



Parent Handbook

2021-2022 School Year

675 W. Baptist Rd., Colorado Springs, CO
80921 www.foccs.net
719-481-0796



Dear Parents/Guardians,

I wish to extend a warm welcome to you and your child! The staff at Family of Christ Lutheran Child Development Center want to make this school year a pleasant one for your child as well as for you and your entire family. It is our hope and prayer that God will bless your child's experience here at Family of Christ Lutheran Child Development Center.

The teachers and the church staff are here to serve you. We view our Child Development Center as a Christian outreach to families with young children. It is the intent of Family of Christ Lutheran Child Development Center as well as the church body of Family of Christ Lutheran Church to support, encourage and provide opportunities that enhance the educational and spiritual development process already present in your home. Family of Christ Lutheran Child Development Center does this by providing an environment where young children can explore and learn about Jesus, themselves, others and the world around them in an atmosphere of Christian love and acceptance.

Your help and cooperation are crucial for your child to benefit most from our program. Please feel free to talk with us any time you feel it is necessary.

Under normal circumstances we would welcome you to visit our classrooms. However, during this pandemic, we have placed a temporary hold on visitors. We still want you to be an active part of your child's early education and will do our best to send pictures and messages throughout each day.

In Christ's Service to Young Children,

Amy Campbell

Amy Campbell
CDC Director

675 West Baptist Road – Colorado Springs, Colorado 80921

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“Reaching those who don't yet know Jesus Christ, by Strengthening and Equipping those who do.”

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GENERAL INFORMATION

Family of Christ Lutheran Child Development Center (FOCCDC) is a non-profit 12 months—Pre-Kindergarten and childcare program that is a ministry of and sponsored by, Family of Christ Lutheran Church of Monument, CO. FOCCDC began providing quality care and developmental learning experiences in a Christian environment in October of 1998. Our center's theme is "*Teaching God's Truth Through Love.*"

PHILOSOPHY

At FOCCDC, we recognize the uniqueness of each child and offer opportunities for growth by providing children with a positive, creative, stimulating, orderly Christian environment in which to develop and learn. Our programs consist of play, "hands on" experiences and learning centers as we believe that young children learn more readily when given opportunities to experience firsthand the wonders of God's world. It is our hope that by providing a well-rounded program and by developing the whole child, the children will go on to enjoy continued success in school.

PURPOSE

The value of early childhood training is indicated in the Bible: "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6). Likewise, in Ephesians 6:4 "Bring them (your children) up in the training and instruction of the Lord."

A Christian home gives a child his/her first Christian training and instruction. At FOCCDC, we share in this responsibility with you by providing a loving, warm and secure environment where children receive Christian care, nurture and education.

We accomplish this by:

- Providing each child age-appropriate Christian training and instruction.
- Assisting each child in the adjustment from home to school life.
- Helping each child learn to cope with life's situations at his/her level of maturity.
- Broadening each child's interests and opening many "doors of learning."
- Promoting each child's learning through work and play.
- Developing each child's creative and academic abilities by preparing age-appropriate, developmental experiences and materials that give many opportunities for exploring, thinking and reasoning.
- Preparing each child with skills for future success in school.

Our programs are designed to meet and foster all aspects of a young child's development.

Through the activities in our programs, the children will grow:

- Spiritually
- Physically
- Socially
- Creatively
- Emotionally
- Intellectually

Our curriculum includes:

- Religion
- Art
- Music
- Science
- Mathematics
- Language Arts
- Social Studies
- Physical Education

We offer a wide variety of developmental experiences in each of these areas which are age-appropriate for children ages 12 months - 6 years old. We use both teacher directed and child directed methods of teaching.

ORGANIZATION

FOCCDC is a ministry of and sponsored by Family of Christ Lutheran Church of Monument, CO and is governed by its Board of Education. The Board of Education is comprised of members of Family of Christ Lutheran Church. This Board establishes policy and approves procedures for the Child Development Center.

The Pastor and Director of the Child Development Center work together to reach and bring Jesus to the children as directed in the Great Commission. The Director's function is to administer the policies established by the Board, enforce the procedures approved by the Board, develop the Child Development Center's programs and curriculum and supervise all CDC staff members.

FOCCDC is licensed by the state of Colorado Department of Human Services. Therefore, we are inspected annually to ensure a high quality of education and safety. All Child Development Center staff meets or exceeds the requirements of the state. Our staff is comprised of Christians who provide good leadership for our children and have a sincere concern for each of their students.

NON-DISCRIMINATORY POLICY

FOCCDC admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

ADMISSION POLICY

Admission to FOCCDC takes place in the following priority order:

1. Children of the members of Family of Christ Lutheran Church.
2. Children of staff members at FOCCDC.
3. Siblings of children currently enrolled at FOCCDC.
4. Children on the waiting list in the order which the request was made.
5. Children new to our program.

When a class enrollment reaches capacity, a waiting list will be formed. Parents/guardians do not have to pay the registration fee to be placed on the waiting list. When a space is available in the class, the first parent/guardian on the waiting list will be contacted to see if they would like to secure the space. Securing the space requires the registration fee and any tuition due.

TODDLER

Enrollment is open to children who are 12 months of age on or before October 1, of the current school year.

EARLY PRESCHOOL

Enrollment is open to children who are at least 24 months of age on or before October 1, of the current school year.

PRESCHOOL

Enrollment is open to children who are 3 years old on or before October 1, of the current school year. All children must be reliably potty trained before entering a Preschool or higher classroom or they will be charged a \$300 a month diaper changing fee.

PRE-KINDERGARTEN

Enrollment is open to children who are 4 years old on or before October 1, of the current school year.

POTTY TRAINING

All children in Preschool and up must be potty trained. Our definition of potty trained is no more than 3 non-nap time accidents in a 30-day period and a child is able to do the following:

- Able to verbalize the need to go potty.
- Able to pull down their underwear and pants and get them back up with minimal assistance.
Please be sure to dress your newly potty trained children in clothing that will allow them to easily do this on their own.
- Able to wipe themselves after using the toilet.
- Able to get on and off the potty by themselves.
- Able to wash and dry their hands.

SPECIAL NEEDS CHILDREN

FOCCDC is not staffed with specialists capable of meeting the needs of children with disabilities. It is recognized, however, that some children with minor disabilities could be served at FOCCDC.

The Director will gather information from or consult with parents/guardians, physicians, psychologists, therapists, etc. for each applicant with a disability. Our present teaching staff must have skill in the understanding management of the needs of the child. The child must be able to be integrated into the group.

The Board of Education will consider each special needs child on a case by case basis with the above-mentioned information. The Board will make the final enrollment decision.

ENROLLMENT PACKET

Each child will need to have the following on file on or before the first day of attendance at FOCCDC and updated annually unless otherwise noted:

- Registration Form
- Health Status Form signed by physician (must be submitted at 15, 18, 24 months & annually thereafter)
- Immunization Record (must be updated with each new immunization)
- Emergency Information Form
- Admission Agreement—Photo Permission—Directory Permission

REGISTRATION FEE

The registration fee is due with your child's registration form. Once the registration form and fee are received, your child's application will be processed. The supply fee is non-refundable unless your child is not being granted admission to the school due to a waiting list or low enrollment. Registration fees are due each year and are used to purchase classroom supplies and curriculum.

TUITION

Tuition is based on the cost of educating each child for the entire school year. Monthly tuition payments are the same regardless of the actual number of days your child attends each month. Tuition is a fixed amount regardless of the number of days in session. Full tuition is paid for scheduled holidays, absences due to illness, vacation or inclement weather as these days have been accounted for in establishing our tuition rates. It is our policy not to grant partial payment or any reimbursement due to withdrawal, illness, holidays, inclement weather or vacation. We will not charge tuition when the CDC is closed for teacher workdays.

Tuition payment are made through brightwheel on the first of each month. Payments can be placed manually each month or set for automatic withdrawal. If other payment arrangements are needed, please contact the CDC office to discuss.

When two or more children from the same family (same home address and phone number) are enrolled in any program at FOCCDC the most expensive monthly tuition will be charged at the full standard rate and a discount of 10% will be applied to the remaining standard monthly tuition rates.

LATE PAYMENT FEE

If your tuition payment is not received by 6:00 P.M. four business days after it was due you will be assessed a \$25 Late Payment Fee.

If your tuition payment and late fee payment are not received by 6:00 P.M. five business days after it was due you will be given a "Dis-Enrollment Notice," and the Late Payment Fee will be assessed.

If your tuition payment and late fee payment are not received by 6:00 P.M. six business days after it was due your child will be dis-enrolled from the program.

RETURNED PAYMENTS

There will be a \$25 charge for all payments. Cash or money order will be required as payment for all returned payments within 2 days of notification of a returned payment. If payment is not received within 2 days of notification your child will be dis-enrolled and you will be billed accordingly.

TUITION RATES & FEES

Tuition rates and registration fees vary by grade level and program options. On each registration form you will find the current tuition rates, registration fees

Tuition is due by 6:00 P.M. on its due date. If the Child Development Center is closed on the due date the due date will be extended to 6:00 P.M. the next day the center is open with no Late Payment Fees assessed.

LATE PICK UP FEE

It is imperative that all parents pick up their children on time and that they have back up plans if they cannot make it on time. The children recognize when parents are late and begin to worry. Even if your child's teacher is in the classroom with other children those parents are paying extra for additional programming and your child may put us over ratio. I understand that there is a \$20 late fee charge for every 15-minute interval or portion thereof that my child remains at FOCCDC past their scheduled pick up time.

WITHDRAWAL OF CHILD

Each child is enrolled for the entire school year, the balance of the school year, or the summer program. Therefore, we must have written notice of your intent to withdraw your child from our program. Two weeks prior notice or two weeks tuition must be given upon your child's withdrawal from FOCCDC. If you choose to withdraw you will have a 90-day waiting period before you can re-enroll.

If you decide to decrease or increase services provided by FOCCDC within the school year or summer program, this may only be done on space availability of the program you are requesting. If there is no space available, you will need to dis-enroll or continue with the space in which you are currently enrolled.

FOCCDC reserves the right to withdraw any or all of their services from a family who cannot, or does not cooperate with the policies and procedures set forth in the FOCCDC Parent Handbook. A two-week notice from the Board of Education will be given if the circumstances permit. Furthermore, FOCCDC reserves the right to immediately withdraw services from any family or child who has harmed or threatened others in the program.

CHANGE OF SERVICES, POLICIES, OR PROCEDURES

If a significant change in services, policies, or procedures is determined by the Board of Education, parents/guardians will be notified in writing at least 30 days in advance. This is to provide you with enough notice to consider if FOCCDC will continue to meet the needs of your child with the change in our services, policies or procedures.

HOURS OF OPERATION

FOCCDC is open from 6:30 A.M. until 6:00 P.M. Monday thru Friday. We encourage you to bring your child to school by 8:45 A.M. General routines, such as roll call, helpers, calendar, etc., are handled first thing. If your child is attending a part time program, please do not bring them to school earlier than 8:40, as teachers are busy preparing for the day and are in and out of their classrooms.

SCHOOL YEAR CALENDAR

A current school year calendar is available online at www.foccs.net. Please keep this calendar in a convenient place where you can refer to it throughout the school year.

WEATHER RELATED CLOSURES

In case of severe weather, FOCCDC classes may be canceled, have a delayed start or there may be an early dismissal. Notifications for closures and delays will be sent via the brightwheel app.

ARRIVAL AND DISMISSAL

All children arriving at FOCCDC must be brought to the classroom by an adult. The adult must sign in via the brightwheel app at drop off. The adult must remain until a teacher has made an informal health check. Likewise, at the end of each day, an authorized adult at least 18 years of age must sign out the child via the brightwheel app at departure time.

Children will not be released to unauthorized persons under any circumstances. If for some reason a parent/guardian would like someone other than a previously listed authorized adult to pick up their child, the parent/guardian must send a message via the brightwheel app indicating who will be picking their child up and the day(s). Phone calls regarding this matter will be accepted only in an emergency situation. If the teacher releasing the child does not know the adult picking up the child, the adult must show photo proof of identification before the child will be released to him/her. If an unauthorized adult attempts to pick up a child, the parents will immediately be notified for clarification and authorities notified if necessary.

FOCCDC abides by all legally served court orders. We request that current copies of such orders be on file at the Child Development Center.

VISITORS

COVID-19: Due to the nature of the coronavirus, visitors are not permitted at FOCCDC. However, our typical Visitor Policy is as follows:

FOCCDC welcomes visitors. We have an “open door” policy. To comply with state regulations, all visitors (including parents/guardians who are not dropping off or picking up their child) must sign in at the office. Visitors are required to sign in with name, address and purpose of the visit as well as show photo proof of identification before entering classrooms or playgrounds.

DISCIPLINE

At FOCCDC children are:

1. Praised for acceptable behavior.
2. Redirected to acceptable activities.
3. Taught acceptable behavior.
4. Carefully supervised to anticipate problems before they occur.
5. Given a "Time Out" (1 minute per age of child) when their behavior hurts themselves or someone else.

When conflicts among children arise, the Child Development staff will:

1. Talk to all the children involved and find out everyone's point of view.
2. Help give the children appropriate words to express themselves and their feelings.
3. Ask the children what other actions they could have taken.
4. Act as a mediator.
5. Remove the children from the situation, if necessary.

FOCCDC maintains a Christian attitude of loving concern in regard to discipline. However, children who consistently exhibit behavior problems may be removed from the Child Development Center by the Board of Education.

In the event of a consistent behavior problem, it will be handled in the following manner:

1. The problem will be discussed between the child and teacher.
2. If this does not solve the problem, the parents/guardians will be informed by via the brightwheel app. As a matter of policy, the Director and Pastor will also be informed. If this happens more than 3 times in a 30-day time frame, a conference will be called.
3. Should the problem persist, the parents/guardians and child will be asked to come to the Child Development Center for a conference with the Director, Pastor and teacher(s).
4. If the problem is still unresolved, the Director will take the matter to the Board of Education and the child may be removed from FOCCDC with a two-week notice.

Your child will be removed from FOCCDC for the following behaviors:

- Repeatedly attacking, hitting, or kicking other children or staff.
- Aggressive behavior, i.e. throwing toys or other objects at other children or staff.
- Repeatedly disobeying the Child Development Center staff.
- Continually causing disruptions in class.

FOCCDC reserves the right to immediately expel a child for any inappropriate behavior, with or without any prior notice and/or warnings. This will be done at the discretion of the Board of Education.

HEALTH

Your child's health is a matter of major importance to us. Upon enrollment, your child must have the state required health status form as well as the state required immunization card completed and signed by your child's physician. Both items are required before your child can begin attending our program.

Young children frequently become mildly ill. Toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can develop one or two gastrointestinal infections (vomiting and/or diarrhea) each year.

Parents should contact the school when their child is sick and describe the symptoms. If a specific diagnosis, (such as strep throat or pink eye) is made by a doctor, call the school office so that other families in the class can be alerted.

Sometimes it is necessary for a child to remain at home. There are three reasons to exclude sick children from school:

- The child is not able to participate in usual activities. Child may be very tired, irritable or cry a lot.
- The illness or symptoms are on the exclusion list.
- The child needs more individual care than staff can provide.

Reference the CDPHE "How Sick is Too Sick" guidelines for symptoms and/or illness on pages 13 through 16 to help you decide if you child should be kept home from school.

An informal health check is given each day upon your child's arrival. The adult bringing the child must wait with the child until the inspection is completed.

If your child becomes ill or is not feeling well enough to participate comfortably in usual activities while at FOCCDC, you will be notified to promptly pick-up your child within one hour.

COVID-19: Any current and future documentation or recommendations regarding COVID-19 by CDPHE, EPCHD, or Family of Christ will supersede our Illness Policy.

CHRONIC HEALTH CONDITIONS

If your child has a chronic health condition such as a life-threatening allergy requiring the use of an Epi-Pen or is asthmatic and requires an inhaler or Nebulizer please be sure to discuss this with your child's teacher and the CDC office prior to your child starting in our program. We have a nurse consultant who helps us create an individualized health care plan for each child who requires any type of emergency/rescue medication.

COMMUNICABLE DISEASE

If your child comes down with a communicable disease, please call the Child Development Center office at 481-0796 immediately. We are required to report any communicable diseases to the Health Department including, but not limited to chicken pox, measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, or giardia, and COVID-19. Children must have a doctor's note to return to FOCCDC following a communicable disease.

FOCCDC will notify parents/guardians of a direct exposure to a communicable disease, keeping the confidentiality of the individual.



How Sick is Too Sick?

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

During Colorado’s response to the COVID-19 pandemic, children and staff who have been exposed to a positive case or who have symptoms consistent with COVID-19 listed below, must follow the [Guidance for Cases and Outbreaks in Child Care and Schools](#). Testing for COVID-19 is strongly recommended for anyone with symptoms or a known exposure. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, this guidance may be used to determine when children and staff may return to school or child care.

MAJOR SYMPTOMS of COVID-19

- Feeling feverish, having chills or temperature of 100.4 °F or greater
- Loss of taste or smell
- New or worsening cough
- Shortness of breath or difficulty breathing

MINOR SYMPTOMS of COVID-19

- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- Nausea, vomiting
- Diarrhea

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

1. Someone who the child or staff lives with or has had close contact with who has been diagnosed with COVID-19 or has symptoms of COVID-19.
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 symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is staying home when sick and good hand washing.

Symptoms	Child or staff must stay home?
Coughing	<p>Yes - Is the cough new and unrelated to an existing chronic condition? If the cough is unexplained and inconsistent with the person’s baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the cough has been resolved for 24 hours unless the cough is caused by an illness that requires them to stay home longer. If the cough is 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>



Symptoms	Child or staff must stay home?
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	<p>Yes - Is the diarrhea new and unrelated to an existing chronic condition? If the diarrhea is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they 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 other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
Fever Fever is a temperature of 100.4° F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100° F or higher.	<p>Yes - Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they 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 other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
Minor Symptoms of COVID-19 Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue	<p>Yes - Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the symptoms have been resolved for 24 hours 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 other than COVID-19, then follow the exclusion guidelines for that illness.</p>
New Loss of Taste or Smell	<p>Yes - Is the loss of taste and smell unrelated to severe congestion? If yes, follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p>
Vomiting/Throwing Up	<p>Yes - Is the vomiting new and unrelated to an existing chronic condition? If the vomiting is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return 24 hours after their last episode of vomiting unless the vomiting is caused by an illness that requires them to stay home longer. If the vomiting can be explained by a specific illness other than COVID-19, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>





Illness	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days).
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 symptoms may include any of the following: New loss of taste or smell Fever or chills Fatigue New or unexplained persistent cough Shortness of breath or difficulty breathing Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue Nausea or vomiting Diarrhea	Yes - children and staff who have been diagnosed with COVID-19 must be excluded until: <ol style="list-style-type: none"> 1. The child or staff member has not had a fever for 24 hours, AND 2. Other symptoms have improved (example, the cough or shortness of breath has improved), AND 3. At least 10 days have passed since the symptoms first appeared. <p>Prior to diagnosis, children and staff with symptoms or known exposure to COVID-19 should follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p> <p>Testing is strongly recommended for anyone with symptoms of or known exposure to COVID-19.</p>
Fifth's Disease	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, is drooling and 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	Yes - children and staff may return to school or child care when cleared by the health department. Children and staff should not go to another facility during the period of exclusion.
Herpes	No - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	Yes - children and adults need to stay home until 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 sports with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	Yes - For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools .



Illness	Child or staff must stay home?
Strep Throat	<p>Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in usual activities.</p> <p>For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p>
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once the doctor says they are no longer contagious.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	<p>Contact the child care center director or school health staff to see if the child or staff member needs to stay home.</p> <p>For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.</p>

This document was developed in collaboration with the Children’s Hospital of Colorado School Health Program.
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*. 2019.
Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. October 7, 2020.

Updated October 2020

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



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

MEDICINES

We realize that at times it may be necessary for your child to take medicine while at FOCCDC. Our Child Development Center staff will administer medicine as state regulations allow. All prescription and over the counter medication given at FOCCDC require a written authorization from your child's physician, as well as parent written consent. Each consent form is good for only 3 days, excluding long term and emergency medication consent forms which are good for one year. This is a child care licensing requirement.

Prescription and over the counter medicine will be given to your child by trained staff only if it is accompanied by a "Medication Authorization" form from a physician and the parent stating the child's name, name of medication, current date, dosage, route, time medication needs to be administered, medication start and end dates, reason for medication, side effects that need to be reported and special storage instructions. This form is available online.

Prescription medication must be in the original pharmacy container with the following information printed on the label: child's name, person with prescriptive authority, issue date of prescription, name of medication, dosage, route administration, how often to give medication, how many days to give medicine, special instructions, storage requirements and the expiration date of the medication. Over the counter medication must be in the original sealed container and must include the child's name, directions for safe use, expiration date and list of ingredients.

Medicines including vitamins are not to be kept in the child's cubby, backpack or lunch box. All medicines are to be checked in at the CDC Office upon your arrival so they may be placed in a locked box.

At FOCCDC storage and administration of medication follows the Nurse Practice Act (7.702.41). FOCCDC shall have no responsibility of any kind whatsoever for failure to provide requested prescription medicine or over the counter medicine or for any adverse reactions which may be caused by administration of medication.

SUN PROTECTION

A FOCCDC staff member will apply sunscreen to your child's skin prior to outside play with the parent's written authorization. Each parent must sign either a permission or declination form. Parents must provide the sunscreen for his or her child and it must be labeled with your child's first and last name.

EXCESSIVELY HOT WEATHER

During periods of excessively hot weather children will be encouraged to drink plenty of extra water. Children will also be given the opportunity for outdoor water play with sprinklers. Children's outdoor time will be limited to no more than 20 minutes if they are not playing in the water. Children will be served cool treats for snack such as frozen yogurt or popsicles.

INJURIES AND ACCIDENTS

If the injury is serious or life threatening:

1. A Child Development Center staff member will immediately call 911 for an ambulance or paramedics.
2. A trained Child Development Center staff member(s) will administer first aid and/or CPR.
3. Parents/guardians will be notified immediately.
4. A Child Development Center staff member will accompany your child to the hospital.

INJURIES AND ACCIDENTS (Cont.)

5. Parents/guardians will meet their child and Child Development Center staff member at the hospital.
6. A "Signature Required Incident Report" will be filed. One copy will go in the child's file, one copy will be sent home with the child and one copy will be sent to the Colorado Department of Human Services.

If the injury requires medical attention, but is not serious or life threatening:

1. A trained Child Development Center staff member(s) will administer first aid.
2. Parent/guardian will be immediately notified and given the choice of personally taking the child to the hospital or meeting a Child Development Center staff member at the hospital.
3. A "Signature Required Incident Report" will be filed. One copy will go in the child's file, one copy will be sent home with the child and one copy will be sent to the Colorado Department of Human Services.

If the injury is minor and requires basic first aid:

1. A Child Development Center staff member will administer basic first aid (ice packs, soap and water, Band-Aids).
2. If the injury is to the head, the parent/guardian will be notified immediately.
3. A "Signature Required Incident Report" will be filed. One copy will go in the child's file and one copy will be sent home with the child.

If the injury is minor, and requires no first aid:

1. A Child Development Center staff member will comfort child.
2. An "Incident Report" will be posted to brightwheel.

Parents/guardians are expected to assume full responsibility for any and all costs resulting from the services of the paramedics, ambulance, hospital or emergency room doctors. FOCCDC and Child Development Center staff shall not be liable for any illness or injury that occurs at FOCCDC or as a result of the steps taken to obtain emergency medical care for a child.

INSURANCE

FOCCDC does not provide individual health or accident insurance for your child. Any medical claims must be filed with your own family's health or accident insurance company.

EMERGENCY PROCEDURES

FOCCDC will conduct regular drills for the for the following emergency procedures:

- Fire
- Tornado
- Active Shooter
- Lockdown/Lock in

FOCCDC staff have clear, defined steps for handling to following emergencies:

- Lost Child
- Kidnapping

CLOTHING AND SUPPLIES

All children must arrive at FOCCDC appropriately dressed for a day of work and play. Children will not be allowed to attend school if they arrive:

- In pajamas or costumes (except for specially planned days)
- With midriffs or backs that are exposed
- In tight or suggestive clothing
- In clothing with inappropriate messages (i.e. beer or cigarette advertisements)
- Wearing large dangly earrings

The school reserves the right to make the final judgment on the appropriateness of dress.

When dressing your child in the morning, consider the following: Your child's comfort and provide clothing that is free of complicated buttons, snaps and zippers. Messy art materials and provide clothing that is washable. Think of our playground and provide clothing that is sturdy.

We prefer that the children do not wear open-toe shoes or sandals. If they do, please have them wear socks and provide a pair of extra shoes for outside and gym play. If the child cannot tie shoes, their extra shoes must be slip on or velcro. Use care to select shoes that fit your child's feet properly. Shoes should allow freedom and safety for indoor and outdoor play as well as provide protection for your child's feet.

We expect each child to have a complete change of clothing (1 pair of underwear, 1 pair of pants or shorts, 1 shirt, and 1 pair of socks left at school.) When your child uses something from this set of extra clothes, please be sure to replace it for the next day of class. Please label everything with your child's first and last name.

Children will be permitted to keep a "sippy" cup of water in their cubbies for drinks during the day; however, children will not be allowed to carry them around the room. It is the parent's responsibility to wash the "sippy" cup on a regular basis. For sanitary reasons after 30 day of enrollment in our program children will not be permitted to have pacifiers except for at rest time.

SLEEPING AND REST TIME

Children remaining for Full Time child care program are required by the state to have a rest time. If your child ruins or loses the cot sheet or bedroll for their cot there is a \$12/\$25 replacement fee. We recommend that you wash your child's cot sheet in a mesh bag to prevent the elastic from getting tangled in the agitator or tangled up with other laundry. Your child's bedding must be marked with his/her first name. Be sure to return bedding the next school day after it is sent home to be laundered. All bedding must fit inside a plastic sweater box. Once again, your child may bring a small stuffed animal if it will help him/her sleep. Children will not be forced to sleep but they will be encouraged to rest quietly on cots for at least ½ an hour before they can begin quiet "non-sleeper" activities.

MEALS & SNACKS

Parents will provide snacks and meals for their child. The Child Development Center staff will sit with the children and encourage them to eat their lunches. First, we attempt to get the children to eat their sandwich or main dish. Then, the children should eat their fruits and /or vegetables. After this, the children may eat whatever they would like

Breakfast

- We prefer the children to have already eaten breakfast at home with their families prior to arriving at Family of Christ Child Development Center. However, we realize that this may not always be possible.

Lunch

- Each parent/guardian is responsible for providing their child with his/her own lunch, if they stay later than 11:45 A.M. When preparing your child's lunch, we ask that you stress good nutrition. Students' lunches will not be stored in refrigerators. Thermoses and "blue ice" work well. Children will not be allowed to chew gum or drink soda while at FOCCDC.

Snacks

- Parents will need to send their child with a morning snack each day. If the child stays later the 11:45 an afternoon snack will also need to be provided. Snacks should contain at least two food groups to provide adequate nutrition.

Please note: Any food provided FOCCDC will be nut free and will not have been in a factory that contains nuts. Parents are welcome to send their child with nuts, or products containing nuts.

Special Occasions: When parents or guardians furnish food for special occasions for children other than their own child, the food shall consist only of foods that are prepackaged and prepared from commercial sources. Such foods shall be non-potentially hazardous, shelf stable and received sealed. Food must not need refrigeration. Food must not contain nuts.

BIRTHDAYS

Birthdays are a special occasion! If you wish to celebrate your child's birthday at school, let your child's teacher know at least one week prior to your child's birthday. For birthday treats, please do not bring candy. Instead, we suggest individually wrapped Rice Krispy Treats or Hostess cupcakes along with special birthday napkins. All special birthday treats must be in a sealed package, be individually wrapped, must contain an ingredient label and be nut free.

Birthday party invitations may be distributed at school if all the children in the class are being invited. The invitations may be placed in each child's cubby. If your child is giving invitations to only some of the children in his/her class, we ask that you contact the family directly to avoid hurt feelings by the children who are not invited.

PARKING

The speed limit is ten miles per hour in the entire parking lot. Parking is only permitted in designated parking stalls. Please respect the handicap parking stalls and fire lanes (next to the building on the west side).

SUPERVISION AND LOCATION OF CHILDREN

All children will be under the direct supervision of one or more responsible adults at all times. FOCCDC begins responsibility for your child when you leave the classroom at drop-off time and ends when you arrive in the classroom at pick-up time. Attendance verification will be made periodically throughout the day by Child Development Center staff.

FIELD TRIPS

FOCCDC does not take “off-campus” field trips. However, every parent is required to sign a general field trip form for their file. “Field Trips” at FOCCDC are typically a walk around campus or a visit to a grassy area on campus to read books or have a picnic.

TOYS AND SHARING

Except for those toys that are needed in the very opening days of the school year to help ease the transition from home to school, we ask that you leave your child’s toys at home or in the car. If your child is attached to a particular stuffed animal, it may be brought to school for naptime. Other toys should remain at home since they can easily be lost or mixed up with toys in the classrooms. We appreciate the occasional special books, records, tapes and videos. However, we do not have time for these activities each day, and we suggest you first discuss these items with your child’s teacher.

Each class Preschool and above will have Show-n-Share. Your child’s teacher will give you specific instructions on how it works in their classroom. The item usually will relate to the theme they are studying. Please allow your child to bring only one item that the other children can safely hold, touch, and feel. Please place the item in your child’s cubby upon your arrival for safe keeping until Show-n-Share time. Do to allergies, pets are not allowed for show and share, nor are they allowed in the building for during drop off and pick up times.

MONEY

All money sent to FOCCDC should be in an appropriately labeled, sealed envelope. On the front of the envelope, please provide the following information:

1. Name of the child
2. Teacher’s name
3. Purpose of the money (i.e. Offering)
4. Amount of money enclosed
5. All coin chapel offering must be in a sealed envelope

TELEVISION AND VIDEO VIEWING

All videos shown must have an educational value or must be a direct reading of a book with an age appropriate video interpretation. At no time will a child ever be forced to watch a video, an equally exciting/education opportunity will be offered to those who do not want to watch the video.

COMMUNICATIONS

Many problems can be avoided if we communicate openly with each other. At the beginning of each month you will receive a monthly calendar/newsletter. Also, watch for announcements posted on your child's classroom door and in the brightwheel app. Finally, check your child's cubby, and backpack each day for artwork, projects and notices.

Please be expressive to your child's teacher about anything happening in your child's world that may affect his/her attitude or behavior at school. Alert your child's teacher when a change occurs in your child's daily routine (i.e.: visiting relatives or friends, family vacation, parent out of town on business or any other event affecting your child). This kind of communication is very important in meeting your child's needs to the fullest degree.

Parents/guardians are asked to promptly update the brightwheel app with change of email, phone number, or address. This would include home, work, and emergency contact phone numbers. Updated, current phone numbers are imperative in the event of an emergency.

Most communication from the CDC offices will be done via the brightwheel app. Please make sure that you have the app downloaded on your cellphone.

YOUR CHILD'S PROGRESS

Feel free to talk with your child's teacher at any time to find out how they are doing. Please understand that you may need to schedule an appointment to do this or request an evening phone call. In Preschool & Pre-Kindergarten we use an "Observation Form." This "Observation Form" shows the development of your child. It is not a comparison of your child with others in his/her class. This "Observation Form" will be shared with parents/guardians in the spring. In Pre-Kindergarten we hold parent teacher conferences in the spring and will show the development of your child.

LICENSING COMPLAINTS

FOCCDC is licensed by the Colorado Department of Human Services, Division of Child Care. Parents may file a complaint concerning suspected licensing violations by letter, telephone, or personal interview. All complaints involving the safety of the children will be investigated even if the parent refuses to identify him/herself.

The address and telephone number to report a licensing complaint is:

The Division of Child Care
The Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1724
(303) 866-5948

CHILD ABUSE

FOCCDC makes every effort to provide a safe and healthy environment for your child. State regulations require that we inform you of the procedure for reporting a suspected incident of physical or sexual abuse. If you believe that your child has been abused, you should seek immediate assistance from the Department of Human Services.

To report suspected child abuse or neglect, call:

1-844-CO-4-KIDS
(1-844-264-5437)

This hotline is available 24/7. If you see a child in a life-threatening situation, call 911 immediately.

State regulations also require all Child Development Center staff to report any and all known or suspected cases of child abuse or neglect to the Department of Human Services immediately.