

**Steele School for Early Learning**  
**5030 Carr Street, Arvada Colorado 80002**  
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GREETINGS from Steele School for Early Learning. We are a state licensed facility, and serve all members of the community.

The childcare is licensed for children 6 weeks – 12 years of age. Our childcare is adapted to a child's world so they can develop in all phases of early childhood in a protective and pleasant environment. The following information is to assist you in planning for a successful school year by listing our guidelines and regulations, and by providing some general information. If you have further questions, please feel free to discuss them with the administrative office at Steele School for Early Learning. We have an open door policy and are happy to hear your questions or concerns at any time.

The mission of Steele School for Early Learning is to provide children with a safe, loving, respectful, quality environment where children can learn and grow. To provide parents with a safe, worry free, nurturing environment that is respectful of each family's values.

#### ABOUT OUR STAFF

All staff employed at Steele School for Early Learning have undergone a criminal background check through the Colorado Bureau of Investigation, FBI and Dept of Human Services. They have also been checked through a national record for abuse and neglect.

The teachers and staff are all mature adults who understand the requirements to care for children in Infants through Pre-Kindergarten. All are trained in early childhood education and development, and are selected because of their knowledge, love, sympathetic understanding, and ability to teach young children.

#### ADMISSION POLICY PROCEDURES

Call or email the school office to arrange for a personal tour of the facility. The reservation fee is equal to one week of tuition set forth on the rate sheet for the age group your child falls in upon enrollment. Once the reservation fee and paperwork are completed this reserves your spot for your intended start date. This fee is non-refundable and does not apply toward your tuition. This guarantees you a start date agreed upon by admin.

The following forms must be completed and returned to the school office before your child's enrollment and registration becomes official. All forms must be updated every January regardless of start date. Please see the Student health records and immunization sections for more information.

REGISTRATION/EMERGENCY FORMS: (Due every January)

CHILD PICK UP INFORMATION

EMERGENCY INFORMATION AND AUTHORIZATION.

HEALTH HISTORY.

CONSENT AND RELEASE.

TOPICAL OINTMENT ADMINISTRATION

TUITION AGREEMENT

## ADMISSIONS POLICY STATEMENT

IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, it is our policy to admit and to treat all children without regard to race, color or national origin. The same requirements for admissions are applied to all students. Children are assigned within the school without regard to race, color, or national origin. There is no distinction in eligibility for, or in the manner of providing to any child, the services provided by or through the auspices of Steele School. All persons and organizations having occasion either to refer children for admissions or to recommend Steele School for Early Learning are advised to do so without regard to the child's race, color or national origin. If you have any questions concerning compliance, talk first with the Director, If you have further concerns, you may contact the Executive Director of Colorado's Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203 or the Regional Director of the Office of Civil Rights, Department of Health, Education and Welfare, 1961 Stout Street, Federal Office Building, Room 9017 Denver, Colorado 80294.

**AUTHORIZATION FOR MEDICATION AUTHORIZATION FORMS:** In accordance with regulation 7.702.62C, "Prescription and non-prescription (over-the-counter) medications can be administered only with the written order of a person with prescriptive authority and with parental consent." **If Your Child Requires Medication While at Child Care or School:** All prescription and nonprescription medication given in child care or school settings require a written authorization from your healthcare provider, as well as parent written consent. This is a child care licensing requirement. The medication authorization forms are available from the director or can be sent via email. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration and the length of time the medication needs to be given. All medications must be brought in the original labeled container. Note: Medication prepared in a bottle or "cup" may not be left with program staff. Vitamins are considered like any other medication, please do not leave them with your child. Program staff involved in medication administration receive special training and are supervised by a nurse consultant. Program staff is not authorized to determine when an "as needed" medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse. Any expired medication that is not picked up within one week from the director's office will be disposed of per FDA regulations.

## AUTHORIZATION FOR TOPICAL MEDICATION FORM

This form gives Steele school permission to apply topical ointments that are being used as a preventative. Examples are diaper cream, lotion, and sunscreen. Note: diaper cream may only be applied if the skin is not broken. Anything being used as a treatment will require a doctor's note, ie- tylenol, anti-fungal,ect

## ABSENCES

We assume that your child is going to be here every day that they are scheduled to attend. If your child is going to be absent, please send a message through the Lillio (Himama) app as early as possible that morning so that the teacher can plan accordingly. If your child has contracted a communicable disease, you are required to contact the school immediately so that we can let our other parents know that there is a case in the center so they can watch for symptoms as well. Your child's name will not be released.

## ACCIDENT- ILLNESS/ sick child policy

Parents will be informed of any accident or injury by way of an “Accident/Illness Report” which will be given to you to be read and signed before the child leaves for the day. You will be notified by phone if the injury might require further attention or a doctor visit. In case of an emergency, if parents cannot be reached, we will call your emergency contacts indicated on your Emergency Form or emergency services at Steele School’s discretion.

Children with any infectious disease or signs of a communicable disease must remain home. These **must be** reported to the administration. The health of each child will be noted when he/she enters school and during the day. If any symptoms are observed, they will be refused admittance or be sent home. When communicable diseases are reported to the school, we will send out a general notice to everyone to inform them that it is in the center and what symptoms to watch out for. If your child has had the possibility of coming into contact with them you will receive a close contact letter.

If your child becomes ill. The Main Office staff will notify the parent(s) or guardian(s) as soon as possible.

It is school policy that parents be notified if the child is running a temperature. The temperature will be taken at least 3 times ( combination of teacher and admin). If the temperature is 100.4°F degrees or more (100°F for infants 6 weeks- 15 months) you will be asked to pick your child within a half hour, with the recommendation that you contact a physician. Steele School policy also requires the child to be fever free for 24 hours (from time of pick up) without fever reducer before returning to care. They must also be able to eat, drink, and participate in all school activities. Steele School reserves the right to extend exclusion periods as needed based on many factors. Please note that a doctor’s note doesn’t automatically clear them to return.

There are four main reasons for children to stay home:

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 does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child has symptoms or an illness where staying home is required.

### **Infant room sickness**

Our little ones still have very weak immune systems. When they get sick it spreads like a wildfire. Illnesses like RSV come around every year, but they can easily and quickly become serious. While we can’t prevent them from getting sick; we do want to do our best to decrease the chance of them spreading the sickness and hopefully catch the illnesses early enough that it doesn't lead to more serious conditions. With that said we have stricter guidelines and health policies for this room to protect our littlest group.

Any child who is sent home will be expected to remain at home until they are symptom free for 24 hours without medication. Unless approval is given by the administration.

Symptoms that require exclusion from school may include but are not limited to:

- Diarrhea ( 2 or more in a day without other cause ie medicine.)
- Flu-like symptoms

- Vomiting
- Fever
- Severe and new cough
- Mouth sores
- unexplained Rash (dr. note may be required)

## SPECIFIC EXCLUSIONS

Steele school follows all the requirements and recommendations put forth by the AAP and state licensing. Steele school reserves the right to have policies in addition to the above. Depending upon circumstances and outbreaks at Steele School reserves the right to extend the exclusion period. Including, but not limited to:

- Pink Eye/ eye infections- Must be on drops for 24 hours before child care returns to care. If no drops are prescribed the exclusion period is 48 hours. Please see medication administration for details if drops are needed while at school.
- Lice- Child must have 3 treatments of lice shampoo (over 3 days) and be examined by an admin before they can return to school.
- Diarrhea- Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine. 24 hours exclusion and symptoms have to improve.
- Fever- a child must be fever free for 24 hours without the aid of medication for 24 hours before they can return. infants is 100 F and toddlers and up are 100.4 F.
- Hand Foot Mouth (Coxsackie Virus) -child must be free of sores inside the mouth, and on the lips; sores must not be weeping/oozing (on any part of the body). If scabs come off during care you will be asked to pick up your child. This is in addition to the above. (Dr note required, along with Steele School exclusions.)
- Croup/RSV- Must not be wheezing and have a doctor's note to return. When diagnosed with croup or RSV you must notify the center. The child may not return to care for 48 hours from the time of diagnosis. This is in addition to the above. (Dr note required, along with Steele School exclusions.)
- Vomiting- The child must not be vomiting for 24 hours before they can return to school and also must meet all requirements above.
- Covid- please read age specific exclusions below:
  - Infant and Toddler Rooms

Our infant and toddler rooms contain a population that is still building up those little immune systems, constantly on playing the floor, and have no concept of other's space. For these reasons Steele School's rule for covid will be:

- If there is a positive case in the household your child(ren) must quarantine for 10 days.
- If your child is positive your child must quarantine for 10 days.
- Isolation is for those who have tested positive using any diagnostic test for COVID-19 or developed symptoms after a COVID-19 exposure.(PER JCPH Rules)
- Day 0 is considered the date of either symptom onset or the date of the positive test collection. **Earliest eligible return is on day 11** if the person has been fever-free for 24 hours (without the use of fever reducing medication) and there has been significant improvement of symptoms.)
- ALL POSITIVE CASES WHETHER HOUSEHOLD OR CHILD MUST BE REPORTED TO STEELE SCHOOL.

- **Intermediate, Preschool, Pre-K**

Our Intermediate, Preschool, Pre-K rooms contain a population that has had a chance to build up those little immune systems, play at the tables or at centers, and have a concept of other people's space. For these reasons Steele School's rule for covid will be:

- If there is a positive case in the household your child(ren) must quarantine for 5 days.
- If your child is positive your child must quarantine for 10 days.
- Isolation is for those who have tested positive using any diagnostic test for COVID-19 or developed symptoms after a COVID-19 exposure. (PER JCPH Rules)
- Day 0 is considered the date of either symptom onset or the date of the positive test collection. **Earliest eligible return is on day 6** if the person has been fever-free for 24 hours (without the use of fever reducing medication) and there has been significant improvement of symptoms.)
- ALL POSITIVE CASES WHETHER HOUSEHOLD OR CHILD MUST BE REPORTED TO STEELE SCHOOL.

**This is in addition to our Highly Infectious Illness Preparedness Plan. See our Highly Infectious Illness Preparedness Plan. During an outbreak of any kind, we will follow our Highly Infectious Illness Preparedness Plan, and all exclusion periods outlined in it, along with all recommendations from our governing agencies. See our Highly Infectious Illness Preparedness Plan below. Exclusion periods are subject to change based on recommendations from our local lath department and nurse consultant.**

## ADJUSTMENT, TRANSITION, AND PROBATION

At any school there is a time of social adjustment and transition for the child AND the parents. However, if at the end of this time period we feel that your child cannot adjust, shows aggression toward teachers and other students this includes biting, hitting, spitting or throwing things. We may ask that you find another childcare center which will better meet your child's needs.

We want you to know that we will help you and your child in any way that we can. These next weeks and months will be filled with lots of love and compassion for you and your child.

We urge all of our parents to communicate with the administration and teachers about any questions or concerns. You may request a meeting at any time..

We want your child to become a strong individual within their families, neighborhood, and at our school. We want your child to be happy and to grow physically and mentally, while they are with us. We're looking forward to a bright and exciting future with you!

## ALLERGIES

**Steele School is a nut free facility.** If your child has allergies to certain foods (i.e. milk, peanut butter, dairy, etc.) we are, by law, required to have a signed note from your physician or health care provider that your child is not allowed to receive these foods. An allergy plan must also be provided. The physician may suggest substitutions

that your child may have during his/her meal (parents are to provide any food substitutions). Please also notify us if your child has food preference- ie. vegan, vegetarian, ect. Each classroom has access to the child profile to see allergies.

Due to severe **nut** allergies, no nut products may be brought for any party treats, lunches, or snacks.

Due to severe allergy in intermediate- no raspberries in Intermediates.

Due to severe allergies there may be certain exclusions of food for specific classrooms.

## BIRTHDAYS

Birthdays are very special occasions. You are welcome to send a nutritious treat for the class. This must be store bought and brought in the original packaging. Please no sweets. Please make arrangements with the classroom teacher. Treats will be given out during afternoon snack time and we will do our best to make it a special day for your child. Due to severe nut allergies, we ask that no nut products or foods that are manufactured in a facility that contains nuts be brought for any party treats.

If your child wishes to host a birthday party and invitations need to be sent, give the invitations to your child's teacher, and the teacher will make sure they get sent home. These can also be sent through Lillio (Himama). It is suggested that you invite the entire class to avoid hurt feelings.

## CHILDCARE SCHOOL HOURS

The childcare center is in session Monday through Friday. Our doors open promptly at 7:30 a.m. and close promptly at 5:00 p.m. The closing staff members will stay with all children until they are picked up. Drop off may not be later than 9:30 a.m., unless the child has a doctor's appointment. An email, app message, or a phone call must be made ahead of time to notify the admin that your child has an appointment. Late drop off due to doctor appointment may be no later than 12 p.m. and your child must have had lunch. Planned closure dates are posted in June for the upcoming school year.

### ***Drop-off***

Please stop at the gate to your child's drop off area. do not enter the room or playground.

Your child will not be admitted for care if any of the following criteria are applicable:

1. The child is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness that are contagious, and staying home is required.



## LATE PICK UP

If you are going to be late please contact the center. In the event of a child left after 5:00, parents and/or emergency contacts will be notified by phone starting at 5:05 p.m. If the parent cannot be reached, we will make every effort to call all the numbers listed on your emergency form. If no one can be reached after 1 hour we are required to contact the Department of Human Services.

Parents must pick up and be out of the building by 5:00. pm, please arrive no later than 4:50 to ensure you have time to pick up your child before 5:00 p.m. Parents will be charged a fee of \$3.00 per minute per child, starting exactly at 5:01 pm, this fee is payable at the time of pick up or the next scheduled day of attendance in cash. Exact change only. Any fees not paid within 2 days of attendance will be charged an additional fee of \$5 per day per child. Please give payment directly to an Admin. We would ask that you plan to always be here on time as it does cause your child stress and anxiety when parents are late. Frequent violations of this policy will result in disenrollment.

Late fees also apply to special events like Parents Night Out. Parent's night out also carries a \$20 cancellation fee, if not canceled 48 hours before the event.

In the event of an emergency, please call Steele School for Early Learning at 303-431-5653. If not available please call 303-809-0158.

## CHILDCARE STATEMENTS

Childcare statements are available by February of next calendar year. Please contact the Owner if you would like to have a child care statement provided. Also notify us if your contact information has changed. You must allow at least 1 month for the statement to be processed and be current on all fees and tuition.

If you need monthly statements for dependent care reimbursement you will need to provide the correct forms and/or the specific information and formatting needed. You must allow at least two weeks for these forms to be completed. Please send information needed to the owner.

## CLASSROOM VISITORS- Special Services

If the visit is for special services, i.e speech therapy or OT, these must be approved by the Director or Owner first so we can coordinate with the classroom teacher. It should take place at a time when it will cause the least amount of confusion to the classroom dynamics. Visitors must sign into and out of the visitor log, and be in proper dress. ID or badge are required.

## CONCERNS

If you have a concern/complaint you should first address the director or owner. If your concern is not addressed to your satisfaction, you may contact The Division of Childcare, The Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203-1714.

## CONDUCT-SAFETY/DISCIPLINE

We believe that teaching children appropriate behavior is an important part of their education; we will use positive behavior support to teach and encourage children positive behavior.

Children will receive guidance regarding the proper behavior and instruction as to how to handle all emotions to include, but not limited to, anger, frustration and peer interactions.

Children will be made aware of the classroom rules each day and rules will be posted in each classroom. We believe that all children desire to make good choices and be accepted by their peers. We feel a strong responsibility to give the children the tools they need to have positive social interaction with their peers, family and the greater community.

In the event that a child does not respond to positive guidance techniques, we will request a meeting with the parents, at that time the child may be placed on a behavior support plan devised by the Director, Teacher and Parents.

If it is later decided that the child is not meeting the milestones set in the plan within a given timeline, the parents will be contacted for another meeting. If your child is causing harm to staff or other students, parents will be asked to pick the child up. Return to school will be at admin discretion. Steele School for Early Learning reserves the right to deny further enrollment to any child unable to comply with the guidance offered here. This would be a last resort.

Constructive methods for behavior are used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are never used.

***It is understood that the services of the school are engaged by mutual consent: and that, either I or the school reserves the right to terminate any or all services at any time.***

## CURRICULUM

Steele School for Early Learning provides an enriching, academic based curriculum, based on age appropriate, child centered activities, hands on activities. Steele School will use Creative Curriculum. Children are provided with large blocks of time to explore and interact with other children in the group. We will provide children with outdoor time each day,(weather permitting) so we would ask that you provide your child with clothing appropriate for the weather.

## DIAPER AND SUPPLIES

Parents will be given a list of items to bring to school. Be sure you send an ample supply of diapers and wipes. Your child's diapers will never be used for other children. Disposable diapers are preferred, however if cloth diapers are used, each soiled diaper will be sent home in a wet bag that the parent is required to supply. (According to State regulations, we are not permitted to rinse soiled clothing or throw away paper liners containing fecal matter) A clean cover is required for every change. A stack of disposable diapers as back-ups is required.

Cloth diapers must come in ready for the day. This means liners and covers put together, ready for use.If no wet bag is provided disposable diapers will be used for that day.

When supplies run low, you will be asked to bring these. If you do not provide them, after 2 attempts, you will be charged \$2.00 per diaper and \$2.00 per day for wipes.

## DISMISSAL

The school reserves the right to dismiss/disenroll any child whose tuition payments are more than two weeks in arrears, without verbal or written communication from the parent to the office.

### DRESS CODE FOR PRESCHOOLERS

Children Toddler through Preschool may wear any type of clothing that is easy for them to remove in the event of toileting or diapering. No onesies for toddler 2 and up. We request that they wear sturdy shoes. We encourage the child to wear socks with shoes. For safety reasons, no “flip-flop” type, or backless shoes will be allowed. We ask that you label the children’s extra clothing with his/her name in permanent marker. All children must wear shorts under their dresses.

Please note: Children do get messy, so please keep in mind that children should be dressed for a busy, maybe messy day.

### EMERGENCY PROCEDURE

In the event of an illness or accident needing medical attention, we will follow the parents instructions as stated on the Emergency Form. Steele School for Early Learning will always try to reach the parents, but in the event we are unable to contact you, it is the responsibility of the family to accept the expense for emergency medical treatment.

### DRILLS AND EVACUATIONS

During fire drills or an actual emergency, the approved plan of exit will be used with teacher and staff supervision. Monthly drills will be held to familiarize the children with proper procedures set forth by the Fire Department.

Each quarter we will also practice other drills such as lock-in, lock-down, and tornado.

In the event of a fire or tornado or other unforeseen disaster, all children and school personnel will either be evacuated from the building or gathered in the safest location for the situation.

### Evacuation Sites

<b>Neighborhood (Evacuate building)- <a href="#">Forge High School</a></b> 4890 Carr St. Arvada, CO 80002
<b>Secondary Neighborhood (Evacuate building)- <a href="#">Head start</a></b> 5150 Allison St, Arvada, CO 80002
<b>Out-of-Neighborhood (Evacuate area)- <a href="#">Mountain Phoenix</a></b> 4725 Miller St. Wheat Ridge, Co 80033

### FUNDRAISING

Tuition and fees provide only a portion of the total operating costs needed to provide quality education for your child. Private schools receive no outside funding and must make up for shortfalls in tuition and revenue.

Therefore, parents of private school students are asked to take an active part in one or more areas such as fundraising, volunteering, donations, etc.

Steele School for Early Learning strives to keep tuition costs at a minimum and can only continue to do so with parent cooperation and participation.

## GENERAL POLICIES

1. Parents are to provide their own transportation for each child, both to and from the childcare center. Childcare personnel WILL NOT release the child to anyone other than the child's own parent/guardian or other adult authorized by the parent. If specific individuals are not allowed to pick up a child we must have their name on file and/or a legal paperwork order. Childcare staff may not take children home.
2. Upon enrollment, you will receive a link for the Lillio (Himama) app. Once your child begins attending you will send a message every morning answering the last time sunscreen was applied (if applicable) and a picture of your child with their temperature.
3. PLEASE DO NOT allow your child to bring gum, candy, or toys. (unless it is for Show and Tell) to school at any time. Please do not send candy in lunches.
4. It is your responsibility to read the newsletters that are sent via Lillio (Himama) app and notices sent home with your child. This contains important information regarding special activities, picture days, school closures, supplies needed, etc.
5. Your child is always welcome to bring a favorite storybook or other educational material to share with the class. Please ask your child's teacher first for the best time.
6. Any change of home address, phone numbers, or place of employment, should be reported to the school office IMMEDIATELY. Updated forms will be sent out annually.
7. In order to facilitate a child's independence, care should be taken to see that clothes fit, have large buttons and buttonholes, or a zipper down to front, Shoes should have laces with tips and no knots. (younger children should have shoes that velcro or slip on). Pants/ outfits that are easy to pull down and up make pottying much easier and more successful.
8. Children often take puzzle parts, little cars, and other items home in their pockets entirely by accident. They slip them into their pockets to have them 'handy' and then forget to put them back. We would appreciate parents returning these items to the school.
9. If you have outside interests to supplement your income, the childcare center MAY NOT be used as a source of solicitation. ( asked to babysit, buy from students ect..) You may put business cards on our community board.

10. Discipline and guidance will be consistent and based on an understanding of the individual needs and developments of the child and will be directed toward teaching the child acceptable behavior. Children will not be subjected to harsh and cruel treatment, humiliation, abusive language, or punishment associated with food, napping, or toilet training. Our staff will employ distraction, redirection, verbalization of feelings, teaching by example, and ample praise for appropriate behavior. The above healthy outlets for emotion teach skillful adaptation to interaction with others and teach the child acceptable outlets for negative feelings. Our staff will react positively in a fair, clear, and consistent manner in a happy relaxed classroom atmosphere. Parents will be notified and a meeting may be necessary with administration to ensure that children who exhibit certain behaviors that are considered harmful to the class, themselves, or the staff are addressed.
11. All children are required to pay for all days in the week whether in attendance or not. Tuition is due the first day they attend each week or due the 1st of the month for monthly payments.
12. TUITION IS ALWAYS DUE IN ADVANCE. Autopay from a bank account and credit card payments (no american express) may be made through the Lillio (Himama) App. An additional fee is applied for Credit card use.
13. CHILDREN WITH SPECIAL NEEDS- As stated in A7411.1#2: Rules and regulations set forth by the Department of Social Services, Steele School for Early Learning does accept children with special needs if we feel we can be of help to them. Children with special needs will be accepted on an individual basis.

## HOLIDAYS

The school is closed for all federally accepted holidays, teacher training days, the week of July 4th, and the week of Christmas. Please refer to our school calendar for complete listing.

There will be no adjustment in fees for any of these holidays/training.

## HYGIENE

Steele School for Early Learning will include provision for personal hygiene, such as washing hands upon arrival, new classroom, after playing outside, before meals and after using the toilet. Disposable towels will be used. If a child has a “bathroom accident”, wet or soiled clothing will be changed promptly. We will dress your child in the extra set of clothing you provide. If no clothes are available they will use extra clothes provided by Steele school. We ask that you wash and return these asap. State regulations specify that we are not allowed to dump and/or rinse soiled clothing. They require that soiled (poopy) clothing be sent home in a zip-lock, wet bag, or grocery bag with all contents .

## INCLEMENT WEATHER POLICY SCHOOL CLOSURE

Steele School for Early Learning will follow the Jefferson County Public School system weather closure schedule. As part of that we will observe the same extreme weather closure days as the county. In case of circumstances that would necessitate the closing of school, such as blizzard, snow storm, tornado, or natural disaster, parents should listen to or visit: Channel 9 news or <https://www.jeffcopublicschools.org>. Please listen/visit these stations or call

the school. In the event school is to be dismissed before the regular closing time, these same stations will make announcements, or individual calls may be made. In addition to the news stations, a Lillio (Himama) message will be sent, a post to our facebook page, and our voice mailbox will be changed to ensure proper communication.

In the event of inclement weather and Jeffco is not in session, the call will be made by the owner. It will be posted and/or sent out by 5:30/6:00 am.

#### DELAYED SCHOOL/CHILDCARE OPENING

If Jeffco schools call for a delayed start we will open at 9:30 a.m. This information will be sent via Lillio (Himama) message, and posted to our facebook page. On days there is a delayed start the cut off time for arrival will be extended to 10:30 am.

The tuition will remain the same and no refunds or credits will be given.

Children will not be taken outside to play during inclement weather (if it is snowing, raining, lightning, black clouds, high winds, or excessively hot/cold weather, etc.). Children will be offered a drink of water whenever needed as well as following outside play. On excessively hot weather days the children will be kept inside the building or in a shaded area. Labeled sippy cups or water bottles should be sent to school, and must be taken home everyday. The childcare teacher will take these outside whenever the children go out to the playground.

#### INFANT & TODDLER POLICIES

##### General Information

**Requirements to start in infants:**  
Must be successfully drinking from a bottle.  
Must be able to take non-contact naps.

Infants every morning before arrival please send the following information in through the Lillio (Himama) app:

- Time they last ate food and/or bottle
- When they woke up
- Picture of your child and their temperature
- any details of their night (rough sleep, teething, ECT.)

Toddlers and up every morning before arrival please send the following information in through the Lillio (Himama) app:

- Picture of your child and their temperature

Every day you will receive updates on eating, diapering, and sleeping throughout the day. A full report will be sent out at 6pm.

Infant bottles must be brought in pre-made, labeled (both lid and bottle) with your child's first and last name, date, ounces, and contents. It is recommended that you leave one clean bottle and formula in case of emergency. If

sending breast milk, please label each bottle as breastmilk, with first and last name, date and red band (band provided by us). You may bring one frozen bag to be used as an extra. This must go home at the end of the day.

Please label all bottles and food with first and last names and contents. Everything must go home at the end of the day.

Bottles, Sippy Cups and Beverages-

Infants will not be allowed to move to the toddler classroom, until they are completely bottle free.

Infant/Toddlers must always be sitting when drinking from a sippy cup. **Water or milk only.**

Mealtimes and Snacks;

Parents provide all lunches and starter food for infants. Morning and afternoon snacks are provided by school if age appropriate. Infants will wear a bib at mealtimes. After they eat, their faces and hands will be washed with soapy water. We will wash bibs and washcloths daily. The staff member will supervise them when they are eating, and if necessary, feed them.

Due to allergies with infants, all food that is brought to school must have been tried at home at least three times.

If a child has specific allergies or special dietary needs, please notify the director and supplement as needed.

Miscellaneous;

If car seats are brought to school, please place them in the designated area outside the classroom. Children are never placed in a car seat for disciplinary reasons or at any other time. Children also may not be left sleeping in car seats. Staff are not allowed to remove children from car seats or buckle them in.

An evacuation crib will be used for transporting infants for fire drills. Toddler wagons will be used to transport toddlers during long distance evacuation drills.

## LABELING OF CLOTHING – LOST AND FOUND

Your child's extra clothing, especially jackets, coats, boots, etc. should be permanently marked.

## MEALS

A nourishing snack is provided during the day (Morning & afternoon). Parents will pack a nutritious lunch, do not send sweets, strawberries, or nuts. Intermediate room may not have raspberries. Sufficient time will be available for snacks to be unhurried. Infants will provide all the food and formula used here at school. Infant 2 will be offered snacks.

If a child forgets a lunch, the school will provide one that meets all the USDA requirements. The first time one is forgotten there will be no charge, thereafter it will be a \$4 charge each time. This is due the next day.

#### MISSING OR LOST PERSON

Should a child be missing, staff will search the building and ground completely. If the child is still not found, the police and parent/guardian will be notified while staff continue searching the immediate surrounding area.

#### PARENT INVOLVEMENT

Parent involvement is very important. You will receive monthly newsletters from your child's teacher indicating what we have done, what we are doing, and what is ahead. We need parents to help with school functions, ground maintenance, and help with programs. We would love to involve you!!!

#### PARENT-TEACHER COMMUNICATION

Newsletters will be sent in Lillio (Himama) once a month outlining what they will be doing. Please be sure to read and note anything that affects you or your child, and to keep informed of new school policies as well as other important information. If notices/ paperwork need to be sent home we will put this in your child's backpack. Please check your child's bag each evening. Intermediate thru Pre-k have folders that are sent home each week. Please ensure these are returned to the classroom.

#### PARENT-TEACHER CONFERENCES

You may call the school office and request a conference with the administration, childcare director, and/or teacher anytime you wish to discuss a concern, questions, or problems regarding your child. Pre-K students will have conferences in October and April.

#### PICTURES

Pictures of your child may be used in any Steele School publication including but not limited to Steele School brochures, newsletters and websites. This is part of the enrollment packet. If you wish for your child picture to not be taken or used, mark on consent and release form and notify admin. Because of this we ask that you do not take pictures or videos of other children.

#### PROGRAMS, GOALS, PHILOSOPHY

Children grow in many ways, some of which may be summarized by the following terms: physical, cognitive, emotional, and social. Programs committed to excellence in design and practice, will be developed to enhance and nurture growth in the many areas in a child's development.

Our program has been planned for the emotional, physical, social, and intellectual development of the individual child. Your child needs to extend his relationships with others of his own age to learn to be creative, imaginative,



cooperative, and to develop social ability, skills, and independence. This is given the utmost attention by our well-trained and dedicated teachers.

Each child will be guided toward finding tools that he can use to cope with the demands of his environment whether they are personal, social, mental, emotional, or physical. Individuality and independence will be encouraged. Each child's large and small muscles will be developed to their greatest potential through structured and unstructured experiences in the environment.

The natural curiosity of the child will be encouraged through free exploration and openness to questioning. The growth of each child's Intellectual and language skills will be encouraged. Within our curriculum, experiences are provided to help each child develop in his own growth pattern.

#### PROPAGANDIZING AND SOLICITATION

The school should not be used for merchandising. No private selling, soliciting, petitioning, promotional, etc. may be conducted on school property.

Tracts, flyers, posters, etc. not authorized by the administration are not to be brought to school. Programs or special events by outside organizations cannot be promoted. Fundraising programs promoted through home businesses such as Amway, Tupperware, Mary Kay, Avon, etc, will not be considered as a school fundraising program.

Any fundraisers that are conducted by the school are only done so after board approval based on a benefit to the school and non-conflicting interest on the part of a parent, staff member, or student.

#### RELEASE OF CHILDREN

Please list ALL persons who MAY pick up your child/ren and anyone who MAY NOT pick up your child/ren on the Pickup Form (legal papers required). Your child will only be released to persons listed by you. If there is ever a change in who will pick up your child, it is YOUR responsibility to notify the school office PRIOR to the change. You can send authorization through Lillio (Himama). If the office is not notified, your child will not be released. This is for your child's protection. The parent/guardian MUST notify the school beforehand. It is the policy of the school to strictly adhere to this rule. No child will be allowed to leave with any other person without the consent of the parent/guardian.

Given the volatility and frequency of child custody problems, it is imperative that this information be updated as needed so we can release your child/ren to authorized persons only. A copy of court orders or documentation must be given to the Steele School in order for us to be able to enforce. A parenting plan to include who has custody on what days is helpful for us to support your child/ren.

#### REPORTING SUSPECTED CHILD ABUSE

By law Steele School for Early Learning is required to report any suspected child abuse to the Department of Human Services.

## REST TIME

Each child present for full time childcare is required by the State of Colorado to take a rest after the noon meal. Rest time is from 12:30 to 2:30 pm daily for preschool (12:00-2:30 for Toddlers). Sleep is desirable, but not a necessity. Please provide a toddler-size fitted sheet and small blanket for your child's rest mat. Mark it with your child's name in large block letters with an indelible marker. We send home the sheet and blanket weekly to be laundered. The child may also bring a "sleeping buddy" to school for naptime. This will be given during naptime only (1 year and older only).

## SCHOOL CAMPUS SECURITY

All Steele School for Early Learning staff members are security conscious and policies are in effect to protect your child including our "Closed Campus" policy, May/May Not Pick Up lists, radio communications, and ID log required for all visitors. Staff members are always vigilant to report any suspicious situations to administration immediately and are watching buildings and grounds at all times.

Parents are given a code for the front door. We ask that you not share this, as it can be a security issue. We have a doorbell for people to ring, to get into the building, if they do not have a code.

## SCHOOL VISITORS

According to the Colorado State Department of Social Services Reg. #7.702.34c visitors who are unknown by Administration or school personnel must first "Log-In" in the Director's Office. Visitors must provide their name, current address, phone number, and state the nature of their visit. Steel School will verify this information with the visitor's current ID (driver's license). A "Visitor's Log" book is provided for this purpose. When a parent has a visitor who is planning to tour the school, please call the school office and set up an appointment. All visitors are expected to show courtesy and good manners during their visit.

## SIGN IN AND OUT SHEETS

We are using the Lillio (Himama) app for sign in/out everyday. You will be able to see when your child has been checked in and out.

## SMOKE-FREE ENVIRONMENT

No smoking is allowed anywhere on the Steele School for Early Learning campus or grounds by staff members, parents, guardians or visitors.

**STUDENT HEALTH RECORDS & IMMUNIZATION FORMS:** Students must get a health appraisal completed and signed by their doctor's office. A "My Chart Summary" is not sufficient. They must be signed by the doctor. Copies of this form can be acquired from administration via email. These must be kept updated. Health appraisals are due at 2, 4, 6, 9, 12, 18, 24, 30, and 36 months. After the age of three health appraisals and immunizations are only required annually. An updated immunization record is required at each well child check. This is a requirement for all students and must be kept up to date. If you are on a delayed/ catch up vaccination plan, this plan must be in writing from your child's doctor then signed and reviewed by the physician, parents, and Steele School. If the plan

is not followed this may be terms for dis-enrollment. **PLEASE NOTE: Steele School will not accept children that are not fully immunized for required vaccines, and will not accept exemptions for medical, personal, or religious.**

#### SUNSCREEN POLICY

We ask that when sunscreen is necessary that the parents apply sunscreen before arriving. Steele School for Early Learning staff will assist with the application of sunscreen to your child with your written request/permission. They will apply it to bare surfaces including the face, tops of ears and bare shoulders, arms, legs, etc before outdoor activities. The childcare staff will sunscreen the children before morning play and before afternoon play. Sunscreen will be reapplied if outside for more than 1 hour. Sunscreen will not be applied to any broken skin or if any skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. It is the parent's responsibility to provide sunscreen with a minimum SPF of 30. A Sunscreen Permission Form is available from the Office and is also in the enrollment packet under topical ointment authorization.

#### TRAVEL-

Regardless of vaccination status, If you travel internationally, your child may not return care for 72 hours after being back in the US.

#### TUITION POLICY

Steele School for Early Learning depends on your timely and current tuition payments for its budget. The policy of Steele School is that all tuition is due and payable in ADVANCE of attendance.

All WEEKLY tuition is due MONDAY by 5:00pm of the current week. If a payment is received after Monday at 5:00pm of that week you will be charged an AUTOMATIC \$20.00 LATE CHARGE and an ADDITIONAL \$10.00 for each week that your tuition is past due.

All MONTHLY tuition is due the 1st of each month. If a payment is received after the 5th of the month you will be charged an AUTOMATIC \$30.00 LATE CHARGE and an ADDITIONAL \$10.00 for each week that your tuition is past due, being accrued from the 5th of the month to date. (When the 5th falls on a Saturday or Sunday, tuition payment may be made the following Monday by 5:00pm.)

There is no reduction in rates for illness closures, child illness, holidays, snow days or staff planning days. If this school policy is not respected, your child may be dropped from our school enrollment until your account is made current.

An outstanding balance on an account (tuition or childcare fees) at any point during the year may jeopardize a student's current enrollment at Steele School for Early Learning. Steele School reserves the right to place a student on a waiting list at any point to return, due to an outstanding balance on the account.

There will be a \$35.00 charge for all failed payments. You will be called when your payment is returned to us, and we will charge your account. The school reserves the right to dismiss any family whose payments are consistently returned or require “cash payments only” thereafter.

Potty training rates are independent of which classroom they are in. See Toilet Training section for more details.

## TUITION/FAMILY RATES

Steele School for Early Learning will offer a 5% discount on the oldest child’s tuition for the following :

- military (Honorable discharge Only, must show a copy of dd214)
- service jobs (police, fire, EMT, prison guard, nurse, and doctor, must have copy of badge)
- Siblings- families with more than one child enrolled in the school.

**Discounts may not be combined. Discounts do NOT apply to annual registration fees.**

## TUITION/TEACHER DISCOUNT

Steele School for Early learning will give teachers a 5% discount on the oldest child’s tuition. Must have a copy of the badge. Teachers may opt for part-time during the summer only June- August (minimum of 3 days/week Days are Tuesday, Wednesday, Thursday). Extra days may be added at daily rate. If the part-time option is taken the 5% discount during the school year will not be applied.

## TUITION/PAST DUE ACCOUNTS

A percent per month service charge 1.5 % (annual 18%) may be charged on all accounts 30 days past due. An approximate \$250 service charge will be assessed on all accounts that are turned over to our collection agency. This will happen after all attempts by the school have been ignored. You are to assume that if your account has been turned over to our collection agency, that your child has been withdrawn.

## TOILET TRAINING

We will not attempt to toilet train children under the age of 24 months. We will be happy to assist in potty training after the age of 24 months if parents request.

When your toddler turns 2 ½, has a clear understanding of and is consistently involved with the toileting process (90% potty trained including bm) is emotionally and socially ready, can verbally communicate their bathroom needs, and there is room in the next classroom they may be advanced to the next group. Administration will give you notice when we see your child is ready.

To be considered fully potty trained, the child must be accident-free for at least four weeks, this is to include no pull up and dry at naptime. Potty training rates are independent of which classroom they are in.

## VIDEO AND TELEVISION VIEWING POLICY

Television and video will not be used in children under 2.5 years old. Children above this age will only use it for the occasional party or fun event (no more than 3 times a year).

## WITHDRAWING

We understand that life happens. People move and great opportunities arise. We are always sad to see students and families leave us, however, we understand. If you find yourself in the position that you need to withdraw your student from Steele School for Early learning, a written two weeks notice must be given and what their last day of attendance will be. The two weeks after the date of written notice, are required to be paid for, whether in attendance or not.

If you find yourself in a position of wanting to enroll again. This is considered a broken enrollment. Your registration fee and annual fee will be due upon re enrollment.

# Steele School Highly Infectious Disease Preparedness Plan Including Pandemic Flu / Emergency Preparedness Plan

## Introduction:

**Purpose:** The purpose of this highly infectious disease preparedness plan is to increase the communication to our staff and students in the event of an outbreak. The plan would serve as a resource guide for planning and responding to a sudden pandemic within our school. Highly infectious illnesses may have a short incubation period, spread easily, and cause severe illness or possible death, and may have no possible existing vaccine or treatment. The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption while reducing morbidity and mortality.

- Enable Steele School for Early Learning to continue to operate and provide services as normally and effectively as possible in the event of a highly infectious disease outbreak with minimal academic and economic losses. Steele School for Early Learning's response will be directed by Jefferson County Public Health (JCPH) Department's and State Licensing's direction and guidance. This plan coordinates federal, state, and local agencies.
- Continue the essential core operations of Steele School for Early Learning in the event of increased staff/student absences due to a highly infectious outbreak.
- Establish and maintain a coordinated command system with the JCPH, State Licensing, CDC, our nurse consultant, and Steele School for Early Learning.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies.

Steele School for Early Learning recognizes that our schools are a critical community institution for many people, staff and children. The threat of a highly infectious outbreak in our schools could be detrimental to the community. By following this highly infectious disease preparedness plan, we are dedicated to reducing the miscommunications that may encompass the chaotic nature of an outbreak of any highly infectious illness. This plan outlines Steele School for Early Learning's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as Pandemic Flu in a collective, community approach. Steele School for Early Learning will coordinate with JCPH for any antibiotics or other treatments for staff, families, and other Jeffco community members; coordinate with other close districts for safety measures related to the outbreak; Prepare and provide for mental health/crisis service needs of staff, students and families.

## Scope:

The scope of this preparedness plan covers the most prevalent highly infectious illnesses such as Pandemic Flu, other airborne respiratory illnesses – COVID-19 (coronavirus), MERS and SARS, Ebola, airborne viruses such as Anthrax, and all other unknown diseases.

### **Pandemic Influenza**

Influenza viruses are notable for their resilience and adaptability, which is why influenza remains an ever-present threat to global health and the most likely pathogen to cause the next pandemic. Influenza viruses circulate year-round and cause seasonal epidemics. Because influenza viruses continually circulate, changes in the genetic makeup of the virus require the reformulation of vaccines on an annual basis to protect against severe disease and mortality. Influenza pandemics happen when a new (novel) influenza A virus emerges that can infect people easily and spread from person to person in an efficient and sustained way, and to which most of the world's population do not have immunity. (Taken from [www.hhs.gov](http://www.hhs.gov))

### **COVID-19 (Novel Coronavirus) Updated July 10, 2023 -What is COVID-19?**

COVID-19 (coronavirus disease 2019) is a disease caused by a virus named SARS-CoV-2. It can be very contagious and spreads quickly. Over one million people have died from COVID-19 in the United States. COVID-19 most often causes respiratory symptoms that can feel much like a cold, the flu, or pneumonia. COVID-19 may attack more than your lungs and respiratory system. Other parts of your body may also be affected by the disease. Most people with COVID-19 have mild symptoms, but some people become severely ill.

Some people including those with minor or no symptoms will develop Post-COVID Conditions – also called “Long COVID.”

How does COVID-19 spread?

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. Other people can breathe in these droplets and particles, or these droplets and particles can land on their eyes, nose, or mouth. In some circumstances, these droplets may contaminate surfaces they touch.

Anyone infected with COVID-19 can spread it, even if they do NOT have symptoms.

The risk of animals spreading the virus that causes COVID-19 to people is low. The virus can spread from people to animals during close contact. People with suspected or confirmed COVID-19 should avoid contact with animals.

What are antibodies and how do they help protect me?

Antibodies are proteins your immune system makes to help fight infection and protect you from getting sick in the future. A positive antibody test result can help identify someone who has had COVID-19 in the past or has been vaccinated against COVID-19. Studies show that people who have antibodies from an infection with the virus that causes COVID-19 can improve their level of protection by getting vaccinated.

What are ways to prevent COVID-19?

There are many actions you can take to help protect you, your household, and your community from COVID-19. CDC’s COVID-19 hospital admission levels help individuals and communities decide when to take action to protect yourself and others based on the latest data and information from your area.

In addition to staying up to date with COVID-19 vaccines and basic health and hygiene practices like handwashing, CDC recommends some prevention actions at all COVID-19 hospital admission levels.

Who is at risk of severe illness from COVID-19?

Some people are more likely than others to get very sick if they get COVID-19. This includes people who are older, are immunocompromised, have certain disabilities, or have underlying health conditions. Understanding your COVID-19 risk and the risks that might affect others can help you make decisions to protect yourself and others.

What are variants of COVID-19?

Viruses are constantly changing, including the virus that causes COVID-19. These changes occur over time and can lead to new strains of the virus or variants of COVID-19 . Slowing the spread of the virus, by protecting yourself and others, can help slow new variants from developing. CDC is working with state and local public health officials to monitor the spread of all variants, including Omicron.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. Possible symptoms include:

Fever or chills  
Cough  
Shortness of breath or difficulty breathing  
Fatigue  
Muscle or body aches  
Headache  
New loss of taste or smell  
Sore throat  
Congestion or runny nose  
Nausea or vomiting  
Diarrhea

This list does not include all possible symptoms. Symptoms may change with new COVID-19 variants and can vary depending on vaccination status. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have underlying medical conditions like heart or lung disease or diabetes are at higher risk for getting very sick from COVID-19.

#### Feeling Sick?

If you are experiencing any of these symptoms, consider the following options:

#### Get tested for COVID-19

If you have already tested positive for COVID-19, learn more about CDC's isolation guidance

#### When to Seek Emergency Medical Attention

Look for emergency warning signs\* for COVID 19:

#### Trouble breathing

Persistent pain or pressure in the chest

New confusion

Inability to wake or stay awake

Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

If someone is showing any of these signs, call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

#### Difference Between Flu and COVID-19

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a coronavirus named SARS-CoV-2, and flu is caused by infection with influenza viruses. You cannot tell the difference between flu and COVID-19 by symptoms alone because some of the symptoms are the same. Some PCR tests can differentiate between flu and COVID-19 at the same time. If one of these tests is not available, many testing locations provide flu and COVID-19 tests separately. Talk to a healthcare provider about getting tested for both flu and COVID-19 if you have symptoms.



**MERS & SARS** – Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome. MERS – also known as the “camel flu.” A fairly new respiratory virus for humans. Symptoms include fever, cough, diarrhea, and shortness of breath. February 26, 2020 Page 5 of 12 Some experience symptoms involving the gastrointestinal tract as well causing nausea, vomiting, and diarrhea. Spread through respiratory droplets is the believed transmission, however this is still being studied. Incubation period is approximately 5-7 days. Mortality hits one-third of diagnosed cases. Spread is uncommon outside of hospitals, thus the risk to the global community is fairly low. No diagnosed cases in the US since 2014. No vaccine or treatment. SARS – severe respiratory illness that started in southern China. No cases have been diagnosed since 2004. Initial symptoms are flu-like including muscle pain, high fever, sore throat, cough, severe muscle aches, and possible diarrhea. These symptoms may lead to shortness of breath and/or pneumonia. Incubation period is 4-6 days, although it has been known to incubate for one day. Transmission is through respiratory droplets. Although there is some belief that SARS may be spread through airborne transmission – meaning spread by tiny pathogens in the air that are inhaled.

**Anthrax** – A serious infectious disease can cause death. Anthrax gets into the body through the skin, lungs, or gastrointestinal tract. All types of Anthrax are bacterial and can spread throughout the body quickly if not treated with antibiotics. Cutaneous – most common and least dangerous – through the skin. Possible exposure comes from workers who handle contaminated animal products and get spores in a cut or scrape on their skin. Infection develops in 1-7 days after exposure. Inhalation – Most deadly form of Anthrax. Occurs when a person inhales spores that are aerosolized during the industrial processing of contaminated materials, such as wool, hides, or hair. Infection develops within a week after exposure, but it can take up to 2 months. *Gastrointestinal* – Rarely reported in the US. People who eat raw or undercooked meat from infected animals could get sick with this. Infection develops from 1-7 days after exposure. *Injection* – This Anthrax has never been reported in the US. Seen in northern Europe in people injecting heroin. People at risk are people who handle animal products, veterinarians, livestock producers, travelers, laboratory professionals, mail handlers, military personnel, and response workers. The Anthrax vaccine is currently provided only to people who are at an increased risk of coming in contact with anthrax spores, such as members of the US military, certain laboratory workers, and some people who handle animals or animal products. The vaccine is not licensed for use in children under age 18, adults over age 65, or pregnant and nursing women. We do not know when Anthrax will occur, however, federal agencies have worked for years with health departments across the country to plan and prepare for an anthrax attack. Anthrax can be used as weapon because spores are easily found in nature, can be produced easily, and can last a very long time in the environment. These spores are released quietly and without anyone knowing. The spores cannot be seen, smelled, or tasted.

**Ebola** – a rare viral hemorrhagic fever in humans and non-human primates. The virus starts between 2 days and 3 weeks after contracting the virus. Symptoms show up as a fever, sore throat, muscular pain, and headaches. Vomiting, diarrhea, and a rash may follow along with decreased function of the liver and kidneys. An infected person may bleed both internally and externally and has a very high risk of death, killing between 25-90% of those infected. Death often occurs from low blood pressure due to loss of blood. The virus spreads through direct contact with body fluids, such as blood, urine, feces, semen, breast milk, sweat, and vomit. An Ebola vaccine is currently being studied in Africa with promising factors, nothing current in the US thus far. No specific treatment is singled out for Ebola, however, supporting treatments will have to take place such as intravenous fluids, pain management, anti-nausea, and fever control. If infected, recovery depends on the

person's immune response. Ebola survivors may carry the illness in their blood for up to 10 years post recovery. Personal Protective Equipment (PPE) would be issued for all public health planners in working with the potential of the Ebola virus. February 26, 2020 Page 6 of 12

### **Monkeypox Virus**

Monkeypox is a virus that usually causes a mild illness and a characteristic rash. The monkeypox rash typically begins as maculopapular lesions then progresses to vesicles, pustules and scabs. Other common symptoms include fever, lymphadenopathy, fatigue and headache, although these do not always appear. Most cases of monkeypox last between 2-4 weeks. Very few people with monkeypox have required hospitalization. There have been no deaths from monkeypox in the United States to date.

For more information about monkeypox among children, please refer to the following resources:

- AAP News: CDC releases pediatric monkeypox guidance
- Red Book Online: Outbreaks
- CDC: Resources and Information
- HealthyChildren.org: What is Monkeypox?

How is monkeypox transmitted and how can it be prevented?

Monkeypox spreads person to person primarily through contact with infectious rashes, close face-to-face contact or contact with items that previously touched the infectious rash or body fluids

(e.g., sheets, towels, etc.). The most common way that people spread monkeypox to other people is through physical contact with the rash. Incubation, the time from being exposed to getting sick, is typically 1-2 weeks, but may be up to 3 weeks.

When to suspect monkeypox

Consider monkeypox if a patient has characteristic rash and has had close contact with a person known or suspected to have monkeypox. Sexually active teens who present with characteristic rashes should be also considered for monkeypox evaluation. Monkeypox cases without clear exposure risks such as intimate physical contact with a person who had monkeypox or household contact have been reported but they are very rare.

What to do if you think a student or staff member might have monkeypox

Persons with concerns for monkeypox infection should be directed to see their primary care providers or be seen in a school-based health clinic. Individuals with suspected monkeypox should not return to school until they have been evaluated by a medical professional and determined to not need testing or tested negative. While awaiting evaluation, individuals should be advised to:

- Avoid close contact with others (including sex, if applicable).
- Keep sores covered and wear a high a quality medical mask when around others.
- Disinfect surfaces that were in contact with possible monkeypox sores with standard disinfecting wipes.

Who is at risk for monkeypox?

Anyone can get monkeypox. Although most childhood rashes will not be monkeypox, it should be considered in some cases.

Is there a treatment for monkeypox?

Most people get better without treatment but for cases that are more severe, treatment with tecovirimat is available for adults and children through a non-research expanded access Investigational New Drug (EA-IND) protocol. Tecovirimat (TPOXX) is an antiviral medicine that has been shown to be effective for the treatment of smallpox, but its efficacy against monkeypox infections is still being studied. It is also available for individuals at risk for more severe disease such as those with compromised immune systems or eczema.

## Authorities/Roles & Responsibilities:

WHO, US Dept of HHS, CDC, CDPHE, and Steele School for Early Learning are the Authorities. During an outbreak of a highly infectious illness, the US Government – US Department of Health and Human Services (HHS) along with the Centers of Disease Control (CDC) is the national leader for overall communication and coordination efforts. If it is universal, they work correspondingly with the World Health Organization (WHO).

### **US Department of Health and Human Services along with the CDC's role is:**

- Identify, appoint, and lead the highly infectious disease response; enact or modify legislation and policies required to sustain and optimize pandemic preparedness, capacity development, and response efforts across all sectors.
- Lead national and domestic efforts in surveillance and detection of outbreaks.
- Prioritize and guide the allocation and targeting of resources to achieve the goals as outlined in a country's response.
- Provide additional resources for national pandemic preparedness, capacity development, and response measures.
- Support rapid containment of outbreaks, provide guidance to state level authorities on the use and timing of community infection control measures.
- Support biomedical research and development of new vaccines and medical countermeasures.
- Consider providing resources and technical assistance to countries experiencing outbreaks of the highly infectious illness.

The Colorado Department of Public Health and Environment (CDPHE) takes lead from the CDC. Jefferson County Public Health Department (JCPH) takes lead from the CDPHE. Both together, in collaboration have natural leadership and advocacy in highly infectious illness preparedness and response efforts. In cooperation with these public health sectors, Steele School for Early Learning cooperates in efforts to raise awareness and actions that are necessary in response to the severity of the phase of reported illness. The risks and potential health consequences are taken into consideration by CDPHE and JCPH and assist Steele School for Early Learning in the following:

- Provide reliable information on the risk, severity, and progression of the outbreak and the effectiveness of interventions used during the outbreak.
- Activate the CDPHE Department Operations Center (DOC), and notify the Governor, the Governor's Expert Emergency Epidemic Response Committee (GEERC), and the Colorado Division of Homeland Security and Emergency Management. CDPHE will collaborate with response agencies in the State Emergency Operations Center to coordinate response activities.

- Prioritize and continue the provision of health-care during a highly infectious outbreak.
- Maintain situational awareness by monitoring the highly infectious illness surveillance data and assessing the public health/medical needs of Colorado.
- Enact steps to reduce the spread of the infection in the community and in health-care facilities.
- Provide guidance, resources, and technical assistance to local health departments and aid in the need/use of vaccines, anti-virals, and antibiotics. JCPH will then coordinate with Steele School for Early Learning for the distribution of these medications/supplies.
- Coordinate with public and private healthcare systems to ensure a cohesive healthcare response statewide to handle inpatient and outpatient care.
- Protect and support health-care workers during the infectious outbreak.
- Provide PPE if needed along with other protective supplies to protect healthcare workers from transmission and infection control procedures.
- Notify the local health departments if social distancing and community mitigation is needed, such as closing schools, travel restrictions, cancellation of local, public events, isolation and/or quarantine may be required to slow the spread of the illness.

## Closures:

Steele School for Early Learning will communicate to employees, students, and families, via email/ Lillio (Himama) app. We will maintain school and stay in session until notified by authorities for the need to close. Non-pharmaceutical interventions, travel restrictions, cancellation of public events, isolation and/or quarantine may be required to slow the spread of an outbreak. Steele School for Early Learning will work closely with the CDC, JCPH, our RN consultant to monitor the need for closure. The closure time can vary depending upon the recommendations and locations of the outbreaks. Childcare is considered essential personnel by the government; due to this **we may follow different closure schedules or choices than public schools. In the event of a closure, there will be no break in tuition.** It will be paid just as a snow day or holiday would. Steele School reserves the right to change this as we deem necessary. Using our decision tree when we have strong recommendations, suggestions, or mandates to close from any governing agencies, including, but not limited to the President of the United States and/ or Colorado Governor and/or the CDPHE and/or JCPH we will implement these procedures per the Steele School administration's discretion.

Closures include Force Majeure events defined as; an event or effect that cannot be reasonably anticipated or controlled. Force Majeure events include, but not limited to: Natural disasters and/or epidemics and/or pandemics. If these events cause damage to the building and/or premises to the extent that conditions are unusable and /or deemed not safe. Steele School will close for an undetermined amount of time. All tuition in arrears will still be due.

Steele School for Early Learning's Response to an infectious illness is as follows :Our RN consultant will continue to educate school communities on prevention of illness: vaccinations, proper hand washing techniques, community mitigation, and social mitigation for prevention of transmission. Prepare the school communities to minimize health risks. Train all staff and students on these measures. Our RN consultant and school administration will develop plans with families in the event their child must be sent home due to illness or if

schools are closed. Steele School for Early reserves the right to extend and/or add to these exclusions as we need in conjunction with advice from our health department and RN consultant.

**If a child shows any outbreak symptoms as defined by the CDC & Steele School policy the child will be excluded per the CDC and CDPHE guidelines.**

### **PICK UP/ DROP OFF DURING OUTBREAK/PANDEMIC**

In the event of an outbreak or pandemic these will be the procedures for drop off and pick up:

#### ***Drop-off***

When arriving at Steele School, please pull to the front of the entrance doors. A staff member will be outside to greet you. We will sign your children in and out. We will take them into the building, and walk them to class. You will have to unbuckle your child from their car seat, if applicable.

Infants- since we cannot take infants out of the car seat infant parents will bring their child and belongings in and hand them to the teachers over the half door. Infant 1 outside door will not be used. Please use our main entrance.

This policy was put in place by Steele School, with recommendations from the Health Department and CDC.

Your child will not be admitted for care if any of the following criteria are applicable:

1. Parent or child have a temperature of 100.4°F or higher
2. Excessive / Wet cough
3. Any flu-like symptoms

#### ***Pick Up***

Parents will pull to the front entrance of the building. A staff member will greet them, radio to their child's classroom, and walk them to the parent/guardian. If you would like to call before arriving ( 10 min), please do so. This will help expedite the pick up process. Call us at 303-431-5653 or text 303- 809-0158 with the following information;

Child name

Estimated time of arrival

## **Assumptions:**

The Colorado Governor may declare a State of Emergency, resulting from a public health emergency – highly infectious illness – i.e. pandemic flu. Response to this outbreak – pandemic will require swift and coordinated action by all levels of government. CDPHE will take the role of Lead State Agency for emergency support and will coordinate with Colorado Emergency Management, within the Division of Homeland Security and Emergency Management and other state and local agencies, as part of a unified command structure. Effective prevention and therapeutic measures, including vaccine and antiviral medications, could be delayed, in short supply, or not available. Substantial public education regarding the need to target priority groups for vaccination and antiviral/antibiotic medication and the allocation of limited supplies, is crucial in averting public panic. Non-pharmaceutical interventions, travel restrictions, cancellation of public events, isolation and/or quarantine may be required to slow the spread of an outbreak. Secondary bacterial infections, following the

outbreak, may result in shortages in antibiotic supplies. JCPH will work with healthcare providers to coordinate the distribution of vaccines, antivirals, and other medications and/or medical supplies. Jeffco district RNs may be used for this. There may be a need for alternate care sites as a temporary health facility. Healthcare workers, firefighters, and police officers may be at higher risk of exposure and illness than the general population, further straining the outbreak response. Widespread illness could increase the likelihood of sudden and potentially significant shortages of personnel in other sectors that provide critical public safety and necessary services. It may be necessary to expand mortuary service capacity including Disaster Mortuary Operational Response Teams (DMORT) through CDPHE. If Pandemic Influenza, it will occur in waves – up to 2 months with little or no flu activity and last as long as 18 months where there is risk associated with the public. Pandemic influenza is known to spread rapidly from one person to the next through coughing or sneezing. Some people may become infected by touching something with the flu virus on it and touching their nose, mouth, or eyes. Influenza may shed the virus for one to two days before becoming symptomatic.

## Prepare – Prevent – Protect:

Preparedness refers to those actions and measures taken before an event in order to better handle the emergency when it arises. CDC plays a prevalent role in making sure states and local health departments are prepared for public health emergencies. CDPHE and JCPH will prepare Steele School for Early Learning before, during, and after exposure to a highly infectious illness. Public health officials recommend prior to and in the early phases of a pandemic or outbreak, to practice every day good health habits and to non-pharmaceutical interventions (NPIs) to prevent and protect the human population from the spread of a highly infectious illness. Everyday good health habits include the following:

- Avoid close contact with people who are sick. When you are sick, stay away from others to prevent passing on your illness to others.
- Stay home when you are sick so you prevent passing your illness on to others.
- Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue.
- Wash your hands after coughing or sneezing and often throughout the day.
- Washing the germs is always best and the preferred method. If soap and water is not available, hand sanitizer will kill the viruses, but not wash them away. (Steele School for Early Learning's hand washing protocol is here.
  - HANDWASHING-Handwashing is the single most effective practice that prevents the spread of germs in the child care setting. When should hands be washed?
    - Children:
      - Upon arrival to the center
      - Before and after eating
      - After using the toilet/diapering
      - Before using water tables
      - After playing on the playground
      - After handling pets
      - After coughing or contact with runny noses
      - Whenever hands are visibly dirty
      - Before going home

- Providers
      - Upon arrival to work
      - Before handling food or feeding children
      - After using toilet/diaper changing
      - After coughing, contact with runny noses, vomit, etc
      - After handling pets or pet cages
      - Whenever hands are visibly dirty
      - Before and after administering first aid
      - After cleaning up
      - After removing gloves
      - Before giving medication
      - Before going home
  - How to wash hands
    - Use liquid soap
    - Wash well under running water for at least 10-15 seconds.
    - Be sure to wash areas between fingers, around nail beds, under fingernails and back of hands
    - Use hand lotion Hand sanitizers may be used for staff and children 3 years of age and older, at times and in areas where handwashing facilities are not available
- Infants and Toddlers
  - Use soap and water at a sink if you can.
  - If a baby is too heavy to hold for handwashing at the sink then:
    - Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap.
    - Wipe the child's hands with a paper towel wet with clear water
    - Dry the child's hands with a paper towel
    - **Do not use hand sanitizers for young children under 3 years of age**
- Avoid touching your face, eyes, nose, or mouth. Germs are often spread touching these body parts.

Practice other good health strategies:

- clean and disinfect surfaces in your home, especially when someone is ill.
- Get plenty of sleep
- manage your stress
- be physically active

Other than everyday good health habits, other NPIs are thoughtful mitigation strategies to protect the community and are consistent of:

- Social distancing – create ways to provide distance between people in close contact areas including work and school.
- Closures – possible closures of non-urgent/mandated events – not necessary to hold extra community events during an outbreak or pandemic. Be prepared and informed, take an active participation in the event of an outbreak or pandemic.

- Communicate with other employees, students, and community members by using educational materials to inform on updates of the outbreak or pandemic, good hygiene methods including hand washing protocol, hang posters, send email reminders, and face to face training/presentations.
- Continue communicating surveillance and monitoring the outbreak or pandemic.
- Maintain a clean environment.
- Educate the community on when to stay home when you are sick.
- Limit your travel to parts of the country/ world that have a high number of reported cases. Adhere to travel bans.

Other preparedness measures for Steele School for Early Learning include: Our administration team composed of the Owner, Director, and our Assistant Director are crucial; this leadership team delegates necessary tasks and duties to all employees according to JCPH and CDPHE's guidance and direction. Important that together, this team communicates the same message to all employees, students, parents, and community members. Teachers prepare lesson plans ahead of time in case they are out due to illness and/or students are out due to illness. Steele School for Early Learning has cross trained staff to ensure that if staff is gone, other employees are able to fulfill those roles.

In the case that one case is confirmed, Steele School for Early Learning will transition to the Response phase.

## Respond:

During an outbreak/pandemic, Steele School for Early Learning focuses on the school district's response to and management of a confirmed case.

**Identify:** The confirmed case from JCPH begins practicing the mitigation of NPIs including social distancing noted above. Identification of a confirmed case starts the process of an outbreak/pandemic emergent situation. Guidance from CDPHE JCPH Steele School for Early Learning. During this time, Steele School for Early Learning will take a more active awareness to the everyday good health habits and NPIs as this is our biggest defense to a highly infectious illness preparedness plan. It is our number one goal to keep our students, staff, parents, and all other community members as safe and healthy as possible, therefore, we will communicate and educate these stakeholders on an often, routine basis to keep the messages flowing about where we stand as a community in this highly infectious illness process.

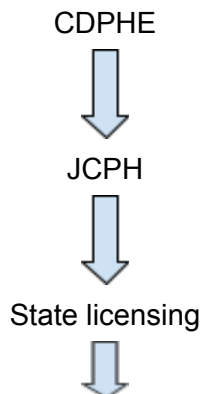
**Activate:** As this process of a highly infectious illness plan comes to fruition, we must look at the Incident Commander chart (also in Appendix) for Steele School for Early Learning and follow this for the proper emergency response. Director of Department of Health Services will get direct communication and notification of a confirmed case of a highly infectious illness student or staff and then will work directly with the district Incident Commander and the Department of School Safety to activate proper operations. Quarantine and Isolation – JCPH will utilize the Jefferson County PHEOP Community Containment Annex to address community mitigation measures specific to community containment interventions, such as isolation and quarantine during an outbreak/pandemic. Community containment interventions are implemented to help prevent or reduce the spread of an infectious agent(s) within the community. If voluntary home quarantine measures are suggested for exposed household members, Steele School for Early Learning will communicate with staff, students, parents, and community members as a need to help mitigate the highly infectious illness. Depending on the severity of



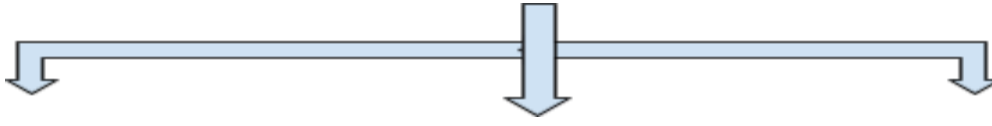
the event, Steele School for Early Learning will take direction from government officials including law enforcement, CDPHE, and JCPH for next steps.

Conduct: Conducting a full emergency operation at Steele School for Early Learning will take the guidance and expertise of the Department of School Safety and the Department of Health Services. This may involve requests of Supervisors and district RNs. The Director of Health Services will activate the Nurse Response Team (NRT) or needed capacity. Steele School for Early Learning will initiate data collection of absenteeism and provide JCPH with data they will be needing for report to CDPHE. Steele School for Early Learning will need the Research and Assessment team to provide support in this area and direction for operation in collecting and analyzing all data. During any highly infectious illness outbreak/pandemic, Steele School for Early Learning will maintain surveillance data and contribute to JCPH and CDPHE in a proactive, positive manner to increase the health and safety of our community.

Recover: Community Assessment post a highly infectious illness outbreak/pandemic requires completed surveillance data and feedback of operations. Any damage done to the community from this highly infectious illness outbreak/pandemic will be defined and analyzed for proper future planning. It is crucial Steele School for Early Learning enforces resources and guidance for all staff, students, parents, and community members to focus on “getting back on track.” Stress the importance of returning to normal practice and procedures for the health and safety of everyone. Return as quickly as possible to normally scheduled school days including all scheduled events. Steele School for Early Learning will assess the need for additional mental health support resources and provide as much as possible to staff, students, parents, and the community. The Department of Student Success will help identify mental health resources for the community. Steele School for Early Learning’s Community and Family Connection Department (CTC) will also assist in supporting Jeffco families with any resources that may be needed during or after a highly infectious illness outbreak/pandemic. Steele School for Early Learning will communicate through the Communications Department when it is safe to return to school and what precautions, if any, will need to occur. All school grounds and property will be cleaned and equipment may need to be sterilized. The Facilities Department will help support this practice. Steele School for Early Learning will continue to monitor the illness and provide data as needed to continue the transparency of communication to the community. Steele School for Early Learning will establish a “return to learning” program to get students who have missed several days of instruction back on track. Some assignments may need to be eliminated depending on students’ performance on content mastery. Debriefing between CDPHE, JCPH, and Steele School for Early Learning will occur many times post event to ensure adequate data collection was successful and to begin proper preparation for the next highly infectious disease outbreak/pandemic. Success and failures will be discussed in transparency to determine the proper planning in the future.



SSEL Admin



<b>PUBLIC INFORMATION OFFICER</b> (Communications Services)	<b>OPERATIONS &amp; CURRICULUM &amp; INSTRUCTION</b> <b>STUDENT DATA</b> Health records	<b>FINANCE ADMINISTRATION</b> Tuition Policy Rules and Regulations <b>INTERIM &amp; FINAL CLOSURE DECISIONS</b>
Krista Neues	Krista Neues	Amy Higginbottom
Director	Director	Owner