

University of Colorado Boulder

Children's Center

Parent Handbook

2024-2025



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[CU Children's Center](#)

Translation service is available to families when necessary. Please ask in advance so we can schedule appropriately.



Children's Center

UNIVERSITY OF COLORADO **BOULDER**

Welcome to the Children's Center at the University of Colorado Boulder.

Thank you for choosing to enroll with us.

This parent handbook contains information you need to be familiar with and it forms part of the terms and conditions of your child's enrolment.



CU Boulder and CU Children's Center acknowledges that it is located on the traditional territories and ancestral homelands of the Cheyenne, Arapaho, Ute and many other Native American nations. Their forced removal from these territories has caused devastating and lasting impacts.

[Full CU Boulder land acknowledgment.](#)

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Introduction

Our Mission Statement

The mission of the CU Children's Center is to provide the highest quality of care, support, and education for young children and their families. Our role is to encourage and guide each child individually in all areas of development, creating a positive self-image and opportunity for lifelong success.

Our Philosophy

We acknowledge parents as a child's first teachers and work in partnership with them to provide an environment in which each child is happy, feels they belong, and can develop to their fullest potential.

Each child is respected as a unique and capable learner. We recognize the first five years of a child's life are the most formative, so we guide our practice with the foundation that optimal growth takes place when we encourage and support the overall development of each child. Our philosophy aims to nurture each child's physical, social, emotional, and intellectual growth through several avenues. These include giving children the opportunity to choose from activities in literacy, math, science, art, dramatic play, manipulative, and sensory. We provide group times that include music, movement, stories, sharing, discussion, and games. This encourages creativity through emphasis on the process rather than the product.

Our students are given the opportunity to choose materials, activities, and games, which challenge each child to continue exploring, growing, and learning at his/her own pace. We feel this encourages children to think, reason, question and experiment all while developing social and self-help skills to foster independence and promote a positive attitude toward life.

We encourage parents to communicate with their child's teacher about classroom daily schedules and activities to ensure that individual needs and early childhood educational goals are met.

Learning Experiences

Campus administration, Children's Center staff members, parents, and community members all play an integral part in promoting and providing an environment rich in learning experiences and opportunities for children within the CU community.

The goals of our center include providing a high-quality early childhood program that promotes physical, emotional, and cognitive development in a caring environment. The Children's Center bases its program on recommendations for developmentally appropriate practice.

Admissions

Eligibility for Enrollment

The CU Children's Center is open to children of CU students, employees, faculty, and alumni. A current student/employee identification number must be provided at the time of enrollment for status verification. When space allows, we also extend enrollment invitations to members of the broader Boulder community.

Waitlist

Many families choose to put their child on our waitlist far in advance of when they want their child to start with us. Keeping the family's preferred start date in mind and the needs of our classrooms, we extend an enrollment invitation to the family as soon as a suitable spot becomes available. A family may refuse two enrollment invitations without losing their place on the waitlist. Refusing a third enrollment invitation will result in automatic removal from the waitlist.

Classrooms

The CU Children's Center is composed of 5 classrooms and offers the following ratios.

Room Name	Ages of Children	Ratio	Maximum Number of Children
Otters	6 weeks to 18 months	1:4	8
Bears	12 months to 2 years	1:5	10
Penguins	2 years to 3 years	1:7	14
Roadrunners	2.5 years to 4 years	1:10	16
Rainbows	3 years to 5 years	1:10 or 1:12	20/24 depending on ages

Days & Hours of Operation

The Children's Center operates year-round from 7:30 a.m. to 5:30 p.m. Monday through Friday. The Children's Center reserves the right to modify the center hours to meet the needs of the center at any time. The change in hours may include an early dismissal time or late arrival time. All changes in hours will be communicated via email. There are instances where the center may need to close for days, weeks, or months to maintain the health and safety of the community.

The Children's Center is closed on all CU-designated holidays. Additionally, there are closure days before the start of each semester for staff training, in addition to early closure for monthly staff meetings. We close for one week during Spring Break and two weeks during Winter Break. A school calendar is available on our website outlining all closure dates for the school year.

We offer multiple scheduling options to meet the needs of your family. Our full-time schedule is Monday through Friday. In addition, each classroom has some space for children with two-day schedules (Tuesday and Thursday) and three-day schedules (Monday, Wednesday and Friday). Two and three-day options are held for use by CU Boulder students.

UPK Program

The CU Children's Center is a UPK provider: The Colorado Department of Early Childhood (CDEC) offers a minimum of part-time (10 hours/week) or half-day (15 hours/week) of high-quality preschool to every Colorado child in the year before they are eligible to enter kindergarten. Families utilize a "private pay" option to cover the difference between Universal Preschool funds and CUCC tuition.

A child who turns four before October 1st is eligible for UPK. (Children three years old or younger in districts with a waiver to serve children under three will be eligible for UPK hours if they meet at least one qualifying factor. These children will be served by school districts.)

Our Curriculum

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We do this by allowing them to learn at their own pace and in ways that are best for them. By giving children good habits and attitudes, particularly a positive sense of themselves, we will make a difference throughout their lives.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to address each child's individual skills, needs, and interests, based on our thoughtful observations and assessments. Our curriculum identifies goals in all areas of development as listed in the Colorado Early Learning and Developmental Guidelines (ELDGs). If you are interested in accessing the Colorado ELDGs, you can do so here; <https://earlylearningco.org>

The seven major aspects of the curriculum are.

1. The curriculum is based on generally accepted theories of child development.
2. It is individualized to meet the needs of every child.
3. Each family's culture is respected, and family members are encouraged to participate in the program.
4. The physical environment is safe, healthy, and contains a variety of toys and materials that are both stimulating and familiar.
5. Children select activities and materials that interest them, and they learn by being actively involved.
6. Adults show respect for children and interact with them in caring ways.
7. Staff and providers have specialized training in child development and appropriate programming.

Our Staff

The most important component of a preschool program is its staff. The University of Colorado Children's Center staff is comprised of a professional team of individuals who share one common goal: the nurturing, guidance, safety, and education of young children. Most of our staff members have bachelor's degrees, many of which are in early childhood education or a related field. When hiring teaching staff, we make every effort to hire the most qualified candidates available. At a minimum each year, we provide 15 hours of ongoing training opportunities, 3 of which must be social and emotional training for our staff.

The staff is carefully chosen to provide the best care and consistency for your children. All classrooms undergo yearly evaluations by the Administrative Team to determine the program's effectiveness in

meeting the needs of children and families. Teachers attend monthly staff meetings, have planning times, and attend trainings, webinars, and conferences for early childhood education.

Each teacher is required to be evaluated annually by their supervisor. When necessary, we follow the guidelines of the State Personnel Department and Social Services on corrective action and discipline.



[Internship Program](#)

The CUCC Internship Program seeks to give people insight into early education and build teachers for the future. The program also offers our seasoned teachers a chance to stretch their skills and share their knowledge with high school and college students who are interested in our field. Having put these interns through initial training, they work in classrooms under the direct supervision of Lead Teachers as they learn their craft.

[CU Boulder Student Assistants](#)

The Children's Center employs CU Boulder undergraduate and graduate students as support staff in the classrooms. Each student completes required trainings related to early childhood education before beginning their work supporting the teachers. All student assistants work under the direct supervision of a Lead or Assistant Teacher.

Equal Opportunity

At the Children's Center, we believe every child and every family deserves fairness, justice, and equality. We welcome families from all ethnic, racial, religious, and national backgrounds. Within the Children's Center, it is a priority to ensure diversity, equity, and inclusion. We do not discriminate based on background, race, creed or gender. The Children's Center is a diverse organization in the children and families we serve. Parents and children can expect to be treated fairly and equally. The Children's Center honors all individuals and families for their unique contributions to the community. We are committed to doing our best to meet each family and child's individual needs.

Special Needs

The Children's Center accepts all children who may benefit from the group experiences provided. We, the Children's Center, reserve the right to determine whether the program can be adapted to meet a child's needs. We want to ensure we can provide quality care to each child; therefore, we will work with the family and any other entities that may be supporting the child such as a physical or occupational therapist. Enrolled children who are identified through a screener tool to have a concern in development may be referred to university or community services with parental consent. The Children's Center assumes no responsibility for the costs associated with these referrals. Our center complies with ADA standards under The Americans with Disabilities Act.

Enrollment and Tuition

Enrollment – New Families

A **completed** enrollment packet includes the following and is required **PRIOR** to your child's first day at the center.

- A non-refundable reservation fee of \$200.00 to confirm your acceptance of this space.
- For those confirming enrollment more than 30 days in advance, we also require 50% of the child's full month's tuition to secure the space. This payment is non-refundable and will be credited towards the child's first full month's tuition.
- A completed Enrollment Packet, including Child Intake Form and Demographics Form
- Health Appraisal signed by a physician.
- Your child's current immunization record.
- A bike helmet for your child, marked with your child's full name. (Infants are exempt.)

Preparation for the First Day of School

Preparation for the First Day of School: In advance of your child's start date, we provide each child and parent with three complimentary hours of attendance in the classroom the week before your official start date. Spread over two or three days, these visits allow you and your child to meet the teachers, explore the classroom, and assist in your child's transition into the classroom. These visits are coordinated in advance with the Lead teacher or the office.

Children react very differently to new experiences so we will work with you to ensure this period is as stress-free as possible for both you and your child. On your child's official first day, may we suggest that you plan to pick up your child at 12.30 pm (after lunch, but before nap) to further ensure the success of your child's transition. On day two, most children will be ready to stay with us for the full day.

Re-Enrollment - Returning Families

Each spring, current families will be given the opportunity to reserve a place for their child in the following academic year's register. There is a \$200.00 registration fee required.

Tuition

Current tuition rates are available on our website: <https://www.colorado.edu/childcare> Tuition is computed to allow for periods when the center is closed. This includes holidays, in-service days, necessary building maintenance or improvements, mandatory closures for health and safety of 14 days or less, and school break times. This total amount is then divided into equal monthly payments due on the first of each month. August is the only month that is prorated because we start our school year, mid-month of August. This means that the total amount is payable each month regardless of the child's attendance or the time when the program is closed. For example, full payment is due in December even though we are closed for up to 2 weeks in December.

Second Child Discount

Families with more than one child enrolled (at the same time) will be given a 10% discount on the lesser tuition rate.

Scholarships

We have a scholarship available for children enrolled at CUCC whose **parents are also full-time students at CU Boulder**. This scholarship is specifically funded to relieve the pressures of childcare costs, allowing the parent to focus more fully on academic advancement. Undergraduate students are prioritized in allocation of funds. We are incredibly thankful for the generosity of those private individuals who contribute to this scholarship. Scholarships are allocated in advance of each academic year.

If you feel your child would benefit from financial support, either through a reduction in current tuition or through attendance five days per week (if they currently attend 2-3 days), then we may be able to arrange support. (We know that a child's full-time attendance may better allow a parent to focus on academics more fully.) The amount of each scholarship will be based on the total applications and greatest need. The granting of a scholarship is based on availability of funds. If you are interested in learning more about this scholarship, please email us at cuchildcare@colorado.edu

Late Fees and Returned Payments

Payment is due by the 1st of the month. Tuition must be received by the 9th of each month to avoid a \$25 late fee.

Delinquent Accounts

You must be current with tuition by the first of the next month. Your child will be dis-enrolled from the Children's Center if tuition is more than one month late. You are encouraged to contact the Business Office as soon as possible if you are experiencing financial difficulties.

Late Pick Up

The Children's Center closes promptly at 5.30 pm. Please allow time to pick up your child, gather belongings, and/or talk to teachers before the center closes and the teachers leave for the day. In the interests of staff welfare, CUCC is committed to staff members finishing their working day at a set time, therefore a late fee is in operation. Starting at 5.31 pm, a late fee will be imposed as follows.

1 minute to 10 minutes	\$20.00
Over 10 minutes	\$5.00 each additional minute

If you are having someone else pick your child up from the Children’s Center and he/she is late, you are still responsible for the late charges. Please inform any persons you have authorized to pick up your child of the policy. If your child is not picked up within 5 minutes of closing, emergency contacts will be called, and within an hour of closing Social Services will be called. The late charge will appear on your next bill and will be due with your monthly tuition payment. Consistently late pick-up may lead to your child’s withdrawal from the center.

Temporary Leave

In situations where your child will be absent for thirty (30) days or more, temporary leave can be requested to maintain your child’s space at the center. This period will be charged at a 50% rate of your current tuition. This temporary leave may stay in effect for up to two (2) months before a formal withdrawal is required. Each family may use a maximum of two (2) months of temporary leave per academic year. No discounts can be given for vacations less than 30 days. Temporary Leave should be requested in writing at least 60 days before the potential start of leave.

Notice of Withdrawal

A 30-day written notice is required for a parent withdrawal of a student. All withdrawals will fall on the last weekday of the month, regardless of when notice was provided.

Notification of Changes

Parents must notify the center immediately in writing of any changes in name, address, employment location, and/or phone numbers so all contact information is correct in an emergency. It is also expected that the family notify the center of any changes in affiliation, ex. student to employee. In the event your child’s physician changes, this information must also be provided to the center as soon as possible.

Disenrollment

CU Children’s Center has the right to revoke/refuse a student’s registration for the following reasons.

- Delinquent payments – Parents who have been delinquent in payments for two consecutive months or three times in an academic year may lose their child’s place at the Children’s Center.
- Failure to provide or renew your child’s medical statement and immunization record can be cause for dismissal. Both forms are required by state licensing.
- Lack of cooperation with the center’s efforts to resolve differences or to address behavioral issues disruptive to normal class functioning.
- Abusive behavior and/or verbal threats toward children, employees or other parents.
- Failure to provide accurate updated affiliation or contact information.
- Lack of cooperation or failure to adhere to written center policies and procedures.
- All reasons for dismissal are at the director's discretion.

Parent & Community Engagement

Holiday Celebrations

The Children's Center seeks to reflect the families enrolled and traditional cultures all over the world. We strive to bring each child's culture, traditions, celebrations, and interests into our school so that each family is appreciated and gains a sense of belonging while enriching the entire CUCC culture and experience. These events are a special element of your experience at CUCC. Details are shared via classroom and office newsletters.

If there are any holidays that are special to your family that we currently do not celebrate, please talk to your child's teacher, or the administrative staff to help us start a new tradition. If we do celebrate a holiday that is part of your cultural experience, we invite and encourage you to arrange to visit the classroom to add to the richness of the tradition with the children and with each other. We believe our children benefit greatly by knowing how other families celebrate the holiday season. Depending on the ages of the children in the class, it may be appropriate to engage them in a cooking activity, share family pictures, create a special art project, or read a special book. Here are some suggestions of how to share your traditions with us so that our environment is truly representative of you: Perhaps you would like to bring in literature or music, traditional holiday food items to share, or pictures from your home country. Any of these activities can be discussed with and supported by your child's teacher.

Birthday Celebrations

Birthdays are very special for young children, and we want to recognize that day. However, we ask that the celebration is not disruptive to the day nor poses a safety risk for anyone involved. A special snack a book or a plant may be donated to the class in honor of your child. If you would like to provide a special treat for your child's birthday, it must be store-bought with the original label listing all ingredients. Parents are asked to check with teachers beforehand on birthday party protocols as they differ slightly in each classroom based on the development stages of the children. If you are planning a home party, invitations may not be handed out at school unless all the children in the class are invited.

Parent Resources

Just as a teacher may sometimes need more help from parents, we know that there may be times when parents need more support from The Children's Center. Leveraging our relationship with CU Boulder, in addition to other community services, we have gathered many family resources over the years which we are ready to share. Please talk to your child's teacher or one of our administrative staff: We're here to help. There is also a list of family resources available on our website for you to research.

Communication

As your child's first caregiver and most important teacher, you have chosen us to be a partner in your child's education. That means that parents and teachers agree to build a relationship that enables as seamless a connection as possible for the child between home and school. One of the most important opportunities for this support of the child, whose own language skills are still limited, is through open communication between parents and teachers. Emails, use of the Procure parent communication app, and informal chats at drop off and pick up provide parents and teachers with an avenue to inform each other about progress, goals, and areas of concern. What happens outside of school can easily

affect the child's attitude, disposition, level of energy, focus, and overall mood at school. Similarly, a child's day at school may impact their behavior at home.

Please keep us informed of special family circumstances that may be new, challenging, or upsetting to your child. We can help support your family and child(ren) as they navigate these special circumstances, such as an ill family member, changes in living situations, a parent traveling, etc. If we know that your child is experiencing something new, we can help the child address his or her emotions, worries, and fears. If a teacher knows about changes at home, she can be ready to help the child as he processes and deals with those changes. An extra hug, more time spent one-on-one with the child, more positive attention, providing a listening ear and simply understanding on the teacher's part can help the child at the onset of changes. The more proactive you are with communicating with your child's teacher and involving her in your child's life, the better off your child will be. We are here to help and have access to referral or resource information if your child or family needs additional support. Reciprocal communication between home and school will help support a child throughout these early childhood years.

Communication Methods

The Procure Childcare Mobile App allows you to stay up to date on your child's activities, milestones, and more! Your child's teacher can send you photos and videos of your child on a regular basis. (Though, you will find that the teachers prioritize working with and caring for your child each day rather than sending daily photos.) The app allows you to easily message the classroom with information that would help teachers fully support your child (a sleepless night, grandma's arrival, a new puppy...), while teachers can also easily send you updates on upcoming events and time-sensitive information through the messaging feature, weekly updates, and monthly newsletters.

Drop-off and Pick-up Opportunities

Drop-off is a perfect time to update your child's teacher on how well your child slept, if a good breakfast was eaten, if grandma is visiting, if a doctor visit is planned etc. Similarly, pick-up is a time for your child's teacher to share an update on what interests your child had during the day, meals eaten, and any other information that will support you in caring for your child.

Parent Satisfaction Survey

CUCC distributes an annual "Parent Satisfaction Survey" to harvest feedback which we then use for the future navigation of the school. However, if you have questions, problems, concerns or suggestions about CUCC, feel free to talk to the administrative staff in the office. We are always open to collaboration and aim to provide the best quality support for your family.

Other Formal Methods of Communication with Parents

The following communications will be sent via email or Procure, our parent communication app, including information pertaining to billing and school events.

1. **Short Weekly Classroom Update:** including photographs
2. **Classroom Monthly Newsletters:** Update on classroom events, lesson plans, parent education, and resources in the classroom and around the school.
3. **School Newsletter:** The school releases a regular newsletter covering issues of importance to all families within the school, with shorter email communications as needs arise.

4. **Conferences & Support:** We provide two parent-teacher conferences per year. In addition, our lead teachers will gladly meet with you at any time by appointment.
5. **Parent Education:** Educational meetings for parents are held throughout the school year. Topics vary according to input from parents. Please look for details on dates/times in newsletters.
6. **Daily Charts:** In the infant classroom, teachers record detailed information on each child. This includes information regarding the child's eating, sleeping, eliminations, interests, and other significant developments.

Parent Feedback and Involvement

We encourage parents to be actively involved in their child's growth and development. We encourage parents to discuss concerns with a lead teacher or Business Office at any time. For meetings longer than a few minutes, the office can, with advance notice, arrange a substitute for the teacher for either an in-person and/or virtual meeting.

Volunteering in the School

Young children have not yet acquired an understanding of time and base their trust in the world on consistent routines. As a result, a dad arriving at 10.30 am to volunteer in their child's classroom will signal to the child that it's time to go home: Volunteering at CUCC is a different parent experience than volunteering in your child's future elementary school. However, there are many activities you can help with to enrich our school and build our community. We encourage you to do that with the NEXT classroom your child will be moving into. For example, once your child begins in infants, volunteering in the young toddler room will give you an opportunity to get to know that room and the children ... and build a relationship with the teacher, in advance of your child's eventual arrival there. In addition, there are many tasks around the school that we could also use some help with. (Planning events, teacher appreciation, being parent ambassadors, yard work.) Please contact Lynn and Ana for a discussion on what you would like to do, and your time availability, and we'll share some ideas for your consideration.

- Volunteering at school is a great way to connect with other parents and create a circle of adult friends. Over time, these friends grow to know and love your children, capitalizing on the power of community to help raise your child.
- Your child's teacher and school staff have a tremendous impact on children, both academically and socially. Having a presence at school is a great way to get to know them better and show them your support.
- Research shows that people who volunteer live longer, have lower stress levels, and are generally healthier.



Community Engagement

Listed below are a few ways you can help foster community relationships.

1. Participate in parent workshops hosted by CUCC.
2. Arrange to visit a classroom to share your skills, interests, or family culture with the children.
3. Accompany us on field trips or walking trips.
4. Actively participate in CUCC social activities and community events.
5. Participate in parent-teacher conferences.
6. Volunteer for tasks around the center. (See the office for a list of opportunities.)

Grievance Procedure

Any concerns regarding children, parents, or staff relationships should be raised directly with the center through the director or administrative staff. We ask that you follow the procedure below.

- Make an appointment to talk with the person who knows about the situation (e.g., the teacher and/or the director). When possible, always start with the person who is directly concerned. Often, the situation can be resolved if the two people sit down together and talk openly and honestly about the situation.
- Sometimes meeting together does not work. If together you are unable to resolve the problem, let the person know you will need to speak to the director. When setting up a time to meet with the director, make sure you provide background information that will allow the meeting to be as productive as possible.

Donate

If you would like to provide support for the Children's Center at CU Boulder, click here. [Donation Link](#)
Funding will provide flexible resources for advancing strategic initiatives, supporting low-income families, strengthening core offerings, and addressing the Center's greatest needs.

Childcare When the Children's Center is Closed

Bright Horizons Family Care Benefit at CU Boulder may provide childcare when the Children's Center is closed, such as Spring Break, Winter Break, etc., [Bright Horizons | CU Advantage](#)

For families needing emergency/drop-in care on days we are not open, - or for those who have a two or three-day attendance schedule at CUCC and sometimes need just one more day, we encourage you to register with a partner agency, Persimmon drop-in care, through the nearby YWCA, to cover unexpected childcare needs.

Persimmon offers drop-in care and emergency care. They also offer sliding-scale hourly rates to low-income families for as little as \$3.00 per hour. **It is best to pre-register with them before needing emergency care so all your paperwork is in order.** [Persimmon Registration](#)

Custody

Persons identified as parents on the child's enrollment forms will be allowed to pick up that child at any time unless legal documents are submitted to the office. If there is a court-issued order limiting or restricting access of a parent to a child, a court-stamped copy of such an order must be submitted to the Director. Parents may be asked to revise copies of emergency and registration forms before restricting a parent's access to their child.

Card Access

For the security of your child, physical access to the center is controlled by Salto Key card access. The Children's Center can remove key card access to any non-essential personnel to ensure the health and safety of our community. If you lose or misplace your Salto Card Access Key, please let the administrator know immediately.

Visitors to the Center

All visitors must sign in and out and follow the center's policies. The sign-in sheet is by the front door. Visitors must list their name, address, time, and purpose of visit, and present their identification to Center staff. The Children's Center has the right to deny entry to any visitors if they do not follow proper identification and center policies.

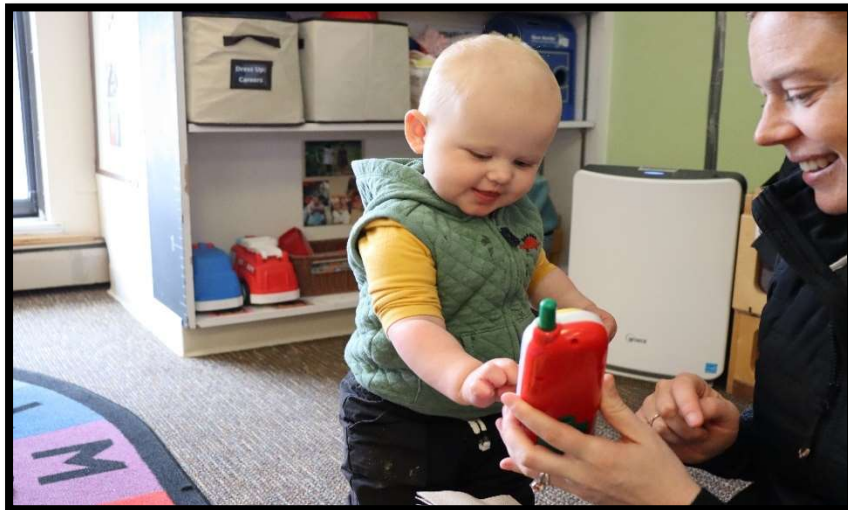
Confidentiality

We are prohibited from disclosing personal information about individual staff members to parents or other third parties.

Maintaining confidentiality about each child is legally required and must always be respected. We are prohibited from disclosing a child's health, behavior, home situation or other personal information to another parent or third party. We do not discuss a particular child in front of other children or third parties. If we are seeking advice from a professional, we do not refer to the child by name, but instead refer to him/her as "a child in my class".

Children's records are considered confidential and will only be viewed by the following personnel associated with our program.

- Classroom Staff
- Administrative Staff
- Licensing Agency
- Nurse Consultant
- Accrediting Body Reviewer(s)
- Public Health Department (Medical and Immunization Records)
- Professional Consultant (with parent permission only)



Classroom Routines

Parent Supervision

Before dropping off AND after picking up your child you are responsible for the child's safety and supervision. Please be aware of the safety precautions below.

1. Please be aware the front entrance of the building is a high-traffic area with many cars entering and leaving. Please keep your child close to you in the parking lot.
2. Please do not allow your children to play on the railing on the ramp in front of the school as it is not a safe area to play.
3. Parents must ensure that teachers are aware of the child's arrival and departure by offering a greeting and eye contact. Children are never to be left alone in the classroom or at the center.
4. Center policies include a requirement that a child must use "walking feet" indoors (especially in our hallways) and that the opening of exterior doors is a task for a parent or teacher, not for a child. Both policies are for the safety of all our children.

Student Release Authorization

Children will not be allowed to leave the center with anyone other than those people listed on the Emergency and Registration forms. Please inform those authorized to pick up your child that picture identification will be required. Written notice will also be accepted from parents for individuals with temporary authorization (visiting relatives, etc.) to pick up a child. In emergencies, permission may be given over the phone for an alternate pick-up person.

Arrival

Except for our infant classroom, we ask parents to help facilitate a calm environment by assisting your child in walking throughout the building. Your child should also use an "inside" voice. To foster the child's growing independence, your child should be encouraged to walk into the center, rather than being carried. The child should be responsible for carrying at least some personal items such as lunchboxes and jackets and placing them in their cubby on arrival in the classroom. We then ask parents to remind their child to wash their hands on entry.

Teachers work hard to establish a trusting relationship that allows your child to feel safe and secure in the classroom. Please make your departure as brief as possible and know that the tears you might see as you leave underline the child's bond to you but are temporary. If your child remains sad over an extended period, we will call you. Establishing a consistent routine at drop-off can help children know what to expect each morning. Consider joining your child in putting their belongings away and washing their hands before saying that quick goodbye.

Bringing your child to school before 9:00 am is preferred. (Dropping off after 11:00 am is possible only with prior arrangement with the office.) This allows for a smooth transition into the school day and ensures your child participates in most classroom curriculums and learning. Please be aware that picking up at naptime (12:30 pm to 3:30 pm) can be disruptive to the children and we ask that you please communicate any such scheduling adjustments to teachers and administration so we can best support your family and all children.

Closing Time

Please plan to **exit** the building by 5.30 pm at the latest each day. Access cards do not permit access into the building or between buildings after 5.30 pm. If you arrive at the school for pick-up and your key card no longer works to let you in, you are considered late and will need to complete a late pick-up form in the office. Continuing to arrive late could result in losing your child's space in our program. If your child is not picked up within 5 minutes of closing, emergency contacts will be called Per State regulations, and if they are not picked up within 60 minutes of closing, Social Services must be called. The late charge will appear on your next bill and will be due with your monthly tuition payment. Consistently late pick-up may lead to your child's withdrawal from the center.

Picking up on time is important for your child as it allows them to build a sense of trust in the world. It also shows respect for teacher welfare and the commitments they have in their private lives. Please plan to arrive at the center before 5:30 pm to allow time to go to the classroom, collect your child and their belongings, and be ready to leave the school promptly at 5:30 pm. We understand that there are times when traffic or other factors delay you, in such cases, please call the office so we are aware and can share that information with your child too.

Children's Clothing

Please label clothes, underwear, hats, and gloves that your child brings to school. Please do not send any objects with your child that could be considered a choking hazard including coins/lip balm/keys). Do not put any medicines or lotions in your child's bag, which is a licensing violation and a safety hazard. These should be handed directly to the teacher.

Please dress your child in comfortable, easy-to-laundry clothing that does not restrict movement. We encourage children to wear tights or shorts underneath dresses for comfort and hygiene. Clothing should be easy for the child to get on and off independently. Shoes should be sturdy and safe. Sneakers are the best option. Backless sandals (flip-flops), loose gel shoes, or cowboy boots are not recommended: This ensures the child's safety while running, climbing, or using tricycles. All hats should also be labeled and will be stored in the child's cubby during class time. Each child should keep a seasonally appropriate, labeled set of clothing in his/her cubby. Please update these clothes seasonally and replace them as needed. An extra pair of shoes is recommended, especially during toilet training.

During cold weather, your child should be dressed for outdoor activity with lots of layers, a warm coat, hat, and gloves. For the health of the child, teachers will call parents and request them to return to school with additional clothes if the child does not arrive appropriately dressed for outside activities. CUCC does not have an option to keep one child inside while all others are outdoors.

Clothing, Toys, and Other Items from Home

Each child will be assigned a cubby in his or her classroom. This is a place to store all items brought from home. **It is required that all your child's items, including water bottles, are labeled with your child's first and last name.**

Do not allow your children to bring items to school that are valuable or important to you – they may get lost. The Children's Center will not be responsible for misplaced or broken items brought from home. Please refrain from bringing toys from home to school, unless it is requested by the teachers for a classroom learning experience. - It can be difficult for young children to share favorite possessions, and children are encouraged to share all their toys at school. If a child is unable to

share, the item will be stored properly until pick up. In addition, many toys break easily, contain small parts, and make loud noises. These types of toys are inappropriate for our school.

Sunscreen

Sunscreen is a vital protection in our climate and will be applied to children before going outside to play. Your child's teacher will use Rocky Mountain sunscreen provided by CUCC (KIDS Rocky Mountain Sunscreen SPF 50 Lotion, Reef Friendly, Octinoxate and Oxybenzone Free, Water resistant/Broad Spectrum UVA/UVB Protection). We will re-apply sunscreen to a child as directed by the product label and after naps or washing of the child's face. If the child will be outside for more than one hour, sunscreen will be reapplied every two hours. Children over four may apply their own sunscreen under supervision. Infants under six months must be kept out of direct sunlight while outdoors.

Parents are given the option to provide their own sunscreen, in which case they provide a bottle of sunscreen with a minimum SPF of 30, labeled with their child's full name, that will remain at school. Families select their preference in the enrollment packet and are welcome to change their preference at any time throughout the year by completing a new form.

Outdoor Play and Inclement Weather

Outdoor activities provide an extension of our learning environment. If you feel your child is not well enough to participate in outdoor time, then he/she is not well enough to be at school. Please make sure your child has appropriate clothes to be comfortable in changing weather conditions. Before children go outside teachers do a daily playground safety check and apply sunscreen. Classroom ratios are maintained outside. The playgrounds at the Children's Center have many large shade trees and shady areas, but when the weather is hot, we will limit the time spent outside, adjust the time of outdoor play (ex. early in the day), and ensure the child has direct access to water (ex. personal water bottle). Please dress your child appropriately and keep extra clothes, items (ex. hats), and layers (ex. sweaters) at the school, we do play in the snow, take walks in the rain, and explore the Colorado weather. When the weather is inclement and/or excessively hot or cold, we may elect to not take the children outdoors to play. We will spend time outside when temperatures range between 20° and 95°. We will offer large motor indoor activities when we do not go outside.

Daily Classroom Schedule

Each classroom has its own specific schedule based on the children's stage of development. A copy is included in your classroom Welcome Packet.



Breakfast & Afternoon Snack

The CU Children's Center will provide breakfast, afternoon snacks, and milk throughout the day. Breakfast includes milk, fruit, and grain. Afternoon snacks include two of the following: Milk, meat/alternative, fruit/veg, and grain.

We strive to provide healthy and diverse food choices. Children are given small portions, and second helpings are available. Teachers sit and converse with the children, who are encouraged to try new foods.

If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet is modified for cultural or religious reasons, the parent is asked to put the request in writing. **Please be aware that if your child has special dietary needs, you may need to supplement with food from home to meet the requirements for a well-rounded meal.**

Lunch

Children bring their own packed lunches and eat together in the company of their teachers. Packed lunches should be healthy and include an ice pack and not require heating. Heating up children's lunch items requires teachers to leave the classroom, which they may not always be able to do. We suggest that lunches be very simple and with no more than 3-4 items which can be easily handled by the child. Too much food and too many choices can be overwhelming to young children. We try to promote self-sufficiency and the importance of not wasting food. Per Health Department guidelines, lunch should include 1 Protein, 1 vegetable, 1 fruit, and a grain.

Field Trips

On occasion, older classrooms may go on a field trip, take a walk, or go to the park. Whenever a field trip is planned, parents will receive notice in advance specifying the date, destination, and departure time, approximate time the children are due back at the center, and any fee required. Children will walk or public transportation will be used. If a family arrives at the center after the class has already left for the field trip, the parent is responsible for taking care of their child until the classroom returns.

In the event public transportation is used, we will follow Regional Transportation District (RTD) safety regulations related to riding in public transportation.

1. Stand a safe distance from the curb, and stay clear of the bus until it has stopped.
2. Never chase or hit a moving bus.
3. Hold on as sudden stops may occur.
4. Remain seated while approaching your bus stop.
5. Do not speak loudly or make loud noises that could distract the driver.

We will ensure all children sit facing forward in a seat, while on public transportation. An adult will supervise the children. Before leaving on the field trip, teachers will remind children of the safety rules while riding on public transportation.

In an emergency, while riding public transportation, we will first contact CU Transportation Services to see if they can assist by getting a vehicle for us. In the instance they are unable, parents will be contacted immediately to pick up their child from the location and drive the child back to the center to resume care for the day.

Television and Video

Watching television and video is prohibited for children less than two (2) years of age.

For children two (2) years of age and older: Computer and tablet time must be limited to non-consecutive fifteen (15) minute increments not to exceed thirty (30) minutes per day. Television, recorded media, computer, and media device time may only exceed thirty (30) minutes per month for academic purposes when the Lead Teacher has received the director's advance written permission.

There is no restriction for children using *personal adaptive equipment*. Educational videos are occasionally used to enhance classroom curriculum for no longer than the allotted amount of time above.

Child Safety and Development

Transitions to Older Classrooms

Our goal is to keep children with the same caregivers for as long as possible. The main time for move-ups takes place in mid to late August when our oldest preschoolers graduate to kindergarten. Some children may move up at other times as their age and development require and depending on space availability. When teachers and the director agree that a change in classrooms would be desirable, parents will be notified. Before a child's classroom assignment is changed, the child and family will be given an opportunity to visit and become comfortable with the new teacher. A lot goes into consideration when planning for a move. Examples include the child's age, length of stay in the current room, demonstration of readiness for the next level, and timing. We usually try to avoid a move when the child has experienced a big change such as a new sibling, moving homes, etc. By licensing regulation, children must move from the toddler program to the preschool program between the ages of 2 ½ and 3.

Helmets, Trikes, Bikes and Scooters

Children must wear helmets when riding bikes, trikes, scooters, or rollerblading. Each child will provide their own appropriately sized helmet, clearly marked with their name. Helmets may be taken

home at the end of the day or the end of the week and then returned when coming back to the classroom. If your child forgets to bring a helmet, they may not ride a trike, bike, scooter, or rollerblade that day. If you are a CCCAP family, please see the Business Office for more information.

Safe Sleep Policy - Infants

At the CU Children's Center safety is of top priority, therefore we ask for your help in providing a safe sleeping environment for your infant. Should you notice an unsafe sleep environment please notify the center administration immediately. If you have questions, comments, or concerns regarding the safe sleep policy please let us know.

- Cribs meet Consumer Safety Product Commission Standards.
- Mattresses are firm and are manufactured for the specific model of crib.
- All staff who work with infants must complete safe sleep training before working with infants and then on an annual basis.

- Items such as blankets, stuffed animals, and lovies, could pose a suffocation hazard and are not permitted in cribs, for children under 1 year of age.
- Infants must be placed on their backs for sleeping.
- Swaddling infants is only allowed with a health care plan completed and signed by the child's physician.
- Infants up to 12 months of age who use a pacifier, will be offered their parent-provided pacifier when being put down to sleep.
- All cribs are safe, sturdy, and free of hazards. Cribs are checked often for safety.
- Sheets are fitted to the mattress and not loose and are checked often for safety.
- Infants asleep in a car seat, infant seat, or other equipment not approved for infant-safe sleep must be moved immediately to their crib and placed on their back.
- Music and/or white noise played in or near the sleeping area will be played at a volume that does not prevent the caregiver from hearing the infant.
- No toys will be used in the crib and/or attached to the crib, including mobiles.
- Infants will be monitored by staff when sleeping, all cribs are accessible and checked often while children are sleeping.
- Supervised tummy time will be offered to infants 1 month of age or older for up to 30 minutes per day. If the infant falls asleep during tummy time, they will immediately be placed on their back in their crib.
- The temperature in the infant room will be maintained at a comfortable level, so the infant does not overheat or become sweaty. Sleep sacks can be used instead of blankets if needed for additional warmth.
- Infants are protected from second and third-hand smoke using teacher smocks. Smocks are not to be worn outside the center for any reason.

Learn More about Safe Sleep

- Colorado Department of Public Health and Environment | [CDPHE Safe Sleep](#)
- Infant Safe Sleep Partnership | IlluminateColorado.org/Projects/ISSP
- American Academy of Pediatrics | AAP.org
- Safe to Sleep Campaign | SafeToSleep.nichd.nih.gov

Toilet Training

We know that potty training can bring on a variety of emotions, including frustration and worry. We are here to work with you to support your child in meeting this developmental milestone. Over the years we have found specific steps that we use, which have proved to be most successful, in supporting a child through potty training. This is the approach we use at CUCC. Toilet training begins with an agreement between teachers and parents once the child has begun to show signs that he/she is ready.

Signs your child may be ready for potty training

- Your child is at least 18 months old and shows interest in the toilet or potty chair.
- Your child can follow simple directions.
- Your child remains dry for at least two hours at a time and has predictable bowel movements.
- The child has an interest in using the toilet. Only the child can control going to the toilet so unless he has a personal interest in using the toilet, it is not the right time to start toilet training.

- The child recognizes when he has a wet or dry diaper and therefore appreciates the difference.
- The child stays dry throughout the night, signaling he is physically developed enough to hold his/her bladder until using the toilet.
- We encourage independence in the potty-training process.
- The child can walk to the bathroom, pull down, and pull up pants, signaling he can use the toilet independently.
- We will reinforce the verbal confirmation that the child needs to use the bathroom.

If you answered “yes” to most of the questions, you may want to introduce your child to toilet training. If you answered “no” to many of the questions, you may want to wait a while longer. Starting too soon can cause frustration and may delay learning.

There should be no pressure associated with toilet training. We believe it is the child’s ultimate decision to toilet train and our responsibility is to ensure that it is a positive experience. Toddlers will be encouraged to sit on the potty if they want to.

If a child is not already toilet trained upon joining one of our preschool classrooms (for 3 to 5-year-olds), toilet training will begin upon entry to the room.

Some parents find it helpful to establish routines by putting a child on the toilet (regardless of whether they use it) a few minutes after he/she gets up in the morning, before and/or after naps, after meals, and before bedtime. If you expect major life events in your home (i.e., new baby, relocation, etc.), you may want to postpone training. Toilet training is easiest when parent(s), child, and teachers can give it their full attention.

What are the next steps?

- In advance of making any changes at home, set up a meeting to discuss toileting with your child’s teacher.
- Agree on a specific weekend when you will stop the use of diapers at home (and we will discontinue the use of diapers at school). This is an ongoing process it takes patience, effort, and consistency
- Plan a special trip in advance of that weekend to go out and buy cotton underwear with your child. It adds incentive if the child is the one to choose the style of underwear.
- Providing you have a successful first weekend, which is defined as no more than two accidents each day, you will bring your child to school on Monday with six changes of clothing which includes shirts, pants, socks, and cotton underwear. In addition, please bring a spare pair of shoes. (Preferably ones that can be sanitized, such as Crocs.)
- Your child should wear clothes that are easy to get on and off; No belts, overalls, or “onesies”.
- We will do our best to ensure your child visits the toilet every 30 minutes to encourage the best chance of success.
- You will use the same structure at home, reminding the child to use the toilet every 30 minutes or when the child expresses the need to go. Consistency is critical to your child’s success.
- We work on independent toileting with only a few children at a time to fully support your child’s success.
- If your child is successful over the first week, then we will continue the process.
- We know the child has mastered the task when the child can verbally state when they need to use the potty and completes the steps independently (walk to the bathroom, pull down and pull up pants, flush the toilet, and wash hands).

Once we begin:

Once we start toilet training, there needs to be consistency between home and school. We will expect many accidents. Parents and teachers will treat them casually while giving the child support by keeping a positive, upbeat attitude.

The consistent use of underwear at this juncture ensures that the child will begin to feel the sensation of being wet and learn about their body's needs. As a result, they will begin to recognize when they need to go to the bathroom and refine their timing. (Hence the need for easy-to-remove clothing.)

Diapers may be put on for naps. Also, it is appropriate to keep your child in diapers or training pants for sleeping, as nighttime control generally comes many months after daytime control. Later, it may be helpful to use a plastic mattress cover underneath the fitted sheet and mattress until your child gains nighttime control.

Potty training may be a challenging process, yet it is a rewarding one. Speaking of rewards, some families like to use reward charts for using the potty. We can support that if you choose. We can support the child's self-esteem and confidence through the process. Our goal is for you and your child to feel comfortable and supported in this process. Please let us know if you have questions or concerns. We look forward to working on this with you and your child!

Separation Anxiety

Children who are experiencing separation anxiety react in several ways: crying, screaming, clinging to the parent, and/or refusing to go to the caregiver. Once the parent leaves, the child will cry for approximately 5-10 minutes and then stop. After a few more minutes, the child will engage in various classroom activities. The child usually takes comfort from the caregiver once the parent leaves.

Tips on helping children cope with separation anxiety.

1. Establish a nighttime routine. Make sure your child goes to bed early enough so they will be refreshed getting up the next morning.
2. Wake your child each morning at the same time. Give yourself and your child enough time to get ready and reduce the possibility of a stressful environment.
3. Take a few minutes to pick out a storybook and read to your child before leaving the house. Enjoy spending a few minutes together to help settle your child.
4. Be upbeat about going to school – talk about favorite teachers, friends, and activities that may be going on that day.
5. Once you arrive at the center, spend a minute or two talking to your child's teacher. Warm and friendly interaction between parents and teachers demonstrates to a child that you trust the people caring for him/her. Many times, teachers will assist in saying goodbye by walking with the child to the door. Then teachers will try to direct and encourage children to participate in activities set out for the morning. This helps establish a consistent and repetitive morning routine that a child can depend on each day.
6. Make sure you don't linger in the classroom. The longer you stay, the harder it becomes for your child. Give your child a kiss and a hug and tell them when you will be back to pick them up.
7. You are welcome to call and check in on your child after you have dropped off.

Biting

Biting is not unusual among young children and can be a very painful and frightening experience for the child who is bitten... and for the child who bites. Biting can make the child who bites feel very powerful because of the strong reaction that it brings. This feeling of power can also be frightening because children need to feel that their feelings can be controlled. There are generally four kinds of biting.

Experimental: Biting can be an exploratory action, especially for younger children. At some stage, many infants will try biting while they feed or bite a parent/caregiver. It can even become a game for the child, so do not let the child see that you think it is funny or a game. Firmly say "No, biting hurts" and remove them quickly from the arm or part they are biting. Toddlers usually soon learn not to bite in this situation. When children teethe, they bite on things often to relieve sore gums; in this instance, safe teething items help.

Frustration: Children under three are usually not ready to play in a cooperative way with other children in groups. If they are in a group and another child takes their toy, they may respond by hitting or biting. Young children have not yet developed the communication or coping skills necessary to properly react to such a situation, so when biting gets a strong reaction, they may try it again. Keeping group play to short periods and small groups can help minimize frustration. You can help children begin to manage their feelings by talking about them and showing them that their frustrations are understood.

Powerlessness: Oftentimes it is the youngest child in the family who bites. The older child, being stronger and better able to communicate their needs, leaves the younger child feeling small and powerless. The same can happen in groups. The child then discovers that biting can be a way of gaining power in a situation. In a group situation, it is best to try to explain to older children how the younger child may be needing to feel in a more equitable position in the group. When biting does happen, more adult help is necessary. Try to get in first and make sure that the needs of the less powerful child are taken care of. Once the child has bitten, quickly tell her that she is not to bite and remove her from the situation, keeping her with you for a while before allowing her to return to the group.

Stress: Biting often occurs when a child is under emotional stress that she cannot handle. This biting is an expression of distress or pain, and the child may seem very upset or angry. Young children are not easily able to know what they are feeling; they just act. Try to find out what is causing the stress in a situation if you can. Keep watch on the child when the biting happens and what is happening just before. For example, a child may bite another when a new child arrives in a playgroup and takes the group leader's attention. Or a child may start biting soon after a beloved grandparent dies. Although it isn't always possible to remove the cause of the stress, by coming to understand what triggers the biting in this situation you can help the child find other ways to express his feelings through play and stories. When the child bites, remove him from the situation and offer comfort as you can.

Discipline Policy

The goal of our program is to help develop self-discipline, encouraging adaptation to acceptable standards of behavior from inner motivation rather than from external controls. Discipline emphasizes limits and rules that are understandable and consistent.

Teachers are expected to try to prevent problems before they arise by arranging programs and classrooms that meet the developmental needs of the children. Examples include having a wide selection of toys, arranging classrooms so that children can be as independent as possible, offering a daily schedule that balances the need for physical activity and rest, and allowing children the choice of challenging activities suited to their developmental level.

Discipline is caring control. When correction is necessary, teachers will use a kind, firm voice to redirect or restate the rule. No physical or harsh verbal discipline of children is allowed. The tone of our school environment is respect. Teachers model and encourage respect for each other, the children, and the environment. We do not allow children to hurt others, themselves, or to damage the classroom materials. Children whose behavior endangers others are supervised away from the situation until they are ready to rejoin the group in a more socially acceptable manner. Teachers facilitate the development of responsibility, self-regulation, and self-control in children.

Behavior Management Policy

At the first incident or sign of inappropriate behavior (defined as actions that harm the child, another child, or staff member) the teacher notifies the parents and the director. This may include verbal abuse, hitting, kicking, biting, throwing objects, or any behavior that disrupts the daily routine in the classroom.

If harmful behaviors continue regularly, the center will determine what action plan to take next. This may include charting the behavior(s), arranging a planning meeting with parents, and/or requesting a referral to an early childhood mental health specialist, early intervention, Child Find, or other early childhood referral agency.

When a parent/teacher meeting takes place, it will focus on a plan designed to assist the parent, child, and teacher with the behavior. After agreeing to a plan to address the child's behavior all parties will sign a document detailing the discussion and each parties' responsibilities. All parties may meet again in several weeks to discuss and evaluate progress. If the parent chooses not to be an equal partner in this process, this may be grounds for the family to leave the program.

The center will participate, document, and help with referrals completing assessments, and working with the family. If the child is referred to an agency, the lead teacher will contact that agency to convey factual, pertinent information. If an independent agency is involved in observation, the center has a right to a copy of the observer's report.

Given ample time to evaluate the child, even with parental cooperation, if we do not see progress in harmful behavior enabling the child to participate in a group setting, The Children's Center has the right to ask the family to leave the center if we determine that our program is not able to meet the child's needs.

We strive to make every child's experience in our center successful and attempt to adapt our classroom to meet the needs of all children. We consider it a last resort, after exhausting all possible resources, to exclude a family from our program.



Child Health

Illness

Our goal is to provide childcare for well children. We do not have the facilities to care for sick children and having sick children at the center presents the very real possibility of others being infected. Your child should be well enough to participate in normal daily activities, *without the aid of medication (i.e.: Tylenol)*, including going outside at recess time.

We enforce our illness policy to protect all children and staff from unnecessary exposure to communicable diseases and illnesses. Parents who repeatedly fail to follow policies related to keeping children at home, providing proper documentation to return and not following isolation or quarantine guidelines when they or their child are ill may be subject to disenrollment from the center.

We require you to pick up your child within 60 minutes if, in the teacher's opinion, your child is not well enough to remain at school. (It is wise to work out in advance who is going to pick up the child in these urgent cases.)

Health Consultant / Nurse Consultant

Our Health Consultant follows the guidelines under the Colorado Nurse Practices Act. The qualifications of a health consultant may include a pediatrician, pediatric nurse practitioner, or an R.N. or BSN. experienced in childcare health. Our health consultant reviews changes to health policies before implementation.

Infection Control and Personal Hygiene

Children are encouraged to develop desirable habits of personal hygiene, including washing hands after toileting, diapering, and before and after meals. Eating a variety of nutritious foods is also encouraged. In addition to instructing, guiding, and teaching children in these tasks, teachers also model positive, healthy, personal hygiene behaviors.

Medication Administration

Medications and non-prescriptive medications will be administered to a child only when the parent and physician have completed and signed the "Permission to Administer Medication in Childcare" form. This form must accompany the medication to allow us to administer the medication. A teacher trained to administer medication will do so and note the time, date, and amount given on a medication log.

- Please check with your child's healthcare provider to see if a dosage schedule can be arranged outside of school hours.
- No medication of any kind will be dispensed without parental and physician's permission. This includes lip medication, lip balm, or Chap Stick.
- Nebulized medications and emergency injections (EpiPen) require an Individualized Health Care Plan. (Please discuss this in advance with the office to allow time for nurse consultant approval.)
- Children may not transport medication to and from school. This includes medication left in a diaper bag, backpack, or lunchbox.
- All medication needs to be handed to the lead or assistant teacher with all required paperwork. Any medication error will be documented in a Medical Error Report and reported to the child's parents and nurse consultant as appropriate. Poison Control will be notified if any medication is given to the wrong child, or a child is given an overdose of medication.
- In the case we are unable to administer medication for any reason, a parent or guardian will be contacted immediately.
- Medications that have expired will be returned to the parent. If it is not picked up within one week, medication will be disposed of per the program's medication administration procedure.

Storage of Medication

All medication must be in the original container, with the proper device to deliver, with a legible label, and must not be expired. Medication prescribed for an individual child must be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, doctor's name, directions for use, and child's name. Parents need to check the expiration dates on medications. We reserve the right to dispose of expired medications. For students with Diabetes, Seizures, Severe Allergies, or Asthma, a Health Care Plan must be on file and updated annually or whenever there are changes.

Allergies

If your child has allergies, please discuss them in detail with the teacher and Business Office. For food allergies, a written allergy plan must be signed by the parent and doctor before the child's first day of attendance. The allergy plan must be on file and updated every year. The staff of the Center will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately.

Food Allergies

For food allergies, we evaluate each situation on a case-by-case basis. We will work with your family to determine the steps we can take to prevent exposure to certain items. Sometimes in certain cases, this may require a family to provide food from home for the child to replace or complete the center-provided snack or meal.

Daily Health Inspection

For the safety and protection of the children, the center and each classroom will follow the Centers for Disease Control (CDC) recommendation by providing each child with a health check before entering the center and/or group.

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

Children will not be admitted to the center if they are experiencing any of the following symptoms UNLESS they have a doctor's note stating the symptom(s) are not contagious. If symptoms appear while at school, the child will be sent home immediately UNLESS they have a doctor's note stating the symptom(s) are non-contagious OR the child's baseline (ex. runny nose due to allergies).

There are three main reasons to keep sick children and adults at home.

1. The child or staff member does not feel well enough to take part in the usual activities. For example, a child is overly tired, fussy, or will not stop crying.
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The symptoms or illness are on the following list, and staying home is required.
 - Diarrhea
 - Nausea or vomiting
 - Flu-like symptoms (Fever over 100°F with a cough or sore throat.)
 - Fever (100.4 or higher) with behavior change or other illness. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.

NOTE: For the above 4 symptom categories, children must remain home for at least 24 hours after the last incident without the use of medication.

- Coughing: if the coughing is severe, uncontrolled, or the child has wheezing
- Chicken Pox: until blisters have dried/crusted
- Head Lice, Scabies, Ringworm: exclude at the end of the day until after the first treatment
- Hepatitis A: until 1 week after illness starts
- Impetigo: until treatment has started

- Strep Throat: until 12 hours after antibiotics are started and are able to participate in usual activities
- Vaccine Preventable Illness (Measles, Mumps, Rubella, Pertussis): Once a doctor's clearance states they are no longer contagious
- Respiratory Symptoms (stuffy/runny nose, sneezing, cough): can return to school once symptoms are mild and improving if they can participate in usual activities

If your child is displaying any of the symptoms listed, even on a day they do not typically attend school, please notify the Children's Center of the symptoms you are observing. For our center to maintain everyone's health and safety it is imperative that we accurately track all signs and symptoms of illness, including what the child is experiencing, when the symptoms begin and end.

Well-Child Visits

Colorado law requires that CUCC has documentation of all recommended well-child visits after your child's initial enrollment unless otherwise formally stated by your health provider. Recommended well-child visits occur at 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 2 years, 3 years, 4 years and 5 years.

Immunizations and Exemptions

State law also requires all children to be vaccinated against certain diseases **unless** they have a certificate of medical or nonmedical exemption on file. A medical statement with updated immunizations signed by an approved health professional is required of all children. This medical statement must be submitted to the office before and after enrollment. Children whose immunization record is not up to date must have a medical exemption or a catch-up plan completed by an approved health professional.

There are **two** ways to submit a nonmedical exemption: Either provide a printed certificate to the office or notify the office that one has been submitted to the Colorado Immunization Information System (CIIS).

1. Submit the Certificate of nonmedical exemption WITH a signature from an immunizing provider in Colorado who is a medical doctor, Doctor of Osteopathic Medicine, advanced practice nurse, physician assistant/associate, registered nurse, or pharmacist **OR** submit the Certificate of nonmedical exemption received upon the completion of CDPHE's Online Immunization Education Module. (Link below.)
2. Parents of students in preschool or childcare must submit nonmedical exemptions at 2, 4, 6, 12, and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten.
3. **IMPORTANT:** Certificates of Nonmedical Exemption expire each year on June 30th. If you submit a Certificate of nonmedical exemption on or before June 30th, it will not be valid for the upcoming school year.

Online Immunization Education Module

- To successfully move through this Online Module and obtain the Certificate, you must review the "[Technical Guidance and Troubleshooting Document \(opens in new window\)](#)"
- We do **not** recommend using a mobile device to complete the course and form.
- The Online Immunization Education Module is available 24 hours a day and seven days a week. It can take approximately 20 minutes to complete.

- At the module's completion, you can complete an electronic form to obtain a Certificate of nonmedical exemption. You can complete this form for multiple children, **by selecting the 'back' button and resubmitting the nonmedical exemption each time it appears.**

The CU Children's Center does not accept unimmunized students unless these criteria are continually met. We may protect unvaccinated children by requiring them to be kept out of CUCC during a disease outbreak.

Infectious Diseases

When a communicable disease has been introduced into the center, parents will be notified as deemed necessary by the school nurse, local health department, and Centers for Disease Control and Prevention. The center will also report these occurrences to the state and local health departments when required. ***Parents are urged to notify the center when their child or they are known to have been exposed to a communicable disease outside the center.***

The center staff obtains the right to determine that a child, who does not appear to be fully recovered from an illness, cannot be readmitted to the center without a statement from a physician stating that the child is able to return and participate in the activities of the center, is no longer infectious or has a non-infectious condition.

In instances of cold-like symptoms, fatigue, fever, runny nose, shortness of breath, cough, sore throat, vomiting, and diarrhea, it may be required that a family obtain a written note from a person with prescriptive authority, stating the child is able to return to school.

We reserve the right to refuse care due to illness, lack of requested medical forms, and failure to provide necessary medication.

In the case of other illnesses, such as impetigo, lice, ringworm, rashes, chicken pox, thrush, etc., your child must be non-infectious before returning to the center. The CU Children's Center follows The Boulder County & the Colorado Department of Public Health & Environments Infectious Disease Guidelines for Childcare Settings alongside our school nurse's recommendations. Please be aware these are guidelines, and the Children's Center can strengthen them at any time to improve or protect the health and safety of our community.

Pandemic

In the instance of a pandemic, the center will follow all requirements issued by the Colorado Department of the Public Health and Environment, Centers for Disease Control and Prevention, and Boulder County Public Health. The center will also follow any state, county, or city-mandated orders.

The Children's Center expects families to follow all requirements and orders as members of the Children's Center community. The Children's Center reserves the right to tighten or strengthen the requirements or recommendations to ensure the health and safety of our community.

In the instance the center needs to close to maintain health and safety during a pandemic, families will be notified via email. If the closure is less than 14 days, parents will be asked to pay full tuition during the closure. If the closure extends 14 days, tuition will be ceased.

In the case campus departments begin to close or work remotely due to a pandemic the Children's Center closure will be evaluated on a case-by-case basis based on requirements of licensed childcare facilities at that time. The health, safety, and the need for childcare services will be the main drivers in the decision-making process to remain open or closed.

Smoking Policy

We desire that the environment around the children is as safe as possible. Therefore, the CU Children's Center, in line with CU-Boulder, is a smoke-free environment both inside our buildings, the playgrounds, the parking lot, and the sidewalk. The no-smoking policy means people may not smoke or vape any substance including tobacco, cloves, or marijuana indoors or outdoors. Parents, employees, and visitors are required to comply with this policy.

Healthy Development Screenings

CUCC is committed to the holistic development of the child. A child's healthy body and mind are an integral component of the whole-child approach. We offer free Speech, Language, Hearing, and vision screenings in support of this commitment. These screenings will be performed here at CUCC at no cost to you. Parents provide permission for screening in advance and later receive a letter from the screeners with the results.

We partner with The CU Boulder Speech, Language, and Hearing Clinic to provide hearing and speech-language screenings for all children attending the CU Children's Center. Hearing screenings can be performed on children of all ages, and speech-language screening will be available for children 2-5 years of age.

We also partner with the local Lions Club and the Colorado Lions KidSight Program. The screening uses state-of-the-art technology and is 85-90% effective in detecting vision problems that could lead to lazy eye. No physical contact is made with your child and no eye drops or medications are used. Research shows that 1 in 20 children have an undetected vision problem that could turn into lazy eye if left untreated. Early detection and treatment are essential to prevent this problem.

We partner with Kid Connects here in Boulder County to support our ability to respond to a child's social and emotional needs by creating mentally healthy learning environments for children and their teachers. Kid Connects is a program of Mental Health Partners (MHP), which offers resources, screenings, referrals, and more. **For more information:** kidconnects@mhpcolorado.org



Emergencies

Medical Emergencies

When a medical emergency arises, we will immediately call 911. Every effort will then be made to contact parents, guardians, or emergency contacts. If parents or emergency contacts cannot be reached, the Business Office and/or lead teacher will decide the next step.

A representative from the center will accompany the child to emergency care and remain with him/her at the medical facility until a parent arrives. Our Emergency Information form, filled out at the time of enrollment, serves as consent for your child to be transported by ambulance to a local medical facility to receive emergency care. The Children's Center and CU Boulder assume no responsibility for the costs associated with emergency care.

All center staff receive training in CPR, First Aid, fire, flood, and tornado procedures. The children practice flood drills in May, June, July, and August. Fire drills take place monthly throughout the year. We also stay in consultation with the CUPD to determine further measures needed to provide a safe environment for the children.

Accidents and Injuries

First aid items are kept in each classroom's emergency backpack. All non-emergency accidents will be documented in an accident report. It will be given to the parent for their review and signature, at which time the parent can take a copy home. Another copy will be kept in the child's file. Accidents will be communicated to parents at the end of the day or after the accident, depending upon the severity of the event.

Closures and Evacuation Plans

Campus Closures

The Children's Center follows campus closure for all snow and weather-related closures. You are encouraged to sign up for CU Alerts or call the hotline for weather-related closures (303) 492-4636. [CU Boulder Alerts | University of Colorado Boulder](#)

[Emergency alerts now available to employees in multiple languages | CU Boulder Today | University of Colorado Boulder](#)

In the instance the campus closes for non-weather-related events, the Children's Center closure will be evaluated on a case-by-case basis. The health, safety, and the need for childcare services at that time will be the main drivers in the decision-making process to remain open or to close.

If the Children's Center is temporarily unsafe, such as a flood, pandemic, construction, or fire, parents will need to make other childcare arrangements. If the closure is less than 14 days, parents will be asked to pay full tuition during the closure. If the closure extends 14 days, tuition will be ceased.

Fire

Fire drills are conducted each month to help children practice what to do in case of a fire. All staff and children exit the building according to planned evacuation routes (posted in all classrooms). The staff takes attendance using the daily sign-in sheets and checks classrooms, bathrooms, the kitchen, and other areas to ensure thorough evacuation.

Tornados

Boulder County alerts us to dangerous weather concerns via CUPD. Children will be moved to the school's inner hallways, nap mat closet, or bathrooms and away from all flying debris. When safe conditions resume, parents will be contacted.

Lockdown

The campus alerts us to dangerous situations via CUPD. The center will ensure all doors and windows are closed and locked, and blinds are shut. Children may be moved to the school's inner closets or bathrooms during a lockdown, depending upon the severity of the situation. During a lockdown, parents may not come into the center. When safe conditions resume, parents will be contacted.

Lockout

A lockout secures the doors and windows of a building to minimize exposure to a safety threat outside, such as criminal activity in the area. During a lockout, no person (parent, student, staff member, etc.) may enter or leave the building and classes will proceed as usual.

Flood Watch

The University of Colorado Police Department (CUPD) will notify the Business Office of the impending emergency and furnish the essential details as needed.

1. The center will be notified when the county is in a flood watch; during this time, conditions are such that a flood situation may be imminent. The CUPD and Children's Center staff will be in a heightened state of awareness during this mode and will be communicating with each other

frequently. Depending on the present conditions, parents may be called to come to the center and pick up their children.

2. When the CUPD notifies the center that flooding is imminent, the Business Office of the center will evacuate the staff and children. Staff at the Children's Center will get emergency supplies, diapers and wipes for toddlers, classroom backpacks, emergency forms with phone numbers, and sign-in sheets. Some younger children or non-mobile children may be carried or transported in wagons or emergency cribs.
3. Children and staff will be relocated to the 2nd floor of the Naropa Institute at 2130 Arapahoe (just west of CUCC). Blankets, food, and water are already in storage at the site for our use. Parents will be notified of the children's relocation via Procure app or by email.

Missing/Lost Children

The safety and security of each child is a top priority at the Children's Center. Every employee is part of the supervision team for all children in the program. All teachers have the primary responsibility for knowing where the children in their class are. The teacher must always maintain contact with children by sight and sound. Additionally, several times throughout the day and during transitions to and from the playground, teachers are required to verify that all their children are accounted for by using their classroom name to face attendance log. At the close of the day, management will verify with each classroom teacher that all the children have been properly picked up and attendance sheets are completed. The daily attendance log along with signature verification will be used to ensure all the children have left for the day. In the instance where a child is suspected to be missing, staff members will notify the director immediately. Staff will look for the child for five minutes. If the child is not located, 911 will be called. After the police have been notified, the parents will be notified of the situation.

Child Abuse and Related Issues

If your child has sustained any physical injuries (bruises, cuts, burns, etc.) please bring this to the director or teacher's attention. The Children's Center is required by Colorado State Law to report any incidence of physical or emotional injury or neglect. All employees at the Children's Center are mandatory reporters: We are required by law to report to the hotline of Child Protective Services when it appears that there is reasonable cause to believe that a child has been: non-accidentally physically or mentally injured, negligently treated, or maltreated, or sexually abused. The law also states that anyone who in good faith makes a report or gives testimony about possible non-accidental injury or neglect is immune to possible civil or criminal suits.

As stated in our Minimum Rules and Regulations Book for Childcare Centers as issued by the Colorado Department of Social Services A-7412.6:

"The childcare facility shall report instances of suspected child abuse. Any person who has reasonable cause to know or suspect that a child has been subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County Department of local law enforcement agency. Persons required to report such abuse or neglect, or circumstances or conditions should include social workers or workers in a family care home or childcare center. Any person participating in good faith in making a report or in a judicial proceeding according to this title...shall be immune from any liability civil or criminal, which otherwise might result because of such reporting." Additionally, the law provides for the protection of the identity of the reporting party. *"Legally mandated reporters who willfully fail to report can be punished and can be liable for all damages (19-10-104, CRS 1986)."* In Colorado, *"the person*

reporting the suspected neglect or abuse need not and should not attempt to verify the facts. It is simply your responsibility to report the situation and allow the proper authorities to handle the case and prove or disprove the allegations.”

If there is any reason to question whether an incident, circumstance, or concern should be reported, it should be.



Department of Human Services

The center is maintained on a level to fulfill the requirements necessary to be fully licensed as a Childcare Center by the Colorado State Department of Social Services.

The below information is a notice from the Department of Human Services Division of Childcare for the State of Colorado.

Dear Parent:

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license and inspection reports.

Colorado requires that childcare providers report all known or suspected cases of child abuse or neglect. Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of neglect, physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from Colorado Child Abuse and Neglect Hotline.

Colorado Child Abuse and Neglect Hotline

1-844-CO-4-KIDS or 1-844-264-5437.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, if you have any concerns about a childcare facility or would like to file a complaint about this facility, you can do so by contacting the Colorado Department of Human Services Division of Childcare.

Colorado Department of Human Services Division of Childcare

2575 Sherman Street

Denver, Colorado 80203

303-866-5958 or 1-800-799-5876

Acknowledgment

Upon enrollment, each parent's signature, in the Disclosures and Permissions document, confirms they have read and understood this parent handbook and agree to be bound by its contents.