

# JULESBURG EARLY EDUCATION CENTER



## PARENT HANDBOOK

# 2023-2024

## Welcome...

We are delighted you have chosen Julesburg Early Education Center (JEEC) to fulfill your early education needs! Providing a quality, developmentally appropriate educational experience for your child is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes the development of the whole child. We have been serving this community for over 10 years and we employ highly qualified teachers and staff who are dedicated to mission and vision we serve.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in your role as a parent. We encourage you to become an active participant in our school activities and the programs we offer. If you have any questions or concerns, please feel free to talk to your child's classroom teacher or the program's director.

## Mission Statement:

Julesburg Early Education Center's mission is to intentionally build a collaborative learning community that celebrates the strengths of all learners and supports the growth of early learning skills through developmentally appropriate practices that build a foundation for learning.

## Julesburg Early Education Center Vision:

Julesburg Early Education Center provides the highest quality of care by:

- Continually striving to maintain a higher level of quality standard as rated by the Colorado Shines evaluation and accreditation process.
- Assisting children on their journey through exploration and play by providing both child directed and teacher directed activities.
- Providing a stimulating and nurturing environment with an equal balance of social, emotional and intellectual support.
- Offering a variety of enrichment programs including: arts, physical fitness, music and movement.
- Continually assessing our program and making improvements based on the results.
- Creating a stronger sense of community by collaborating with other preschools in the area, building relationships with local businesses and strengthening the relationships with our Stakeholders.

## Program Quality

In conjunction with the above vision, Julesburg Early Education Center will develop an annual

Quality Improvement Plan (QIP). This QIP will be reviewed annually for update and used to continually monitor our growth as a program. A hard copy of the QIP is available for inspection by contacting the program director.

Part of this QIP will include input from our families by means of Family Surveys to be completed by enrolled families two times per year. Results of this survey will guide the development of our QIP and assist us in changes to our program to best serve our families. Results of the survey are only helpful with honest input by all of our families, your participation is vital.

## Enrollment

JEEC is a tuition based preschool setting. Enrollment is open to children age 3-6 and will follow the school district enrollment cutoff of June 1st. Students turning 3 after the June 1<sup>st</sup> cutoff are still welcome if space allows.

Parents can apply for enrollment of their child by completing an enrollment agreement. Enrollment is available on a first come, first serve basis. Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt. If all preschool spaces are filled, a wait-list will be available for any additional students wishing to enroll.

All required paperwork must be received by Julesburg Early Education Center prior to attendance. We reserve the right to dismiss any parent or child at any time with or without cause. Continued enrollment is contingent upon adherence to the policies and procedures as outlined in this handbook.

Enrollment shall be granted without regard to a child's race, color, religion, national origin, gender, sexual orientation or disability; and without regard to a parent or guardian's race, color, religion, age, national origin, gender, sexual orientation or disability.

## Schedule of Operation

Our program operates in line with Julesburg School District, a current year calendar is attached in the reference section of this handbook. Classes begin at 8:00am Monday-Thursday, we are not in session on Fridays. We offer both a full day and half day schedule. Our full day schedule is 8:00-3:15, half day operates 8:00-12:00.

## Fee Schedule

Full Day Tuition (M-Th, 8:00-3:15)	\$360.00
Half Day Tuition (M-Th, 8:00-12:00)	\$180.00
Late Fee	\$20/week

## Attendance Policy

Julesburg Early Education Center believes in the benefits of regular attendance. Children do best in school when they are in attendance each and every day, this goes for both academic skills and their socialization. Children are at their best when following a routine and know what to expect. Relationships with teachers and other children are quicker to form and easier to maintain when children attend every class session.

In addition to benefiting the children there are other reasons why we require children attend on a regular basis. Funding for our preschool program is dependent upon the attendance of the children enrolled in the program.

We understand that children do get sick. Guidelines for when to keep ill children at home are in this Parent Handbook. The following attendance policies must be followed in order for your child to receive a funded slot within our program:

1. All children are expected to attend on a regular basis. Our program requires an 85% or better attendance rate to be in compliance with requirements for funding.
2. All families are asked to notify the school by 8:30 am each morning of a child's absence. If we do not hear from you, a staff member will contact you for any unreported absences.
3. When a child has missed three consecutive days and if reasons are not illness or a normal excused absence personal contact will be made by staff. If there are any resources you may need, we are available to assist you with referrals to community and/or state agencies. For extended absence of 3 consecutive days, due to illness, a doctor's note will be required upon return.

If attendance becomes an issue, the next step we must take, is to look at removing funding and/or unenrolling your child from our program. Our first hope is that, together, we can work on a long-term solution to the situation.

## Transportation

Transportation to and from school is the sole responsibility of parent/guardian. If transportation becomes an issue, please reach out to your classroom teacher or the director. You may also consider reaching out to other families in the program for a ride sharing possibility.

Julesburg School District may provide transportation for rural preschool students, if space is available.

The Julesburg School District provides student transportation for scheduled field trips.

## Daily Activities

### STAFF TO CHILD RATIOS

The Department of Early Childhood sets ratio standards as follows:

- Age 3 years to 4 years students, 1 staff member to 10 children
- Age 4 years to 5 years students, 1 staff member to 12 children

These ratios coincide with a maximum group size of 20 children.

Staff will complete name to face counts every 15 minutes throughout the day to ensure ratio is maintained. This will also ensure that all students are accounted for at all times.

### CURRICULUM

Activities in all classrooms are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff is continuously attending professional development to remain knowledgeable in best practice. We use a variety of standards-based curriculum pieces to achieve a high level of age appropriate learning and overall growth for all of our students.

All curriculum pieces used in our program are based on standards set forth by the Colorado Department of Education and are in alignment with Colorado Early Learning and Development Guidelines. For more information on these standards please see the resource list at the end of this handbook.

We utilize social stories, songs, and activities to aid children in learning self-regulation, feelings management and other necessary social skills for children to obtain. These skills are best developed when we work together between home and school to create a mutual response to behavior, both positive and negative.

### OBSERVATIONS

We value your child's experiences. When your child starts at JEEC, observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child is an individual and we will work together to set their goals accordingly. The Teaching Strategies GOLD observation tool is utilized in all classrooms to gauge your student's progress and growth towards meeting their goals.

Regular student observations are also made, in the classroom, by our NE BOCES team. During these observations students will be monitored for early warning signs of delays that may warrant further screening and intervention. If you would like to speak with NE BOCES staff regarding your child's development, you may reach them at 970-521-2771. If any concerns are raised by our coordinator, they will contact you directly to discuss those concerns.

Centennial Mental Health also does consultation services for our program. They will observe and interact with students in the classroom, as well as consult with staff and families on an as needed basis regarding any concerns.

### INCLUSION

Children of all abilities are accepted at JEEC. Developmentally appropriate practices are in place and our staff consider the unique needs of all children when planning activities and lessons. Staff will diligently attempt to make adaptations and modifications necessary to meet the needs of all children. Staff will work with therapists, special educators and other professionals to integrate individual accommodations in the classroom as needed.

Additional training and support will be provided to all staff to ensure comfort, confidence and competence in meeting the developmental and educational needs of all children.

### NAP/REST TIME

All children enrolled in full-day preschool will be required to participate in a rest period each afternoon. Sleep is not required during this time however quiet rest is, to allow those students who need the sleep to have that opportunity. Students who do not fall asleep within 30 minutes will be provided with a quiet activity while those sleeping are permitted to rest. Students are provided with a rest cot and sheet. Please send a small pillow and blanket for

your child's use. Please limit sizing of these items as storage space is limited. Pillows should be similar in size to a travel pillow (available at WalMart and Amazon), roughly 12x18. Blankets should not exceed crib sized, 36x52.

#### TELEVISION/VIDEOS

At times teachers will use videos or other media to supplement curriculum. All materials shown are age appropriate and cumulative screen time is limited to 30 minutes per day. Parental permissions for this viewing are obtained during enrollment process.

#### BIRTHDAY/HOLIDAY CELEBRATIONS

We do allow parents to bring in special treats to school to celebrate a child's birthday. Treats must always be store-boughten and in original, sealed packaging, as this allows for monitoring of allergens. Those students with summer birthdays are also offered a celebration day during the school year, this may be a half-birthday or a scheduled day in May prior to summer release. This will depend on classroom teacher preference so please check in with them independently. We will celebrate holidays throughout the school year in the classrooms. If your child should be excluded from these events due to personal/religious beliefs, please discuss this with the director. Also, if your family celebrates a special holiday that you would like to share with classmates, please let your child's classroom teacher know. We embrace cultural diversity and love to bring those opportunities into the classroom when we are able. We aim to make everyone's experience at Julesburg Early Education Center an enjoyable one with a variety of learning experiences.

## Arrival/Dismissal Procedures

#### ARRIVAL

Class begins at 8:00am. We will begin opening doors 10 minutes prior to class start time. Upon arrival at JEEC, the parents or the adult dropping the child off must sign their student in via the brightwheel app. Children arriving for hot breakfast can be dropped off in the cafeteria where our staff will take charge of present preschool aged children and escort them to the classroom. Children are required to be supervised by an adult at all times while in the building and on the grounds.

Parents are required to notify the child's teacher or director of any special instructions or needs for the child's day. This information should be shared via planner notes or brightwheel messages, as well as in person with classroom staff. These special instructions include but are not limited to: early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

If you are running late and will not arrive to school on time, please notify staff via phone or brightwheel app message. There may be times that we have activities planned and will not be in the classroom to accept tardy students. In these instances, communication of tardiness is vital!

#### NOTIFICATION OF ABSENCE

Parents are required to inform the school by 8:30am if a child will not be in attendance for the day. If we do not receive notification of an absence a check-in call will be made to parents once daily attendance is taken.

#### DISMISSAL PROCEDURES

Parents or other authorized adults are required to sign students out using the brightwheel app at pick up time. Once a child is signed out, the parent/authorized individual is then solely responsible for supervising their child while on the premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground.

At the end of the day, staff will ensure that all students are signed out and that no students remain at the program by conducting a walk-through.

#### LATE PICK UP

Late pick up is considered any time after 12:00 for morning and 3:30 for afternoon. If you are running late, please contact the school or your classroom teacher as soon as possible. Teachers often have meetings or schedule appointment/conferences for after school hours, late pick up can interfere with these scenarios.

Students remaining after the end of the day will be provided with appropriate activities while they wait for pickup to occur. If parents cannot be reached within a timely manner, staff will move on to emergency contacts on file. If we are unable to make contact and arrange pick up by an authorized adult, we will move forward with contacting local law enforcement and the county Department of Human Services.

#### ALTERNATE PICK UPS

At enrollment, parents will be asked to list persons who are authorized to pick up their children from preschool. All listed persons must be over the age of 18. The persons on the Alternate Pick-up list will be required to provide Government issued photo ID prior to staff releasing the child if they are unknown, personally, to staff member. There will be no exceptions to this rule. All changes and/or additions to the Alternate Pick-up authorization must be made in writing and include authorization date. Only custodial parents have the right to make changes or additions to this form. JEEC reserves the right to refuse/ban any person listed on the Alternate Pick Up form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each authorized person of the policies/procedures contained herein.

Changes to pick-up should be addressed directly with your classroom teacher. A phone call must be followed up by an email or brightwheel message as changes are required to be in writing and include a date/time stamp.

Any individual not authorized by custodial parent will be denied access to child. If this occurs, you will be contacted immediately.

#### DRUG/ALCOHOL IMPAIRMENT

The staff of JEEC will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the program from denying a custodial parent access to their child, even

if the parent is or appears to be impaired. However, staff will delay the impaired parent as long as possible while contacting the other parent, law enforcement and Child Protective Services. Any other authorized person who attempts to pick-up a child, and appears to be under the influence of drugs and/or alcohol will be denied access to the child. Staff will contact the child's parents, law enforcement and Child Protective Services to notify them of the situation. If you or someone you know is struggling with addiction, Substance Abuse and Mental Health Services Administration (SAMHSA) can help. The national hotline number is 1-800-662-4357

## Supply Needs

All education/curriculum supplies are provided by Julesburg Early Education Center. However, there may be times when we do special crafts/activities when donations may be requested. All children need to bring a complete change of clothes to remain at the school in case of accidents/spills, etc.

Students should have a backpack available that is large enough to carry their planner (normal notebook size) back and forth for constant communication. There are also art and papers that will be sent home on occasion, these items don't fit well into the petite mini backpacks. If you are unable to provide a backpack, please speak with the director. We have gracious donors who aid us in filling in where needed, supplies should never have to be a financial burden on your family.

Please do not allow your child to carry toys, money or valuables with them to school. Julesburg Early Education Center staff will not be held responsible for lost or broken items. A special item needed for comfort will be considered differently, please ensure staff is aware of this need.

### Optional supplies

We are required by the State of Colorado Child Care Licensing to put sunscreen on children daily. We do ask that parents please provide a sunscreen for your child if possible. We will use Coppertone Pure & Simple for students who do not have their own sunscreen provided.

During cold, winter months skin can become dry and irritated; this is often increased due to frequent hand washing at school. You may choose to provide lotion/chap stick for use as a preventative measure. If irritation exists, lotion and chapstick cannot be applied by school staff without a completed form with doctor signature.

Any other supplies that may be requested will be sent home at registration time and may vary from year to year depending on need. Again, if you are unable to provide any requested supplies, please speak with the director; supplies should never create a financial burden for your family.

## Parent/Teacher Communications

### OFFICE HOURS

Each classroom teacher will have hours set aside for parent calls/meetings. These hours will be shared with you directly by your classroom teacher. Please be mindful of these times.

Communication during the school day may not be immediately available as we are engaged with classroom activities. If an emergency arises, you may contact the school office at 970-474-3364 to get a message to your child's teacher or send a message through brightwheel app. We

may read your message and reply at a later time depending on urgency of the matter at hand.

#### ORIENTATION

We will offer an orientation event in the week prior to school beginning. This orientation will include a tour of the facility, procedures/expectations, paperwork completion, and a short introduction to the Colorado Preschool Standards and the Colorado Early Learning and Development Guidelines.

#### CONFERENCES

An initial conference will be conducted at enrollment and reviewed at the beginning of each new school year. This can be conducted in conjunction with a school tour, at orientation and/or during a home visit where we get to know a little more about your child and family. With the knowledge gained during this conference family and staff, as a team will create a learning plan and set goals for the year. Two additional parent/teacher conferences are scheduled (one in the fall and one in the spring) to discuss your child's further development and discuss progress towards those goals, to include observations from staff and family. Additional conferences may be requested at any time, by staff or by parent, whenever there are questions concerning a child's progress or a specific problem or concern that needs to be addressed outside of these pre-scheduled times. Talk with your classroom teacher or the program director to schedule a meeting, if desired.

#### COMMUNICATION PLATFORMS

All students are provided with a planner at the beginning of the year. This planner is used for parent/teacher communication on a daily basis. Your student's teacher will include any notes about the day as well as papers, forms, and notices. Please be sure to read and sign daily to ensure that you remain fully informed.

We also utilize the two-way communication features located within the brightwheel app. This is used for both individual and group messages. There is an option in the messaging center to include admin only, if communication is of a sensitive nature.

Monthly newsletters are provided by classroom teachers with an overview of what to expect for the upcoming month.

We will take reasonable steps to ensure that students and their parents have meaningful access and an equal opportunity to participate in our services, activities, programs, and other benefits in their designated home language. Language assistance will be provided through use of competent bilingual staff, staff interpreters, or technology related services (such as Yandex). Julesburg Early Education Center will conduct a regular review of the language access needs of our student population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

## Screenings and Services

Julesburg Early Education Center, in conjunction with Northeast BOCES, holds an annual Child Find Screening event each spring for all children age 3-5. Students unable to attend the screening event will be screened upon enrollment in the program. The purpose of the

evaluation is to determine if there is a significant delay or if there is a need for early intervention or special education services. Evaluations conducted by Child Find teams are at no cost to parents.

Northeast BOCES staff will be on hand to discuss any finding from the screenings completed. Julesburg Early Education Center contracts with NE BOCES to provide intervention and special education services at our location for enrolled students who qualify for an Individualized Education Program (IEP).

NE BOCES also comes in and completes hearing and vision screenings on all enrolled students. We also have the Northeast Colorado Health Department come in annually to complete oral health screenings as well. If any concerns are noted during any of these screenings, parents will receive a referral notification.

Centennial Mental Health is also available to provide consultation services to staff, students, and families as needed. CMH staff does bi-weekly consulting with our staff and conducts social/emotional lessons with students on a monthly basis. If further needs arise, there is a referral process set up to allow staff to put CMH staff into contact with families.

## Dress Code

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate and comfortable clothing. Coats, hats, gloves, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors. If children do wear their boots, please be sure to send an extra pair of shoes for them to change into once they reach the classroom. Wet shoes equal a wet floor and this translates to wet bottoms as we often sit on the floor for activities throughout the day. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Sandals and flip-flops are not ideal for preschool activities, please avoid sending your child in these. They are unsafe for running and fill with rocks while on the playground.

Children are required to have one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. All clothing items must be clearly labeled with the child's name. This includes coats, hats, gloves, and boots. JEEC is not responsible for lost or damaged items of clothing.

Straps on tank tops and sundresses must be at least 2". Girls should wear shorts under their dresses to limit exposure when engaged in activities throughout the day.

If appropriate clothing is not worn or provided at drop-off, your classroom teacher may ask that you bring items back for changing. Under licensing regulations, we are required to ensure that all children in our care are dressed appropriately for the weather conditions. This responsibility is passed on to the parent/guardian as we are unable to maintain an adequate supply of clothing/winter wear for student use.

## Field Trips

JEEC will, at times, supplement the in-class curriculum with off premise field trips. This may include a short nature walk to the park, a trip to the fire hall or post office, or more extended trips to a museum or pumpkin patch. Parents are required to give written permission for their child to attend these trips. For general trips including local walks and business visits, one blanket authorization is received during the enrollment process.

Notification of extended field trips will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend. If you are unable to afford the cost of the trip, please let your classroom teacher or the director know. We may have donors available to cover these costs when the need arises.

Due to availability of space on the bus, parents attending the field trip but may need to transport themselves. Parents will not be permitted to transport any child other than their own on a Julesburg Early Education Center sponsored trip. If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher prior to the date of the trip.

## Parent Participation/Volunteers

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the preschool. Parents may volunteer to attend trips, read in the classroom, assist teachers, coordinate special events, and/or sit on committees/councils. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips. The Director of Julesburg Early Education Center reserves the right to make volunteer assignments as they see fit.

## Health and Safety

Each child is required to complete a pre-enrollment packet. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at JEEC. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend JEEC. The Physical Examination Form must be completed by a licensed healthcare professional and returned along with the rest of the enrollment paperwork prior to attendance.

#### ALLERGIES

Any allergies your child has should be noted on enrollment packet and the Health Appraisal Form. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Parents of students with severe allergies are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form upon enrollment or when allergy is discovered. This form must detail any allergies, food or otherwise, from which their child suffers and treatment plan to be followed. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the director. Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases JEEC from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form.

#### COMMUNICABLE ILLNESS

JEEC follows all health and communicable illness policies as outlined per the Colorado Children's Hospital guidelines. A copy of these guidelines is attached to the end of the handbook for your reference.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up, it becomes the parent's responsibility to arrange for alternate pick up. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the pick-up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the Colorado Children's Hospital. JEEC reserves the right to refuse to allow a child to return if the director or designee believes the child to be too ill to participate in the program. Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for a minimum of 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of 100 degrees Fahrenheit or higher.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will

only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. JEEC will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

## MEDICATION

Staff at Julesburg Early Education Center undergo annual training in regards to medication administration; delegation is given by the NE BOCES contracted school nurse for medication administration. All regulations will be followed by school staff regarding the storage, disposal and administration of any medications taken by enrolled children.

JEEC will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor’s note with explicit dosage and administration instructions. JEEC will only give medication to the child for whom the doctor’s note is written and for whom the medication container is labeled. One doctor’s note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor’s note must identify the dates that the medication is to be given. Parents are required to complete a Medication Form each day that medication is to be dispensed.

Medication Forms can be obtained from your Director. Medication Forms, doctor’s notes and medication are to be turned into the Director.

JEEC will dispense over-the-counter, fever reducing/pain medication (ex. Children’s Tylenol, Children’s Motrin) on an as needed basis, with a doctor’s note detailing the reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child’s name with completed form. (One note and bottle of fever reducing/pain medication is required per child, siblings can not share). Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

## TOILETING

Students enrolled at JEEC are expected to be fully toilet trained prior to enrollment. Students should be able to communicate the need for toileting, manage their own clothing (pants up/down) and be able to wipe after toileting with minimal assistance.

If your child is struggling with toilet training, talk with the director prior to enrollment. Sometimes all children need is the peer influences they receive at school to help them tackle the toilet training process. We understand that accidents happen and will handle those with discretion when they occur.

If disability impedes toileting independently, staff will assist as needed. This includes changing, cleaning and diapering.

#### EMERGENCY DRILLS AND PROCEDURES

In conjunction with the Julesburg Elementary School, we conduct regular emergency/evacuation drills. These drills include those for fire, tornado, shelter in place, lockdown, and active shooter. Parents, staff and children will not be made aware of drill dates or times, as this is the best way to assess the effectiveness of our emergency/evacuation plans. During an emergency drill parents may not sign children into or out of the program. Parents must wait until the drill is complete and an all clear signal is given.

In the event of a real emergency situation, parents and/or emergency contact persons will be notified of the situation. Parents wishing to sign their child out of the program during a real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. Parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and administration during these critical and often volatile situations.

#### ALTERNATE SAFE LOCATION

Should the administration of Julesburg Early Education Center or any emergency services personnel determine the building which houses the preschool program to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan located in the Julesburg Elementary School Main Office. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up.

#### INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The classroom teacher will be able to discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later time as the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may also be scheduled if the parent(s) is unable to meet at the center during the course of the day. Notification of incident/injury will be made immediately if it is deemed necessary by staff. If medical attention is required, a report must be submitted to the State of Colorado licensing department as per regulations.

#### EMERGENCY AUTHORIZATION

In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on registration form until someone can be reached. Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up

their child.

The persons on the Emergency Authorization form will be required to provide Government issued photo ID prior to staff releasing the child. There will be no exceptions to this rule. All changes and/or additions to the Emergency Authorization form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form. JEEC reserves the right to refuse/ban any person listed on the Emergency Authorization form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Authorization form of the policies/procedures contained herein.

## Emergency Closing and Inclement Weather Information

In the event of an emergency closing and/or inclement weather, parents will be notified of the closure through the Julesburg School District mass-information system and brightwheel via text, email and/or app notification. We also utilize Facebook and local radio for notifications.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the Emergency Contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the school premises.

Parents or emergency contact persons should report directly to the alternate location if one is indicated. Should the school need to close for any reason, tuition will not be refunded or reduced for closures of less than 5 school days. If the closure extends beyond 5 school days, parents will have their tuition reduced.

## Meals/Food

Lunch and snacks are included in the cost of tuition at JEEC. There is a breakfast option available in the cafeteria each morning, this is not a covered expense and you will be billed separately by Julesburg School District if you choose to have your child participate.

All meals and snacks provided at JEEC are in alignment with USDA's Child and Adult Care Food Program (CACFP) meal patterns. Guidelines for these meal and snack patterns are attached to the end of this handbook in the reference section.

All meals are served with the children sitting at tables, to promote good manners, eating habits and socialization skills.

Lunch is served in the elementary cafeteria each day at 11:00am. Lunch menus are available via the Julesburg Schools website and app. If a printed copy is preferred, please let your child's classroom teacher know. Cold lunches sent from home must meet requirements set forth in the above-mentioned meal patterns. If a cold lunch does not contain all components required, we must order a hot lunch from the cafeteria as we don't have means to supplement individual pieces. For students bringing a cold lunch, we will provide your child with milk to complete their meal.

An afternoon snack is also provided daily. These snacks also meet USDA guidelines.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child

have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets). Food is never used as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

If parents provide foods/drinks for classroom snacks, parties, birthdays, etc. please keep the following in mind:

- 100% juice is the only sweetened beverage that can be served
- all food/drink items brought in for student consumption must be store bought and remain in its original, sealed packaging
- avoid sugary snacks, opting for options such as fresh fruits/veggies, unsweetened crackers, cheeses, yogurts, etc.

## Family Involvement

Research has shown that meaningful family engagement positively impacts students all around. Family engagement in school contributes to positive student outcomes, including improved child and student achievement, decreased disciplinary issues, improved parent-teacher and teacher-student relationships, and an improved school environment. Daily involvement is vital! Each year we offer multiple opportunities for families to become involved in our program and their child's education. Some examples of this include:

- Home Visits
- Various volunteer opportunities
- Parent appointment to District Advisory Council
- Family engagement events in conjunction with Julesburg School District. Some examples from previous years include:
  - Family Fitness Night where families rotate through several rooms set up with physical fitness activities (climbing wall, scooters, dancing, cup stacking, jump ropes, bowling, etc)
  - Family Literacy Night has included guest authors who come in during the day for a student presentation and return at night for a whole family event
- Separate family events for preschool families have included some of the following:
  - "Painting with Parents" – an evening with a variety of art based activities for families to engage in
  - Science night – a rotation of science experiments for families to test out (magnetic car races, slime, oobleck, rockets, bridge building challenge, static electricity, etc)
  - Family picnic and games in the park
  - Music programs and Pre-K graduation program

## Confidentiality

Confidential and sensitive information will only be shared with employees of JEEC who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as we strive to protect everyone's right of privacy. Confidential information includes,

but is not limited to: names, addresses, phone numbers, disability information, and health status or other health related information of anyone associated with JEEC. Outside of our program, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the program, persons with whom the information will be shared, and the reason(s) for sharing the information. You may notice children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our confidentiality policy protects every child's privacy. Employees of JEEC are strictly prohibited from discussing anything about another child with you, please respect this.

## Mandated Reporting

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of JEEC are considered mandated reporters under this law.

The employees of JEEC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or conditions prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at JEEC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of JEEC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

## Family Supports

The staff at Julesburg Early Education Center can be a wealth of knowledge and support for your family. Our staff can offer guidance in:

- Age-appropriate communication
- Strategies to support the child’s developing emotional regulation skills
- Child attention and self-regulation support

We also have access to resources to aid in a variety of ways for families as a whole. We encourage families to reach out to us when there is a need so that we can help where we can or connect you with resources when we can’t. We may come to you if we hear or see things that cause concern. Our goal is to help not only the children in our classrooms, but families as a whole in whatever way we can. If your family is struggling to make ends meet, dealing with trauma (abuse, neglect, addiction, etc) or just needs a helping hand or someone to talk to, please reach out! We are here for you!

We have opportunity to refer families for additional assistance through SafeCare Colorado, Centennial Mental Health, NE BOCES, Department of Human Services, NE Colorado Department of Health, Salvation Army, and many more. These resources are also listed at the back of this handbook for your convenience.

In addition to the above listed resources, we offer annual parenting series as an opportunity to help you with the daily struggles of parenting. This is also a great opportunity to meet other families in similar situations and develop relationships and support systems.

## Discipline

At Julesburg Early Education Center we will promote responsive and positive relationships among children, staff and families. Staff is trained to guide interactions in a manner that will promote the child’s mental health and their social and emotional well-being. Teaching strategies are used to support positive behavior, pro-social peer interactions, and overall competency for young children to manage their social and emotional growth.

When the need arises, staff will utilize individualized positive support plans to aim at reducing challenging behaviors. These plans will be developed by a team consisting of program staff, specialized support staff, and family members.

### SUSPENSION/EXPULSION

It is the intent of JEEC to provide high quality care and early learning environment and to prevent to the best of our ability to prevent suspensions and expulsions. We strive to create positive learning environments that focusing on restorative practice versus exclusionary practice in the event inappropriate behaviors occur. JEEC also encourages the formation of partnerships between its program and families to support healthy development, ensuring fairness, equity and continuous improvement to support children’s social, emotional and behavioral health. Our center focuses on fostering social development and responding to challenging behaviors by incorporating positive discipline practices and protocols before ever considering suspension or expulsion.

In an effort to prevent suspension and/or expulsion from JEEC, staff will adhere to the following:

1. Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.
2. Invest in professional development, training and education to ensure educators have the competencies to support children’s social and emotional health.
3. Develop and implement classroom schedules that meet the needs of the children.
4. Adapt learning environments to promote healthy social interactions with others.
5. Develop healthy and nurturing relationships with children.
6. Develop strong partnerships and relationships with parents.
7. Develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
8. Provide family engagement opportunities.
9. Ensure fairness and equity.

Prior to the expulsion of any child from this program, the staff and director will follow these guidelines:

1. Identify and engage mental and behavioral health consultants and community resources, after obtaining parent
2. permission.
3. Reduce the number of days or amount of time in care for a specified amount of time.
4. Conference with the parents to discuss positive behavior interventions and development of goals.
5. Document efforts to prevent and reduce expulsion.
6. Provide reasonable accommodations.
7. Converse with the Northeastern Colorado Board of Cooperative Educational Services (NE BOCES) for a possible referral for testing to determine if the child possibly has an emotional disability and would benefit from receiving services through an Individualized Educational Plan.

Transition Procedures:

If an expulsion must occur, JEEC will assist the child and family in transitioning to another program by identifying and engaging mental/behavioral consultants and community resources to assist in determining the most appropriate placement for the child.

Resources:

Northeastern BOCES (Board of Cooperative Educational Services) <a href="http://www.neboces.org">www.neboces.org</a>	970-
521-2771	
Centennial Mental Health <a href="http://www.centennialmhc.org">www.centennialmhc.org</a>	970-
474-3769	
Sedgwick County Health and Human Services <a href="http://www.sedgwickcounty.colorado.gov">www.sedgwickcounty.colorado.gov</a>	970-
474-3397	

## Ending Enrollment

### DISMISSAL

JEEC reserves the right to dismiss any child at any time for violation of policies and procedures. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to legal counsel for collection. The director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to immediately leave property in a calm and respectful manner. JEEC will request assistance from local police should any parent become disruptive and/or uncooperative while gather their child's belongings upon dismissal. A dismissed child and his/her parents are required to call and request an appointment with the director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the director and are not a right of the dismissed child or parent. Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law by JEEC.

### WITHDRAWALS

A minimum of two-weeks notice is expected when withdrawal from the program is set to occur. Tuition can be prorated if proper notice is provided. If no notice is given, refunds will not be issued for any reason.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the director. A withdrawn child and his/her parents are required to call and request an appointment with the director if they wish to return to agency property following the last day of enrollment at JEEC. Appointments are made at the discretion of the director and are not a right of the withdrawn child or parent.

### TRANSITIONS

Children entering our program will begin with a tour and family visit to ensure that Julesburg Early Education Center is a good fit for the family. Parents will be guided through the handbook and have opportunity to ask questions of staff at any time through orientation process. All required paperwork will be completed and information is gathered by the program to ensure that staff is aware of WHO the child is. If your child is transitioning from a different facility, we will request that you sign a Records Release document so that we may request documents from your previous school.

Upon enrollment, individual goals will be set regarding what the expectation are while attending our program. These goals are set as a team with child, parents and staff. Every attempt is made by staff to make the transition into the program as smooth as can be for all involved.

During this initial transition into the new setting we welcome a slightly longer drop-off period and the use of a special stuffed animal or toy that can ease the child's anxiety. Some ways for families to help this transition go smoothly could include some of the following:

- Spend time talking with your child about preschool, read books about going to school.

- Schedule visits to the school where your child can be in the classroom with other children and engage in activities while you talk with the teacher/director
- Remember to keep your own external showing of anxiety to a minimum as children often feed off of that causing further troubles with the process. The more relaxed and calm you are, the more relaxed and calm your child will be.
- Do not prolong your exit from the classroom, this can cause further reaction and anxiety in your child. Say goodbye, give a hug and then leave the area. Trust that the staff in the classroom will help your child adjust to the setting in an appropriate manner.

Transitioning to a new classroom within our program occurs at school year breaks only. Students transition through the program from the preschool classroom to the pre-k classroom based on age. We utilize the district cut off date of June 1 for placement purposes; Pre-K being for those students in the year before moving to Kindergarten.

As the time for transition approaches, children are introduced and made more familiar with staff in the Pre-k classroom. When transitioning, staff from each room will meet and discuss individual goals and needs for those transitioning students. The pre-k teacher will be on hand during spring conferences so that parents can ask any questions about the upcoming transition from the receiving side.

#### Kindergarten Transition:

As the end of pre-k year approaches, students will receive a tour of the Kindergarten space and be introduced to the Kindergarten teacher. Because we are in a small district, the Kindergarten room sits just adjacent to the Pre-K room so there is a level of familiarity that already exists as our students progress. When transitioning, staff from each room will meet and discuss individual goals and needs for those transitioning students. Student data and files are shared at this point as well. Families will be made aware of the expectations for the new classroom and how they can help aid in the transition to make it most successful.

#### Transitions from our program/district

In the event that a student will be leaving our program/district, we will work together with families to ensure that any documentation needed is made readily available. New program/school of choice can also submit a records request via fax to 970-474-3319.

If pre-planning is available, family and staff can meet to discuss a transition plan to make the move as seamless as possible for all involved.

## Parent Code of Conduct

Julesburg Early Education Center requires the parents of enrolled children, at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of JEEC is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees, but is the responsibility of each and every parent or adult who enters. Parents are required to behave in a manner that fosters this ideal environment. Persons found in violation of the Parent Code of Conduct may be banned from the site.

#### **SWEARING/CURSING:**

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.

#### **THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS, OR ADULTS:**

Threats of any kind will not be tolerated. Julesburg Early Education Center cannot sit by idly while threats are made. All threats will be reported to the appropriate authorities and will be prosecuted to the full extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must remain in control of their behavior at all times while on JEEC premises and will be held accountable accordingly.

#### **PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN:**

While JEEC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or director. Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the director will only share non-confidential, vital information with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy.

#### **SMOKING:**

For the health of our employees, children, and families, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building or on the grounds. Parents who are smoking in their cars must dispose of the cigarette prior to entering the school grounds. Please be mindful when smoking in your vehicle, as there are times that the smoke will travel to the playground area where children are playing. We do have students and staff with sensitivity to this second-hand smoke.

#### **VIOLATIONS OF THE SAFETY POLICY:**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Julesburg Early Education Center. Please be particularly mindful of entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the director.

## Parent Right to Immediate Access

Parents of an enrolled child are entitled to immediate access, without prior notice, whenever the child is in attendance at Julesburg Early Education Center, as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) the director must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file, both parents shall be afforded equal access to their child as stipulated by law. Staff cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, we may suggest that you keep the child home until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Staff will contact the local police should a conflict arise.

Julesburg Early Education Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, we cannot have a child enrolled when the child's parent is prohibited access. Julesburg Early Education Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained

## Complaints

To file a complaint with the Department of Early Childhood, call 303-866-5958 Monday through Friday between 8 a.m. and 5 p.m. If calling outside of business hours, you may leave a message. Provide your name, telephone number and mailing address. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint,
- To call you back if the investigator received contradictory or unclear information during the investigation, and
- To call you to let you know the results of the investigation.

A witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed child care

provider. All information is kept confidential about parents and children in care. The facility will never know who made the complaint.

Call 911 immediately if you witness a child in a life-threatening situation  
Report Child Abuse or Neglect - 24/7 Hotline: Call 1-844-CO-4-KIDS (844-264-5437)

## Visitors

Visitors are asked to notify the Director, prior to a visit and are allowed in the facility only at the discretion of the Director. There are times when visits could disrupt preplanned activities. An employee of JEEC will accompany visitors at all times throughout the center due to licensing regulations. All visitors must use the main building entrance and report to the Julesburg Elementary School main office upon arrival, sign in on visitor log and wear a visitor tag as designated by District policy.

## Firearms and Weapons

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

# REFERENCE SECTION

## Local and Online Family Resources

 <p><b>Sedgwick County Baby Bear Hugs</b>          118 W. 3rd Street          Julesburg, CO 80737          (970) 848-5274</p>	<p>Baby Bear Hugs is a parent-to-parent support and education program serving expecting parents, and parents of 0 to 3 year olds. Trained, culturally appropriate, paraprofessional and volunteer visitors provide parenting support, education, connection to community resources, health and safety information, through home visits and group support.</p> <p>Working one-on-one with families, the visitors advocate not only good parenting practices, but encourage talking and reading to children to promote language development. They work with the parents to reduce parenting stress and help parents find ways to enjoy their children.</p>
 <p><b>CENTENNIAL</b>          MENTAL HEALTH CENTER</p>	<p>Centennial Mental Health Center (CMHC) is a non-profit organization dedicated to providing the highest quality comprehensive mental health services to the rural communities of northeastern Colorado. Our mission is to</p>

<p>Phone: 970-474-3769  Fax: 970-474-2099</p> <p>Centennial Mental Health Center  118 West Third Street  Julesburg, CO 80737</p>	<p>provide a comprehensive array of superior behavioral health services that support safe, successful, and self-sufficient lives. Child and Family Services serves children aged zero through 17 years and their caregivers. Services are provided through Play Therapy, Family Coaching and Therapy, Mentoring, Animal Assisted Therapy, and Day treatment.</p>
 <p>Sedgwick County Human Services  118 W 3rd St  Julesburg, CO 80737  Phone: 970-474-3397  Fax: 970-474-9881</p>	<p>The Sedgwick County Department of Human Services is a State Supervised, County Administered agency that serves a wide variety of people from different walks of life. Assistance is available to individuals or families, in a wide array of services when certain income and resource criteria are met.</p>
 <p>Alisha Kauffman  Phone: (970) 415-2754  email: SafeCare@northrange.org</p>	<p>SafeCare® Colorado is a free, voluntary parent support program for parents and caregivers with children ages five and under who need extra support to keep their families safe and healthy. Parent support providers help you build on your existing skills in the areas of parent-child interactions, home safety and child health. SafeCare® typically takes 18-20 weekly sessions to complete (about 4-6 months) and each session lasts 1 to 1.5 hours. SafeCare® Colorado is delivered in the home or another convenient location by trained parent support providers.</p>
	<p>Eastern Colorado Services for the Developmentally Disabled, Inc. is a community centered board serving developmentally</p>



P. O. Box 1682  
617 South 10th Avenue  
Sterling, CO 80751  
(970) 522-7121  
<http://www.easterncoloradoservices.org/>

disabled persons in ten rural counties, covering 17, 514 square miles. Programs include infant/toddler services, adult community integrated employment, community participation vocational training, sheltered employment, personal and social skills training, residential services (i.e., 24 hour, PCA, host homes), supported living services and family resource services and support services.



100 Broadway Street  
Sterling, CO 80751  
970-526-2440  
<http://ecclps.com/>

ECCLPS is an early childhood system where families are valued and children are healthy and thriving, that recognizes and supports the availability and accessibility of quality early childhood.



700 Columbine Sterling, CO 80751  
970-522-3741  
877-795-0646  
<http://www.nchd.org>

The Programs and Health Services offered at NCHD help promote the health and well-being of Northeast Colorado residents. Many of our services are integrated to form a comprehensive approach to public health through the sharing of internal and external resources. The programs included are birth and death certificates, child passenger safety, communicable disease control, emergency preparedness, family planning, healthcare program for children with special needs, healthy child clinics, immunizations, and Women, Infants, and Children supplemental nutrition program.

 <p>118 West 3<sup>rd</sup> Street Julesburg, CO (970)474-2619</p>	<p>The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.</p>
 <p>Sedgwick County Rotary Club Contact: Alan Harris Phone: 970-580-3855 Fax: 970-474-2002 Email: <a href="mailto:alanharris78@yahoo.com">alanharris78@yahoo.com</a></p>	<p>Dolly Parton's Imagination Library is a book-gifting program that mails free, high-quality books to children from birth to age five, no matter their family's income.</p>
<p>Sedgwick County Ministerial Alliance Contact: Alan Harris Phone: 970-580-3855</p>	<p>Access to additional resources to families including food bank and commodity distributions</p>
 <p>Local Contact: Alan Harris</p>	<p>The Salvation Army offers relief to communities on both an emergency level as well as ongoing local relief. Please visit their website for a full listing of the many ways that they can offer aid.</p>

<p>Phone: 970-580-3855</p> <p><a href="https://www.salvationarmyusa.org/usn/">https://www.salvationarmyusa.org/usn/</a></p>	
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 <p>The logo for Colorado PEAK features a stylized mountain range with three peaks in blue, yellow, and green. Below the mountains, the text "COLORADO PEAK" is written in blue, with "Colorado.gov/PEAK" in smaller blue text and "Colorado PEAK" in green text below that.</p>	<p>The Colorado Program Eligibility and Application Kit (PEAK) has everything you need to learn about public assistance programs, complete an application, and manage your benefits online.</p>
 <p>The logo for ¡Colorín colorado! features a cartoon boy with spiky black hair reading a red book. To the right of the boy, the text "¡Colorín colorado!" is written in blue and red.</p> <p><a href="https://www.colorincolorado.org/families">https://www.colorincolorado.org/families</a></p>	<p>Bilingual parent resources that offer tips on helping your child learn to read, succeed in school, and learn a new language. Information about the U.S. school system and how to build a relationship with your child’s teacher and school. In addition, you can find fun reading tips and games, bilingual booklists, ideas for using the public library, and videos of children’s authors, illustrators, and musicians. Resources are organized by topic.</p>
 <p>The logo for CELL features the letters C, E, L, and L in a stylized, blocky font. The 'C' is red, the 'E' is black, the first 'L' is orange, and the second 'L' is grey.</p>	<p>The goal of the Center for Early Literacy Learning is to promote the use of evidence-based early literacy learning practices. This site has resources for early childhood intervention practitioners, parents, and other caregivers of children, birth to five years of age, with</p>

<p>Center for Early Literacy Learning  <a href="http://www.earlyliteracylearning.org/index.php">http://www.earlyliteracylearning.org/index.php</a></p>	<p>identified disabilities, developmental delays, and those at-risk for poor outcomes.</p>
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<p><b>COLORADO</b>  Department of Education</p>  <p><a href="http://www.cde.state.co.us/early/preschoolstandardsresources">http://www.cde.state.co.us/early/preschoolstandardsresources</a></p>	<p>The Colorado Academic Standards are the expectations of what students need to know and be able to do at the end of each grade. They also stand as the values and content organizers of what Colorado sees as the future skills and essential knowledge for our next generation to be more successful. State standards are the basis of the annual state assessment.</p>
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<p><b>Colorado Early Learning &amp; Development Guidelines</b></p> <p><a href="https://earlylearningco.org/parents-caregivers/">https://earlylearningco.org/parents-caregivers/</a></p>	<p>No matter how we interact with young children – whether we’re first-time parents, grandparents or involved friends and neighbors – we all play an important role in giving them a great start.</p> <p>The research-based Colorado Early Learning and Development Guidelines provide descriptions for what children can know and are able to do so that everyone who interacts with young children can prepare them for a lifetime of success.</p>
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# Julesburg School District Calendar

## 2022-2023

Approved by the JSD BOE (March 23rd, 2022)

### AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

August 22nd (*New Staff Only*); 23rd - 26th - Fall Staff In-Service Days  
 August 29th - 7th - 12th Students 1st 1/2 Day (Dismiss @ 12:30)  
 August 29th - PK - 6th Grade Parent/Teacher Meet & Greet  
 August 30th - PK - 12th (1st Full Day of School)

### September

September 5th - Labor Day (No School)  
 September 16th - Teacher In-Service Day (No School)

### October

October 19th - End of 1st Quarter - HS  
 October 20th - District P/T Conferences (8 a.m. - 8 p.m. - No School)  
 October 21st - No School

October 24th - 1st Day of 2nd Quarter - HS

### November

November 14th - Teacher In-Service Day (No School)  
 November 22nd - End of First Trimester for Elementary  
 November 23rd - 25th - Thanksgiving Break (No School)

### December

December 16th - Final Day for Jr. High Students  
 December 20th & 21st - Sr. High School (Semester Exams)  
 December 21st - Sr. High School Dismiss at 12:30  
 December 21st - Final 1/2 Day for Elementary Students  
 December 22nd - January 4th - Christmas Break (No School)

### January

January 4th - Teacher In-Service Day (No School)  
 January 5th - Classes Resume PK-12th - 2nd Semester Begins - HS  
 January 16th - Teacher In-Service Day (No School)

### February

February 15th - End of Second Trimester for Elementary  
 February 16th - Elem P/T Conf. 8am-8pm / No School *Elementary ONLY!*  
 February 17th - No School @ *Elementary ONLY!*  
 February 20th - President's Day (No School)

### March

March 10th - End of 3rd Quarter - HS  
 March 13th - 17th - Spring Break (No School)  
 March 20th - 1st day of 4th Quarter - HS

### April

April 7th - April 10th - Easter Break

### May

May 5th - Seniors' Last Day  
 May 14th - Graduation @ 1:30 p.m.  
 May 19th - Final Day for Jr. High Students  
 May 23rd & 24th - HS (Sem. Exams)  
 May 24th - Last 1/2 Day for ES & HS (Dismiss @ 12:30 p.m.)

### JANUARY 2023

S	M	T	W	T	F	S
{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

S	M	T	W	T	F	S
			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

S	M	T	W	T	F	S
			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

S	M	T	W	T	F	S
						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

S	M	T	W	T	F	S
	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

S	M	T	W	T	F	S
				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

S	M	T	W	T	F	S
						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

S	M	T	W	T	F	S
		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

S	M	T	W	T	F	S
				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

MONTH	DAYS
AUGUST	3
SEPTEMBER	20
OCTOBER	19
NOVEMBER	18
DECEMBER	15
	<b>75</b>

Staff In-Service Days - No School
{ } Holiday/Breaks - Schools Closed
P/T Conferences - No School @ Both ES & HS
Elementary P/T Conferences - No School @ ES
<b>Total Days = 166</b>

MONTH	DAYS
JANUARY	18
FEBRUARY	19
MARCH	18
APRIL	18
MAY	18
	<b>91</b>





United States Department of Agriculture

# Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

## Sample Meals for Children Ages 3-5



### What is in a Breakfast?

Milk (6 fl. oz. or  $\frac{3}{4}$  cup)  
Vegetables, Fruits, or Both ( $\frac{1}{2}$  cup)  
Grains ( $\frac{1}{2}$  oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

$\frac{1}{2}$  oz. eq.  
Whole Grain-Rich  
Mini Pancakes



$\frac{3}{4}$  cup  
Unflavored  
Low-Fat (1%)  
or Fat-Free  
(Skim) Milk

$\frac{1}{2}$  cup  
Sliced  
Strawberries

Sample Breakfast

$\frac{3}{4}$  cup  
Unflavored Low-Fat (1%)  
or Fat-Free (Skim) milk



1 Taco  
Made with  
 $1\frac{1}{2}$  oz.  
Lean Ground Beef,  
 $\frac{1}{4}$  cup  
Lettuce\*, and  
 $\frac{1}{8}$  cup  
Chopped Tomatoes

$\frac{1}{2}$  oz. eq.  
Enriched Flour Tortilla



$\frac{1}{4}$  cup  
Roasted Sweet  
Potatoes

Sample Lunch/Supper

A second, different vegetable may be served in place of fruit at lunch and supper. In this meal, the  $\frac{1}{4}$  cup of lettuce and  $\frac{1}{8}$  cup of tomatoes in the taco make the vegetable component, and the  $\frac{1}{4}$  cup of sweet potatoes is used to meet the fruit component.

\*Use leafy greens, such as lettuce, credit for half the amount served. The  $\frac{1}{4}$  cup of lettuce in the taco counts as  $\frac{1}{8}$  cup of vegetables in this meal.

### What is in a Lunch or Supper?

Milk (6 fl. oz. or  $\frac{3}{4}$  cup)  
Meats/Meat Alternates ( $1\frac{1}{2}$  oz. eq.)  
Vegetables ( $\frac{1}{4}$  cup)  
Fruits ( $\frac{1}{4}$  cup)  
Grains ( $\frac{1}{4}$  oz. eq.)



All grains served must be whole grain-rich or enriched.  
Breakfast cereals may also be fortified.  
At least one grain served each day must be whole grain-rich.

### What is in a Snack?

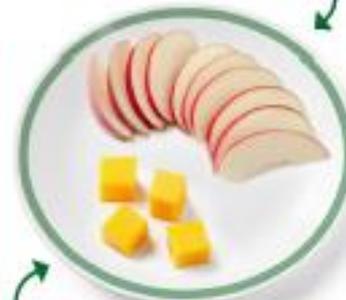
Pick 2:  
Milk (4 fl. oz. or  $\frac{1}{2}$  cup)  
Meats/Meat Alternates ( $\frac{1}{2}$  oz. eq.)  
Vegetables ( $\frac{1}{2}$  cup)  
Fruits ( $\frac{1}{2}$  cup)  
Grains ( $\frac{1}{2}$  oz. eq.)



Offer and make water available all day.



$\frac{1}{2}$  cup  
Apple Slices



$\frac{1}{2}$  oz.  
Cheddar Cheese

Sample Snack

Note: Serving sizes are minimums.

Learn more about the CACFP meal patterns at <https://teamnutrition.usda.gov>.



Food and Nutrition Service  
FNS-665  
Slightly Revised October 2019  
USDA is an equal opportunity  
provider, employer, and lender.



## How Sick is Too Sick?

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

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

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

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

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





Guidance for COVID-19 Symptoms	Child or staff member must stay home?
<p>COVID-19 symptoms which <i>must be fully resolved</i> before a child or staff member returns to school</p> <ul style="list-style-type: none"> <li>• <b>Feeling Feverish, having chills or Fever</b> (Temperature of 100.4° F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100° F or higher)</li> <li>• <b>Shortness of breath or difficulty breathing</b></li> <li>• <b>Nausea, Vomiting/Throwing Up</b></li> <li>• <b>Diarrhea</b> (Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine)</li> <li>• <b>Cough*</b></li> </ul>	<p><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>COVID-19 symptoms which <i>must be improving</i> before a child or staff member returns to school or child care</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>





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





Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Chicken Pox	<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.
Conjunctivitis (pink eye) 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.
COVID-19 (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> .
Fifth's Disease (parvovirus)	<b>No</b> - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (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.
Head Lice or Scabies	<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.
Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli	<b>Yes</b> - children and staff may return to school or child care when cleared by the health department.
Herpes	<b>No</b> - unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	<b>Yes</b> - children and adults need to stay home until 24 hours after antibiotic treatment has started.
Influenza	<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.
Norovirus	<b>Yes</b> - exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea.
Ringworm	<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?
Roseola	No - unless there is a fever or behavior changes.
Croup, RSV (Respiratory Syncytial Virus)	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines).

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals. The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

**References**

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