



Parent Forms Packet

2021 -2022

WELCOME TO ECE

Welcome to the DPS Early Education program. This packet contains necessary documents to complete your student's enrollment. Please return each of these documents 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 COMPLETE BY!
Aug. 23, 2021

Table of Contents

Licensing Required Documentation Checklist for Parents/Guardians	3
Preschool Child Interest Survey/Interview	4
DPS Early Education Family Survey	7
Parent/Guardian Information and Permissions	9
Parent/Guardian Emergency Permissions	11
Emergency Medical Authorization	12
Parent/Guardian Permission To Apply Sunscreen	13
Parent/Guardian Acknowledgment	14
Immunization and Child's Statement of Health Status for Enrollment	16
ECE Excursion Permission Form	18
Licensing Policies and Procedures A-Z	19
Reporting Abuse / Making a Complaint	23
Child Care/Preschool/Head Start Required Immunizations for the 2021-22 School Year	24
Colorado Health Care Provider Letter	25
Separation Anxiety	26
Transitions	27

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:

- Preschool Child Interest Survey (*REQUIRED for Colorado Shines*)
- DPS Early Childhood Family Survey (*REQUIRED for Colorado Shines*)
- Parent/Guardian Information and Permissions (*REQUIRED by State Child Care Licensing*)
- Child's Statement of Health Status for Enrollment (*REQUIRED BEFORE ATTENDING*)

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

Preschool Child Interest Survey/Interview

The purpose of these questions is to determine funding eligibility for your child as well as gather information pertinent to supporting your child's positive school experience. Your responses ***will not*** be shared with outside agencies and ***will not*** impact your child's enrollment.

School Information

1. Please identify any child care programs/settings that your child participated in last year:
 - Family or Friend Care
 - Babysitter
 - Preschool
 - Play groups
 - Church Group
 - Head Start
 - Stay at home parent
 - Other _____
2. How does your child enjoy spending a typical day?
3. When your child is upset how do you calm him/her down?
4. What help does your child need with self-care skills? (Toileting, feeding, getting dressed, hand washing, etc.) What word(s) does your child use to communicate their need to use the restroom?
5. List any holidays, family related traditions or customs your family participates in:
6. List a few book titles, authors and/or types of books your child enjoys:
7. List your child's favorite toys, games, TV shows, movies, and video games:
8. Is there anything additional you would like us to know about your child or family that will guide us in understanding your child?
9. What are your hopes and dreams for your child in our program?

Guardian/Family Information

1. Have you moved more than twice in the past year?
 YES NO

2. Are you homeless or living with another family that holds the title or lease to the home?
 YES NO

3. Are you the foster parent to the child?
 YES NO

4. Does your family receive public assistance? For example, WIC, Medicaid, CHP+, EBT Card or Low-income Energy Assistance Program (LEAP).
 YES NO

5. Has your family's Employment, Medical and/or Housing been impacted by COVID?
 YES NO

6. Did one or both parents NOT complete High School?
 YES NO

7. Was either parent less than 18 years old at the time of the child's birth?
 YES NO

8. Has either parent been incarcerated?
 YES NO

9. Are there any safety concerns in the home?
 - a. Domestic violence
 YES NO

 - b. Substance abuse
 YES NO

Child Information

1. Did the child have any health risks at birth?

YES

NO

2. Are there any current health concerns regarding your child?

YES

NO

3. Does the child have health insurance?

YES

NO

4. Is the child receiving any special services in your home or at a facility? For example, speech therapy or behavioral therapy.

YES

NO

5. Does the child have trouble communicating his/her wants or needs to children or adults?

YES

NO

6. Do you have concerns regarding the child's speech?

YES

NO

7. Is the child overly shy, too aggressive or have any trouble interacting with adults or other children their age?

YES

NO

8. Does the child speak a language other than English?

YES

NO

9. Is the child receiving Social Services from the State Dept. due to neglect?

YES

NO

DPS Early Education Family Survey

During the year we will be having family meetings. The following topics are ideas that we can explore during our meetings. On a scale of 1 (I don't want this) to 5 (I really want this) rate these topics and please add any additional ideas and information.

1. Child Growth and Development: (Brain development, social and emotional development, language development, etc.)

1 2 3 4 5

(Please explain)

2. Preschool Learning: (Reading, writing, math, science, social studies, etc.)

1 2 3 4 5

(Please explain)

3. School and District Services: (School choice, moving to kindergarten, English Language Acquisition, Special Education, etc.)

1 2 3 4 5

(Please explain)

4. Health and Safety: (Nutrition, sleep, exercise, etc.)

1 2 3 4 5

(Please explain)

5. Social events to connect with other families: (Parties, carnivals, fundraisers, etc.)

1 2 3 4 5

(Please explain)

Other topics and ideas:

6. We encourage family members to share their knowledge and skills with others in our school community. How would you like to support our classroom and school? (Make phone calls to other families, wash rest sheets, teach something to other families, plan events, prepare materials at home, etc.)

7. How would you like to receive communication from our classroom?

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 _____

Child's Home Address _____ City & Zip _____

Date of Enrollment _____

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?

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?

Child's Name _____ Child's Date of Birth _____

Emergency Medical Authorization

Child's Physician	-----	-----	-----
	Name	Address	Phone
Child's Dentist	-----	-----	-----
	Name	Address	Phone
Hospital of Choice	-----	-----	-----
	Name	Address	Phone

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

Parent/Guardian Acknowledgment:

Child's Name _____

Child's Date of Birth _____

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.

2. I give my permission for my child to share in food tasting experiences.

- Does your child have any food allergies/restrictions?

YES

NO

- If YES, what are they?

3. If I provide my child with a homemade lunch, it will contain only age-appropriate, nutritious foods that do not pose a choking hazard.

4. 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).

5. 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.

6. 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.

7. I have been advised that Early Childhood Education classrooms in Denver Public Schools accept children that may not be fully immunized.

8. I have received, read and understand the Denver Public Schools Early Education Department Licensing Policies & Procedures.

9. 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.

I have read, understand, and agree to items 1 through 9 as indicated by my signature.

Parent/Guardian Signature

Date

For classroom use only:

- | | |
|--|--|
| ----- Birth Certificate (Copy or electronic access on demand) | ----- District Registration Packet (Copy or electronic access on demand) |
| ----- Significant observations of child’s development (TS GOLD) | ----- Special Diet and/or Health Care Plan (if applicable) |
| ----- Current <i>Child’s Statement of Health Status</i> Form | ----- Individual Child’s Profile |
| ----- Immunization Record on CDPHE approved form (Copy or Electronic access on demand) | ----- Record of minimum of 2 parent conferences (including dates, names of staff involved) |

Immunization and Child's Statement of Health Status for Enrollment

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.**

AND

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.***

No later than 30 days after admission, 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.

Child's Name _____ Gender _____ Birth Date _____

Address _____ City & Zip _____

• 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 _____ Rubeola _____ Rubella _____

Rheumatic Fever _____ Asthma _____ Hay Fever _____

Diabetes _____ Mumps _____ 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 _____

Signature of licensed physician or licensed nurse practitioner

Date

ECE Excursion Permission Form

School Name: _____

Teacher Name: _____

Paraprofessional Name: _____

Emergency contact number for this day: _____

We will be taking a field trip on _____ to _____.

Date Location

- If you give your permission for your child to attend, check here:
- If you DO NOT give your permission for your child to attend, check here:
- If you would like to accompany the class on this upcoming trip, please check here:
- If you give permission for your child to use transportation, if provided, please check here:
- If you **do not** give permission for your child to use transportation, please check here:

Please sign, date this form, and return it no later than _____.

Date

Thank you!

Parent/Guardian Signature_____
Date Signed_____
*Important: Parent's emergency contact number for day of field trip

Licensing Policies and Procedures A-Z

A written statement of the center's policies and procedures must be made available to parents and guardians and to staff and must include the following:

- A. 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.
- B. 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.
- C. The hours the center is open, specific hours during which special programs are offered, holidays when the center is closed.** Half-day Early Childhood Education (ECE) classes are typically 2 hours/40 minutes per day 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.
- D. The policy regarding inclement or 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.
- E. Procedure concerning admission and registration of children.** Children must be three (3) or four (4) years old on or before October 1 of the year of enrollment. 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.
- F. 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.
- G. Procedure for identifying where children are at all times.** 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 roll-calls and head counts 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.
- H. The center's procedure on guidance, positive instruction, supporting positive behaviors, discipline and consequences, including how the center will:**
- 1. Cultivate positive child, staff and family relationships.** 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.

2. Create and maintain a socially and emotionally respectful early learning and care environment.

Positive social and emotional behaviors are taught in the ECE classroom and students are given scaffolded support to understand, practice and develop these skills.

3. 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.

4. Provide individualized social and emotional intervention supports 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.

5. Access an early childhood mental health consultant or other specialist as needed. The DPS Division of Student Services provides school partners that can assist with helping to address significant behavior needs of ECE students. Head Start funded sites include direct consultation with Denver Health staff.

I. The procedure, including notification of parents and guardians, 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.

J. The procedures for responding to emergencies such as lost children, tornadoes, and fires. Staff attempts to locate a missing child, informing appropriate authorities, including police, sheriff, etc., based on the location from which the child is missing. After 15 minutes, emergency procedures, as defined in G, I, 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.

K. 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.

L. The procedure 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 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.

M. The policy 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.

- N. The procedure for releasing children from the center only to persons for whom the center has written authorization.** 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.
- O. 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 ECT or 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.
- P. 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.
- Q. The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse 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.
- R. 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.
- S. Meals and snacks.** Meals and snacks are nutritious and either determined by program requirements, or can be site-based choices.
- T. Diapering and toilet training.** 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, CDHS regulations from Personal Hygiene and Space Requirements will be followed in addition to CDPHE diapering regulations.
- U. 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.
- V. Parent and staff conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs.** Conferences are held twice a year or as needed.

W. The procedure for filing a complaint about childcare (see 7.701.5, General Rules for Child Care Facilities). Posted in each classroom:

To file a complaint about this state licensed program, contact:
The Colorado Dept. of Human Services Division of Child Care
1575 Sherman St.
Denver, Colorado 80203-1714
303-866-5958

OR by dialing 311, Denver City Information system.

X. Reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities).

Posted in each classroom:

To report suspicion of abuse or neglect, contact:
The Colorado Dept. of Human Services – Abuse Hotline
1200 Federal Blvd.
Denver, Colorado 80204
720-944-3000

Y. Notification when childcare service is withdrawn and when parents or guardians 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 cases, withdrawal of childcare services may occur after parents/guardians have been informed of steps 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).

Z. 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, positive instruction, discipline and consequences, and include documentation of the steps taken to understand and respond to challenging behavior. 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 H., above, for additional details.

Reporting Abuse / Making a Complaint

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.

Child Care/Preschool/Head Start Required Immunizations for the 2021-22 School Year

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

- Colorado law requires students who attend a licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
 - Diphtheria, tetanus & pertussis (DTaP, DTP)
 - Polio (IPV)
 - Measles, mumps, rubella (MMR)
 - Hepatitis B (HepB)
 - Haemophilus influenzae type b (Hib)
 - Pneumococcal (PCV)
 - Varicella (chickenpox)

Vaccines are recommended for rotavirus, hepatitis A and influenza, but are not required.

- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view a parent-friendly version of the current ACIP vaccine schedule for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf.
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at www.colorado.gov/vaccineexemption. If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted at ages 2 months, 4 months, 6 months, 12 months and 18 months. Multiple options are available at <http://www.colorado.gov/vaccineexemption>.
- Some parents, especially those with students who have weakened immune systems, may want to know which child cares, preschools and Head Start programs have the highest percentage of vaccinated children. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at <https://cdphe.colorado.gov/school-and-child-care-immunization-data>.
- You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

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



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)
- Polio (IPV)
- Measles, mumps, rubella (MMR)
- Hepatitis B (HepB)
- Haemophilus influenzae type b (Hib)
- Pneumococcal (PCV13)
- Varicella (chickenpox)

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. 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. 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.

Other reliable clinical resources include:

- CDC Vaccines & Immunizations - www.cdc.gov/vaccines/default.htm
- CDC's 13th edition (2015) of the Epidemiology & Prevention of Vaccine-Preventable Diseases - <https://www.cdc.gov/vaccines/pubs/pinkbook/index.html> or the 13th edition supplement (2017) - <https://www.cdc.gov/vaccines/pubs/pinkbook/supplement.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):

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>)

Transitions

What your child needs to:

... *know how to do*

- ✓ Put on their coat and shoes with little help
- ✓ Go to the bathroom and wash their hands independently
- ✓ Open the containers in their lunch box (if you plan to pack lunch). Carry a food tray, use a fork effectively, and open a milk carton (if they get hot lunch)
- ✓ Be learning to take responsibility for their own stuff and carry their own backpack or bag
- ✓ Know they can ask the teacher for help when they need it and use words to talk about their thoughts, wants, needs and feelings
- ✓ Follow one and two step directions

... *know to expect*

- ✓ Listening to directions from the teacher is important
- ✓ There may be different rules at school than there are at home, the teacher will explain
- ✓ How they are getting to and from school
- ✓ There won't be any naps, and leave their toys or other comfort items at home
- ✓ Practice getting out the door successfully in the morning and the route you'll take to school
- ✓ School is fun! You'll get to spend all day learning new things and making new friends

Working with your teacher:

- ✓ Introduce yourself to your child's teacher and check in often. Ask how your child is doing and how you can help
- ✓ Ask your teacher how and when they can communicate. (Make an appointment with them, email them, text them, catch them at the beginning or end of the day?)
- ✓ Reaching out to your teacher if you have questions or concerns
- ✓ Get to know the other children and parents in your child's class. Get involved and attend school events
- ✓ Read everything your child brings home from the school and teacher. If you have questions let your teacher know! If you need an interpreter to make communication easier, the school can provide one