickles!
- ✂ Try different fillings like tuna fish, bananas or honey, egg salad, cream cheese and jelly, avocado, cheese & sprouts.
- ✂ Sample some special things like rice cakes, bagels, pumpkin or banana breads or fun-shaped crackers.
- ✂ For fun... try some unusual things like roast chicken, leftovers from last night's dinner, soup, sloppy joes, cottage cheese and fruit, applesauce or corn on the cob!!
- ✂ For a different beverage.....a fruit smoothie, hot chocolate, hot apple cider or some hot orange juice with honey...yummy!!
- ✂ If your child likes "finger-foods", try pigs-in-a-blanket, cold chicken, burritos, pizza, ribs, raw veggies & dip, chunks of meats & cheeses!!
- ✂ Remember raisins, beef jerky, dried fruits, granola, fruit cut in wedges or slices, celery stuffed with cream cheese, nuts or sunflower seeds are usually popular for little ones and are nutritious!!
- ✂ The "occasional sweet" is sometimes fun.....just limit it to one!!!! Please leave at home... the candy, soda or gum!!

Finally, always remember kids go through "food binges". They can get stuck on Mac & Cheese for a long time!! Accept your child's binges without a fuss. Like most things.....this too will pass!! Most children will get bored and will be ready to move on to something else!!! Children also will learn to be brave about trying new foods if they see YOU & other children enjoying them!!! So remember ...BE CREATIVE & HAVE FUN!!!

#### Thankful Song

(This song is sung at snack and lunchtime. We thought you may enjoy having the words.)

There are many things I'm thankful for  
I can see them near and far  
There are many things I'm thankful for  
Let me tell you what they are  
I'm thankful for the earth  
I'm thankful for the sea  
I'm thankful for my friends  
And I'm thankful to be me.

# Parent/Guardian Parking Agreement & Understanding

The town of Carbondale has allowed the preschool to move to the current location on Main Street under the condition that anyone dropping off or picking up children follow and understand the following items:

- ✓ There shall be no drop off/pick up in the alley unless it is necessary because of the need to access a handicap space.
- ✓ Be respectful to the neighborhood when dropping off and picking up children.
- ✓ No U-turns on Main Street.
- ✓ Understand that parking may not always be available on the same block as the facility.
- ✓ No double parking or queuing (waiting for a spot to open) in travel lanes.

We want to be good neighbors to the businesses around us and habitual violators may be subjected to a fine by the Town of Carbondale.

By signing below you are acknowledging that you have read and understand the conditions of dropping off and picking up children from the preschool.

Child's Name: \_\_\_\_\_

Parents Name (printed):  
\_\_\_\_\_

Parents Signature:  
\_\_\_\_\_

Date: \_\_\_\_\_



CHILDREN'S ROCKY MOUNTAIN SCHOOL

Dear Parents,

After you have read the Parent/Student Handbook of Policies and Procedures carefully, please complete and return this form to the Director promptly. We are required by statute to have this form on file with your child's record.

\*\*\*\*\*

I have read and agree with all policies and procedures contained in the Parent/Student Handbook of Policies and Procedures.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_