



A Licensed, Part-time Christian Preschool and Full Day Kindergarten for children ages 2 to 6

# PARENT HANDBOOK

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Shannon Peterson, Director

# EASTERN HILLS COMMUNITY CHURCH PRESCHOOL & KINDERGARTEN

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AURORA, CO 80016

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## **WELCOME**

We are glad to have you in our school! Now that you are a member of the EHCC Preschool and Kindergarten family, please feel that this is your school!

You are invited to visit us as often as you wish. We're an informal, friendly school and you are always welcome! We will have "Special Days" with special invitations but you don't need to wait for those.

Our teachers are experienced in Early Childhood Education. They participate in a continuous program of professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current Early Childhood Education research. They are active in local, state and national Early Childhood organizations. Feel free to ask them any questions you may have, or discuss your concerns with them.

## **HOURS OF OPERATION**

### **PLAYSCHOOL, PRESCHOOL, PRE-KINDERGARTEN & JR. KINDERGARTEN**

Monday – Friday                      9:00am to 12:00pm (class hours)

Monday – Thursday                12:00pm to 1:00pm (Lunch Bunch)  
(Not a Playschool option)

### **KINDERGARTEN**

|                   |                   |                         |
|-------------------|-------------------|-------------------------|
| Monday – Thursday | 9:00am to 3:00pm  | Lunch hour included     |
| Friday            | 9:00am to 12:00pm | Lunch hour not included |

Please see school calendar for closures, including but not limited to, Holidays, Parent/Teacher Conferences, Fall, Winter, and Spring breaks or staff Continuing Education days.

## **NUMBER OF CHILDREN ENROLLED IN THE CENTER AND AGE LEVEL**

We are licensed for up to 300 children. We run five programs; Playschool for 2 year olds, Preschool for 3 year olds, Pre-Kindergarten for 4 year olds, Junior Kindergarten for 5 year olds and full day Kindergarten.

## **MISSION STATEMENT**

Our desire is to help each child realize what a precious creation of God he or she is and to develop an early love of school in a nurturing and caring environment. We will accomplish this through a HANDS-ON learning method where your child will be encouraged to grow emotionally, socially, spiritually, physically, and cognitively. Each child will be presented with FUN and DEVELOPMENTALLY APPROPRIATE learning opportunities in the areas of math, art, science, language arts, creative play, and worship.

## **PHILOSOPHY**

Preschool is full of “firsts” for both parents and students...the first day of school, the first teacher, and the first time parents entrust their child to someone else for hours each day. At EHCC Preschool & Kindergarten, you will find a safe, nurturing environment, along with Christian teachers who love sharing “firsts” with parents and young children.

We believe that children learn best through play and therefore offer a program designed to meet the needs of the WHOLE child: spiritual, academic, emotional, physical and social. We recognize that children develop and grow at their own pace and in their own way. Teachers treat each child as an individual and developmental differences are celebrated!

We view our program as an extension of home. We do not take the place of home; rather, we involve families in our programs in an effort to provide children with a sense of connectedness between home and school. There are opportunities for parent involvement in the classroom, on field trips, in fundraising or as a volunteer.

Monthly newsletters are sent home to inform parents what is happening in the school. We communicate closely with parents through formal and informal conferences throughout the year. We also promote an “Open Door” policy with teachers and the Director. Parents are always welcome to come and talk with us any time regarding their child, the program, or any questions or concerns they may have. Parents are considered to be an important part of our program!

In order to provide the highest quality of care, our teachers are well trained through past education, experience, and continuing education classes. In addition, each staff member has undergone background investigations, finger printing with local authorities, and are trained and certified in CPR and First Aid.

We firmly believe we offer the type of program in which we do what is best for children. We love what we do and feel that an experience in any of our EHCC Preschool or Kindergarten classes will be a very positive one.

## **Discrimination Policy**

EHCC Preschool & Kindergarten does not discriminate by race, religion, gender, age, national origin, gender identity, ethnicity, color, political beliefs, marital status, sexual orientation, disability, and/or economic or military status in the inclusion of children in our program. Also, every reasonable effort is made to incorporate children with special needs into our classrooms. Each child is assessed on a case by case basis.

## **PARENT-TEACHER COMMUNICATION**

Daily notes on the clipboard outside of the classroom, "Today We..."

Monthly Newsletter

Conferences are scheduled twice a year and as requested by either parents or teacher

Handouts

Bulletin Boards

Teacher emails and phone numbers

"Open Door" policy with the Director and your child's teachers

All school emails

All school texts

## **ALL SCHOOL TEXTS**

Each family will receive information with instructions on how to sign up for all school texts. These texts are sent out school-wide with reminders and information such as school closure due to snow.

## **PARENT VOLUNTEER OPPORTUNITIES**

There are many opportunities to volunteer in our program! This is your school! Whether it's in the classroom, on field trips, in planning trips, programs, public relations, activities, recruitment for future students, fundraising, and just good old-fashioned playing! Parents are ALWAYS welcome!

## **REPORTING OF CHILD ABUSE**

"Any staff member of Eastern Hills Community Church Preschool who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency."

General Rules for Child Care Facilities, Issued by: Division of Child Care, CDHS, and Rule # 7.701.53 B

## **REPORTING ABUSE or NEGLECT/MAKING A COMPLAINT**

This childcare program is licensed by the Colorado Department of Human Services. This license indicates that at the time of inspection the provider has met standards to operate a licensed Preschool Program. These standards include:

- Written policies and procedures
- Communications, emergency, and security procedures
- Personnel requirements for education, experience, training, and supervision
- Requirements including procedures for admissions: healthcare, personal hygiene, physical care, food and nutrition, discipline, field trips, transportation, and fee policies
- Activities
- Equipment and Materials
- Facility Requirements
- Fire and Other Safety
- Maintaining children's records
- Administrative reports and records

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

You may report any suspected abuse by calling your county department of social services:

**Child Abuse Hotline: 1 (844) 264-5437**

If you want to make a complaint or have a concern regarding your childcare provider, call:

**Colorado Division of Child Care: 303-866-5088**

If you want to make a complaint regarding health and sanitation issues, call:

**Tri-County Health Department – Environmental Health Department**

**303-363-3055**

The childcare provider's State Child Care License should be posted or available for review at your request. All inspection reports must be posted or available for review upon request.

## CURRENT CLASSES

### **Playschool (2yrs old by Sept 1<sup>st</sup>)**

9:00am to 12:00pm      2 Days      M-W or T-TH

### **Preschool (3yrs old by Oct. 1<sup>st</sup>)**

9:00am to 12:00pm      3 Days      M-W-F  
   2 Days      T-TH

### **Pre-Kindergarten (4yrs old by Oct 1<sup>st</sup>)**

9:00am to 12:00pm      4 Days      M-T-W-TH  
   3 Days      M-W-F  
   2 Days      T-TH

### **Junior Kindergarten (5 yrs old by Nov. 15<sup>th</sup>)**

9:00am to 12:00pm      4 Days      M-T-W-TH

### **Full Day Kindergarten (5 yrs. old by Oct 1<sup>st</sup>)**

9:00am to 3:00pm      5 Days      M – TH  
9:00am to 12:00pm      F

### **Optional Lunch Bunch Hour** (Not an option for Playschool)

Children bring a lunch from home and have additional playtime

12:00pm to 1:00pm      4 Days      M – TH

## LICENSING AND CLASSROOM RATIOS

Our school is licensed by the State of Colorado, Division of Childcare, and the Colorado Department of Human Services. Each classroom is licensed for 15 to 20 children, depending on the square footage.

State licensing regulations for child/teacher ratios are as follows:

|                    |                        |
|--------------------|------------------------|
| 2 years to 3 years | 1 staff to 7 children  |
| 3 years to 4 years | 1 staff to 10 children |
| 4 years to 5 years | 1 staff to 12 children |
| 5 years and older  | 1 staff to 15 children |

EHCC Preschool & Kindergarten ratios are as follows:

|                    |                             |
|--------------------|-----------------------------|
| 2 years to 3 years | 1 staff to 5 children       |
| 3 years to 4 years | 1 staff to 8 children       |
| 4 years to 5 years | 1 staff to 8 children       |
| 5 years and older  | 2 staff to 15 - 20 children |

***As you can see, we have lowered the child/staff ratio.*** We feel this is an important indicator of how much we value your child. We want to provide the best care possible and one way we strive to do that is by having lower ratios.

## **POLICIES**

### **a. Registration**

A non-refundable registration fee per student is payable when you enroll your child each year. This registration fee holds your child's spot in the program and is applied towards curriculum and supplies.

### **b. Tuition**

- Payable by cash, check, or credit card\*\*
- **Tuition is due the first Monday/Tuesday of each month.** Nine (9) monthly payments are collected August through April.
- Late charges of \$10.00 per day begin Thursday at 9:00am of the same week tuition is due.

Tuition amounts are based on a prorated scale. Therefore, each month the same amount is due regardless of the number of days school is in session. There are no deductions or refunds for announced calendar vacations, snow days or illness. The school depends on each month's tuition to pay its current expenses. We are licensed to handle a certain number of children per day; therefore, we cannot grant the opportunity to make up lost days.

A 5% discount is offered for a year's tuition paid in full as of August 1.

A 10% sibling discount is offered on second/third child.

**There is a \$25.00 NSF charge for all returned checks.**

\*\*Includes a service fee

### **c. Withdrawal/Discharging of a child**

Each child is enrolled for the entire school year or the balance of the school year. One month's prior notice is required or one month's tuition is payable upon a child's withdrawal from the program. All fees are non-refundable.

In some instances it may be necessary to discharge a child from the school. This will only occur after a formal meeting with the child's teacher and the Director. Some causes of discharging a child would include, but are not limited to, non-payment of tuition, a child causing physical or emotional trauma to another child/children in the program or a child who demonstrates a lack of respect for the teacher or school which causes physical or emotional damage. Discharge of a child, if necessary, can be at any time and/or immediate, and at the discretion of the Director.

### **d. Change of Information**

Please notify us immediately of a change of home address, e-mail address, or telephone numbers.

### **e. Arrival and Departure**

Please observe and respect our designated times. The teachers need time before and after class time for preparation and clean-up.

Preschool classes begin at 9:00am and end at 12:00pm.

Optional Lunch Bunch Hour runs M-TH from 12:00pm – 1:00pm.

Kindergarten sessions begins at 9:00am and ends at 3:00pm M-TH; 9:00am to 12:00pm F

Your child's teachers will open their classroom doors at the above times. If any child is picked up late, you will be assessed a LATE FEE of \$5.00 for the first five minutes and \$1.00 per minute thereafter. This applies to all dismissal times: 12:00pm, 1:00pm and 3:00pm.

If you know you are going to be late, please call the school.

A staff member will remain at the school until all children have been picked up. If a child has not been picked up by closing time, staff will call the numbers on the emergency card. If staff is unable to contact someone to pick up the child, Human Services will be called. Prior to leaving at closing time, staff will recheck all computer sign-out reports and classrooms to be certain all children have been properly picked up.

During school hours other than the drop off and pick up times listed above, the preschool doors will remain closed and locked. A photo ID is required for anyone wishing to enter the preschool when the doors are closed.

#### **f. Parking and Entering the Building**

Please park in front of the building, in DESIGNATED parking spaces. Do not pull up to the curb and exit your vehicle. This could cause blind spots and danger for other children as well as your own.

For their safety, please do not leave unattended children in your vehicle while dropping off your EHCC student.

Please enter the building through the front door. All side doors are locked on the outside.

#### **g. Signing In and Out**

Please sign your child in and out for each session at the computer terminals. If at any time someone other than the designated person is to pick up a child, the teacher and Director should be notified in advance. Anyone other than the parent/guardian should be listed on the child's Emergency Contact form. Identification will be checked upon arrival.

Staff will check the computer sign-in rosters throughout the session to make sure all children are accounted for.

In the event of a lost child, all children will be secured with staff members. All available staff will do an immediate search of the facilities, playground, and surrounding area. If the child is not located, emergency personnel will be called and parents notified.

#### **h. Carpools and Authorization**

We must have written authorization for anyone other than the parent to pick up a child. Identification will be checked and no child will be released without it.

#### **i. Health and Health Records**

If your child will be absent, please call the school office at (303)699-1470 ext 141. Per state health requirements, all illnesses are charted so please let us know the reason for your child's absence when calling.

NO CHILD with a temperature, diarrhea, vomiting, or communicable disease may attend school.

Children must be free from these symptoms for **24 hours** before returning to school.

**Illness at school.** If your child becomes ill during a class session, every effort will be made to contact you by phone; your child will be separated from the other children and kept comfortable until you arrive. Your child must be picked up within 30 minutes of notification.

**Emergency Medical Care.** All parents are required to sign an emergency authorization for the staff of Eastern Hills Community Church Preschool & Kindergarten to take whatever emergency medical measures that are deemed necessary for the care and protection of our students. Parents will be immediately contacted in the event of a medical emergency.

**Immunizations.** A current Immunization Record and yearly Medical Report must be on file for all children. Medical reports are valid for one year from the date of the last physical examination. For those who choose immunization exemption: In the event of an outbreak, exempted persons may be subject to exclusion from school and quarantined.

**Sunscreen** is to be applied by the parent before arriving at school. In the event sunscreen is deemed necessary to be reapplied at school, teachers will do so only with written parent permission.

#### **j. Medication Policy**

Because we are a part-time preschool center, it is preferred that medication be administered at home. However, if we do need to administer medication, the giving or application of prescriptive or non-prescriptive medicines shall be done only on written order from a physician. This must be accompanied by a written request from the parents. Medications **MUST** be given to the Director, who will place them in a locked location, inaccessible to children. Medications must be in the original container, have a current expiration date and include prescription label.

Medication will be administered per the Nurse Practice Law.

#### **k. Diapering/Toileting**

**Diapering** – If your child is not potty trained and requires diapering, all diapering products (i.e.: diapers, pull-ups, wipes, and diaper creams) need to be provided by the family and kept in a marked diaper bag. Children will be changed as needed and checked hourly. Once your child begins to potty train, please notify your child’s teachers so they may assist in this process. Diapers and extra clothing must be provided.

**Toileting** - All children will be encouraged to use the bathroom at least once during their session. Each classroom has one toilet and one sink area. Children may use the bathroom at any time. Staff will encourage independence in the bathroom, but will assist as needed.

All children and staff will wash hands after using the bathroom or diaper changing.

#### **l. Hand Washing**

Hand washing plays an important role in the fight against germs and illness. The following are times when the children will be asked to wash their hands:

1. When your child first enters the classroom
2. Before snack

3. After using the restroom/diaper changing, blowing his nose, or coughing into his hand
4. After playing with clay or play dough
5. Before and after using the sand/water table
6. After coming in from the playground
7. Before eating lunch

#### **m. Calendar and School Closings**

Please refer to the school calendar for holidays and other school closings or early release dates for Kindergarten.

(Calendar may be adjusted throughout the year as needed)

In the case of inclement weather, watch local channels 4, 7, or 9 for school closings or call the Cherry Creek School District weather line at (720) 554-4701 or our school after 7:00am for a recorded message announcing closure.

You will not hear or see our school listed. We follow the **Cherry Creek School District** for weather related closures. For the safety of our families and staff, our school will be closed in the *case of a "Late Start" in the district.*

An all-school text announcing a school closure will be sent to all families who have signed up for this service.

#### **n. Emergencies**

In the event of a weather related emergency, such as a tornado warning or actual tornado, children will be appropriately cared for at the school. You need not endanger yourself by coming for your child even if dismissal is scheduled to occur during this time. Please wait until you are safe and able to return to the school.

Fire and tornado drills will be held throughout the year.

For emergencies that require us to leave the building, we have access to the large parking lot in the front of the building. If that is not appropriate due to the emergency or weather, the entire school will be evacuated to **Cherokee Trail High School**, located directly behind our facility at 25901 E. Arapahoe Road, Aurora, CO 80016. Children will remain with their teachers and be dismissed only to their parents.

#### **o. Field Trips**

Parent participation will be required for all trips. Each child will be required to remain with his/her parent at all times.

There may be walking or driving trips. Transportation will be provided by the parents and all children must have car seats or boosters provided by home. If a driver is suspected to have been drinking or otherwise impaired, they will not be able to participate in the event and Human Services may be contacted.

A first aid kit containing first aid supplies will be taken on every field trip. A class list noting all students present will accompany the Lead Teacher.

If a student arrives at the school after his/her class has left for a field trip, a note will be posted on the door directing parents where to join them. Your child may not be left at the school.

**p. Nutrition – Daily Snack, Lunch Bunch & Birthday Snacks**

**WE ARE A NUT-FREE, ALLERGY-AWARE BUILDING! NO nuts of any kind are allowed.**  
(Peanuts, cashews, walnuts, tree nuts, pine nuts, etc.)

Due to the increasing number of food allergies, parents are to send a labeled, nutritious snack each day for their child only. Snacks are to be placed in your child's cubby located in the classroom. The snack must be labeled with your child's name. Each child is to bring a plastic water bottle with a top that closes, filled with water, and labeled with your child's name from home each day. The bottles will go home with your child at the end of their day. Please DO NOT send juice, soda, milk or other drinks with your child.

***\*\*Make sure the Director and your child's teachers are aware of any allergies!\*\****

Optional Lunch Bunch Program

Parents are asked to provide a nutritious sack lunch for our optional Lunch Bunch hour. Lunches need to be labeled with your child's name. All lunches will be stored on the coat/backpack shelf and remain there until Lunch Bunch begins. Each child needs to have a cold pack in his/her lunch box as refrigeration is not available for lunches.

If you choose to use a nut free spread or peanut butter substitute on your child's sandwich, please attach a label to the baggie so your child's teacher is aware of the difference. Labels are available on the Lunch Bunch Board in the Preschool hallway.

All food items need to be eaten cold or at room temperature as microwaving food is not an option. Water is available for the children at all times.

**Birthday Parties or "Special Days"**

Parents may provide a SPECIAL SNACK for each child in the class. ALL SPECIAL SNACKS MUST BE PEANUT FREE and STORE BOUGHT with the ingredient label still intact. Please also check with your child's teacher for other allergies in the classroom. Consider helping in the classroom during snack time or for the entire session on this day – making it a very special day! Dress for play and creativity!

If your child's birthday is in the summer, he/she may celebrate his/her "half-birthday" with the class.

**q. Clothing**

Each child will have an assigned cubby in the classroom and a coat hook outside of the classroom door to hang his/her backpack and coat.

Children should wear PLAY CLOTHES. Children get involved in messy activities so an extra set of clothing must be in your child's backpack each day.

Playground-safe shoes - SHOES MUST BE WORN AT ALL TIMES.

Labels on jackets and coats

Clothing your child can zip, button, or snap

Boots and snow clothes for snow play (no snow boots inside, send extra shoes)

With the exception of excessively hot or cold days or in case of inclement weather or unsafe pollution days, we spend time outside each day. Please make sure your child is dressed for the conditions.

Personal items from home. If your child brings a personal item from home, they will be asked to keep it in their backpack or cubby until dismissed from school. This policy alleviates special items from being lost, broken, or stolen. Please help your child follow this policy.

#### **r. Visitors**

All visitors must sign in and be accompanied by a teacher or the Director. ID will be checked and photo copied.

#### **s. Discipline**

Discipline is handled in a very simple, caring manner. Usually all that is needed is “setting the stage” for appropriate behavior by providing a variety of activities and discussions about manners, kindness, and consideration of others. Limits are clear. Should intervention become necessary, redirection or a gentle reminder from the teacher is given. Parents will be informed of any problems that their child is having, and we will work together in resolving them and finding solutions. Preschool is a safe place to make mistakes and learn from them.

#### **t. Television/DVD**

There may be times during the school year when we will watch a DVD which relates to a unit of study or during a Lunch Bunch session when the playground is not accessible due to weather. Students will have the option of watching the DVD or participating in another offered activity.

Staff will be present with the children.

The use of passive media such as television, film, DVDs, videotapes, audiotapes or CDs is limited to developmentally appropriate programming with a “G” rating.

#### **u. Pets**

We may have pets on the premises. Children should wash hands before and after handling or petting animals. Teachers will supervise interactions between children and animals and teach them safe behavior when near animals.

Parents who have children with allergies to furry animals must alert the teacher and Director so steps can be taken to eliminate exposure.

**Public Health Regulations: “No psittacine birds (parakeets, parrots, and other curved beak birds), ferrets, primates, poisonous reptiles, poisonous fish, amphibians, snakes greater than 6 feet in length, aggressive animals and fish, wild caught animals or any other animal which may pose a hazard to the health of the children. Note: Reptiles and amphibians shall be prohibited in classrooms with children under 5 years old. This includes turtles, lizards, etc.”**

#### **v. Smoking**

Eastern Hills Community Church Preschool & Kindergarten is a non-smoking facility. Smoking is prohibited both inside the building and on the playground.

**w. The American With Disabilities Act**

We follow all ADA requirements and will make readily achievable accommodations for all children with disabilities. Individual assessments will be made in order to determine if our program can meet the particular needs of a child without fundamentally changing the program.

# Keep Sick Children Home

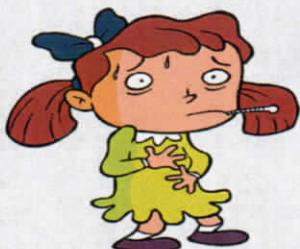
## When to Stay Home?

1. The child doesn't feel well enough to take part in normal activities such as overly tired, fussy or won't stop crying.
2. The child needs more care than teachers and staff can give, while still caring for the other children.
3. The illness could spread to others and/or meets conditions listed below:



## Practice good handwashing to prevent the spread of illnesses!

| SYMPTOMS   | CHILD MUST BE KEPT HOME  |
|--|--|
| <b>DIARRHEA</b> - Frequent, loose or watery stools compared to normal ones that are not caused by food or medicine.  | <b>YES</b> - If child looks or acts sick; has diarrhea with fever and isn't acting normal; has diarrhea with vomiting; has diarrhea that overflows the diaper or the toilet. Should stay home until child has <b>NO</b> symptoms for <b>48 hours</b> .   |
| <b>FEVER</b> - With behavior change or other illness. A fever of <b>100°F or above</b> in babies 4 months or younger needs immediate medical attention.  | <b>YES</b> - When the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.   |
| <b>VOMITING</b> - Throwing up contents of stomach involuntarily, often forcefully.   | <b>YES</b> - If child has vomiting, they should stay home until there is <b>NO</b> vomiting for <b>48 hours</b> or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration.   |
| <b>COUGHING</b> - Persistent coughing that distracts from play and/or is accompanied by other symptoms. Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment. | <b>YES</b> - If severe, uncontrolled coughing or wheezing, rapid or difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing. Medical attention may be necessary.  |
| <b>"FLU-LIKE" SYMPTOMS</b> - Fever over <b>100°F</b> with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.   | <b>YES</b> - For at least <b>24 hours</b> after the fever is gone, without the use of medicine that reduces the fever.   |
| <b>MILD RESPIRATORY OR COLD SYMPTOMS</b> - Stuffy nose with clear drainage, sneezing, mild cough, and asthma like symptoms.  | <b>NO</b> - May attend if able to take part in school activities. Keep home if symptoms are severe. This includes fever, the child isn't acting normal, and/or has trouble breathing.  |
| <b>RASH WITH ADDITIONAL SYMPTOMS</b> - Note: Body rash <u>without</u> additional symptoms such as fever or behavior changes usually does not need to stay home, call the doctor.   | <b>YES</b> - Call the doctor. Exclusion is recommended if there are symptoms in addition to the rash such as behavior change, fever, joint pain, bruising not associated with injury, or if the rash is oozing or causes open wounds. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated by a doctor. |



## When in doubt, keep them out!

For more on infectious disease guidelines including control go to:  
[www.colorado.gov/pacific/cdphe/infectious-disease-guidelines-schools-and-childcare-settings](http://www.colorado.gov/pacific/cdphe/infectious-disease-guidelines-schools-and-childcare-settings)

