



# PARENT HANDBOOK

**Iliff Preschool, Kindergarten, and School-Age Summer Camp**

**4140 E. Iliff Avenue**

**Denver, CO 80222**

**Phone: 303-757-3551 FAX: 303-757-1717**

**[www. iliffpreschool.com](http://www.iliffpreschool.com)**

## Table of Contents

OUR MISSION AND PHILOSOPHY.....	Page 4
Who We Are-Iliff's 5 Tenets of Whole Child Development	
Our Mission	
Our Philosophy	
Early Learning Goals	
ADMISSION POLICIES.....	Page 6
Admission Paperwork	
Extra Days	
Financial Responsibilities	
Hours of Operations	
Sign-in/Sign-out Procedure	
Termination of Care by the Program	
Withdrawals	
EDUCATIONAL PROGRAM.....	Page 8
Enrichment Programs	
Staff Qualifications	
PROGRAM POLICIES.....	Page 8
Attendance	
Absences	
Child Abuse	
Clothing	
Confidentiality	
Late Pick-up	
Outdoor Play	
Personal Belongings	
Release Authorization	
Security	
Separation/Observation	
Sunscreen	
Visitors	
Weather Guidelines	

LUNCH AND SNACKS.....Page 11

- Lunches at Iliff Preschool
- Snacks
- Learning during Snacks and Meals
- Celebrating Children’s Birthdays

ACTIVITIES.....Page 12

- Field Trips
- School Pictures
- Television and Video Viewing

COMMUNICATION.....Page 13

- Newsletters
- Parent-Teacher Conferences
- Concerns
- Licensing Complaints

PROGRAM DETAILS.....Page 14

- Positive Guidance and Discipline
- Biting
- Toilet Training
- Volunteers/Parent Helpers

HEALTH AND SAFETY.....Page 15

- Accident or injury of a child
- Communicational Diseases
- Daily health Inspections
- Illness Policy
- Immunizations/Vaccines
- Medications

EMERGENCY PROCEDURES/SAFETY.....Page 19

- Fire Drills, Tornado Drills and Lock Downs
- Missing/Lost Children
- School Evacuations and Student Reunification

## Who We Are

Established in 1963, Iliff Preschool, Kindergarten, and School-Age Summer Camp is a privately-owned quality, neighborhood, educational, child care center designed to provide warm, loving care, a stimulating educational curriculum, and a full range of services in support of all families. Iliff is licensed for children ages one to twelve. Developmentally appropriate classrooms include toddler, preschool, pre-kindergarten, private kindergarten, and summer camps for school-age children from the Denver area.

## OUR MISSION-ILIFF'S 5 TENETS OF WHOLE CHILD DEVELOPMENT

### ENGAGED

Iliff students are actively engaged in learning and it is connected to the school and broader community. Our teacher facilitated play based curriculum embeds inquiry-based, experiential tasks and activities to help all of our children deepen their understanding of what they are learning and why they are learning.

### SAFE

Iliff students learn in an environment that is physically and emotionally *safe* for students and adults. Our physical, emotional, academic, and social school climate is *safe*, friendly, and student-centered. Our curriculum teaches, models and provides opportunities for children to practice social-emotional skills including effective listening, conflict resolution, problem solving, self-regulation, and personal reflection and responsibility.

### HEALTHY

Our school supports and reinforces the health and well-being of each child through our facilities, environment, and culture.

### SUPPORTED

Iliff students are *supported* by qualified, caring adults to help them to develop to their full potential. Our school welcomes and includes all families as partners in their children's education to encourage each student's academic and personal growth.

### CHALLENGED

Iliff students have access to a comprehensive curriculum that develops the whole child. Our curriculum and instruction provide opportunities for students to develop critical-thinking and reasoning skills, and problem-solving competencies.

## OUR PHILOSOPHY

Young children are eager for hands-on learning experiences. Iliff Preschool, Inc. provides young children with a content rich, hands-on, interdisciplinary curriculum that combines science, literacy, math, and most importantly, social emotional skills. Early childhood is a magical time and Iliff Preschool students are provided learning opportunities that empower critical thinking and problem solving skills. Children inherently flourish in an environment where love, support, and encouragement are present.

We provide a comprehensive, quality educational program, which focuses on the physical, emotional, social, creative and cognitive selves of the child to create a learning environment that develops the whole child.

## EARLY LEARNING CENTER GOALS

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goals are to help children become independent, self-confident, inquisitive learners. We do this by allowing them to learn at their own pace and in ways that are best for them. By giving children good habits and attitudes, particularly a positive sense of themselves, we will make a difference throughout their lives.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children are all designed to accomplish the goals of our curriculum and give your child a successful start in school. Our curriculum identifies goals in all areas of development:

**Social:** To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of a community. Teachers interact with children in groups and individually in warm, caring, responsive ways.

**Emotional:** To help children experience pride and self-confidence, develops independence and self-control, and has a positive attitude toward life.

**Cognitive:** To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings. Children are read to on a daily basis. Opportunities to explore a variety of materials such as sand, water, and science materials are provided.

**Physical:** To help children increase their large and small motor skills and feel confident about what their bodies can do. Plenty of well supervised physical activities are offered through the day. Children's fine motor development is encouraged through the use of puzzles, pegboards, and art supplies.

## **ADMISSION POLICIES**

Iliff Preschool, Inc. accepts children, twelve months and walking independently to 12 years of age. All children may be admitted who benefit from the programs and services offered. We will discuss children with physical, emotional, or mental differences on an individual basis and will make an appropriate decision after discussion with the parents and other professionals who may be involved with the child. Iliff Preschool does not discriminate against any child or family because of race, color, and national or ethnic origin.

## **ADMISSION PAPERWORK**

Parent and/or guardians must remit the following before admission is completed: The Enrollment / Emergency Record, Enrollment Authorizations and Permissions, Medical Authorization, Admission Contract, Field Trip Permission and Liability Release, Sunscreen Permission Form, Permission Form to Sleep on a Cot (children under 2), and Teacher's Information .

In addition the following must be turned in on the first day:

1. Fee Agreement
2. Your Child's General Health Status
3. Record of Immunization

## **EXTRA DAYS**

Parents must clear extra days in advance with the Director. Extra days may only be added on a space-available basis and will be billed accordingly. Our billing policies do not allow you to use an extra day in place of a missed scheduled day.

## **FINANCIAL RESPONSIBILITIES**

A non-refundable enrollment fee of will be paid at time of enrollment and every August. At time of enrollment, you must pay for the first week of tuition in advance and agree to continue your payments in ADVANCE. If paying weekly, payments must be received by 6:00 p.m. Friday, for the following week. If paying every 2 weeks, payments must be received by 6:00 p.m., Friday for the following 2 weeks. If paying monthly, payment is due in advance by the first working day of the month. If you have more than one child at our center, a 10 percent discount is available on the oldest child's tuition. No discount is given for children who are not toilet trained or for school-age children (post-kindergarten). Admission and the release of your child's records can be refused on any account not paid in ADVANCE. A late fee will be assessed if your account is not paid in full by the end of the month.

## **HOURS OF OPERATIONS**

We are open throughout the year, Monday through Friday from 7:00 a.m. to 6:00 p.m. You are charged for the following National Holidays during which we close-Christmas break 5 days (posted in advance/dependent upon Christmas day), New Years, Memorial Day, Independence Day (depending upon the calendar, an extra day may be added for Independence Day), Labor Day and Thursday and Friday for Thanksgiving. In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by tuning into 9 NEWS (KUSA).

Should the school need to close in the middle of the day, staff will attempt to reach the parents or emergency contact to arrange for pick up. **No absentee credit is given for Holidays or emergency/inclement weather and/or school closures. The safety of our children, families, and staff is of utmost importance when decisions are made regarding school closing and delayed starts.**

## **SIGN-IN/SIGN-OUT PROCEDURE**

In accordance with State requirements, we ask each authorized adult to please sign-in their child at the time of arrival at the center and to sign them out at the time of departure every day. The time, your signature (***PLEASE, do not use initials***), and the child's full name are required. Prior to closure, we combine all children in the rooms or playgrounds on side one. At closing, attendance and sign-out lists are checked to make sure every child has been picked up. **Records are kept of adults who pick up their child after closing.**

## **TERMINATION OF CARE BY CENTER**

If Iliff staff does not feel that it is meeting the child/ family needs, we reserve the right to dismiss any parent or child at any time with or without cause. A list of causes for dismissal might include but are not reserved to the following:

- Enrollment is incomplete or fraudulent/parent fails to notify office of change in information collected during enrollment
- Non-payment of services and/or lack of adherence to our tuition policies.
- Lack of parental cooperation to resolve differences or meet the child's needs through parent/staff meetings.
- Threats by parents toward the staff or other parents/confrontational interactions with staff, other parents or associates.
- Special needs that the program cannot meet. Staff will meet with the parent to determine the best course of action.
- Swearing, cursing, smoking, physical or verbal punishment or any other behavior that threatens the safety of any child, staff, or parent.
- Pressure on employees and other families for information considered to be confidential.

## **WITHDRAWAL**

Parents must give a **two-week written notice** of withdrawal from our program. If a parent withdraws their child from our kindergarten program, they will need to pay a withdraw fee to be determined by Iliff.

## **EDUCATIONAL PROGRAM**

### **ENRICHMENT PROGRAMS**

Our program includes drama, STEM (Science, Technology, Engineering, and Math), creative movement, computer instruction, music, art appreciation, and art instruction in addition to our early childhood curriculum. Dance is offered to children at an additional expense. Please inquire in the office for availability and fees.

### **STAFF QUALIFICATIONS**

All staff members of Iliff Preschool, Inc. meet or exceed the requirements to be Early Childhood Teachers, Assistant Teachers or Staff Aids in compliance with State licensing by the Colorado Department of Human Services. Many of our staff are Director Qualified as well. These requirements include formal education, training, and work experience in Early Childhood Education. In addition to these qualifications, each staff member participates in 15 hours of continued education annually specific to the profession of Early Childhood. Of the 15 hours, at least 3 hours are specific training in social emotional development. All staff members are trained in CPR/First Aid, Coronary Pulmonary Resuscitation (CPR), AED, Standard Precautions, Shaken Baby Syndrome, Recognition and Reporting of Child Abuse, Disaster Preparedness and Emergency Response, Building and Physical Premises Safety & Storage of Hazardous Materials and Bio-Contaminants. In addition, our bus drivers have a Commercial Driver's License (CDL).

## **ILIFF PRESCHOOLS PROGRAM POLICIES**

### **ATTENDANCE**

We want all children at Iliff Preschool to take full advantage of the educational and physical growth opportunities at Iliff Preschool, therefore, regular and punctual attendance is expected. We would like all full day/a.m. children to be at the program by 9:00 a.m. in order to participate in all activities.

### **ABSENCES**

In the event your child cannot attend school because of illness, vacation, doctor appointments or other reasons, please call the center to let us know so we can plan accordingly.

### **CHILD ABUSE**

All members of Iliff Preschool are considered *Mandatory Reporters*. Each Iliff Staff member is required by law to report a suspicion of child abuse and/or neglect to the Department of Human Services. If a parent has any concerns of their own, they can be reported to Denver County Department of Human Services @ 303-866-5958 or 1-800-799-5876. Iliff Preschool, Inc., also requires that every staff member complete a Mandated Reporter Training for Colorado Educators.



## **CLOTHING**

We have outdoor play every day except during inclement and excessively hot weather. Please dress your child appropriately for the day. If in doubt, bring boots, a hat, and mittens for winter and hats and sunglasses for summer. Label all removable clothing with your child's first and last name. Play clothes are best for your child because we finger paint, mold clay, crawl on the floor, sit in the sand, etc. Sandals and flip flops are **not** appropriate on our playgrounds. Send an extra set of underwear and clothing in a labeled Ziploc bag or backpack to be kept at the center on your child's hook. If we need to provide extra clothing in case of more than one accident, please launder and return our clothes as soon as possible. (If your child is a toddler, place a change of clothing in your child's backpack and give your disposable diapers, labeled with your child's name, to a staff member).

## **CONFIDENTIALITY**

Maintaining confidentiality about each child is legally required and must always be respected. We are prohibited from disclosing a child's health, behavior, home situation, or other personal information to another parent or third party. We do not discuss a particular child in front of other children or third parties. If we are seeking advice from a professional, we do not refer to the child by name, but instead, refer to her/him as "a child in my class".

In addition, we are also prohibited from disclosing personal information and internal personal matters about individual staff member to parents or other third parties.

## **LATE PICK-UP**

It is mandatory that you pick up your child by 6:00 p.m. If your child is not picked up by 6:00 p.m., we will begin to call you and your child's emergency contacts. If we cannot get in touch with a parent or emergency contact within 20 minutes, it may be necessary to contact the police. You will not be charged for late pick-up. However, **after the 2<sup>nd</sup> incident, you will be asked to find another center with hours that can accommodate your needs.**

## **OUTDOOR PLAY**

Outdoor activities provide an extension of our learning environment. All classes will spend a portion of the day in the morning and afternoon outside daily, except in the case of excessive heat or cold. If you feel your child is not well enough to participate in outdoor time, then he/she is not well enough to be at school. Please make sure to have appropriate clothes so your child will be comfortable in the changing weather conditions.

## **PERSONAL BELONGINGS**

Iliff Preschool, Inc., discourages children from bringing personal belongings, money, or electronic toys to school. If a student brings these things to school, they will be placed up in the office in a bag with your child's name on it and you will receive a note telling you the items are up front. You will need to retrieve them from the office. Security objects such as stuffed animals, books, and items related to the curriculum are always welcome. We provide sheets at nap; however, if you would like to send a blanket, it must fit in a zipped bag that holds your child's spare clothing and must be taken home to launder every Friday.

## RELEASE AUTHORIZATION

Children will not be allowed to leave the center with anyone other than those people listed on the emergency and registration forms. Please inform those authorized to pick up your child that picture identification will be required. Written notice will also be accepted from parents for individuals with temporary authorization (visiting relatives, etc.) to pick up a child in emergencies. Iliff Preschool, Inc., cannot legally deny release of any child to a **natural** parent unless we have a written court order stating otherwise. Permission may be given over the phone or email for an alternate pick-up person.

## SECURITY

The only entrance to our center is through the security gate at the east side of the building. Only identified persons are “buzzed” in. Please help by not holding the gate open and making sure the gate is latched after entering and exiting. A new 3 digit code is assigned periodically and should not be shared with others including children. Your child will be released **only** to those persons listed on the enrollment card unless you make other arrangements with the office. Such persons will need identification. If a person has not been authorized and attempts to have the child released to him/her, police will be called.

## SEPARATION / OBSERVATION

At drop-off, we ask that once you decide to leave, tell your child when you will be back, say goodbye and then exit. Drawn-out goodbyes lengthen the separation experience and may result in prolonging the task of helping your child to get into the daily routine. We encourage and support parental observations, but also recognize that the presence of one or two parents in a room can disrupt scheduled activities and normal routines. We find it best to stay with our recommended routine at drop-off and then observe your child through the observation windows, without your child’s knowledge.

## SUNSAFE

Iliff Preschool, Inc., outside curriculum is as important as the indoor curriculum. It is very important that we work together to protect our children from the sun while they enjoy the outdoors. We are advising the following policies regarding the protection of our children from the sun’s rays.

1. **APPLY SUNSCREEN TO YOUR CHILD BEFORE DROP OFF AT THE CENTER.**  
Sunscreen products contain a SPF (sun protective factor). The number of the SPF tells you how long you can be out in the sun before your skin starts to burn. For example, if it normally takes you about 15 minutes before you start to burn, a product with a SPF of 15 would give you protection for 15 minutes times 15 or 225 minutes. The American Academy of Pediatrics recommends a waterproof sunscreen with a SPF of at least 15.
2. We will assist your child in reapplying sunscreen to bare surfaces including face, tops of ears, bare shoulders, arms, legs, feet, and toes as needed throughout the day. Iliff Preschool, Inc., will apply **Rocky Mountain Sunscreen Sport SPF30** sunscreen which includes: UVA, UVB, Greaseless, Waterproof, and Paba-Free. This sunscreen will be provided by Iliff Preschool, Inc., for your child. Additional information about this sunscreen can be found at [www.rmsunscreen.com](http://www.rmsunscreen.com) .

3. Make sure you have signed the permission form to apply **Rocky Mountain Sunscreen Sport SPF30** sunscreen to your child at the time of registration.
4. If your child is prone to burning, please send a hat, and a light long sleeve shirt to wear when going outdoors. Label all removable clothes and sunglasses with your child's name. Tank tops and sun dresses expose the children to more of the sun's rays.

**REMEMBER, SUNBURN RISKS INCREASE AT HIGHER ELEVATIONS and THAT SUN CAN REFLECT FROM SAND, SNOW, CEMENT, AND WATER.**

## **VISITORS**

Visitors are welcomed to observe our program at any time. Each visitor is required to sign in on a visitors' log at the office. At this time, they will be asked to show a photo identification and must state the purpose of their visit. Parents and/or families who would like to observe a student's class are encouraged to schedule a time to visit.

## **WEATHER GUIDELINES**

Children need fresh air and active playtime each day. All teachers use the following guidelines when deciding whether it will be an inside or outside playtime.

- Below 20 degrees- Children do not go outside.
- 20-39 degrees- Children may go outside for 15-20 minutes if all children have the appropriate outerwear.
- 40-92 degrees- Regular outside time
- 90-98 degrees- Children may go out for 20 minutes
- Above 99 degrees- Children do not go outside unless there is sufficient shade.

## **LUNCH AND SNACKS**

### **Lunch from Home**

Please pack a nutritious lunch for your child if they are scheduled to be here for a full-day session. Each child's lunch box must be labeled with both first and last name. Insulated lunchboxes and frozen packs help keep each lunch foods and drinks cold until lunchtime. Frozen ice packs or "blue ice" must be included in your child's lunch container. Lunches will not be refrigerated. If your child likes a hot lunch, a thermos can be used to keep items warm. Teachers **cannot** leave the classroom to heat up lunches for the children. Iliff will provide milk for lunch daily.

**Please do not pack the following foods in lunches for children younger than four (4) years old:**

- \* Hot dogs (whole or sliced in rounds)
- \* Raw Peas
- \* Whole grapes
- \* Popcorn

\* **Chunks of raw carrots**

\* **Meat larger than can be swallowed whole**

\* **Peanuts**

**\*\*\*Please cut foods into pieces no larger than one half-inch square for toddlers. If foods are not pre-cut, Iliff staff are required to cut for children prior to eating.**

## **SNACKS PROVIDED BY ILIFF PRESCHOOL**

Iliff Preschool, Inc., will provide healthy snacks for the children. A specific goal of Iliff is to teach children about healthy practices such as nutrition and exercise. The daily snack is posted in each classroom. We are open to suggestions so please give your ideas to the Director. It is important that children eat breakfast before they come to school.

## **LEARNING DURING SNACKS AND MEALS**

Snack and meal times are part of the daily routine that supports children's learning and socialization in a group setting. Adults sit and eat with children during snacks and meals, engaging them in conversations about their daily activities and interests. Adults model and teach skills that include using developmentally and culturally daily activities and interests.

## **CELEBRATING CHILDREN'S BIRTHDAYS**

Family members may bring in a treat for snack time to celebrate a child's birthday or a special family event. It is often fun for children to think about what special treat they would like to bring! We encourage you to help your child to think about what kinds of healthy snacks they may choose. Here are general guidelines to consider:

1. Foods must be pre-packaged or prepared in a licensed kitchen.
2. **No peanuts or tree nuts of any kind (consistent with our peanut-free center policy).**
3. Please bring in the nutritional ingredient information on the package so that teacher can check it out to avoid any known allergies for individual children in the classroom

## **ACTIVITIES**

### **FIELD TRIPS**

Our children participate in neighborhood excursions around our site. There are also trips in our center-owned buses. Whenever a field trip is planned, parents will receive notice in advance specifying the date, destination and departure time, and approximate time the children are due back at the center. The information will also be posted in the Director's office.

Children must be 4 years of age and older to be transported on our school buses. Our buses are inspected yearly, equipped with seat belts and cell phones and driven by staff members who have a commercial driver's license, current CPR/First Aid card, and Department of Transportation health exam. Children must be at the center before scheduled field trips. Parents may not drop-off or pick up from field trip sites. If your child arrives after the group has left the center, your child will be assigned to another classroom until the group returns.

We review safety rules with your child prior to each trip. Children are reminded to keep seated, wear their seat belts and use indoor voices at all times. Children who repeatedly do not follow bus rules will not be able to go on future trips.

### **SCHOOL PICTURES**

Iliff Preschool, Inc., will arrange an opportunity to have class and/or individual pictures taken by a professional photographer. Purchase of photos is optional. Usually, individual pictures are taken in the fall and group pictures in the spring.

### **TELEVISION AND VIDEO VIEWING**

Television/Video viewing will only be done for educational purposes. This includes videos for our music and art program as well as yoga. A television/video viewing form (as part of the registration form) must be signed by the parent of each child and submitted to Iliff Preschool Inc. This release will be kept on file.

### **COMMUNICATION**

#### **NEWLETTERS**

Communication is vital to the school/family relationship. Each classroom will email or print a class newsletter with pertinent information specific to their class. CR-6 and CR-7 will provide a daily information sheet. Classroom websites are password coded and available to keep you updated with photos and news.

#### **PARENT TEACHER CONFERENCES**

Conferences are held two times per year. Fall conferences are designed to discuss the classroom curriculum and your child's development. Communication with the teacher is encouraged and a parent may request a conference to discuss concerns or other issues at any time.

#### **CONCERNS**

Our center is committed to improvement of program and services. We will respond immediately to suggestions, problems, concerns, and complaints. If you have a classroom concern, we encourage you to first speak directly with the classroom teachers about your concern. If you have a center wide concern, we encourage you to speak to your child's teacher and/or administration.

#### **LICENSING COMPLAINTS**

We strive to meet or exceed your expectations. If you have a complaint about our facility or want to report licensing violations, please contact:

**The Colorado Department of Human Services, Division of Child Care**

**1575 Sherman Street, Denver, CO 80203-1714**

**303-866-5958 or 1-800-799-5876**

## ***PROGRAM DETAILS***

### **POSITIVE GUIDANCE AND DISCIPLINE**

We use positive guidance strategies in order to help your child learn self-regulation without loss of self-esteem. Children are encouraged to use words to solve problems, limits are stated, and choices are given to empower children to succeed. A child might be asked to sit in a supervised area away from other children to reflect on their behavior. This alone time is not punishment but rather a time to regroup. No child is subject to physical punishment, corporal punishment, verbal abuse or threats by staff, volunteers, or parents. When a child is struggling with challenging behaviors that are outside of the norm, a conference with the parents, teacher, and the director will be called to discuss and create a Positive Behavior Plan. A student's enrollment can be affected if the child exhibits behaviors that cannot be improved with a Positive Behavior Plan and/or their behavior poses a risk or impacts the quality of education to classmates or others.

### **TOILET LEARNING**

We encourage younger toddlers to "practice" toilet learning by having them sit on the potty to get comfortable to it. Older toddlers will sit on the potty at regular intervals throughout the day. Once we have started the toilet learning process, we would like to be consistent between home and school. Once the child has started with underwear at school, she/he should wear underwear at home as well. During this important time, we ask you to supply appropriate clothing, which will allow your child to use the toilet easily. Please know belts, overalls, or "onesies" make the toilet learning process for young children more difficult to navigate. Also, we will need lots of extra clothing for mishaps. Remember toilet learning is a process and takes time; therefore, we treat accidents casually. Once they are old enough, we encourage children to help with the clean-up process. In the event your child needs to borrow clothing from Iliff Preschool, Inc., please make sure to launder them and return to the center.

### **BITING**

Biting in preschool is a natural developmental stage that many children may go through. It is usually a temporary condition that lasts for a short period of time. We understand that biting can provide a strong emotional response in the biter, the victim, the families, and the teachers/staff involved. The safety of all our students is our primary concern, however, young children sometimes bite, and Iliff Preschool, Inc., staff will make every effort to support parent as they teach and guide their children not to bite. We also, at the same time, need to protect the other children in our care. Consequently, we have the following policy regarding biting. A bite that leaves red marks, bruising, or broken skin will be reported to both of the students' parents by a telephone call and written accident report. Iliff Preschool, Inc., staff suggests that parent/guardian(s) seek medical attention for a child if the bite they receive breaks the skin. If a child bites twice in 2 weeks (14 calendar days) a conference with the parent(s) and the Director will be set up as soon as possible. The Director will review all recent incident reports involving the child, to look for a pattern or other information that may be helpful /useful. During the parent conference, an intervention plan will be developed. If the child does not stop biting, the child may be asked to take a temporary leave from school. The length of the leave will be determined by the Administration. Enrollment will be maintained if tuition payments are

continued. Otherwise, re-enrollment will be dependent upon availability. Re-admission to the school will be at the discretion of the Administration.

## **VOLUNTEERS/PARENT HELPERS**

Parents are an important and vital part of Iliff Preschool, Inc. In addition, we will have many opportunities throughout the year to join the classroom for events and parties. At certain times of the year, parents may be asked to assist in their child's classroom. Please remember that the teacher's main duty is to interact with the children. Please do not use this time as a conference time regarding your child. All parents who want to volunteer in the classroom must set up the time with the teachers if this is not a scheduled party or event.

## **HEALTH AND SAFETY**

Your child's health and safety is our first and most important consideration. Prior to their first day of school each child must have on file a current health form signed by their physician and a current Record of Immunization and General Health Status Form or **exemption letter on file yearly**. These are required by the Department of Health and Human Services and will be strictly enforced.

## **ACCIDENT OR INJURY OF A CHILD**

Bumps and bruises are a normal part of growing up. In the event your child receives a bump, bruise or minor scrape while at school, a staff member, if necessary, will clean the area and apply ice. At the time of pick up, a note with your child's name will be on the sign out sheet, letting you know your child has an accident report. The accident/incident report will list the events that occurred and will require your signature.

## **MEDICAL EMERGENCIES**

When a medical emergency arises, every effort will be made to contact parents, guardians, or an emergency contact. In the event that parents or emergency contacts cannot be reached, the director and/or lead teacher will decide the next step and a call to 911 will be placed. An authorized representative from the center will accompany your child to the hospital or clinic you have indicated on our emergency forms and remain with him/her until parents arrive. Our emergency information form, filled out at the time of enrollment, serves as consent for your child to be transported by ambulance to a local medical facility to receive emergency care.

## **ALLERGIES/SPECIAL NEED**

If your child has allergies, please discuss them in detail with the director as well as the classroom teacher when enrolling. For food allergies, a written description signed by parent and doctor must be on file and updated every year. The staff of the center will take appropriate precautions. If at any time your child develops an allergy, please alert the school immediately.

**NUT-FREE ZONE:** Due to an increase in children with nut allergies, we attempt to be a nut-free zone. Please keep this in mind when packing a lunch for your child, or providing snacks for the classroom during special occasions. This includes peanuts as well as tree nuts such as almonds, cashews, walnuts, pine nuts (pignoli), etc.

## **COMMUNICABLE DISEASES**

All staff in our center use Standard Precautions to help prevent the spread of diseases. All diseases are treated similarly. In order to reduce communicable diseases, we encourage children to wash their hands when they enter and exit the center.

## **DAILY HEALTH INSPECTIONS**

For the safety and protection of the children, each classroom will follow the recommendation of the Centers for Disease Control (CDC) by providing each child with a health check prior to his/her entering the group. Each child will be checked for the following;

- Severe coughing
- Breathing difficulties
- Yellowish skin or eyes
- Pinkeye (tears, redness of eyelid lining, irritation, swelling, discharge, etc.)
- Infected skin patches or a rash accompanied by a fever
- Feverish appearance
- Unusual behavior-crying more than usual, lethargy, generally feeling unwell.

## **ILLNESS POLICY**

Iliff Preschool, Inc., has revised its Child Illness Policy to align more with the Model Health Care Policies developed by the American Academy of Pediatrics and to provide clarity for our families about how Iliff Preschool, Inc., will be handling child illness exclusions going forward.

Exclusion from Iliff Preschool, Inc., due to illness is sometimes necessary to reduce the transmission of illness or because the center is not able to adequately meet the needs of your child. Iliff Preschool, Inc., understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that families should have alternative arrangements made for occasions when children must remain at home or be picked up due to illness.

Teachers/staff do a daily health check to determine who is healthy enough to be in school. At the discretion of the teachers/staff, children who present symptoms/illnesses that prevent them from participating comfortably in all program activities including going outside. Illnesses/symptoms that result in a greater need for care than our staff can provide without compromising the health and safety of other children, and/or illness/symptoms that pose a risk of spreading a harmful disease to others, may be asked to return home.

In addition, illnesses are common among children and infections are often spread before the onset of any symptoms. Sometimes symptoms manifest themselves at school, and we may find it necessary to call you to come and pick up your child. We ask that for your child's comfort and to reduce the risk of contagion, if we call you to pick up your child, you will come within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms. Please see the list of common illnesses that will require exclusion from the program (this list covers most common illnesses, but is not inclusive of all reasons for exclusion).



## **CHILD'S EXCLUSION DUE TO ILLNESS**

- Fever (100° axillary (armpit), 101° orally, 102° aural/ear)\* and behavior change or other signs and symptoms, e.g., sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying, difficulty breathing.
- Diarrhea — more watery stools or decreased form of stool that is not associated with change of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing “accidents.” Diapered children with diarrhea will be excluded if the stool frequency exceeds 2 or more stools above normal for that child.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. Special circumstances that require specific exclusion criteria include the following:
  - Toxin-producing E coli or Shigella infection, until the diarrhea resolves and the test results of 2 stool cultures are negative for these organisms
  - Salmonella serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with Salmonella serotype Typhi, 3 negative stool cultures are required.
- Vomiting more than 2 times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores with drooling unless the child's medical provider or local health department authority states that the child is non-infectious.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever, dehydration, or other signs of illness.
- Rash with fever or behavioral changes, until a physician has determined it is not a communicable disease.
- Impetigo until 24 hours after treatment has been started.
- Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
- Head lice until after treatment and all nits are removed.
- Rubella, until 6 days after the rash appears.
- Scabies until 24 hours after treatment has been started.
- Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).
- Pertussis (Whooping cough) until 5 days of appropriate antibiotics.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Hepatitis A virus until 1 week after onset of illness or jaundice or as directed by the Health Department (if the child's symptoms are mild).
- Tuberculosis, until the child's medical provider or local health department states the child is on appropriate treatment and can return.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

## **REQUIRED CONDITIONS FOR A CHILD TO RETURN TO THE CENTER**

### **CHILDREN WHO HAVE BEEN EXCLUDED MAY RETURN WHEN:**

- Child has remained at home for 24 hours without symptoms before returning to the program, i.e., the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home Friday, he/she may return Monday), unless the center receives a note from the child's medical provider stating that the child is

not contagious and may return to the center. In the case of a (suspected) contagious disease, rash or continuing symptoms, **a doctor's note will be required before returning.**

- They are free of fever (without medicine i.e. Tylenol, Motrin), for a full 24 hours.
- Re-admission after diarrhea can occur when diapered children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting accidents.
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  1. The child's health-care provider signs a note stating that the child's condition is not contagious, and;
  2. The involved areas can be covered by a bandage without seepage or drainage through a Band-Aid.

If a child has been out of the center due to any of the reasons above or any other reason deemed necessary by the child's medical provider, please let the center know. It may be beneficial to share this information with families in the center. If so, your family information will remain confidential; however, this will help staff and families observe the other children for symptoms and could assist their medical provider in making a diagnosis.

## **IMMUNIZATIONS/VACCINES**

Beginning July 1<sup>st</sup>, 2016 parents/guardians seeking non-medical vaccine exemptions (religious or personal) must submit signed statements of exemption yearly. Medical exemptions only need to be submitted once. Students with medical or non-medical exemptions may be excluded from school during an outbreak. Parents can access and download the appropriate forms at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

## **MEDICATIONS**

**No medication of any kind, prescription or non-prescription can be brought to school without the necessary paperwork filled out.** In the event your child requires medication during school hours for a medical condition, the following procedures must be followed:

1. Written permission from both a physician or a parent or legal guardian. Medication Administration forms are available from the school office, for your convenience.
  2. All medication must be in the original container, bearing the original pharmacy label. The label must show the prescription number, name of the medication, date filled, physician's name, child's name, and the direction for dosage.
  3. All medications will be given to the director and the medication will be kept in a locked medication refrigerator or cabinet out of the reach of children. Parents need to check expiration dates on medications. All medication must be taken home on a daily basis. We reserve the right to dispose of expired medications.
- Topical over-the-counter preparations such as sunscreen, diaper creams, and ointments require your written authorization but do NOT require written authorization from your Health Care Provider. This may be applied as a preventive measure. If

the skin is broken or bleeding, we will discontinue use, and you will be asked to provide written instructions from your Health Care Provider.

***Note: Parents/guardians of children enrolled in CR-7 must provide diaper rash ointment, labeled with the child's first and last name. We will use it daily as a preventative measure.***

4. Nebulizers and EpiPens require a written health care plan from a Health Care Provider. They are available at the front desk. The Nebulizers and EpiPens are kept in backpacks that are stored in a cupboard in the classroom or when outside, teachers wear them in backpacks on their backs.
5. Medication that has expired or is no longer being used at the center will be returned to you. If the medication has not been picked up within one week of the request, trained staff will dispose of it.

## **EMERGENCY AND DISASTER PREPAREDNESS PROCEDURES**

**EVACUATION PROCEDURE:** Teachers will take clipboard with each child's contact information and teachers will lead children out of the building using classroom exterior exit doors.

### **FIRE DRILLS, TORNADO DRILLS, AND LOCK DOWNS**

Fire and Tornado drills are conducted each month and logged in the director's office. Lock down drills are conducted quarterly. We do consult with the local fire and police department to determine further measures needed to provide a safe environment for the children.

### **MISSING OR LOST CHILDREN**

Staff members will notify the director immediately when it is suspected that a child may be missing. Staff will look for the child for five minutes. If the child is not located, 911 will be called. After the police have been notified, the parents will be notified of the situation.

### **SCHOOL EVACUATIONS AND STUDENT REUNIFICATION**

In the event of a school evacuation/emergency that requires Iliff to evacuate students, evacuated students will be located at the Arthritis Foundation, 2280 South Albion Street, Denver, CO 80222. Iliff Preschool, Inc., staff will follow standard procedures/policies for student pick up. Students will only be released to a parent or a person on your child's emergency card with a valid ID.