



Eagle Valley Child Care Association:  
Miller Ranch Child Care &  
Vail Child Care  
Family Handbook  
2024

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## About This Handbook

This handbook will help to explain our programs and our operational policies. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

## Who We Are

### Mission and Values

The mission of Eagle Valley Child Care Association is to provide high quality early learning programs to the children of Eagle County by:

- Providing a developmentally appropriate, discovery-based learning environment that meets the needs of every child's healthy cognitive, language, motor, social and emotional development
- Providing supportive parenting guidance to every family enrolled in our programs
- Providing the business community with a way to assure quality care for their employees through our Business Partner program

This mission is carried out daily by highly trained staff, with low teacher/child ratios and specialized curriculum. At Eagle Valley Child Care Association, we value all children as competent and capable individuals, families as our children's first teachers, and play as children's vehicle for learning. Furthermore, we recognize the important roles the community and local environment play in children's learning and development.

**As a part of this, translation services are available free of charge if you need them for this handbook, any other resources, and/or would like translation at a meeting with staff.**

### Philosophy

Eagle Valley Child Care Association's philosophy is based on a belief that children of all abilities are individuals who are curious about their world and have the powerful potential to learn from all that surrounds them. Our centers are Reggio Emilia-inspired. As such, they place an emphasis on children as active constructors of their own learning, with teachers present as guides, resources, and caregivers. Learning is a never-ending process and often takes on the most meaning in relationship to others. At EVCCA centers, children are encouraged to explore what interests them, develop their own thoughts, and find ways to share their ideas with others.

## Who We Serve

Eagle Valley Child Care Association exists to serve the families of Vail Valley and ensure workers in the Valley have access to high-quality, affordable child care. We accept children ages 8 weeks to 6 years of age. Families with parents/guardians working for the Town of Vail and Vail Health may receive priority placement as a part of our Business Partner program. Siblings of current students also receive priority placement.

## Board of Directors

Since our founding in 2000, Eagle Valley Child Care Association has been guided by a Board of Directors comprised of volunteers. Board members are willing to give their time, talents, and enthusiasm to ensure Eagle Valley Child Care Association is fiscally sound and maintains the industry's highest standards. The board is led by the president, selected by the Board to serve until their successor has been elected, or until the president's resignation or removal. Requests to address the board and interest in joining or otherwise volunteering with the board may be submitted to [EVCCABoard@gmail.com](mailto:EVCCABoard@gmail.com).

## The Staff

The quality of the program is due to the quality of the staff. It is vital to attract staff that is experienced and knowledgeable in the field of early childhood. Each classroom is staffed with 1-2 full-time teachers. Additional part-time staff float between rooms to offer extra support and coverage where needed.

Eagle Valley Child Care Association strives to hire educators with the following qualifications:

- Early Childhood Teachers – Must be Colorado Professional Development Information System (PDIS) Level II or higher, with a minimum of a Child Development Associate Credential or its equivalent
- Infant/Toddler Supervisors – Early Childhood Teacher qualifications, plus completion of Ensuring Quality in Infant and Toddler Care (EQIT) or ECE 111 plus 1 year of experience working with infants or toddlers
- Assistant Early Childhood Teachers – Must be PDIS Level I or higher

Each staff person must receive 15 hours of continuing education in child development or early childhood education each year. This requirement is crucial in maintaining qualified teachers for the ongoing success of the Eagle Valley Child Care Association program. All teachers must have some level of experience with young children and demonstrate a genuine interest in children. All staff members must have an initial physical, criminal records check, and a reference inquiry before employment begins.

## Licensing and Accreditation

Both Miller Ranch Child Care and Vail Child Care are state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe

facilities. Both are subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with the Site Director for your child care location.

The Miller Ranch Child Care Center is currently licensed for children between the ages of 8 weeks and 6 years.

Infants: Children can range in age from 8 weeks to 18 months. Typically, the transition to the toddler room will occur around 15-18 months depending on the child's walking skills, napping schedule, and feeding habits. Each infant room is licensed for 8 infants, with a required State of Colorado ratio of 1 adult to every 5 infants.

Toddlers: Children can range in age from 12 months to 3 years. Each toddler room is licensed for 10 toddlers, with a required State of Colorado ratio of 1 adult to every 5 toddlers.

Preschool: Children between the ages of 2 ½ years – 6 years. Each room is licensed for up to 20 children, with a required State of Colorado ratio of 1 adult to every 10 children.

The Vail Child Care Center is currently licensed for children between the ages of 8 weeks and 6 years.

Infants: Children can range in age from 8 weeks to 18 months. Typically, the transition to the toddler room will occur around 15-18 months depending on the child's walking skills, napping schedule, and feeding habits. The Vail Child Care Center Infant Room is licensed for 8 infants, with a required State of Colorado ratio of 1 adult to every 5 infants.

Toddlers: Children can range in age from 12 months to 3 years. The Vail Child Care Center Toddler Room is licensed for 10 toddlers, with a required State of Colorado ratio of 1 adult to every 5 toddlers.

Preschool: Children between the ages of 2½ years-6 years. The Vail Child Care Center Preschool Room is licensed for 20 children, with a required State of Colorado ratio of 1 adult to every 10 preschoolers.

# Educational Programming

## Classrooms

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another. Individual classroom compositions are listed below:

### Miller Ranch Child Care -

- Rollie Pollies - Typically 8 children, between the ages of 8 weeks and 18 months, with 2 teachers. We maintain a ratio of 1:5 or better at all times.
- Bumblebees - Typically 8 children, between the ages of 10 months and 18 months, with 2 teachers. We maintain a ratio of 1:5 or better at all times.
- Dragonflies - Typically 10 children, between the ages of 18 months to 24 months, with 2 teachers. We maintain a ratio of 1:5 or better at all times.
- Snow Owls - Typically 10 children, between the ages of 24 months to 36 months, with 2 teachers. We maintain a ratio of 1:7 or better at all times.
- Bobcats - Typically 14 children, between the ages of 3 to 5 years, with 2 teachers. We maintain a ratio of 1:10 or better at all times.
- Eagles - Typically 14 children, between the ages of 3 to 5 years, with 2 teachers. We maintain a ratio of 1:10 or better at all times.

### Vail Child Care -

- Infants - Typically 4 children, between the ages of 8 weeks to 18 months, with 1 teacher. We maintain a ratio of 1:5 or better at all times.
- Toddlers - Typically 10 children, between the ages of 18 months to 36 months, with 2 teachers. We maintain a ratio of 1:5 or better at all times.
- Preschool - Typically 14 children, between the ages of 3 to 5 years, with 2 teachers. We maintain a ratio of 1:10 or better at all times.

## Curriculum

At Eagle Valley Child Care Association, we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and social/emotional and life-long learning skills in our program. To support this goal, we use the Creative Curriculum - a learning curriculum that is designed to enhance learning in literacy, math, science, social studies, the arts, and technology by focusing on big ideas, interesting projects, and individual students' passions and needs.

The Creative Curriculum is based on objectives for development and learning that focus on



all the most critical areas for success: social/emotional, physical, cognitive, and language development. These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long. For more information about the Creative Curriculum, visit their website or ask to borrow one of the overview books in our library.

Child assessment is a vital component of all high-quality early childhood programs. Assessment is essential to understand and support young children's development. Eagle Valley Child Care Association has selected Teaching Strategies GOLD (TSG) to measure child outcomes. TSG is an ongoing observational assessment tool based upon years of feedback from thousands of educators and significant research about how children develop and learn. TSG makes it easier for teachers to gather information in the classroom and communicate with families about children's development and learning. All staff members are trained in the use of TSG, which includes the purpose and value of assessment and appropriate assessment tools. Eagle Valley Child Care Association assessment policy adheres to the NAEYC Position Statement: Early Childhood Curriculum, Assessment, and Program Evaluation. For more information about TSG, please visit <https://teachingstrategies.com/product/gold/>.

### Assessment Plan

- TSG uses informal classrooms assessments such as written observations, work samples, and checklists and is built into our classroom activities so that children never experience the stress of "being assessed".
- Assessments will be conducted via observation during the natural course of the child's day.
- This may include during one on one, small group, or large group opportunities.
- TSG is structured around 38 objectives in 9 broad categories of development and content area learning, including social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, and the arts.
- Initial enrollment, annual forms, and bi-annual family-teacher conferences allow parents to provide information about their child that may assist the teacher when completing assessments.
- Children are assessed throughout the year and snapshots of their development and learning are provided twice a year at family-teacher conferences.

### Assessment results

- Teachers use the information gathered during the assessment process to:
  - Identify children's interests and needs
  - Be intentional in their teaching
  - Develop goals for each child and plan for individual student needs
  - Guide instructional/environmental planning that best meets the needs of all children
  - Share progress with families by pinpointing where children are along a

continuum of development and education.

- Assessment results and developmental progress is shared with parents/guardians at their family-teacher conferences.
- In the case that assessments indicate a need for further evaluation, the teachers will discuss this with the family and use the information gathered for referral to an outside agency for additional diagnostic screenings and assessments.

## Behavior Guideline Philosophy

Our foundational goal at Eagle Valley Child Care Association is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance. Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how. Research indicates that children with strong social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, more eagerly participate in class activities, be more “kindergarten ready”, and demonstrate higher academic performance than students who exhibit social and emotional difficulties (Hyson 2004; Kostelnik et al. 2015).

Additionally, socially-emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children’s interests as well as their cognitive, physical, and biological needs.
- **Our Teachers:** We work to develop a strong rapport with each child by speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of all.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

## Guidance Procedures

When any student at Eagle Valley Child Care Association presents with challenging behavior, teaching staff shall follow the standards of the National Association for the Education of Young Children (NAEYC):

- Observe the child to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child’s appropriate behavior.

Hyson, M. (2004). *The Emotional Development of Young Children: Building an Emotion-Centered Curriculum*, 2nd ed. Teachers College Press.

Kostelnik, M.J., A.K. Soderman, A.P. Whiren, M.L. Rupiper, & K.M. Gregory. (2015). *Guiding Children’s Social Development and Learning: Theory and Skills*, 8th ed. Cengage.

- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child's safety and the safety of others in the classroom. Our response will be calm, respectful, and give the child information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports, ABC (antecedent-behavior-consequence) charts, or Behavior Plans.
- Teacher-parent discussions regarding a child's behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.
- All discipline decisions will always be individualized, consistent, and appropriate to each child's understanding level.

**Eagle Valley Child Care Association does not condone or tolerate the use of physical punishment of any kind on Eagle Valley Child Care Association property. This policy restricts parents and staff from using physical punishment on their children while on Eagle Valley Child Care Association property. Also, Eagle Valley Child Care Association will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.**

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

- Make a referral to an early childhood mental health consultant. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- Maintain documentation on file of the incident's outcomes, subsequent family conference, and the plan developed that includes appropriate intervention strategies. The family conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)
- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, Eagle Valley Child Care Association may recommend and/or require alternative placement.
- In the case that a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors, special considerations are enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Education Act (IDEA), Parts C and B. Eagle Valley Child Care Association will follow all state special education rules and regulations governing suspension/expulsion.

## Biting

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers, we may request a parent/teacher conference. The purpose of the parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

# Enrollment

## Admissions Process

Children are eligible for admission at the age of 8 weeks to 6 years. The admission process begins with a tour of the school. Children are enrolled on a first-come, first-serve basis, depending on availability in the most developmentally appropriate class. Children are placed on an interest list if there is no availability in the most appropriate class. Spaces are filled from the interest list according to the following priority system:

- Eagle Valley Child Care Association staff children
- Town of Vail and Vail Health employees' children
- Siblings of currently enrolled children
- Previous Eagle Valley Child Care Association families
- General Public

Children must be able to benefit from participation in an inclusive group setting. If, after a tour and discussion of the child's needs, it is determined that Eagle Valley Child Care Association is not a good fit for the child, Eagle Valley Child Care Association will attempt to give resources and information about other programs that may benefit the child and family.

## Registration & Requirements for Enrollment

After parents are notified of the admission date, you must complete the Eagle Valley Child Care Association Enrollment Application (found on our website) and pay the non-refundable registration fee.

Upon receipt of the enrollment application and payment of registration fees, the parent receives the enrollment agreement, family handbook, permission forms (photo, CACFP, sunscreen), and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed Enrollment Packet, including Schedule & Tuition Agreement
- A signed Enrollment Agreement
- A Certificate of Immunization or a completed Colorado Immunization Exemption form
- Completed medical action plan (if applicable)

Within 21 days of a child's first date of attendance, the center must have on file:

- A health appraisal by a licensed physician

PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate

your cooperation.

## Withdrawing

If you need to withdraw your child from Eagle Valley Child Care Association, you must give 4 weeks advance notice in writing. The 4 weeks notice begins the day it is received in the school office. You will be charged tuition during this 4 week's notice period, whether your child is in attendance or not.

## Kindergarten Withdrawals

Eagle Valley Child Care Association will presume all preschoolers eligible for kindergarten the following fall are leaving the program the Friday before Eagle County School District starts its fall session. *If families wish to hold their child back for an additional year of preschool, they must inform their Site Director by the end of the previous May.* For example, administration will presume that a child who is 5 years old on September 9, 2023 is starting kindergarten in August 2023; if this family wishes to hold their child back for an additional year of preschool, they need to inform their Site Director by May 31, 2023.

If you are uncertain about the kindergarten transition, please be sure to share your concerns with your child's teachers so that we can discuss our perspective on your child's kindergarten readiness with you.

# The School Day

## Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting.

On the first day, we ask that you send in the items listed below. Please make sure to label each item with your child's name.

- Please provide two complete sets of extra clothes, including socks and underwear if appropriate, for your child. It's always a good idea to keep a sweater or sweatshirt at the center, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season.
- Diapers and wipes (if applicable). These items will stay at school.
- A small blanket and fitted sheet for a nap, a small pillow, or a comfort item is optional. We'll keep these items in your child's cubby and ask that you take them home weekly to wash them.
- A child-sized tote or bookbag to send soiled clothes and art projects home in.

## Hours of Operation

Eagle Valley Child Care Association centers are open from 7:30 am to 5:30 pm, Monday through Friday.

## Parking & Carpool

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands.

If you are entering the building, please DO NOT hold the door open for others unless you recognize them as a parent at the site. The person behind you may not be a parent.

## Arrival

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:



- Sign your child in using the Brightwheel portal and your check-in code. There is a kiosk at the entrance. If you ever have difficulty logging in to check-in, please notify a staff member so that we can check your child in from the administrative side.
- Parents/guardians must accompany their children to and from the classroom each day.
- Please connect with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.
- Help your child put away their belongings and wash their hands before playing.

Our standard drop-off hours are from 7:30 am to 9:30 am. It is essential for parents/guardians to adhere to these hours to minimize disruptions to the childcare center's schedule and maintain the quality of care for all children.

**Please plan to bring your child to school by 9:30 am.** We want each of our students to gain the most they can from their experiences at Eagle Valley Child Care Association. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned.

We understand that unforeseen circumstances may occasionally lead to late drop-offs. However, if a child arrives after the designated final drop-off time, the following guidelines will apply:

- Upon the late arrival of a child, our staff will assess whether adequate supervision is available in the center to accommodate the late drop-off. Factors considered will include the current staff-to-child ratio, the age and needs of the child, and the availability of appropriate caregivers.
- If it is determined that there is not adequate supervision available to accept a late drop-off without compromising the safety and well-being of the child and others in the center, we regretfully may have to turn the child away for that day.
- In the case of repeated late drop-offs, we will schedule a meeting with the parent/guardian to discuss the situation and explore potential solutions. We encourage open communication to address any challenges that may be contributing to the late arrivals. We understand that occasional circumstances may lead to late drop-offs, and we appreciate your cooperation in notifying the center whenever possible if you anticipate being late. This allows us to make necessary adjustments and ensure the child's care and supervision are appropriately managed.

### Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child,

say "I love you," and reassure them that you will be back soon.

- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

#### Absences, Sick Days, & Vacations

For children to learn from our program, they need to be here on a regular basis. Colorado licensing requires that we record attendance.

- Please notify your Site Director or your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. Again, we are required to track absences due to illness.
- If your child has been absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.

## Classroom Schedule

Each classroom follows a slightly different schedule that is customized for its students. Classroom daily routines start at 7:30 am and continue until closing at 5:30 pm, with a rest time from approximately 1-3 pm. While all parts of the school day are important, if you need to make appointments during the day, we generally recommend your child not miss the morning hours before nap. During this time, we heavily focus on working in large and small groups, completing centers, and circle time.

Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child.

Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

## Classroom Activities

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The classrooms are organized into centers, or defined interest areas. Activities and materials are planned for each center in which the children move freely throughout each day. The variety of learning centers includes art, writing, blocks/building, manipulatives, dramatic play, reading, and science.

### Special Learning Activities and Experiences

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional hands-on learning experiences. In-house special learning events may include cultural experiences through community members as well as a cultural experience provided by families within the center, demonstrations by community helpers, or scientific investigations. During special learning events, Eagle Valley Child Care Association staff retain full supervisory responsibility of children in their care.

### Field Trips

The enrollment packet contains a notification that in the event that your child have the opportunity to attend a field trip, you will be asked to fill out a field trip permission form, even when within walking distance of Eagle Valley Child Care Association sites. In the event that the field trip requires an alternate mode of transportation (e.g., bus, car, etc.), the field trip permission form for that trip will include details on the mode of transportation as well as the plan for ensuring ratios and active supervision will be met during transportation.

Field trips will not be scheduled to depart until after the final drop-off time at 9:30 am. This

ensures that all children have arrived and settled into the center, reducing the possibility of any child being left behind and ensuring that each child receives the attention and care they deserve during this exciting and educational experience. As with other late drop-offs, any child arriving after the designated final drop-off time of 9:30 am for the field trip will be evaluated on a case-by-case basis. If adequate supervision is available in the center, we will accommodate the child's inclusion in another room licensed for their age until their class returns. However, in situations where there is not enough supervision or where the field trip group has already departed, the child may be turned away. Alternatively, parents/guardians may have the option to meet their child's class directly at the field trip location when appropriate. If you choose this option, please ensure that you arrive at the field trip location on time and communicate your intentions with the child's teachers or supervisors in advance.

State of Colorado child-adult ratios will be met or exceeded on field trips, and children will be actively supervised at all times. While on a field trip, staff will have contact information for the children in their care. A list of all children and staff on the field trip will be kept at the center. If a classroom is off-site (out of the building or outside the perimeter of our fence), our staff will conduct a headcount every 15 minutes as well as scanning frequently to ensure that all children have remained with the group.

#### Screen Time, Electronic Media, and Internet Use

In accordance with the American Academy of Pediatrics recommendations and Colorado licensing rules, Eagle Valley Child Care Association does not permit screen time (e.g., television, movies, video games, and computers) for infants and children younger than 2. For children ages 2 and older, screen time is limited to no more than thirty minutes per week. For electronic media not subject to the motion picture content rating system, only media specifically designed for young children is permitted.

Internet searches can be an enriching experience for young children seeking answers and information about their interests. Internet searches are always supervised by a teacher, connected directly to children's questions, interests, or classroom curriculum, and are performed in Google Safe Search. Prior to engaging children in internet searches, teachers will always discuss with children online safe practices, including adult help, searching on a Safe Search platform, never sharing personal information online, and informing an adult if a stranger tries to contact them on the internet.

We do not allow screen time during meals or snacks. Personal cell phones are never used for accessing electronic media. There is no restriction for children using personal adaptive equipment.

Whenever electronic media are used as a part of the curriculum, children who lose interest in viewing the provided content are free to engage in alternative, curriculum-related activities and are never forced to participate in viewing materials.

#### Play Yard and Outdoors

We play outside for at least one hour every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground

equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

Before going outdoors, teachers ensure that each child is dressed appropriately for the weather as a part of that transition. This means snow gear and/or insulating, waterproof layers in cold, wet weather, and lightweight clothing with a brimmed hat in sunny, warm weather. Please help our staff keep your child safe and comfortable while outdoors by dressing them in weather-appropriate layers and providing additional layers as needed by the season.

## Mealtimes

Healthy, balanced meals are just what growing bodies need! Families are required to provide their children with a healthy lunch and (2) snacks on a daily basis. Eagle Valley Child Care Association does not provide any snacks or lunch to your child throughout the day. Gum, candy, soda, or sugary foods will not be served at school. Please ensure that your child's lunch and snacks meet the nutritional guidelines for your child's age and include protein, fruit, and vegetables.

Each classroom is equipped with a refrigerator that food is stored in between meals. Hot foods can also be sent in insulated food storage containers that will be kept separate from refrigerated food. Please note that the best way to provide your child with a hot lunch is by using an insulated food storage container (aka a thermos) as staff is not allowed by state licensing guidelines to reheat child food in the microwave.

Vail Child Care Center is a tree nut- and peanut-free environment. As a precaution for the number of children with allergies, we ask that you DO NOT provide any meals or snacks that contain peanuts, peanut butter, or tree nuts. Miller Ranch does not have any food restrictions. In the event a child does begin attending with a serious allergy we will revisit our food restriction policies at Miller Ranch.

### Meal patterns

The following meals patterns will help ensure your child's snacks and meals meet the nutritional guidelines above. For additional resources on healthy snacks and lunches, speak with your director or check out the documents section of Brightwheel.

Snack: One serving from at least two of the following categories: Fluid milk, meat or meat alternatives, vegetables, meats, whole grains.

Lunch: One serving from all five of the following categories: Fluid milk, meat or meat alternatives, vegetables, meats, whole grains

### Special Dietary Needs

For children with disabilities who have special feeding needs, please talk with a member of

our Director team to determine if staff can accommodate your child's needs.

### Formula/Bottles/Sippy Cups

Center staff cannot mix formula bottles and cannot add cereal to bottles. If a child is drinking formula, it must come to school premixed and labeled with the child's name and date every day. Please do not leave bottles at the center overnight; their contents will be discarded. Due to the potential risk, children will not be laid down to rest with a bottle/sippy cup, nor will the bottle/sippy cup be propped. Children cannot walk around the classroom with their bottle/sippy cup.

### Diapering and Toileting

Diapers are changed every two hours, as well as when an infant has a BM outside that schedule. Diapers are always changed in clear view, never behind closed doors, and changing pads are disinfected between uses.

Children who are able to use the toilet independently are free to do so at any time. Supervision of children during toileting is maintained with open doors and/or curtains to provide some privacy. Children who are toilet learning are supported in this process with an individualized plan. Please see the section on [Toilet Learning](#) for more information.

All children wash or are helped to wash their hands after diapering or toileting.

### Rest Time

All children will participate in a quiet rest time after lunch each day. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities within the nap room. The center provides a cot for each child, which is disinfected daily.

There are always teachers within the nap room during naptime observing by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

### Infant Safe Sleep

Infants will be on individual nap schedules according to their needs. Consistent with our safe sleep policy:

- Infants will always be put to sleep on their backs.
- Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
- No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices, or extra bedding will be in the crib or draped over the side of the crib.
- Soft music will be played in the nap rooms at a low volume and at least 3 feet away

from any cribs.

- Smoking will not be allowed in or near the premises. (See [Smoke-Free and Weapon-Free Environment](#) Policy for more information.)
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
- If additional warmth is needed, an appropriately fitted one-piece blanket sleeper or sleep sack may be used in accordance with manufacturers directions. Sleep sacks that are weighted or restrict movement of arms or legs (including Magic Merlin Sleep Sacks) will never be used, and the infant's head will remain uncovered for sleep.
- Bibs and hoods will be removed.
- Infants will not be allowed to sleep on a sofa couch, chair cushion, bed, pillow, or in a car seat, stroller, swing, or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away. Likewise, an infant who arrives asleep in a car seat will be moved to a crib.
- Infants will be offered a pacifier for sleep if provided by the parent and a signed pacifier permission form is on file. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
- When able to roll back and forth from back to front, the infant will be put to sleep on their back and allowed to assume a preferred sleep position.
- When infants are in their cribs, staff members will visibly check on them every 5 minutes.

## Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

### Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at

school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.

- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! Eagle Valley Child Care Association isn't responsible for lost, stained, soiled, or torn clothing.

### Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional necessary clothing. If families do not provide a supply of diapers and wipes, sites will charge families \$1/diaper or \$5/travel container of wipes. If your child is wearing pull-ups, it is helpful to send in the type with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered.

For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer shell must be changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

### Belongings from Home, including money

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at Eagle Valley Child Care Association. All personal electronics (except augmentative communication devices) brought to school must be stored in the "off" position in the child's cubby. Use of personal electronics is not permitted in the classroom. Whenever possible, please refrain from sending your child to school with money.

Personal belongings, including money, that do make their way to school will be stored in the child's cubby until the end of the day. We cannot assume responsibility for lost or damaged personal belongings.

### Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone



other than you will be picking up your child. Eagle Valley Child Care Association staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application. If you need to authorize a new pickup person, please notify your Site Director in writing. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

## Departure

It is important to sign your child in and out each day. You can sign your child out via the Brightwheel app at the front entrance kiosk or on your smartphone, like signing in upon arrival. It's also critical that you check in with your child's teachers before leaving. The school closes at 5:30 pm sharp. A late pick-up fee of \$1/minute will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service. If you believe you will arrive after 5:30 pm, please alert your Site Director by phone or email as soon as possible. If your child is not picked up by 5:40 pm, we will attempt to contact you. If you cannot be reached, we will contact the emergency contact noted on your registration form. If the child is not picked up by 6:15 pm, the center will contact the Eagle County Sheriff and/or Eagle County Social Services.

As a part of closing procedures, classroom teachers and the Director on Duty check their Daily Headcount sheet to ensure that all their children have been picked up.

### Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to Eagle Valley Child Care Association for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Site Director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children in the foster care system, Eagle Valley Child Care Association will need to receive a copy of the foster care paperwork. Eagle Valley Child Care Association will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

# The School Year

## School Calendar

A calendar is provided in Appendix D of this handbook and will be updated each year annually after the Board of Directors determines holiday closures (observed), staff development days, and vacation weeks for the following year. Eagle Valley Child Care Association maintains the right to change the calendar at any time. Tuition and fees are not prorated for illness, outbreaks, holidays, inclement weather, or other closures due to events beyond its control.

## Inclement Weather Days

In case of inclement weather, Eagle Valley Child Care Association will close as determined by Eagle County School District (ECSD).

- If ECSD Schools are CLOSED, Eagle Valley Child Care Association WILL BE CLOSED.
- If ECSD Schools are opening on a 2-hour delay, Eagle Valley Child Care Association WILL OPEN AT 9:30.
- If ECSD Schools are opening on a 3-hour delay, Eagle Valley Child Care Association WILL OPEN AT 10:30.
- If ECSD Schools are out of session, inclement weather closures and delays will be at the discretion of the Director team and communicated to families directly via text and email.

## Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send in any sugary treats or candy, which may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check-in with your child's teacher before the special day so they can share any tips and plan accordingly.

## Transitioning to a New Classroom

Eagle Valley Child Care Association strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. A letter will go home to make you aware when your child is transitioning to a new classroom. Your child's current teacher will share with the new

teacher about your child's strengths, areas for growth, and supportive strategies. If you are interested in setting up a conference centered around transition, feel free to reach out to your child's teacher. Following are general age guidelines for transitions between classrooms.

Miller Ranch Child Care Center:

- Infant to Toddler classrooms - transition between 12 and 18 months
- Toddler to Preschool classrooms - transition between 2 years, 9 months and 3 years

Vail Child Care Center:

- Infant to Toddler classrooms - transition between 12 and 18 months
- Toddler to Preschool classrooms - transition between 2 years, 9 months and 3 years

# Communication & Family Involvement

## Brightwheel

Upon enrollment, you will receive an invite via email to set up your Brightwheel account. Through the app, you can view your child's schedules and view time cards and log notes as well as pay tuition, and receive your child's daily report.

- Create a free Brightwheel account. When you receive an invitation via email, please create a free parent account using either the website or mobile app. Make sure to use the same email address that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us so that we can troubleshoot the issue with you. You will not see updates within Brightwheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

## Conferences

Family participation is encouraged and welcomed. Eagle Valley Child Care Association uses Family Conferences to offer family support and communication. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule two formal conferences each school year (one in late spring and one in mid Fall), but we encourage you to reach out to your child's teacher at any time if you have questions, concerns or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

## Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

## Other Communications

At Miller Ranch Child Care, all classroom teachers keep a weekly journal specific to your child or provide updates using the Brightwheel Parent Engagement app. In general, infant journals/updates are provided daily while toddler and preschool updates are provided on the first and last day of a child's week and sent home on the last day. At Vail Child Care, updates are provided on a similar schedule using the Brightwheel parent engagement app.

At both sites, newsletters are sent home via email on a monthly basis to keep you apprised of events in your child's classroom as well as at the site and association more generally.

Eagle Valley Child Care Association hosts several family nights throughout the year. We encourage you to participate in these events to be more engaged in your school community.

## Family Support

While Eagle Valley Child Care Association specializes in providing high-quality early childhood education, we recognize that our students and families may have needs outside early education. We have a variety of ways that we can support our families. These include:

- Assisting families with locating community resources
- Helping families obtain emergency assistance in areas such as food, clothing, utilities, housing, and counseling
- Assisting families with a successful transition to school
- Information about what to expect at each developmental stage
- Access to our Family Resource Lending Library

Please reach out to a staff member you are most comfortable speaking with if you are in need of support.

## Home Language

It is important to Eagle Valley Child Care Association that all families are given the opportunity to fully understand, interpret, and become involved in their child's education. Eagle Valley Child Care Association will work with the family to provide information in the language they are most comfortable with for any family that makes a request.

## Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with

the Colorado Department of Human Services (licensing), protective services, or other government agencies will not have access to your child's records without your written authorization or court order. All Eagle Valley Child Care Association staff members must sign a Statement of Confidentiality upon employment and annually after that.

As a parent or guardian, you can request access to your child's records; to do so, please email your Site Director. If you withdraw your child from the center, we will maintain your child's records for at least 3 years per Colorado Department of Human Services regulation. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the internet.

## Family Involvement

Eagle Valley Child Care Association believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person.

Eagle Valley Child Care Association requires all enrolled families to complete 12 service hours on behalf of their center annually. Service hours will be prorated for the year if a child terminates care with Eagle Valley Child Care Association prior to December or enrolls mid-year. Failure to meet your required service hours by Dec. 31st will result in a \$10 fee per hour not completed. These fees will be assessed and included on your child's February invoice. Service hour and service hour fee waivers are available for families utilizing CCAP, tuition assistance, or extenuating circumstances. If service hours or the service hour fee will place undue hardship on your family, please contact the Executive Director for assistance.

Opportunities for involvement and to complete service hours include:

- sharing a hobby/career with the classroom
- attending a field trip
- sharing your favorite song/story during circle time
- participating in the Eagle Valley Child Care Association governing board
- creating documentation displays for classrooms (can be completed from home)
- making playdough or preparing other art materials (can be completed from home)
- helping to organize or run a fundraising event (can be completed from home)
- assisting with teacher appreciation events

Please let us know how you would like to be involved. We often share service hour opportunities via newsletters, notes on classroom boards, signs in the lobby, etc.

All Eagle Valley Child Care Association employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. If

difficulties arise, we encourage families to share their concerns with the Director team verbally or in writing.

Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact the Executive Director. Please do not confront children or other parents in our program. When any member of the Eagle Valley Child Care Association community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, Eagle Valley Child Care Association reserves the right to ask the family in question to leave the school immediately and terminate that child's enrollment at Eagle Valley Child Care Association.

## Tuition & Fees

A table of tuition and fees is available in Appendix C of this handbook. Updates will be provided as needed to keep families informed.

### Tuition

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained teachers and provide them a positive work experience. Information about current tuition rates is available from your Site Director. Tuition rates are reviewed annually by the Board of Directors. Any tuition rate changes will be announced at least 45 days in advance. Tuition Rate Sheets will be provided as an attachment to this handbook. All tuition is due in advance of services provided and in accordance with your tuition agreement.

The best way to pay tuition and fees is online through your Brightwheel app. Tuition balances will generally be posted on or before the first of the month. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee (ACH). If you choose to use a credit card, a processing fee will be added to your payment. Eagle Valley Child Care Association is committed to the security of your personal information online.

Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. If online payment is not possible for you, please talk to your Site Director about alternate payment methods.

All tuition should be paid by the 10th of the month or the closest business day prior. While we are a non-profit organization and strive to take the needs and problems of our families into consideration, we must maintain financial stability. Accounts 30 days in arrears or repeated failure to pay tuition by the due date may result in the termination of services. Any requests for exceptions must be made with the Executive Director through the completion of a tuition payment plan. A late fee will be assessed on any account that has not been paid in full by the 20th of the month unless these arrangements have been made. Upon enrollment at Eagle Valley Child Care Association, all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement.

Receipts can be printed out via your Brightwheel portal for employer reimbursement or tax purposes.

### Annual Fees

Annual re-registration fees for currently enrolled families are due each January for the



following year. All registration fees are nonrefundable. Families who enroll after January 1st of the current calendar year will not be required to pay the renewal fee for that year.

## Returned Checks

There will be a service charge for any returned checks. In the event of a returned check, a money order will be due immediately, late fees will apply, and immediate termination of services may apply. Payments from customers with prior unpaid returned checks must be, from there on out, in the form of a money order or cashier's check.

## Family Discounts

Families with two or more children enrolled in the program will receive a 5% discount on the lower tuition rate. For example, the Brown Family has an infant and a preschooler enrolled at Miller Ranch Child Care. The Brown family will receive 5% off their preschooler's monthly tuition.

## Health & Safety

We all know that safety comes first! At Eagle Valley Child Care Association, our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our centers, you can be confident that your child is in the very best hands.

### Daily Health Checks

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

### Illness Policy

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear (e.g. green or yellow), or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). **See exclusion criteria in Appendix B for more specifics.** If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

Eagle Valley Child Care Association has established guidelines in accordance with state childcare law and other best practices concerning sick children. In case of a communicable disease or condition, and at the discretion of the Site Director, other parents will be notified to watch for symptoms in their children.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately be called to come and pick them up. Eagle Valley Child Care Association is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by Eagle Valley Child Care Association staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, the child's pediatrician will be contacted for consultation.

Children may attend with minor illnesses if it is not contagious and it does not affect the child's ability to participate in the day's routine. Minor illnesses include mild respiratory infections, acute infections subsiding after treatment, such as pink eye, impetigo, or ear infections, and cold symptoms without a fever.

If the child's health deteriorates at some point in the day, the parent will be contacted to come to pick them up.

**It is always helpful if you can provide Eagle Valley Child Care Association a doctor's note, when applicable.**

## Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank medical action plans may be found from the Site Director. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions

## Medications

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with Colorado Department of Education regulations and the policies described below.

### General Medication Policies

- No prescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder shall be administered to any child:
  - a) without written authorization from the child's parent/guardian
  - b) without written instructions from the child's parent/guardian, physician, or another health professional
  - c) in any manner not authorized by the child's parent/guardian, physician, or another health professional
  - d) after its expiration date
  - e) for non-medical reasons, such as to induce sleep
  - f) with a known allergy to the medication.
- All medications will be given following the doctor's written instructions.
- Medication will be stored separately for each child.
- Medications will be stored in a locked cabinet or locked box in the refrigerator, depending on the medication. Medications for external use will be stored separately from medications for internal use.

- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
- We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Medications will be administered by regular classroom staff who have been trained in medication administration, and in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dosage on the medication form, listing time, amount given, and initial. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.
- Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be considered confidential and treated as such.
- It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired or after a child has left Eagle Valley Child Care Association.
- Alternative medications, such as herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness, lack safety information and cannot be administered at Eagle Valley Child Care Association.
- Eagle Valley Child Care Association reserves the right to refuse the administration of medications if we feel that it is in the best interest of the staff.

#### Prescription Medication

- Prescription medication must include a label with the child's name, the dose of medication, frequency, and expiration date. For a staff member to administer any medication to your child, you must complete the Medication Administration Permission Form in its entirety.
- The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify:
  - The child's name
  - The names of the medication
  - The amount and frequency of dosage
  - The date the prescription was filled and the expiration date
  - If necessary, ask your pharmacist for a duplicate container to send medication to school.
- If the medication is provided via pharmaceutical samples; they must be stored in the manufacturer's original packaging, shall be labeled with the child's name, and shall be accompanied by written instructions specifying:

- a) The child's name
  - b) The names of the medication
  - c) The amount and frequency of dosage
  - d) The signature of the prescribing physician or other health professional the date the instructions were signed by the physician or other health professional
  - e) Medication expiration date
- The medication shall be administered only to the child for whom they were prescribed. It shall be administered according to the prescription, using the amount and frequency of dosage specified on the label.
  - A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

### Emergency Medication

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Diastat, etc.), you will need to complete the corresponding medical action plan. Blank medical action plans may be found with the Site Director, and these plans MUST have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency. All staff members have trained on emergency medication administration annually. We work with a child care health consultant to ensure our staff is appropriately trained for your child's specific medical needs.

### Over-the-Counter Medication

In general, Eagle Valley Child Care Association staff will not administer over-the-counter medication except when a health professional prescribes the over-the-counter medicines. This situation is most common for chronic health conditions (ex: Benadryl for students with allergy action plans or fever-reducing medication for students with febrile seizure action plans). Eagle Valley Child Care Association will not administer over-the-counter medicines such as cough syrup, Tylenol, ibuprofen, antibiotic cream for abrasions, or medication for upset stomach in the cases of acute illness or pain. Children that have these symptoms may need to remain at home until they are symptom-free.

The over-the-counter medication must be brought to school and stored in the manufacturer's original packaging with the child's name written or labeled on it. It shall be accompanied by a Medication Release Form that specifies:

- a) The child's name
- b) The medical conditions or allergic reactions
- c) The names of the authorized over-the-counter medication
- d) The amount and frequency of the dosages, which shall not exceed the amount and frequency of the dosages on the manufacturer's label
- e) In cases where the prescription says, "as needed" (i.e., allergy exposure, etc.), the

instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)

- f) The route in which the medication shall be administered
- g) Possible reactions or side effects
- h) The signature of the parent AND physician, or another health professional
- i) The date the instructions were signed by the parent and physician or other health professional.

## Topical Creams and Sunscreen

Parents and guardians may give Eagle Valley Child Care Association a standing authorization for up to 12 months to apply over-the-counter topical ointments, lotions, creams, and powders, such as sunscreen, diapering creams, and baby lotion, to their child, when needed.

The over-the-counter topical medications form must be completed before we can administer these medications. You can find the necessary form from your Site Director. Miller Ranch Child Care provides Great Value Sunscreen SPF 50 or greater to all students. Vail Child Care Center provides Babyganics SPF 50 Mineral Sunscreen to all students. Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. Eagle Valley Child Care Association staff can reapply sunscreen in the afternoon before going outside if we have an up-to-date Sunscreen Permission Form on file. If you prefer your child use a different sunscreen in the afternoon, please complete the over-the-counter topical medications form and send the preferred sunscreen labeled with your child's first and last name.

As a licensed childcare provider, we must apply sunscreen, have the parent(s)/guardian(s) apply sunscreen, or use another form of parent/guardian approved sun protection for children prior to children going outside. Sunscreen must be reapplied as directed by the product label.

If you apply sunscreen before arriving at school, please be sure to log this in our sunscreen application log at the front desk at arrival so that we can ensure sunscreen is reapplied as directed by the product label. If documentation of the application time is not available, we will apply sunscreen thirty minutes before going outdoors. If the child will be outside for more than one hour, sunscreen must be reapplied every two hours

### Inclement/Excessively Hot Weather

In the event of extremely cold (below 15 degrees), excessively hot (above 100 degrees), strong winds, or rain, your child will be kept indoors and away from the elements.

Eagle Valley Child Care Association staff will reference the [Child Care Weather Watch chart](#) for information on the combination of temperature, wind, and humidity on the appropriateness of outdoor play.

## Medical Report & Immunization Record

A Certificate of Immunization and a health appraisal must be completed and on file at school by each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. If a Certificate of Immunization and health appraisal are not on file within 21 days of the child's first day of attendance, care will be refused until they are provided.

Health appraisal forms must be updated on the American Academy of Pediatrics schedule (2 months, 4 months, 6 months, 9 months, 12 months, 18 months, 24 months, 3 years, 4, years, and 5 years). As the child receives new immunizations, please provide an updated Certificate of Immunization at the time they are given.

Families that elect with their doctor to forgo immunizations or follow a delayed immunization schedule must submit a written note from their doctor and a completed Colorado Immunization Exemption form. Note that if there is an outbreak of a disease that has a vaccine to prevent it, children who have not completed that vaccine must remain out of care until the outbreak is contained and the incubation period is over.

## Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at Eagle Valley Child Care Association. Each classroom has a container for toys that have been contaminated with bodily fluids, such as by mouthing. Contaminated toys are specifically washed, sanitized, and air-dried. All other surfaces and toys are sanitized and air-dried daily. For more specifics about the frequency and type of cleaning that occurs for each surface at Eagle Valley Child Care Association, please reference the [NAEYC Cleaning, Sanitizing, and Disinfecting Frequency Table](#).

## Hand Washing

Handwashing has long been established as one of the most important ways to prevent the spread of illness.

In our centers, hand washing requirements for staff are as follows:

- Upon arrival at a center
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our centers, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or
- After they have handled soiled items
- After blowing/wiping their nose

The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

## Universal Precautions

Eagle Valley Child Care Association follows universal precautions to prevent the transmission of bloodborne pathogens such as Hepatitis B and HIV/Aids. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with bloodborne pathogens. Eagle Valley Child Care Association staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

## Toilet Learning

Every child begins toilet learning at a different age and progresses at a different rate. High collaboration between you, your child, and your child's teachers makes for more successful



toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimal stress for you and your child.

We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.

### **Signs of Toileting Interest**

,kjbib

### **Essential Pre-Toilet Learning Skills**

## Safety

### Supervision

Eagle Valley Child Care Association staff assume responsibility for enrolled children when they enter the classroom or are escorted by a staff member onto the Eagle Valley Child Care Association property. Teaching staff always provide direct supervision of the children in their care.

As children arrive for the day, they are added to the Daily Headcount sheet. Staff members will do a "Name to Face" headcount every 30 minutes when the children are on school premises to be sure they are all accounted for as well as every time they transition to a new activity or place to ensure that all children have remained with the group. If a classroom is off-site (out of the building or outside the perimeter of our fence), our staff will conduct a headcount every 15 minutes to ensure that all children have remained with the group.

### Lost Child

In the event a child becomes lost, all available staff will search the premises immediately. If the child is not located after a thorough search of the building and grounds, a call to 911 will be made, a report of the lost child will be given to police, and parents/guardians will be contacted.

### Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in each classroom. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound.

If an accident is more than minor, a parent will be given a care call to discuss the injury. If the accident is more serious, a parent will be contacted and requested to come immediately. At the discretion of the staff, any immediate emergency medical care and/or transport to Vail Health Hospital will be arranged. If you are unable to be contacted, a licensed physician, dentist, or medical provider will provide the necessary care for your child. In the event of a life-threatening illness or injury, an ambulance will be called. In the case of a medical emergency, parents are monetarily responsible for all medical care and transportation involved.

To ensure your child's safety, the Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

### Emergency Procedures

We make every effort to be prepared for potential emergencies. Eagle Valley Child Care Association has an emergency response plan for fire, earthquake, tornado, inclement weather, or if a lockdown becomes necessary. This plan is updated annually. These plans are reviewed annually with the staff. Additional precautions we take for the event of an emergency are:

- Emergency phone numbers are posted by all phones.
- Eagle Valley Child Care Association keeps an emergency "To-Go" bag in the main office with first aid supplies and emergency contact information for all students and staff.
- Fire drills are practiced once each month, and shelter-in-place drills every three months to prepare children in the case of an emergency.
- Emergency evacuation plans are posted in each room.
- Annual inspections are conducted by the fire inspector.

If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

### Evacuation

The procedures for evacuation in case of fire are posted in all areas of each site. Alternate routes are practiced on a monthly basis at regularly scheduled fire drills. All children will be moved as quickly and efficiently as possible to the designated exit areas and wait for directions from the fire department. Infants will be evacuated in specially designed evacuation cribs.

Children with disabilities (long-term or temporary) will have an individualized evacuation plan on file to ensure they are also evacuated as quickly and efficiently as possible.

In the event that students are forced to evacuate our facility, parents will be notified via

email, phone, and/or the Eagle County alert system. In these emergency situations, we expect full cooperation from parents in a prompt pickup.

In the event of an evacuation, children and staff will relocate to one of the following locations:

- Mountain Recreation Field House in Edwards is set-up to receive Miller Ranch students and staff in the event of an emergency evacuation. The address for Mountain Rec is **450 Miller Ranch Rd, Edwards**. Miller Ranch Child Care students will be transported to the Mountain Rec by walking or, if needed, ECO Transit.
- The Donovan Pavilion is set up to receive Vail Child Care students and staff in the event of an emergency evacuation. The address for the Donovan Pavilion is **1600 S Frontage Rd W, Vail**. In the event of an emergency evacuation, Vail Child Care students will be transported to Donovan Pavilion via Town of Vail transit system.

During emergency pickups, please be sure the individual picking your child up is listed as an authorized pickup on your child's registration forms. If staff do not recognize the individual picking up, they will ask for photo ID. All authorized pickups will be asked to wait outside evacuation locations to minimize confusion within classrooms. One or more staff members will act as "runners" to escort children being picked up to their adult.

## Mandated Reporting

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Colorado law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact their Site Director and follow up with an immediate phone call to Eagle County Department of Social Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- Eagle Valley Child Care Association will not hire a person who has been convicted of abuse of any type, and all staff undergoes a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at one of our childcare sites or away from Eagle Valley Child Care Association.
- All Eagle Valley Child Care Association staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- Eagle Valley Child Care Association strictly prohibits the mistreatment, neglect, or

abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated. If the charges are not upheld, the Executive Director will determine eligibility for reinstatement.

Families can also report suspected/known child abuse or neglect by calling the Colorado Child Abuse and Neglect Hotline at (844) 264-5437.

## School Policies

### Smoke-Free and Weapon-Free Environment

For years, medical studies have shown the ways exposure to secondhand smoke damages the human body and directly leads to chronic diseases, such as cancer, heart disease, and stroke. Children are particularly susceptible to the toxic chemicals in tobacco smoke (secondhand smoke) as well as thirdhand smoke. Eagle Valley Child Care Association sites and playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare centers or during any off-premises activities. Additionally, staff may not report for work smelling of smoke or strong scents used to mask smoke.

Firearms and ammunition are prohibited in all licensed childcare centers, including Eagle Valley Child Care Association centers unless carried by a law enforcement officer.

### Transportation

Eagle Valley Child Care Association does not transport children to and from school. Parents are expected to provide or arrange transportation for their children. In the event that transportation is required for an off-site field trip, parents will be notified in advance and asked to sign a permission form specific to that trip and transportation. All laws regulating passengers will be followed at all times, and each group of children being transported will be accompanied by emergency contact information.

### Babysitting

Eagle Valley Child Care Association discourages families from entering employment arrangements with staff. However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and an Eagle Valley Child Care Association employee for employment or services outside the program and services of Eagle Valley Child Care Association is an individual endeavor and private matter, not connected or sanctioned by Eagle Valley Child Care Association.

### Account Balances

Eagle Valley Child Care Association will not allow an account balance greater than \$250 to be carried past 30 days. If a family's account carries a balance longer than 30 days, the child will be dis-enrolled from the program until their account is in good standing.

### Colorado Child Care Assistance Program

Eagle Valley Child Care is enrolled in the Colorado Child Care Assistance Program (CCAP) which offers funds from federal and state levels to assist families with their child's tuition. Contact the Department of Social Services in the county in which you reside for more information. The contact number for Eagle County is 328-8840.

Families enrolled in the Colorado Child Care Assistance Program are not required to complete service hours, though they are still encouraged to find ways to be involved in the Eagle Valley Child Care Association community and their child's classroom. The Colorado Child Care Assistance Program will pay for a family's registration fee. CCAP will pay for three absences a month. If your child is out of care (sick/vacation) for more than three days in a month, parents will be responsible to pay the daily rate starting on the 4th day. If a parent neglects to check their child in and out of care, they will be financially responsible for the days missed.

## Visitors

All visitors to the Center must sign the visitor's log. We will require the name, address, phone number, and purpose of each visitor as well as a picture ID for persons not familiar to our staff.

If a relative would like to visit with your child for part of the day, we ask that you follow the following guidelines:

- Discuss your plans with your child's teacher
- Sign in when you arrive at the center
- Follow all rules of the child care program
- Do not remove your child from the program unless you inform the teacher and sign your child out.

## Media/ Photography

Teachers photograph children to document special events as well as regular daily activities. The photographs may be displayed within the school, used in your child's journal, and/or used on Teaching Strategies GOLD online assessment tool in your child or another child's assessment. Parents are asked to sign a media waiver allowing Eagle Valley Child Care Association to take photos of their children.

## Program Oversight

Our program's quality and compliance with State laws are carefully regulated and evaluated annually by the Colorado Department of Human Services. In addition, we also ask parents to complete and return an evaluation of the program intermittently. Summaries of evaluations are presented to our Board of Directors to enable them to monitor the quality of our services.

## Code of Ethical Conduct

Those who work with young children face many daily decisions that have moral and ethical implications. The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in

early childhood care and education. For an updated NAEYC Code of Ethical Conduct, please visit <https://www.naeyc.org/resources/position-statements/ethical-conduct>.

## Commitment to Diversity

Tolerance and understanding are fostered by positive exposure to various ages, genders, lifestyles, family structures, races, cultures, religions, and physical abilities. Therefore, we emphasize an environment that welcomes diversity and challenges bias and discrimination.

## Grievance Procedure

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative, compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child's teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the persons involved and a member of the administration. At that time, a course of action can be determined.

## Legal Information

### Nondiscrimination

Eagle Valley Child Care Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. Eagle Valley Child Care Association is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

### Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to providing services to individuals with disabilities.

### Record Retention

Eagle Valley Child Care Association complies with Colorado licensing requirements for records retention and the records of children and personnel are maintained for at least 3 years after departure.

### Licensing Complaints

To file a licensing complaint against Vail or Miller Ranch Child Care Centers, please contact:

Colorado Department of Early Childhood  
**Division of Early Learning Licensing and Administration**  
710 S Ash St  
Denver, Colorado 80246  
1-800-799-5876  
Direct 24 hour complaint line: 303-866-5958

Most recent fire, health, and licensing inspections are available upon request.



## Appendix A: Contact Information

Eagle Valley Child Care Association  
PO Box 1700, Vail, CO 81658  
Board of Directors, [board@eaglevalleychildcare.org](mailto:board@eaglevalleychildcare.org)

Executive Director: Sarah Foglesong, [sarah@eaglevalleychildcare.org](mailto:sarah@eaglevalleychildcare.org)

Miller Ranch Child Care  
0025 Mill Loft Road; Edwards, CO 81632  
Phone: 970-926-2501  
Fax: 970-926-2028  
Site Director: Liza Lopez, [llopez@eaglevalleychildcare.org](mailto:llopez@eaglevalleychildcare.org)

Vail Child Care  
2099 N Frontage Rd West; Vail, CO 81657  
Phone: 970-476-1615  
Fax: 970-476-1521  
Site Director: Sarah Foglesong (acting), [sarah@eaglevalleychildcare.org](mailto:sarah@eaglevalleychildcare.org)

# Appendix B: Illness Exclusion Criteria



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## How Sick is Too Sick?

### When Children and Staff Should Stay Home from School or Child Care

Evaluation of a sick child must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease (including but not limited to those listed here), even without a confirmed diagnosis, may necessitate more stringent return to school requirements.

During Colorado's ongoing response to the COVID-19 pandemic, children and staff who have symptoms consistent with COVID-19 should receive testing, and follow the [COVID-19 isolation guidance](#) until testing is completed or if they test positive. If the individual tests negative for COVID-19, the individual should then follow the recommendations for their disease or symptoms using the below guidance.

**There are four main reasons to keep children and adults at home:**

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
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 is on this list, and staying home is required.





Guidance for COVID-19 Symptoms	Child or staff member must stay home?
<p>COVID-19 symptoms which <b>must be fully resolved</b> before a child or staff member returns to school</p> <ul style="list-style-type: none"> <li>● <b>Feeling Feverish, having chills or Fever</b> (Temperature of 100.4° F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100° F or higher)</li> <li>● <b>Shortness of breath or difficulty breathing</b></li> <li>● <b>Nausea, Vomiting/Throwing Up</b></li> <li>● <b>Diarrhea</b> (Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine)</li> <li>● <b>Cough*</b></li> </ul>	<p>Yes - These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19.</p> <p><b>When to seek emergency medical attention</b></p> <ul style="list-style-type: none"> <li>● <b>Trouble breathing</b></li> <li>● <b>Persistent pain or pressure in the chest</b></li> <li>● <b>New confusion</b></li> <li>● <b>Inability to wake or stay awake</b></li> <li>● <b>Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone</b></li> </ul> <p>These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE’s isolation guidance, <a href="https://covid19.colorado.gov/isolation-and-quarantine">https://covid19.colorado.gov/isolation-and-quarantine</a>. Further guidance for the school or child care can be found at <a href="https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance">https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance</a>.</p> <p>If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication.</p> <p>*Students and staff may return if the cough is not fully resolved following discussion with a care provider.</p>
<p>COVID-19 symptoms which <b>must be improving</b> before a child or staff member returns to school or child care</p>	<p>Yes - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and</p>





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- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- New Loss of Taste or Smell\*\*

the child is otherwise well enough to return to school, no further evaluation is necessary.

If the diagnostic COVID test is positive, or the individual has not yet been tested, the individual should follow CDPHE’s isolation guidance, <https://covid19.colorado.gov/isolation-and-quarantine>. Further guidance can be found at <https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance>.

If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.

If the COVID test is negative and the illness is **not** explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved.

\*\*Loss of taste or smell can persist for weeks or months. This condition does not need to be resolved or improving before an individual returns to school or care.







Guidance for Symptoms Not Due to a Specific Disease, Following a Negative COVID Test	Child or staff must stay home?
<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 4 months or younger need to see a doctor right away for a fever of 100° F or higher.</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. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<p><b>Flu-like Symptoms</b> Fever Sore throat Runny nose or congestion</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 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 healthcare 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/Throwing Up</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>



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Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no 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. Call your doctor for advice and possible treatment.
COVID-19 (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	Yes - children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's <a href="#">isolation guidance</a> . Guidance for schools and child care settings can be found here: <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a> .
Fifth's Disease (parvovirus)	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, has uncontrollable drooling or is not able to take part in usual activities.
Head Lice or Scabies	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.
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 - 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.
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 3 days if participating in activities with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
Influenza	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.
Croup, RSV (Respiratory)	No - It is recommended that children and staff remain out of school or





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Syncytial Virus)	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.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
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).

**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.

**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. <https://covid19.colorado.gov/>. October 7, 2020.

Updated March 2022





## Appendix C: Tuition & Fee Schedule

<i>Infants/Toddlers</i>			<i>Preschool</i>		
# Days/week	Tuition	Standard Scholarship Tuition*	# Days/week	Tuition	Standard Scholarship Tuition*
5	\$1980/month (\$90/day)	\$1456/month (\$67/day)	5	\$1495/month (\$68/day)	\$1275/month (\$58/day)
4	\$1488/month (\$93/day)	\$1225/month (\$70/day)	4	\$1245/month (\$71/day)	\$1070/month (\$61/day)
3	\$1248/month (\$96/day)	\$942/month (\$73/day)	3	\$949/month (\$73/day)	\$819/month (\$63/day)
2	\$882/month (\$98/day)	\$653/month (\$75/day)	2	\$685/month (\$76/day)	\$595/month (\$66/day)
1	\$394/month (\$101/day)	\$343/month (\$78/day)	1	\$340/month (\$79/day)	\$340/month (\$69/day)

### *\*Standard Scholarship Tuition*

We are pleased to offer the Standard Scholarship Tuition, a subsidized rate available to all families without any questions asked. All you have to do is request this rate; no application is required. This program reduces tuition by 20-30%, allowing more families to access our high-quality childcare services at an affordable cost. We believe that every child deserves the opportunity to thrive, and the Standard Scholarship Tuition helps us create an inclusive and supportive environment for all families.





Fee Description	Amount
Initial Registration	\$125 (charged at initial enrollment)
Annual Re-registration	\$85 (charged annually in January)
Late Payment	\$50/month after the due date
Late Pick-up	\$1/minute after 5:30pm
Special Field Trip Fee	TBA / dependent on field trip planned & cost of admittance, etc.
Incomplete Volunteer Hours	\$10 per hour not completed (charged December 29)

*Please note: Withdrawal Notice*

Families are required to give a thirty day notice to withdraw their child. This notice should be emailed to the Director. Families who do not provide thirty days' notice will be charged for thirty days following notice regardless of the child's attendance.



# Appendix D: Calendar



## 2024 STAFF CALENDAR

**January**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Jan. 1** - New Years Day (observed), Centers Closed

**Jan. 3** - Late Start, Centers open at 8:30 am

**July**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**July 3** - Late Start, Centers open at 8:30 am

**July 4** - Fourth of July, Centers Closed

**February**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**Feb. 7** - Late Start, Centers open at 8:30 am

**August**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Aug. 15-16** - Centers Closed, Teacher Development days

**Aug 19** - First day of kindergarten for graduates!

**March**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

**Mar. 8** - Centers Closed, Teacher Development day

**September**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Sep. 2** - 2023/2024 Tuition rates go into effect

**Sep. 2** - Labor Day, Centers Closed

**Sep. 4** - Late Start, Centers open at 8:30 am

**April**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Apr. 3** - Late Start, Centers open at 8:30 am

**Apr. 22-26** - Spring Break, Centers Closed Day Camp option TBD

**October**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Oct. 2** - Late Start, Centers open at 8:30 am

**Oct. 14-18** - Fall Break, Centers Closed, Day Camp option TBD

**May**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**May 1** - Late Start, Centers open at 8:30 am

**May 6-17** - Centers OPEN, Family Conferences

**May 27** - Memorial Day, Centers Closed

**November**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Nov. 4-15** - Centers OPEN, Family Conferences

**Nov. 6** - Late Start, Centers open at 8:30 am

**Nov. 28-29** - Thanksgiving, Centers Closed

**June**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	9
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

**June 3** - 2023/2024 Tuition rates announced

**June 5** - Late Start, Centers open at 8:30 am

**December**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1			

**Dec. 4** - Late Start, Centers open at 8:30 am

**Dec. 25** - Christmas, Centers Closed

**Dec. 23-27** - Winter Break, Centers Closed, Day Camp option TBD