



DENVER
PUBLIC
SCHOOLS

Early Education
Joyful Learning from the Start

Student Enrollment Packet

2025-2026

WELCOME TO ECE

Welcome to the DPS Early Education program. This handbook contains the necessary documents to complete your student's enrollment. **Please return pages 3 through 8 and page 10 prior to your child starting school.** If you have any questions or need additional support, please contact your student's school. Have a great school year!



PLEASE COMPLETE BY:
Aug. 19, 2025

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

Documents To Print for Parents and Families

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

Parent/Guardian signature: _____ / _____ / _____

Licensing Required Documentation Checklist for Parents/Guardians

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

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

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

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

These forms are given to parents/guardians to keep:

- Licensing Policies & Procedures
- Reporting Abuse/Making a Complaint letter
- Copy of their completed, signed, and dated Parent/Guardian Information and Permissions Form
- CDPHE Recommended Immunizations
- CDPHE Colorado Health Care Provider Letter (*Optional*)
- Separation Anxiety information (*Optional*)

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

Parent/Guardian Information and Permissions

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

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

Child's Home Address _____ City & Zip _____

Parent/Guardian Full Name _____

Home Address _____ Phone (Home) _____

City & Zip _____ Phone (Other) _____

Email Address _____ Okay to text? Yes ____ No ____

Place of Employment _____

Employment Address _____

City & Zip _____ Phone (Work) _____

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

Parent/Guardian Full Name _____

Home Address _____ Phone (Home) _____

City & Zip _____ Phone (Other) _____

Email Address _____ Okay to text? Yes ____ No ____

Place of Employment _____

Employment Address _____

City & Zip _____ Phone (Work) _____

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

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

Parent/Guardian Emergency Permissions

- List the names, addresses, phone numbers and relationship to your child of adults (18 or over) to whom we may release your child during the school year. Children **WILL ONLY** be released to individuals designated in writing. Caregivers listed on page 4 do not need to be included.
- In the event that a parent or guardian cannot be reached in an emergency, please provide **at least two adults** on the list below who will assume responsibility for your child in an emergency situation.
- In an emergency situation*, your child may be released to an adult for whom you, as parent/guardian, have given verbal authorization. If this person is unknown to the classroom staff, picture identification will be required.

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

Emergency Medical Authorization

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

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

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

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

Parent/Guardian Signature

Date

Parent/Guardian Permission To Apply Sunscreen

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

PLEASE SIGN ONE OF THE FOLLOWING STATEMENTS:

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

Parent/Guardian Signature

Date

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

Parent/Guardian Signature

Date

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

Parent/Guardian Signature

Date

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

Parent/Guardian Acknowledgments:

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

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

- Does your child have any food allergies? ☐ YES ☐ NO

- If YES, please explain _____

- Does your child have any food restrictions? ☐ YES ☐ NO

- If YES, please explain _____

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

- If YES, please explain _____

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

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

☐ YES ☐ NO

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

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

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

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

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

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

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

Parent/Guardian Signature

Date

ECE Excursion Permissions

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

Parent/Guardian Signature

Date

ECE Media Release

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

☐ YES ☐ NO

Parent/Guardian Signature

Date

Immunization Record Requirement

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

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

Child's Statement of Health Status for Enrollment

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

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

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

Health Provider Name _____ Phone _____

Address _____ City & Zip _____

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

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

Tuberculosis Status: ☐ Not indicated ☐ Date done: _____ Results: _____

Signature of licensed physician or licensed nurse practitioner

Date

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

Licensing Policies and Procedures

2.206 STATEMENT OF POLICIES AND PROCEDURES

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

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

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

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

6. An itemized fee schedule; ECE student tuition is determined by a sliding fee scale based on family size and income. Each applicant is given a copy of the fee scale at the time of application.

7. The procedure for identifying where children are at all times including times of transition; Children are signed in and out at the start and end of each class by the parent/guardian or other adult person for whom written authorization has been given by the parent/guardian. Only full signatures are acceptable on the sign-in/out forms, not initials. Teachers do regular name to face attendance verification at daily transition times, such as returning from the playground, lining up for a trip to the library, etc. Children are not allowed to leave the classroom or group unaccompanied at any time. Teachers are expected to use reasonable accountability procedures at all times.

8. The center's procedure on positive guidance, behavior expectations, positive instruction, supporting positive behaviors, as well as strategies and techniques for supporting children with challenging behaviors, including how the center will:

a. Promote responsive and positive child, staff, and family relationships and interactions. ECE staff work to develop a personal relationship with each student during daily classroom interactions and with the student's family by positive and respectful communication. Opportunities include phone and in-person conferencing, classroom volunteering, extracurricular activities, and, in some cases, home visits.

b. Create and maintain a program-wide culture that promotes children's mental health, social, and emotional well-being. Positive social and emotional behaviors are taught in the ECE classroom and students are given scaffolded support to understand, practice and develop these skills.

c. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. Individual district schools use various approaches to support social/emotional competence including CLASS, No Nonsense Nurturing, Dinosaur School, and Pyramid Plus.

d. Provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. ECE programs follow their respective school's code of conduct and Board of Education policy JK-R. DPS prioritizes guidance strategies that are rooted primarily in therapeutic interventions or restorative practices.

9. How decisions are made and what steps are taken prior to the suspension, expulsion, or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues. These procedures must be consistent with the center's policy on guidance and positive instruction, and include documentation of the steps taken to understand and respond to challenging behavior including: a. Identify and consult with an early childhood mental health consultant, as defined in section 26.5-3-701, C.R.S., or other specialist as needed. ECE classrooms follow the respective school's code of conduct, made available to parents/guardians, to the maximum extent possible in the preferred language of the parent/guardian, and Board of Education policy JK-R. The Office of Social Emotional Learning provides support to help answer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To File a Complaint About this State Licensed Program, contact
The Colorado Department of Early Childhood Division of Early Learning Licensing and Administration
710 S. Ash St.
Denver, Colorado 80246
303-866-5958 or 1-800-799-5876

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

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

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

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

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

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

cases, withdrawal of childcare services may occur after parents/guardians have been informed of steps necessary to maintain services and compliance has not been achieved within a specified time period.

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

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

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

Reporting Abuse / Making a Complaint

Dear Parent,

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

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

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

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

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

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

**Child Care Licensing and Administration Division of Early Care and Learning
303-866-5958**

**Denver Public Health Inspection Division
720-913-1311 or 311**

Your provider's State Child Care License and Denver Department of Business and Excise License should be posted and available for you to see at your request. You may also review inspection reports at the facility upon request. We hope the services you and your child/children receive in this licensed child care facility will be both positive and productive.

Child Care/Preschool/Head Start Required Immunizations for the 2024-25 School Year

Dear families of students attending Colorado child cares and preschools for the 2025-26 school year:

This letter includes important information about Colorado's school and child care vaccine requirements. There's nothing more important than making sure your child or children stay healthy and learning all year long. Getting vaccinated gives children the best chance of staying healthy and in school.

Colorado law requires children who attend a licensed child care or preschool to be vaccinated against many of the diseases vaccines can protect against, unless a Certificate of Exemption is filed. For more information, visit <https://cdphe.colorado.gov/immunization-policy-and-board-health-rules>. Before a child's first day of school, families are responsible for providing an up-to-date immunization record, an in-process plan, or a Certificate of Exemption to each school the child attends. An in-process plan is written by your child's immunizing provider and shows that your child is following the ACIP schedule to catch up on missing dose(s) of one or more school-required vaccines.

Getting vaccinated and following the recommended schedule is important. Think of vaccines as a special training program for the body, teaching it how to fight off harmful germs. The protection from vaccines can last a very long time, which helps to keep your child, your family, and your community safe and healthy.

Vaccines required for child care and preschool

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

- Hepatitis B (HepB)
- Diphtheria, tetanus, and pertussis (DTaP)*
- Haemophilus influenzae type b (Hib)
- Measles, mumps, and rubella (MMR)*

- Pneumococcal disease (PCV)
- Polio (IPV)*
- Varicella (chickenpox)*

Get kindergarten ready: *Colorado law requires children between the ages of 4 and 6 years to receive their final doses of DTaP, IPV, MMR, and varicella vaccines before kindergarten entry.

Number of doses and spacing of vaccines:

Colorado follows recommendations set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. This committee is a group of medical and public health experts who study vaccines and recommend them for the public. View the recommended vaccine schedule for children birth through 6 years of age at <https://www.cdc.gov/vaccines/imz-schedules/child-easyread.htm>.

Vaccines that are not required for child care and preschool but are recommended include:

COVID-19, hepatitis A (HepA), influenza (flu), respiratory syncytial virus (RSV), and rotavirus (RV). The timing and spacing of these vaccines also follow the recommended vaccine schedule for children birth through 6 years of age.

Vaccination records

Share your child's updated Certificate of Immunization with their school every time they receive a vaccine. Need to find your child's vaccine record? Visit COVaxRecords.org for more information.

Exclusion from child care and school

If there is an outbreak of a vaccine-preventable disease at your child's school, and your child has not received the vaccine for that disease, they may be required to stay home for many days. That could mean lost learning time for them and lost work and wages for you. For example, if your child has not received an MMR vaccine, they may need to stay home from school for 21 days after someone gets sick with measles.

Exemptions from one or more school-required vaccines

If your child cannot get vaccines for medical reasons, you must submit a Certificate of Medical Exemption to your school. If you choose not to have your child vaccinated for nonmedical reasons, you must submit a

Certificate of Nonmedical Exemption to your school. Nonmedical exemptions must be submitted at 2, 4, 6, 12, and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten. Find more information about exemptions at <https://cdphe.colorado.gov/exemptions-to-school-required-vaccines>,

Have questions?

Talk with a health care provider or your local public health agency to ask questions and find out which vaccines your child needs. Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. Read about the benefits and importance of vaccines at cdc.gov/vaccines-children/about/index.html, childvaccineco.org, [ImmunizeForGood.com](https://immunizeforgood.com), and cdphe.colorado.gov/immunization-education.

Staying up to date on routine immunizations is important for adults as well as children. It's never too late for adults to get back on track! Learn more at <https://www.cdc.gov/vaccines-adults/recommended-vaccines/>

Finding and paying for vaccinations

If you need help finding free or low-cost vaccines, go to COVax4Kids.org or <https://cdphe.colorado.gov/immunizations/get-vaccinated>, or dial 2-1-1 for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

How is your child care or school doing on vaccinations?

Annually, schools and child cares must report immunization and exemption numbers (but not student names or birth dates) to CDPHE. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard of 95% for all school-required vaccines, described in §25-4-911, CRS.

Colorado Health Care Provider Letter

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

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

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

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

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

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

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

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

Other reliable clinical resources include:

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

Sincerely,

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

Separation Anxiety

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

Making Goodbyes Easier

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

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

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

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

It's Only Temporary

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

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



COLORADO

Department of Public
Health & Environment

Communicable Disease How sick is too sick?

Public guidance document

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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
Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director

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Guidance for symptoms not due to a specific disease	Child or staff must stay home?
Severe or new cough, including croup	<p>Yes - 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>
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine	<p>Yes - 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>
Fever 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>Yes - 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 Children's Hospital Colorado's recommendations on fever care for children.</p>
Flu-like symptoms Fever with sore throat or cough	<p>Yes - 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>Vomiting</p>	<p>Yes - 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>If a child with a recent head injury vomits, seek medical attention.</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. During an outbreak of confirmed or suspected norovirus, exclusion may be increased to 72 hours after the last episode of vomiting and/or diarrhea.
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.



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