



DENVER  
PUBLIC  
SCHOOLS

Early Education  
Joyful Learning from the Start

# Student Enrollment Packet

## 2024 -2025

---

### WELCOME TO ECE

Welcome to the DPS Early Education program. This handbook contains necessary documents to complete your student's enrollment. **Please return pages 3 through 10 to the school by the appropriate deadline.** If you have any questions or need additional support, please contact your student's school. Have a great school year!

**PLEASE RETURN TO THE TELLER OFFICE BY:**

**AUGUST 5TH - 9th**

## Table of Contents

**Licensing Required Documentation Checklist for Parents/Guardians 3 Parent/Guardian Information and Permissions 4 Parent/Guardian Emergency Permissions 5 Emergency Medical Authorization 5 Parent/Guardian Permission To Apply Sunscreen 6 Parent/Guardian Acknowledgments 7 Child's Statement of Health Status for Enrollment 10 Licensing Policies and Procedures 11 Reporting Abuse / Making a Complaint 17 Child Care/Preschool/Head Start Required Immunizations for the 2024-25 School Year 18 Colorado Health Care Provider Letter 19 Separation Anxiety 21**

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

# Documents To Print for Parents and Families

**PARENT/GUARDIAN SIGNATURE:** By typing my name into this document, I certify that I intend to sign the document and agree to use electronic records for this transaction. I agree not to deny the legal effect or enforceability of this document solely because it is in electronic form or because an electronic record was used in its formation. \* To sign this document, please input your full name between two forward slashes in the blank below (e.g., **"/John T. Smith/"**).

Parent/Guardian signature: \_\_\_\_ / \_\_\_\_\_ / \_\_\_\_

## Licensing Required Documentation Checklist for Parents/Guardians

This section contains information to share with families and the required forms parents need to complete and return to the ECE teacher during enrollment. These required forms must be kept in the student's file in the ECE classroom. Prior to your child attending school, **ALL** of the documents listed below **MUST** be completed and submitted.

These are the forms parents/guardians complete and return to ECE:

- Parent/Guardian Information and Permissions (*REQUIRED by State Child Care Licensing*)
- Child's Statement of Health Status for Enrollment (*REQUIRED BEFORE ATTENDING*)

Children in ECE must submit a signed and dated statement of the child's current health status upon admission which indicates the child's ability and/or limitations to participate in a regularly scheduled program in a group of young children. Parents may use this form, or a statement of health status with the same information as provided by their child's health provider. **This report is to be completed by a health care provider who has seen the child in the last twelve months.**

These forms are given to parents/guardians to keep:

- Licensing Policies & Procedures
- Reporting Abuse/Making a Complaint letter
- Copy of their completed, signed, and dated Parent/Guardian Information and Permissions Form ●

CDPHE Recommended Immunizations

- CDPHE Colorado Health Care Provider Letter (*Optional*)
- Separation Anxiety information (*Optional*)

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

## Parent/Guardian Information and Permissions

(Please note: This form MUST be filled out completely. Do not leave any section blank.)

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date of Enrollment \_\_\_\_\_

Child's Home Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Parent/Guardian Full Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (Home) \_\_\_\_\_

City & Zip \_\_\_\_\_ Phone (Other) \_\_\_\_\_ Email

Address \_\_\_\_\_ Okay to text? Yes \_\_\_\_ No \_\_\_\_ Place of

Employment \_\_\_\_\_

Employment

Address \_\_\_\_\_ City & Zip

\_\_\_\_\_ Phone (Work) \_\_\_\_\_ Any special

instructions on how to reach a parent/guardian during the hours the child is at the center?

Parent/Guardian Full Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (Home) \_\_\_\_\_ City &

Zip \_\_\_\_\_ Phone (Other) \_\_\_\_\_ Email

Address \_\_\_\_\_ Okay to text? Yes \_\_\_\_ No \_\_\_\_ Place of

Employment \_\_\_\_\_ Employment

Address \_\_\_\_\_ City & Zip

\_\_\_\_\_ Phone (Work) \_\_\_\_\_ Any special

instructions on how to reach a parent/guardian during the hours the child is at the center?

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

### Parent/Guardian Emergency Permissions

- List the names, addresses, phone numbers and relationship to your child of adults (18 or over) to whom we may release your child during the school year. Children **WILL ONLY** be released to individuals designated in writing.
- In the event that a parent or guardian cannot be reached in an emergency, please provide **at least two adults** on the list below who will assume responsibility for your child in an emergency situation.
- *In an emergency* situation, your child may be released to an adult for whom you, as parent/guardian, have given verbal authorization. If this person is unknown to the classroom staff, picture identification will be required.

NAME	ADDRESS PHONE NUMBER RELATIONSHIP TO CHILD	CAN CONTACT BY PHONE IN EMERGENCY, IF PARENT/GUARDIAN IS NOT REACHABLE?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

YES  NO

### Emergency Medical Authorization

Child's Physician \_\_\_\_\_  
Name Address Phone

Child's Dentist \_\_\_\_\_  
Name Address Phone

Hospital of Choice \_\_\_\_\_  
Name Address Phone

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

Please read the statements below and acknowledge that you understand them, by signing and dating below:

- In an emergency, the student will be transported to the hospital determined by the Emergency Personnel.
- If a parent/legal guardian cannot be reached and immediate medical care is needed, the school will call 911. However, Denver Public Schools do not accept financial responsibility for care, in any case.

-----  
Parent/Guardian Signature Date

## Parent/Guardian Permission To Apply Sunscreen

State licensing requires a parent/guardian to provide written authorization for applying sunscreen or another form of approved sun protection to their child's exposed skin prior to outdoor play. The center staff may apply sunscreen or, if a child is over four (4) years of age, by the child him/herself under the direct supervision of a staff member. *Special instructions for sunscreen application, or another form of sun protection, if necessary, must be given to the teacher in writing.*

### PLEASE SIGN ONE OF THE FOLLOWING STATEMENTS:

- *This classroom provides sunscreen for ECE students. I agree to allow this product to be applied to my child. I understand that children who have turned 4 years old may apply sunscreen to themselves under the direct supervision of a staff member.*

-----  
Parent/Guardian Signature Date

- *Instead of using the sunscreen provided by this classroom, I agree to provide a labeled container of sunscreen for my child, named above, to be applied prior to outdoor play. I understand that children who have turned 4 years old may apply sunscreen to themselves under the direct supervision of a staff member.*

-----  
Parent/Guardian Signature Date

- *Please do not apply sunscreen to my child's body. Instead, I will provide adequate sun protection for my child including a hat, long shirt and long pants. I understand that if I do not provide adequate protection, a staff member may contact me to bring it in for my child so they can have outdoor playtime.*

-----  
Parent/Guardian Signature Date

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

## Parent/Guardian Acknowledgments:

1. In accordance with Colorado Department of Human Services child care licensing requirements, I and any adults I have designated will sign my child in and out each day with both the correct time and a complete signature including both first and last name.  YES  NO

2. I give my permission for my child to share in food tasting experiences.  YES  NO

- Does your child have any food allergies?  YES  NO

- If YES, please explain \_\_\_\_\_

- Does your child have any food restrictions?  YES  NO

- If YES, please explain \_\_\_\_\_

3. Does your child have a history of eloping from you, other adults, daycare, or child care facilities? (Elopement is defined as a child who runs away, outside the assigned space, and out of the view of the adult charged with their care.)  YES  NO

- If YES, please explain \_\_\_\_\_

4. If I provide my child with a homemade lunch, it will contain only age-appropriate, nutritious foods that do not pose a choking hazard.  YES  NO

5. In compliance with Colorado Department of Human Services child care licensing requirements, I will not send any food or other items with my child to school in a plastic bag that is larger than a quart (sandwich bag).

YES  NO

6. I understand that food prepared at home may not be served to anyone other than my child. I also understand food prepared at home may not be offered for sale.  YES  NO

7. I understand that state licensing regulations limit television, recorded media, video, computer, tablet, and media device time for preschool age children and that those limits may only be exceeded for a special occasion.  YES  NO

8. I have been advised that Early Childhood Education classrooms in Denver Public Schools accept children that may not be fully immunized.  YES  NO

9. I have received, read and understand the Denver Public Schools Early Education Department Licensing Policies & Procedures.  YES  NO

10. I understand I should refrain from leaving my vehicle idling when in or away from the vehicle in the school parking lot.  YES  NO

11. I realize my active involvement in my child's education is very important. Therefore, I agree to:

- Support my child's education
- Attend parent/teacher meetings and conferences this year and
- Send my child to school every day that he or she is not ill.

YES  NO

12. I realize that DPS is not required to provide transportation for ECE students and **I must** provide transportation to and from school. Certain exemptions apply. Please check with the school for a list of exemptions.

YES  NO

*I have read, understand, and agree to items 1 through 12 as indicated by my signature.*

----- Parent/Guardian  
Signature Date

### ECE Excursion Permissions

I grant permission for my child to participate in field trips. (Specific permission forms will be provided throughout the year.)

----- Parent/Guardian  
Signature Date

### ECE Media Release

I give my permission for Denver Public Schools to use photographs/video footage of my child for information and possible distribution about its schools or programs.

YES  NO

----- Parent/Guardian  
Signature Date



## Immunization Record Requirement

**PLEASE NOTE:** At the time of admission, the parent(s)/guardian(s) **must provide** documentation of immunization status or exemption as required by the Colorado Department of Public Health and Environment (CDPHE). Immunizations **must be** updated and recorded as specified on the certificate of immunization or alternate certificate of immunization as supplied and approved by the CDPHE. **Colorado law requires proof of immunization prior to or on the first day of admission.**

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

## Child's Statement of Health Status for Enrollment

*This report is to be completed by a healthcare provider who has seen the child in the last twelve months.*

**REQUIRED BEFORE ATTENDING, this report or a written verification of a scheduled appointment with a health care provider must be given to the ECE teacher. The ECE program may refuse to admit a child if a statement from an approved health care professional is not submitted.**

- Gender \_\_\_\_\_
- Date of child's most recent examination: \_\_\_\_\_ Date next visit is required: \_\_\_\_\_ •
- Known allergies \_\_\_\_\_ •
- Medications being taken and possible side effects: \_\_\_\_\_ •
- Prescribed routine: \_\_\_\_\_ •
- Past Illnesses - Check those the child has had and give approximate dates:  
Chicken Pox \_\_\_\_\_ Rubella \_\_\_\_\_ Rubeola \_\_\_\_\_ Rubella \_\_\_\_\_ Rheumatic Fever \_\_\_\_\_ Asthma \_\_\_\_\_ Mumps \_\_\_\_\_  
Hay Fever \_\_\_\_\_ Diabetes \_\_\_\_\_ Epilepsy \_\_\_\_\_ Whooping Cough \_\_\_\_\_ Poliomyelitis \_\_\_\_\_ Other \_\_\_\_\_
- If tuberculin test given: Date \_\_\_\_\_ Result \_\_\_\_\_
- If chest X ray taken: Date \_\_\_\_\_ Result \_\_\_\_\_
- Date of screening for: Vision \_\_\_\_\_ Hearing \_\_\_\_\_ Dental \_\_\_\_\_ Developmental \_\_\_\_\_ •
- Was the child referred for further evaluation?  Yes /  No
- Surgery/Accidents/Illnesses/Chronic or Handicapping Problems: \_\_\_\_\_ •  
Describe any physical condition requiring special attention by staff: \_\_\_\_\_
- This child is  / is not  physically and/or emotionally able to participate in the DPS ECE program. •
- Comments: \_\_\_\_\_

Health Provider

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

**\*\*ONLY REQUIRED FOR HEAD START PROGRAMS PER STATE EPSDT SCHEDULE\*\***

Height at exam: B/P: HCT: Lead Level:

Tuberculosis Status:  Not indicated  Date done: \_\_\_\_\_ Results: \_\_\_\_\_

Signature of licensed physician or licensed nurse practitioner Date

**The following documents are for families to keep for their records.**

## **Licensing Policies and Procedures**

### **2.206 STATEMENT OF POLICIES AND PROCEDURES**

*A. At the time of enrollment, and upon amendments to policies and procedures, the center must give the parent(s)/guardian(s) the center's policies and procedures and provide the opportunity to ask questions. Written copies must be available either electronically or in hard copy. The center must obtain a signed document stating that the parent(s)/guardian(s) have received the policies and procedures, and by signing the policies and procedures document, the parent(s)/guardian(s) agree to follow, accept the conditions of, and give authorization and approval for the activities described in the policies and procedures.*

*B. The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information:*

1. The center's purpose and its philosophy on child care. Denver Public Schools Early Education Department Mission Statement. To create an integrated and comprehensive system of diverse, high quality early childhood education and care services that enhances the development of young children so they are "ready to succeed" when they enter school; to support families in their role as nurturers and first teachers; and to meet the needs and financial abilities of Denver's working parents.
2. The ages of children accepted. 2 years, 10 months-6 years. Children must be three (3) or four (4) years of age on or before October 1 of the year of enrollment and, for Head Start classrooms, meet the income qualification guidelines.
3. The hours the center is open, specific hours during which special programs are offered, and holidays when the center is closed. Half-day Early Childhood Education (ECE) classes are typically 2 hours/40 minutes per day for ECE-3; 3 hours for ECE-4 and 3/4 mixed-age and full-day ECE classes are typically 6 hours/30 minutes per day Monday through Friday except for predetermined days for Professional Learning. Specific hours of operation are determined by the individual school. Holidays and District Planning Days are determined by the district calendar.
4. The procedure regarding inclement and excessively hot weather. If the school administrator determines the outdoor weather to be too extreme, either due to heat, cold or other conditions, for children to participate in outdoor activities, ECE children will not go outside.
5. The procedure concerning admission and registration of children including whether non-immunized or under immunized children are enrolled in the program. A legal birth certificate or other acceptable record shall be required for enrollment age verification. Payment of tuition at various levels or tuition-free status is based on family income provided at the time of application. Residents of the city and county of Denver will have priority in filling available classroom slots. Families living outside the city and county of Denver may be accepted at non-Denver resident tuition levels if space is available. Additional income requirements must be met in Head Start classrooms. ECE children register according to DPS registration and Colorado state child care licensing requirements. Colorado law requires all students attending Colorado schools and licensed child care to be

vaccinated against certain diseases unless a medical or non-medical exemption is filed. For more information about vaccine requirements, resources and exemptions, please visit the Colorado Department of Public Health and Environment's School Immunization page.

6. An itemized fee schedule; ECE student tuition is determined by a sliding fee scale based on family size and income. Each applicant is given a copy of the fee scale at the time of application.
7. The procedure for identifying where children are at all times including times of transition; Children are signed in and out at the start and end of each class by the parent/guardian or other adult person for whom written authorization has been given by the parent/guardian. Only full signatures are acceptable on the sign-in/out forms, not initials. Teachers do regular name to face attendance verification at daily transition times, such as returning from the playground, lining up for a trip to the library, etc. Children are not allowed to leave the classroom or group unaccompanied at any time. Teachers are expected to use reasonable accountability procedures at all times.
8. The center's procedure on positive guidance, behavior expectations, positive instruction, supporting positive behaviors, as well as strategies and techniques for supporting children with challenging behaviors, including how the center will:
  - a. Promote responsive and positive child, staff, and family relationships and interactions. ECE staff work to develop a personal relationship with each student during daily classroom interactions and with the student's family by positive and respectful communication. Opportunities include phone and in-person conferencing, classroom volunteering, extracurricular activities, and, in some cases, home visits.
  - b. Create and maintain a program-wide culture that promotes children's mental health, social, and emotional well-being. Positive social and emotional behaviors are taught in the ECE classroom and students are given scaffolded support to understand, practice and develop these skills.
  - c. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. Individual district schools use various approaches to support social/emotional competence including CLASS, No Nonsense Nurturing, Dinosaur School, and Pyramid Plus.
  - d. Provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. ECE programs follow their respective school's code of conduct and Board of Education policy JK-R. DPS prioritizes guidance strategies that are rooted primarily in therapeutic interventions or restorative practices.
9. How decisions are made and what steps are taken prior to the suspension, expulsion, or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues. These procedures must be consistent with the center's policy on guidance and positive instruction, and include documentation of the steps taken to understand and respond to challenging behavior including:
  - a. Identify and consult with an early childhood mental health consultant, as defined in section 26.5-3-701, C.R.S., or other specialist as needed. ECE classrooms follow the respective school's code of conduct, made available to parents/guardians, to the maximum extent possible in the preferred language of the parent/guardian, and Board of Education policy JK-R. The Office of Social Emotional Learning provides support to help answer

questions related to the Board Policy. Division of Student Services provides school partners who can assist in helping to address significant behavior needs of ECE students. Prior to any out of school suspension, principals are required to consult the appropriate district Instructional Superintendent. Expulsion for ECE students is exceedingly rare and only done through a formal request by the school principal to the Office of Social Emotional Learning. See 8., above, for additional details.

10. The procedure, including notification of parent(s)/guardian(s), for handling children's illnesses, accidents, and injuries. Parents are informed in writing of all illnesses, accidents and injuries on the day of occurrence unless the incident warrants immediate attention in which case appropriate procedures are initiated and the parents are contacted.

11. The procedures for emergencies and disaster preparedness such as but not limited to lost children, tornadoes, fires, shelter in place, lockdown, active shooter on premises, reunification with families after emergency or disaster, and evacuating children with disabilities as specified in rule section 2.136, of the "General Rules for Child Care Facilities". After 15 minutes, emergency procedures, as defined in 7, 10, and any other related procedures, apply. Fire drills are held at schools monthly; tornado drills are held monthly from March - October; shelter-in-place, lockdown, and active shooter drills are held three times per year/each school year to ensure students become familiar with the procedure.

12. The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities. Parent/guardian permission for excursions is signed upon enrollment. Parents/guardians are notified prior to all field trips requiring transportation of children. District transportation procedures are used for field trips and in cases of scheduled transportation of children to and from school in compliance with Colorado Department of Transportation and state child care licensing regulations. DPS does not allow ECE students to ride the bus to and from school unless transportation is indicated in the child's IEP.

13. The procedure for governing field trips, television and video viewing, and special activities, including staff responsibility for the supervision of children. Parent/guardian permission for excursions, media and internet use is required annually in Denver Public Schools and is furnished at registration. TV, recorded media, and video use is NOT encouraged in Early Childhood Education classrooms. However, if such use is believed to be relevant by an ECE teacher, school policies, as determined by the principal and Collaborative School Committee, will apply and will be limited to 30 minutes per week. Computer and tablet use in the ECE the classroom is designed to support and enhance children's skills in alignment with curriculum goals but is limited to non-consecutive fifteen (15) minute increments, not to exceed 30 minutes per day.

14. Media and internet usage policy outlining screen and media use related to their curriculum. The media plan must have information on ongoing communication with children about online safe practices for children over the age of five (5). During any interaction that includes utilizing the internet, all children are under direct supervision of an adult at all times. Children are informed of this policy.

15. The procedure on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road. Public school transportation guidelines in compliance with Colorado Department of Transportation regulations are followed. No enrolled preschool child in Denver Public Schools may ride a district bus to and from school on a daily basis unless their parent/guardian applies for and is granted an exception by the DPS Department of Transportation.

16. The procedure for releasing children from the center only to persons for whom the center has written authorization and the procedure for picking-up the child during an emergency. Parents/guardians are required to complete a Parent/Guardian Information and Permissions form when enrolling their ECE child that lists only those adults to whom their child may be released. Children may be released to other adults with written parent/guardian approval. At least one piece of identification must be inspected (and a copy kept in the child's file) for individuals who are strangers to ECE staff. Per state licensing requirements, parents, guardians or others authorized in writing by the parent or guardian are required to sign children in and out of the classroom daily. DPS policy is that only individuals over the age of 18 are permitted to sign children in and out of an ECE classroom. On a case by case basis, a school administrator may allow someone 16 or 17 years of age to sign a child in and out of an ECE classroom with appropriate permissions on file.

17. The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day. If ECE children are not picked up on time and then escorted to the office, there should be a fully background checked person (Licensing Trails, CBI, FBI) caring for them in the office and that person should have Early Childhood Teacher (ECT) or Assistant Early Childhood Teacher (AECT) qualifications on file. If it is office staff that are caring for the children, then either DPS has to background check those office staff under the ECE license and keep qualifications for them on file, or children can be cared for in the classroom by a qualified ECE staff member until parents can be reached.

18. The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion. All children will be taken care of upon arrival by school personnel. A plan is in place at each school that meets the needs of their community.

19. The procedure for storing and administering children's medication and delegation of medication administration in compliance with sections 12-255-101 through 12-255-136, C.R.S., of the "Nurse and Nurse Aide Practice Act". In DPS, each school's procedure for storage and administration of medication as designated by the "Nurse Practice Act" is applicable to the Early Childhood classrooms. School staff trained and delegated to administer medications to ECE students will be specified in the school nurse's planning book. Only those ECE classrooms trained and delegated to administer emergency or routine medications will store required medications in the classroom.

20. The procedure concerning children's personal belongings and money. A limited space is provided for each child's personal belongings. Parents/guardians are advised that children do not bring money or valuables to school. Should a child bring money or valuables or when special event purchases occur, classroom staff collects the money or valuables at the beginning of the session for safekeeping. Valuable items and cash for non-specific uses are returned at the end of the day.

21. The provision of meals and snacks. Meals and snacks are nutritious and either determined by program requirements, or can be site-based choices.

22. The procedure for diapering, toilet training, and toileting. Children enrolling in Denver Public Schools ECE will be supported in becoming independent in their toileting routine. In case an accident occurs, the staff will treat the child with care and respect. Parents will be notified. A child's need for toilet training cannot be the basis for denying enrollment to an Early Childhood Education student. In classrooms where diapering is

required, CDEC regulations from Personal Hygiene and Space Requirements will be followed in addition to CDPHE diapering regulations.

23. The procedure for allowing visitors to the center. Per Denver Public Schools Policy KI, visitors must report to the school office when entering, receiving authorization before visiting elsewhere in the building. In the ECE classroom, visitors will sign in with name, date, address, phone number and purpose of their visit. At least one piece of identification must be inspected for individuals who are unknown to ECE staff.

24. The procedure for conducting parent and staff conferences to partner with the parents(s)/guardian(s) to discuss the child's progress, social, emotional, and physical needs. Conferences are held twice a year or as needed. Teacher's are training in Teaching Strategies Gold Interrater Reliability to complete assessments.

25. The procedure for filing a complaint about child care, including the name, address and telephone number of the Colorado Department of Early Childhood (see rule section 2.125 of the General Rules for Child Care Facilities). Posted in each classroom:

To File a Complaint About this State Licensed Program, contact  
The Colorado Department of Early Childhood Division of Early Learning Licensing and Administration  
710 S. Ash St.

Denver, Colorado 80246  
303-866-5958 or 1-800-799-5876

26. The procedure for reporting of child abuse, including the name of the county department of social/ human services and phone number of where a child abuse report should be made (see rule section 2.126, of the General Rules for Child Care Facilities). Posted in each classroom:

To file a report about suspected child abuse contact:  
The Colorado Dept. of Human Services – Abuse Hotline  
1-844-CO-4-Kids (1-844-264-5437)

27. The procedure of the protection of infants from secondhand and thirdhand smoke. DPS ECE programs serve children from 2 years 10 months to 6 years; no infants are enrolled in our programs. Use of all tobacco products including vaping devices on school property is prohibited under Colorado's Tobacco Free Schools law.

28. The procedure for establishing safe sleep environments for infants including how staff will supervise and physically check on infants who are sleeping. DPS ECE programs serve children from 2 years 10 months to 6 years; no infants are enrolled in our programs.

29. The procedure for dressing children appropriately for the weather. Teachers encourage parents to ensure all children have clothing appropriate for the weather with them each day. This includes ensuring extra clothing (for accidents, etc) is seasonally appropriate. During winter months, parents are reminded to send gloves, hats, boots, and warm jackets. Extra cold weather clothing is on hand for families who need it.

30. Notification when child care service is withdrawn and when parent(s)/guardian(s) withdraw their children from the center. In order to withdraw a child from an ECE classroom, parents/ guardians are required to inform the teacher and school office staff. Individual school procedures for withdrawal are implemented. In extreme

necessary to maintain services and compliance has not been achieved within a specified time period.

If a child is absent: 3 consecutive days.....teacher calls the home

5 consecutive days.....refer to social worker

10 consecutive days..... the child may need to be dropped from the program and replaced with a child on the waiting list (based on Principal/CSC policy).



Dear Parent,

Your child is enrolled in a child care program licensed by the Colorado Department of Human Services and by the Department of Excise and Licenses. These licenses indicate that at the time of inspection the provider has met standards needed to operate either a licensed Family Child Care Home, Child Care Center, or School-Age Child Care program. These standards include:

- Written policies and procedures
- Communications, emergency, and security procedures
- Personnel requirements for education, experience, training, and supervision
- Requirements including procedures for admissions: health care; personal hygiene; physical care; food and nutrition; discipline; overnight care; field trips and transportation; holiday schedules; and fee policies
- Activities
- Equipment and materials
- Facility requirements
- Fire and other safety requirements
- Maintaining children's records
- Administrative reports and records

In addition to the above standards, all licensed child care providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care.

As a parent of a child/children in licensed child care, you may report any suspected abuse by calling:

**Child Abuse Hotline at 1-844-264-5437 (1-844-CO-4-KIDS)**

If you wish to make a complaint or have a concern regarding your provider you may call:

**Colorado Division of Child Care  
303-866-5958**

**Denver Public Health Inspection Division  
720-865-5485**

Your provider's State Child Care License and Denver Department of Business and Excise License should be posted and available for you to see at your request. You may also review inspection reports at the facility upon request.

We hope the services you and your child/children receive in this licensed child care facility will be both positive and productive.

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

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

### Required and recommended vaccines

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

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

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

Colorado follows recommendations set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. This committee is a group of medical and public health experts who study vaccines and recommend them for the public. View the recommended vaccine schedule for children through 6 years of age at [www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html](http://www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html). CDC also recommends immunizations for COVID-19, hepatitis A (HepA), influenza (flu), respiratory syncytial virus (RSV), and rotavirus (RV) for child care-aged children, but these are not required for child care or school entry in Colorado. This recommended schedule is safe and effective. It's based on how your child's immune system responds to vaccines at various ages, and how likely your child is to be exposed to a particular disease.

### Exclusion from child care and school

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

### Have questions?

Talk with a health care provider or your local public health agency to ask questions and find out which vaccines your child needs. Find a vaccine provider at [cdphe.colorado.gov/get-vaccinated](http://cdphe.colorado.gov/get-vaccinated). Read about the safety and importance of vaccines at [www.cdc.gov/vaccines/parents/FAQs.html](http://www.cdc.gov/vaccines/parents/FAQs.html), [childvaccineco.org](http://childvaccineco.org), [ImmunizeForGood.com](http://ImmunizeForGood.com), and [cdphe.colorado.gov/immunization-education](http://cdphe.colorado.gov/immunization-education). Staying up to date on routine immunizations is important for adults as well as children. It's never too late for families to get back on track! Learn more at [www.cdc.gov/vaccines/adults/rec-vac/index.html](http://www.cdc.gov/vaccines/adults/rec-vac/index.html).

### Paying for vaccinations

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

### Vaccination records

Share your child's updated Certificate of Immunization with their program every time they receive a vaccine. 18 | Page

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

### Exemptions

If your child cannot get vaccines for medical reasons, you must submit a Certificate of Medical Exemption to your school, signed

by an advanced practice nurse (APN), physician (MD, DO), or physician assistant (PA) licensed to practice in any state or territory in the United States. You only need to submit this certificate once, unless your student's school or information changes. Get the form at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

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

1. Submit the Certificate of Nonmedical Exemption signed by an advanced practice nurse (APN), pharmacist, physician (MD or DO), physician assistant (PA), or registered nurse (RN), licensed in Colorado, or
2. Submit the Certificate of Nonmedical Exemption you will be able to access after completing the state's Online Immunization Education Module.  
Find certificates and the Online Immunization Education Module at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

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

Annually, programs must report immunization and exemption numbers (but not student names or birthdates) to CDPHE. Programs do not control their specific

## **Colorado Health Care Provider Letter**

Colorado School Entry Immunization Law (25-4-901 et seq, C.R.S) and Colorado Board of Health rule (6 CCR 1009-2) require students who attend a public, private or parochial K - 12 school, licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Students must be vaccinated against:

- Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap) • Haemophilus influenzae type b (Hib) • Polio (IPV) • Pneumococcal (PCV13)
- Measles, mumps, rubella (MMR) • Varicella (chickenpox)
- Hepatitis B (HepB)

The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP). To be considered valid, a dose of vaccine must meet both the minimum age and minimum intervals as defined by ACIP. You can view the current ACIP vaccine schedule for persons 0 - 18 yrs of age at [www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf). Vaccines are recommended for rotavirus, hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Colorado schools are required to review immunization records for school entry and can only accept valid doses of vaccine. Your patients may receive notification of noncompliance if a dose of vaccine does not meet the minimum age or minimum interval requirements, per the ACIP schedule. There are three ways a student can meet the compliance requirements established by Colorado law:

1. A student is considered fully immunized if he or she has received all doses of school-required vaccines according to the current ACIP schedule. Note: students are required to receive their final doses of DTaP, IPV, MMR and Varicella by kindergarten entry and their Tdap by 6th grade entry, even if the student is 10 years of age.
2. A student is in the process of getting up-to-date on required vaccines and has a written plan from a parent/guardian on file with the school.
3. The student's health care provider (medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician assistant) has signed an official Immunization Medical Exemption Form because of a condition that precludes a patient from receiving vaccine(s) or the student (emancipated or 18 years of age or older) or student's parent/guardian has submitted a signed non-medical exemption (religious or personal belief).

If students do not meet at least one of the compliance criteria, they are not permitted to attend school. If you have questions about the student's school immunization requirement, please communicate with the student's school nurse or school representative.

If you have questions about the ACIP immunization schedule, vaccines marked as invalid in your patient's immunization record, or about Colorado School Entry Immunization Law, please contact us from 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2700 or [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us). If you have questions about the Colorado Immunization Information System (CIIS),

please contact us 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2437 (press 2), 1-888-611-9918 (press 1) or [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us).

Other reliable clinical resources include:

- CDC Vaccines & Immunizations - [www.cdc.gov/vaccines/default.htm](http://www.cdc.gov/vaccines/default.htm)
- CDC's Pink Book, Course Textbook 14th edition (2021) of the Epidemiology & Prevention of Vaccine-Preventable Diseases -<https://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
- The Immunization Action Coalition: Ask the Experts - <https://www.immunize.org/askexperts/> • CDC Experts at the National Immunization Program - <mailto:mnipinfo@cdc.gov> or 1-800-CDC-Info (1-800-232-4636)

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | <mailto:mcdphe.dcdimmunization@state.co.us>

## Separation Anxiety

Separation anxiety is a concern for many children and families. Work with parents/guardians by keeping an open channel of communication. Consider sharing the following information with parents (from [www.kidshealth.org](http://www.kidshealth.org)):

### Making Goodbyes Easier

These strategies can help ease kids and parents through this difficult period:

- **Practice.** Practice being apart from each other, and introduce new people and places gradually. If you're planning to leave your child with a relative or a new babysitter, then invite that person over in advance so they can spend time together while you're in the room. If your child is starting at a new day care center or preschool, make a few visits there together before a full-time schedule begins. Practice leaving your child with a caregiver for short periods of time so that he or she can get used to being away from you.
- **Be calm and consistent.** Create an exit ritual during which you say a pleasant, loving, and firm goodbye. Stay calm and show confidence in your child. Reassure him or her that you'll be back – and explain how long it will be until you return using concepts kids will understand (such as after lunch) because your child can't yet understand time. Give him, or her your full attention when you say goodbye, and when you say you're leaving, mean it; coming back will only make things worse.
- **Follow through on promises.** It's important to make sure that you return when you have promised to. This is critical – this is how your child will develop the confidence that he or she can make it through the time apart.

As hard as it may be to leave a child who's screaming and crying for you, it's important to have confidence that the caregiver can handle it. It may help both of you to set up a time that you will call to check in, maybe 15 to 20 minutes after you leave. By that time, most kids have calmed down and are playing with other things. Don't let yourself give in early and call sooner!

If you're caring for another person's child who's experiencing separation anxiety, try to distract the child with an activity or toy, or with songs, games, or anything else that's fun. You may have to keep trying until something just clicks with the child.

### It's Only Temporary

Remember that this phase will pass. If your child has never been cared for by anyone but you, is naturally shy, or has other stresses, it may be worse than it is for other kids.

(see full text at <https://kidshealth.org/en/parents/anxiety-disorders.html?WT.ac=ctg#cattalk>)