



OUR SCHOOL PARENT HANDBOOK

Dear Parents,

Welcome to the Our School family! We know you have selected the right place for your child's early childhood education and care. Our home-like setting is designed with your child in mind. We offer many opportunities for continuous, child-directed learning as the children are encouraged to explore the world through play.

Offering care and education to children from infancy to pre- kindergarten, we are honored to be a supplement to your family for your child's care. Many of our students attend Our School from our infant room, through our toddler room, and then to preschool until they go to kindergarten. Our staff gets to know each child in order to design individualized learning experiences which offer discovery and growth.

We want every child to be excited about school! Our program offers not only quality learning experiences but many opportunities to develop skills in self-expression, autonomy, and friendship. We look forward to getting to know you and to including your family in our community.

Sincerely,

OUR School

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Who We Are: Our Philosophy & Purpose

OUR School's mission is to provide a play based early childhood experience where children are active facilitators in their own learning.

OUR School is a non-profit, non-partisan, diverse, integrated program which has been serving local families since 1997. We are licensed by the Colorado Department of Human Services and not only strive to meet requirements but to constantly improve our program to offer the best possible care. We are regularly rated by Colorado Shines for our quality care and standards for children.

We recognize each child as capable and valued. This faith in our students shows respect and trust as they explore their abilities, feelings, challenges, and triumphs. We know that children are naturally motivated to learn and we support them as they find the balance between their own inherent rights and the rights of others. Social-emotional competence helps children to negotiate differences with others and overcome individual obstacles.

Play is your child's most important means of gathering, organizing, and internalizing knowledge. OUR School is designed with well-defined areas where children can play or explore at their own pace. We use our outdoor space as a classroom as well, providing interactive experiences in an environment where running, playing, and singing loud is encouraged!

Children's learning experiences are supported by our committed teachers. We get to know each child well in order to provide them with experiences which lead to understanding and new skills. In order to learn academic tasks, children must first gather meaning from the world and develop an awareness of concepts in a developmentally appropriate way.

Our environment builds on each child's strengths and interests so that one discovery can lead to the next. This creates a constant flow of new information which the child can absorb through play and other developmentally appropriate avenues. This includes social interactions, and we both model and teach mutual respect and compassion as the best method of problem solving between individuals of all ages. We provide vigilant care, with an awareness of where each child is at all times, while allowing exploration and discovery.

Non-Discrimination Policy

OUR School will not discriminate against any person on the basis of race, gender, religion, age, ethnic origin or color.

OUR School strives to create a diverse community which recognizes and celebrates our differences. Our classrooms teach respectful interaction and communication between individuals of all ages and backgrounds in a caring environment which encourages friendship and the exploration of our similarities and differences. With respect comes compassion and empathy.

OUR School Staff

Each of our experienced teachers are selected with care because we want the best possible guides for your little ones. Every staff member brings different talents to our program, and all are passionate about learning and teaching. We require knowledge of child development as well as continuous education in our field to hone and specialize our skills. We understand that interactions with teachers are an integral part of our program as children ask questions to develop both their communication skills and knowledge of the world.

Policy Changes

Any significant changes in our policies, services, or procedures will be given to you in writing so you can decide if our center continues to meet the needs of your family. Please know we will always try to meet these needs, and that policies are intended to be reflective of both of our program goals and mandated standards for care from the State of Colorado.

Parent & Teacher Communication

Parents can receive information from the school in several different ways, but ProCare is the primary method used to inform you of important events. Please make sure you have provided us with current contact information so you can receive our monthly newsletter and notice of closures.

Each classroom has a Parent Bulletin board to update you on recent events or curriculum. These boards display both school and community events that provide opportunities for child development and learning. Children have individual mailbox folder system, so please check frequently for individualized communication and your child's artwork. Children also have their own portfolios to track their development and achievements, which are available for you to see their progress and growth.

We hold Parent Teacher Conferences twice annually to discuss behavior, progress, and your child's needs, but if you have any questions or concerns, please don't hesitate to reach out to us anytime. You may message teachers on the ProCare app or email the Executive Director at ourschoolgws@gmail.com.

We have several teachers who are bilingual in Spanish and are available for translations if needed. If your family's primary language is not English or Spanish, we can use AI's Global (1-800-951-5020) as a service to translate written documentation and policies, or any conversations between family and staff.

Schedule & Drop-Off

OUR School offers a full day program from 8:00 a.m. to 5:00 p.m. to support the needs of our working families. Children may have a 2, 3, or 5 day a week schedule. Children who do not attend full-time must include either a Monday or a Friday in their selected days to ensure we are filling each classroom.

You can find a current calendar of school closure dates for holidays, teacher development, and cleaning days on our website at the following link: [2026-2027 School Calendar](#)

Unless advanced notice is provided via the ProCare app, children must be dropped off in their classrooms no later than 9:00 a.m. to allow them time to engage with peers and to have time to play during free time before we begin more organized activities. If there are more than four instances of drop off past 9:00 a.m. without notification and a formal agreement with the school for delayed drop off, a meeting between the parents, Executive Director, and Board of Directors will be mandatory to discuss the continuation of care. Additionally, fees may be applied in instances as deemed appropriate by the Executive Director.

If a child arrives after 9:00 a.m. without notice to the teachers and such child's class is away from the school on a field trip or excursion, the Executive Director will supervise such child until his or her class returns. However, if the Executive Director is subbing in another classroom or is otherwise unavailable at such time, the Executive Director, in her sole discretion, may require the parent of such child to wait at the school with their child until the child's class returns to the school.

Please see the calendar at the link above for our scheduled closures. We understand that time away allows for rejuvenation, rest, and reflection for both students and staff. We try to minimize disruption caused by our closures and try to match them with school closures for older siblings. To best serve the community, we operate year-round.

Drop off tips for parents are available on the website at the following link: [8 Tips for a Good Drop Off at OUR School](#)

Attendance

Please use the ProCare app on your phone or the iPad available in the classroom to sign-in each day in the morning upon arrival and sign out in the afternoon at pick-up. This is a requirement by the State of Colorado. When your child will be absent, please call or let us know via ProCare. We also appreciate knowing about any extended absences or vacations. OUR School does not offer make-up days and charges families for the spot, not the attendance utilized. Should you like to request a schedule change, please fill out a Family Action Form (available upon request) and return it to our Executive Director. We will do our best to meet your needs.

Pick-Up

Children must be picked up no later than 5:00 pm. We will only release children to individuals over 16, whom you have designated on your authorized persons list. If you are authorizing pick-up by a person not on this list, please notify us in advance and advise them to bring an ID so that we may release the child into their care. Should someone attempt to pick up your child who is unauthorized, we will contact you by phone and will not release your child until you have given approval. We also will not release children to anyone under the influence of alcohol or drugs. Staff will inform parents if use is suspected and expect compliance with this policy.

Late Pick-Up Policy

OUR School closes at 5:00 p.m. A child who is picked up late can get anxious, and teachers must adhere to schedules for their own families. If you are going to be late, please notify us via ProCare. If your child has not been picked up and you cannot be reached by phone by 5:15 p.m., we will begin to call the emergency contacts listed on your enrollment forms. If both you and your emergency contacts cannot be reached by 5:30 p.m., we are required to call the Department of Social Services and the Glenwood Springs Police Department. All late fees are added to your monthly bill.

Late Pickup Fee Schedule:

1. First Late Pickup within the month - \$10 between 5:00-5:05 and \$25 between 5:06-5:15
2. Second Late Pickup within the month - \$20 between 5:00-5:05 and \$50 between 5:06-5:15
3. Third & fourth Late Pickups within the month - \$40 between 5:00-5:05 and \$100

between 5:06-5:15

If there are four or more violations within a month, a meeting between the parents, Executive Director, and Board of Directors will be mandatory to discuss the continuation of care.

Emergency Closure

If the Roaring Fork School District (RE1) is closed for an emergency such as a snow day, OUR School will be closed as well. In the event of an emergency closure, we will send you both an email and a ProCare message to notify you as soon as possible. Should there be inclement weather on a day which is outside the schedule of the RE1 District, our Board of Directors will determine if a closure is necessary. Families will not be reimbursed for emergency closures.

In the Event of Emergency or Disasters

In the event of a safety emergency or natural disaster, parents will be notified as soon as possible by ProCare and email. Closing the school in the event of such an emergency would be a decision made only by the Board of Directors and would never be made without serious cause.

Fire and safety drills are practiced quarterly to prepare children in the event of an emergency, and all exits are clearly marked with exits signs. Our teachers are familiar with each emergency outlined in our staff Crisis Plan to ensure the safety of your children in the event of an emergency. If you would like to review further details of our Crisis Plan or have questions about specific emergencies, the Crisis Plan is available to parents upon request.

If the RE1 District announces a Lock-Out or Lock-Down for safety purposes, or if there is a suspected threat in our area, OUR School will initiate whichever procedure is necessary. This may include school evacuation. If an evacuation is necessary, our meeting place is down the street at Berthod Motors, 400 27th St. If a different meeting place is necessary, we will inform you promptly via ProCare. Our number one priority is keeping your child safe.

When conditions call for us to protect the school from external threats, we implement a **lockout**, where teachers and staff have heightened awareness and control access into and out of the school. Business goes on as usual. A **lockdown** is implemented when we need to protect the school from a lethal threat. During a **lockdown**, no one is allowed in or out and students and staff hide until given the all clear by the Executive Director or law enforcement.

Staff will determine whether to evacuate or lock all classrooms.

Tuition

Tuition costs are determined by OUR School's Board of Directors. We strive to balance the expense of quality operations with competitive, reasonable costs. Tuition is calculated to allow consistent monthly cost and will not fluctuate due to holidays. Fees are evaluated each year, and parents will be given adequate notice of any changes.

Tuition charges are executed the 5th of each month and are paid by direct bank debit (which will require parents to provide the school with a voided check at enrollment).

Payment Contract

Upon enrollment, we will ask you to sign a payment contract and provide a \$100 non-refundable registration fee and a \$500 refundable deposit per child. This deposit will be held for use toward tuition for the last month or be refunded if it's not used. In the event you choose to withdraw your child without 4 weeks of notice, this deposit will be used to cover any unpaid tuition. If a balance is outstanding at the termination of care, the account must be settled within 30 days to avoid additional fees.

Withdrawal & Termination

While we hope your child remains with us at OUR School until kindergarten, we understand when families need to leave our program. Should you decide to withdraw your child from our program, we require a 4 week notice to use your \$500 deposit toward the last month of tuition or be refunded. We reserve the right to withdraw our services, for reasons including, but not limited to, the following:

- Failure to pay tuition or other required fees.
- Repeatedly picking up a child after the program's closing time, 5:00 p.m.
Failure to complete, submit, or maintain required enrollment and program documentation.
- Failure to provide documentation required by state licensing regulations.
- Lack of cooperation or partnership with school staff in matters concerning a child's care, education, health, safety, or well-being
- Physical, verbal, written, or electronic abuse, harassment, intimidation, or threatening behavior directed toward any child, family member, staff member, or community member.
- Damage to, destruction of, or misuse of school property
- Failure to comply with the policies, procedures, and expectations outlined in the Parent Handbook

- Inability of the program to safely or appropriately meet the needs of a child despite reasonable efforts and support services.

OUR School is committed to maintaining a safe, respectful, and professional environment for children, families, staff, and community members. Disrespectful, threatening, intimidating, aggressive, or hostile behavior toward staff will not be tolerated under any circumstances. This includes, but is not limited to, yelling, screaming, profanity, harassment, bullying, verbal abuse, threatening language or gestures, intimidation, and aggressive conduct occurring in person, by phone, through electronic communications, or on social media. Any such behavior may result in discussions with the Executive Director, Board of Directors, and/or consideration of termination of services at the sole discretion of OUR School if it is determined that the behavior compromises the safety, well-being, or professional working environment of our staff, children, or families.

If any of these reasons are encountered, the Executive Director will meet with your family to discuss the issue and try to resolve it. If no resolution can be made, we reserve the right to give a two-week written notice of termination, or an immediate notice of termination should it be determined necessary for safety reasons.

Withdrawal of services from OUR School due to a child's behavior will only occur to protect other children, staff, and property or if we are unable to meet the needs of that child. When necessary, the Executive Director will identify and consult with an early childhood mental health consultant, as defined in Section 26.5-3-701, C.R.S., or another specialist. We will do our best to help every child before withdrawing services and document both the behavior and all of our efforts to support the child to correct it.

No person shall bring a weapon or item which looks like a weapon onto OUR School premises. Violation of this rule may result in termination of service.

Visitors

We love when community volunteers, maintenance workers, and family visitors come to OUR School, and want to make it as safe and easy as possible. All non-parent visitors to OUR School will be required to sign in on our Visitor Log located in the classroom & office with their name, date and time of visit and purpose for visiting.

All visitors will be supervised by staff at all times and will never be alone with children.

Media Use

Children at OUR School will not be using tablets, telephones, or television.

Field Trips

We do not transport children in cars, but our students will occasionally take walking field trips. This allows children a safe method to explore their community and neighborhood. It also is great exercise to get moving! As in the classroom, students will always remain with teachers, and we will keep account of where every child is at all times. Notice will be sent to parents in advance of all any walking field trips. Teachers will not take their classes on field trips or excursions before 9:00 a.m. or return from such field trips or excursions after 4:00 p.m.

Clothing & Personal Belongings

Each child has their own cubby, which includes a plastic bin for extra clothing, a hook for the child's backpack and/or jacket, and a separate space at the bottom for shoes. Because of the play options available in our yard, children will get dirty and may get wet. Please send your child to school in closed-toe shoes and weather appropriate 'play clothes.' After all, we are a play-based learning program! Articles of clothing in which your potty-training toddlers or preschoolers are unable to use the toilet independently are strongly discouraged.

Fun Fact - In winter, there can be over 200 items of outdoor gear in the preschool cubbies. Please clearly LABEL every item from home!

Suggested Cubby Items - DAILY

- Full change of play clothing
- Weather-appropriate layers
- One fitted sheet and blanket (and pillow if desired)

Additional Items – WINTER

- Full-body snow suit
- Snow boots
- Warm hat or balaclava
- Water-resistant mittens

Additional Items – SUMMER

- Swimsuit
- Closed-toe water shoes
- Towel
- Sun hat

Unless a child is bringing money to give to his or her teachers for a specific purpose (such as a holiday gift or payment for a school fundraiser), children are encouraged to leave money and other valuables at home. OUR School cannot guarantee the safety of such items. Please notify teachers if you send your child to school with money or other valuables.

Outside Time and Dressing

OUR School students spend A LOT of time outdoors year-round. We require all families to provide the items mentioned above so children can be dressed comfortably for all weather conditions. Summers can be hot and winters can be cold, but children love to be outside if they have the right gear. We encourage all preschoolers to dress themselves in winter gear, but no child will be allowed outside without appropriate clothing. Summers are no different. The sprinklers and water tables are daily fun, and our playground has many shady areas. Clothing that protects your child from the sun and helps them stay cool is essential. Sunscreen will be applied as needed to prevent sunburn. If you need any winter or summer items, please contact our Executive Director, as we have extras and would be happy to pass them on to your child.

– Diapering & Toileting

If your child is in the Infant or Toddler Room, you will be expected to provide diapers and wipes for their needs. If you would like diaper rash ointment to be used as a preventative for rashes, we must have permission from your child's pediatrician. Please ask staff for the appropriate paperwork. The staff will use gloves and keep a clean, disinfected surface upon which diapers will be changed and will be within arm's reach of the child at all times on the table. Diapers are checked and changed no less than every 2 hours.

Toilet training will ONLY begin in the Toddler Room when children give indication, they are ready to start using the toilet. Toilet training readiness can vary greatly among children, and we want to be sure they are allowed the opportunity to train at their own pace. When children are learning to use the bathroom in the Toddler Room or have recently transitioned to the Preschool, teachers offer many reminders and a lot of support to teach sanitary self-care.

In the preschool, children are always supervised when using the toilet. The door to the bathroom remains open at all times, allowing for general supervision of children. If the class is outside and your child needs to use the toilet, a teacher or assistant will escort them inside. At no time are children allowed inside by themselves. However, generally preschoolers are expected to be self-sufficient with toileting after a brief transition period and are encouraged to perform these tasks independently. We try to prepare each child adequately, so everyone feels successful and confident when joining the preschool class.

If your child does not meet these requirements, they may not be ready:

- Can your child let a teacher know when the bathroom is needed?
- Can your child go into the bathroom and independently use the toilet with very little assistance? (Removal of clothing, wiping, and putting clothing back on.)

- Can your child maintain control of bowel and bladder throughout the day, including at rest time, and having very few ‘accidents’?

When a child is over the age of three and still struggling with toileting, we will work with you as much as we can. If your child has a medical issue involving bladder or bowel control, please speak with us and we will do our best to support what they need.

Transitions

OUR School is licensed for infants aged 6 weeks to 18 months, with a ratio of 5 children to 1 teacher (5:1). The toddler room can have children 12 months to 3 years old (with a ratio of 10:1), while the preschool is for 3–6-year-olds (10:1 ratio). We strive to only move children when the teachers and family feel it is the right time for the child.

Transition meetings are offered to families when moving from one classroom to another. These meetings consist of meeting new teachers, doing a classroom tour and answering any questions the family may have about the new classroom. Transitioning to a new classroom can be difficult for children, so we aim to make it as easy as possible. Generally, we allow a two-week transition period where a child might spend some time in their current classroom, and some in the new classroom. This transition period gives the child time to adjust to new spaces, new teachers and new friends. Parents must sign a notice of their child transitioning to another classroom and will be provided a schedule for the two-week transition period, the official start date into the new classroom and the tuition rates for that room. Depending on the individual child and the state of the transition, a transition may last more than two weeks if a child needs the longer adjustment period, and if space is available.

Nap/Rest Time

All children in the preschool and toddler room are required to rest daily. OUR School provides cots for each child, and parents are required to supply sheets daily. Children are not forced to sleep and those that do not fall asleep in a reasonable period of time are given appropriate, quiet activities (books, puzzles, etc.) for the remainder of nap time. A teacher is in the room at all times during rest time- children are never unsupervised.

Infants rest in individual cribs as needed. A sound monitoring machine is used in the infant room when 1 student naps and the others do not. The monitor is attended to by staff at all times and infants are physically checked on once an hour while napping. Infants are never placed on their side or stomach, and no soft items are placed in the crib with them.

Meals & Snacks

Children are required to bring their own lunches daily. We encourage you to provide a variety of nutritious foods in suitable portions each day. Please keep sweets to a minimum. Teachers join students for meals, and we gather 'family style' to encourage communication skills and meaningful discussion between individuals. If you need extra lunch ideas or any information about child nutrition, please let us know.

OUR School will provide both a morning and an afternoon snack for your child each day and a monthly menu that teachers will follow. We try to provide fresh fruits and vegetables and a diverse menu of items.

If your child has a food allergy, please notify their teacher. While we always do our best to meet the needs of all students, it may be necessary to provide safe snacks from home from time to time. When possible, we will create a plan with our Nurse Consultant to meet the needs of any allergies.

Parent Participation

Parent Participation is a requirement of our program. Because you are the most important adults in your children's lives, it gives them an even stronger sense of community to see you involved at their school. We hope you will find the time to come have lunch with your child at school, to join us for special events, or even just to come play or observe.

Parents may fulfill their monthly participation requirement in a few ways:

1. Volunteer in the classroom. Teach a song, do a science experiment, talk about your job, or read to us!
2. Volunteer to do maintenance tasks, fundraising, cleaning, yard work, or join our Parent Advisory Committee.
3. Participate in school functions such as Summer Kick Off Night or Back to School Night.
4. Purchase needed items for the school and classrooms from the monthly Parent Participation wish list.
5. Pay \$75 per month in lieu of Parent Participation.

Illness Policy

At Our School, our goal is to ensure a healthy environment for all children and staff. To minimize the spread of illness, we ask that parents adhere to the following guidelines regarding when children should stay home and when they can return.

Vaccination Requirements

All children must be up to date on their vaccinations, including:

- Hepatitis B (HepB)
- Diphtheria, Tetanus, Pertussis (DTaP)
- Haemophilus influenzae type b (Hib)
- Inactivated Poliovirus (IPV)
- Pneumococcal Conjugate (PCV)
- Measles, Mumps, Rubella (MMR)
- Varicella (Chickenpox)

Flu Vaccine Recommendation: While the influenza (flu) vaccine is **not required**, the American Academy of Pediatrics recommends it annually for all children, and Our School also **strongly encourages** that children receive the flu vaccine each year to reduce the risk of illness during the winter months and protect the health of all children and staff.

Outbreaks: If an outbreak occurs involving any of the above diseases, children who do not meet vaccination requirements, have a medical exemption, or are not old enough for the vaccine must remain at home for a period defined by public health authorities. Parents are expected to comply promptly to protect the health of all children and staff.

Emergency Pick-Up Protocol

If your child becomes ill while at school:

- You will be notified in ProCare and must pick up your child within 30 minutes. Please respond immediately upon notification. If no response is received within **20 minutes**, staff will contact you via phone.
- If we do not hear from you within that time, your emergency contact will be notified.
- A health report sheet will be provided at pick-up detailing the reason for your child being sent home, any required care instructions, and the earliest return date.

Important: Children must remain home until the return date. Early return will not be permitted. After **three instances** of early return attempts, the child may be unenrolled to ensure the safety of other children and staff.

When to Keep Your Child Home

Please keep your child home if they exhibit any of the following symptoms or conditions. When notifying the school of your child's absence, include detailed symptoms to help us clean appropriately and monitor potential outbreaks.

General Guidance

- If your child needs medication (including Tylenol or other fever reducers) before coming to school, that is generally a sign they should stay home.
- Do not send your child if you would not want your child exposed to other children while they are ill.
- Other signs your child should stay home include unusual fatigue, fussiness, crankiness, reddened eyes, sore throat, headache, or abdominal pain.

Additional information on specific symptoms and guidelines for when to stay home and return to school are summarized in Table 1. Table 2 summarizes guidelines for illnesses with required exclusions from school.

Table 1. Specific Symptom Guidelines

Symptoms	Stay Home	Return	Notes
Severe or New Cough (Including Croup)	Severe cough, wheezing, or rapid/difficult breathing could indicate a contagious respiratory illness.	Once the cough resolves or if it is a documented chronic condition and the child is otherwise well.	
Diarrhea	Frequent, loose, or watery stools.	The child must stay home the day after being sent home and cannot return until after 24 hours without diarrhea, unless otherwise specified by a healthcare provider. (For example, if a child is sent home Monday and has diarrhea on Tuesday, they will not be able to return until Thursday).	Policy: If a child has 3 or more loose stools, they must be picked up immediately and cannot return the following day.
Fever (100.4°F or higher)	Must remain home until fever-free for 24 hours without fever-reducing medication.	The child must stay home the day after being sent home and cannot return until after 24 hours without fever and fever to reduce medicine. For example, if a child is sent home on Monday and has a fever on Tuesday, they will not	Children with recurring fevers within a week must be evaluated by a healthcare provider before returning.
Flu-like Symptoms (fever, sore throat, runny nose, body aches, vomiting, diarrhea)	Any combination of these symptoms.	The child must stay home the day after being sent home and cannot return until after 24 hours without fever and fever to reduce medicine. Other symptoms must also be improving. For example, if a child is sent home Monday and has a fever on Tuesday, they will not be able to return until Thursday). Follow specific exclusion guidelines if a known illness is diagnosed.	
Vomiting	One episode of vomiting requires immediate pick-up.	The child must stay home the day after being sent home and cannot return until after 24 hours without vomiting. For example, if a child is sent home Monday and vomits on Tuesday, they will not be able to return until Thursday)	Definition: Forceful ejection of stomach contents, possibly accompanied by nausea, dizziness, or abdominal discomfort.
Rashes	New rashes must be evaluated by a healthcare provider.	After clearance from a healthcare provider to ensure the rash is not contagious.	

Table 2. Guidelines for Illnesses with Required Exclusions

Symptoms	Stay Home	Return
Chickenpox	Until all blisters have dried and crusted over, typically about 6 days, or if no new lesions have appeared in the last 24 hours.	Once blisters are crusted or as directed by public health guidelines.
Conjunctivitis (Pinkeye)	If there is thick yellow/green discharge and/or fever.	Once symptoms resolve or if treatment has begun and the child is able to participate in activities.
Fifth Disease (Parvovirus)	Exclusion is typically not necessary unless complications or severe symptoms are present.	No exclusion required once the rash appears and the child is otherwise feeling well.
Hand, Foot, and Mouth Disease	If the child has mouth sores, open sores, excessive drooling, or is unable to participate in regular activities.	Once the child is well enough to return and symptoms have resolved.
Head Lice or Scabies	Until treatment has started.	After the first treatment is completed.
Norovirus	For at least 48 hours after the last episode of vomiting and/or diarrhea.	Once 48 hours have passed, or as directed by public health authorities.
Strep Throat	For at least 12 hours after beginning antibiotics.	After 12 hours of antibiotics and when symptoms have improved.
Vaccine-Preventable Diseases: Measles, Mumps, Rubella, or Pertussis (Whooping Cough)	As directed by healthcare providers or public health authorities. Children with these diseases are generally excluded until they are no longer contagious.	Once the child is no longer contagious and has been cleared by a healthcare provider.
Respiratory Infections: RSV (Respiratory Syncytial Virus) and COVID-19	If the child has fever, difficulty breathing, or other concerning symptoms. Close monitoring is necessary for respiratory distress.	Once the fever has subsided and the child is able to participate in activities, or as directed by healthcare provider.

Other Important Guidelines

Handwashing: Required at drop-off and pick-up, with staff assistance as needed.

Winter/Outbreak Precautions: During the winter months (October through March) and during illness outbreaks, we ask that parents drop infants off at the outside door. If you also have a preschooler, please enter the preschool through the preschool cubby room and do not walk through the preschool room. This helps limit exposure and maintain a healthy environment for all.

Return After Illness: If a child returns to school before the recommended return date, they will not be allowed entry until the appropriate period has passed. If this happens three times, we may unenroll the child.

Flexibility with the "24 Hours Without Symptoms" Requirement

Fever-free **24 hours without medication** remains mandatory for return, even with a doctor's note.

All other medical notes will be reviewed case-by-case. Submit doctor's notes promptly to the executive director via text or email for nurse review. Children will not be allowed entry until reviewed by the nursing consultant.

Emergency Illness & Accidents

Upon your child's enrollment and annually thereafter, we have you sign permission for the staff to take necessary action in the event of a medical emergency, for which parents will be financially responsible. If it is determined that immediate transport to medical help is necessary, OUR School will call an ambulance to provide the safest, fastest transportation.

Every effort will be made to contact parents in the event of such an incident. If you cannot be reached, we will attempt to reach the emergency contacts you provide. We will always have a phone available for emergency use which is programmed with numbers for our local police and fire departments, health departments, and Rocky Mountain Poison Control.

Medical Records

Every year, within 30 days of your child's birthday, you must provide OUR School with updated immunization records. This information is critical both for licensing and the well-being of our students. If updated vaccinations cannot be provided children will not be able to attend school until their files are complete. OUR School does accept children

who are not immunized due to medical reasons but does not accept children who are not immunized due to personal exemption.

Parents wishing to submit medical exemptions must obtain a medical waiver form and register online with the State of Colorado to comply.

www.colorado.gov/vaccineexemption

We require documentation of the following immunizations:

- Pertussis
- Tetanus/Diphtheria
- Polio
- Measles/Mumps/Rubella
- Hepatitis B
- Varicella
- Haemophilus Influenzae Type B

Allergies, Medication & Cream

OUR School has a Nurse Consultant whose services we use to oversee care of children with allergies and to supervise staff members who are designated to administer medication. Children with allergies or requiring multi-use medication such as asthma inhalers will need to consult with our Nurse Consultant and sign additional paperwork before bringing as-needed medication to school. Medication will always be stored in a safe location, locked or out of reach of children and at the temperature indicated on its packaging.

Staff members are not permitted to give medication (even over the counter medicine) without written permission from the child's physician. Prescribed medication must be in its original container, and the physician's note must include the following:

- Child's Name
- Physician's Name & Number
- Name of Medication
- Start & End Date
- Dosage Directions, including start/end date, amount, & when to give it

Physicians must also sign a form allowing use of diaper-rash ointment, should you desire it to be used on your child. Parental permission is also needed for us to use sunscreen on your child, and we request you apply sunscreen to children each day before releasing them to our care. If you choose to do so at school rather than at home, we always have sunscreen available.

Other Health Needs

For a child with special care needs requiring intervention or medication, OUR School must obtain written instructions for providing services from parents and a health care provider. If that child does not have an existing care plan, it must be completed within 30 days of enrollment or within 30 days of the initiation of an Individual Education Plan or Individual Family Service Plan. It is necessary to meet with our Nurse Consultant and for staff to have a copy of these plans to provide the highest possible level of care. OUR School will make all reasonable modifications to our policies and practices to accommodate children in our care.

Smoking & Drug Use

OUR School is a strictly non-smoking, drug and alcohol-free campus to ensure the safety of our students and to reduce the risk of exposure to second-hand and third-hand smoke. The Executive Director, in her sole discretion, may require a teacher smelling of smoke or any other noxious substance to return home to change clothes or otherwise correct the issue. Any staff member suspected of using drugs or alcohol before or during work hours will be required to immediately leave the school and will be subject to termination.

Early Intervention

Though we are a team of experienced teachers, OUR School occasionally needs to reach out to specialists in our community to help a child. We reserve the right to offer parents referrals to early childhood specialists in our area who can provide specific services should they be needed to address behavioral and developmental concerns. Steps to connect families to resources and agencies are as follows: referrals based on screening documentation, meeting with families, connecting with agencies, follow plan (IEP/IFSP).

Early intervention is key to success for many children with developmental delays or behavioral issues. Part of the reason we keep detailed portfolios of each child's progress is to track individual development and growth. If a child is struggling in a specific area, it is our duty to communicate those challenges to parents and come up with a plan to help the child.

Parents and teachers are a team. Staff will advocate for your child, providing individualized social and emotional intervention support for children who need them. Because we want all our children to come to school and learn in a positive way, our intent is to create a personal plan to support the child and reduce challenging or destructive behavior.

Behavior & Discipline

OUR School has a positive discipline policy which focuses on prevention, redirection, love, consistency, and firmness. Our classroom rules are simple and focus on respect for people and property:

1. Be kind to yourself.
2. Be kind to everyone else.
3. Be kind to the school.

These rules are explained and repeated frequently to familiarize all children with our guidelines. Please keep in mind that there will always be disagreements between children who are learning how to express themselves and their emotions. We will try to prevent problems, redirect, use natural consequences, discuss appropriate behavior, and encourage discussion to independently 'fix the problem.'

Sometimes we will separate a child to use a quiet area to calm down, but we do not use time outs. We will only use holding in the event of extreme behavior which could injure the child or others. If a discipline issue arises which does not improve through typical means, we will schedule a conference with parents to search for a solution. OUR School will never use any of the following methods to discipline your child:

- Spanking & corporal punishment
- Aggressive physical contact or abuse
- Humiliation or belittling
- Deprivation of food or rest
- Verbal or emotional abuse

Every effort will be made to maintain a positive relationship with your child without undermining disciplinary efforts. Our approach is to be consistent, firm, gentle, and lead by example.

Child Abuse & Neglect

Our staff are mandatory reporters, required by law to report any suspicion of child abuse or neglect to the Garfield County Department of Human Services by calling the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS or to local law enforcement.

Parents and guardians are also encouraged to report suspected child abuse or child neglect. People who make a good faith report are immune from civil and criminal liability and are allowed to maintain anonymity. If you suspect that a child has been subject to abuse or neglect, please call the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-

KIDS to begin steps to help the child.

Complaints & Grievances

If you experience a problem with anything school-related and no resolution can be reached by discussion with a teacher, the Executive Director will attempt to help you solve the issue. If a resolution still cannot be reached, assistance from our Board of Directors may be necessary.

Monthly Board meetings are open to parents, and you are welcome to attend, with the exception of when an executive session is in progress. Contact information for our Board members is posted in the entry of each of our classrooms, and you are always welcome to ask when the next meeting will be. The meeting agenda, virtual call-in link, is shared via ProCare ahead of the monthly Board meetings to allow and encourage attendance from community members.

If you cannot resolve your issue with the Executive Director or Board and suspect there is a licensing violation, you may contact the Colorado Department of Early Childhood to lodge a complaint by phone (303-866-5958) or mail (710 S. Ash St., Denver, CO 80246). Anonymous complaints cannot be made, but all information is kept confidential and OUR School will never know who made the complaint.

ACKNOWLEDGEMENT OF PARENT(S) OR LEGAL GUARDIAN(S)

I, _____, Parent/Legal Guardian of
_____ (child's name), have read and understand the
statements in the OUR School Parent Handbook. By signing this document, I agree to
follow, accept the conditions of, and give authorization and approval for the activities
described in this document.

Signed _____

Date _____

I, _____, Parent/Legal Guardian of
_____ (child's name), have read and understand the
statements in the OUR School Parent Handbook. By signing this document, I agree to
follow, accept the conditions of, and give authorization and approval for the activities
described in this document.

Signed _____

Date _____

ATTACHMENT 1

ILLNESS POLICY

Our School Illness Policy

At Our School, our goal is to ensure a healthy environment for all children and staff. To minimize the spread of illness, we ask that parents adhere to the following guidelines regarding when children should stay home and when they can return.

Vaccination Requirements

All children must be up to date on their vaccinations, including:

- Hepatitis B (HepB)
- Diphtheria, Tetanus, Pertussis (DTaP)
- Haemophilus influenzae type b (Hib)
- Inactivated Poliovirus (IPV)
- Pneumococcal Conjugate (PCV)
- Measles, Mumps, Rubella (MMR)
- Varicella (Chickenpox)

Flu Vaccine Recommendation: While the influenza (flu) vaccine is **not required**, the American Academy of Pediatrics recommends it annually for all children, and Our School **also strongly encourages** that children receive the flu vaccine each year to reduce the risk of illness during the winter months and protect the health of all children and staff.

Outbreaks: If an outbreak occurs involving any of the above diseases, children who do not meet vaccination requirements, have a medical exemption, or are not old enough for the vaccine must remain at home for a period defined by public health authorities. Parents are expected to comply promptly to protect the health of all children and staff.

Emergency Pick-Up Protocol

If your child becomes ill while at school:

- You will be notified in Procare and must pick up your child within **30 minutes**. Please respond immediately upon notification. If no response is received within **20 minutes**, staff will contact you via phone.
- If we do not hear from you within that time, your emergency contact will be notified.
- A health report sheet will be provided at pick-up detailing the reason for your child being sent home, any required care instructions, and the earliest return date.

Important: Children must remain home until the return date. Early return will not be permitted. After **three instances** of early return attempts, the child may be unenrolled to ensure the safety of other children and staff.

When to Keep Your Child Home

Please keep your child home if they exhibit any of the following symptoms or conditions. When notifying the school of your child's absence, include detailed symptoms to help us clean appropriately and monitor for potential outbreaks.

General Guidance:

- If your child needs medication (including Tylenol or other fever reducers) before coming to school, that is generally a sign they should stay home.
- Do not send your child if you would not want your child exposed to other children while they are ill.
- Other signs your child should stay home include unusual fatigue, fussiness, crankiness, reddened eyes, sore throat, headache, or abdominal pain.

Specific Symptoms:

Severe or New Cough (Including Croup)

- **Stay home:** Severe cough, wheezing, or rapid/difficult breathing could indicate a contagious respiratory illness.
- **Return:** Once the cough resolves or if it is a documented chronic condition and the child is otherwise well.

Diarrhea

- **Stay home:** Frequent, loose, or watery stools.
- **Return:** The child must stay home the day after being sent home and cannot return until after 24 hours without diarrhea, unless otherwise specified by a healthcare provider. (For example if a child is sent home Monday and has diarrhea on Tuesday they will not be able to return until Thursday).
- **Policy:** If a child has 3 or more loose stools, they must be picked up immediately and cannot return the following day.

Fever (100.4°F or higher)

- **Stay home:** Must remain home until fever-free for **24 hours without fever-reducing medication**.
- **Return:** The child must stay home the day after being sent home and cannot return until after 24 hours without fever and fever reducing medicine. For example if a child is sent home Monday and has a fever on Tuesday they will not be able to return until Thursday).
- **Recurring fevers:** Children with recurring fevers within a week must be evaluated by a healthcare provider before returning.

Flu-like Symptoms (fever, sore throat, runny nose, body aches, vomiting, diarrhea)

- **Stay home:** Any combination of these symptoms.
- **Return:** The child must stay home the day after being sent home and cannot return until after 24 hours without fever and fever reducing medicine. Other symptoms must also be improving. For example if a child is sent home Monday and has a fever on Tuesday they will not be able to return until Thursday). Follow specific exclusion guidelines if a known illness is diagnosed.

Vomiting

- **Stay home:** One episode of vomiting requires immediate pick-up.
- **Return:** The child must stay home the day after being sent home and cannot return until after 24 hours without vomiting. For example if a child is sent home Monday and vomits on Tuesday they will not be able to return until Thursday).
- **Definition:** Forceful ejection of stomach contents, possibly accompanied by nausea, dizziness, or abdominal discomfort.

Rashes

- **Stay home:** New rashes must be evaluated by a healthcare provider.
- **Return:** After clearance from a healthcare provider to ensure the rash is not contagious.

Illnesses Requiring Exclusion

Chickenpox

- **Stay home:** Until all blisters have dried and crusted over, typically about 6 days, or if no new lesions have appeared in the last 24 hours.
- **Return:** Once blisters are crusted or as directed by public health guidelines.

Conjunctivitis (Pinkeye)

- **Stay home:** If there is thick yellow/green discharge and/or fever.
- **Return:** Once symptoms resolve or if treatment has begun and the child is able to participate in activities.

Fifth Disease (Parvovirus)

- **Stay home:** Exclusion is typically not necessary unless complications or severe symptoms are present.
- **Return:** No exclusion required once the rash appears and the child is otherwise feeling well.

Hand, Foot, and Mouth Disease

- **Stay home:** If the child has mouth sores, open sores, excessive drooling, or is unable to participate in regular activities.
- **Return:** Once the child is well enough to return and symptoms have resolved.

Head Lice or Scabies

- **Stay home:** Until treatment has started.
- **Return:** After the first treatment is completed.

Norovirus

- **Stay home:** For at least 48 hours after the last episode of vomiting and/or diarrhea.
- **Return:** Once 48 hours have passed, or as directed by public health authorities.

Strep Throat

- **Stay home:** For at least 12 hours after beginning antibiotics.
- **Return:** After 12 hours of antibiotics and when symptoms have improved.

Vaccine-Preventable Diseases: Measles, Mumps, Rubella, or Pertussis (Whooping Cough)

- **Stay home:** As directed by healthcare providers or public health authorities. Children with these diseases are generally excluded until they are no longer contagious.
- **Return:** Once the child is no longer contagious and has been cleared by a healthcare provider.

Respiratory Infections: RSV (Respiratory Syncytial Virus) and COVID-19

- **Stay home:** If the child has fever, difficulty breathing, or other concerning symptoms. Close monitoring is necessary for respiratory distress.
- **Return:** Once the fever has subsided and the child is able to participate in activities, or as directed by healthcare provider.

Other Important Guidelines

- **Handwashing:** Required at drop-off and pick-up, with staff assistance as needed.
- **Winter/Outbreak Precautions:** During the winter months (October through March) and during illness outbreaks, we ask that parents drop infants off at the outside door. If you also have a preschooler, please enter the preschool through the preschool cubby room and do not walk through the preschool room. This helps limit exposure and maintain a healthy environment for all.
- **Return After Illness:** If a child returns to school before the recommended return date, they will not be allowed entry until the appropriate period has passed. If this happens three times, we may unenroll the child.

Flexibility with the "24 Hours Without Symptoms" Requirement

- Fever-free **24 hours without medication** remains mandatory for return, even with a doctor's note.
- All other medical notes will be reviewed case-by-case. Submit doctor's notes promptly to the executive director via text or email for nurse review. Children will not be allowed entry until reviewed by the nursing consultant.

Acknowledgment

I have read, understand, and agree to comply with the illness policy above.

Parent Signature

Date