Lafayette
RECREATION
PRESCHOOL

2013-2014

Preschool

Parent Manual

Revised 8/12/2013 st

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RECREATION DIVISION ORGANIZATIONAL CHART

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Ext. 3473

Bob L. Burger Recreation Center
111 West Baseline Road
(303) 665-0469
www.cityoflafayette.com/Preschool

Our Staff
We hire staff that is caring, nurturing, and educated in Early Childhood Education. We are proud to offer low teacher- student ratios, and require our staff to have the following:

Emergency Training: All staff members are certified in First Aid, CPR, Universal Precautions and Medication Administration

Security: All staff members must pass a background check by the Colorado Bureau of Investigations and the Federal Bureau of Investigation. In addition, they must be cleared through the Central Registry of the State of Colorado.

Education / Training: Preschool Instructors have Early Childhood Education Degrees or Certifications and participate in Early Childhood Education trainings throughout each school year.

WELCOME TO THE EARLY CHILDHOOD PRESCHOOL PROGRAM!

Purpose
The Early Childhood Preschool program seeks to enhance our community and enrich the lives of children by providing a safe, supportive, and structured environment that supports overall health and well-being. This state licensed program offers quality, recreational, and developmentally appropriate activities that promote the social, physical, intellectual, and emotional development of children.

Location
The Early Childhood Preschool program is located at the Bob L. Burger Recreation Center and will use the multi use rooms as classrooms.

Eligibility for Participation
Children who have reached the ages of 2 ½ years to 5 ½ years of age by September 30th are eligible to participate in the Early Childhood Preschool program. Children already attending Kindergarten are not eligible to enroll in the Preschool program.

Nondiscrimination and Children with Special Needs
The Early Childhood Preschool program does not discriminate on the basis of race, color, national origin, sex, or disability. The Early Childhood Preschool program is dedicated to supporting the goals of the Americans with Disabilities Act. Please refer to the inclusion statement if your child may require special accommodations for participation and contact the Preschool Director or General Programs Supervisor at (303) 665-0469.

Inclusion Statement
The mission of the Early Childhood Preschool program is to provide a safe and secure environment for all children to explore and achieve success through a variety of recreational activities. We believe in providing quality programs for every participant.

Accommodations
The Early Childhood Preschool program staff will make every effort to provide reasonable accommodations. These accommodations include, but are not limited to, staff training, additional staff supervision, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable, and educational experience for all participants. Participants are encouraged to bring a companion to assist with special accommodations. There will be no additional fees for a companion to attend unless attending a special ticketed event or activity. Individuals who require inclusion assistance must call at <u>least two weeks in advance</u> if you are interested in attending the Early Childhood Preschool program. Due to staffing, space is limited. We are unable to provide personal care.

Hours of Operation
The Early Childhood Preschool program is administered and operated by the Bob L. Burger Recreation Center. The Kinder Prep hours are 8:00 a.m. to 11:30 a.m. and 12:00 p.m. to 3:30 p.m., Monday through Friday. The Creative Play hours are 8:00 a.m. to 11:30 a.m. and 12:00 p.m. to 3:30 p.m., Monday through Friday. The Tiny Tots hours are 8:00 a.m. to 11:00 a.m., Tuesday and Thursday. These programs will run in accordance with the BVSD school calendar.

Days of Operation

Fall 2013:
Session A: August 26 – August 30
Session B: September 3 – September 30
Session C: October 1 – October 31
Session D: November 1 – November 22
Session E: December 2 – December 20

Winter/Spring 2014:
Session A: January 7 – January 31
Session B: February 3 – February 28
Session C: March 3 - March 31
Session D: April 1 - April 30
Session E: May 1 – May 21

- Last day of classes May 21

Program Dates Closed

September	2	Labor Day
October	14	Teacher Work Day
November	11	Veterans Day
November	25 - 29	Fall Break (Register for our Camp November 25-27)
December	23 – January 3	Winter Break (Register for our Camp December 26,27,30,31)
January	6	Teacher Work Day
January	20	Martin Luther King Jr. Day
February	14	Teacher Work Day
February	17	Presidents Day
March	24 – 28	Spring Break (Register for our Camp March 24-28)
April	18 & 21	Professional Development Day

Admission and Registration of Children
Please remember that space is limited and will fill up quickly – to ensure a spot for your child, it is important to register as early as possible.

The Registration packet contains liability waivers, permission slips and emergency information forms necessary for program admission and can be found on the web at www.cityoflafayette.com/Preschool

Current immunization records and physician statement forms or signed exempt form MUST be turned in prior to your child's first day of attendance. Please note the Early Childhood Preschool program does provide care for children who may **not** be immunized. A current physical is required within 12 months of admission.

A new Registration packet will be required at the beginning of each school year. **It is the parent's responsibility to keep their child's Registration packet updated continuously with new or changed information.**

This program is one of many activities offered by the City of Lafayette Recreation Department, and registration for all city-sponsored programs is as follows. Registration begins in the Winter/Spring of the previous year. Participants can register by one of three methods: Walk-in, Mail-In, or Fax.

1. Walk-in Registration: Come into the Bob L. Burger Recreation Center during regular hours of operation. (Hours are subject to change)

Monday – Thursday	5:00 a.m. – 9:00 p.m.
Friday	5:00 a.m. – 7:00 p.m.
Saturday	7:00 a.m. – 6:00 p.m.
Sunday	8:00 a.m. – 5:00 p.m.

Complete the Registration-Deposit form, (one form per child) and pay the program registration fee by cash, check or credit card (VISA/MasterCard/Discover/American Express). If you wish to have your payments taken out of your account automatically you will also need to complete an auto pay form. A full Registration Packet will be emailed with your Deposit receipt or can be given to you if you are registering in person.

2. Mail-In Registration: Mail the completed registration form with correct payment of check or credit card (VISA/MasterCard/Discover/American Express) NO CASH to:

   Bob L. Burger Recreation Center
   Preschool Registration
   111 West Baseline Road, Lafayette, CO 80026

3. Fax the completed registration form to (303) 665-0987. Please be sure to include a credit card number for payment.

Fee Schedule

The Early Childhood Preschool program runs in accordance with the BVSD school calendar. We offer a competitively priced preschool program. We do not charge for any days that we are scheduled to close. **All monthly payments are due by the 1st of each month.** See page 15 for tuition schedule. Refunds are not issued for unused days or vacation days.

Registration Fee

The $25 registration fee will hold your child's spot for the entire school year. This fee is non-refundable and will not be applied to the monthly fee. Registration for Fall-Winter/Spring sessions carries over each month throughout the school year (August-May). If you register in August or after the start of the school year your first payment will include the non refundable $25 registration fee and the first and last months payment. There is no need to switch classes when your child has a birthday, class curriculum will remain age appropriate.

Payment Policy

Auto Pay by Bank Account EFT (voided check must be provided) or Credit Card:

- The first payment will include the first and last months fees.
- The monthly fee can be automatically withdrawn from your bank account or credit card account on the 1st of each month. If your bank account has non sufficient funds (NSF) you will be charged a $30 NSF service fee. If your credit card is declined you will be notified and given 2 days to come in with, cash or check in the full amount.
- Payments not received by the due date will be charged a $10 late fee. If payment is not received with in the two day grace period, enrollment will be cancelled.

If not able to utilize Auto pay: Cash or check (Manual Payment):

- The first payment will include the first and last months fees.
- The monthly fee is due by the 1st of each month.
- Payments not received by the due date will be charged a $10 late fee. If payment is not received within the two day grace period, enrollment will be cancelled.

Cancellation Policy

Should you choose to cancel your enrollment, a written 30 day notice is required and the registration fee is non-refundable. The pre-paid last month's payment will be applied to your child's last month of attendance. If written notice is given in less than 30 days, a 25% cancellation fee will be charged on the last month's pre-paid payment and the current month will not be refunded.

Arrival / Dismissal & Log-In / Log-Out Process

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of the Early Childhood Preschool program. Children will be released only to those on the authorized pick up list. Persons unknown to staff will be asked to show ID. Authorized persons must be at least 18 years old. No staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes that person's name, the specific date(s), and your signature. Verbal consent will be accepted from a parent, only in an emergency.

Procedure for Individuals Not Authorized to Pick Up Participants: If an unauthorized individual comes to sign a child out, the child will remain in the program until the parents can be contacted for permission or someone with proper authorization comes for the child.

Dismissal / Late Pick-up / Failure to Pick-up

Dismissal time: Participants should be picked up promptly at their class ending time. Any participant picked-up 10 or more minutes after class has ended is considered a late pick-up and is subject to the following disciplinary procedure:

A. First Time – The preschool staff will wait with the participant until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick up and prompt pick-up is required.
B. Second Time – The preschool staff will wait with the participant until the parent/guardian arrives. They will then inform the parent that the Preschool Director will be in contact regarding their continued delinquent behavior. The Preschool Director will notify the parent/guardian to inform them of a late fee owed. This is $5 for every 10 minutes late. This fee is payable at the Recreation Center Front Desk, NOT to the preschool program staff. This fee MUST be paid prior to their child returning to the program. In addition to the late fee, the parent/guardian will also be informed that if they are late a third time; their child can no longer attend this program for the duration of the year.
C. Third Time – The Preschool Director will notify the parent/guardian that they have abused our policy, they have been warned and their child may no longer attend the program for the duration of the school year. There will be NO REFUND for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.

Failure to Pick-Up Child: If a child is not picked up 30 minutes after class has ended, the Preschool Staff member waiting with the child will inform Preschool Director of the situation. Staff will immediately call the parent/guardian(s) listed on the emergency card. If staff reaches them they will immediately convey the severity of their tardiness and proceed with the outlined policy for late pick-up, depending on whether this is a first, second or third offense. If the parent can not be located, the Preschool Director will call the police and the child/ren will be turned over to the police and Human Services. Late fees will apply until the parent/guardian arrives or the police take custody.

Late Arrivals
We encourage parents to have children arrive on time for the Preschool Program. Parents need to communicate with their child's teacher if they are going to be late by calling (303)665-0469. If the parent knows ahead of time of a late arrival; they should email their child's teacher. If chronic tardiness becomes disruptive to the class; the teacher and director will meet with the parent to design a plan of action.

Absences or Changes in Schedule
Please email your child's teacher any absences or changes in schedule. (You will be given your Child's teachers email in August).

Program fees will not be pro-rated for children absent due to illness or family vacations.

Closing Procedures
After closing hours, the staff will check the log-in/out sheets to make sure that all children in attendance have been signed out. The program staff will also check all areas of the building used for that day. This will be done prior to staff leaving the building for the day.

Visitors Policy
The Early Childhood Preschool program welcomes visitors to observe our program; however they are required to comply with the following safety procedures:

- All visitors must check in/sign in with the Preschool Director.
- Visitors must provide the following information: first and last name, current address, the date of their visit, and the purpose for their visit.
- They must also show the preschool staff a photo ID and receive a visitor's badge to wear while on site.
- It is very helpful if the Preschool Director has advance notice of visitors so arrangements can be made. Visitors must stay in the same area as the preschool program staff and children.

Volunteer Policy
All volunteers are required to complete a City of Lafayette Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Preschool Director.

Field Trips
Our intent is to provide several in-house and local field trips during the school year. These field trips will be announced and posted in the monthly newsletters.

For those children who are physically able (and whose parent/guardian has given signed approval) we will walk to the designated site. For those parents whose child is unable to walk that far or who don't want their child walking that far, arrangements can be made with the preschool program teacher to meet the group at the field trip destination at a pre-determined time. These situations must be discussed at least one week in advance.

- A cell phone will be available for emergencies during a field trip.

Transportation
All of the preschool program field trips are in town and the children will either walk to them or parents will meet us at the designated sites. Children will not be transported in any City of Lafayette vehicle. The preschool program staff will NOT transport any children in their personal vehicles.

Photos / Video Taping / Movies
From time to time, the City of Lafayette Recreation Department may photograph or video tape activities and events for inclusion in promotional materials. If parents prefer not to have their children involved, they may inform us in writing.

We seldom show movies in the preschool program. On the rare occasion a class is planning to watch a video; the teacher will communicate the title / context of the movie and date of viewing; prior to the view date. Parents who do not want their child to view a movie can select for their child to participate in a different activity.

Dress Code / Toilet Training
Please dress children appropriately according to weather, planned activities and in comfortable running shoes. Arts and crafts may be messy so the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. If a dress-up day is called for please pack a change of clothing fully marked with your child's name on each piece. Also consider the needs of your child for the use of the restroom. Clothing those children cannot handle themselves, such as; one-piece jump suits and complicated belts are not recommended.

All children must be potty trained, with the exception of the Tiny Tots class. If your child is **NOT** potty trained, you **MUST** remain in the facility during class. Preschool staff will NOT change diapers and/or pull-ups at anytime. **We are unable to provide personal care.**

Safety Equipment
Bike Day: Parents will be asked to provide helmets, wrist protection, and knee and elbow pads when riding a scooter, bicycle, skateboard or rollerblades. This will occur in May.

Personal Belongings and Money
Ultimately, the individual participant is responsible for any personal belongings they may bring to the program. Parents are responsible to clearly label personal belongings as a way of tracking items. We ask children to keep all items in a labeled backpack. Children may bring items from home to be used during show and tell time. **The City of Lafayette and the Early Childhood Preschool program staff are not responsible for lost, stolen or damaged belongings.** "Lost and Found" items are taken to the Recreation Center front desk.
PARTICIPANTS ARE ASKED NOT TO BRING MONEY TO PROGRAM.

Snacks and Meals
Parents must provide a nutritious snack for their child each day they attend class (unless otherwise informed) If a child does not have a nutritious snack; the parent will be contacted so they can supply the needs of the child's daily nutrition. If the parent is unable to bring and or supply this may be charged a fee of up to $10 for each instance we supply a snack.

Snack Do's and Don'ts:

Do: Provide a nutritious and filling snack
Label snack-bag and water bottles with the child's name
Pack an ice pack for any perishables
Communicate any individual food allergies.

Don't: Please NO microwaveable foods
Please NO glass containers
Snacks will not be shared

A nutritious snack should contain at least 2 items from the various food groups: protein, fruit, vegetable. Always provide a labeled water bottle. If an item needs to be chilled, please provide an ice pack in your child's snack bag.

New Policy - Special Events

The Early Childhood Preschool program is implementing a new Food Policy. If a parent would like to bring a special snack for the children it can only be Fruit or Vegetables. We do not allow sugary treats in our classrooms. We feel it is important to provide a nutritional foundation for all our children. If you have any questions regarding this new policy, please contact the Preschool Director.

Activities

The Early Childhood Preschool program will provide a monthly newsletter communicating activities and events. Activities include, but are not limited to: art, science, literacy enrichment, computers, fine and gross motor skills, block building, outdoor play and dramatic play. These activities are designed to enrich children's social growth and self esteem. If your child cannot participate in a scheduled activity, please notify the staff so appropriate accommodations can be made. The monthly newsletter will be available online at www.cityoflafayette.com/Preschool. Revisions will be distributed as they occur.

Supplies Parents are to Provide

Please provide for your children, but are not limited to:

- Daily nutritional snack, labeled water bottle, ice pack optional
- Labeled Backpack with extra clothing.
- Coat, gloves, and hat for inclement weather outdoor play
- Comfortable running shoes for active daily play

Communication with Parents

Parents are encouraged to visit their child's class. We believe in a collaborative environment and want our parents to feel involved in their child's learning. Parent conferences may be scheduled at any time; however we will be implementing two parent/teacher conferences this year. We appreciate any volunteer work you want to contribute, such as with classroom activities, preparation of materials, field trips, etc… Activities are planned throughout the year to encourage interactions between staff and families. Parents are encouraged to regularly check the www.cityoflafayette.com/Preschool website for any changes to services, policies, procedures and fee changes that may occur.

Guidance / Discipline Procedures

The Early Childhood Preschool program is designed to enrich, educate and entertain children.

In order to make the Early Childhood Preschool program a positive experience for all children, we ask that three basic principles be observed:

Keep yourself safe
Keep others safe
Keep the materials and equipment safe

A child who interferes with the quality of care provided or is putting the safety of children or staff at risk will be asked to leave.

1. Parents will be notified about any inappropriate behaviors. The preschool program does NOT use emotional, verbal or physical abuse as forms of punishment. Withholding food, physical activity, and corporal punishment are NOT allowed within the Early Childhood Preschool Program.
   We use:
   - Redirection and other activities
   - Positive Reinforcement
   - Time Away
   - Chill Time – child reads, colors, or constructs a puzzle.
2. If the behavior continues, the teacher will talk with parent.
3. If the behavior still continues, a conference with the parents, teachers and Preschool Director will be held and the child may be placed on an individualized behavior plan. The child may also be suspended depending on the offense.
4. After (3) incidents the Preschool Director and the Facility Manager will be notified and care may be discontinued. The parents will be notified in advance if care is to be discontinued.
5. There will be **NO REFUND** for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.
6. At the parent's request, a review committee will meet to determine eligibility for re-entry to the Early Childhood Preschool program after 6 months.
7. When behavior presents a safety concern, Preschool staff reserves the right to skip steps in the discipline process. Every effort will be made to help the child change his/her behavior, but it is the child who is ultimately responsible for his/her conduct.
8. To clarify, inappropriate, disruptive behavior includes but is not limited to the following: damaging/stealing property; throwing objects; leaving room, playground, or school grounds without permission; disrespectful, abusive, harassing behavior and inappropriate language; hitting, kicking or any other form of physical abuse.

*Staff will document all behavior concerns and incidents.

Accidents and Illnesses

To help prevent accidents and injuries, safety rules will be reviewed with the children. In case of an injury, the following actions will be taken:

1. A trained staff member will assess the situation.
2. If there is any question about the seriousness of the injury Emergency Medical Service (911) will be contacted to respond and provide necessary evaluation.
3. For minor injuries, trained staff will apply first aid whenever necessary.
4. Parents/guardians/emergency contacts will be notified of the severity of the accident.
5. If the parents/guardians/emergency contacts can not be reached Emergency Medical Service (911) will be contacted to respond and provide necessary evaluation.
6. Appropriate documentation will be completed and an accident/illness log will be maintained.

Children enrolled in the preschool program are expected to be able to maintain appropriate bodily functions. We do understand however that there may be an occasional accident. Should a child have repeated "accidents" which require more care than the staff can provide without compromising the health and safety of other children, the child's placement in the program may be reconsidered.

Children are not to attend the preschool program and will be sent home if exhibiting any of the following:

1. Temperature of 100 degrees or higher.

2. Vomiting or diarrhea.
3. Uncontrollable or persistent cough.
4. Appearance or complaint of acute illness or severe pain.
5. Communicable diseases that have not been treated with antibiotics for at least 24 hours. Serious communicable diseases will be reported to the Colorado Department of Health.
6. Head Lice.
7. Any behavior that requires more care than the staff can provide without compromising the health and safety of other children.

If a child should become ill while attending the program, the parent will be contacted and the child must be picked up immediately. The child will be cared for comfortably until the parent/guardian arrives.

Identifying Where Children Are at All Times

The Early Childhood Preschool program staff will directly supervise all children during program hours. They will take attendance of their class at regular intervals. Please stress to your child the importance of remaining with the preschool program staff at all times. When participants are not present at the designated classroom location, a sign will be posted on the door indicating where the children and staff can be found.

Storing and Administering Medication

Parents need to meet with the Preschool Director in advance to set up a Heath Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in the program. In the event that medication, whether it is prescribed or an over the counter product, does need to be administered during program time by staff it must meet the following conditions:

1. Medication must be placed in the original container and properly labeled with the prescription number, name of pharmacy, patient's name, expiration date of medication, and doctor's name as well as the dosage clearly marked.
2. All medication needing to be administered during program hours will be kept in the preschool program area in a locked cabinet, unless it is an emergency type (Epi-Pen) medication, then staff will carry in first aid pack. The program is unable to share medications for siblings, therefore adequate amounts of medication must be provided for each child. Children will be prohibited from carrying medication, as the medication may be abused or endanger other children. Inhalers may be exempt with a written statement from an authorized medical provider.
3. All medication forms must be completed in full and submitted annually or revised when any changes occur in the medication or its administration. All medication received from the parent must be logged in and signed for by the parent and authorized preschool staff member to ensure an accurate amount.
4. Only trained preschool staff members will be allowed to handle and distribute medication. Preschool program staff members are trained to administer medications in compliance with the Colorado Department of Human Services rules and regulations. A log will be maintained for medication that is administered. All medication left after the school year is over or expired will be disposed of per the Delegation of Nursing Tasks: 12-22-318 C.R.S.
5. Delegation of Nursing Tasks: 12-22-318 C.R.S. per Colorado State Law: We will follow all guidelines in the administration of mediation per the requirements set forth in section

12-22-318 C.R.S. Please contact the Colorado State agency below for a complete list of the guidelines in this area.

The Colorado State Board of Nursing: (303) 894-2430

Sunscreen

Please apply your child's sunscreen prior to arrival. The preschool staff will not be applying sunscreen on the children; exceptions may occur with prior communication between parent and teacher.

Procedures for Emergencies

The preschool program will periodically conduct emergency practice drills with the children and staff members to ensure safety of all children.

Tornado/Fire: In the event of a tornado or fire, the preschool program staff members will follow the procedures set forth by the City's Emergency Action Plan in getting the children to a safe and designated area.

Evacuation: In an emergency situation where the preschool program will need to evacuate the recreation center premises the preschool program will relocate to: Skate Park pavilion

Excessively Hot*:* In the event of excessively hot weather, children will remain indoors and be encouraged to drink plenty of water.

Inclement Weather/Closures*:* In cold weather days please ensure that children have appropriate dress for outside activities (i.e. mittens, coats, hats, etc.). Children will not be permitted outside if the temperature is below 32 degrees.

Extreme weather conditions, which threaten the welfare or safety of children and staff members, may result in the closure of Boulder Valley School District. If BVSD cancels classes we will follow suit. If a closure due to inclement weather occurs no refunds will be issued. Please listen to local television and radio broadcasts as well as check the city web site at www.cityoflafayette.com and BVSD's site at www.bvsd.org

Natural Disaster: In case of a natural disaster, the children will follow the City's Emergency Action Plan and will proceed to the areas mapped out for safety by the City.

Lost Child*:* In the event of a lost child, the parents, local police authorities, and the Preschool Director will be notified. All attempts will be made to locate the child as quickly as possible. If your child leaves the preschool program without permission, we will treat the situation as a lost child and notify parents and local police authorities immediately. Appropriate documentation will be completed and filed with proper authorities.

Internal/External Threats*:* Lockdown drills will be implemented for internal threats. Lockout drills will be implemented for external threats. Both are done in accordance with the City's Emergency Action Plan.

Reporting of Child Abuse

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a 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.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred.
Boulder County Social Services - (303) 441-1000

Zero Tolerance for Abuse
The City of Lafayette is committed to providing a safe environment for its staff and participants by preventing abusive conduct in any form. Every staff member is responsible for protecting our participants and ensuring their safety and well being while at preschool.

Questions, Comments and/or Concerns Regarding Child Care Services
Your child has recently been enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation as a child care facility.

License Number: 1517617

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional and social development will be nurtured in a well-planned program. Remember to observe the program regularly, especially in regards to the children's health and safety, equipment, play materials, and staff.

For additional information regarding licensing, or if you have concerns about a child care facility please consult:

The Colorado Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-5958
www.colorado.gov/cs/satellite/CDHS-main

Secretary of State
www.sos.state.co.us/ccr/welcome