The Episcopal Day School of Evergreen
POLICIES AND PROCEDURES MANUAL

Revised 11/2026

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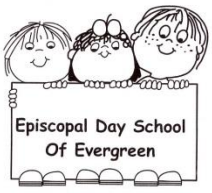
Phone: 303-674-9253
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Monday-Friday
9:00 AM – 3:00 PM
Mid-August – Mid-May

12 months through Pre-K
Integrated Curriculum

Extended Care
8:00 AM – 5:00 PM

Summer Program
May - August



Philosophy

We provide a nurturing atmosphere that gives the young child the opportunity to develop personal-social skills for successful, pleasant interactions with peers, adults and the environment. We strive to instill a positive sense of self-esteem and love, as well as foster academic readiness.

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POLICIES AND PROCEDURES

Each parent is responsible for reading all of the policies and procedures for our program. By enrolling your child in EDSE for either the Academic School year or Summer Camp, you agree to abide by these Policies and Procedures. In the event that a policy or procedure is updated, you will be notified by the email provided to EDSE in the required forms. It is the responsibility of the parent/guardian to familiarize themselves with the new information.

REGISTRATION AND ADMISSIONS

EDSE Registration is conducted in February of each year for the coming summer camp and fall school year. Registration is conducted on a first-come, first-serve basis. Returning families will have priority, being allowed to register for a full week before we open the process to new families. Registration requires completing the registration form along with submitting the required registration fee. Your child may attend a minimum of two days a week. Families will be notified of acceptance or waitlist status soon after registering. If a child is registered and waitlisted for a particular day, the family will be notified by phone or email if a space becomes available.

NON-DISCRIMINATION POLICY

The Episcopal Day School of Evergreen provides all services without regard to a student's religion, gender, race, political affiliation, nationality or ethnic origin. Medically fragile and special needs children are accepted on an individual basis.

READINESS FOR ATTENDING THE EPISCOPAL DAY SCHOOL OF EVERGREEN

The Episcopal Day School of Evergreen is licensed for children 12 months old through 6 years of age. We are not equipped or licensed as an infant program. If you are considering placing your 1 year old with EDSE, your child will be entering a toddler program and will need to display certain age appropriate skills.

The State requires that children entering in a toddler program must be able to walk independently **or** we must receive a statement indicating developmental appropriateness of placement in a toddler program. This statement must be obtained from your child's Health Care Provider.

Your child will be in a classroom with other toddlers and will need to be developmentally ready to follow an age appropriate schedule. The following is a list of other skills your child needs to be able to do before we can accept them into our youngest classroom (12-24 months). If you have any questions about the requirements, contact Rachel Chado (rachel@edse.org) who can discuss the issues in more detail.

- Be at least 12 months old.
- Be able to drink from a cup. No bottles.
- Be able to sit at the table and eat solids – no infant food.
- Be mobile. (Moves around by walking or crawling)
- Must wear close-toed shoes suitable for outdoors.
- Play outdoors daily, weather permitting, wearing appropriate outdoor gear.
- Be able to nap on a mat.
- Be able to hold off on napping until noon.
- If the child attends before or after care, be able to have only one nap a day.

If you believe your child is ready and meets these requirements but cannot yet walk, you will need to take the Readiness to Attend EDSE Form to your child's Health Care Provider to sign, which provides a statement attesting that your child has developmental appropriateness for placement in a toddler program.

READINESS FOR BOBCATS (Three Year Old Classroom)

All 3 year olds entering our 3 year old program must be potty trained. If you have a 3 year old who is not potty trained, he/she will be placed in our 2 – 3 year old program, with a diaper changing area, space permitting. If no space is available, your child will be able to attend once he/she is potty trained.

EDSE FORMS AND PAPERWORK

EDSE requires specific forms to be completed before your child attends our program. No other forms may be substituted. The exception to this is the Immunization Certificate. Health Care Providers may provide a copy of the type of Immunization Record their office uses. EDSE will transfer the record on to a State approved Immunization Certificate. Certain forms may need to be updated during the school year.

RATIOS OF TEACHERS TO STUDENTS

Numbers listed are MAXIMUM ratios

12 months – 24 months (by Oct. 1) ------- 1:5 or 2 adults for a maximum group size of 10
24 months – 36 months (by Oct. 1) ------- 1:7 or 2 adults for a maximum group size of 14
3 years – 4 years (by Oct. 1) ---------- 1:10 or 2 adults for a maximum group size of 20
4 years – 5 years (by Oct. 1) ---------- 1:12 or 2 adults for a maximum group size of 24

CURRICULUM

EDSE offers an integrated curriculum, which means we integrate both thematic material and the arts into all of our subjects and we take advantage of teaching moments throughout the day. In addition, we work on life skills, independence and responsibility, so that students are both academically and socially ready for Kindergarten. Below is a general overview of our daily schedule. Times and activities vary with each age group.

9:00 AM	-	9:30 AM	Welcome and Language-Based Table Activity
9:30 AM	-	10:00 AM	Circle Time (Literacy, Themes, Social Studies)
10:00 AM	-	10:30 AM	Morning Snack
10:30 AM	-	11:00 AM	Learning Centers
11:00 AM	-	11:30 AM	Specials Class (Art, Music, PE, Library, Computers)
11:30 AM	-	12:00 PM	Playground
12:00 PM	-	12:30 PM	Lunch
12:30 PM	-	2:00 PM	Nap/Rest Time
2:00 PM	-	2:15 PM	Wake-up Time
2:15 PM	-	2:30 PM	Afternoon Snack
2:30 PM	-	2:45 PM	Closing Circle (Books, Daily Summary)
2:45 PM	-	3:00 PM	Pick-Up

ASSESSMENTS and PARENT-TEACHER CONFERENCES

The goal of the parent-teacher conference in the preschool setting is to encourage parents and guardians to become actively involved in the educational process. There will be scheduled conferences in the Fall and Spring to inform parents/guardians of the progress their child has made. Parents/guardians are also encouraged to request a conference at any time during the year.

Assessments will be performed on Pre-K students in both the fall (to assess incoming knowledge and assist us in planning individual curriculums) and in the spring (to track progress). Results of those assessments will be shared at the Pre-K conferences.

GUIDANCE POLICY

Discipline is defined as "the practice of training people to obey rules or a code of behavior." It is NOT punishment. At EDSE, we recognize that the biggest influence on children's self-esteem is their parents, but that caregivers also have a role since they spend so much time with children. Therefore, discipline and guidance should always be POSITIVE and designed to model and teach acceptable behavior, model and teach self-control, encourage self-direction, and maintain and increase the self-esteem of the child.

To achieve this, discipline and guidance must be individualized, consistent, and appropriate to the child's level of understanding. Positive discipline will include the following:

1) Using praise and encouragement of good behavior instead of focusing on unacceptable behavior. Praise should be specific and merited, not empty;
2) Reminding a child of behavior expectations daily by using clear and positive statements, and being a role model of these behaviors;
3) Redirecting behavior using positive statements;
4) Using brief supervised separations from the group only when necessary and when appropriate for the child's age and development, and allowing the child to return to the group at whatever time he or she has regained self-control;
5) Fostering independence and decision-making skills, helping them resolve conflicts and correct behaviors and then recognizing them when they do this on their own;
6) Catching them being good and expressing pride in them;
7) Showing respect and love to the children and listening when they talk and express their emotions;
8) Setting limits and being consistent with discipline; this lets them know what to expect and why, and lessens their instances of failure and belief that they are "bad";
9) Providing choices and letting them make some decision so they can reap the benefits or consequences of a choice and have some control (this also allows the teacher to take the choice away when it is important).

There must be no harsh, cruel, or unusual treatment of any child. The following types of punishment are PROHIBITED:

1) Corporal punishment or threats of corporal punishment;
2) Punishment associated with food, naps, or toilet training;
3) Pinching, shaking, pushing, yanking, or biting a child;
4) Hitting a child with hand or instrument;
5) Putting anything in or on a child's mouth;
6) Using shame, ridicule, name-calling, yelling, rejecting, or harsh criticism;
7) Comparing one child to another;
8) Subjecting a child to harsh, abusive, or profane language;
9) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
10) Requiring a child to remain silent or inactive for inappropriately long periods of time.

CONFIDENTIALITY POLICY

Maintaining privacy and confidentiality is required of all employees and volunteers. To protect each family's confidentiality, EDSE will not share information about a child or a child's family with anyone who is not authorized to receive this information.

COMMUNICATION

It is important that EDSE be able to reach parents/guardians at all times in case of an emergency. Parents/Guardians are responsible for providing their current email and phone numbers.

1) Please feel free to call the EDSE office to check on your child during the day.
2) Teachers add a daily update in the Procare app throughout the day.
3) Teachers and administration will also communicate with you via Procare, papers and artwork in your child's folder, monthly newsletters, and class emails as well as phone calls, if necessary. We encourage regular communication between parents/guardians and EDSE staff.
4) Our goal at EDSE is to help your child develop socially, physically, intellectually and emotionally. If at any time you have a question or concern regarding your child or EDSE's program, do not hesitate to contact your teacher or Director.
5) If your child is absent due to illness, family time, or vacation, please notify your child's teacher, the school nurse, or the EDSE office.

DROP-OFF and PICK-UP

DO NOT ARRIVE BEFORE 9:00 AM UNLESS USING BEFORE-CARE
We cannot accept children before 9:00 AM as the teachers must have time to set up prior to children's arrival.
IF USING BEFORE CARE, YOU MUST ARRIVE BEFORE 8:45 AM.
Children are transitioning between Before Care and their classrooms between 8:45 AM and 9:00 AM. Teachers cannot be distracted by collecting a child and their belongings, talking to parents, and making sure a child is signed in while needing to keep close track of all the children while they move between buildings.

1) School doors are locked at all times except from 9:00 AM – 9:15 AM for drop-off, and 2:45 PM – 3:00 PM for pick-up.
2) Do not park on the street next to the Bell Tower. If there is not room to park in the Bell Tower Parking Lot, go to the paved main parking area located in front of the church.
3) If you are running late for drop-off, please notify the EDSE office or your child's teacher. When you arrive, come to the EDSE office and a staff member will escort your child to the classroom.
4) Please make every effort to arrive on time for drop-off, arriving NO LATER than 9:15 AM. Table activities and Circle Time begin quickly and it is VERY disruptive to have children arriving once our day has begun.
5) Teachers will greet you at the door to the classroom. Please do not enter the classroom during drop-off for safety reasons. Dropping off your child quickly and lovingly helps him

or her make the easiest transition into the school day. We also ask that you not engage in lengthy conversations with your child's teacher at this time, as the teacher must focus on all of the children arriving or those who have already arrived.

6) If you must drop your child off late due to an appointment or other special circumstance, we ask that you bring your child before nap time so as not to disturb the other children.
7) YOU MUST SIGN YOUR CHILD IN AND OUT EVERY DAY THEY ATTEND VIA THE PROCARE CONNECT APP! Once your child's enrollment has been confirmed, you will receive an email invite to register/sign-up with Procare Connect. Once you register, you will receive a PIN number to use when you sign in or out your child. Each person who has authorization to drop off or pick up your child will also receive their own PIN number. You will be responsible for providing PIN numbers to those people. If you need to add someone to the list of those who have authority to drop off or pick up your child, even at the last moment, a PIN number for that person can be quickly generated for them to use. When a 'last minute' person is added to the list, we will have their PIN number waiting for them at the classroom door after they verify who they are with their Driver's License. Please remember it is a strict law and safety issue that the person picking up your child completely signs out your child. If your child is not signed out, according to the law, your child is still in our care. If this happens, we will try to reach you to immediately sign out your child remotely. However, due to the liability put on us, you *may* be fined if you cannot be reached to sign out your child.
8) If you use Extended Care, you must sign in/sign your child when dropping off in extended care.
9) If you arrive late or pick-up early and your child's class in not in the classroom, a staff member will assist you in locating them on the property.
10) Please make every effort to arrive on time for pick-up between 2:45 and 3:00 PM. The teacher will bring your child to the door of the classroom. Please do not enter the classroom for safety reasons and to encourage your child to gather his or her own belongings. We also ask that you not engage in lengthy conversations with your child's teacher at that time, as the teacher must keep focus on all of the children.
11) Should you need to have a discussion with your child's teacher that would take too long at drop-off or pick-up., please make an appointment so we can arrange for another staff member to watch the class while you meet.
12) Your child will only be allowed to leave the school with his or her parent or guardian and anyone else you have authorized on the Pickup Authorization Form. If someone else will be picking up your child, you must notify the EDSE office IN WRITING of this addition to your Authorization List. Any person picking up whom we have never seen before will have his/her ID checked against the Authorization List. If that person is not on the list, your child will NOT be allowed to leave the school with that person, and parents/guardians will be called. We must have a court order to deny an authorized parent from picking up their child.
13) Doors will be re-locked promptly at 3:00 PM. If you have not yet arrived, your child will be taken to the office or Extended Care and a late fee will begin accruing. You will receive a

notice of what you owe. For every 15 minutes you are late or increments thereof, whether it is regular school hours or after care, you will be charged $25.00. Our teachers need to get to Extended Care and/or clean their classrooms and attend to their own responsibilities. Please make every effort to notify the EDSE office when it becomes apparent you might be late.

14) If you fail to pick up your child by 4:00 PM and we are unable to reach you, or if your child is in extended care and you fail to pick your child up by 6:00 PM and we are unable to reach you, Jefferson County Social Services will be notified. A staff member will remain in the office with your child until Social Services comes. We will relinquish responsibility for your child to the representative.
15) If you need to pick up your child early, come to the EDSE office and a staff member will retrieve your child from the classroom. The other children in class often become upset when a child is picked up early but they are not. You must pick up your child before or after nap time so as not to disrupt that time for the other children. Special arrangements may be made with your child's teacher in special circumstances.
16) At the conclusion of the day, teachers will do a final and thorough sweep of all classrooms and the Extended Care area to ensure that all children have been picked up.

VISITORS and VOLUNTEERS

All visitors must enter the building through the school office. Visitors will be required to sign in and a staff member will escort them. All school entrances will remain locked during school and Extended Care hours.

We do not encourage parent volunteers in the classroom at this age, as visiting parents can heighten children's separation anxiety, distract them from their activities, or make it harder for other children to focus. However, we encourage parent participation in class parties and special events.

If a child is to receive special services such as Speech or Physical Therapy during EDSE hours, you must receive prior approval from the Director. The schedule for any special services will be determined through mutual agreement with the teacher, therapist, and parent. Keep in mind the class schedule cannot be changed for the convenience of the therapist or parent. If the parent would like to attend the special service, the service will not be able to take place within the child's class. The child will need to be signed-out of the class into the care of the therapist or parent if a location other than the classroom is utilized. If the only time a therapist can come is during nap time, the child will need to be signed-out into the care of the therapist. When the special service is over, the therapist can then sign the child back into the care of EDSE. The parent must give written permission and understand that their child will not be in EDSE care or responsibility.

At times, an outside group may offer activities for EDSE children on the church property. These groups are independent from EDSE. All questions, contacts, messages, and payments must be relayed through the group offering the activities, not EDSE.

PERSONAL SUPPLY LIST

1) A **backpack** large enough to hold a lunch box, extra clothing, supplies, and a crib sheet & cover (if applicable); alternatively a large zippered bag at least 12"x 18";
2) **Sunscreen**. If you do not want your child to wear sunscreen, it must be documented in writing (State regulation) and you must provide your child with a hat and clothing to protect your child's skin from the sun – summer or winter.
3) When applicable, disposable diapers or pull-ups with Velcro tabs (at least a 3/day supply, labeled with your child's name)
4) When applicable, diapering needs (wipes, cream, etc)
5) **COMPLETE change of clothes** appropriate for the season, including underclothes, stored in a large Ziploc bag. We will keep Ziplocs in an area that is inaccessible to children. If your child is potty training or just potty trained, several changes of clothing are required, including underwear, socks and shoes.
6) **Lunch in a lunch box** with ice pack or thermos. EDSE does not refrigerate or heat lunches. Please provide food that is easy for your child to eat and is nutritious and sustaining. A single divided food container is easiest for the teachers.
7) **Spill-proof cup or water bottle** for water. The teachers keep water bottles filled.
8) ***A crib sheet*** for nap mat, blanket, and whatever is necessary for your child to rest comfortably or take a nap (pacifier, stuffed animal, etc.). Do not send a sleeping bag or nap sack. As children move around, children come out of them and they do not cover the mat well and children often end up sleeping directly on the plastic mat.
9) Please see the supply list located in your Enrollment Packet for additional supplies.
10) Please leave all toys and other unnecessary personal items at home, as these items are distracting and can become lost or damaged. Balloons and jewelry are not allowed. Pacifiers are not allowed except at nap time.
11) If a parent has been repeatedly asked to provide a necessary item. That item will be provided by the school and a charge to the family may apply.

LABELING

LABEL EVERYTHING your child brings to school. Labeling ensures that your child has the correct item at school and at the end of the day. Children often have the same lunchbox, cup, backpack, jacket, etc. If a cup has a lid, put the name on the lid and the cup. We will write your child's name on their cup in permanent marker if you have not done so already. This is a State requirement.

CLOTHING

1) **WINTER WEAR**: Outdoor play is essential for growing bodies and minds and it is part of our daily schedule. This includes winter when the ground may have snow cover. Outdoor play is only cancelled if it is raining, snowing hard, or the temperature and/or windchill is 30 or below. When the weather is cool or cold, children's clothing must provide adequate warmth. Send appropriate outdoor wear: water resistant jackets, water resistant gloves, snow pants, hats, and snow boots. Knit mittens are not appropriate for wet or snowy outdoor play but are excellent when outdoor conditions are dry. During winter, it is helpful to have a full set of snow gear left at school which can be sent home for weekend outdoor play.
2) **SHOES:** All children are required to wear shoes at EDSE at all times, even during naps. However, certain types of footwear are not allowed. No cowboy boots, Crocs, or flip flops allowed for safety reasons. Rubber soled shoes with grip and closed toes are safest for outdoor play. In winter, provide indoor shoes along with snow boots daily. If possible, teachers prefer shoes with Velcro straps rather than lace-up shoes.
3) **CLOTHING**: Children should be dressed in seasonally appropriate clothing. Do not send your child in thin t-shirts, shorts, or sundresses in the winter, especially if they must be in St. Mark's for classes or indoor playroom, as the building is old and drafty. Clothing should be appropriate for rigorous play, indoors or outdoors, and for occasional messy play.
4) **Onsies, overalls, and one piece outfits**: They need to have snaps at the crotch if your child is in diapers. This type of clothing is not appropriate for children who are in the process of potty training.
5) We do a lot of art and use markers and paint. We will take every precaution to protect clothing by using cover-ups and washable art supplies, but there are no guarantees by the art supply companies or by EDSE that your child's clothing will not become stained. Help us by sending your child in clothes that will allow them to be as creative as possible.
6) **Jewelry** is no longer allowed at EDSE. Necklaces can be a choking hazard. Necklaces and earrings may accidentally be yanked off causing injury. Earrings and rings can be a choking hazard should they fall off or are taken off and either they or another child picks it up.
7) **LABEL EVERYTHING!**

LUNCHES

Parents must provide lunch along with morning and afternoon snacks. Lunch is a very important part of your child's day at EDSE. All children should have finger foods that are already cut up or easily eaten, and we ask that you send any necessary utensils. For most food, children will be taught to use utensils, not their fingers when eating. Lunches will not be refrigerated or heated, so send lunch in a lunch box with an ice pack or thermos as needed. Do not send foods that need to be heated. Leftovers are sent home if they are containable so that you can monitor your child's intake and favorites. Though EDSE does not provide meals, if your child forgets lunch, we will provide a well-balanced alternative.

SNACKS: You will need to provide your child with a morning and afternoon snack as well as their lunch. However, older students may rotate bringing snacks for their class. Please check with your child's teacher about a snack schedule. EDSE can provide a small snack if you forget to send a snack for your child or if your child wants more after finishing their own snack. If this is needed, you will be informed we provided your child with extra snacks. Snacks or food for special occasions provided for the whole class must be in their original packaging and cannot be made at home (State requirement).

PLEASE PACK SAFE LUNCHESAND SNACKS!!!

1) Do not send foods that can easily choke a child. Please slice grapes, hot dog pieces, vegetables, etc. into small, non-round pieces that are not a choking hazard. NO popcorn for ages 12 months-3 years.
2) Any food restrictions in a classroom for an allergy will be posted clearly outside the classroom and communicated clearly in writing to all parents. We will follow the course of action recommended by that child's physician. Please help us keep all children safe.
3) Send lunches that a child can easily feed him/herself. Please include proper utensils.
4) **Do NOT send lunches or snacks in plastic baggies, plastic wrap, or glass containers**. Use foil or hard plastic containers.
5) Children tend to get bored with the same food every day. Send a variety to make lunch fun and exciting, and use the opportunity to help your child try new foods.
6) We use lunchtime as an opportunity to talk about health and nutrition. Try to send something from all five food groups daily and avoid processed foods and sugar whenever possible. Dessert is NOT necessary at lunch and your child is required to eat healthier foods first.

EDSE IS "ALLERGY AWARE". This means that although we may not have a ban on any specific type food, such as nuts, we will ban nuts in any classroom that may have a child or teacher with a severe allergy to nuts. In addition, other specific foods may need to be banned in classrooms that has a child with a different type of severe allergy, depending on the severity of that food allergy. Should anyone in the classroom have a severe food allergy, the allergy, not person, will be posted at the entrance to the room.

NAPS

All classrooms have a required nap or rest time. This is to give them a chance to recharge with either a nap or some quiet down time on a mat. All children are required to participate in nap/rest time, but not required to sleep. If your child does not sleep, he/she will be required to remain on his/her mat quietly. Nap/rest time is approximately 12:00/12:30 PM – 2:00 PM (time and duration depend on the age level). If you prefer that your child not nap at all, you may pick him/her up after lunchtime. Your child will be brought to the office for pick-up to eliminate confusion in the classroom. However, there is no half-day tuition or refunds for early pick-up.

DIAPERING

Diaper changing stations are set up as necessary in classrooms and bathroom facilities in classrooms with children under 3 years of age. Teachers will follow the Standard Precautions guidelines. We will use only diapers provided by you with your child's name on them unless none are available. We will use wipes and diaper cream collected with supplies by the school unless you authorize otherwise.

If your child is using pull-ups, EDSE requires pull-ups with sticky or Velcro side straps.
If you are using cloth diapers for your child, you must provide at least 6 cloth diapers each day as well as a securely closed wet bag (1 or 2) for soiled and wet diapers. According to State Regulations, soiled diapers will not be shaken out or rinsed before they are put in the wet bag you provide. If there are any restrictions on diaper ointment that could damage the diapers, please tell your child's teacher. We encourage you to go over the specifics or diaper changing with your child's teacher.
If your child has a diaper rash that requires a special ointment, we must have a doctor's order whether it is prescription or over the counter. No herbal or homeopathic ointments are permitted even if a Health Care Provider prescribes it, as they are prohibited by State Law. If your child has a severe diaper rash you will be required to have it seen by your Health Care Provider for them to give us written instructions to care for the rash.

Potty Training

Children start potty training at different ages. Some children learn quickly, some take a long time. What works for one child may not work for another. Whatever the case, potty training should be a positive experience.

Some signs that your child may be ready to start potty training:

- Being dry for at least 2 hour stretches during waking hours.
- Waking up dry from a nap.
- Waking up dry in the morning.
- Verbalizing/indicating they need to go to the bathroom.
- Verbalizing/indicating they are wet or soiled.
- Verbalizing/indicating they want to be changed.
- Going to a corner or away from others when having a BM.

If your child has started showing signs of being ready for potty training, or even before they show signs, there are things you can do to get them prepared for the learning process.

- Read books about going to the potty and about potty training.

- If you can, let your child go with a sibling or with you to the bathroom.
- Talk about all aspects of going to the potty or using the big potty.
- Flush a piece of toilet paper down the toilet to help your child understand what happens. Explain it is not any part of your child that goes down the toilet.
- Have your child sit on the potty, especially after waking in the morning, before a bath, and before bedtime. Make it fun!
- Let your child pick out underwear for when they are ready.
- Teach your child and let him/her practice how to dress and undress. Be patient – it takes him/her time to put on and take off clothes. Don't forget he/she needs to put on and take off their own shoes as well.

Your child's teacher also helps with the preparation for potty training. Talk to her about what you are trying and work together on preparation. At EDSE we regularly help by:

- Reading books to the children,
- Becoming more independent with dressing themselves,
- Seeing other children go on the potty and learning it is a natural and routine part of each day.
- Talking about going to the potty with the children.

Potty Training Policy

Once a child has shown signs of being ready and has been prepared, talk with your child's teacher. Together, make a plan that you both think will work. Equal effort must be made at home and at EDSE. However, before making a plan, you must understand there are things we cannot do for your child when potty training:

1) Potty training (at EDSE) cannot begin before a child is 18 months of age.
2) We cannot have your child go to the potty every 30 minutes or sit for a long time to see if they will go. Classroom schedules and caring for several children does not allow this.
3) We cannot allow naked bottoms as a potty training tool. It is not hygienic.
4) We cannot use small portable potty chairs or potty seat inserts. This is a State rule.
5) Teach your child to wipe – we can only minimally assist them.
6) Wearing underwear as potty training is not allowed. Wearing underwear is the final step of potty training once they have had success at home and at school.
7) We cannot change the class schedule to accommodate potty training. Regular potty times are already figured into the classroom schedule.

Please be aware that there are no toilet facilities in the Bears classroom. If your child is in that classroom and you want to potty train your child, you must talk with the teacher to understand

the limitations and what can be expected due to the lack of a toilet. Please note that portable potties are not allowed.

When you are ready to start, let your child's teacher know you are going to begin. Pick a weekend or holiday to commit fully to work on potty training your child.

You need to teach your child:

- To go to the bathroom when they need to go.
- To pull down and up his/her clothing to go to the potty.
- To wait long enough to finish while on the potty.
- To wipe him/herself sufficiently.
- To flush after going to the potty.
- To wash his/her hands after going potty.

You can expect your child's teacher to:

- Be positive with your child.
- Regularly have your child try to use the bathroom.
    - Once they arrive at EDSE,
    - Before outdoor play,
    - Before lunch,
    - Before nap,
    - After nap - before pick-up.
    - In After care, after arrival and asked hourly until picked up.
- Ask your child if they need to use the potty if body language indicates they need to go.
- Minimally assist with wiping if skin irritation could occur.
- Assist with clothing your child if he/she is having difficulty.
- Assist with and teach washing their hands.

Once your child is successful <u>most of the time at home and at EDSE</u>, talk to the teacher so together a decision can be made if the time is right for your child to wear underwear while at EDSE. <u>Never send your child in underwear until this decision has been made together with your child's teacher. Never send your child in underwear if they have not been successful several times at having bowel movements in the toilet at home.</u>

CLOTHING REQUIREMENT FOR CHILDREN WHO ARE IN THE PROCESS OF POTTY TRAINING OR NEWLY POTTY TRAINED:

- 5 full sets of extra clothing including socks and a couple of sets of extra shoes. These need to be changed out as the seasons change and your child grows.
- Clothing must not be tight.
- Best pants are elastic waist band pants.
- No onsies or anything that fastens at the crotch.

- No overalls.
- No zippers, buttons, belts, or suspenders.
- No shoestring shoes (for changing after accidents)
- No boots as children can't pull their pants low enough.
- If in Pull-Ups – they must have Velcro on the sides.
- If in underwear but still having accidents, the underwear must be potty training underwear. They are thicker and can absorb much more before overflowing to shoes and the floor.

Keep in mind that potty training should be postponed during stressful life changes in your child's life such as:

- If you have recently moved, are moving, or will be moving soon.
- If you have a new baby.
- If a parent has a stressful job change.
- If you are going through or just had a divorce.
- If there has been a death in the family

About Potty Training Accidents:

Accidents will happen.

Your child will never be scolded or disciplined for having an accident whether they are in the process of potty training or are already potty trained. If a child has an accident at EDSE, the child will change clothes, their wet and/or soiled clothing will be put in a ziplock bag and sent home that day to be laundered. (It is a State regulation that we cannot shake out or wash out soiled clothing.) If/when this happens, send back extra clothing to replace the extra clothing for your child.

At EDSE we would love to be able to have every child potty train when they are individually ready no matter what age they are. However, EDSE has physical limitations that prevent early potty training for some children and later potty training for others.

If a child is in the Bear's class, they will not be able to start learning to be potty trained as there is no toilet facility in the classroom. We will not be able to assist in potty training until the child is in a new class. The child will need to remain in diapers while in the Bears class.

If a child is in the Explorer's class when all children are (3 year olds), they must already be potty trained. Children must be potty trained in the Explorer's Classroom because they are focusing on academics such as their letters, numbers, and writing. In classrooms where children are being potty trained, bathroom times are more frequent and take significantly longer.

A child is (completely) toilet trained if they can go to and use the toilet facilities without assistance. They are able to:

- Understand their body to know they need to go to the bathroom. This includes waking up to use the bathroom.
- Hold having to go until they get on the toilet. This includes waiting in line.
- Get on and off the potty by themselves.
- Pull down their pants and underwear before going and pull them back up afterwards.
- They are willing to always use the toilet instead of a diaper or pull-up.
- Wash and dry their hands independently.

OUTDOOR PLAY POLICY

All children attending EDSE will participate in outdoor activities each day, weather permitting. Weather permitting is each day that the temperature and/or wind chill is above 30 degrees Fahrenheit without rain or heavy snow. It is a State requirement for all children to wear sunscreen when skin is exposed outdoors.

We cannot honor requests to keep a child inside when his/her class is outdoors. It is our policy that children well enough to attend EDSE are well enough for outdoor play. However, should a child have a special short-term medical condition *along with a doctor's statement* that the child cannot play outdoors, there are two options:

a. Your child will be placed in another classroom during outdoor activities, space permitting. However, all classrooms must maintain staff/child ratios.
b. If there is not an alternative supervised place for your child to go during outdoor time, the parent will be called to come and pick up the child.

If you stipulate a specific sun lotion for your child, but do not provide it, there are three options:

a. You will be called to bring the sun lotion that you specified.
B. You may give us permission in writing by email or text to use a different sunscreen that we have on hand.
c. Your child will be placed in another classroom during outdoor activities, space permitting. However, all classrooms must maintain staff/child ratios.
d. If there is not an alternative supervised place for your child to go during outdoor time, you must come and pick up your child.

For children to play outdoors, they must wear appropriate clothing and outerwear for Evergreen weather conditions. Short sleeves and shorts are fine in the summer but not in the fall, winter and spring. In the coldest weather, your child will be most comfortable wearing layers of clothing. Shoes are required year round.

If you do not send your child with appropriate clothing and/or outerwear, there are four possible solutions, which will be selected in the order below:

a. If EDSE has extra appropriate clothing or outerwear, your child can "borrow" that clothing for the day.
b. You may be called to bring appropriate clothing and/or outerwear for their child.
c. You may be called to come and pick up your child.
d. The entire class may have to stay indoors. If we are forced to keep the entire class indoors for more than 2 days, a conference on compliance and the consequence of non-compliance will be arranged with the Director.

RECALLED TOYS AND EQUIPMENT

EDSE has registered with The Consumer Product Safety Commission and Safe Kids Worldwide to be alerted to any recall of toys or equipment in use.

FIELD TRIPS and SPECIAL ACTIVITIES

EDSE will not participate in any off-campus field trips that require vehicular transportation.

1) We occasionally take walking field trips off-campus. A consent form will be distributed for each child and needs to be signed and returned in order for your child to participate.
2) Teachers will have their schedules posted in order to determine where each child is at all times.
3) Special activities will be announced in class newsletters and each parent will have the opportunity to participate. These include holiday parties and guest appearances (e.g. the fire department, the dentist, etc.).

BIRTHDAYS

You are welcome to bring in a treat for the entire class to celebrate your child's birthday. Some suggestions are healthy muffins, cookies, and snack bars. Please no nuts and no candy. Check with your child's teacher about other possible allergy concerns. If you have a gift to give a child, please handle the exchange away from the classroom and the other children.

SCHOOL NURSE/CHILD CARE HEALTH CONSULTANT

EDSE employs a School Nurse instead of having a monthly visit with a Child Care Health Consultant (CCHC). The School Nurse is also fully qualified as a CCHC according to Colorado Licensing Rules and Regulations.

HEALTH APPRAISALS and EMERGENCY RELEASE FORMS

1) A State approved Health Care Provider must examine each child within 12 months PRIOR to the first day of school for children over the age of 36 months (3 years). Children under the age of 36 months must be examined at 12, 15, 18, 24, 30, and 36 months of age. EDSE requires

the General Health Appraisal Form and it must be completed by both the parent/guardian and the approved Health Care Provider for the child to be allowed to attend. The parent cannot fill out any part of the Health Care Provider's section of the form. The Health Care Provider MUST sign, date and provide the office stamp or office information in the appropriate box on this form.

2) Once a child is attending EDSE, a new health appraisal, recorded on the General Health Appraisal Form by an approved Health Care Provider, is required if it has been a year since the child's last health appraisal for children over the age of 36 months. For children under the age of 36 months a new health appraisal, recorded on the General Health Appraisal Form by an approved Health Care Provider, is required at 12, 15, 18, 24, 30, and 36 months of age. You are given two weeks to obtain a new health appraisal from the date of expiration.

3) A completed Emergency Authorization Form must be on file before your child may attend EDSE.

4) If your child has any condition that can affect his/her time at EDSE, you must make the office aware. Asthma, allergic reactions, and any physical limitations are some examples. Special health forms that we supply must be completed and signed by both your child's health care provider and you and then returned to us *before* your child attends with enough time to check & process the required forms and to train staff.

IMMUNIZATIONS

The Colorado Department of Health and Environment (CDPHE) requires children attending Child Care Centers and Schools to be vaccinated for certain childhood diseases. The immunizations required are those according to the Center of Disease Control's Advisory Committee on Immunization Practices (ACIP). Children must be up to date with their immunizations for their age to be in compliance with Colorado State Law.

In July 2020, Colorado lawmakers passed the School Entry Immunization Bill (SB20-1163) into law to increase the immunization rate for Colorado children which, at the time it was passed, was the lowest of all the states in the country.

COLORADO IMMUNIZATION EXEMPTIONS

For your information only.

Under the new Colorado Law, there are two types of exemptions: Medical and Nonmedical Exemptions. Nonmedical immunization exemptions for personal or religious beliefs have been combined into one nonmedical immunization exemption category.

A Medical Immunization Exemption may be used for children who cannot receive an immunization for health reasons. A Certificate of Medical Exemption form must be filled out by your child's Health Care Provider. The form can be found at https://cdphe.colorado.gov/vaccine-exemptions

The requirements below for Nonmedical Immunization Exemptions are only informational as we no longer accept children with Nonmedical Immunization Exemptions.

A Nonmedical Immunization Exemption is used if you choose not to have your child vaccinated for other than a health reason or if you choose to have your child vaccinated on a different slower schedule than what is recommended by the CDPHE and ACIP. A Certificate of Nonmedical Exemption must be obtained in one of these two ways:

- 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, delegated physician's assistant, or pharmacist OR
- Submit the Certificate of nonmedical exemption received upon the completion of CDPHE's Online Immunization Education Module.

Beginning July 1, 2021, parents of students in preschool or child care 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.

EXCLUSIONS:

As required by State Regulations, your child will be excluded from EDSE if at the beginning of the school year or after a two week notice if your child:

- Is not up to date with their immunizations according to the schedule required by CDPHE
- Is not following an In Progress Plan for immunizations
- Does not have an Immunization Exemption* (*Please see our Immunization Exemption Policy below)
- If a child at EDSE is diagnosed with a vaccine preventable disease that your child has an immunization exemption for.

State regulations require that we receive your child's Immunization Record or Exemption before their first day of admittance. EDSE specifically requires that we receive your child's Immunization Record or Exemption(s) two weeks before Summer Camp starts or 4 weeks before the Fall semester starts, before they may attend EDSE.

A Parent Letter about Immunizations will be emailed by mid-February for the next school year and will be provided in the required packet of forms. The State requires the letter will include the EDSE Immunization rate of the most recent year they have on file.

EDSE IMMUNIZATION EXEMPTION POLICY

At EDSE we believe that vaccinations are one of the best ways to ensure that we maintain a healthy community. We strongly advise all parents to follow the CDPHE immunization schedule. We are committed to help Colorado raise the overall childhood immunization rate and help decrease the rate of vaccine preventable diseases.

Although Colorado law states that parents have the right to exempt their children from vaccinations for personal or religious reasons, the State also has a goal for schools and child care centers to reach a 95% rate for all school required immunizations. At EDSE we agree with the importance of a high immunization rate and we do not want to increase unnecessary risk to the children that attend our school. A few years ago, we implemented our Immunization Exemption Policy to no longer accept children who have non-medical exemption. Soon after, we achieved 100% vaccination rate.

We will continue this policy to only accept children who are fully vaccinated, who may have a medical exemption, or a child in-progress to be fully vaccinated, and not accept children with a non-medical exemption. Medical exemptions must be confirmed through the Colorado approved Certificate of Medical Exemption which is completed and signed by the child's Health Care Provider and children "in-progress" must be on a very strict and regulated Catch-up Plan.

IMMUNIZATION CATCH-UP PLAN CONTRACT

Because the goal is for all children who can safely receive vaccines be fully vaccinated, we will accept children who are on a State approved Catch-up plan. If your child is behind on their immunizations, he/she may be accepted as long as you agree to a State approved Immunization Catch-Up Plan Contract. You will be required to take your child in immediately for any vaccine that is currently due or past due. You will then be required to sign a contract to have any remaining vaccine dose(s) given to your child at the minimum length of time required between vaccine doses according to the ACIP catch-up schedule. The contract will be specific to the schedule that your child needs to be up to date with immunizations. If the contract is broken, your child will be excluded until your child is back on the catch-up schedule. If dates for catch-up vaccines need to be changed, a new Catch-up Plan will be written and signed. If that schedule is broken again, your child will no longer be able to attend EDSE until they are completely up-to-date with all required vaccines.

NON-COMPLIANCE POLICY

If multiple requests have been made to keep a child in compliance, such as the need for a new health appraisal or immunizations, without the parents or guardians responding or complying, then the parents or guardians will receive a Notice of Non-Compliance with a final due date. The child will not be able to attend after the final due date until they are back in compliance.

SICK CHILDREN POLICY

There are four main and separate reasons to keep sick children at home which follows the most current CDPHE "How sick is too sick" document.

1) The child could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2) The child doesn't feel well enough to take part in usual activities (e.g. overly tired, inconsolable, overly fussy);
3) The child needs more care than the teachers and staff can give while still caring for other children;
4) The child has symptoms or an illness on the "How Sick is Too Sick" list and staying home is required.

Please do **NOT** bring your child to EDSE if he/she has had any of the following symptoms within the last 24 hours:

- Elevated temperature
- Drooling with open mouth sores
- A severe or uncontrolled coughing
- Wheezing
- Rapid or difficulty breathing
- Uncovered oozing or open sores
- Diarrhea
- Vomiting
- Lethargic behavior
- Any illness that keeps a child from participating with his/her class.

Please do not bring your child to EDSE until your child has seen your Health Care Provider (HCP) and we have received their written release for any of the following diseases:

- Chicken Pox
- Croup
- Head lice
- Hepatitis A
- Impetigo
- Pink Eye
- Rash – if contagious
- Respiratory viruses such as COVID-19, flu
- Ringworm
- RSV
- Scabies
- Strep Throat
- Vaccine preventable disease e.g. Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)

Your HCP must see your child for the diseases listed above, start treatment, and give written notice (to be given to the EDSE School Nurse) as to when your child may return to EDSE. If your HCP prescribes an antibiotic, your child must be on it for at least 24 hours before he/she may return to EDSE. <u>If your child is diagnosed with or has a suspected case of Norovirus, he/she cannot return to EDSE until your child is symptom free for 48 hours.</u> Likewise, if Norovirus is suspected in the community, children with similar symptoms will not be able to return until symptom free for 48 hours.

Listed below are more illness policies.

1) Please do not bring sick children to school. It is difficult for your child and unsafe for the other students.
2) In the event of accident or illness while at school, we will try to reach the parents first, then we will call the doctor on file.
3) Parents will be notified if one of the previously listed contagious diseases occurs at school. If a child develops one of the previously listed contagious diseases at home, the parent MUST notify EDSE. A child who becomes ill at school should not return until all danger of contagion is passed for at least 24 hours.
4) If your child is exposed to a vaccine preventable disease, please inform the EDSE nurse or the EDSE office.
5) If a family member has a contagious disease, please evaluate whether your child has come into contact with this person in the past 24 hours. Please use GOOD JUDGMENT as to whether or not your child will expose anyone by coming to school. Please note, contagious diseases are contagious before symptoms occur.
6) Do not send a child to school who cannot go outdoors to play. The teachers will be needed to supervise play and therefore cannot sit indoors with your child until the class returns to the building.
7) It places great stress on the class if your child is not feeling well. Please use the Golden Rule of "Do unto others as you would have them do unto you" if your child wakes up and is not him/herself, or has symptoms of illness.
8) If your child becomes ill at school, we will remove him/her from the classroom and notify you immediately. If we call you, we have made the decision that it is best for your child to go home. It is expected that you come immediately to pick up your child. If we cannot reach you, we will call your spouse or whoever is next on the Pickup Authorization List.
9) Should EDSE experience high numbers of ill children with similar symptoms, we may increase the time for a child to remain at home, symptom free, from 24 hours to 48 hours.
10) If a child has a persistent cough lasting 2 weeks or more and has not been seen by their Health Care Provider (HCP), we may require the child to be seen by their HCP. A note from the HCP will then be required stating when the child may return.
11) If you give your child any non-routine medication before you bring your child to school, you must inform either your child's teacher or the nurse, in writing, the name of the medication, the amount given (dosage), and the time it was given. In the rare event of an emergency, it is essential that we have that information for the safety of your child.
12) You must comply with the 24 Hour Rule for vomiting & diarrhea and for fevers: **Vomiting and/or Diarrhea:** 24 hours must pass from the last time your child had

diarrhea or from the last time your child vomited before returning to EDSE. If your child with vomiting and/or diarrhea was exposed to Norovirus, if your child has Norovirus symptoms, or if there are several cases of Norovirus at EDSE or prevalent in the Evergreen area, 48 hour must pass from the last time your child vomited or had diarrhea before they may return to EDSE.

Fevers: 24 hours must pass without the use of fever reducing medicine and your child is feeling better before your child may return to EDSE.

13) If your child is having difficulty breathing, we will call 911.
14) The teachers always appreciate being made aware of schedule changes, sleep changes, parents out of town, family traumas, etc. that would cause your child to be "out of sorts."

INFECTIOUS DISEASE POLICY

By law, certain diseases and conditions and signs of break-out illnesses are reportable to Public Health so disease control measures can be implemented. Persons treating or having knowledge of a reportable disease, whether the disease is suspected or confirmed, must report the case to the state or local public health agency. A list of diseases and conditions reportable in Colorado is available at **www.colorado.gov/pacific/cdphe/report-a-disease.** EDSE must maintain a log of student diagnoses or symptoms of illness. If your child is absent on any day your child is scheduled to attend, you must notify the school nurse of the diagnosis or illness symptoms so we can track any signs of illness breakouts.

MEDICATIONS

All medications, prescription or over the counter, given to The Episcopal Day School of Evergreen to administer to children will need to have a Doctor's Order and parental permission for each medication prescribed. For children on long term or PRN (whenever necessary) medications, the Doctor's order and Parental Permission must be renewed at each time they are required to have a health appraisal: at 12, 15, 18, 24, 30, and 36 months and then annually.

All medications must be hand delivered to the School Nurse with authorization paperwork before medication may be administered. No medication will be accepted before the required medication authorization forms have been provided to the school nurse for review. No medications may be sent via the child's backpack or belongings. All medication paperwork must be reviewed for compliance by the School Nurse before the medication may be given. Questions about medication policy and the specific forms should be directed to the School Nurse.

All medications will be administered by the School Nurse or by staff who are trained and delegated by the School Nurse in compliance with SECTION 12-38-132, C.R.S. of the Colorado Nurse Practice Act. If the School Nurse is not on campus and there is no staff delegated to give the medication, medication cannot be administered at EDSE. Until the School Nurse or staff members who have been delegated to give the medication are available, a parent or guardian must come to administer the medication. Any medication administered will be documented on a Medication Log by the person who administers the medication.

No child will be allowed to carry his/her own inhalers or epinephrine or any other medication whether it be prescription or over the counter.

All medications, whether prescribed or over the counter, should be administered at home if at all possible.

All prescription medications must be in the original container, including any outer box, and the label must clearly state:

- Child's name
- Prescribing doctor
- Pharmacy which filled the prescription
- Medication name
- Medication dose
- Route the medication is to be given
- Time the medication is to be given.
- Expiration date

All over-the-counter medications must be in the original container, including the box, and have the child's name written on the box and medicine container.

According to State Rules and Regulations, no homeopathic, home remedies, or vitamins in any form (oral or topical) may be administered at EDSE.

The EDSE combination Doctor's Authorization of Medication in the School Setting and Parent/Guardian Authorization for Medication in the School Setting form must accompany any prescription or over the counter medication that is brought to EDSE.
All medication will be stored in areas inaccessible to children at all times. Emergency medications will be stored in an area that is easily accessed by staff, but inaccessible to children. Refrigerated medications will be stored in the refrigerator in St. Mark's.

No medication will be administered if it is expired. The Episcopal Day School of Evergreen will notify parents/guardians when a medication is close to expiration so it can be replaced before it expires. If parents do not bring in new medication before the expiration date, *the expired medication will not be given.*

Medications left over at the end of treatment or the end of the school year as well as expired medications will be given back to the parents/guardians. Parents are expected to take home medication no longer in use and dispose of it themselves. However, if the parents do not pick up the expired or left over medication within 1 week, the expired or left over medication will be disposed of according to current FD protocol.

Any medication incident will be documented on the Medication Incident Report and reported to the School Nurse, the child's parents/guardians, Program Administrator, and the child's Health Care Provider (as appropriate). Medication incidents that are an overdose or a medication given to the wrong child will also require consulting Poison Control.

ASTHMA, ALLERGIES and OTHER HEALTH CONDITIONS

All children enrolled at The Episcopal Day School of Evergreen who have a severe allergy, asthma, or other condition requiring emergency medications must have written doctor's orders for the prescribed emergency medication(s) and an emergency procedure four weeks before school starts before the child begins attending to allow time for training of staff by the School Nurse before the child arrives. The form for severe allergies is The Colorado Allergy and Anaphylaxis Emergency Care Plan and Medication Orders Form and the form for asthma is the Colorado School Asthma Care Plan. If a child has another condition requiring emergency medications, the School Nurse will provide or approve the emergency plan form which will be used. Whichever plan needed must be filled out and signed by the physician. All forms have a section for the parent to fill out and sign. Parents cannot fill out the doctor's section. Should the health care condition be identified after the child is already attending, the guardian(s) must inform EDSE immediately so the School Nurse can be informed, medication and action plan orders be received, an approved health care plan be written, and training & delegation of care be provided to those who will care for the child, which all must happen *before the child returns to EDSE*. If the medication is not provided to the school and the child appears to need the emergency medication, 911 will be called before the symptoms become severe. Any expense from emergency services will be the responsibility of the parent/guardian.

INJURIES THAT OCCUR AT SCHOOL

The following steps will be adhered to in the event of injuries that occur on campus, including but not limited to biting, scratching or pinching incidents.

1) All wounds will be washed with soap and water.

2) If the skin is broken, band aids or bandages will be applied, and an incident report will be both provided to the parent/guardian and kept in the student's file.
3) If a bruise or swelling occurs, an incident report will be both provided to the parent/guardian and kept in the student's file via the Procare Connect app.
4) Parent concerns or questions about the wound should be directed to your physician. Parent concerns or questions about the incident should be directed to your teacher.
5) Both children in a conflict incident will remain anonymous according to our Confidentiality Policy.
6) Emergency services will be called for any serious life threatening injury followed by calling the parent.
7) Any accident occurring at EDSE that requires emergency care will be reported to the State.

SCHOOL CLOSINGS

In the event of snow or other extreme weather, check your local TV stations. EDSE follows the Jefferson County Public Schools' (Mountain Schools) plan of action for school closures. If Jefferson County decides to DELAY school openings, we will open at our regularly scheduled time of 9:00 AM. However, there will be no Before Care for that day.

EDSE may need to close even if Jeffco has not called for school closures if our staff cannot safely reach the school. If we make this decision, you will be notified by Procare Messaging.

In the event of an environmental emergency or security threat, EDSE follows Jefferson County's plan of action.

EVACUATIONS

FIRE EVACUATION – Structural: this is when students and staff are moved out of the preschool facility to a safe location outside the building. Students are directed to leave the building and assemble at a designated site outside the facility. Fire drill designated location is along the fences of the playground.

PROCEDURES FOR FIRE EVACUATION:

1) Activate fire alarm or otherwise alert staff that there is a fire (phones, cell phones)

2) Director calls 911
3) Evacuate the building quickly and calmly, taking attendance sheets and emergency backpacks
4) If caught in smoke, have everyone drop to hands and knees and crawl to exit
5) Pull clothing over nose and mouth to use as a filter for breathing
6) If clothes catch fire, STOP, DROP and ROLL until fire is out
7) Have staff personnel check areas where children may be located or hiding before leaving building
8) Report any missing children to the Director immediately
9) Gather in designated meeting place outside and account for all children and staff
10) Do not re-enter building until cleared by fire department
11) If students are unable to enter the building, staff will alert all families that their children need to be picked up, using the emergency text alert system.
12) We conduct monthly fire drills to ensure that the classes and staff are prepared for an emergency.

EVACUATIONS TO OFF-SITE LOCATION: In the event of a facility hazard or bomb threat in which the preschool facility and its environments are damaged or considered unsafe, we will evacuate students and staff to a nearby off-site location:

Site A: Evergreen Christian Church, 27772 Iris Drive, Evergreen

Students and staff will walk to this location through the tunnel under Highway 74, up the stairs to Fireweed Dr, and to the church. We will remain there until the "all clear" is given by emergency personnel or until Family Reunification has been organized and implemented.

EVACUATION TO REMOTE OFF-SITE LOCATION: In the event of a natural disaster or other emergency that necessitates complete area evacuation, students and staff will be moved, with the help of the Evergreen Fire/Rescue department, to one of three remote sites. Depending on the threat and upon recommendation from emergency personnel, the Director will make a decision as to which location we will move to. These sites are:

Site B: The Kittredge Post Office parking lot, 26300 Hill Top Dr, Kittredge
Site C: Evergreen High School baseball field, 29300 Buffalo Park Rd, Evergreen (to the west end of the parking lot, west of Olive Rd/main entrance, east of Wilmot Elementary)
Site D: Buchanan Rec Center parking lot, 32003 Ellingwood Trail, Evergreen

All staff members will accompany the students to the evacuation site and remain with them until all children are released to their families. The Director will implement our Emergency Alert/Family Reunification system in order to notify all families immediately about the evacuation and where their children will be taken. Students will only be released to persons who are listed on the student's Pickup Authorization Form.

PROCEDURES FOR OFF-SITE EVACUATIONS: These procedures are used when circumstances require the evacuation and relocation of students and staff to a remote site where students will be accounted for and released to parents or guardians. During emergencies, parents, relatives and friends often rush to schools to check on the safety of their children. The resulting blockage of streets and parking lots can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect concerned individuals to a site that is remote from the school facility and to evacuate students and staff to that site.

The Director will call 911 and notify emergency personnel that the preschool will need to be relocated to an evacuation site as soon as possible. The Director will determine which location we will use, advise staff of the decision to implement the Off-Site Evacuation, and begin evacuation procedures immediately. The Director will also initiate the Emergency Alert / Family Reunification system, and will ensure that all students and staff have left the facility. Once at the remote location, the Director will also alert Channel 9 News as to the evacuation and request that the station broadcast the evacuation site for families (only Site A, B, C or D; no actual location).

Staff will take class rosters/attendance sheets and emergency backpacks as they exit with the children. Before leaving the facility, staff will take roll and account for all students, and roll will be taken again before leaving the site, en route, and upon arriving at the remote location. **The emergency backpack must include any student medications (e.g. epinephrine injectors or inhalers) and all student paperwork including emergency contact information and Pickup Authorization Form.**

EMERGENCY ALERT / FAMILY REUNIFICATION SYSTEM: The Emergency Alert/Family Reunification system is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever removal to a remote site is needed.

The Director will, if possible, email the evacuation site and message through Procare. Only the name of the evacuation site will be broadcast (Site A, B, C or D); no actual location information will be provided to the public. Please be familiar with the evacuation site locations listed above.

The Director will notify any personnel at the evacuation sites in order to prepare them for the arrival of the students and staff. Once at the site, the Director will secure a holding area for arriving students and staff away from waiting family members. A check-in area will be established for parents/guardians to show identification and sign their children out. Students will only be released to authorized persons after identification is checked and sign-out is completed. Reunited families will be instructed to leave the evacuation site quickly to make room for others.

Staff will account for all children, remain with their assigned students, sign out children only to authorized persons, and check identification if necessary. Staff will follow all instructions by the Director and/or emergency personnel and may be asked to assist in staffing certain areas of the evacuation site and in calming parents/guardians.

LOCKDOWN PROCEDURES

Lockdowns are implemented when an incident or situation calls for the campus to be secured (e.g. active shooter).

1) The administrators will signal with an announcement that a lockdown is in place. We will call 911 and activate the fire alarm. We will continue to monitor the situation and will activate the ALL CLEAR when resolved.
2) Staff will move all students to the nearest classroom, assisting those who need it.
3) Classroom doors will be closed and locked.
4) Windows blinds will be closed and the door windows covered.
5) Students will be directed to sit or lie down and stay quiet.
6) Lights will be turned off, phones silenced.
7) Staff will await further direction from the administrators and will not attempt to leave the safe area until ALL CLEAR is signaled by officials and the administrators.

RESPONSE TO A LOST CHILD

A headcount of all children in each classroom will be taken when they arrive and at every transition. This includes bathroom time, washing hands, clean up and outdoor time (before, during and after). If it is determined that there is a missing child, all areas inside and outside will be immediately inspected by the Director. If the child is not found, all exits will be secured and an exact roll call will be taken in each classroom. The parent/guardian will be called immediately along with 911.

CHILD ABUSE REPORTING

Colorado state law requires any caregiver or staff member in a child care 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 or law enforcement agency.

If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county Department of Social Services, police department, or other law enforcement agency in the community or county in which the child care facility is located.

Department of Human Services
Division of Child Care
1575 Sherman St., Denver, CO 80203
Colorado Child Abuse and Neglect Hotline: 1-844-CO-4KIDS (1-844-264-5437)

TERMINATION OF ENROLLMENT

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child and the other students. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff or property by the child or the family
- Disruptive or dangerous behavior
- The center's inability to meet the child's needs
- Failure of parents/guardians to consistently comply with EDSE's Policies and Procedures
- Failure of parents/guardians to maintain proper health requirements

Every effort will be made to avoid termination by working with the parents to resolve the situation. The following steps would be taken to address a situation before termination of enrollment is enacted:

1) Parent-teacher conference
2) Parent-Director conference

3) Contacting Child Find if appropriate
4) Contacting a Mental Health Consultant
5) If none of these steps result in satisfactory resolution and the parents are unwilling or unable to assist in resolution, the child's enrollment will be terminated and the parents notified by a letter from the School Board and given two weeks' notice. Any tuition paid for the current month is non-refundable but any tuition paid further will be refunded.

COMPLAINTS

If you wish to file a complaint, please call the Colorado Department of Early Childhood at 303-866-5958.

TUITION INFORMATION and BILLING POLICIES

EDSE charges a yearly tuition based on the number of days per week a child attends. It does NOT reflect the number of days a child actually attends. The yearly tuition holds that spot for that child for the entire year. The ten monthly installment payments are a part of the total yearly tuition and does not change based on absences, days per month, or school breaks. No refunds or make-up days will be offered for absences of children due to illness, vacations, those withdrawn before the month is over, or because of days missed as a result of inclement weather.

PAYMENT OPTIONS and DUE DATES:

The first monthly payment is due the first day EDSE opens for school and thereafter on the 1st of each month beginning September 1st through May 1st. Payments made after the 10th of the months for either payment option above, are considered late.

Refunds will not be issued for payments made for any or all months beyond the one currently invoiced should you need to withdraw or change your child's schedule.

You may pay with a credit card, check, ACH withdrawal, or cash. Credit card payments will be charged a 3% fee. **Debit and bank cards are not accepted.** Please make checks payable to Episcopal Day School of Evergreen, or EDSE. Payments may be dropped off at the EDSE office, in the black drop box in the church near the double doors, or in the locked drop box on the right side of the main office building (St Mark's) entrance door. Please do not give tuition payments to your child's teacher.

LATE FEES, NSF Fees, and WITHDRAWALS:
Although non-profit, EDSE is self-supporting and depends on your prompt payment of tuition to meet its obligations. A late fee of $25.00 will be charged after the 10th of the month if we have not received payment, including when the 10th falls on a weekend or holiday. Late fees are applied on the 11th and then every 10 days until total bill, including the late fees, is paid.

Any fee charged to EDSE due to your payment being returned because of insufficient funds will be added to your tuition.

A two week notice is required for changes to your child's schedule.
If it is necessary to withdraw a child from the program, the parent should inform the Director in writing at least 1 month before withdrawal. If we are not informed in this manner, final tuition adjustment will be charged from date of notice.

REGISTRATION AND ADDITIONAL FEES:

Registration: $200.00 for single child families
$250.00 for multiple child families
The Registration Fee is due at enrollment and is non-refundable if space is available. If your child is on the waitlist, you will not pay this fee until a spot becomes available.

Supply fee: $175.00 per child; this is to help us pay for supplies used in the classroom and specials throughout the year.

Extended Care, optional (School Year or Summer Camp):
$20.00 for Before Care (8:00 AM – 9:00 AM) with contract
$30.00 for After Care (3:00 PM – 5:00 PM) with contract
$40.00 for both with contract
Sibling discount 50%
Extra drop-in days, if available, for children with a contract are priced the same.
Drop-in days, if available, without a contract for any portion of extended care is $40.00.

2026 – 2027 EDSE YEARLY TUITION

	FIRST CHILD	ADDITIONAL CHILDREN
2 days per week:	$4420.00 per year	$3980.00 per year
3 days per week:	$6630.00 per year	$5970.00 per year
4 days per week:	$8840.00 per year	$7960.00 per year
5 days per week:	$11,050.00 per year	$9950.00 per year

Drop in days, if available: $70.00

2027 SUMMER CAMP TUITION AND FEES

Summer Camp operates the same time and days per week as the academic school year with a day off for Memorial Day and a week off for Independence Day.

Registration fee: $100.00 per family, non-refundable
Supply fee: $125.00 per child
Drop in rate: $75.00 per child

Tuition	Per child for 12 weeks
2 days per week:	$1440.00
3 days per week:	$2160.00
4 days per week:	$2880.00
5 days per week:	$3600.00

TUITION MUST BE PAID IN FULL BY THE FIRST DAY SUMMER CAMP IS OPEN.

Payments accepted:
Cash, check, credit card and ACH
Debit and Bank Cards are not accepted.
A 3% fee will be charged for all credit card payments.

Monday campers will get an adjustment of $55.00 for Memorial Day
There are no make-up days or refunds.
Extended Care fees are billed separately and paid monthly.