

Early Childhood Handbook



INSPIRED LEARNING.
MASTERFUL TEACHING.

THE COLORADO SPRINGS SCHOOL

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SCHOOL MISSION: Through superior academics and mentoring, The Colorado Springs School prepares students to think independently and to meet the needs of a dynamic world with leadership, ingenuity, problem-solving skills, and personal integrity.

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Welcome to the Early Childhood Program!

This handbook is designed for parents, teachers and children as a general outline of PreKindergarten procedures and expectations. We hope it will be helpful in acquainting you with those procedures, which are most important to the functioning of the Early Childhood Program.

Our expectations are the same as Children's School, and they are based on two important beliefs:

1. One must act with full consideration of others, both students and teachers, and
2. all members of the Early Childhood Program community should take care of their responsibilities and obligations as dependably and thoughtfully as possible.

You will notice that some of the expectations for PreKindergarten are different than Children's School. This is because we are licensed by the State of Colorado, and we are required to follow the policies and procedures set forth by the Colorado Department of Health and Human Services. Please feel free to inquire about specific questions you may have at any time.

We are excited to join with you and celebrate active, joyful learning with our youngest CSS students in a warm, safe, and challenging environment.

With warmth and appreciation,

Karen Lawson
Early Childhood Director

Philosophy

The Early Childhood Program consists of a PreKindergarten class that serves children, ages three-to-five. In order to maintain a high quality program, we provide a low student-to-teacher ratio of 8:1 in PreKindergarten. Our goal is to offer a program that meets the needs of the whole child. Therefore, our curriculum is designed to challenge and strengthen the social/emotional, physical, language, and cognitive skills of each student.

Our safe, nurturing environment, coupled with a balance of child-initiated and teacher-directed activities, provide a setting conducive to successful learning. As active participants, young children learn best when they experience the world around them through a hands-on approach. It is our belief that children will confidently explore, take risks, and acquire problem-solving skills if given the opportunity to learn at their own pace. For this reason, individual interests and needs are incorporated into the overall lesson plan for the students.

Parents are their child's first teachers, and we form a partnership with parents to provide consistency between home and school. As professionals, we work with families to help the children develop life-long learning skills, a positive self-image and acceptance for others. This partnership fosters a sense of belonging, not only to a family, but to a community.

School Hours

PreKindergarten:

- Monday, Wednesday, Friday – 8:00 a.m. to 3:10 p.m. (full day)
- Monday thru Friday – 8:00 a.m. to 12:00 noon (half day)
- Monday thru Friday – 8:00 a.m. to 3:10 p.m. (full day)

Grades K-12:

- Monday thru Friday - 8:00 a.m. to 3:15 p.m.

Children may arrive ten minutes before their classes begin; however, children who arrive earlier will be placed in Extended Care until 7:50 a.m. when they may enter their classrooms. Parents are asked to pick up their children promptly at 3:10 p.m. If there is a two-hour snow delay, PreK students may arrive at 9:50 a.m. Dismissal times will remain the same, at 12:00 noon or 3:10 p.m.

Arrival and Dismissal Procedures for PreK

It is required by law that a parent or guardian come to the PreKindergarten classroom to sign a student in and out. A parent or other designated adult must park in one of the designated parking areas, walk his/her PreKindergartner to class, and sign the child in. An identical procedure is necessary to sign the child out at dismissal. It is imperative that a teacher sees you and your child during this process so we can assume or relinquish responsibility for your child. **PLEASE DO NOT OPEN THE CLASSROOM DOOR AND SCOOT YOUR CHILD INTO THE ROOM.** S/he may turn and follow you out of the room, without us knowing that s/he was in our care. The sign-in/out forms are checked at the end of the day to ensure all children have been picked up. Safety is a top priority for us, and we need your help in the process.

Parking

Please park in designated areas only. *The driveway in front of the Early Childhood Center (ECC) is a no parking zone due to Fire Department Regulations. Fire Lanes (in front of the Early Childhood Center) must be kept available for emergency vehicles to pass through, if necessary.* You may park in the PreK only parking lot on Hunters Lane, along Broadmoor Ave., or in the parking lot on the east side of the Children's Academic Center (CAC). Display your parking permit. Although it is tempting to park in the driveway if you arrive late, you are required to park in designated areas only.

Dress Code

Please dress your child in comfortable clothing that can get dirty. We paint, play in the sandbox and do many activities that involve messy materials. We use smocks when necessary, however, there are still times that clothing becomes soiled. It is very important that children wear appropriate shoes to school. All PreKindergarten students must wear closed shoes. No sandals, clogs, flip-flops, Crocs, or shoes that will allow sand, wood chips, or rocks to easily enter them.

Conference Requests

We schedule two formal conferences per year to meet with you regarding your child. The dates for these conferences are listed on the main school calendar, and when it is closer to the conference dates, you will receive instructions on how to sign up. We are happy to meet with you at other times. If you need to speak to a teacher for more than a few minutes, please let us know, and we will contact you to discuss your question or set up a time for a meeting.

Communications

A class calendar and Early Childhood Newsletter are sent home each month. Please read them carefully. Additional information about our vibrant all-school community may be found by reading *ROAR* (a weekly electronic communication with Reminders, Opportunities, Achievements, and Requests), the *Kodiak Weekly Bulletin* (an electronic communication with logistic details for each division and grade level), Head of School eLetters (monthly), visiting www.css.org, and following the School's Facebook and Twitter feeds.

Snack

Throughout the Children's School, we have a "no sugar" snack policy. We want children to develop respect for themselves and the desire to keep themselves as healthy and alert as possible. Only nutritious snacks will be served. Cookies, cakes and high sugar items will be returned to parents and not served to children.

PreKindergarten parents are asked to provide a healthy snack, on a rotating basis, for the children and teachers in the class, to be served in the morning. All snacks are required to be store bought. The main reasons for this requirement is having the label of ingredients so we can check for items to which children are allergic. We must also meet the daily nutritional needs of the children. Therefore, *we ask that snacks include a whole grain and one of the following: fruit, vegetable, protein, or dairy product.*

Snack Suggestions:

- Cheese and whole grain crackers
- Yogurt, graham crackers, & raisins
- Bananas & fig bars
- Cereal, milk & strawberries
- Lean lunch meat, whole grain crackers, & cheese
- Veggie straws, string cheese sticks, & cuties

We will wash and cut all fruits and vegetables at school. When you are selecting fruits or vegetables, please keep in mind that we slice them and do not need one fruit per child. For example, 6 apples or 7 bananas are enough for a class.

Full-day students will bring a nutritious individual snack to eat in the afternoon. *We ask that you please **do not send peanut butter or nuts**, as some of our students have severe allergies to nuts, and we **cannot serve carrots, pretzels, hot dogs, popcorn, raw peas, or whole grapes.***

Lunch

We offer a Box Lunch program, and students may access this service by having a pre-paid lunch balance on file in the Business Office, or they may bring a lunch from home. Payments to the Business Office can be made by eCheck through RenWeb, mailed or hand-delivered check, or credit card payment in person or via phone (719) 434-3544. Children and teachers eat family style in the PreK classroom. We promote healthy eating habits and encourage children to try a variety of foods. As each family has different values concerning food and eating, we do not struggle with children over what they eat or in what order things are eaten. Since any item may be the only one that is eaten, please select healthy foods for lunches. Sending chocolate or candy is strongly discouraged.

According to the county regulations, lunches from home must provide 1/3 of the child's daily nutritional needs. Teachers are required to check each child's lunch to ensure that these needs are met. *We regret that we cannot heat children's lunches, and we suggest that you send hot food in a thermos. Please do not send food in plastic bags, which are not allowed by the Health Department for safety reasons.*

Food Components for Children 3-5 Years of Age

Please visit <https://www.choosemyplate.gov/dietary-guidelines> for your child's daily nutritional guidelines.

Rest Time

Full-day students will have a rest period after our busy morning. For rest time, parents provide a crib sheet, a small blanket, and a 16-quart plastic container. The container should be labeled with your child's name, and *all items must fit inside with the lid closed*. We will send them home on Friday to be laundered. CSS provides and sanitizes a 2-inch thick mat for rest time. If your child has a small stuffed animal that he/she likes to sleep with, it may come to school, too.

How to Volunteer

On the Parent Project Board in the classroom, we post a volunteer sign-up sheet where the teachers will list volunteer opportunities. In addition to completing the posted project, parents are welcome to volunteer in the classroom, share theme or non-theme related interests, have lunch with us, or complete posted projects at home. We enjoy sharing our day with parents. We ask that volunteers begin in October. The first month of school is focused on learning routines, schedules, and classroom guidelines, and getting to know the co-curricular teachers.

Birthdays

The Children's School will acknowledge every child's birthday during the school year. Private celebration of the birthday needs to happen away from school, including the distribution of invitations and thank-you notes (unless one is sent to every student). On your child's birthday, he/she is responsible for snack. Snack must follow the regular snack policy. We will sing Happy Birthday before snack as an acknowledgment. One way you might choose to celebrate or recognize your child's birthday is the long-running CSS tradition of a book donation to the classroom. A bookplate with your child's name and date is placed in the book to show our appreciation.

PreKindergarten Field Trip Safety & Procedures

The safety of our students is top priority on and off campus. Listed here are field trip procedures, safety requirements and information.

- All students are given a CSS T-shirt to wear over their clothing for easy identification.
- A discussion about safety is held before departure.
 - Stay with your group at all times.
 - Seat belts must be worn in the vans at all times
- While on the field trip, if you want to speak to an adult who you do not know, ask a teacher first.
- Be polite to your friends and the people we are visiting.
- All students remain with their group-time teacher and parent volunteer during the entire trip.
 - We select 4-6 parent volunteers to join us on each field trip.
 - We maintain a maximum 8:1 ratio at all times.
- We follow all transportation procedures outlined by the State of Colorado 7.702.69.
- We Comply with Colorado Child Passenger Safety Law: "Regardless of age, restrain your child in a car seat or booster seat until they are about 57" (4'9"). A child's height is the best predictor of proper seat belt fit."
- Due to this law, we require that every student have at least a booster seat for the field trip. On the day of the field trip, the vans will be parked outside of the Early Childhood Center. We ask that all parents install the car seats so they are secure and properly adjusted. Closer to the event, we will send home a list letting you know on which van to place your child's car seat.
- Car seat Question for Field Trips: In order to reserve the proper number of vans for our field trip, we need to know what type of car seat your child uses. Each van has 8 shoulder straps and 5 lap belts. Typically, we would take 2 vans, but if every child's car seat is the type that needs a shoulder strap, we need to reserve 3 vans and budget for the extra expense. If you have a choice of car seats, it would be helpful to use the lap belt through the back type that has the 5-point harness for the field trip. Please let us know if your child's car seat type changes so we can make the necessary van arrangements.

PreK Guidance Steps for Appropriate / Positive Behavior

- We recognize children as individuals; therefore, the timing/protocol may vary among children and their individual needs.
- We encourage parents to be active participants in this process.
- We model appropriate social strategies:
 - “May I have that when you are finished?”
 - “I didn’t like when you said that to me.”
 - “I’m angry that I can’t use that toy right now.”
 - “I don’t want you to chase me.”
 - “I don’t want to play that right now.”

- We teach empathy.
 - “Look at her face. How do you think she feels?”
 - “Have you ever ____? How did you feel?”
 - “Let’s ask if there is anything you can do to make her feel better.”
 - “It’s okay to say you’re sorry if you really mean it.” (Because children typically are not sorry, we don’t ask them to say, “I’m sorry.”)

- We validate a child’s feelings.
 - “I can see that really made you mad (sad, angry, upset).”
 - “Do you want to write a note about how you feel?”
 - “It’s okay to feel (angry, sad, upset), but it is never okay to hurt someone.”

- We want children to develop internal controls and learn to do what is right simply because it is the right thing to do.
 - “Do you know why you chose to (hit)?”
 - “Was that the right choice for you?”
 - “What could you do differently next time?”
 - “Can you think of a plan that would help you remember to use words instead of (hitting, yelling, walking away).”

- We follow this procedure for children who demonstrate aggressive behavior
- We teach appropriate behavior through the above guidance steps
 - If a child continues to engage in aggressive behavior – we will begin the following natural consequences according to the individual situation:
 - The child will be asked to leave the ECC where the behavior occurred
 - The child will stay by a teacher (on the playground or in the classroom)

- At this point, parents will be notified of the continued behavior
- The child will leave the classroom for several minutes, if we determine it is not safe for the other children or if the behavior prevents other children from learning (a PreK teacher, Division Director, or our ECC Administrative Assistant will stay with the child in the office).
- After each of these consequences, the teacher will talk to the child about the behavior, and ask if the child knows why he/she cannot be with the other children. A brief discussion about what happened will occur; the child's feelings will be discussed, as well as teacher assistance to re-join the class.
- A child who repeatedly needs to leave the classroom will have to be picked up by the parents and may return to school the following day.

Statement of Policies and Procedures required by the State of Colorado

7.702.4 POLICIES AND PROCEDURES – A written statement of the ECC's policies and procedures must be made available to parents, guardians and staff and must include the following:

- The ECC's purpose and its philosophy.
 - *This information can be found in this handbook.*
- The ages of the children accepted.
 - *We accept children ages three, four, and five. Children must be three years old by the first day of school.*
- Services offered for special needs children in compliance with the Americans with Disabilities Act.
 - *The parent of a child with diagnosed special needs will be required to complete a "Special Care Plan" in conjunction with the child's physician and a designated staff member. No child will be excluded because of disability or special needs unless the program is unable to comply with the recommendations of the child's "Special Care Plan."*
 - *We will provide reasonable accommodations for a child diagnosed with a disability who has special needs, and integrate the child with other children in the class.*
- Hours of operation for the ECC during the week, holidays, and for special programs and services
 - *This information can be found in this handbook, the CSS calendar and website.*
- The policy regarding inclement and excessively hot weather.
 - *Teachers will make sure the children are appropriately dressed for the weather. Extra gloves, hats and jackets are available. If it is extremely cold, gross motor activities can be conducted in*

the classroom. The Student / Parent Handbook provides information for snow day/delay procedures.

- The procedure concerning admission and registration of children.
 - *Inquire and register for a Parent Tour*
 - *Submit the online application and supplemental documents (Teacher and Parent Questionnaires*
 - *Family visit to classroom and campus with applicant developmental assessment and parent interview*
 - *Admission decision notification from CSS Office of Admission*
 - *Parents complete online enrollment packet and submit deposit*

- An itemized fee schedule.
 - *This information can be found on the CSS website and in the Enrollment Contract.*

- The procedure for identifying where children are at all times.
 - *All children are under the direct supervision of a responsible adult at all times. Teachers count the children in the group every time a transition is made and routinely throughout the day.*

- The policy on discipline.
 - *We provide a positive environment, supervision and developmental appropriateness of activities provided, and we model appropriate behaviors for children. We use only positive guidance, redirection and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. We encourage children to be fair, respect property and assume personal responsibility, as well as responsibility for others. Discipline involves teaching character and self-control. We guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward teachers or children is unacceptable. We will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. We show children positive alternatives and strategies, and we encourage proper behavior.*
 - *Further information can be found in the Student / Parent Handbook and under **PreK Guidance Steps for Appropriate / Positive Behavior** in this handbook.*

- The procedure, including notification of parents or guardians, for handling children's illnesses, accidents and injuries.
 - *Information regarding children's illness can be found in the Student / Parent Handbook. In addition, if a PreK child is ill, the school nurse may be called to come over and make an assessment. The child can be isolated in the office until the parents arrive, if necessary. Children are not taken to the nurse's office and left because of their age and insecurity in new places. We make the child as comfortable as possible until the parent arrives.*

- Procedures for responding to emergencies, such as lost children, tornadoes and fires.
 - *Fire drills are held monthly, and an evacuation plan is posted in the classroom. An emergency bag that contains student emergency information accompanies the class. A tornado protection plan is posted in the Early Childhood Center. A lock-down drill is held once a year.*
 - *It is our strict policy that no child is ever left alone. Teachers monitor children carefully. If a child does become lost, administrators, faculty, our facilities manager, and his team will conduct a campus wide search.*
- The procedure for transporting children.
 - *The PreKindergarten class can take field trips using the CSS vans. Parents are required to sign a blanket permission form, which is found in the Enrollment Packet. Before the field trip, we take the following steps:*
 - *Notify parents of the date, time and location (address) and complete an itinerary with this information to leave with the Early Childhood Administrative Assistant.*
 - *Collect field trip backpack with student emergency information.*
 - *Conduct a pre-trip safety inspection of the CSS vans.*
 - *Leave a list of students, teachers and parents who are on the field trip with the Early Childhood Administrative Assistant.*
- The written policy and procedure governing field trips, television and video viewing, and special activities, including the staff's responsibility for the supervision of children.
 - *Information regarding field trips is found in the Enrollment Packet and in this Handbook under **PreKindergarten Field Trip Safety & Procedures**. While on a field trip, teachers supervise children at all times.*
 - *Our policy on television and video viewing follows NAEYC Standards. The use of passive media, such as television, films and videos, is limited to developmentally appropriate programming that has been previewed by adults prior to use; another option for activity is always available; no child is required to view the program; teachers discuss what is viewed with the children to develop critical viewing skills. These passive media are used as infrequent events.*
- The policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road.
 - *This information is found in this Handbook.*
- The procedure for releasing children from the ECC only to persons for whom the ECC has written authorization.
 - *This information is found in the Student / Parent Handbook and in the Enrollment Packet.*

- The procedures followed when a child is picked up from the ECC after the ECC is closed or not picked up at all, and to ensure that all children are picked up before the teachers leave for the day.
 - *If a child has not been picked up by 3:30 p.m., and a parent has not called, a teacher will remain with the child while attempting to contact parents/guardians at all available numbers. Other persons authorized to pick up the child will also be called, and the Children's School Division Director will be notified.*
 - *Teachers check the sign-in/out sheet each day before leaving to make sure all children have been picked up by the appropriate person. The classroom and playground are checked to be sure no children remain after school is dismissed.*
 - *Further information regarding late fees is found in the Student / Parent Handbook.*

- The procedure for caring for children who arrive late to ECC while their class/group is away for field trip or excursion.
 - *Parents are responsible for their children until the class returns to school.*

- The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."
 - *This information is found in the Student / Parent Handbook.*

- The procedure concerning children's personal belongings and money.
 - *CSS is not responsible for personal belongings. Children are asked to leave toys and items of value at home. Each child has an assigned cubby in the classroom where items that are needed on a daily basis can be stored.*

- The policy concerning meals and snacks.
 - *This information is found in the Student / Parent Handbook and this handbook.*

- The policy on diapering and toilet training
 - *Children must be fully toilet trained in order to attend The Colorado Springs School Early Childhood Program.*
 - *Children must wear underwear; diapers or pull-ups are not allowed.*
 - *All children must be able to communicate to a teacher his/her need to go to the bathroom.*
 - *All children must be able to use toileting facilities independently.*
 - *Reasonable accommodations will be made for diapering children who have been diagnosed with a special need by a licensed physician. A changing mat and privacy will be provided in the appropriate restroom.*

- The policy regarding visitors.
 - *All unaccompanied visitors to the Children's School must check in at the reception desk in the Trianon and record their name, date, and time they arrived and departed in our Guest Book. Personal identification must be presented if requested. Visitors will receive a badge for identification on campus. In addition, a teacher will sign in visitors to the PreK classroom to the ECC.*

- The policy on parent and teacher conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs.
 - *There are two formal parent/teacher conferences per year. The dates for these conferences are listed on the main CSS calendar. In addition, if you need to speak to a teacher about your child, we ask that you please let us know, and we will contact you to discuss your question or set up a time for a meeting. We strive to have ongoing two-way communication regarding your child's progress and behavior through face-to-face conversations, email and phone calls.*

- The procedure for filing a complaint about childcare.
 - *The Early Childhood Program is licensed by the Colorado Department of Human Services. We are obligated to meet the minimum requirements set forth by the state of Colorado. If you have any questions about the licensing requirements please see Karen Lawson.*

 - *To report a complaint regarding non-compliance with a licensing regulation, contact:*

*Colorado Department of Human Services
 Child-Care Licensing
 1575 Sherman Street
 Denver, CO 80203
 303-866-5948 or 1-800-799-5776*

or
*El Paso County Department of Social Services
 150 North Spruce
 Colorado Springs, CO 80901
 719-444-5700*

- The policy regarding the reporting of child abuse.
 - *We require each staff member of the facility to read and sign a statement clearly defining child abuse, as non-accidental physical or mental injury caused by the acts or omissions of the child's parents or caretakers or other people, and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.*

- *Any staff member in a childcare facility 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 at 1-844-CO4KIDS or local law enforcement agency.*
- *If a teacher suspects abuse or neglect, the Early Childhood Director and Children's School Director must be informed immediately.*
- The policy regarding notification when childcare service is withdrawn and when parents or guardians withdraw their children from the ECC.
 - *This information is found in The Colorado Springs School Enrollment Contract.*
- Please read on for information about Required Immunizations for the 2018-2019 school year as mandated by Colorado state law, as well as other pertinent information/resources, including:
 - Child Care Immunization Chart
 - Certificate of Immunizations



Dedicated to protecting and improving the health and environment of the people of Colorado

Child Care/Preschool/Head Start Required Immunizations – 2018-2019 School Year

Dear parents and guardians of students in Colorado childcares, preschools and Head Start programs:

- Colorado law requires students who attend a licensed childcare, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
 - diphtheria, tetanus & pertussis (DTaP, DTP), polio (IPV), measles, mumps, rubella (MMR), hepatitis B (HepB) haemophilus influenzae type b (Hib), pneumococcal (PCV), varicella (chickenpox)
- Vaccines are recommended for rotavirus, hepatitis A and influenza, but are not required.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view a

parent-friendly version of the current ACIP vaccine schedule for children 0 - 6 years of age at:
www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf. □

- Please take your student's updated vaccine record to school every time he or she receives a vaccine. □
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a healthcare provider licensed to give vaccines. You can get the form at: www.colorado.gov/vaccineexemption. □
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted at ages 2 months, 4 months, 6 months, 12 months and 18 months. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the state health department's non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department's non-medical exemption form at: www.colorado.gov/vaccineexemption. □
- Some parents, especially those with students who have weakened immune systems, may want to know which child cares, preschools and Head Start programs have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website in Spring 2018. □
- You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education. □
- If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency. □
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry per Colorado law. □

Colorado Immunization Branch | Colorado Department of Public Health & Environment □
303-692-2700 | cdphe.dcdimmunization@state.co.us □

Child Care Immunization Chart



Child Care Immunization Chart Vaccines Required for Child Care, Preschool & K-Entry 2018-2019

1. This chart is a “guide” for childcare providers to determine which vaccines children are required to have in order to be in compliance with state immunization requirements. Select the appropriate age range for the student from the left hand column. The number of required doses is located in each of the columns and vaccines are listed across the top of the page. Review the student’s immunization record with this chart to make sure they have at least the number of doses required. Colorado Board of Health has accepted the Advisory Committee on Immunization Practices (ACIP) schedule for those immunizations already “required” for attendance. Vaccines that are not required but recommended include: Rotavirus, Hepatitis A and Influenza vaccines.
2. Please follow the ACIP Immunization Schedule for specific guidance at: www.coloradoimmunizations.com, and click on “Child Care, school and college/university” and then “Immunization Schedules.”
3. If the student does not have the minimum number of doses, the parent/guardian is to be directly notified (in person, by phone, or by mail) that their child does not have the required minimum number of vaccine doses. Within 14 days of direct notification, the parent/guardian is to obtain the required vaccine(s) or make an appointment to receive the required vaccine(s). Parents are to provide a written plan for remaining vaccines.
4. Colorado law allows for medical exemptions to be signed by a healthcare provider and submitted once. A non-medical exemption (religious or personal) is to be submitted by a parent/guardian who chooses to exempt at 2 months, 4 months, 6 months, 12 months and 18 months of age. Parents and schools can access medical and non-medical exemption guidance at www.colorado.gov/vaccineexemption.

Age of Child	# of required doses DTaP or DTP <i>Diphtheria, Tetanus and Pertussis</i>	# of required doses IPV <i>Polio</i>	# of required doses MMR <i>Measles, Mumps and Rubella</i>	# of required doses Hib <i>Haemophilus influenzae type b</i>	# of required doses Hep B <i>Hepatitis B</i>	# of required doses Varicella <i>Chickenpox</i>	# of required doses PCV13 <i>Pneumococcal Disease</i>
By 1 mo.	-	-	-	-	1 ⁴	-	-
By 3 mos.	1	1	-	1	2 ⁴	-	1~
By 5 mos.	2	2	-	2	2 ⁴	-	2~
By 7 mos.	3	2	-	3/2♥	2 ⁴	-	3/2~
By 16 mos.	3	2	1+	4/3/2/1♥	2 ⁴	1*	4/3/2~
By 19 mos.	4	3	1	4/3/2/1♥	3 ⁴	1	4/3/2~
By 2 years	4	3	1	4/3/2/1♥	3 ⁴	1	4/3/2/1~
By K Entry	5/4♣	4/3♣	2		3 ⁴	2	-

- ♣ Five doses of DTaP vaccines are required at school entry in Colorado unless the 4th dose was given at 48 months of age or older (i.e., on or after the 4th birthday) in which case only 4 doses are required. There must be at least 4 weeks between dose 1 and dose 2, at least 4 weeks between dose 2 and dose 3, at least 4 months between dose 3 and dose 4, and at least 6 months between dose 4 and dose 5. The final dose must be given no sooner than 4 years of age (dose 4 may be given at 12 months of age provided there is at least 4 months between dose 3 and dose 4).
- ♣ Four doses of Polio vaccine are required at school entry in Colorado. There must be at least 4 weeks between dose 1 and dose 2, at least 4 weeks between dose 2 and dose 3, and at least 6 months between dose 3 and dose 4. The final dose must be given no sooner than 4 years of age. A 4th dose is not required if the 3rd dose was administered at age 4 years or older and at least 6 months after the 2nd dose.
- + The first dose of MMR, vaccine given more than 4 days before the 1st birthday is not a valid dose and cannot be accepted. ACIP recommends that the 1st dose of MMR be given between 12 - 15 months of age. The student is out of compliance if no record of MMR at 16 months of age.
- ♥ The number of Hib doses required depends on the child's current age and the age when the Hib vaccine was administered. If any dose is given at or over 15 months, the Hib requirement is met. For children who begin the series before 12 months, 3 doses are required, of which at least 1 dose must be administered at, or over, 12 months. If the 1st dose was given at 12 to 14 months, 2 doses are required. If the student's current age is 5 years or older, no new or additional doses are required. The number of doses and the intervals may vary depending on the type of Hib vaccine.
- ♣ The Hep B vaccine is the only immunization that can be given as a birth dose. The 2nd dose of Hep B is to be given at least 4 weeks after the 1st dose; 3rd dose to be given at least 16 weeks (4 months) after 1st dose; and last dose to be given at least 8 weeks after 2nd dose and at (24 weeks) almost 6 months of age or older.
- * If a child has had chickenpox disease and it is documented by a health care provider, that child has met the Varicella requirement. Varicella given more than 4 days before the 1st birthday is not a valid dose and cannot be accepted. ACIP recommends 1st dose between 12 - 15 months. The student is out of compliance if the 1st dose is not given at 16 months of age.
- ~ The number of doses of PCV13 depends on the student's current age and the age when the 1st dose was administered. If the 1st dose was administered between 2 to 6 months of age, the student will receive 3 doses (2, 4 & 6 months) at least 4 -8 weeks apart, and booster dose between 12 - 15 months, at least 8 weeks after last dose. If started between 7 to 11 months of age, the student will receive 2 doses, at least 8 weeks apart, and a booster dose between 12 to 15 months of age. If the 1st dose was given between 12 to 23 months of age, 2 doses, at least 8 weeks apart, are required. Any dose given at 24 months through 4 years of age, the PCV vaccine requirement is met. No doses are required once the student turns 5 years of age.

Last Reviewed January 2018



Colorado Certificate of Immunization

COLORADO CERTIFICATE OF IMMUNIZATION

www.coloradoimmunizations.com



COLORADO
Department of Public
Health & Environment

This form is to be completed by a health care provider (physician (MD, DO), advanced practice nurse (APN) or delegated physician's assistant (PA)) or school health authority. School required immunizations follow the ACIP schedule. Note: Final doses of DTaP, IPV, MMR and Varicella are required prior to kindergarten entry. Tdap is required at 6th grade entry.

Student Name: _____ **Date of birth:** _____

Parent/guardian: _____

Required vaccines

Immunization date(s) MM/DD/YY

Titer date*
MM/DD/YY

Hep B Hepatitis B							
DTaP Diphtheria, Tetanus, Pertussis (pediatric)							
Tdap Tetanus, Diphtheria, Pertussis							
Td Tetanus, Diphtheria							
Hib <i>Haemophilus influenzae</i> type b							
IPV/OPV Polio							
PCV Pneumococcal Conjugate							
MMR Measles, Mumps, Rubella							
Measles							
Mumps							
Rubella							
Varicella Chickenpox							

Varicella - date of disease		Varicella - positive screen date		*A positive laboratory titer report must be provided to the school to document immunity.
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Recommended vaccines

Immunization date(s) MM/DD/YY

HPV Human Papillomavirus							
Rota Rotavirus							
MCV4/MPSV4 Meningococcal							
Men B Meningococcal							
Hep A Hepatitis A							
Flu Influenza							
Other							

Health care provider signature or stamp: _____ **Date:** _____

Student is current on required immunizations for age (circle one): Yes No

OR

Immunization record transcribed /reviewed by school health authority:

School health authority signature or stamp: _____ **Date:** _____

(Optional) I authorize my/my student's school to share my/my student's immunization records with state/local public health agencies and the Colorado Immunization Information System, the state's secure, confidential immunization registry.

Parent/Guardian/Student (emancipated or over 18 yrs old) signature: _____ Date: _____

Last Reviewed: December 2017