SCHOOL MISSION: Through superior academics and mentoring, The Colorado Springs School prepares students to think independently and to meet the challenges of a dynamic world with leadership, ingenuity, problem-solving skills, and personal integrity.

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Welcome to the Early Childhood Program!
This handbook is designed for parents, teachers and children as a general outline of PreKindergarten procedures and expectations. We hope it will be helpful in acquainting you with those procedures, which are most important to the functioning of the Early Childhood Program.

Our expectations are the same as Children’s School, and they are based on two important beliefs:

1. One must act with full consideration of others, both students and teachers, and
2. All members of the Early Childhood Program community should take care of their responsibilities and obligations as dependably and thoughtfully as possible.

You will notice that some of the expectations for PreKindergarten are different from Children’s School. This is because we are licensed by the State of Colorado, and we are required to follow the policies and procedures set forth by the Colorado Department of Health and Human Services. Please feel free to email me at bholman@css.org about specific questions you may have at any time.

We are excited to join with you and celebrate active, joyful learning with our youngest CSS students in a warm, safe, and engaging environment.

With warmth and appreciation,

Bronwyn Holman
Early Childhood Director

Philosophy
The Early Childhood Program consists of a PreKindergarten class that serves children ages three-to-five. In order to maintain a high-quality program, we provide a low student-to-teacher ratio of 8:1 in PreKindergarten. Our goal is to offer a program that meets the needs of the whole child. Therefore, our curriculum is designed to challenge and strengthen the social/emotional, physical, language, and cognitive skills of each student.

Our safe, nurturing environment, coupled with a balance of child-initiated and teacher-directed activities, provide a setting conducive to successful learning. As active participants, young children learn best when they experience the world around them through a hands-on approach. It is our belief that children will confidently explore, take risks, and acquire problem-solving skills if given the opportunity to learn at their own pace. For this reason, individual interests and needs are incorporated into the overall lesson plan for the students.

Parents are their child’s first teachers, and we form a partnership with parents to provide consistency between home and school. As professionals, we work with families to help the children develop life-long learning skills, a positive self-image, and acceptance for others. This partnership fosters a sense of belonging, not only to a family, but to a community.
COVID-19 Policies and Procedures Information for Families

How you can help before and after school
1. Commit to social distancing as a family and modeling proper COVID precautions.
2. Wear masks at drop off and pick up. (Please see Masks and Clothing)
3. Dress your child in clean clothes each day they attend school.
4. Disinfect lunch boxes daily. Pack extra food for snacks and pack any dishes or silverware needed.
5. Lovies will stay in your child’s rest box and will only be available during rest time. Rest boxes go home at the end of every day for cleaning.
6. Apply sunscreen to your child within 30 minutes of dropping off at school.
7. Please fill out the Daily Health Screening with honesty and full disclosure of any symptoms as this helps us ensure a safe and healthy campus.

Drop off
1. We have a staggered start this year and PreK families will arrive at school between 7:45-8:05.
2. Parents are asked to use the PreK Car Line for drop off.
   a. Fill out your child’s Health Screening at home, before you leave for school.
   b. Wait in your car until the car ahead of you in the carline drives away.
   c. A school volunteer will take your child’s temperature through the car window.
   d. Once cleared, the school volunteer will walk your child to the PreK gate.
3. Sign in/sign out sheets will be pre-printed with children’s names. Teachers will sign in and track children’s arrival and departure to ensure that they are the only ones touching the clipboard throughout the day.
   a. Any special instructions or information regarding your child can be verbally communicated to teachers and the information will be noted on the sign in sheet.
   b. Per the health department, we need to be able to get in touch with a parent or guardian within 30 minutes in case of an emergency pick up. Your phone number must be up to date with the school.
   c. For the time being we are requesting that parents drop off and pick up each day. If you need to assign a different, consistent, pick up person, it should be someone who lives in your home and is listed in FACTS as an authorized drop-off person. We will reevaluate this policy per the health department guidelines.
   d. Other daily information or changes should be emailed or texted to the classroom teachers.
   e. Parents will not enter the building, so more in-depth communication between teachers and parents will happen through email, phone calls, and texts.
4. If you are running late and arrive at school after 8:05, you will need to enter through the front of the ECC and check in at the front desk. A school employee will walk your child to class.

Pick Up
1. Parents are asked to use the PreK Car Line for pick up at dismissal time at 12:00 p.m. for half-day students and 3:10 p.m. for full-day students.
2. Pick up will take place at the playground gate.
a. Wait in your car until the family ahead of you returns to their car and drives away.
b. Walk to the gate when you see your child is there waiting with a teacher.
c. We ask that you arrive on time.

**Hours of Operation**

1. Follow your child’s schedule, which may be amended and influenced by state guidelines.
   a. Students will stay with their class and teachers throughout the day.
2. Extended Care may not be available depending on the current state guidelines for COVID.

**Social Distancing, also called Physical Distancing**

1. Until further notice, please adhere to either “protect your neighbor” or “safer at home” protocols.
2. No hugs, no handshakes (This is hard for all of us).

**Field Trips:**

On any given year our students are exposed to a variety of experiences that result in our students traveling off campus. At this time, we will not be participating in field trips until further notice and guidelines from the state of Colorado indicate that it is safe to do so.

**Volunteers:**

Pre-K will be allowed to have parent volunteers for 2020-2021. We are allowed 1 volunteer per day. Volunteers will be asked to sign in at the front desk with Dr. Hocate, fill out a daily health screening, wear a mask (regardless of vaccination status) and have an appointment (aka no dropi ins).

**Masks and Clothing**

Teachers, faculty members, and parents must wear masks during drop off and pick up. Teachers and faculty members will wear masks when in close contact with children. Masks should be child sized and fit well over the nose and mouth without large gaps between the mask and the face. Children over the age of 3 years old can wear a mask if requested by parents, and teachers will make every effort to ensure the masks are used during the day. Used masks should be washed after a day of use. Parents must provide a clean mask for children each day. Masks will not be worn by children during rest time. Dress your child in clean clothes appropriate for the weather that day. Consider the appropriate clothing and accessories such as hats, gloves, snow pants and a warm jacket for the colder weather to keep your child comfortable.

**Cleaning Classrooms and Materials**

1. We currently have enough cleaning supplies in order to disinfect the school environment as required by local and state health departments.
2. We will reduce the soft materials in the classrooms and select materials based on how easily they can be sterilized.
3. All classrooms will be disinfected using the regulations outlined by local and state health departments throughout the day.

**School Snack and Lunch**
1. Families will pack additional food for snacks throughout the day, as we are not able to serve school-wide
   snacks at this time.
   a. Please provide both an individual morning and afternoon snack for your child each day, including
      eating utensils.
2. Children will maintain social distance during lunch and snack with two children per table.
3. We require each child to bring a labeled water bottle to use at school each day. Water bottles will be
   sent home daily for cleaning.

**Symptoms and Exclusions**
1. We are required to report any symptoms present in people in the school community to local and state
   health departments, and they will provide guidance regarding exclusion time.
2. Any one of the following symptoms require children or teachers to stay home from school and inform us
   as soon as possible. **Denotes a Major Symptom
   a. **A fever of 100.4 or above
   b. **Chills
   c. **Cough
   d. **Shortness of breath or difficulty breathing
   e. **Loss of taste, loss of smell (Considered a critical symptom requiring immediate isolation).
   f. Headache
   g. Congestion or runny nose
   h. Diarrhea
   i. Nausea or Vomiting
   j. Fatigue
   k. Sore throat
   l. Muscles aches or body pain
   m. A family member living within your home has any one of the above symptoms.
   n. Positive COVID test from a student, faculty or anyone in the household.

**What if someone in our community tests positive**
At this time, the Health Department is advising us to consider anyone who presents with a major symptom or
multiple COVID-19 symptoms (listed above) to be a presumed positive. If the child or staff are present at the
center when presenting with multiple symptoms, they will be immediately sent home and immediate disinfection
will take place.

1. If a child or staff member presents with any major symptoms as indicated by an asterisk above or a
   combination of symptoms consistent with COVID-19 listed above, the child or staff member must
   self-isolate at home until all of the following are true:
   a. The child or staff have had no fever for at least 24 hours.
   b. A negative covid test is required if a major symptom has not resolved within 24 hours or if minor
      symptoms have not resolved in 48 hours. A negative COVID test is required for a return to class.
      If a negative test has not been presented to the Health Coordinator, a full quarantine may be
      necessary.
   c. Other symptoms have greatly improved (for example, cough, shortness of breath, fatigue, etc.)
   d. There is an alternative explanation for illness in absence of COVID testing.
2. If a student or staff member tests positive for COVID-19, they will be required to Isolate for 10 days and may not return until after the 10 day isolation and they are fever free for at least 24 hours without fever reducing medications according to the public health guidelines.

3. If a student or staff member tests positive, all students and staff in that classroom will be considered to be exposed and will be identified as a close contact to the affected individual. All students and staff considered to be a close contact in the classroom are required to Quarantine according to public health guidelines and will be notified about the quarantine duration by the Health Coordinator.

4. If a student has ongoing major or minor symptoms of COVID beyond 4 days, the rest of the classroom could be required to quarantine upon advice of the public health department with or without a negative COVID test result.

5. If 10% or more of the students or staff in the classroom are out with COVID symptoms beyond 4 days and don’t have an alternative diagnosis provided, the classroom could be advised by public health to quarantine for 14 days.

6. Children with pre-existing health conditions that could make them more vulnerable to COVID-19 will need verification from a doctor to return.

7. Communication with the Health Coordinator is advised for guidance for a return to learning.
Early Childhood Program Handbook

School Hours

- Monday thru Friday – 7:45 a.m. to 12:00 noon (half day)
- Monday thru Friday – 7:45 a.m. to 3:10 p.m. (full day)

Children may arrive fifteen minutes before their classes begin at 8:00 a.m. Parents are asked to pick up their children promptly at 3:10 p.m. If there is a two-hour snow delay, PreK students may arrive at 9:50 a.m. Dismissal times will remain the same, at 12:00 noon or 3:10 p.m.

Arrival and Dismissal Procedures for PreK (*This Procedure has been revised. Please see COVID section.)

It is required by law that a parent or guardian come to the PreKindergarten classroom to sign a student in and out. A parent or other designated adult must park in one of the designated parking areas, walk his/her PreKindergartner to class, and sign the child in. An identical procedure is necessary to sign the child out at dismissal. It is imperative that a teacher sees you and your child during this process so we can assume or relinquish responsibility for your child. PLEASE DO NOT OPEN THE CLASSROOM DOOR AND SCOOT YOUR CHILD INTO THE ROOM. S/he may turn and follow you out of the room, without us knowing that s/he was in our care. The sign-in/out forms are checked at the end of the day to ensure all children have been picked up. Safety is a top priority for us, and we need your help in the process.
Carline for Everyone
A.M. Carline Drop-Off

NO Street Parking on Broadmoor Ave; no walk-ins
Double lane; One-Way traffic; pause to merge
K & 1st Temp Check and Drop-Off; be in lane closest to ECC
PreK Temp Check; enters at back gate
PreK & Bus Route Drop-Off
Early Childhood Center
Hunter Lane Caution: Narrow Road

Carline for Everyone Etiquette
- Complete Daily Health Screening prior to arrival. Health Screening and Temperature verification will occur as student exits vehicle.
- If you did not complete forms proceed to the Kodiak Care lot/spaces to remedy issue. Return to start of line.
- Go Slow – 10mph & Be Kind.
- Be Safe. Ensure your child is properly buckled.
- Avoid distracted driving.
- Please be respectful of handicap and reserved spaces.
- If arriving by bike, please walk your bike on sidewalks to the bike rack to avoid interference with vehicles.

Exit only for Children’s School; Left turn
Children’s School drivers may turn right to proceed to MS/US Drop-off
Middle School drivers should enter/exit from upper Hutton Lane
Front of Triannon One-Way Parking Lot; yield for mergers
Drivers of Middle School with Upper School students continue thru to US Drop-off
Upper School drivers should enter/exit from lower Hutton Lane
Students must go through Temp Check before Parking

Kodiak Care: space for grace to complete Health Screening
8th, 7th, & 6th Temp Check and Drop-Off
Drivers of Middle School with Upper School students continue thru to US Drop-off

Coloado Springs School
Est. 1963
Carline for Everyone
P.M. Carline Pick-Up

NO Street Parking on Broadmoor Ave; no walk-ins
Double lane; One-Way traffic; pause to merge

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Carline for Everyone Etiquette

- Complete Daily Health Screening prior to arrival. Health Screening and Temperature verification will occur as student exits vehicle.
- If you did not complete forms proceed to the Kodiak Care lot/spaces to remedy issue. Return to start of line.
- Go Slow – 10mph & Be Kind.
- Be Safe. Ensure your child is properly buckled.
- Avoid distracted driving.
- Please be respectful of handicap and reserved spaces.
- If arriving by bike, please walk your bike on sidewalks to the bike rack to avoid interference with vehicles.
Parking (*This section has been revised. Please see COVID section.*)
Please park in designated areas only. The driveway in front of the Early Childhood Center (ECC) is a no parking zone due to Fire Department Regulations. Fire Lanes (in front of the Early Childhood Center) must be kept available for emergency vehicles to pass through, if necessary. You may park in the PreK only parking lot on Hunters Lane, along Broadmoor Ave., or in the parking lot on the east side of the Children's Academic Center (CAC). Display your parking permit. Although it is tempting to park in the driveway if you arrive late, you are required to park in designated areas only.

Dress Code
Please dress your child in comfortable clothing that can get dirty. We paint, play in the sandbox and do many activities that involve messy materials. We use smocks when necessary, however, there are still times that clothing becomes soiled. It is very important that children wear appropriate shoes to school. All PreKindergarten students must wear closed shoes. **No sandals, clogs, flip-flops, Crocs, or shoes that will allow sand, wood chips, or rocks to easily enter them.**

Conference Requests
We schedule two formal conferences per year to meet with you regarding your child. The dates for these conferences are listed on the main school calendar, and when it is closer to the conference dates, you will receive instructions on how to sign up. We are happy to meet with you at other times. If you need to speak to a teacher for more than a few minutes, please let us know, and we will contact you to discuss your question or set up a time for a meeting.

Communication
A class calendar each week and a Newsletter as needed. We also send out the occasional PreK Flyer when topics arise. Additional information about our vibrant all-school community may be found by reading ROAR (a monthly electronic communication with Reminders, Opportunities, Achievements, and Requests), the Head of School eLetters (monthly), visiting www.css.org, and following the School’s Facebook and Twitter feeds.

Snack “Due to COVID - families will provide snacks for their children. Please refer to COVID section.
Throughout the Children’s School, we have a "no sugar" snack policy. We want children to develop respect for themselves and the desire to keep themselves as healthy and alert as possible. Only nutritious snacks will be served. Cookies, cakes and high sugar items will be returned to parents and not served to children.

PreKindergarten parents are asked to provide a healthy snack, on a rotating basis, for the children and teachers in the class, to be served in the morning. **All snacks are required to be store bought** in order to have a label of ingredients so we can check for items to which children are allergic. We must also meet the daily nutritional needs of the children. Therefore, we ask that snacks include a whole grain and one of the following: fruit, vegetable, protein, or dairy product.
Snack Suggestions:
  - Cheese and whole grain crackers
  - Yogurt, graham crackers, & raisins
  - Bananas & fig bars
  - Cereal, milk & strawberries
  - Lean lunch meat, whole grain crackers, & cheese
  - Veggie straws, string cheese sticks, & cuties

We will wash and cut all fruits and vegetables at school. When you are selecting fruits or vegetables, please keep in mind that we slice them and do not need one fruit per child. For example, 6 apples or 7 bananas are enough for a class.

Full-day students will bring a nutritious individual snack to eat in the afternoon. State regulations dictate that we cannot serve carrots, pretzels, hot dogs, popcorn, raw peas, or whole grapes.

Lunch
We offer a Box Lunch program, and students may access this service by having a pre-paid lunch balance on file in the Business Office, or they may bring a lunch from home. Payments to the Business Office can be made by eCheck through FACTS, mailed or hand-delivered check, or credit card payment in person or via phone (719) 434-3544. Children and teachers eat family style in the PreK classroom. We promote healthy eating habits and encourage children to try a variety of foods. As each family has different values concerning food and eating, we do not struggle with children over what they eat or in what order things are eaten. Since any item may be the only one that is eaten, please select healthy foods for lunches. Sending chocolate or candy is strongly discouraged.

According to the county regulations, lunches from home must provide 1/3 of the child’s daily nutritional needs. Teachers are required to check each child’s lunch to ensure that these needs are met. We regret that we cannot heat children’s lunches, and we suggest that you send hot food in a thermos. Please do not send food in plastic bags, which are not allowed by the Health Department for safety reasons.

Food Components for Children 3-5 Years of Age
Please visit https://www.choosemyplate.gov/dietary-guidelines for your child's daily nutritional guidelines.

Rest Time
Full-day students will have a rest period after our busy morning. For rest time, parents provide a crib sheet, a small blanket, and a 16-quart plastic container. The container should be labeled with your child’s name, and all items must fit inside with the lid closed. We will send items home each day to be laundered or replaced with clean items. CSS provides and sanitizes a 2-inch thick mat for rest time. If your child has a small stuffed animal that he/she likes to sleep with, it may come to school, too.

How to Volunteer -
Volunteering will look very different this year. We value our parent volunteers who enrich our program by sharing themselves, their skills, and their expertise. Please refer to the COVID Policies for more information. However, we wanted you to know how our Volunteer Program typically works.
On the Parent Project Board in the classroom, we post a volunteer sign-up sheet where the teachers will list volunteer opportunities. In addition to completing the posted project, parents are welcome to volunteer in the classroom, share theme or non-theme related interests, have lunch with us, or complete posted projects at home. We enjoy sharing our day with parents. We ask that volunteers begin in October. The first month of school is focused on learning routines, schedules, and classroom guidelines, and getting to know the co-curricular teachers.

**Birthdays**

The Children’s School will acknowledge every child’s birthday during the school year. Private celebration of the birthday needs to happen away from school, including the distribution of invitations and thank-you notes (unless one is sent to every student). On your child’s birthday, we will use our second group time to have a celebration of your child. Parents help in this celebration by sending in a short narrative that lists the highlights of each year of their child’s life. We will read this narrative out loud while your child circles an (electronic) candle, once for each year. We will then sing Happy Birthday. We will also create a keepsake gift for your child to bring home. Another way you might choose to celebrate or recognize your child’s birthday is the long-running CSS tradition of a book donation to the classroom. A bookplate with your child’s name and date is placed in the book to show our appreciation, and (in non COVID years) parents are welcome to choose a time to read the book to the class.

**PreKindergarten Field Trip Safety & Procedures**

*On any given year our students are exposed to a variety of experiences that result in our students traveling off campus. At this time, we are still deciding whether or not we will be participating in field trips. We will follow guidelines from the State of Colorado that indicate that it is safe to do so. However, we want you to know about the following regular procedures that would be implemented in the future.*

The safety of our students is our top priority on and off campus. We Comply with the **Colorado Child Passenger Safety Law** and abide by transportation procedures outlined by the State of Colorado 7.702.69. As a result, we adhere to the following procedures and require:

- Every student must have at least a booster seat for the field trip.
  - On the day of the field trip, the vans will be parked outside of the Early Childhood Center. We ask that all parents install the car seats so they are secure and properly adjusted. Closer to the event, we will send home a list letting you know on which van to place your child's car seat.
- All students are provided a CSS T-shirt to wear over their clothing for easy identification.
- A review of all rules and safety procedures prior to departure. For example:
  - Stay with your group at all times.
  - Seat belts must be worn in the vans at all times
  - Speak softly while riding in the van
  - Ask your teacher before speaking to an unknown adult
  - Be polite to your friends and the people we are visiting.
- All students remain with their group-time teacher and parent volunteer during the entire trip.
  - We select 4-6 parent volunteers to join us on each field trip.
  - We maintain a maximum 8:1 ratio at all times.
PreK Guidance Steps for Appropriate / Positive Behavior

- We recognize children as individuals; therefore, the timing/protocol may vary among children and families and their individual needs.
- We encourage and may require parents to be active participants in this process.
- We model appropriate social strategies:
  - “May I have that when you are finished?”
  - “I didn’t like when you said that to me.
  - “I’m angry that I can’t use that toy right now.”
  - “I don’t want you to chase me.”
  - “I don’t want to play that right now.”
- We introduce social-emotional learning (SEL) through Yale University’s RULER program:
  - Writing a Class Charter
  - Using the Mood Meter
  - Using the Meta Moment
- We validate a child’s feelings.
  - “I can see that really made you mad (sad, angry, upset).”
  - Ask the child, “How can I help you?”
  - “Do you want to write a note about how you feel?”
  - “It’s okay to feel (angry, sad, upset), but it is never okay to hurt someone.”
- We teach empathy.
  - “Look at her face. How do you think she feels?”
  - “Have you ever ____? How did you feel?”
  - “Let’s ask if there is anything you can do to make her feel better.”
  - “It’s okay to say you’re sorry if you really mean it.” (Because children typically are not sorry, we don’t ask them to say, “I’m sorry.”)
- We want children to develop internal controls and learn to do what is right simply because it is the right thing to do.
  - The child will be offered a space to calm and reflect.
  - Once the child is calm:
    - “Do you know why you chose to (hit)?”
    - “Was that the right choice for you?”
    - “What could you do differently next time?”
    - “Can you think of a plan that would help you remember to use words instead of (hitting, yelling, walking away).”
- We follow this procedure for children who demonstrate extreme and inappropriate behavior:
  - If a child continues to engage in extreme and inappropriate behavior – we will begin the following natural consequences according to the individual situation:
    - The child will be asked to leave the learning center where the behavior occurred
    - The child will stay by a teacher (on the playground or in the classroom)
    - The child will leave the classroom for several minutes if we determine it is not safe for the child or other children, or if the behavior prevents other children from learning (a PreK teacher, Division Lead Teacher, or our ECC Administrative Assistant will stay with the child in the office).
    - Parents will be notified
- After each of these consequences, the teacher will talk to the child about the behavior, and ask if the child knows why he/she cannot be with the other children. A brief discussion about what happened will occur; the child’s feelings will be discussed, and the teacher will help the child rejoin the class.

- If the behavior continues to make it unsafe for the child and for other children in the class, or the child repeatedly needs to leave the classroom, he or she will have to be picked up by the parents and may return to school the following day.

- **We follow this procedure when we are not able to effectively resolve a concern we have regarding a child, the following action steps may include:**
  - Classroom observation by Learning Team (Learning Specialist and Counselor)
  - Parents are called to have a conference with teachers, Division Director, and the Learning Team.
  - Referrals made for further services (evaluation/observation/therapy).
  - After we see a pattern of behavior and establish corrective measures, a Behavior Plan will be developed and individualized for the student.
  - If parents are not working in partnership with us, if we are not seeing positive change, if we cannot meet the needs of the child, or keep other children safe, the school may choose to separate the child from the school, short term or permanently.
Statement of Policies and Procedures required by the State of Colorado

7.702.4 POLICIES AND PROCEDURES – A written statement of the ECC’s policies and procedures must be made available to parents, guardians and staff and must include the following:

- The ECC’s purpose and its philosophy.
  - *This information can be found in this handbook.*

- The ages of the children accepted.
  - *We accept children ages three, four, and five. Children must be three years old by the first day of school.*

- Services offered for special needs children in compliance with the Americans with Disabilities Act.
  - *The parent of a child with diagnosed special needs will be required to complete a “Special Care Plan” in conjunction with the child’s physician and a designated staff member. No child will be excluded because of disability or special needs unless the program is unable to comply with the recommendations of the child’s “Special Care Plan.”
  - *We will provide reasonable accommodations for a child diagnosed with a disability who has special needs, and integrate the child with other children in the class.*

- Hours of operation for the ECC during the week, holidays, and for special programs and services
  - *This information can be found in this handbook, the CSS calendar and website.*

- The policy regarding inclement and excessively hot weather.
  - *Teachers will make sure the children are appropriately dressed for the weather. Extra gloves, hats and jackets are available. If it is extremely cold, gross motor activities can be conducted in the classroom. The Student / Parent Handbook provides information for snow day/delay procedures.*

- The procedure concerning admission and registration of children.
  - *Inquire and register for a Parent Tour*
    - Submit the online application and supplemental documents (Teacher and Parent Questionnaires)
    - Family visit to classroom and campus with applicant developmental assessment and parent interview
    - Admission decision notification from CSS Office of Admission
    - Parents complete online enrollment packet and submit deposit

- An itemized fee schedule.
  - *This information can be found on the CSS website and in the Enrollment Contract.*

- The procedure for identifying where children are at all times.
  - *All children are under the direct supervision of a responsible adult at all times. Teachers count the children in the group every time a transition is made and routinely throughout the day.*
● The policy on discipline.
  ○ We provide a positive environment, supervision and developmental appropriateness of activities provided, and we model appropriate behaviors for children. We use only positive guidance, redirection and the setting of clear-cut limits that foster the child’s own ability to become self-disciplined. We encourage children to be fair, respect property and assume personal responsibility, as well as responsibility for others. Discipline involves teaching character and self-control. We guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward teachers or children is unacceptable. We will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. We show children positive alternatives and strategies, and we encourage proper behavior.
  ○ Further information can be found in the Student / Parent Handbook and under PreK Guidance
    Steps for Appropriate / Positive Behavior in this handbook.

● The procedure, including notification of parents or guardians, for handling children’s illnesses, accidents and injuries.
  ○ Information regarding children’s illness can be found in the Student / Parent Handbook. In addition, if a PreK child is ill, the school nurse may be called to come over and make an assessment. The child can be isolated in the office until the parents arrive, if necessary. Children are not taken to the nurse’s office and left because of their age and insecurity in new places. We make the child as comfortable as possible until the parent arrives.

● Procedures for responding to emergencies, such as lost children, tornadoes and fires.
  ○ Fire drills are held monthly, and an evacuation plan is posted in the classroom. An emergency bag that contains student emergency information accompanies the class. A tornado protection plan is posted in the Early Childhood Center. A lock-down drill is held once a year.
  ○ It is our strict policy that no child is ever left alone. Teachers monitor children carefully. If a child does become lost, administrators, faculty, our facilities manager, and his team will conduct a campus wide search.

● The procedure for transporting children.
  ○ The PreKindergarten class can take field trips using the CSS vans. Parents are required to sign a blanket permission form, which is found in the Enrollment Packet. Before the field trip, we take the following steps:
    ■ Notify parents of the date, time and location (address) and complete an itinerary with this information to leave with the Early Childhood Administrative Assistant.
    ■ Collect field trip backpack with student emergency information.
    ■ Conduct a pre-trip safety inspection of the CSS vans.
    ■ Leave a list of students, teachers and parents who are on the field trip with the Early Childhood Administrative Assistant.

● The written policy and procedure governing field trips, television and video viewing, and special activities, including the staff’s responsibility for the supervision of children.
Children’s personal belongings and money.

- CSS is not responsible for personal belongings. Children are asked to leave toys and items of value at home. Each child has an assigned cubby in the classroom where items that are needed on a daily basis can be stored.

- The policy concerning meals and snacks.
  - This information is found in the Student / Parent Handbook and this handbook.

- The policy on diapering and toilet training
  - Children must be fully toilet trained in order to attend The Colorado Springs School Early Childhood Program.
  - Children must wear underwear; diapers or pull-ups are not allowed.
  - All children must be able to communicate to a teacher his/her need to go to the bathroom.
  - All children must be able to use toileting facilities independently.
○ Reasonable accommodations will be made for diapering children who have been diagnosed with a special need by a licensed physician. A changing mat and privacy will be provided in the appropriate restroom.

● The policy regarding visitors.
○ All unaccompanied visitors to the Children's School must check in at the reception desk in the Trianon and record their name, date, and time they arrived and departed in our Guest Book. Personal identification must be presented if requested. Visitors will receive a badge for identification on campus. In addition, a teacher will sign in visitors to the PreK classroom to the ECC.

● The policy on parent and teacher conferences to inform the parents or guardians of the child’s behavior, progress, and social and physical needs.
○ There are two formal parent/teacher conferences per year. The dates for these conferences are listed on the main CSS calendar. In addition, if you need to speak to a teacher about your child, we ask that you please let us know, and we will contact you to discuss your question or set up a time for a meeting. We strive to have ongoing two-way communication regarding your child’s progress and behavior through face-to-face conversations, email and phone calls.

● The procedure for filing a complaint about childcare.
○ The Early Childhood Program is licensed by the Colorado Department of Human Services. We are obligated to meet the minimum requirements set forth by the state of Colorado. If you have any questions about the licensing requirements please see Karen Lawson.
○ To report a complaint regarding non-compliance with a licensing regulation, contact:

  Colorado Department of Human Services  
  Child-Care Licensing  
  1575 Sherman Street  
  Denver, CO 80203  
  303-866-5948 or 1-800-799-5776  
  or  
  El Paso County Department of Social Services  
  150 North Spruce  
  Colorado Springs, CO 80901  
  719-444-5700

● The policy regarding the reporting of child abuse.
○ We require each staff member of the facility to read and sign a statement clearly defining child abuse, as non-accidental physical or mental injury caused by the acts or omissions of the child’s parents or caretakers or other people, and neglect pursuant to state law and outlining the staff member’s personal responsibility to report all incidents of child abuse or neglect according to state law.
○ Any staff member in a childcare facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report, or cause a report to be made, of such fact to the county department of social services at 1-844-CO4KIDS or local law enforcement agency.
If a teacher suspects abuse or neglect, the Early Childhood Director and Children’s School Director must be informed immediately.

- The policy regarding notification when childcare service is withdrawn and when parents or guardians withdraw their children from the ECC.
  - This information is found in The Colorado Springs School Enrollment Contract.
- Please read on for information about Required Immunizations for the 2018-2019 school year as mandated by Colorado state law, as well as other pertinent information/resources, including:
  - Child Care Immunization Chart
  - Certificate of Immunizations
Dedicated to protecting and improving the health and environment of the people of Colorado

Child Care/Preschool/Head Start Required Immunizations – 2019-2020 School Year
https://www.colorado.gov/pacific/cdphe/board-health-rule-school-required-immunization

Dear parents and guardians of students in Colorado childcares, preschools and Head Start programs:

- Colorado law requires students who attend a licensed childcare, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DTP), polio (IPV), measles, mumps, rubella (MMR), hepatitis B (HepB) haemophilus influenzae type b (Hib), pneumococcal (PCV), varicella (chickenpox)
  - Vaccines are recommended for rotavirus, hepatitis A and influenza, but are not required.
  - The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices (ACIP). You can view a parent-friendly version of the current ACIP vaccine schedule for children 0 - 6 years of age at: www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf.
  - Please take your student’s updated vaccine record to school every time he or she receives a vaccine.
  - If your student cannot get vaccines because of medical reasons, you must submit an official Immunization Medical Exemption Form to your school, signed by a healthcare provider licensed to give vaccines. You can get the form at: www.colorado.gov/vaccineexemption.
  - If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted at ages 2 months, 4 months, 6 months, 12 months and 18 months. You can either submit the state health department’s non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the state health department’s non-medical exemption form to your student’s school, or submit a signed non-medical statement of exemption to your student’s school. Such a statement should include the following information: student’s full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student’s information in CIIS, you may opt your student out of CIIS at any time. Your student’s school may ask you to also provide them with a paper copy of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department’s non-medical exemption form at: www.colorado.gov/vaccineexemption.
  - Some parents, especially those with students who have weakened immune systems, may want to know which child cares, preschools and Head Start programs have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website in Spring 2018.
  - You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
• If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
• Please share Page 2 of this letter with your student’s health care provider as it provides helpful information about vaccines required for school entry per Colorado law.

CONTACT
Colorado Immunization Branch | Colorado Department of Public Health & Environment
303-692-2700 | cdphe.dcdimmunization@state.co.us
Child Care Immunization Chart

**Child Care Immunization Chart**

**Vaccines Required for Child Care, Preschool & K-Entry 2018-2019**

1. This chart is a “guide” for childcare providers to determine which vaccines children are required to have in order to be in compliance with state immunization requirements. Select the appropriate age range for the student from the left hand column. The number of required doses is located in each of the columns and vaccines are listed across the top of the page. Review the student’s Immunization record with this chart to make sure they have at least the number of doses required. Colorado Board of Health has accepted the Advisory Committee on Immunization Practices (ACIP) schedule for those immunizations already “required” for attendance. Vaccines that are not required but recommended include: Rotavirus, Hepatitis A and Influenza vaccines.

2. Please follow the ACIP Immunization Schedule for specific guidance at: [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), and click on “Child Care, school and college/university” and then “Immunization Schedules.”

3. If the student does not have the minimum number of doses, the parent/guardian is to be directly notified (in person, by phone, or by mail) that their child does not have the required minimum number of vaccine doses. Within 14 days of direct notification, the parent/guardian is to obtain the required vaccine(s) or make an appointment to receive the required vaccine(s). Parents are to provide a written plan for remaining vaccines.

4. Colorado law allows for medical exemptions to be signed by a healthcare provider and submitted once. A non-medical exemption (religious or personal) is to be submitted by a parent/guardian who chooses to exempt at 2 months, 4 months, 6 months, 12 months, and 18 months of age. Parents and schools can access medical and non-medical exemption guidance at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

<table>
<thead>
<tr>
<th>Age of Child</th>
<th># of required doses DTaP or DTP, Diphtheria, Tetanus and Pertussis</th>
<th># of required doses IPV, Polio</th>
<th># of required doses MMR, Measles, Mumps and Rubella</th>
<th># of required doses Hib, Haemophilus influenzae type b</th>
<th># of required doses Hep B, Hepatitis B</th>
<th># of required doses Varicella, Chickenpox</th>
<th># of required doses PCV13, Pneumococcal Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 1 mo.</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>By 3 mos.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>By 5 mos.</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>By 7 mos.</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>By 16 mos.</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>By 19 mos.</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>By 2 yrs.</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>By K Entry</td>
<td>5/4</td>
<td>4/3a</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

- Five doses of DTaP vaccines are required at school entry in Colorado unless the 4th dose was given at 46 months of age or older (i.e., on or after the 4th birthday) in which case only 4 doses are required. There must be at least 4 weeks between dose 1 and dose 2, at least 4 weeks between dose 2 and dose 3, at least 4 months between dose 3 and dose 4, and at least 6 months between dose 4 and dose 5. The final dose must be given sooner than 4 years of age (dose 4 may be given at 12 months of age provided there is at least 4 months between dose 3 and dose 4).
- Four doses of Polio vaccine are required at school entry in Colorado. There must be at least 4 weeks between dose 1 and dose 2, at least 4 weeks between dose 2 and dose 3, and at least 6 months between dose 3 and dose 4. The final dose must be given sooner than 4 years of age. A 4th dose is not required if the 3rd dose was administered at age 3 years or older and at least 6 months after the 2nd dose.
- The first dose of MMR vaccine given more than 4 days before the 1st birthday is not a valid dose and cannot be accepted. ACIP recommends that the 1st dose of MMR be given between 12-15 months of age. The student is out of compliance if no record of MMR at 16 months of age.
- The number of Hib doses required depends on the child’s current age and the age when the Hib vaccine was administered. If any dose is given at or over 15 months, the Hib requirement is met. For children who begin the series before 12 months, 3 doses are required, of which at least 1 dose must be administered at or over, 12 months. If the 1st dose was given at 12 to 14 months, 2 doses are required. If the student’s current age is 5 years or older, no new or additional doses are required. The number of doses and the intervals may vary depending on the type of Hib vaccine.
- The Hep B vaccine is the only Immunization that can be given as a birth dose. The 2nd dose of Hep B is to be given at least 4 weeks after the 1st dose; 3rd dose to be given at least 16 weeks (4 months) after 1st dose; and last dose to be given at least 8 weeks after 2nd dose and at (24 weeks) almost 6 months of age or older.
- If a child has had chickenpox disease and is documented by a health care provider, that child has met the Varicella requirement. Varicella given more than 4 days before the 1st birthday is not a valid dose and cannot be accepted. ACIP recommends 1st dose between 12 - 15 months. The student is out of compliance if the 1st dose is not given at 16 months of age.
- The number of doses of PCV13 depends on the student’s current age and the age when the 1st dose was administered. If the 1st dose was administered between 2 to 6 months of age, the student will receive 3 doses (2, 4 & 6 months) at least 4-8 weeks apart, and booster dose between 12 - 15 months, at least 8 weeks after last dose. If started between 7 to 11 months of age, the student will receive 2 doses, at least 8 weeks apart, and a booster dose between 12 to 15 months of age. If the 1st dose was given between 12 to 23 months of age, 2 doses, at least 8 weeks apart, are required. Any dose given at 24 months through 4 years of age, the PCV vaccine requirement is met. No doses are required once the student turns 5 years of age.

**Last Reviewed January 2018**
Colorado Certificate of Immunization

COLORADO CERTIFICATE OF IMMUNIZATION

This form is to be completed by a health care provider (physician, DO, advanced practice nurse [APN] or delegated physician's assistant [PA]) or school health authority. School required immunizations follow the ACIP schedule. Note: Final doses of DTaP, IPV, MMR and Varicella are required prior to kindergarten entry. Tdap is required at 4th grade entry.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Immunization Date(s)</th>
<th>Titer Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hep B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTaP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Td</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hib</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPV/OPV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>- date of disease</td>
<td>- positive screen data</td>
</tr>
</tbody>
</table>

Recommended vaccines

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Immunization Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPV</td>
<td></td>
</tr>
<tr>
<td>Rotavirus</td>
<td></td>
</tr>
<tr>
<td>MCV4/MPV4</td>
<td>Meningococcal</td>
</tr>
<tr>
<td>Men B</td>
<td>Meningococcal</td>
</tr>
<tr>
<td>Hep A</td>
<td>Hepatitis A</td>
</tr>
<tr>
<td>Flu</td>
<td>Flu</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Health care provider signature or stamp: ___________________________ Date: ____________

Student is current on required immunizations for age (circle one): Yes             No

Immunization record transcribed/reviewed by school health authority: ___________________________ Date: ____________

Trait: I authorize my/my student's school to share my/my student's immunization records with state/local public health agencies and the Colorado Immunization Information System, the state's secure, confidential Immunization registry.

Parent/Guardian/Student (unemancipated or over 18 yrs old) signature: ___________________________ Date: ____________

Last revised: December 2017