



Enrollment Checklist

FORMS

Set up ChildPilot account via invitation link and download app

Add guardians, children, emergency contacts, and pick ups

Under documents tab: fill out Registration/Medical and Enrollment forms

Upload most recent (dated within the last year) Physical/Wellness Check and Immunizations (within 30 days)

Schedule (Due monthly)

If applicable: upload Permission to Administer Medication, or any allergy, seizure, or other medical plans

MATERIALS Bring with and Please label

Nap Materials- beginning of each week

Change of Clothes (in backpack for accidents)

Sunscreen (only if they will not use ours)

Diapers and Wipes (If applicable)

****Daily- Water Bottle****, Lunch, Snacks

Every attempt will be made to ensure your child does not lose his/her belongings. We understand it is expensive to replace lost items. To help us with this effort, please label materials sent to school.

Items including money, ChapStick, hand sanitizer, lotion, medicine, and sunscreen should not be sent to school in your child's backpack, bag, diaper bag, or pocket as these items must be kept out of the reach of children and can pose a significant health risk if it is used improperly or may pose a choking hazard.

Registration, enrollment paperwork, and schedule must be completed and turned into the center a minimum of 24 business hours before the first day of attendance. A copy of most recent physical and immunizations must be turned in no later than 30 days after enrollment. If these documents are not received it may result in your child being disenrolled until a copy is obtained.

*Monthly schedules will come through a message on the app. If you have a PDF editor you can use that If not print or pick up a paper copy at the center and fill out. Then you can scan, take a picture, and email, upload to the app, fax, or hand in at the center.

**Permission to Administer Medication or other medical plan forms must be turned in before care can begin. The forms must be completed by a DOCTOR. If your child becomes ill while attending Creekside Kids and needs medication of any type we will require written orders from a DOCTOR before ANY form of medication can be administered by a staff member of Creekside Kids. This includes being able to apply ChapStick, lotion, or diaper cream to chapped, cracked, red, or irritated skin regardless of parental permission. Please speak with the director if you have any questions.

***Nap Materials please bring both a crib sized sheet and blanket. These things must be taken home weekly and washed. A small sized stuffed animal may come daily.

****A clean water bottle must be sent daily and taken home to be washed at the end of the day.



**An Independent Child Care Provider at
Cañon Preschool**

1201 W. Cheyenne Road

Colorado Springs, CO 80906

Phone: 719-635-9111 Fax: 719-633-8413

info@creeksidekids.org or www.creeksidekids.org

Creekside Kids, Inc. was developed in response to the Cheyenne Mountain School District's preschool families who need extended care for their preschool children. We are unaffiliated with District 12 but we are housed at Cañon Preschool. This provides a safe and easy transition to and from the preschool classrooms to child care. We provide escorted pick up and drop off at the door of the preschool classroom and high-quality programming based on children's needs and interests. Creekside Kids, Inc. is a Large Child Care Center for children ages 3 through age 8, and is open to all children regardless of ability, gender, race and/or religion.

Philosophy: We believe in a fun, flexible, exploratory, child-directed learning environment. We draw from the Reggio Emilia philosophy and Play-Based methods. We focus on learning through stimulating activities and the care of the whole child. Physical, social/emotional, communication, and cognitive needs are all equally important in the life of a young child and contribute to the growth of the child as a life-long learner.

Discipline: At Creekside Kids, Inc., we strive to create positive learning environments for all of our children, families and staff. This is best accomplished through the use of various curriculums, such as: social/emotional/positive behavior support, communication with guardians and mental health consultants as needed. We communicate as much as possible on a regular basis, provide articles and information about behavioral issues, and suggest seeking outside help from physicians, Child Find, counselors, etc. Our staff is involved in all of these procedures as needed and appropriate. As a community we feel that children should have reasonable control over their environments and therefore we teach appropriate social skills while allowing the children to make decisions about their classroom and interactions. All children will be taught how to engage in respectful communication and interactions based on societal norms. We also teach responsibility and kindness. Our general rules within the center are,

"We keep ourselves, our friends and our things safe."

Creekside Kids encourages and supports teachers in observing, tracking and analyzing challenging behavioral interactions in order to understand the motivations behind unusual behaviors. We look for patterns and root causes to inform a team-based approach of individualized support. When a child has a difficult time controlling their body and is "disoriented" we will provide a short calm down period away from others as needed, so that they do not harm



themselves or others before addressing the issue at hand. When there is a pattern of harmful behaviors teachers will meet with parents/guardians to address the behaviors and create a plan of action. When appropriate, Early Childhood Mental Health Professional information will be provided for families. The center may recommend that the parent speak to their health care provider about certain issues. In the event that plans created are not successful and the harmful behaviors are not curtailed a child may be dis-enrolled.

Registration: All forms including physical and immunizations, must be filled out in their entirety and turned in a minimum of 24 business hours before a child can attend the first day of child care. If medication needs to be administered, a medication administration form filled out by a physician, must be completed, signed, and returned before ANY medication can be administered to a child. All forms will be uploaded or filled out on the ChildPilot app.

In addition a bi-annual registration fee of \$50 per child will be charged to all families upon enrollment and then be charged on the first of June for summer and in August, for fall each year the child is enrolled at the center. This fee is non-refundable.

Deposit: All families will be required to pay a \$200 deposit per child. Deposits will be refunded when the family pays all outstanding balances and can be applied to the final balance of \$200 or a refund check will be released. As we are licensed until the child turns 9 years old, it is the responsibility of the parent to inform us when drop in care is no longer needed and the deposit to be refunded. Any deposit not claimed will be considered a contribution to the teachers and disbursed as such. As long as the family has a deposit on file and updated paperwork for the child/ren they will be allowed to drop in until they age out.

Payment: Tuition is required on or before the day of your chosen payment option. Payments can be made monthly, weekly, or bi-weekly. Payment is expected in advance of the week of attendance. Creekside Kids can accept cash, check, or money orders at the center and ACH/e-check (no fee), debit, and Credit card (3% fee) payments through the ChildPilot app. If payment is not made on time and prior arrangements have not been made it can result in late fees and/or the disruption of care and hours requested until all payments are made. If there are multiple instances of non-payment it may result in dismissal from care.

Monthly Schedules: Creekside Kids offers a variety of scheduling options to meet the needs of our families. Schedule and billing periods are 4-5 weeks in length. Families are required to turn in a schedule for each month to allow for proper staffing and billing. However, changes can be made by message or phone, if we have space or for drop in care but you MUST have prior approval.

Creekside Kids

Families are required to turn in a schedule by the due date each month. Families who do not turn in a schedule may be removed from the schedule to provide space for other families requesting care. Families whose child/ren continues to attend but have not turned in a schedule for the period may be turned away if no space available or will be billed a supplemental fee of \$5per day plus tuition costs for those hours.

Supplemental billing for each week is completed on a weekly basis for any additional hours the child attended the week prior as well as charges for any missed check ins and outs. The center's hourly rate will be charged for each additional hour in attendance for the week prior.

Please see monthly schedules for updates and changes that are pertinent to that month. Read all instructions. If there is a day highlighted in pink with *** Those are days that we will be open depending on our currently enrolled families. During the school year days highlighted in yellow (usually Fridays) indicate No preschool days, if highlighted in blue it is a No D12 student day. Please do not forget to circle your preferred payment date or it will automatically be set for the monthly due date. Black out days are days we are closed. Please fill in the days needed with times to 15 minute increments (IE 820 to 320 please round to 815-315 or 30 after).

Fees		Registration fee \$50 Upon enrollment, June 1st, and in August (1st day of school)	Deposit \$200 (refundable when care is no longer needed)	Day camp fee \$2/day (holiday, spring, and summer breaks)
Tuition				
1-20 hours/ wk			\$13/hour	
21-25 hours			\$277/week	
26-30 hours			\$293/week	
31-35 hours			\$308/week	
36-40 hours			\$323/week	
41-45 hours			\$328+\$5/hour over 40/week	
Additional fees	After hours pick up \$5 for the 1st 5 minutes. \$1/minute after that.	Late payment \$5/week or \$20/month depending on your chosen pay date		Failed, bounced, or returned payment \$30



ChildPilot: is an online system and app that is used at the center for registration, payment, checking in and out children, and parent communication. All families will receive an invitation to enroll in ChildPilot upon registration at the center. It is the parent/guardian's responsibility to download the app, register, update required paperwork, and add any additional guardians, as well as check messages and keep up on tuition.

Checking in/out: It is the responsibility of the person picking up or dropping off to check the child in and out of the system daily. For anyone authorized but does not have access to the app please make sure they have the family code to check in/out on the tablet at the center. Families who fail to check in or out will be charged a missed check-in/-out fee of \$1 per missed check in or out.

For billing purposes, each child's billed time begins at the time the child is checked into the system by the parent on the app and stops at the time the child is checked out. ChildPilot relies on Geo location so children are not checked in or out when they are not here. If you do not approve to have your location on with the app you will be required to scan a QR code from the center's tablet. We understand that cell service can be spotty in places so a tablet will be available to check the child in or out using the family's check in code. Please make sure to remember this code just in case.

This also helps our teachers keep track of ratios as well, it is the parent's responsibility to make sure their child's arrival or departure is confirmed before entering or leaving the room. If a child arrives or leaves prior to the confirmation, our teacher's must check them in or out which will result in a missed check in/out fee. The state requires an adult to sign over liability for care and this acts as that instead of the old paper sign in and out.

Additionally please make sure your app stays up to date and push notifications are on, as this is our main source for communication. Important messages, schedules, and messages to and from the teachers will come through the app.

Go to <https://childpilot.com/> for more information, tutorials, and resources or ask the center director if you have any questions with this system.

Multi-Child Discounts: If a single family has more than one child enrolled, the highest tuition will be billed at full price and any additional children in attendance will have their tuition billed at a 10% discount.

Students with Disabilities: On a case-by-case basis, the needs of a student will be evaluated to determine if Creekside Kids, Inc. is the best placement for each child.



Center Schedule:

Creekside Kids, Inc. provides care Monday through Friday from 6:45 am to 5:45 pm although our times may change to accommodate our families. If you need extended times please speak to the director about availability.

We are open year round. but may close on certain days due to the need from our families as well as staffing. However we make every attempt to be available for our families, please check each month's schedule for further information.

Creekside Kids, Inc. may or may not be open around these holidays:

- **New Year's Day: Closed**
- **Memorial Day: Dependent upon the needs of our families**
- **July 4th Closed, any surrounding days: based on the needs of our families**
- **Labor Day: Dependent upon the needs of our families**
- **Thanksgiving Day & the subsequent Friday: Closed**
- **The week of Christmas will be determined from the basis of need.**
- **Any 'bank' Holidays will be dependent upon the needs of our families**

We are open during the summer and offer exciting summer camps to go with our regular child care services.

Inclement Weather/Late Start: Creekside Kids makes every attempt to be here for our families. In accordance with our contract, If Cheyenne Mountain School District 12 has a snow day or late start, Creekside Kids, Inc. will follow suit. If District 12 calls a snow day we will also close. If they call a 2 hour delay every attempt will be made to open at 8am however if our teachers cannot safely get here by then we will send out a message and continue trying until they can. Children will be admitted on a first call, first-come, first-serve basis as our legal limit is 40 children at any one time.

If you are already scheduled for the day, families should call or message to confirm attendance.

To report their absence for the day please use ChildPilot (the 3 little dots, Report absence button).

Every effort will be made to meet the needs of our families but there is the possibility a child may not be accepted outside of their previously scheduled time due our centers capacity.

If the weather is very hot during outside time, every attempt will be made to have students play in the shade and to drink an adequate amount of water. If the weather is very cold, children should bring appropriate winter attire including snow boots, gloves, hats, coats, and pants. If the weather is deemed excessively hot or cold by health department standards then the children will have indoor recess in the cafeteria or gym.

Creekside Kids

***Please label all additional clothing items sent with the child. We recognize it is costly to replace lost items. Names greatly assist in returning lost items to the appropriate child.

Closures: If Cheyenne Mountain School District 12 schools are shut down after school has begun due to inclement weather, natural disaster, etc. we will also close. Guardians and alternate contacts for each child will be called for **prompt** pick up. All closures will be determined on a case by case basis and you will be notified via ChildPilot.

We understand it can be an inconvenience for these days and are fighting to reverse this so we can be here for our families, as long as it is safe for our teachers to do so, however no credits will be given for delayed start or closure days as our teachers deserve to be paid for these times as well

*****Meals/Snacks:**

Parents need to send breakfast, lunch and/or snacks with their child each day, depending on the times you have requested. Lunches sent from home should be based on USDA guidelines for your child's age, be self-serving and clearly labeled. Things to include would be a minimum of two ounces of protein, ½ cup equivalent of fruit/veggie (can be split between both), and a one ounce portion of a carbohydrate (crackers, bread, etc). Snack should be **Two** of the components listed above. Please remember there may be children with special allergies in our program, you may be asked to avoid sending certain foods. We will make sure everyone is aware if this is the case. (Please check out the USDA's website as well as others like [healthyplate.org](https://www.healthypate.org) for assistance).

A microwave/refrigerator is not available for your child's food. Lunch boxes that have refrigerated food should have a frozen pack inside. Amazon also has options for lunch boxes that reheat or keep food warm.

Please do not send containers that are hard to open, glass, breakable, or valuable.

Creekside Kids is not responsible for anything sent with your child that can be broken, lost, stolen, thrown away, or otherwise.

If Creekside has to supplement to meet USDA guidelines your account will be charged \$1 per item. This is due to state and health department regulations requiring child care centers to supplement insufficient meals.

If you would like to send food for a special occasion like a holiday or birthday, please speak with the center director or a teacher to verify any allergies. If there are any allergies to be aware of in this case,

PLEASE READ ALL LABELS CAREFULLY!

****Creekside Kids is an ALLERGY AWARE CENTER and every effort will be made to ensure children are not exposed to known allergies. However, as in any public setting, there is the possibility of exposure to known allergies even while under direct supervision of an adult.****

**Accidents/Injuries:**

If a child is injured while at Creekside Kids, Inc. parents will be notified with a report via ChildPilot this will be found under the activity tab and will require a signature or verbally unless the accident or incident is of a more demanding nature or needs medical care in this case a parent will be called as soon as possible, and a plan will be developed based on the child's needs.

Sick Policy: Please do not send your child if they have vomited, had a fever over 100.4, diarrhea, or started an antibiotic within the past 24 hours. They must be fever, symptom free, and medication free to return to Creekside.

Please have a "back-up" person in place to pick up your child quickly if he or she becomes ill while at Creekside Kids, Inc. If a child has a fever over 100.4°F, is vomiting, has diarrhea, has an unusual rash, is listless/lethargic, or acting strangely, a parent will be called to pick the child up. If the parent does not respond in 10 minutes (or fewer if the situation appears urgent) Creekside Kids, Inc. will contact an alternate contact on the child's list. If no one can pick the child up or if the staff deems it necessary, emergency services may be called to attend to the child. If Creekside Kids, Inc., requests emergency medical and/or dental treatment and/or emergency transportation for any reason, the parents or guardian of the child agree to assume all associated costs. It is not the responsibility of Creekside Kids, Inc. to determine if insurance covers the child's care or emergency transportation.

You can also check out how sick is too sick through the El Paso County health department for guidance and all other illnesses.

https://epc-assets.elpasoco.com/wp-content/uploads/sites/18/2023/12/How-Sick-is-too-Sick_CDPHE_-1.pdf.

Supervision: Students will always be under direct supervision by sight or sound throughout the day except when a child is deemed old enough to be in the restroom with the door closed for privacy.

Medication Policy: No prescription or over the counter medications will be administered without written permission from a licensed healthcare professional with prescriptive authority and written parental consent. It is recommended that medications be given at home if possible.

Please make sure the child receives the first dose of any new medication while at home and under the supervision of a parent for at least the first 24 hours to watch for any adverse side effects..

All medications must be kept in their original container, and will be stored according to current recommendations in the Medication Administration training manual. Prescription medications need to have a pharmacy label with the correct



child information intact. Only staff with the proper training will administer medications and have had state-approved training and delegation with an RN. This is in compliance with the Delegatory Clause of the Nurse Practice Act (Section 12-38-132 C.R.S). If your child has any special medical needs or allergies, please speak with the Center Director.

Storage of Medications: Non-emergency medications will be stored in a locked container. Emergency medications, including inhalers and epinephrine, will be stored in the classroom out of reach of the children to allow for quick access in the case of an emergency. Refrigeration will be provided if noted on the label.

Child Self-Carry: Families of school-aged children that wish to self-carry must have a written contract between the center, guardian(s), and child that acknowledges assignment of levels of responsibility of each individual. This contract will accompany orders for the medication from a health care provider along with confirmation from the health care provider that the child has been instructed and is capable of self-administration of the prescribed medication.

Immunizations: Immunizations are not required; however, Creekside Kids, Inc. must have a current and complete copy of immunizations for each child. If a child has not been immunized for religious or personal reasons an exemption waiver obtained through the child's physician must be submitted to the center. Privacy will be maintained; however, in the event of an illness occurring or potential exposure, all guardians will be notified and it may be suggested to keep your child home.

Individualized Health Care Plans: Families with a child that has an existing individualized health care plan in place must provide a copy of the plan to the staff of Creekside Kids before the first day of attendance. These plans are to be authorized by the child's health care provider and guardian(s) and define the interventions needed to care for a child who has an identified health or developmental condition or concern including, but not limited to: seizures, asthma, diabetes, severe allergies, heart or respiratory conditions, and physical disabilities.

Families of children who have an identified health or developmental condition but do not have an existing plan in place must obtain a plan from the child's health care provider. The plan must define the interventions needed to care for a child who has an identified health or developmental condition or concern. Medication cannot be administered and medical procedures cannot be completed by center staff until a plan has been received and any required delegation by the school nurse has been completed.

Health care plans should include a medication schedule, nutrition and feeding instructions, medical equipment or adaptive devices including



instructions, medical emergency instructions, toileting and personal hygiene instructions, behavioral interventions, and medical/procedure/intervention orders.

Failure to provide the plan in advance may cause a delay in enrollment due to the need to review the plan, train staff, and receive delegation from the school nurse. Health care plans must be updated every 12 months or if changes occur.

Hold Harmless: If your child has a health condition and you choose not to provide that information in writing to the school or on enrollment paperwork or through appropriate medical documentation, or you choose to not provide daily or emergency medication and applicable permission forms, the undersigned guardian hereby agrees to release the school and its personnel from any and all claims regarding the consequence of this choice. Guardians should be aware that 911 will be called in case of an emergency.

Alternative Contacts: Please provide a list of authorized adults who may pick up your child if you are unable to do so. Include their Full name and phone numbers. No one other than the parents or designated person(s) will be allowed to pick up your child. Creekside Kids, Inc. must be notified in advance and have a written note (if possible) with the person's name and relationship to the child. Please have ID ready at all times upon pick-up.

****If the parents are divorced or separated and one parent is not allowed by court order to pick up the child, Creekside Kids, Inc. must have a copy of the current order. The parent who has custody must submit a written plan indicating what Creekside Kids, Inc. should do in the case the barred parent tries to remove the child from our custody. If there is no current court order in place or it is not provided to us, the staff of Creekside Kids, Inc. cannot stop the non-custodial parent from picking up the child.****

Late Pick-Up: If a child is not picked up by 5:45 p.m., the guardians will be called, if no response occurs within 5 minutes, alternate contacts will be tried. In the event that no contact is made with either, within 30 minutes the department of human services will be called to take custody of the child, per state licensing rules.

Charges applied for Late Pick-Ups are:

\$5.00 for the first five minutes and a courtesy call (5:45 to 5:50)

\$1.00 for each minute thereafter.

The time will be determined by the center's clock. Families who are regularly late for pick-up will incur an increased late pick-up fee. Families that continue to have excessive late pick-ups may be dis-enrolled for failure to adhere to the center's hours of operation.



Late payments/Returned Payment Fee: Payments are due by the pay dates chosen. A late fee of \$5 per missed due date will be charged to families following a weekly payment schedule (\$10 for bi weekly, and \$20 for monthly). Any issues with previously agreed payment options please communicate with the center director so appropriate accommodations can be made.

Returned payment fee is \$30.00 per occurrence. Families will be charged fees accordingly. If any form of payment is repeatedly returned, the account holder will be required to pay cash for services.

Collection of Overdue Accounts: Accounts that are three months or more past due may be sent to collections. In case of default of payment, the account holder(s) agree(s) to pay any and all costs of collecting this account including, but not limited to, attorney fees and court costs.

It is the responsibility of the account holder to pay all past due center fees and tuition. In addition, it is the responsibility of the account holder to pay any collections fees accrued during the collections process.

Disenrollment: A notice of two weeks is encouraged but we understand that life happens and just ask to be informed of disenrollment as soon as possible when you decide to dis-enroll your child. In order to better serve our parents, we appreciate knowing the reason for the disenrollment.

Creekside Kids reserves the right to dis-enroll a child who presents a health or safety risk to staff or other children. We may also dis-enroll any child whose needs are not met by our program. Creekside Kids may also dis-enroll your child if you or your child is not able to or chooses not to follow our policies.

Safety and security: Creekside Kids is located in a District 12 building and has the benefits provided by them due to this. This includes security cameras, secured perimeters by the district 12 security team, locked doors that are only accessed by those with a badge. All who have a badge have had to go through state, federal, and DHS background checks. The doors are only opened to those we recognize.

As we are located near the foothills of the mountains our biggest threats are wildlife. All teachers are taught and trained to scan the playgrounds before allowing the children to run and play. If such a threat exists we will have indoor recess until the threat has passed. When possible we will alert parents through the app so they know before dropping off or picking up.

Natural Disasters/Fire/Emergency: Creekside Kids, Inc. follows all Cheyenne Mountain School District 12 plans for emergencies such as fire and intruders. Fire drills and lock-down drills will occur along with the building's regularly scheduled drills per state regulations, fire and lockdown drills are held



once per month and tornado drills are held monthly in-between March-October each year.

In case of evacuation from the building grounds the following locations are the primary, secondary, and tertiary evacuation sites depending on emergency needs.

1. Cheyenne Mountain Junior High Parking Lot
2. Harlan Wolfe Park
3. Fellowship of the Rockies on 8th Street or World arena

In the event of an actual emergency an alert will come through the ChildPilot app.

Lost Child Policy: If a child were to become lost, the building's intercom system would be utilized to alert all adults of the missing child and to request that the child return to the Creekside Kids, Inc. classroom immediately. All possible locations such as bathrooms and closets would be checked while other adults search the grounds. A parent will be notified as soon as possible to the situation and appropriate authorities would be notified as soon as possible/appropriate. Each child is assigned to a supervising adult on a 10:1, or 12:1 ratio, depending on the ages of the groups present, so the likelihood of a child getting lost in the school which has a fenced play area is unlikely. Our focus is your child's safety. We work with each child to teach safety skills such as staying in the line with the teacher. If our center is the first time your child has traveled in a group or your child might have difficulty staying with the teacher, please let us know so that we may give your child a little extra attention in this area.

Volunteers, Visitors, Guest Performers and Speakers: Creekside Kids, Inc. can have guests visit for educational or entertainment purposes. However, no guest will be allowed to be alone with a child or with the children.

Parents/guardians who are visiting will be allowed to be alone only with their child. Visits by parents should be kept to a reasonable time limit. Extended visits disrupt peer to peer interactions which are vital to developing social and emotional skills and child/teacher interactions which are vital to developing important bonds in a caregiver environment. In addition, visits often disrupt a child's routine and may cause the child to become upset by an unexpected visit that is outside the norm of parental drop off and pick up practices.

As Creekside Kids is a for-profit business, per Department of Labor regulations, we are not permitted to utilize volunteers. All positions must be paid positions which sometimes includes contract labor positions for guest performers and speakers.

In addition all visitors who do not have a Creekside or Canon preschool badge must sign in at the Canon preschool front office.



Field Trips: Field trips are limited to sites within walking distance. If a child arrives late to the center on a field trip day, the guardian may meet the class and the child may be signed in on location with the supervising teacher.

Transportation: Creekside Kids, Inc. and its employees do not transport children. In the event of an unusual emergency, the director may drive a child to the appropriate health care facility; however, Creekside Kids, Inc. will not be responsible for any medical/dental/transportation costs associated with the visit to the medical facility. It is not the center's responsibility to determine if insurance covers the child's care.

In the event of a natural disaster, including but not limited to wildfires and floods, Creekside Kids' staff may use personal vehicles or District 12's contracted buses for such an event, to transport children to an evacuation site if time does not allow for walking or waiting for pick-up by a parent, guardian, or emergency contact.

Television Viewing: In line with [Reggio Emilia](#) inspired learning Creekside Kids, Inc. only plays videos for educational or health purposes. For example, to demonstrate a scientific experiment which the children may repeat or to illustrate a concept we have been exploring. On snowy days, we may play a children's yoga video, or exercise video for the children to follow. On very rare occasions we may have a pajama/movie day.

Conferences: Conferences to discuss your child's behavior, progress, and social and physical needs can be called by either the guardians or staff on an as needed basis.

Potty Training: Our staff will monitor the children in the bathroom and take them on a regular schedule and our little bathroom may be used as needed. The staff will supervise bathroom behavior and hand washing. Please let us know if you have any concerns. If a child needs help with wiping, the staff will help when asked by the child as we cannot force them to be assisted. Please provide two weather appropriate changes of clothes for a child undergoing potty training. Older children who are trained occasionally have accidents—please supply a change of shirt, underwear, pants, and socks even if it is only a remote possibility for your child.

Diaper Changes: Diapers are checked as part of our bathroom schedule or more frequently if required. Hand washing is performed after each change. Parents are responsible for supplying diapers & wipes, and a weather appropriate change of clothes. ***Parents that do not provide diapers may be charged \$1 per diaper provided by the center.**



Hand Washing: All children and staff are required to wash hands upon arrival at the center. Regular group trips to the bathroom are scheduled frequently due to the location of the bathroom and the ages of the children. If a child does not need to "go" he/she will still be required to wash hands. This may result in chapped hands. Please take precautions while at home to avoid painful cracking, that we may not be able to treat at the center without a doctor's note.

****We are an allergy aware center in the Cañon School building, and do not serve nuts or products containing nuts. All children need to wash hands on arrival to reduce the likelihood of spreading both germs and allergens in the classroom.*****

Nap Time: All children in the center between 1:00-3:00 will have a rest time. If your child will be here during that time please provide a crib sheet and a small blanket. You may also send a small pillow or small stuffed animal if you'd like. A child who attends 3 or more days a week may store their nap items at the center during the week and take them home on Fridays for washing. Children will rest quietly on cots for a minimum of 30 minutes before quiet activities will be offered.

****If you do not provide the center with a sheet and/or blanket you may be charged up to \$1 per day for use and cleaning of center materials.***

Personal Property: Accessories such as gloves, scarves, socks, and sunglasses are occasionally lost or damaged. Creekside Kids, Inc. will not be responsible for replacing/repairing these types of items. Some children have a personal item for nap time, please make sure it is small enough to fit in their cubby or no bigger than a shoe holder. They will not be for shared use. Children are allowed to bring toys for play into the classroom at certain times however Creekside Kids employees are not responsible if these items get lost, broken or stolen. Also, keep in mind the limited space, do not bring large or noisy toys. Creekside Kids, Inc. will not be responsible if an item is lost or damaged. Children should not carry money, ChapStick, lotions/ointments, or any medications in their pockets or backpacks. As we have mixed ages, any item that poses a choking risk will be kept by a teacher and can be picked up by a guardian at the end of the day.

To file a Complaint about this Child Care Center: Contact the Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver, CO 80203-1714 or call (303) 866-5958 or (800) 799-5876.

Child Abuse: Creekside Kids, Inc. is required by law to report to the local Social Services Office any suspected physical, emotional, sexual abuse or neglect. To report suspected abuse or neglect, parents may call (719) 444-5700.



Build Your Own Schedule Tuition Rates

Pay only for the time you schedule for your child to attend. Monthly time requests will be honored on a first come-first served basis with priority given to families already enrolled in the program. Monthly or weekly prepayment is required. No credits for scheduled changes will be given under a week's notice.

Deposit and registration are due before the child attends for their first day.

Deposit: \$200

Registration: \$50

(Upon enrollment, June 1st for summer and August 1st for school year)

1-20 scheduled hours are calculated at a rate of \$13 per hour.
Use the flat rate chart below to calculate hours of 21 or more.

Hours Per Week	Rate
21-25	\$277
26-30	\$293
31-35	\$308
36-40	\$323
41-45	\$328+\$5 per hour over 40
\$10 per hour for each additional hour above 50 hours	

**Any hours accrued over scheduled hours per week are billed at \$13 per hour.*

Drop In Care:

Drop in care will be available to pre-registered students on a space available basis. Please call in advance to check for availability. Drop in care is \$13 per hour unless the hours go above 21 hours for the week then it will follow the chart above.

Creekside Kids

Welcome

Daily Schedule

6:45-8:00 Welcome and Free Play

7:30-8:00 Breakfast (For those who packed one to eat here)

8:00-8:30 Morning Meeting

8:30-8:40 Restroom/ Wash Hands
(8:40 Canon Kids AM Drop-off)



8:40-9:40 Morning Recess

9:40-9:50 Restroom/Wash hands

9:50-10:00 Morning snack



10:00-11:25 Guided and Independent Studies

11:25-11:45 Morning Wrap up.
(11:45 Canon Kids AM drop off)



11:45-11:55 Restrooms and Sunscreen

11:55-12:25 Lunch

12:25-1:15 Free play/ Recess

(12:40 Canon Kids PM Drop off)

1:15-1:30 Restrooms/ Nap Prep

1:30-3:30 Nap / 2:00-3:30 Quiet Activities

(1:30-2:00 State Required Rest Period for all)

3:30 - 4:00 Nap cleanup and Afternoon Snack
(3:45 Canon PM kids drop off)

4:00-5:00 Free play and finish projects

5:00-5:45 Recess / Gym / Classroom



*** All schedules are subject to change at any day or time to accommodate the needs of our children and classroom***



Welcome

Daily Summer Schedule

7:00-8:00 Free Play and Breakfast
(For those that need it)

8:15-8:30 Restrooms
(Split groups)

8:30-9:30 Younger group: Outside Studies
Older Group: Guided and Independent Experimentations

9:30-9:45 Restroom/Wash hands

9:45- 10:00 Snack

10:00-11:45 Younger Group: Guided and Independent Experimentations
Older Group: Outside Studies

11:45- 12:00 Restrooms and Sunscreen

12:00-12:30 Lunch

12:30-1:00 Free Play / Recess

1:00-1:15 Nap Prep

1:15-3:15 Under 5: Rest time, 1:15-1:45 State Required Rest,
Over 5: Outside and other activities

1:45-3:15 Quiet Activities for those that don't sleep.

3:00-3:30 Nap Clean Up and Free Play

3:30-4:00 Snack

4:00-4:15 Restrooms and Sunscreen

4:15-5:45 Recess / Gym / Classroom

(Depends on weather and the current interests of the children.)



*** All schedules are subject to change at any
day or time to accommodate the needs of our
children and classroom***



CHECK IN CHECKLIST

☐ **Checked in on ChildPilot?**

(if not please do so, if your having issues see a teacher)

☐ **Water bottle, AM and/or PM
Snack in the right bucket?**

(not sure which bucket or group please ask)

☐ **Lunch on the right cart?**

(not sure which cart or group please ask)

☐ **Backpack hung up?**

(not everyone's will fit in our little hallway, your child may have one in the big hallway)

☐ **Sunscreen on?**

(either at home or please apply now)

☐ **Hands washed?**

(Help us keep everyone healthy)

Creekside Kids



COLORADO
Department of Public
Health & Environment



Dear families of students attending Colorado kindergarten through 12th grade schools for the 2025-26 school year: This letter includes important information about Colorado's school vaccine requirements, as well as other resources. There's nothing more important than making sure your child or children stay healthy and learning all year long. Getting vaccinated gives children and adolescents the best chance of staying healthy and in school.

Colorado law requires students who attend school to be vaccinated against many of the diseases vaccines can protect against, unless a Certificate of Exemption is filed. For more information, visit <https://cdphe.colorado.gov/immunization-policy-and-board-health-rules>. Before a student's first day of school, families are responsible for providing an up-to-date immunization record, an in-process plan, or a Certificate of Exemption to each school the student attends. An in-process plan is written by your student's immunizing provider and shows that your student is following the ACIP schedule to catch up on missing dose(s) of one or more school-required vaccines.

Getting vaccinated and following the recommended schedule is important. Think of vaccines as a special training program for the body, teaching it how to fight off harmful germs. The protection from vaccines can last a very long time, which helps to keep your child, your family, and your community safe and healthy.

Vaccines required for school

To attend school, your student must be vaccinated against:

- Hepatitis B (HepB) (IPV)
- Diphtheria, tetanus, and pertussis (DTaP, Tdap) • Varicella (chickenpox)
- Measles, mumps, and rubella (MMR) • Polio

Get kindergarten ready: Colorado law requires children between the ages of 4 and 6 years to receive their final doses of DTaP, IPV, MMR, and varicella **before** kindergarten entry.

Get sixth-grade ready: Colorado law requires adolescents to receive one dose of Tdap **before** sixth-grade entry, even if the student is 10 years old.

Number of doses and spacing of vaccines:

Colorado follows recommendations set by the Centers for Disease Control and Prevention's [Advisory Committee on Immunization Practices](#). This committee is a group of medical and public health experts who study vaccines and recommend them for the public. View recommended vaccine schedules for children birth through 6 years of age at <https://www.cdc.gov/vaccines/imz-schedules/child-easyread.html> and children/adolescents 7-18 years of age at <https://www.cdc.gov/vaccines/imz-schedules/adolescent-easyread.html>.

Vaccines that are not required for school but are recommended include:

COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB). The timing and spacing of these vaccines also follow the recommended vaccine schedules for [children birth through 6 years](#) and [children/adolescents 7-18 years of age](#).

Vaccination records

Share your student's updated Certificate of Immunization with their school every time they receive a vaccine. Need to find your student's vaccine record? Visit COVaxRecords.org for more information.

Exclusion from school

If there is an outbreak of a vaccine-preventable disease at your student's school, and your student has not received the vaccine for that disease, they may be excluded from school for many days. That could mean lost learning time for them and lost work and wages for you. For example, if your student is not up to date with their MMR vaccines, they may need to stay home from school for 21 days after someone gets sick with measles.

Exemptions from one or more school-required vaccines

If your student cannot get vaccines for [medical reasons](#), you must submit a Certificate of Medical Exemption to your school. If you choose not to have your student vaccinated for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your school. Nonmedical exemptions must be submitted on an annual basis. Find more information about exemptions at <https://cdphe.colorado.gov/exemptions-to-school-required-vaccines>.



Have questions?

Talk with a health care provider

or your local public health

agency to ask questions and find out which vaccines your student needs. Find a vaccine provider at

cdphe.colorado.gov/get-vaccinated. Read about the benefits and importance of vaccines at cdc.gov/vaccines-children/about/index.html, childvaccineco.org, immunizeforgood.com, and cdphe.colorado.gov/immunization-education.

Staying up to date on routine immunizations is important for adults as well as children. It's never too late for adults to get back on track! Learn more at

<https://www.cdc.gov/vaccines-adults/recommended-vaccines/>. **Finding and paying for vaccinations**

If you need help finding free or low-cost vaccines, go to [COVax4Kids.org](https://covax4kids.org),

<https://cdphe.colorado.gov/immunizations/get-vaccinated>, or dial [2-1-1](https://www.211.org) for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

How is your school doing on vaccinations?

Annually, schools and child cares must report immunization and exemption numbers (but not student names or birthdates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard of 95% for all school-required vaccines, described in [§25-4-911, CRS](https://www.crs.gov).

Your child's school's immunization rates from the 2023-24 school year. (Find 2023-24 school year and prior years' data at [COVaxRates.org](https://covaxrates.org)).

School name	2023-24 MMR immunization rate (required)	2023-24 MMR exemption rate (required)
Creekside Kids Inc.	90%	10%

Schools may choose to include rates for other school-required vaccines below.

2023-24 HepB immunization rate	2023-24 HepB exemption rate
80	20
2023-24 DTaP immunization rate	2023-24 DTaP exemption rate
100	0
2023-24 Tdap immunization rate	2023-24 Tdap exemption rate
100	0

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2023-24 IPV immunization rate	2023-24 IPV exemption rate
100	0
2023-24 varicella immunization rate	2023-24 varicella exemption rate
80	20