



Durango Early Learning Center

## **Family Policies**

*Revised and Board Approved 7.9.2024*

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## **Mission Statement**

*Nurturing child development in partnership with families of diverse backgrounds.*

## **Welcome**

Durango Early Learning Center (DELC), established in 1978, is a 501(c)3 nonprofit early childhood program, accepting children from ages eighteen months to five years. The Center is open 7:45 a.m. to 5:30 p.m. Monday through Friday and operates on a year-round schedule. DELC welcomes students of all abilities and pledges to build on individual strengths, learning styles and interests in a safe and nurturing environment. Our teachers facilitate hands-on learning experiences with the goal of creating a learning environment that each child and his/her family will value and enjoy.

If English is not your primary language, DELC will accommodate your interpretation needs. DELC can provide an interpreter for written communication in the home language. DELC utilizes the Latinx Project to obtain interpreters in Spanish and the La Plata Family Center for resources on finding other language interpreters. If more than half of a class speaks a language other than English, DELC will employ a teacher that is fluent in that language for that classroom.

***The safety and welfare of your child is paramount, which is why it is vital that you read this policy book in its entirety. Upon signing your financial contract with DELC, you attest that you have read and agreed with our school policies in their entirety.***

## **Equal Opportunities Policy**

Durango Early Learning Center welcomes students, families, and staff without regard to race, color, religious creed, age, national and ethnic origin, ancestry, physical, mental or developmental disability, sex, military status, marital or registered domestic partnership status, medical condition, gender, gender identity, transgender status, or sexual orientation, as well as any other category protected by federal, state or local laws. We appreciate our human differences and similarities, and all people are treated with equal respect. We are an equal opportunities center, and as such we strive to accommodate and educate children with sensory, physical, emotional and cognitive needs by working in partnership with families, the community, and appropriate/pertinent outside agencies to create an inclusive environment for our children, families, and staff.

## **Non-Discrimination Policy**

DELC is committed to providing all staff members, vendors, beneficiaries, and clients with an environment that is free of harassment, discrimination or retaliation of any kind. Our values include treating everyone with respect and dignity. DELC prohibits harassment and discrimination based on race, color, religious creed, age, national and ethnic origin, ancestry, physical, mental or developmental disability, sex, military status, marital or registered domestic partnership status, medical condition, gender, gender identity, transgender status, or sexual orientation, as well as any other category protected by federal, state or local laws. This policy also prohibits unlawful harassment and discrimination based on the perception that anyone has a protected characteristic or is associated with a person who has or is perceived as having a protected characteristic.

DELC will take all reasonable steps to prevent harassment, discrimination or retaliation from occurring. All complaints of harassment and discrimination will be handled promptly and discreetly. If DELC determines that this policy has been violated, it will take appropriate remedial action commensurate with the severity of the offense, up to and including dismissal from DELC and immediate separation of employment of any person found to have violated DELC's policies.

## **DELC Code of Conduct**

DELC expects all families/parents/guardians to:

- Use appropriate language and behavior within the school and its immediate perimeter.
- Be respectful of others (staff members, children, other families).
- Approach the Executive Director with all questions and concerns during school hours and not engage staff members on school related issues outside of school hours.
- Refrain from using cell phones except for checking your child(children) in and out while on school property in order to give full attention to your child and their teacher.
- Adhere to all school policies outlined in this document.
- Adhere to all health and safety guidelines set forth by DELC.

## The DELC Educational Approach

DELC's curriculum directly reflects our mission statement: *Nurturing child development in partnership with families of diverse backgrounds*. In their mixed-age classrooms, teachers support whole-child development through learning experiences guided by the children as well as creating opportunities for further growth and learning. Through a play-based approach, teachers are able to observe each child's unique interests and developmental needs in order to provide individualized support. Daily routines allow for ample opportunities for children to explore their environment and materials at their own pace.

DELC respects each teacher's individual strengths and teaching style. Teachers are offered the freedom to create learning opportunities that best fit the needs of their class. We do expect that:

- Learning opportunities and experiences are based on the Colorado Early Learning and Development Guidelines (CELDG) as well as developmental assessments, using Teaching Strategies Gold, emphasizing the following developmental domains: social-emotional, cognitive, language and literacy, physical (fine and gross motor), math and science, social studies, the arts.
- Learning opportunities and experiences use scaffolding and individualized supports to meet the developmental needs of all children in the class.
- Classroom environments are set up using best practices modeled in the Environmental Rating Scales, ITERS for toddler teachers and ECERS for preschool teachers.
- Teachers are observing children in their classroom, joining them as co-learners, and working towards expanding their knowledge based on their current level of development.
- Teachers respect the diversity of the children in their class and create a learning environment that suits individual learning styles.

Staff will receive annual training to support curriculum use and development. DELC will provide the annual training during the August work week prior to the start of the current school year. The curriculum training will reflect the current needs of the school and staff.

## **Classroom Ratios/Primary Caregiving**

The close knit feeling created at DELC largely has to do with the small classrooms and low adult: child ratios. We strive to maintain ratios that are lower than required by licensing and meet the National Association of Young Children’s recommendations:

Purple Room (18 months - 3 years) 2 adults to 8 children (1:4)
Blue Room (2 ½ - 5 years) 1 adult to 7 children
Orange Room (2 ½ - 5 years) 1 adult to 7 children
Rainbow Room (2 ½ - 5 years) 1 adult to 8 children
Green Room (2 ½ - 5 years) 1 adult to 7 children
Sun Room ( 2 ½ - 5 years) 1 adult to 8 children

Because children remain in their classroom all day with the same one or two teachers, they develop strong bonds through this primary caregiving model. Their primary caregiver is responsible for communicating with families through BrightWheel daily reports, BrightWheel newsletters, and family conferences as well as collecting and uploading developmental information to Teaching Strategies Gold and to inform individualized curriculum using the Colorado Early Learning and Development Guidelines.

## **Mixed Age Classrooms/Continuity of Care**

In all preschool classrooms at DELC, you will find children ages 2.5 - 5 years. This mixed age model offers a number of benefits. First, your child will have the same teacher for both preschool years offering a level of continuous care that supports the development of strong relationships. You and your child will have time to create a strong, working partnership with your classroom teacher without the need to transition to a new teacher the next school year. A classroom that offers a multi-tiered learning environment allows for children to explore and engage with materials at their own pace. Our teachers are skilled at meeting children where they are developmentally and providing the materials and guidance needed to further their learning. Teachers are able to track individual development through our assessment tool, Teaching Strategies Gold, to ensure they are fully aware of developmental strides, including Kindergarten readiness skills.

Perhaps the most exciting part is watching the peer-on-peer teaching and learning that takes place in a classroom of varied ages. Older children are able to develop their leadership skills, relying on

the experiences they've already had in the classroom to help guide younger students. Younger children receive the opportunity for emotional and social support from peers, rather than just teachers. This relationship creates an environment of cooperation where all children are valued for what they offer the class as a whole.

## **On-Going Assessment**

On-going assessment of each child's development is tracked through Teaching Strategies Gold, an authentic observation online assessment program where teachers input each student's developmental milestones with work samples, observations, and photographs. Teachers are required to upload TS Gold observations on a weekly basis and finalize checkpoints in the Fall, Winter, and Spring.

Based on their observations and documentation, teachers are able to use Teaching Strategies Gold for sharing developmental information with families to track progress and inform learning goals as well as influence planning for individualized learning experiences in the classroom. Teachers offer twice a year family conferences – once in the fall and once in the spring to goal-set with families, review developmental progress, and communicate one-on-one with families to discuss any questions, joys, and/or concerns regarding their child.

## **Positive Behavioral Supports**

Children experiencing behavioral difficulties need to be given extra support and understanding. The teachers at DELC work together to ensure every avenue is explored in terms of employing appropriate strategies, working with families and, if necessary, contacting outside agencies such as 9R Child Find and our Early Childhood Mental Health Specialist through the La Plata County Early Childhood Council. We use Conscious Discipline, a trauma-informed approach to guidance that focuses on self-regulation, building connection and relationships through the development of the School Family, and using brain-research to understand how internal emotional states influence behavior.

## **External Family Supports**

DELC partners with external agencies to support children and families. Should a teacher request the opinion of an outside professional regarding a child's development and/or behavior, DELC uses the following steps to refer families to the appropriate agencies:

1. Teacher documents observations of the development/behavior in question.
2. Teacher notifies the Executive Director, who will partner with the teacher to set up a meeting with the child's parents/guardians to discuss the concerns.
3. DELC will refer the family to the appropriate agency and can provide contact information for those agencies. DELC will review the process of referrals with the family for Community Connections (children under 3 years) and Durango 9R Child Find (children ages 3 and up). DELC also can provide the referral forms for the Early Childhood Mental Health Consultation Program.

4. Once parent permission has been obtained, DELC coordinates with outside agencies to conduct an assessment at school and complete any required paperwork from the child's teacher.
5. The child's teacher and/or the Assistant Director, and Executive Director are active participants in the IFSP/IEP process and coordination of services provided at the school. DELC staff, families, and Community Connections/Child Find/Early Childhood Mental Health Consultant collaborate to ensure that accommodations and supports are being provided so that the child's specific learning and development goals are being met in the school setting. This may include but not limited to environmental adaptations, social stories/visuals, tools to regulate sensory needs, specific language/verbal prompts used with the child, etc.

DELC provides a comprehensive list of local resources compiled by the La Plata Family Center Coalition that can be emailed, found on our website, and posted in the front entryway. These local resources include information about adult education, employment/training, financial, health care access, housing, utility assistance, food, parent skills, family relations, childcare, legal, mental health, substance abuse, mobility, and support networks. A family can set up an in-person or phone meeting with the Executive Director or Assistant Director to discuss the family's needs and what resources would be most applicable.

If your family needs additional financial support beyond our provided tuition assistance, DELC can provide referral information on contacting the Department of Human Services and applying for the Colorado Child Care Assistance Program (CCCAP). For children in pre-kindergarten, DELC can provide and support the completion of the application for Universal Preschool (UPK) funding. Should your child be approved, UPK funding provides additional tuition support September - May.

## **Brightwheel**

DELC uses Brightwheel for all communication within our school and for sign-in/sign-out. Parents need to download the Brightwheel app on their phones. From there, you may access our school calendar, daily reports, pay your bill and view invoices, receive messages from your child's teachers, receive important updates, school cancellations due to winter, and emergency communications. All parents must download the app to their phones. You can also access Brightwheel from a computer. If you do not have a cellular device to download Bright Wheel on, please let the Assistant/Executive Director know as soon as possible.



## Family Involvement

At DELC, students are not seen in isolation from their families. We strive to promote amongst families and teachers a thriving spirit of community and sense of pride in ownership of the school. We respect that families are their child's first and most important teacher. Your involvement is vital for positive outcomes during your child's early years. In the spirit of fostering a strong early childhood educational community, and because it is part of what makes DELC a unique place to be, **we encourage families to complete a minimum of twelve (12) family hours per school year. This is 12 hours per family, not per child.**

To stay informed about how you can best use your time, talents and interests for family hours, you can 1) speak with your child's teacher about classroom involvement; 2) review the monthly school newsletters for any school needs or requests; 3) Provide an activity or experience for your child's classroom; 4) Volunteer to help for field trips, in the school garden, shovel snow over winter breaks or before school opens at 7:30, painting/fixing fences, helping the Executive Director and Assistant Director with graphic design... the options are endless. See the list below for more ideas.

Families are responsible for recording their hours in the "Family Hours" binder that is located in the front entryway. If you are buying supplies for family hours, every \$20 spent is equivalent to 1 family hour.

Some examples of ways to fulfill volunteer hours include but are not limited to:

- Purchase school supplies
- Take home laundry to wash
- Provide healthy snacks (store bought only)
- Volunteer in the classroom/field trips
- Help with fundraising
- Help with building and garden maintenance
- Organize and/or contribute to teacher appreciation
- Serving on the DELC Board of Directors

Please understand our goal is to make family volunteer hours fit each individual family's availability and interests. We are flexible in how you complete your hours.

## Positive Communication

We are here to welcome your ideas, listen to your concerns, and support your family's endeavors to be actively engaged in your child's early educational years.

The Executive Director functions with an open-door policy and is available to meet with you or communicate by phone or email. Families are always welcome to attend DELC board meetings, which take place on the second Tuesday of each month at 5:45pm. DELC invites feedback from families and staff in a yearly program evaluation. Feedback from the program evaluation is used to inform our school quality improvement plan for the next school year.

Teachers provide a monthly classroom newsletter via Brightwheel and will use Bright Wheel as the main communication for your child and their classroom.

**For relaying important all-school information, we communicate via Brightwheel. It is imperative that families read the monthly school newsletter, which contains important dates and information. We also use BrightWheel for notifying about emergency school closures, messages, etc. It is the expectation that families will read all Brightwheel correspondences from DELC.**

## Grievance Policy

If issues or concerns arise, please talk directly to your child's teacher, the Assistant Director, or the Executive Director. If you feel your concern was not addressed after speaking directly with the Executive Director, your next course of action is contacting a board member. Board member information can be found on our website: [www.durangoeearlylearning.com](http://www.durangoeearlylearning.com).

Contact information is as follows:

Becca Trefry, Executive Director of DELC

Phone: 970-259-1483

Email: [director@durangoeearlylearning.com](mailto:director@durangoeearlylearning.com)

Board Member information can be found on the school's website and on site at DELC:

[www.durangoeearlylearning.com](http://www.durangoeearlylearning.com)

## SECTION I: GENERAL SCHOOL POLICIES

### Signing your child in/out of school

Upon arrival, families are required to check in with a staff member to sign in their child via the BrightWheel app in the front entryway. Upon departure, you must check in with the attending teacher before removing your child from the classroom or playground, and sign your child out via the BrightWheel app. Staff and children are required to wash hands upon arrival and departure.

If you are late picking up your child, you will be contacted and the child will remain with the teacher until picked up. If your child is not picked up before 5:30pm and you and/or your emergency contact are unavailable, the Executive Director or on-duty teacher is required to notify Social Services. Two staff members will remain until the child is collected either by you, your emergency contact, or a social worker.

A child will only be released to individuals authorized by the parent/legal guardian and listed on the Emergency Information Sheet. Parents/guardians must inform the school if anyone other than themselves will be collecting their child. The person collecting the child must provide valid identification.

Families will be charged \$3 per minute after their designated contract time (3:30, or 5:30). A \$100 charge will be applied after 3 instances of late pick-ups. Please make every effort to pick up on time as it affects student: teacher ratios and may require us to employ a teacher past their contracted schedule. If late pick is a consistent occurrence, a meeting with the Executive Director will be required.

### Attendance

We ask that you inform the school in advance of any special family trips or planned absences. In case of illness, families need to inform the school promptly, particularly if it is a contagious condition. **Please notify your classroom teacher or the Executive Director if your drop off schedule will be later than 9:30AM.** Tuition is billed on a monthly basis regardless of absences. We do not swap days or offer refunds due to absences.

## **Late arrival to planned activities**

Children who arrive late to school, on a day their class is on a planned trip or excursion, will be given the option to meet up with their class if the parent/guardian can deliver their child to the class field trip location. If the parent/guardian is unable to do this and class ratios at school are not compromised, the child will be invited to join another class until their own class returns. If ratios are compromised, the child will join the Executive Director until their class returns.

## **Drop-in days**

Drop-in days are defined as any day outside your child's contracted scheduled days for the year. Drop-in requests are granted depending on availability, and DELC cannot guarantee space when a family requests drop-in care. The cost for dropping in is \$60 per day. Drop-in days are billed after the student attends, to ensure billing accuracy. Drop-in days must be approved in advance by the Executive Director.

## **Nap/Rest**

Licensing rules and regulations state that children must not be forced to sleep and require that every child rest for 30 minutes on a mat. Children that do not sleep will be provided with quiet activities and will be allowed to move to another area after the 30 minutes. Preschoolers who fall asleep will be allowed to leave their napping area within 10 minutes of waking. Toddlers are allowed to leave the napping area immediately after waking.

Please provide labeled nap items: fitted sheet and blanket and one small stuffed animal. These items will be kept in your child's nap cubby, located in close proximity or in their classroom. Families are required to take all nap items home at the end of each week to wash and return the following week.

## **Labeling**

Please clearly label outerwear, water bottles, lunch boxes, and nap items. We have a Lost and Found box for unidentified items located on the shelf in the front entryway.

## **Proper attire and spare clothing**

Please dress your child in simple, washable, sturdy clothes to match the weather. We play outside every day, so please provide adequate, weather-appropriate outdoor clothing including jackets, snowsuits, boots, hats, waterproof mittens, sun hats, sun glasses, etc. Please provide extra sets of clothing that can be kept in your child's cubby. Soiled clothes will be put in a Ziploc bag and kept in the "soiled clothes bin" (locked in the preschool bathroom closet next to the Green Room or in the bin outside the Purple Room door) for you to take home and wash. If your child uses DELC clothing, we kindly request that you wash and return the items promptly.

## **Sunscreen**

Families must provide one container of sunscreen for their child. We are required to apply sunscreen as directed on the specific bottle (generally, every 2 hours). Families not wanting their child to have sunscreen are required to sign an exemption and provide alternative sun protection such as long sleeves, sun hat, sun glasses.

## **Toys from home**

Toys from home are not allowed at DELC, as it is a distraction in the classroom. The one small stuffed animal for nap or rest time does not apply to this policy nor does special "show-and-tell" days as set up ahead of time by your child's classroom teacher.

## **Playground safety gear**

The school provides and requires that all children wear a helmet while riding any bicycles/tricycles. Any other desired equipment must be provided by the individual family.

## **Celebrations**

We encourage families to share their traditions with us here at school through family-led activities and presentations. DELC does have celebrations honoring our school community such as School Family Time, dress-up and pajama days, and school/family gatherings.

For birthday celebrations, families are welcome to provide a fun birthday snack, treat, or activity. Please see Lunch and Snack policy on page 19 for specific requirements.

## Diapering

Our center checks and changes diapers every 2 hours, unless immediate attention is warranted or the 2 hours falls while your child is sleeping. It is the parent/legal guardian's responsibility to provide us with diapers, wipes, and extra clothing. Our teachers will work with parents on potty training issues and appreciate that children are comfortable with using the potty in their own time. We do not require children to be potty trained in preschool. Please talk with your child's teacher or the Executive Director if you have any concerns or worries.

**Licensing does not permit us to potty train children under 18 months of age or until the child is able to verbalize or otherwise indicate need, help manage their own clothing, and be able to access toileting facilities.**

## Insurance/Medical Home

DELC does not provide medical coverage for students. It is recommended that your child be covered through your own medical insurance plan. DELC requires you to list your child's medical insurance, primary doctor (medical home), dentist as well as the last dates of vision, hearing, and dental screenings on their Emergency Information form. DELC can provide a list of providers to contact should a family need medical insurance and screening resources. This list can also be accessed on our website, [www.durangoearlylearning.com](http://www.durangoearlylearning.com), and in the "Family Resources" tab.

DELC provides annual hearing screenings on-site at the school. All children are screened unless a family opts out in writing.

## Technology in the Classroom

DELC offers hands-on learning experiences. Teachers may access appropriate content from the internet for educational purposes only (i.e. a virtual field trip, researching student topics of interest), supplementing hands-on learning experiences for preschool aged children, and always used under the supervision of a teacher. Screen time will not exceed 30 minutes per day, per licensing requirements. Screen time, which includes television, recorded media, computer, tablet, cell phones, video games and other media devices will not be used with toddler students in the Purple Room.

DELC supports the use of assistive technology for supporting individual developmental needs. Assistive technology will be utilized in the classroom once a meeting with the family, teacher/s, support staff, and the Executive Director has taken place and all team members have agreed that it is appropriate for classroom use. DELC will ensure that our staff has been properly trained in the use of specific assistive technology equipment/devices prior to their use in the classroom.

## **Field trips**

Field trips at DELC are within walking distance and planned in advance of the trip unless it is within a 4-block radius of the school. Field trip information documenting the names of the children on the trip, the cell phone numbers of the accompanying teachers, the route taken, time of departure and return will remain at the center with the Executive Director.

Currently, DELC does not take any field trips that would require vehicle transportation.

## **Inclement weather**

The Executive Director alerts staff when to shorten or cancel recess due to extreme cold or heat based on the Child Care Weather Watch. If the weather is severe enough to be hazardous for families and staff to get to school, we will follow the school closures and/or delays as reported by 9R School District. DELC will contact families via the BrightWheel app by 6:30AM that morning for delays or closures. If weather problems arise during school hours, the Executive Director may decide to close the school early. Your child will be cared for until an authorized person can pick him/her up. DELC does not reimburse families tuition for missed days due to inclement weather. Please speak to your class teacher or the Executive Director if you have any worries or concerns regarding your child's safety or comfort in times of inclement weather or excessively hot temperatures.

## **Crisis Management Policy**

Our emergency procedures are posted in the hallway, on our website, and an addendum to this policy book. Please ensure that you read them and acquaint yourselves with our procedures.

In the event of an unexpected crisis (i.e. death or serious injury of a child/staff member on or off of the school campus), DELC reserves the right to close the school for a minimum of one day to process the event and engage appropriate services, such as the mental health team for counseling services and, if the injury or death is a result of school negligence, the licensing body and law enforcement. Families not directly impacted by such an event will be notified of any crisis closure via Brightwheel. Families who have/had direct engagement to the injured/deceased child or teacher will be contacted by phone. When families are experiencing trauma and adversity, DELC is available for support. The Executive Director and Assistant Director will connect with the family individually and offer a meeting to provide resources applicable to the situation as well as strategies for at home. DELC can connect families to our Early Childhood Mental Health Consultant, the Grief Center of the Southwest as well as a list of local therapists. All staff are trained annually on trauma-responsive care in a play setting. Our social-emotional curriculum, Conscious Discipline, is a trauma-informed approach that is used daily and appropriate for supporting children who have experienced trauma and adversity.

## **SECTION II: REGISTRATION and ENROLLMENT**

An important aspect of DELC's mission statement is serving families of diverse backgrounds. One way we honor this mission is maintaining a multiple-tier tuition system. Families are required to annually complete an income survey to determine their tier qualification level, based on percentages of the Federal Poverty Level, as deemed by the Buell Foundation for La Plata County. Most recent tax information is required in order to receive a tier discount. Tuition rates are determined by the DELC Board of Directors in May. Current tuition rates are available on our website.

### **Lottery System**

The lottery for the following school year will open in January and close March 1st. Applications will be available on our website [www.durangoeearlylearning.com](http://www.durangoeearlylearning.com). The following priorities will be honored:

1. Current children of DELC staff.
2. Children of currently enrolled families.
3. Low income families.

### **Registration**

An online registration form is e-mailed out in February for the following school year. A non refundable registration fee of \$125 for new families and \$100 for returning families is required to secure the spot. Registration fees are used to update materials and help with maintenance of the interior and exterior school environments. Current families will have the first opportunity to change/increase their days, if there is space, before spots are opened up to the lottery based on their priority. Changes to schedules must be approved by the Executive Director prior to registration.



## Enrollment

We require that all new families visit prior to starting at DELC. Play dates will be scheduled once we receive the above registration requirements. Enrollment paperwork is emailed to families and is due prior to the beginning of the new school year.

Annually, the parent/legal guardian is responsible for completing ALL enrollment/registration forms and returning them to the Executive Director, as required by the State of Colorado,

including:

- Financial agreement, which commits you to your scheduled days and contracted time for September through August
- Permission statements
- Family Intake form
- Health evaluation signed by your child's physician (annual requirement, to be completed within 30 days of enrollment)
- Copy of up-to-date immunization card OR signed paperwork allowing DELC to access your child's immunization record on the CIIS system
- Emergency information that lists your child's name and birthday, contact information for your child's primary guardians and emergency contacts, family's medical home and insurance (primary doctor and dentist), dates of most recent vision, hearing, and dental screenings, and who is allowed and not allowed to pick up. This information must be kept current by parent/guardian —**your child will not be admitted to DELC without it**
- Emergency procedures and notification protocol

### ***DELC also requires:***

- Notification of any pertinent information regarding specific needs or family dynamics.
- If your child requires a medical plan or medication to be administered at school, a meeting with the Executive Director, DELC's nurse consultant, and the family is needed. All paperwork must be completed and signed by the child's pediatrician prior to starting at DELC.

## **Transitions**

### **Starting at DELC**

DELC works closely with newly enrolled families to ensure a smooth transition into our program. Students and their families are invited to visit the school for a “playdate” where they visit their new classroom, meet their new teacher, and have the opportunity to engage with their new peers. Families receive a welcoming letter from their classroom teacher that includes the best way to get in touch with them should a family have questions prior to starting.

### **Toddler to Preschool Transition**

We pay particular attention to ensuring transitions for our children are handled in a sensitive and timely manner. Students transition in June or September, pending available space. Before our toddler’s transition to the preschool, toddler teachers coordinate with each child's new class teacher for "visit" days. Conference notes showing developmental milestones are shared with the new teacher, along with any pertinent observations.

Placement of preschool students transitioning from the toddler program considers a child’s schedule, continuity of care for keeping families with siblings with the same teacher, fellow peers, and personality traits of the child and the teacher. Under our mixed age model, children remain in the same preschool classroom until they leave DELC unless moving classrooms is deemed to be in the best interest of the child. This decision will be made by the Executive Director after consultation with the child’s family and teachers. Should a preschool-aged child move classrooms, the same “visit” procedures will be used. With parent permission, developmental information can be shared with a child’s “new” teacher if a child is moving to a new school.

### **Kindergarten Transition**

For students transitioning to Kindergarten, we provide the times and days for registrations and up-to-date information as to the elementary school expectations of a kindergartener. If requested, we will arrange a family meeting to discuss any questions. The final parent/teacher conference illustrates the child’s current development and how it relates to kindergarten readiness.

Durango School District 9R sends out a form to all teachers with pre-k age children, requesting information regarding children moving to the district for kindergarten, ensuring 9R staff/kindergarten teachers are aware of developmental milestones, individualized learning and/or behavior strategies that were successful at DELC. Families are invited to share any additional information they feel would be relevant with the Executive Director. An email will be sent out prior to classroom teachers completing the form in order to notify families and gain permission to share information.

## SECTION III: FINANCIAL INFORMATION

### Tuition and invoices

Tuition rates are available for a yearly rate or as 12 equal, monthly payments September through August, regardless of school closures, illness, or family travel. Scheduled school closures can be found on the yearly calendar, monthly newsletters, and the calendar posted at the front entryway. Monthly tuition is due the 15th of the month unless an alternative arrangement has been made with the Executive Director. DELC sends tuition invoices once a month through Brightwheel, between the 1st and 4th. Statements are e-mailed at the end of the month if extra costs have accrued (i.e drop-in days, late fees, unpaid tuition).

Payments may be made through BrightWheel via ACH, debit card, or credit card. Processing fees for credit cards will be billed to you and added on to your final amount. DELC reserves the right to charge a \$30 fee for returned payments not accepted by the bank. If a family decides to set up an automatic monthly payment, it is required in writing to give DELC permission to update payment amounts, dates, details, etc. Automatic payments through Brightwheel are processed on the day tuition is due.

### Late payment

If your bill is not paid by the last day of the month and alternative arrangements have not been made with the Executive Director, tuition payment is considered late and a fee of \$30 will be added to your bill. **Families with an outstanding balance from the previous school year will not be allowed to start the new school year until their account has been paid in full.** Any account more than 60 days past due will result in your child's disenrollment. Accounts that are more than two months delinquent may be taken to the Small Claims Court or turned over to a collection's agency. DELC makes every effort to work with families when necessary; please speak with the Executive Director if you need an alternative payment plan.

### Withdrawal from DELC

DELC tuition is split into 12 equal monthly payments regardless of child absence and/or school closures (September - August). Early withdrawal requires a minimum of one month's notice in writing and is permitted for withdrawals prior to June 1st. Early withdrawal is not permitted between June 1st and August 31st (as it is difficult for the school to fill vacancies in those months).

For families moving on to kindergarten, DELC financial agreements will be approved to end on either May 31st or August 31st. A minimum of one month's notice is required to end your DELC financial agreement on May 31st. Should the family be required to withdraw from DELC due to non-adherence to policies, the family will be given two weeks' written notice. Families will be required to pay any outstanding tuition fees.

## Dismissal

Any situation where dismissal is considered will be thoroughly discussed and explored to ensure every effort has been made to prevent the action.

**Students:** DELC firmly believes that it is every child's right to be in school. Therefore, dismissal is an absolute last resort for students. We have a formalized system of approach for challenging behaviors that will be implemented in partnership with staff, families, and outside agencies if necessary. An early childhood mental health consultant is required to be consulted prior to any dismissal of children from DELC, per licensing regulations. If implementation of various behavioral interventions proves unsuccessful, and it is determined that DELC does not have the resources or ability to best support the student, the Executive Director will make the final decision regarding dismissal.

**Family/Parents/Guardian:** Families who do not adhere to the DELC Family Policies and Code of Conduct will have an in-person meeting with the Executive Director to resolve the issue. An early childhood mental health consultant is required to be consulted prior to any dismissal of a family from DELC, per licensing regulations. A written plan documenting agreed changes in behavior will be signed by the Executive Director and the family. Final decision regarding dismissal lies with the Executive Director. Two weeks' notice will be given to the family if enrollment is terminated. Families can appeal the dismissal decision to DELC's Board of Directors.

**Teachers:** The severity of the behavior will determine whether the teacher is placed on probation or his/her contract is terminated. Specific policies are outlined in the DELC Personnel Policy Book. If a teacher's agreement is terminated, the action will be immediate.

## Section IV: SAFETY, HEALTH AND NUTRITION

### Hand washing

In order to comply with licensing, public health and safety, and quality standards, **all students, their families, staff, and visitors are required to wash their hands for 20 seconds upon arrival and departure from school.** This small action helps to minimize infection.

### Emergency Information

Please notify the school when anyone other than direct caregivers will be picking up your child. You must list names of people on your emergency information sheet who are authorized to pick up.

Authorized people, including other DELC families, will be asked for a picture I.D. until they become familiar to all staff. Without this I.D. and instructions from you, the school will not release your child.

The emergency information must also include names of those NOT allowed to pick up your child. If there is a restraining order on a named person, you must give the school a copy to be held on file. If there is no restraining order, you will be phoned immediately and informed of the situation. You will be asked to come to school immediately to pick up your child unless other directions are given by you in relation to the presenting person.

Each family must keep emergency information up to date. If any person picking up your child is recognized as being under the influence of any intoxicating substance, the school is required to contact Law Enforcement and the Department of Human Services.

## Immunizations

Colorado law requires all students attending public and private Colorado licensed child care and schools to be vaccinated against certain diseases unless they have a medical or non- medical exemption (personal or religious) on file ([Colorado Board of Health rule 6 CCR 1009-2](#)). The vaccinations required or if absent need an exemption on file are:

- Hepatitis B.
- Diphtheria, tetanus, pertussis (DTap).
- Haemophilus influenzae* type b (Hib).
- Inactivated poliovirus (IPV).
  
- Pneumococcal conjugate (PCV13) or polysaccharide (PPSV23).
- Measles, mumps, rubella (MMR).
- Varicella (chicken pox)

DELC provides a copy of the recommended vaccination schedule to families upon enrollment.

**Medical exemptions:** Families must file a medical exemption for every school their child attends. This means that families must file a medical exemption to attend DELC even if they have such an exemption on file at their child’s previous childcare center/daycare.

**Non-medical exemptions:** Parents who wish to file non-medical exemptions for their child must do so at 2, 4, 6, 12 and 18 months of age. Non-medical exemptions expire when the next vaccines are due or when the child enrolls in Kindergarten.

For more information, please see <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions> or ask the Executive Director or Assistant Director for more information on how to file an exemption. If your child is not in compliance with the vaccination schedule and does not have an up-to-date exemption on file, DELC will notify you, which triggers a 14-day period to comply by either: 1) filing the appropriate exemption; or 2) submitting an “in-process vaccination plan” from your child’s doctor that is signed by the parent/guardian and outlines the plan for getting your child up-to-date on the required vaccinations. **If an exemption or in-process vaccination plan is not submitted within 14 days, then your child will not be able to return to DELC until**

**you are in compliance with this policy. Tuition will not be prorated for any delays or missed school days.**

DELIC requires parents to provide the school with a copy of their child's immunization form by the time the registration fee is collected. Alternatively, families may opt to sign a permission form that grants the Executive Director permission to access the Colorado Immunization Information System (CIIS) to view and print a copy of their child's immunization record for their file. To protect unvaccinated children, DELIC may require students with an exemption on file to remain out of school during a disease outbreak for the duration of the incubation period or until school is clear. This time period may last three weeks or more depending on the circumstances. Tuition will not be prorated for missed days during such an outbreak.

Please note that [Colorado Board of Health rule 6 CCR 1009-2](#) requires DELIC to report aggregate immunization and exemption data to the Colorado Department of Public Health and Environment on an annual basis.

## **Lunch and snacks**

Families must provide a packed lunch for their children. Please send your child's lunch in a cooler with an ice pack to keep items cold, or in a thermos to keep items warm. DELIC is unable to warm up any food items in the microwave.

Morning and afternoon snacks are provided by the school and follow the recommendations set out by Child and Adult Care Food Program (CACFP): [https://fns.prod.azureedge.net/sites/default/files/cacfp/CACFP\\_MealBP.pdf](https://fns.prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf). When possible, we will incorporate vegetables and fruits from the school garden for the children to try.

If you wish to provide a snack for your child's class, please discuss it with your teacher as there may be children in the class with specific allergies or food intolerances. **Colorado Department of Public Health and Environment states that homemade snacks may not be brought to share.** Whole, un-cut or pre-packaged fruit and vegetables are allowed. Some examples of acceptable pre-packaged snacks include cheese sticks, plain yogurt, whole-grain crackers, apple sauce, hummus, and whole wheat tortillas.

**DELIC is a peanut-free school.** Peanuts, peanut butter and any pre-packaged food that has been processed with peanuts are not allowed. If your child is sent with any of these items, they will be kept in their lunch box and not allowed to eat them while at school. Please notify us if your child has any other allergies or dietary requirements.

**DELIC staff members facilitate a pleasant social snack and lunch period by:**

- Supplementing food as required by licensing.
- Encouraging children to eat their lunch and to begin with protein and/or fruits and vegetables first.
- Not using food as a punishment, nor insisting that a child eats everything that has been packed.
- Welcoming families who wish to join their child for lunch.
  
- Facilitating conversation about healthy eating habits.
- Promoting self-help and independence skills by involving students in some preparation for eating as well as cleaning up after (i.e. wiping down tables with soap and water, passing out supplies, packing up own lunch, throwing out personal trash, etc.)
  
- Serving snacks family-style when possible.
- Incorporating learning discussions about where their food came from, classifying the types of foods, counting lunch items, identifying colors, comparing who has similar and different types of food, etc.

**DELIC requires families to:**

- Ensure their child has an adequate breakfast or inform the teacher if your child has not eaten before school.
- Avoid items that are considered choking hazards in children under 4 years (see handout)
- Send a well-balanced lunch. State regulation number 7.702.65 advises that lunches should provide 1/3 of your child's nutritional requirement:
  - 1 serving of protein, (meat, fish, cheese, egg, beans, nut or sun butter; no peanut butter)
  - 1 serving of bread, or bread alternative
  - 2 servings of vegetables and/or fruit
  - 1 serving of dairy (yogurt, cheese, cottage cheese)
  - Water; milk is optional, though milk needs to fit in your child's lunch box or in an insulated, leak-proof container (Purple Room excepted). Toddler students may keep their cup of milk in the Purple Room refrigerator. Licensing rules require that children are sitting up while drinking beverages.
  
- **No candy or soda**
- **No glass containers or plastic bags**

No child at DELIC will go without eating lunch. If you forget to provide your child a balanced lunch, food will be provided by the school.



## Health

All staff members are required to have current and up-to-date training in First Aid and CPR. This training is staggered to ensure cover throughout the year.

Families will have 30 days from enrollment to complete and return the required DELC Health Evaluation Form. Please note that there is a section that must be completed by your family doctor.

An infectious disease is defined by the Colorado Department of Public Health and Environment as *“any contagious sickness or condition that substantially impairs vital functioning and which poses a risk to the health and welfare of other students and staff.”* A list of illnesses/conditions explaining when it is necessary to keep your child at home is posted in the entryway of the school and attached at the end of this document.

If a child or staff member has contracted an infectious disease, return to school is only permissible after 12 hours of antibiotic use, or with a written note from their physician. If a child has a temperature above 100 degrees or feels too ill to function adequately at school, families will be contacted and required to take their child home. Our facility does not allow us to care for sick children. Therefore, timely pick up of your sick child is appreciated. Children should not be sent to school with a fever, vomiting, diarrhea or any symptoms that impair reasonable functioning, nor should they attend if you have needed to administer fever reducing medication, such as Tylenol or Motrin. It is DELC’s policy that all children are expected to play outside daily. We do not have adequate supervision for a child to remain indoors during recess. If your child is well enough to come to school, s/he is considered well enough to play outside. Please contact the school immediately if your child has been diagnosed with a contagious condition so that other families may be informed. Tuition will not be reimbursed for a child absent due to illness.

## **Medication**

DELIC staff may only administer medication if they have received Medical Administration Training (in compliance with the Nurse Practice Act, C.R.S 12-38-132). Before medication can be administered, families must obtain a medical permission form completed by your child's doctor and the school is provided with the medication in its original container. These forms are available from the Executive Director. There must be a form for each required medication and presenting condition. A 'blanket' permission form that covers all or any medication will not be accepted.

If your child has a chronic condition, a meeting will be arranged with the school nurse and school staff. From this meeting a health plan will be established with any staff training requirements. A child who requires a medical plan will not be allowed to attend DELIC until the above steps have been completed.

No over-the-counter or homeopathic medications (i.e. Emergen-C, Pedialyte, vitamins, etc.) will be administered unless there is a doctor's prescription for them, along with completed medical administration permission form. Families are welcome to come to the school to administer their child's medication themselves.

Staff members are not allowed to administer any creams (i.e. diaper rash cream, hand lotion, lip balm) if the child's skin is broken or cracked. This then becomes a treatment as opposed to a preventative measure and will again require a completed medical administration permission form. Please hand any medication to the teacher in its original container and do not leave in your child's backpack or cubby. Children may not have in their possession creams or medications (i.e. cough drops, lip balm).

## Reporting child abuse

The DELC staff, as mandatory reporters, has a legal responsibility to report any suspected child abuse or neglect to the Colorado Department of Human Services. Abuse is defined by the Children's Code as, *"an act or omission (by the care giver) which threatens the health or welfare of a child, including: physical abuse, sexual abuse or neglect."* Detailed definitions for child abuse and neglect can be obtained from the Executive Director. The school is NOT obliged to inform families if a report of suspected abuse has been made.

## Reporting suspected licensing violations

DELC is licensed as a large childcare facility by the State of Colorado. Our license number is 47128. Complaints of suspected licensing violations may be addressed to:

- **Executive Director of DELC**

890 E. 3<sup>rd</sup> Ave

Durango, CO 81301

(970)259-1483

- **Division of Childcare**

**Colorado Department of Human Services**

1575 Sherman Street, First Floor

Denver, Colorado 80203-1714

(303)866-5958

## Asbestos-Free School

As required by the Colorado Department of Public Health and Environment, DELC has had a study conducted to determine if there is any asbestos in the school. Our building has been declared asbestos-free.

***By signing your annual financial agreement, you agree to adhere to all policies laid out in this family policy book. Thank you for choosing Durango Early Learning Center! We are excited to work with you and your family!***

# 2024/25 Durango Early Learning Center

August 2024						
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April 2025						
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June 2025						
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July 2025						
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27	28	29	30	31		

## SCHOOL CLOSURES

\*Fall Conferences scheduled throughout October/Spring Conferences scheduled throughout April

Aug 26	First Day of 24.25	Jan 20	Martin L. King Day	Jun 19	Juneteenth
Sep 2	Labor Day	Feb 17	Presidents' Day	Jun 30 – July 4	Summer Break
Nov 27 - 29	Thanksgiving Break	March 5 – 7	Denver Staff Prof Dev Conference - DELC closes at 12:30pm 3/5	Aug 8	Last day of 24.25
Dec 23 – Jan 3	Winter Break	May 26	Memorial Day	Aug 11 - 15	Teacher Work Week



**COLORADO**

**Department of Public  
Health & Environment**

# Communicable Disease

## How sick is too sick?

### Public guidance document

Available languages: [Spanish/Español](#) | [Amharic/አማርኛ](#) | [Arabic/العربية](#) | [Burmese/မြန်မာဘာသာ](#) | [Farsi/فارسی](#) | [Dari/دري](#) | [French/Français](#) | [Karen/တႆး](#) | [Korean/한국어](#) | [Nepali/नेपाली](#) | [Pashto/پښتو](#) | [Russian/русский язык](#) | [Simplified Chinese/简化字](#) | [Traditional Chinese/繁體字](#) | [Somali/Soomaali](#) | [Swahili/Kiswahili](#) | [Tigrinya/ትግርኛ](#) | [Ukrainian/українська мова](#) | [Vietnamese/Tiếng Việt](#)

This document outlines guidance for routine decisions about when children and staff should stay home from school or child care. There may be situations where public health determines more stringent return-to-school requirements.

### There are four main reasons for children and adults to stay home:

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

### When to seek emergency medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

These are not all possible indications of a medical emergency. Call 9-1-1 or your health care provider for any other symptoms that are severe or concerning to you.

Revised May 1, 2024

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)  
Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director

The contents of this document are not to be altered without the express permission of the Department.

Guidance for symptoms not due to a specific disease	Child or staff must stay home?
<p><b>Severe or new cough, including croup</b></p>	<p><b>Yes</b> - Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing (if new or worsening from baseline) should not attend school or child care and should talk to a health care provider.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>Students and staff may return to school, even if the cough is not fully resolved, as long as exclusion is not required for other symptoms or diagnosis.</p>
<p><b>Diarrhea</b> Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine</p>	<p><b>Yes</b> - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<p><b>Fever</b> Fever is a temperature of 100.4°F or greater. Babies who are 3 months or younger need to see a health care provider right away for a fever of 100°F or higher. Call your health care provider for any fever in an infant aged 6 months or younger.</p>	<p><b>Yes</b> - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever-reducing medications unless the fever is caused by an illness that requires them to stay home longer.</p> <p>If the fever is consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>A temporary, elevated temperature due to overexertion or overdress, without other symptoms of illness, should not be considered a fever.</p> <p>For more information about fever, read <a href="#">Children's Hospital Colorado's recommendations on fever care for children</a>.</p>
<p><b>Flu-like symptoms</b> Fever with sore throat or cough</p>	<p><b>Yes</b> - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an</p>



<p>Other flu symptoms can include runny nose, congestion, fatigue, body aches, vomiting, and diarrhea.</p>	<p>illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a health care provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>
<p><b>Vomiting</b></p>	<p><b>Yes</b> - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p><b>If a child with a recent head injury vomits, seek medical attention.</b></p>



Guidance for specific diagnosed illnesses	Child or staff must stay home?
Chicken Pox	Yes - Exclude until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no new lesions within 24-hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - Children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Practice good hand hygiene.
Fifth's Disease (parvovirus)	No - The illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - Exclusion is not necessary unless the child or adult meets other exclusion criteria, is drooling uncontrollably, and has mouth sores or is not able to take part in usual activities.
Head lice or scabies	Yes - Children and staff may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga Toxin-Producing E. coli	Yes - Children and staff may return to school or child care when cleared by the health department.
Herpes	No - Exclusion is not necessary unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - Children and adults need to stay home until 24 hours after antibiotic treatment has started.
Norovirus	Yes - Exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea. <b>During an outbreak of confirmed or suspected norovirus, exclusion may be increased to 72 hours after the last episode of vomiting and/or diarrhea.</b>
Ringworm	Yes - Children may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment. Keep the area covered for the first three days if participating in activities with person to person contact.





<b>Roseola</b>	<b>No</b> - Exclusion is not necessary unless there is a fever or behavior changes.
<b>Respiratory viruses</b> COVID-19, influenza, RSV (Respiratory Syncytial Virus)	<b>Yes</b> - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.  Additional precautions are recommended for at least five days following the return of anyone recovering from respiratory symptoms, including hand and respiratory hygiene, improved ventilation, masking, physical distancing, and testing.  Refer to CDC's <a href="#">Respiratory Virus Guidance</a> for additional information.  <b>During an outbreak or when case rates are high, exclusion times may be increased to protect hospital capacity.</b>
<b>Strep throat</b>	<b>Yes</b> - Exclude for 12 hours after starting antibiotics.
<b>Other vaccine-preventable diseases</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> - Children and staff can return to school once they are no longer contagious (see <a href="#">Infectious Disease Guidelines</a> ). Public health consultation may be necessary.
<b>Yeast infections</b> Thrush or Candida diaper rash	<b>No</b> - Follow good hand washing and hygiene practices.
<b>Other</b> Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see <a href="#">Infectious Disease Guidelines</a> ). Public health consultation may be necessary.

**This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.**

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



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## References

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

Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.

Colorado Department of Public Health and Environment. COVID-19 Resources. [cdphe.colorado.gov/covid-19](https://cdphe.colorado.gov/covid-19). September 2023.







**DELC IS NOT ALLOWED TO SERVE THE FOLLOWING  
CHOKING HAZARDS TO CHILDREN UNDER 4 YEARS  
FOOD THAT IS ROUND, HARD, SMALL, THICK AND  
STICKY, SMOOTH, COMPRESSIBLE OR DENSE, OR  
SLIPPERY**

**EXAMPLES OF THESE INCLUDE:**

- HOT DOGS AND OTHER MEAT STICKS THAT ARE WHOLE OR SLICED INTO ROUNDS
- RAW CARROT ROUNDS
- WHOLE GRAPES
- HARD CANDY
- NUTS, SEEDS, RAW PEAS
- HARD PRETZELS, CHIPS, PEANUTS, POPCORN, RICE CAKES
- MARSHMALLOWS, SPOONFULS OF PEANUT BUTTER
- CHUNKS OF MEAT LARGER THAN CAN BE SWALLOWED WHOLE

**FOOD FOR TODDLERS SHOULD BE CUT INTO PIECES ONE-HALF INCH OR SMALLER  
TO PREVENT CHOKING.**

## **FOOD SUGGESTIONS FOR LUNCHESES**

- Deli meats (turkey, ham, salami) & cheese
- Hot dogs if they are cut into strips
- Tortillas or bread with sun butter & jelly, cream cheese, cheese, or hummus
- Soft cooked noodles
- Cooked veggies (peas, carrots, green beans, corn, etc.)
- Cut up pieces of fresh fruits and veggies
- Yogurt or apple sauce
- Beans

**See the DELC Family Policies Book for other examples of what can  
be included in a healthy, balanced lunch!**

**REMEMBER: DELC IS PEANUT-FREE!  
THANK YOU FOR HELPING US KEEP YOUR CHILD  
SAFE!**



**DURANGO EARLY LEARNING CENTER**  
**2024.2025 Tuition Rates**

<b>TODDLER (18months - 3 years)</b>					
<b>Days</b>	<b>Pick up time</b>	<b>LOW 20% off Base Rate monthly payment</b>	<b>LOW 20% off Base Rate yearly rate</b>	<b>BASE RATE monthly payment</b>	<b>BASE RATE yearly rate</b>
5	5:30	\$1,005	\$12,064	\$1,257	\$15,080
5	3:30	\$804	\$9,651	\$1,005	\$12,064
3	5:30	\$724	\$8,686	\$905	\$10,858
3	3:30	\$579	\$6,949	\$724	\$8,686
2	5:30	\$483	\$5,791	\$603	\$7,238
2	3:30	\$386	\$4,633	\$483	\$5,791

<b>PRESCHOOL (2.5 -5 years)</b>					
<b>Days</b>	<b>Pick up time</b>	<b>LOW 20% off Base Rate monthly payment</b>	<b>LOW 20% off Base Rate yearly rate</b>	<b>BASE RATE monthly payment</b>	<b>BASE RATE yearly rate</b>
5	5:30	\$936	\$11,232	\$1,170	\$14,040
5	3:30	\$749	\$8,988	\$936	\$11,232
3	5:30	\$674	\$8,087	\$842	\$10,109
3	3:30	\$539	\$6,470	\$674	\$8,087
2	5:30	\$449	\$5,391	\$562	\$6,739
2	3:30	\$359	\$4,313	\$449	\$5,391

**Families have the choice to split the total tuition into 12 equal, monthly payments Sept 2024 - Aug 2025 OR pay the entire tuition amount up front.**

## INCOME SURVEY FOR SCHOOL YEAR 2024.2025

DELIC uses a multiplier of the Federal Poverty Level (FPL) to determine LOW INCOME tuition. For 2024, the FPL for a family size of 4 is \$31,200 per year. The multiplier used (300% FPL) is informed by the self-sufficiency standard for La Plata County and to align with our major grant donor guidelines. For a family of 4, 300% FPL = \$93,600 per year.

LOW TUITION = Families that earn less than 300% FPL

BASE RATE TUITION: Families earning more than 300% FPL

Name \_\_\_\_\_ Date \_\_\_\_\_

Names of child/ren attending DELIC \_\_\_\_\_

# in household (includes yourself, children, and anyone else living in your household) \_\_\_\_\_

Adjusted Gross Income (AGI) of your household for 2023 \_\_\_\_\_

- If you are BASE RATE TUITION, we do not require any additional financial information verification. Please just confirm with Becca via email that you are BASE RATE
- If you are claiming LOW TUITION, please include a copy of your 2023 tax return showing your adjusted gross income and your social security numbers blacked out. We do not need the entire return.

Please mark the box under LOW TUITION or BASE RATE, where your AGI falls and in the row that contains the number in your household.

	<u>LOW TUITION</u>		<u>BASE RATE</u>
<u>Family Size/ Household #</u>	AGI IS BELOW 300% FPL for family size	<b>300% FPL</b>	AGI IS ABOVE 300% FPL for family size
2		\$61,320	
3		\$77,460	
4		\$93,600	
5		\$109,740	
6		\$125,880	

I, \_\_\_\_\_ attest that the above household financial information is correct. I understand that tuition is set for the entire school year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

October 2014 Revised May 2015. Revised Sept 2016, Active Shooter Policy added. Revised October 2018 Revised August 2019 Revised August 2021 Revised April 2022 Revised June 2024

## **EMERGENCY PREPAREDNESS PLAN**

**DURANGO EARLY LEARNING CENTER  
890 East 3<sup>rd</sup> Avenue, Durango CO 81301**

### **EVACUATION PROCEDURE:**

When the decision is made to evacuate the center, the director (or in the event of the director's absence, the senior member of staff on duty) will activate the fire alarm by pulling down on an alarm pull station.

When the alarm is heard, all children need to be told to freeze and look at their teacher. The lead teacher in each room will be responsible for gathering their respective classes into a group and supervise an orderly evacuation to the designated assembly point. Assistant teachers will assist in the evacuation. **UNDER NO CIRCUMSTANCES IS STAFF TO STOP FOR ANY OF THEIR OWN OR CHILDREN'S PERSONAL BELONGINGS. – PHYSICAL SAFETY IS PARAMOUNT, PROPERTY IS REPLACEABLE.**

Each room will have posted a plan that shows the primary and secondary escape routes for their class. All staff must make themselves familiar with this plan. In any event, the school will be evacuated by the safest route in a calm and orderly fashion.

Lead teachers will bring with them (if possible) their attendance registers and emergency backpacks. They must also shut classroom doors as they leave. The first teacher/Executive Director that passes the attendance book will take it with them.

The Orange/Rainbow room teachers and Blue/Green/Sun Room teachers will work together to evacuate. The Purple Room teachers will work together to evacuate toddlers, using wagons kept on the toddler playground. All other staff will assist where needed.

The Executive Director or Director on Duty will check the building and shut remaining doors before joining everyone at the assembly point if it is safe to do so.

#### **PRIMARY ASSEMBLY POINT**

All persons are to evacuate to the **designated assembly area on the corner of 3<sup>RD</sup> AVE and 9<sup>th</sup> ST at St. Mark's Church** and await further instructions.

#### **SECONDARY ASSEMBLY POINT**

If the fire is burning on the north side of the building all persons will **proceed south along 3<sup>rd</sup> Ave, cross 3<sup>rd</sup> Ave at 8<sup>th</sup> ST, proceed west, and assembly on the corner of 2nd Avenue and 8<sup>th</sup> Street at Durango Arts Center.**



The Executive Director/Director on Duty will notify appropriate personnel and verbally communicate what type of emergency is present. The Executive Director/Director on Duty will also notify the licensing specialist.

**IN THE EVENT OF A FIRE, THE EXECUTIVE DIRECTOR/DIRECTOR ON DUTY WILL BE RESPONSIBLE TO NOTIFY 9-1-1 OF THE EMERGENCY FROM A CELL PHONE OUTSIDE OF THE BUILDING EN ROUTE TO THE EVACUATION ASSEMBLY POINT.**

On arrival at the assembly point, all children must be physically accounted for against attendance sheet and sign in log. The results must be reported to the Executive Director/Director on Duty immediately.

**ALL CHILDREN MUST BE ACCOUNTED FOR. IF A CHILD IS MISSING, DURANGO POLICE WILL BE NOTIFIED IMMEDIATELY.**

#### **REMEMBER**

1. REMAIN CALM. – “1 2 3 eyes on me”
2. GATHER YOUR CHILDREN (BE AWARE IF ANY ARE IN THE BATHROOM)
3. TAKE EMERGENCY BACK PACK AND ATTENDANCE SHEET
4. EXIT IN AN ORDERLY FASHION
5. MEET AT THE DESIGNATED ASSEMBLY POINT.
6. IF ALARM GOES OFF DURING RECESS, DO NOT RE ENTER THE BUILDING.
7. DO NOT STOP FOR PERSONAL BELONGINGS.
8. WAIT FOR FURTHER DIRECTIONS FROM THE EXECUTIVE DIRECTOR OR DIRECTOR ON DUTY.

#### **NOTIFICATION OF FAMILIES**

A directory of names, phone numbers, and e-mails of all families currently enrolled at DELC are kept in digital form in gmail with access by the following staff members:

Executive Director: Becca Trefry

Director on Duty: K'Leigh Farnsworth, Dolly Ledvina, Callie Rickerman

In the case of an evacuation, once students and staff have made it safely to the designated evacuation site and attendance of students has been confirmed, the Executive Director/Director on Duty will initiate the emergency e-mail message in gmail on what has occurred and initiate the plan for reunification of families to pick up their students at the evacuation site.

In the case of shelter-in-place, lock down, or active intruder, the same emergency e-mail message will be initiated as soon as it is safe for the Executive Director/Director on Duty to do so.

The e-mail message will be the only way for emergency information to be communicated, as the Executive Director/Director on Duty will be managing the emergency directly.

## **REUNIFICATION POLICY**

In the event that students and staff are evacuated, the emergency e-mail message to notify families (as listed above) regarding what is going on will contain information on the time and place to pick up their children. Children will only be released to the parent after signing out and checking in directly with the a DELC staff member to confirm the child is being picked up. Identification will be required and checked against each student's emergency contact information if the person is unknown to staff before the child is released.

## **FIRE DRILLS**

The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

All drills will be initiated by activating a manual fire alarm pull station. Employees and children will become familiar with the sound.

These will be carried out and logged on a monthly basis. Drills will occur at different times of the day and both primary and secondary evacuation routes will be practiced.

Initially staff will be warned of an impending drill. During and after the second semester of school the drills will be carried out without prior warning.

Due to the remote evacuation assembly points, in the event of an actual evacuation emergency, the director or appointed employee will remain in the visual vicinity of the E.3<sup>rd</sup> Ave side of the building to meet arriving emergency personnel, police-fire, to give a verbal report on the type of emergency, the location of the fire or emergency and status of evacuation accountability.

## **CHILDREN WITH SPECIAL NEEDS AND THOSE WITH FUNCTIONAL AND SPECIAL ACCESS NEEDS**

Should DELC have one or more children with special needs/functional/special access needs, the child will be assigned to a designated person to ensure their safe evacuation of the school. This person will be determined at the child's enrollment and may include their specific teacher, Executive Director, or Director on Duty. DELC has easily accessible wagons to use for evacuation for children with special needs and younger toddler children that may have difficulty walking extended lengths.



## **SHELTER-IN-PLACE/LOCK OUT POLICY**

### **Shelter-in-place/Lock out must occur if:**

1. Weather (i.e. blizzard, tornado) outside makes it unsafe for children and staff to leave the building (Shelter-in-Place)
2. Dispatch has notified the school that a lock out is necessary (due to a wild animal sighted in the area, suspicious activity in the neighborhood) or we observe suspicious activity (police activity outside of the school but notification from dispatch has not occurred)

### **Shelter-in-place/Lock out Procedure:**

1. All children and staff need to be brought in from outside. Ensure windows and doors are closed. If it is a tornado, keep children away from windows and large objects. See attached plan for each classroom.
2. Each teacher must take attendance of their class and notify the Director/Director on Duty immediately if a child is missing.
3. It is business as usual, except all doors are locked.
4. The Executive Director/Director on Duty will initiate the family notification emergency e-mail and direct families that they are NOT to come to the center until advised to do so. Reassurance must be given to families that their children are safe and provide any information regarding the situation.
5. The Executive Director/Director on Duty will notify the licensing specialist.
6. Shelter-in-place supplies will be given out by the Executive Director/Director on Duty. It is the responsibility of the Executive Director to ensure the center has lanterns/flash lights, food and water that has not expired to use during shelter-in-place. Families will be notified when it is safe to pick up their children at the center.
7. Lockout is lifted when the Executive Director/Director on Duty deems it is safe from Dispatch or Law Enforcement.

Shelter-in-place/Lock out drills will be practiced quarterly to ensure the above procedures become absorbed into the routine of the school. It is the responsibility of the Executive Director to facilitate these practices.

## **LOCKDOWN POLICY**

### **A school lockdown must occur if:**

1. We receive notification from dispatch informing the center to do so.
2. A suspicious and/or potentially dangerous situation is observed in the proximity to the school. The will initiate a lock down and inform the Durango Police by phone of this action.

### **Lockdown Procedure: REMEMBER LOCKS, LIGHTS, OUT OF SIGHT**

3. All children and staff need to be brought in from outside and taken to a safe area of the school – see attached plan. The children must lie on the floor in the designated area away from the windows. Windows must be closed, locked, and curtains drawn.
4. Once all children and staff are in the building, all exterior doors must be locked and lights turned off.
5. Each teacher must take attendance of their class and notify the Executive Director/Director on Duty immediately if a child is missing.
6. Children need to be reassured and given an age-appropriate explanation. Staff should remain calm. A teacher must remain with the group; children are not to be left alone for any reason.
7. The Executive Director/Director on Duty will initiate the family notification e-mail and direct families that they are NOT to come to the center until advised to do so. Reassurance must be given to families that their children are safe and provide any information regarding the situation.
8. The Executive Director/Director on Duty will notify the licensing specialist.
9. UNDER NO CIRCUMSTANCES SHOULD ANYONE BE ADMITTED TO OR BE ALLOWED TO LEAVE THE SCHOOL DURING THE LOCK DOWN. EXTERIOR DOORS MUST REMAIN LOCKED AT ALL TIMES.
10. Remain calm and await instructions from the Durango Police Department. Make every effort to keep the students quiet.
11. When the all clear has been given write a report, keep a copy for the files, and post for families.

Lockdown drills will be practiced quarterly to ensure the above procedures become absorbed into the routine of the school. It is the responsibility of the Executive Director to facilitate these practices.

## **ACTIVE INTRUDER POLICY**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

### **Characteristics of an Active Shooter Situation**

- Victims are selected at random

- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

If a suspicious character is in the vicinity of the school, gun shots are heard in the vicinity of the school or we receive a phone alert; all staff need to adhere to the lock down policy listed above. Any member can call 911 if concerned for the safety of the students and teachers.

**In the event of an active shooter entering the school (the following was taken from recommendations/information provided by the Durango Police Department)**

### **RUN**

1. Get yourself and the group of students you are with out of the building. Run as far as you can away from the building and make your way to the **reunification point – Durango Police Department 990 E 2<sup>nd</sup> AVE (1 block west of DELC).**
2. Leave your belongings.
3. Keep your hands visible.

### **HIDE**

1. If you are unable to run away from the building, hide in your classroom out of sight of the shooter's view (see attached plan for Lock Down Procedure).
2. Block the entry to your hiding place with shelves/furniture.
3. Silence your cell phone and keep students quiet.

### **FIGHT**

1. As a last resort and only when your life is in imminent danger.
2. Attempt to incapacitate the shooter.
3. Act with physical aggression and throw items at the active shooter.

### **Information you should provide to Law Enforcement or 911 Dispatcher**

- Location of active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims in the location

### **How to Respond when Law Enforcement Arrive**

- Remain calm and follow instructions
- Put down any items in your hands (i.e. bags, jackets)
- Raise hands and spread fingers

- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, yelling
- Do not stop to ask officers for help or direction when evacuating

## **LOST CHILD POLICY**

In the event of a child being lost:

### **In school**

1. The Executive Director/Director on Duty must be informed immediately.
2. The classroom teacher is to remain with the class whilst the Executive Director and Assistant Director search the building and play area.
3. If the missing child cannot be found immediately, Durango Police will be contacted by calling 911.
4. The Executive Director/Director on Duty will then contact the parent/guardian and the licensing specialist.
5. The member of staff who was caring for the missing child will write out the events leading up to the disappearance and an incident form will be filed by the Executive Director/Director on Duty .

To prevent this emergency, it is imperative that the classroom teacher be aware of where each child is in the classroom as well as the playground and conduct head counts at transition periods. Playground policy must be adhered to. It is essential that parent/guardians sign their child in and out and have informed the classroom teacher if the child has been picked up.

### **On a field trip**

1. The Executive Director and Durango Police must be notified immediately by Director on Duty present on the field trip).
2. The Executive Director will inform the parent/guardian immediately if the parent/guardian is not present on the field trip as well as the licensing specialist.
3. The Director on Duty will remain on the field trip site to assist in the search.
4. Field trip group will return to school with the other classroom teachers/family volunteers.
5. The member of staff who was caring for the missing child will write out the events leading up to the disappearance and an incident form will be filed by the Executive Director.

To prevent this emergency, it is imperative that the classroom teacher know where each child is, even if their parent/guardian is accompanying a field trip. A head count must be carried out on departure,

arrival, transitions, and sporadically throughout the trip. It is essential that parent/guardians sign their child in and inform their classroom teacher that they have collected their child if they are not returning to school.

## **CONTINUATION OF OPERATION**

In the aftermath of an emergency or disaster, DELC does not have access to another building in order to continue operation. DELC will reopen only after consulting with licensing specialist in order to obtain an emergency waiver and after all child and staff files have been moved to the approved location. The Executive Director is responsible for determining essential staffing needs upon reopening in the approved location.

## **CHAIN OF COMMAND Revised 6.20.2024**

\*Executive Director/Director on Duty must hold a current, Level 3 or above Early Childhood Credential 3.0 from the State of Colorado Department of Early Childhood\*

**Executive Director: Becca Trefry**

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**Assistant Director: Emily Adams**

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**Director on Duty (if Executive Director/Assistant Director are unavailable):**

**Callie Rickerman, Dolly Ledvina, K'Leigh Farnsworth, Misty Travieso,**

**Katrina DeLee Wojcik**

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**Early Childhood Teacher**

**Kamie Conner, Renee Rodriguez, Salama Patrick, Rebecca Lewis**

***Please sign that you have reviewed the above emergency procedures with the Executive Director:***