



## PARENT HANDBOOK

Lake Dillon Preschool  
200 Village Place, P.O. Box 1535  
Dillon, CO 80435  
970-468-1606  
[www.lakedillonpreschool.org](http://www.lakedillonpreschool.org)

August 2025

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# Welcome

The staff and Board of Directors at Lake Dillon Preschool (LDP) welcome your family to our family. We are grateful to be partnering with you during these extraordinary years.

## General

Lake Dillon Preschool and Early Learning Center  
200 Village Place, P.O. Box 1535  
Dillon, CO 80435  
(P) 970-468-1606

## Hours of Operation

Monday – Friday 7:30am – 5:30pm

Executive Director: Katie Bunnelle – [katie@lakedillonpreschool.org](mailto:katie@lakedillonpreschool.org)  
Finance Director: JoAnne McClung - [joanne@lakedillonpreschool.org](mailto:joanne@lakedillonpreschool.org)  
Education Director: Nicki Kaiser [nicki@lakedillonpreschool.org](mailto:nicki@lakedillonpreschool.org)  
Teddy Bear Room – [teddybears@lakedillonpreschool.org](mailto:teddybears@lakedillonpreschool.org)  
Cub Bear Room - [cubbears@lakedillonpreschool.org](mailto:cubbears@lakedillonpreschool.org)  
Sun Bear Room - [sunbears@lakedillonpreschool.org](mailto:sunbears@lakedillonpreschool.org)  
Grizzly Bear - [grizzlybears@lakedillonpreschool.org](mailto:grizzlybears@lakedillonpreschool.org)  
Panda Bear - [pandabears@lakedillonpreschool.org](mailto:pandabears@lakedillonpreschool.org)  
Polar Bear - [polarbears@lakedillonpreschool.org](mailto:polarbears@lakedillonpreschool.org)

## Child Care license

Our center serves children from six weeks up to six years old. We are licensed for 109 children, although we enroll based on quality capacity.

Classroom	Age	Teacher: Children Ratio (Quality)	Teacher: Children Ratio (License)	Classroom Capacity
Teddy Bears	6 weeks to 18 months	1:3	1:5	8
Cub Bears	12 months to 30 months	1:3	1:5	8
Sun Bears	18 months to 36 months	1:3	1:5	9
Grizzly Bears	2 years to 3 ½ years	1:3	1:8	9
Panda Bears	3 years to 4 ½ years	1:8	1:10	17
Polar Bears	4 years to 6 years	1:8	1:12	20

\*Lake Dillon Preschool strives to maintain staffing for quality ratios on a consistent basis.

LDP is licensed by the State of Colorado Department of Human Services, Division of Childcare. We are routinely monitored and regulated by our state licensing office, public health department and environmental health department. We strive to meet and exceed best practice quality recommendations including Colorado Shines and Head Start standards. We are a non-profit organization managed by its Board of Directors.

## Mission

The mission of Lake Dillon Preschool is to create an inclusive, enriching, play-based environment that fosters the growth of unique individuals preparing for successful futures.

## Vision

To be a model early childhood community where children, families, and educators are in collaboration to create a nurturing, inclusive environment that supports individual growth, fosters meaningful relationships, and inspires a lifelong passion for learning. We empower children to think creatively and critically, while supporting educators in advancing their own education and professionalizing the field of Early Childhood Education.

### **Our History**

Zoomers, Inc. was established in 1990 as a non-profit, parent cooperative after the previous (for profit) business folded abruptly. In a time of crisis, parents pulled together, and Zoomer's Inc. was established. In late 1998, through the generosity and support of the community, Zoomer's Inc. relocated from a leased facility into a newly constructed building. In March 2003, Zoomer's, Inc. began doing business as Lake Dillon Preschool (LDP) and Early Learning Center; a name better reflecting who we are and the services we provide.

### **Philosophy**

Lake Dillon Preschool's philosophy is to educate children in a play based developmentally appropriate environment that is safe and nurturing. We believe that children learn best through meaningful experiences designed to foster social skills, problem-solving abilities, critical thinking, creativity, and physical development. Children can grow and develop best when there is a strong partnership between school and home. We understand that parents are a child's first teacher and look forward to building on the foundation parents have created.

### **Quality Improvement Plan**

Lake Dillon Preschool develops, maintains, and updates an annual Quality Improvement Plan. The plan outlines improvements to curriculum, the school building, the grounds, and staff trainings. It is developed in partnership with our school board, and we are happy to share it with any parent or staff member who would wish to view it. The plan is kept in the administrative office and either the Director or Assistant Director can be contacted for viewing.

## **Enrollment**

### **Enrollment Policy**

Enrollment is open to all children. We see children as unique individuals and strive to maintain an inclusive environment.

### **Non-Discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a written complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410. To phone in a complaint call 800-795-3272 (voice) or 202-720-6382 (TDD).

### **Inclusion**

Lake Dillon Preschool believes that children of all ability levels are entitled to the same opportunities for acceptance and participation in a childcare program. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in compliance with the Americans with Disabilities Act and will be determined by LDP's administrative team and relevant specialists. We will make all efforts to provide reasonable accommodations for a child with a disability who has special needs. LDP must be provided access to the Individual Family Service Plan (IFSP), Individual Education Plan (IEP), play therapist or any other specialist goal and strategy plans.

## **Enrollment Priority**

All families interested in enrolling at LDP should visit our website and join our waitlist via [Kinside](#). We reference this waitlist each time space becomes available and reach out to the first family with a child that fits the age bracket of the available space.

Priority on our waitlist for all ages is provided to families based on the following general guidelines:

- Children of staff
- Children already enrolled in the program looking for additional days
- Children whose siblings currently attend Lake Dillon Preschool
- By date of the waitlist sign up and age of child

## **Enrollment Procedures**

Once space becomes available to a family, LDP will schedule a tour of the school. This provides an opportunity for the family to understand more about our center and ask any questions they may have before enrolling.

- Families are encouraged to share their enrollment decision within 24-48 hours.
- If you choose to accept, a start date must be within 14 days.
- If you choose to decline, you will be removed from the waitlist.
- Upon enrollment, you will receive an enrollment paperwork link via Early Learning Ventures in your email. We use Early Learning Ventures as a partner organization to track student attendance and child information as required by state licensing.

## **Required Paperwork**

The standard forms\* listed below must be completed to enroll your child at Lake Dillon Preschool:

- Online Enrollment Record through Early Learning Ventures to include:
  - o Parent/Guardian Information
  - o Child Information
  - o Emergency Contacts/Authorized Pickups
  - o Authorizations
  - o General Questions
- Signed acknowledgement of Parent Handbook policies and procedures
- Child Adult Care Food Program Income Eligibility Form
- General Health Appraisal & Immunization Records
- Circumstantial forms such as formula decision (infants only), allergy, dietary substitutions, and milk substitution requests

\*Annual updates to several of these forms and ELV accounts are mandated by the State of Colorado to ensure the health and safety of all children.

## **General Health Appraisal**

Routine well visits are required as recommended by the American Academy of Pediatrics including 2, 4, 6, 9, 12, 15, 18, 24, and 30 months, and annually after 3 years. A copy of your child's general health appraisal is required after every well visit. Families are responsible for ensuring that their child's well visits are kept up to date.

## **Immunizations**

Immunizations are required according to the current schedule recommended by the [U.S Public Health Services and the American Academy of Pediatrics](#). Annually, we check for updates on the recommended immunization schedule. State regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the State of Colorado Health Department of Public Health and Environment.

## **Payment Policy**

Payment for childcare services must be made in advance. You will be billed on the first of every month via

email from QuickBooks. LDP accepts credit and debit cards through the payment link provided in your email. You are also able to set up automatic payments through this link. If payment is not made by the fifth (5th) day of the month, a \$50.00 late fee will be charged to your account. We reserve the right to un-enroll a student or suspend enrollment for delinquent accounts. LDP is not required to hold your child's spot as non-payment may result in termination.

Credit will not be applied for holidays, vacations, sick days, inclement weather, or unplanned closures.

### **Delinquent Accounts**

If you should un-enroll from Lake Dillon Preschool without paying your bill in full, LDP will attempt to contact you once by phone and once by mail. If you do not respond with payment within one month, your account information will be sent to collections, and you will be responsible for the collection agency fees and any other costs incurred to the school.

### **Denied Admission**

A child may be denied admission, suspended, or expelled under the following circumstances:

- Failure of child's parent(s) to abide by the policies and procedures set forth by LDP Board of Directors and stated in the Parent Handbook.
- Failure of a child's parent(s) to pay for their childcare on time, in full, each month.
- Continued disobedience from a child and/or persistent defiance of LDP's staff.
- A child whose behavior is determined to be detrimental to the welfare and safety of other children or LDP's staff.
- A child who lacks the proper required immunization and health records and did not complete the proper immunization waiver.

### **Scheduling**

Schedules are determined during the enrollment process, based upon need and availability, and remain consistent each week. Each month you will be charged your scheduled tuition for your childcare slot regardless of whether or not your child attends (sick, vacation or holiday). Lake Dillon Preschool works to ensure every child experiences every classroom in our school. There is an intentional progression in routine, instruction, and child/teacher ratio. Administration will determine and offer classroom placement for children based upon birthday and development. Tuition will align with classroom placement.

### **Switch/Add Days**

We are very happy to accommodate switches and add days as a benefit to our families. If your child misses a day due to sick, vacation or holiday, you may inquire about a possible switch either 30 days before or after the missed day for a day your child is not currently enrolled. These days are granted based on staffing and classroom availability. Parents are also welcome to inquire about switch days for any professional development days if your child is regularly scheduled.

Based on availability, you can also add a day your child is not regularly scheduled to attend. You will be charged the daily rate based on your child's tuition schedule.

### **Schedule Changes**

All desired schedule changes need to be communicated 2 weeks in advance to administration. Additional days are based upon availability. If you choose to reduce your days, please be aware that we cannot guarantee those days will be available at a later date. Your new rate will go into effect the day of your scheduled change.

### **Schedule Changes Continued**

Children may be offered 1-5 days a week at the time of enrollment. When additional days become available, they will be offered to currently enrolled families. If a parent declines, there will be no guarantee the days are available at a later date. If a family chooses to move their child to the Summit School District preschool

program, families will not have the option to maintain only 1 day at LDP.

### **Illness & Cancellations**

If your child is sick and/or will not be attending school for the day, please notify us through email or phone before 10:00am. Per licensing requirements, we are required to track reasons for absence and illness so please be specific when listing symptoms.

### **Vacations**

All planned vacations should be communicated to administration. Knowledge of expected enrollment for the week helps us to plan for staffing and approve time-off.

### **Withdrawing Your Child**

To withdraw your child from the center, you will need to provide us with a minimum of 2 weeks notice, however we appreciate as much advance notice as possible. We are unable to give a refund for any advance payments. Please provide us with your reason for withdrawing your child if you feel that it will help us improve our services.

LDP reserves the right to un-enroll any child/family who presents a risk to the health, safety, or well-being of other children or staff, or any child/family whose needs cannot be met in our program. Suspension of a child is a very last resort and is not considered lightly. Refusal or inability to follow our policies may also result in un-enrollment.

## **Child Care Tuition Assistance Programs**

Please note that all childcare tuition assistance program costs are covered through grants, fundraising and external subsidy programs, not parent tuition.

### **Summit County Tuition Assistance Program**

It is the goal of Summit County to offset the cost of childcare with tuition assistance for families. This allows LDP's rates to reflect the true cost of high-quality childcare. Every child is eligible to apply for tuition assistance. Ages 0-3 will apply for First Steps and ages 3-5 Summit County Preschool Program (SPK). This program is run through Early Childhood Options. For more information or to apply, go to the following website: [Summit Pre-K Program](#)

### **Colorado Child Care Assistance Program (CCCAP)**

If your family is at 175% of the FPL or less, you may qualify for CCCAP to help subsidize your costs of child care. Your full tuition will be covered by your established monthly parent fee, CCCAP payments and our grants. This program is run out of Summit County Social Services office. If you need any information on this program, please reach out to them directly at 970-668-9160. For more information, go to the following website: [Colorado Child Care Assistance Program for Families](#)

### **Colorado Preschool Program ½ slot (CPP)**

A preschool education program for 3- and 4-year-olds through paid child care and special education services (if applicable) at LDP for our most vulnerable population. CPP pays for ½ day costs, and the family may be eligible to receive additional subsidies through Head Start 3-5 and/or CCCAP to cover the remainder of tuition. To apply please contact Kristin Sposato at the Summit School District 970-368-1022.

### **Early Head Start 0-3**

A comprehensive continuum of family support and education through paid child care at LDP to low-income families 0-3 years old. Spaces are limited. To apply, please contact Dulce Hernandez, Eligibility & Enrollment Coordinator 970-406-3063.



### **Head Start 3-5**

A comprehensive continuum of family support and education through paid childcare at LDP to low-income families 3-5 years old. Spaces are limited. To apply, please get an application Damarys Peralta (bilingual), Family Engagement Specialist at 970-406-3070.

## **Curriculum & Learning**

### **General Curriculum**

The goal of our curriculum is to encourage children to learn at their own pace as they explore their environment and build relationships in their preschool community. We provide developmentally appropriate learning experiences that are play based and rooted in educational theory and research. Teachers intentionally plan learning opportunities in areas such as literacy, math, art, sensory, music, physical, and science. Children are encouraged to explore many interest areas created by teachers. They use their imaginations and enhance their skills building, pretending, creating, discovering and doing the work of children, which is playing. These interest areas are developed based on Teaching Strategies' Objectives for Development and Learning. The objectives are widely held expectations for children's growth and development for all early childhood ages and stages. To learn more about the Teaching Strategies Objectives for Learning and Development please visit: [The Objectives for Development and Learning - Teaching Strategies](#)

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

### **Social Emotional Curriculum**

Lake Dillon Preschool utilizes the Pyramid approach to positive behavior development. Pyramid is a model that uses evidence-based practices to promote children's healthy social-emotional development. Effective teaching techniques are implemented to create a positive classroom environment and foster trusting relationships. The framework builds on a tiered approach that provides support to all children as well as targeted interventions to those that need more support. To learn more about Pyramid please visit: [Pyramid Colorado](#)

In addition to targeted supports, Lake Dillon Preschool has access to a Mental Health Consultant through our local Early Childhood Council. This individual is available to work with families, teachers, and children in various capacities to include observation, goal setting, consultation, implementation of research-based strategies, and play therapy.

### **Behavior Management Policy**

At Lake Dillon Preschool we recognize that each child is unique and motivated in different ways. We encourage a positive approach to managing children's behavior. Our teachers practice active supervision, consistently monitoring their students. Teachers will use techniques such as teaching and encouraging the expected behaviors, redirecting, or providing alternatives and choices with desirable outcomes. In addition, we allow time and space for children to take a break when they need. Children will learn strategies for problem solving and interacting with their peers in a way that promotes and maintains a positive classroom culture. Partnering with parents supports consistency and is an important part of implementing behavioral guidelines.

### **Aggressive Behaviors and Reporting Process**

Physical aggression primarily occurs because of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may act aggressively in response. Hitting, pushing, biting and other forms of mild aggression are normal and age appropriate, but very uncomfortable for all parties involved. LDP classrooms work to prevent aggressive behavior by including a variety of physical spaces and materials that promote safe cooperative learning with continuous active supervision. We will work in partnership with parents, teachers, and other specialists to address unsafe behaviors through a tiered support system. Through this process we will identify

potential triggers and utilize strategies to mitigate undesired behaviors.

When an incident occurs involving aggressive behavior, the following procedures will take place:

- The child hurt in an incident will be comforted and any injury will be managed according to First Aid guidelines. An incident report will be filled out and parents will be notified via Brightwheel and phone call as necessary. All incident reports require parent acknowledgement or signature.
- The child initiating the incident will be redirected to a more appropriate activity and encouraged to make amends. An incident report will be filled out and parents will be notified via Brightwheel and phone call as necessary. All incident reports require parent acknowledgement or signature.
- The teacher(s) will then carefully assess the classroom environment to minimize frustration for children acting in an aggressive manner. This child will then be closely supervised to prevent any further incidents.
- The identity of all children involved will remain confidential.

For children who continue to display aggressive behaviors, a record will be utilized to track the frequency, time of day, environment, students involved and any other patterns that might be identified. A meeting between the family, teacher(s) and administrative team may take place to create strategies based on the identified patterns. All attempts will be made to correct the actions with the last resort being probation of the child from the school. In the event a child has significant behavior difficulties unable to be addressed through our tiered support system, then Lake Dillon Preschool may deny admission, suspend, or expel a child under the following circumstances:

- A child exhibits continued disobedience and/or persistent defiance of LDP's staff.
- A child whose behavior is determined to be detrimental to the welfare and safety of other children or staff at Lake Dillon Preschool.

### **Developmental Screenings & Assessment**

Teaching Strategies GOLD is an observational tool for assessing children in all of our classrooms. This evidence can tell us about a child's current knowledge, skills, and abilities as well as what comes next in the continuum of development and learning. While documentation is a continuous process, checkpoints are shared with parents 3 times per year.

Additionally, we partner with parents at minimum of once a year to complete the Ages & Stages Developmental Questionnaire and the Ages & Stages Social and Emotional Questionnaire. This tool is used to screen infants and young children for delays during the first five years of life.

If a parent or teacher has any concerns, a meeting will take place to determine the best course of action. Options will include, but are not limited to, goal setting and progress monitoring, or submitting a referral for further assessment through Early Intervention (0-3yrs) or Child Find (3-6yrs).

## **Classrooms & Transitions**

Children are placed in classrooms based on age and progress toward developmental milestones. Our goal is for each classroom to be organized by 2 co-lead teachers, an assistant teacher, and rotating floater teachers. Staffing is determined by each classroom's daily attendance. We strive to maintain quality ratios, beyond the licensed requirement, knowing this will contribute to an ideal learning environment for children. In February and August, a small cohort of children from each class will move-up. This group consists of children who are developmentally ready and fit within the age bracket of the next classroom. This allows us to ensure children are experiencing dynamic learning environments while creating space for incoming enrollment.

### **Teddy Bears**

Babies in their first year will experience first foods, laughs, steps and friends in a loving, clean and safe environment. Your baby will begin to explore the tactile senses and gross-motor skills through manipulative and

responsive toys with love and guidance from our staff. At this age, children's needs are met based upon individual schedules.

### **Cub Bears**

Early toddlers we truly start to see your child's personality begin to blossom. They will be surrounded in an environment filled with learning centers and manipulatives. Meals, circle time, and nap times become more established as children thrive with predictable routines and structure.

### **Sun Bears**

Toddlers are surrounded by an environment filled with learning centers, sensory materials, and creative supplies. Our staff will introduce early literacy and math concepts and work with children on fine and gross motor skills in these spaces. Children will begin to recognize and use words, play alongside their peers, and build confidence to take on new challenges.

### **Grizzly Bears**

Early preschoolers are continuing to develop fine and gross motor skills while exploring socialization, learning about literacy, science and expanding math concepts. They are learning how to communicate needs, create, and explore. Teachers focus on children building their independence through dressing, toileting, and self-expression. They encourage dance and movement, provide a variety of crafting supplies, while offering structured and unstructured play.

### **Panda Bears**

Preschoolers will seek independence through early preschool activities including art, sensory activity, music, literature, language, dramatic play, and gross-motor games. Children in this age group will be encouraged to express themselves verbally, beyond actions. They will also gain responsibilities in the classroom contributing to a sense of community. Teachers spend time allowing children to explore and talk about how things work, or tell stories. They will model and practice problem-solving, sharing feelings, and working together.

### **Polar Bears**

The year before kindergarten will prepare for future academic success and build a solid foundation for a life of learning with a creative curriculum and busy days. Learning centers in this space include pre-reading, mathematics, science, dance, music and manipulatives. Our preschool curriculum is teacher-directed, yet adaptable, incorporating topics that interest and excite young children.

## **Transitions**

**Home to Center:** Prior to your child's first day, you will have an opportunity to tour the school, meet teachers and children, and discuss any questions or concerns. On your child's first day, teachers will provide frequent updates. Parents are also welcome to call or email the school at any time.

**Classroom to Classroom:** Transitions from classroom to classroom are often an exciting time for children and parents. Move-ups take place 2 times per year and occur based on age, developmental readiness, and space availability. Parents will receive notification the month prior. Children will be transitioning to a new classroom with familiar faces due to the informal and organic interactions that take place with all teachers throughout the school during the year. Parents are invited to stop in their child's new classroom during the first 30 minutes or last 30 minutes of any day leading up to this time.

**LDP to Elementary School:** Polar Bear teachers emphasize Kindergarten readiness in children's final year at Lake Dillon Preschool. We will provide information on local schools, what to expect, and how to prepare your child for the upcoming transition. A graduation will be held during summer for our children moving onto Pre-K summer camp and kindergarten in the fall.

# Daily Operations

## Drop-Off and Pick-Up

- Drop-off begins at 7:30am and should not be later than 9:30am so that children have an appropriate amount of time to settle into classroom routines and planned curriculum. If you will be later than 9:30am, please call to inform the school as planned activities may require alteration or it may become the responsibility of the parent to locate the child's class in the community.
- You will be given a code for the front door. Please do not share this code with others. Visitors and emergency contacts can ring the doorbell when they arrive.
- You are required to sign your child in and out each day at the computer kiosk located on the front desk using your unique security ID created in ELV upon enrollment.
- Sign your child in for the day and drop your child off in the classroom.
- Sign your child out before retrieving your child from the classroom.
- LDP staff will not assume responsibility for children if they have not been signed in when they arrive. Once a child is signed out, they are no longer LDP's responsibility. For safety and licensing requirements, all children must always remain in the care of LDP staff while checked into the school.
- If a staff person of LDP must check in, out, or fix an attendance issue, you will be notified of this adjustment on the kiosk. Your approval of administration's time stamp states your understanding of child responsibilities at drop-off and pick-up per our policies listed above.
- Emergency contacts will be assigned his/her own self-selected security ID that acts as their signature.
- When dropping off your child, it is the caregivers' responsibility to ensure that their child is left with a teacher or staff member.
- Your child must be picked up and out of the building by 5:30pm. If you wish to discuss your child(ren)'s day with the teacher, please arrive by 5:15pm to allow for adequate time.
- If a child is picked up after 5:30pm, we will issue a verbal reminder. If the child is picked up again after 5:30pm within 30 days, the family will be put on probation and subject to expulsion.
- If a child remains at LDP past 5:30pm, we will attempt to contact you and your listed emergency contacts. If you and your emergency contacts are unreachable, we will then notify the Summit County Sheriff's Office and Social Services.
- Your child(ren) will be released only to you as parents or to persons for whom we have prior written or verbal authorization. If it is the first time a person is picking up, they will need to present a photo ID.
- LDP may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the Dillon Police to prevent potential harm to your child. Reoccurring situations will require a call to Social Services.

## Daily Active Supervision

To ensure all children are safe at all times and never at risk of being left alone or unsupervised while under the care of the Lake Dillon Preschool program and staff will:

- Confirm children have been checked in via ELV Kiosk upon child arrival.
- Count children out loud and complete a name to face check when entering and leaving the classroom.
- Set up the environment to ensure unobstructed site lines and clear pathways.
- Position themselves in the room so that all children are within easy reach, can be seen and heard.
- Listen for specific sounds or absence of sounds.
- Anticipate children's behavior and strategize how to create a safer environment.
- Engage and redirect with problem solving and alternative choices.
- Confirm children have been checked out via ELV Kiosk upon child pickup and departure.
- Confirm when all children have been picked up to the designated closing staff member.

A designated closing staff member will confirm all children have been picked up via ELV attendance records

and complete a final walkthrough of the entire building and outdoor areas.

## School Closures

**Holidays:** Thanksgiving Day, the day after Thanksgiving, the week of Christmas and New Year's Day, Memorial Day, Independence Day, and Labor Day. Additional holidays can be given with Board of Director's approval. Exact closure dates will adjust yearly according to the calendar.

**Professional Development Days:** Teachers will participate in professional development days 4 times a year. These days will be used to complete annual mandated trainings, enhance classroom curriculum, and maintain clean and organized learning environments. Please refer to the Lake Dillon Preschool calendar for exact closure dates.

**Weather Related:** Lake Dillon Preschool will follow the Summit School district weather closure policies. If the school district is on a 2-hour delay, Lake Dillon Preschool is on a 2-hour delay, opening at 9:30am. If the school district is closed, Lake Dillon Preschool will be closed. Families will be informed via text and email shortly after 6am.

The school district policy is as stated: "As we often see in the high country, weather can be unpredictable and can vary from one end of Summit County to the other. Families should always make the best safety decision for their children. If the weather does not appear to be safe for travel, parents should exercise the right to keep their children at home. If road conditions are poor, but weather predictions indicate quick improvements, we will initiate a two-hour delay. If weather and road conditions are not expected to improve and deteriorate, the district will cancel school."

If the school district is on a planned break and we have a weather event that would warrant a delay or closure, Lake Dillon Preschool will make the determination to delay or cancel school. We will notify parents or guardians via text message and email.

**Other Closures:** Lake Dillon Preschool has the right to close the school with the direction from both the Director and the Board of Director's President if the school is unable to meet the required licensing, health and or safety requirements mandated of the school. These include events such as, but not limited to, extended power outage, temperatures lower than 55 degrees inside the building, no water for more than 2 hours, out of proper licensing ratios or a building emergency that affects our ability to maintain a safe and/or sanitary environment for our students. All parents will be notified via text message and email if it is before the school opens, at our earliest opportunity. If the school needs to close while children are present, you will be notified to pick them up immediately and they will be released to go home at the earliest and safest time possible.

### Items for School

Please make sure the following labeled items are available to Lake Dillon Preschool every day:

- 4-5 labeled and clean bottles for breastmilk or formula (under 12 months)
- Labeled water bottle or sippy cup (6 months and older)
- A blanket (12 months and older) and lovey or stuffed animal if desired. Blankets will be washed on a weekly basis.
- 3 clearly labeled sets of extra clothes (including a shirt, pants, underwear, and socks)
- Clothing that is appropriate for indoor and outdoor play
  - o Summer: sneakers or closed toe shoes, hats, sunglasses
  - o Winter: winter snowpants, boots, mittens, hats, gloves, and sunglasses
- Diapers/Pull-ups and wipes
  - o It is best to bring in an amount that can be stored. We will notify you when your child is close to running out of either.

Children often want to bring toys or items from home. Each classroom has a different policy regarding toys from home, so please check in with your child's teacher and understand we cannot take responsibility for any items brought to LDP that get lost or broken.

## **School Policies**

### **Rest Time**

Sleep periods are scheduled based upon the age and development of our children. Our infants sleep in individual cribs with clean sheets washed daily. In all other classrooms, children are provided with a sleeping mat and individual sheets washed on a weekly basis. LDP children who do not sleep after 30 minutes are provided with alternate quiet activities.

Please see Appendix B for our Safe Sleep Policy in our Teddy Bear classroom.

### **Toilet Training**

Our approach towards toilet training is one of positive reinforcement and encouragement. Cooperation between parents and teachers is essential for toilet training to be a successful learning experience for the child. Although toilet training is not a part of our curriculum, once a child shows interest and training begins at home, we will work with parents to determine an appropriate plan based on the child. Signs of readiness include a child being interested in using the toilet, wearing underwear, able to stay dry for at least two hours, capable of pulling pants up and down, signaling when they need to go, and informing an adult when their diaper is wet or soiled. If you desire to bring pull-ups, we ask that you provide those with velcro sides. Toilet training in the classroom setting may take longer than home. If a child shows limited signs of readiness, requires a change of clothes multiple times a day, or seems to push back from training or be distressed, a team decision may be made to pause potty training at school until a further date. We will remain in communication and continue to work together through the process.

### **Screen Time**

We do not use television at LDP. Generally, we do not use videos as part of our regular curriculum. There may be special occasions when a teacher chooses to show an educational video to expand learning. These times will be limited. For children that are 2 to 5 years, screen time will be limited to no more than 30 minutes per day. For children 2 years and older, screen time may only exceed 60 minutes for a special occasion and will not occur more than once every 2 weeks. All children will be able participate in an alternative activity once interest is lost in the media.

### **Birthdays**

Birthdays are a special occasion, and we understand parents and kids want to celebrate. Classroom teachers each have creative ways of celebrating birthdays. We refrain from birthday celebrations that involve food treats school wide. Please connect with your child's teacher if you and your child have something special you would like to assist in planning for the class. Suggestions include age-appropriate toys or stickers, donating a new book to the classroom, or donating an item for one of our activity centers.

### **Field Trips**

We enjoy giving children the opportunity to learn about the community by providing exciting recreational and educational field trips. Teachers often take advantage of nice weather by taking walking field trips, our personal bus, or public transportation to visit local parks and facilities in our community. Occasionally, field trips are scheduled outside of the county and require contracted transportation and special permission. We have strict field trip procedures to ensure the safety of your child(ren) on these outings. There may be occasions when an additional fee is required. If you opt out for your child to attend one of the larger field trips, we will attempt to

accommodate your child in care at LDP by having them join a different classroom.

Please see Appendix D for our Authorization and Waiver to Transport Child.

### **Photos & Video**

Staff take photos and video to document daily activities. These are often posted to Brightwheel and include multiple children. Videos can also be used for professional development and teacher coaching. If you do not wish for photos or videos of your child to be taken, you must notify LDP staff in writing. If LDP wishes to use photos of your children on our website or in print media, we will contact families for approval.

### **Jewelry**

In accordance with best practices on child health and safety, small objects that could pose a choking hazard to children under the age of three are not allowed in areas designated for children in this age group. Small objects that pose a choking hazard are less than 1.25" in diameter and between 1" and 2.5" deep. For this reason, children's jewelry including, but not limited to, items such as barrettes, bracelets, earrings, and necklaces are not permitted in these areas.

### **Transportation**

LDP will rent a contracted bus that has their own insured and trained driver for transportation on extended field trips or use Summit Stage for local transportation. Parent/staff driven vehicles will only be used in emergency situations or the rare occasion with written permission from that specific family. If a parent or staff vehicle is used there must always be two adults. Each adult must have a copy of authorization forms, emergency contact information and any emergency medical supplies before they can leave LDP. If a vehicle breaks down or an accident occurs, the adults will take its passengers to a safe place to wait with the other teachers/parents and implement appropriate first aid/CPR/call 911 strategies. Once everyone is safe and together the staff/parents will contact LDP and the parents.

### **Visitation**

LDP maintains an open-door policy for parents and visitors at any time LDP is in operation. Visitors must sign in and have a picture ID. LDP does retain the right to exclude anyone who, in LDP's sole opinion, is not entitled to be present, or would be a threat or danger to the children. Visitors cannot be left alone with children. LDP has the right to do a CBI background check on any visitor entering LDP.

### **Babysitting/Nanny**

Lake Dillon Preschool expects all employees to be professionally committed to their position and responsibilities. LDP also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of their work with LDP. If you wish to reach out to LDP employees to babysit, please contact them directly. Employees choosing to care for children outside of work hours are not representing LDP in any way. LDP will not take any responsibility or be held liable for services provided outside employee's working hours.

### **Parent Communication**

A school calendar is published annually with as many known school-specific dates and closures. Additionally, the administration team will send out an electronic school-wide newsletter on the first of each month. Teachers will communicate daily through the Brightwheel application. Twice a year we offer parent-teacher conferences, although they are available upon request anytime. We have an open-door policy here at LDP and encourage you to communicate with us in this partnership any way that is comfortable to you.

### **Home Language**

All school communication will be shared in both English and Spanish including announcements, newsletters, emails, and flyers. If at any time a parent wishes for a translator, Lake Dillon Preschool will do its best to provide an interpreter in that moment, or a future appointment will be made when an interpreter is available. If a

parent would prefer an interpreter in a language other than Spanish or English, LDP will reach out to the FIRC and Early Childhood Options to obtain a speaker in the preferred language.

## Health & Nutrition

### Health Policy

LDP is licensed to provide well childcare. Licensing rules and regulations state that LDP follows all Public and Environmental Health recommendations. As such, our staff is trained to monitor each child throughout the day for signs of illness or declining health. Teachers are expected to alert administrators and contact parents with any health concerns. Administrators will maintain a sickness log per Environmental Health.

There are three main reasons to keep a sick child home or why we will send a child home:

- The child doesn't feel well enough to take part in normal activities.
- The child needs more care than teachers and staff can give, and still care for the other children.
- The illness is on the list of symptoms located on our "[How Sick Is Too Sick](#)" list located at the front desk or listed in the "[Infectious Diseases in Child Care Settings](#)" provided by Colorado Department of Public Health and Environment.

Your child must be free of fever without medication for at least 24 hours and have no vomiting or diarrhea for 24 hours from the last episode before returning to LDP. A doctor's note may be required to re-admit your child. If Public Health or Environmental Health advise of additional or alternate restrictions, all families and staff will adhere to those health requirements until further notice. If your child is already at LDP and becomes ill, you will be contacted immediately and be required to pick up your child within one hour.

If you are concerned about your child going outside during his/her class's scheduled outdoor time or any other part of their scheduled day, he/she should not attend child care. Exceptions and alternate arrangements can be made with a doctor's note.

### CACFP Food Program Nutrition Policy

Your tuition includes your child's participation in our food program. Your child will be offered the USDA required foods. The food will be from our school-wide menu. Each breakfast will have 3 components: either grain, fruit, vegetable or protein and milk. Each lunch will have 5 components: protein, grain, fruit, vegetable, and milk. Each PM snack will have 2 components: either protein, grain, fruit, or vegetable. Our classrooms eat family style. Our menus aim to offer a variety of kid-friendly options, however items can change based on availability of product and unexpected changes in schedule.

### Allergies

Lake Dillon Preschool is an allergen aware school and expects families to notify the administration team of any allergies. Teachers will be trained on any allergy plans through our Child Care Nurse Consultant so that they are aware of potential symptoms, reactions, treatment, and care.

Children with a documented food allergy, as outlined in an allergy plan signed by their healthcare provider, are eligible to receive certain accommodations when enrolled in LDP's schoolwide government sponsored CACFP food program.

Families have any of the following options within the CACFP program for children with documented allergies.

- Parents provide meals for their children and their meals would not be claimed within the CACFP food program.
- Parents provide one or more components per meal as a substitute for the allergenic food.
- If parents are unable or choose not to provide alternate food for children with allergies, LDP will provide the components of the meal that are not allergy triggers.

Children with allergies will be served in the classroom during regular mealtimes. For socialization purposes,



children are not isolated from their peers unless a parent specifically requests it. After each meal, all surfaces are sanitized.

### **Possible Food Sensitivities**

Children with a possible food allergy that has not been documented with a food allergy plan will be handled on a case-by-case basis. Parents may review the monthly menu and outline possible allergy triggers and provide that information to LDP administration and kitchen. LDP will make efforts to omit possible triggers as families are learning about their child's possible allergy triggers.

### **Nondiscrimination Policy Statement**

The Colorado Department of Public Health and Environment (CDPHE) complies with applicable federal and state civil rights laws and does not exclude, deny benefits to, or otherwise discriminate against any individual on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, or disability in employment, admission or access to, treatment or participation in, or receipt of the services and benefits under any of its programs, services and activities, whether carried out by the department directly or through a contractor or any other entity with which it arranges to carry out its programs, services and activities. CDPHE does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

### **Diapering**

Children requiring diapers will be checked for wetness or feces at least every 2 hours, or whenever the child indicates discomfort or exhibits behavior suggesting a soiled or wet diaper. The child will be changed when found to be wet or soiled. A diaper changing station or changing area is located in every classroom separate from any food preparation, storage, or serving area, and complies with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities. Parents must provide only disposable diapers for their child. Over the counter diaper cream can be used for preventative care. If prescription diaper cream is needed, a doctor's note must be provided.

### **Communicable Disease**

Notify the administrative team immediately if your child has contracted a communicable disease. LDP is required by state child care regulations to adhere to all licensed, and health and safety requirements including but not limited to reporting to regulatory agencies, posting health issues to other parents and/or limiting exposures to others with exclusions. Your child's name will remain confidential to other families.

### **Allergies**

Lake Dillon Preschool is an allergen aware school and expects families to notify the administration team of any allergies. Children that have a documented food allergy on an allergy plan signed by their health care provider will be provided with special accommodations. Teachers will be trained on any allergy plans through our Child Care Nurse Consultant so that they are aware of potential symptoms, reactions, treatment, and care.

### **Medication**

This policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses, or special health needs for whom a plan has been made and the plan has been approved by the Director.

Please see Appendix C for our Medication Administration Policy.

### **Teeth Brushing**

Lake Dillon Preschool offers to brush teeth daily for each child with at least 1 tooth in his/her mouth. We utilize

best practices to prevent cross-contamination. No child is forced to brush his/her teeth. Brushing is meant to enhance your current practice by reinforcing healthy routines.

### **Vision/Hearing and Dental Screenings**

With the assistance of our community partners, LDP offers 2 free dental screenings and fluoride treatments per year and 1 free hearing and vision screening per year.

### **Smoking**

Smoking is hazardous to the health and safety of our children. There is no smoking within our building and on premise.

## **Safety**

### **Emergency Procedures**

In case of an accident or emergency, we will attempt to contact all parents immediately while at the same time implementing necessary first aid/CPR/911 standard precaution procedures. It is imperative that we always know how to reach you. If we are unable to contact a child's parents, the emergency contacts in your child's records will be called. Every effort will be made to locate parents or emergency contacts before LDP administration acts as the guardian in making emergency treatment decisions. However, if it is not possible to locate someone, LDP administration will follow all emergency medical recommendations from the medical expert and the parent or guardian will accept the expense of emergency medical treatment or care. We must have up-to-date emergency contact information for your child, including parents' contact numbers, emergency contact numbers, and any other pertinent information.

Please be aware that risks exist under any properly supervised care. Parents and children will participate at their own risk and shall not hold Lake Dillon Preschool's employees or contractors responsible for any injury, loss, damage, or cost of liability resulting from such care.

For advanced emergency procedures, please refer to the [Emergency Operations Plan](#).

### **Reporting of Suspected Child Abuse or Neglect**

It is our intent to build a partnership with parents to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available to parents, upon request. It is important for parents to be aware that state laws require that all incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of that agency to investigate each reported case.

### **Filing a Complaint**

If you were to have any concerns about the care and supervision of your child you can file a complaint with the Colorado Department of Early Childhood located at 710 S Ash St, Denver, CO 80246.

1. Child Abuse and Neglect Hotline: 844-264-5437.
2. Child Care Complaints: 303-866-5958.
3. Child Care Resource and Referral Hotline: 877-338-2273.
4. Early Childhood Mental Health: (833)-ECMH411.
5. Early Intervention Colorado: 1-888-777-4041.

Appendix A:

**REGULAR MONTHLY RATE INFORMATION**

**Sep-25**

**RATE/MONTH**

<b>DAYS/ WEEK</b>	<b>TEDDY &amp; CUB BEARS (Infant/Early Toddler)</b>	<b>SUN &amp; GRIZZLY BEARS (Toddlers)</b>	<b>PANDA &amp; POLAR BEARS (Preschool)</b>
<b>1</b>	<b>\$499.00</b>	<b>\$483.00</b>	<b>\$477.00</b>
<b>2</b>	<b>\$967.00</b>	<b>\$934.00</b>	<b>\$876.00</b>
<b>3</b>	<b>\$1,421.00</b>	<b>\$1,369.00</b>	<b>\$1,274.00</b>
<b>4</b>	<b>\$1,852.00</b>	<b>\$1,781.00</b>	<b>\$1,665.00</b>
<b>5</b>	<b>\$2,160.00</b>	<b>\$2,069.00</b>	<b>\$1,933.00</b>

**\*Full day includes breakfast, lunch, PM snack, teeth**

## **Appendix B: Safe Infant Sleep in Childcare**

Providing infants with a safe place to grow and learn is very important. For this reason, LDP has created a policy on safe sleep practices for infants up to one year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is “the sudden death of an infant under one year of age, which remains unexplained after a thorough investigation.” The staff, substitute staff, and volunteers at LDP follow the AAP safe sleep policy.

### **Sleep Position**

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner, or clinician signed sleep position medical waiver up to date on file. The waiver must contain detailed sleep position information, a medical explanation indicating why an alternative sleep position is necessary, the parent’s signature, and also an end date. In the case of a waiver, a waiver notice will be posted at the infant’s crib without identifying medical information. The full waiver will be kept in the infant’s file.
- Infants will not be placed on their side or belly for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep. Pacifiers attached to blankets or stuffed animals will not be used when infants are sleeping.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- Swaddling is not recommended. There is evidence that swaddling increases the risk of serious health outcomes including SIDS and hip dysplasia.

### **Sleep Environment**

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
  - Crib slats will be less than 2 3/8 inches apart
  - Infants will not be left in the crib with drop side down
- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm, tight fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e. pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets as long as arms are free.
- Bibs and pacifiers will not be tied around an infant’s neck or clipped onto an infant’s clothing during sleep.
- Smoking will not be allowed in or near LDP.

### **Supervision**

- When infants are in their cribs, they will be always within sight and hearing of staff.

- A staff member will visibly check on the sleeping infants at least every ten minutes.
- When an infant is awake, they will have supervised “tummy time” of at least 20-30 minutes daily while in care. This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

### **Training**

- All staff, substitute staff, and volunteers at LDP, who supervise the sleep environment in the infant room will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual’s file.
- All staff, substitutes, and volunteers at LDP will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

### **When the Policy Applies:**

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in LDP.

### **Communication Plan for Staff and Parents:**

Parents will review and sign this policy when they enroll their child in LDP, and a copy will be provided in the parent’s handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in childcare as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

**Any individual who has questions may ask:** Katie Bunnelle Director, 970-468-1606

*The information contained in this publication should not be used as a substitute for the medical care and advice of your pediatrician. There may be variations in treatment that your pediatrician may recommend based on individual facts and circumstances.*

Please submit this completed form upon enrollment of an infant to Lake Dillon Preschool with the rest of your enrollment paperwork. If you have questions, please contact administration at LDP, your primary health physician and/or Summit County Public Health, 970-668-9709.

## **Appendix C: Medication Administration Policy**

### **Best Practice:**

Families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the childcare facility.

### **Intent Statement**

This policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses, or special health needs for whom a plan has been made and the plan has been approved by the Director.

### **Background**

Almost all children require medication at some point in time. Administration of medication poses a liability and an extra burden for staff and having medication in the facility is a safety hazard. Administration of medication requires clear, accurate instruction and knowledge of why a child needs the medicine. Childcare providers need to be aware of what the child is receiving, when it is to be given, how to read the label directions in relation to the measured doses, frequency, expiration dates, and be aware of any side effects. This policy applies to all medication administration for any child within the facility. Only staff with current Medication Administration Training and Delegation by the school nurse are allowed to administer medication.

### **Procedure and Practice**

#### **1) Written Authorization:**

- a) Medication will be administered only if the parent/legal guardian has provided a medical provider's written, signed, and dated consent to include:
  - Child's first and last name
  - Name of medication
  - Time the medication should be given and how often
  - Criteria for the administration of the medication
  - How much medication to give
  - Manner in which the medication shall be administered (oral, topical, inhaled, injection, etc.)
  - Medical conditions, possible allergic reactions, or any precautions to follow
  - Length of time the authorization is valid (if not specified, authorization is good for one year or sooner if there are changes)

#### **2) Prescription Medication:**

- a) Prescription medications are pharmaceutical drugs that legally require a medical prescription to be dispensed.
  - Must be administered only to the child for whom they were prescribed
  - Must be accompanied by written instructions (see above: Written Authorization)
  - Must be signed and dated by the parents/legal guardian AND the medical provider
  - Must be in the original, child resistant container labeled by a pharmacist to include:
    - (1) Child's first and last name
    - (2) Name of medication
    - (3) Date prescription was filled
    - (4) Name of the health professional who wrote the prescription
    - (5) Medication expiration date
    - (6) Instructions on administration" dosage amount, frequency, and specific indications for "as needed"

(7) Storage instructions (if applicable)

- NOTE: If the medication is used to treat an emergency condition (i.e. severe allergy, asthma, seizure disorder, etc.), the school must have an “Emergency Action Plan” from the medical provider that lists everything above, plus clear and co first aid actions and guidance on when to provide the medication. You must confer with your nurse consultant.

3) Over the Counter Medication (OTC):

a) OTC medications can be obtained without a prescription.

- Must be administered only to the child for whom they were prescribed
- Must be accompanied by written instructions (see above: Written Authorization)
- Must be signed and dated by the parents/legal guardian AND the medical provider
- Must be in the original OTC container labeled by parent/legal guardian with the child first and last name and the date of birth.
- Special considerations for written authorization for OTC medication:
  - (1) If applicable, it should list the manner in which ointments, lotions, creams, and powders shall be applied
  - (2) Any precautions to follow
  - (3) Storage instructions (if applicable)
  - (4) NOTE: The only time a childcare center does not need a medical provider’s signature on an OTC medications is if you are PREVENTING something (i.e. diaper cream for rash or sun screen for sun burn). If prevention turns to treatment (i.e. there is an open wound or a burn) the authorization is no longer valid and the parent/legal guardian will need to provide a medical provider’s authorization.

4) Medication will not be given if it is:

- a) Not in the original container
- b) Beyond the date of expiration on the container
- c) Without written authorization
- d) Beyond expiration of the parent/legal guardian AND medical provider’s consent
- e) Without the written instructions provided by the physician or other health professional legally authorized to prescribe medication
- f) In any manner not authorized by the child’s parents/legal guardian and/or health professional
- g) For non-medical reasons, such as to induce sleep
- h) Unlicensed by the FDA (herbal, supplemental, experimental, etc.)

5) Receipt, Storage and Disposal:

- a) All medications brought into the childcare center will be given to: **front desk administration** for review and approval.
- b) Medication will be stored in a sturdy, locked container that is inaccessible to children and prevents spillage. The container is located: **front office cabinet**
- c) Emergency medication may be left unlocked so long as they are stored out of the reach of children, in a cabinet at least 5 feet above the floor. If you have a child with an emergency medication, the medication plan and documentation will be stored in the child’s classroom located (if applicable): **backpacks and locked cupboards that are labeled in all classrooms.** NOTE: Wherever the child goes, the medication goes as well; remember to bring (in a staff backpack) the medication, the plan, and the documentation for ANY off-site excursion.
- d) Medication will be stored at the temperature recommended for that type of medication. It shall not be stored above food. A lock box can be kept in a designated refrigerator, not accessible to children, to hold medications. Medications that need to be refrigerated will be stored: **in kitchen fridge, in lock box.**

- e) Non-prescription diaper creams shall be stored out of reach of children in a cabinet or counter at least 5 feet above the floor, but are not required to be in locked storage.
  - f) Any medications remaining after the course of treatment is completed or authorization is withdrawn will be returned to the parent/legal guardian within 72 hours or it will be discarded.
- 6) Training:
- a) Only staff persons who have documentation of medication administration training and delegation will give medication, the licensed health care professional who provides our delegation Summit County Public Health.
  - b) A staff member trained in medication administration will be on site at all times when children are present.
  - c) If a child has an emergency medication and plan, someone trained and delegated in the administration of that medication must be with that child at all times. If within the childcare center, it can be someone within the building. If off site, a person must be with the child who has training and is delegated. If that is not possible, the child may not attend the outing.
  - d) With an emergency medication and plan, if everything is not in place, the child cannot attend the childcare center. This includes: the correct and accurate Written Authorization, the correct, written, and current medication, the devices necessary to deliver the medication safely and accurately, and the delegation and training of staff.
- 7) Documentation:
- a) A medication log will be maintained in the child's file by the facility staff to record any time prescription or over the counter medication is administered by childcare facility personnel.
  - b) The child's name date, time, amount, and type of medication shall be recorded for each administration.
  - c) The log is a separate form which includes the required information.
  - d) Only medication shall be listed on each form.
  - e) Spills, reactions, and refusal to take medication will be noted on the medication incident report.
  - f) No documentation shall be required when over the counter, topical ointments, gels, lotions, cream, and powders – such as sunscreen, diapering creams, baby lotion, baby powder – are applied to children.
- 8) Medication Error:
- a) In the event of a medication error, the appropriate first aid or emergency action will be taken.
  - b) Director, parent/legal guardian and as needed, the nurse or physician will be notified.
  - c) A medication error and an incident report will be prepared.

This policy applies to all staff, families, volunteer, and visitors who provide medication and use the childcare services at **Lake Dillon Preschool.**



## Appendix D: Authorization and Waiver to Transport Child

Child's First/Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I authorize Lake Dillon Preschool to transport my child in the 15 passenger school bus, driven by an individual authorized by Lake Dillon Preschool. I understand that Lake Dillon Preschool will take reasonable steps to ensure the safety of my child during transportation, included but not limited to:

- In addition to CO licensing requirements for child care staff and a valid driver's license, authorized drivers will have completed 5.5 hours of on-line coursework through the US Department of Transportation and 2 hours of on-site and behind the wheel training.
- The number of staff members who accompany children when being transported in the vehicle will meet the child care staff ratio requirements and there must be one adult in addition to the driver.
- Children older than 2 years and more than 20 pounds will travel in 5 point harnessed, front facing booster seats. (Children under the age and weight requirements will not be permitted to ride the bus)
- Children will remain seated and secured while the vehicle is in motion.
- Children will never be left unattended in the vehicle.
- Children will be loaded and unloaded out of the path of moving vehicles.
- Parents will be notified via brightwheel of any daily travel plans prior to leaving the school.

I understand that my child's safety during transportation cannot be guaranteed and that there are risks associated with any form of transportation. In the event of an emergency, a report will be made to emergency/non-emergency authorities. Parents will be contacted in alignment with our Family Reunification Policy detailed in the [Emergency Operations Plan](#). I agree to release and hold harmless Lake Dillon Preschool and its employees from any and all liability for any injury or harm that may occur during transportation.

I certify that I have read this entire waiver and authorization form, I fully understand its terms and conditions, and I agree to be legally bound by its terms.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Lake Dillon Preschool and Parent Contract

PLEASE SIGN THIS ACKNOWLEDGEMENT  
AND RETURN IT TO THE CENTER PRIOR TO ENROLLMENT

**OR YOU HAVE ACKNOWLEDGED THIS AGREEMENT WHEN SUBMITTING  
YOUR ONLINE ENROLLMENT UPDATE**

PLEASE KEEP THE HANDBOOK FOR YOUR REFERENCE

It is my responsibility to understand and familiarize myself with the Parent Handbook and contact Lake Dillon Preschool administration with any questions I may have regarding any policy, procedure, or information. My signature below indicates that I have reviewed and understand the content present in the Lake Dillon Preschool Parent Handbook.

Lake Dillon Preschool agrees to update parents in writing if there are any changes in the policies documented in this Handbook.

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Child's Name

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Primary Parent/Guardian Signature

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Secondary Parent/Guardian Signature (optional)