

YMCA Inspire Preschool Parent Handbook 2026/2027

Welcome to Inspire Preschool and Infant/Toddler Care

The YMCA of Northern Colorado is an association of people of all ages, abilities, ethnic groups, and religious affiliations who are united in a common effort with a worldwide fellowship putting Christian Principles into practice and enriching the quality of spiritual, mental, and physical life for all.

Inspire Preschool Longmont

950 Lashley St.
Longmont, CO 80504
720-652-4720

Inspire Preschool Johnstown

165 Settler Way
Johnstown, CO 80534
720-797-2020, ext 7700

Inspire Preschool Boulder YMCA

2850 Mapleton Avenue
Boulder, CO 80301
303-443-4474

KinderCamp at the Lafayette

2800 Dagny Way
Lafayette, CO 80026
303-443-4474

Mission of the YMCA: To put Christian principals into practices through programs that build healthy spirit, mind, and body for all.

Registration Process:

Families interested in registering for care at Inspire Preschool at the Ed and Ruth Lehman Longmont YMCA, Johnstown Community YMCA, Boulder YMCA or Lafayette YMCA KinderCamp may do so online at ymcanoco.org on the Preschool landing page. Parents are encouraged to schedule a facility tour prior to enrolling. As part of the registration process, parents are required to complete Camp Docs, a secure emergency network that we use to collect medical and emergency contact information electronically. All forms must be completed and reviewed by the Director before the first day of care. Families utilizing CCAP, YMCA FA, or Employee Benefits must register through our YESS Business Services Portal at www.ymcanoco.ymcamso.org/new.

Please note, current physical and immunization record is required on or before the first day of attendance and will be required to be updated annually. Please contact the Preschool location directly should you require translation services for registration purposes.

Please note that parents must be able to be contacted for hours when their child is in childcare at the YMCA. Please be sure to provide a working cell phone number and work phone number. In addition, two emergency contacts must be provided as a back-up for when a parent cannot be reached for an emergency. If parents and emergency contacts cannot be reached, the YMCA will contact Children's Services and the local police department for guidance and support.

Translation Services:

As a service to our families, we are happy to partner with CU Boulder to provide translation services for written materials and verbal services when needed. We also employ several bilingual staff who can assist with on-site needs.

Websites for local translation services:

US Language Services:

<https://www.uslanguageservices.com/colorado/evans-translation-services/>

Greeley-Evans School District supports services in the community for free:

<https://www.greeleyschools.org/families/family-center/interpreter-translator-services>

City of Greeley Language Services provides these services for free:

<https://greeleygov.com/ada-policy/language-access>

Tuition/Fee Information:

The registration fee and first month of tuition is due on or before the first day of attendance in preschool. Fees are determined based on the plan selection made when registering. Receipts are accessible through each family's online account or by contacting the YMCA's business office at www.ymcanoco.ymcamso.org/new. Parents may choose to pay fees with a check or cash directly to the Preschool Director at site or by selecting the auto draft pay option on the registration form using a credit card or ACH Payment. Selecting the auto draft option grants the YMCA permission to charge monthly tuition fees and any other incurred fees in accordance to published policies on the registration form. For Preschool, tuition payments are due on the first day of each month.

Longmont, Boulder and Johnstown YMCA Preschools

Tuition Rates for the 2026/2027

School Year Full Day Options

2 ½ to 6 year olds

Full Day Full Time 4-5 days per week \$1575/month

Part Time M,W,F \$1114/month

Full Day T,R \$778/month

Part Day Options (where applicable) (7:00am-12:00pm)

Part Day Full Time 4-5 days per week \$745/month

Part Day M,W,F \$543/month

Part Day T,R \$350/month

Boulder YMCA Infant and Toddler Care

Tuition Rates for the 2026/2027

School Year Full Day Options

Infant Childcare (6 weeks – 12 months)

M-F \$2583/month

MWF \$1550/month

TTh \$1033/ month

Toddler I (1 year – 2 years)

M-F \$2415/month

MWF \$1449/month

TTh \$966/month

Toddler II (2 years – 3 years)

M-F \$2079/month

MWF \$1247/month

TTh \$831/month

Tuition Rates for the 2026/2027

School Year 1/2 Day Options

(8am-12pm)

Infant Childcare (6 weeks – 12 months)

M-F \$1655/month

MWF \$1000/month

TTh \$665/month

Toddler I (1 year – 2 years)

M-F \$1560/month

MWF \$935/month

TTh \$625/month

Toddler II (2 years – 3 years)

M-F \$1340/month

MWF \$805/month

TTh \$535/month

Late Payment Fees: a \$25 late payment fee will be assessed when payment is not received by the 1st day of each month. If payment is not secured by the 7th of the month, care will be suspended until all charges are resolved. At this time, the participant will be automatically unenrolled, and re-enrollment cannot be guaranteed. The YMCA Collections process may be enacted to collect tuition for services provided.

Refund and Cancellation Policy:

All program changes and cancellations must be submitted to the YESS Business Services Portal at www.ymcanoco.ymcamso.org/new. All changes must be submitted at least two weeks in advance of the start date to cancel. A \$25 fee will be assessed each week when changes or cancellations are requested. Refunds or credits, less than \$10 per day or \$50 per week if on a monthly plan, will be authorized when a cancellation request is approved. No credits or refunds will be issued without a two-week notice submitted to the Business Services Portal. All communication requests must be submitted through the Business Services Portal; verbal requests will not be granted. Refunds are not granted if there is a balance due on a YMCA account for any other program.

Refunds and credits are not offered for missed days due to illness, building issues such as water loss or gas leak, or weather-related closures.

If the YMCA terminates enrollment for a participant due to failure to abide by agreed upon rules and expectations, a refund will not be provided.

YMCA Financial Assistance:

Financial assistance is available to all families who qualify upon completion of the application process. Financial disclosure is required but kept confidential. For all YMCA Licensed Care programs, a CCCAP denial letter is required to apply for financial assistance. If CCCAP is not an option for families due to immigration status or other protective factors, the denial letter may be waived. More information as well as the financial assistance application are available from the Preschool Director or at ymcanoco.org. Please note, all tuition policy requirements and tuition schedules are the same for financial assistance applicants as they are for all other registrants. Financial assistance applications must be updated annually. For families attending year-round, renewal applications must be submitted by July 1 each year to be considered for the next registration session beginning August 1. Financial Aid applications can be found in our Business Services Portal at www.ymcanoco.ymcamso.org/new.

Discounts:

The YMCA provides various discounts based on contracted relationships with third party agencies/businesses. Please contact our Business Services team to determine your eligibility for a discount. In some cases, additional documentation may be required. *Please note, infant and toddler programs for children under the age of 2 ½ are not eligible for any discounts.

CCCAP – Colorado Locations:

The YMCA accepts CCCAP from various counties. CCCAP authorization must be validated before the first day of care. In some cases, this may take a few days, so please plan accordingly. Parents may pay privately if there is a delay in CCCAP authorization. All CCCAP Parent Fees are due on the first of each month and must be paid in full to start attendance on the first of each month. Please read the following carefully to avoid any additional fees or disruption in care.

1. The parent or guardian of a student utilizing CCCAP is responsible for payment of tuition fees when waiting for authorization, when authorization expires and anytime the child attends on an unauthorized day.
2. Excessive absenteeism will result in disenrollment from the program. The YMCA will allow for up to 4 absences from registered days per month. It is the parent or guardian's responsibility to register their child only for the days they expect to attend. CCCAP does not pay the YMCA for absences. Absences will be billed to the family. Please request an adjustment to your CCCAP authorized schedule with your CCCAP case manager.

3. Parent fees must be paid on the first day of each month. Additional fees such as late pick-up fees, late payment fees, and no notification fees must be paid immediately.

4. CCCAP application and authorization management are strictly the responsibility of the parent or guardian. Parents are responsible for all tuition if authorization lapses.

5. Failure to use the ATS system every day a child attends or failure to authorize a sign-in adjustment within the 9-day authorization period will result in billing at the YMCA CCCAP program at a daily rate.

6. Failure to pay fees billed to your account will result in immediate disenrollment from the program and collection of action.

7. Children must be authorized by CCCAP for full-day attendance at the site they are scheduled to attend. Please note, this may be a different site/license number than they attend after-school care. If they are not authorized, the parent or guardian will be charged a full-day fee.

8. In the event of a Health Department required quarantine that cancels preschool care, CCAP Parent fees will not be reduced, credited, or refunded.

Community Resources for Families:

Partnering with parents is essential for ensuring a child receives the services and care necessary for healthy social, emotional, physical, and academic growth. We maintain a directory of local resources to help families needing services outside the YMCA. Please ask for help with locating services throughout Boulder, Weld, and Larimer Counties. Resources can be accessed at each preschool and on our website. We genuinely care about you and your family's needs. If you need assistance connected to mental health, physical health, educational or development screenings, we are here to help. Through parent communication, observations, and bi-yearly child assessments, we may decide if a child could benefit from community service. We will set a time to meet and talk about how we can help you support your child. Please let us know if you believe you or someone you love can benefit from these services and we will help you locate and contact them. We have resources for many services in our Family Resource Center located in the lobby. We can also help by providing phone numbers, websites, or additional resources to contact Child Find, mental health support, and medical support if necessary.

Your Child's Day at our YMCA Preschools

YMCA Inspire Preschool and YMCA KinderCamp Philosophy:

At Inspire Preschool and YMCA KinderCamp, we believe that children learn best through hands-on experiences and age-appropriate play with their peers, under the direction and guidance of highly-trained teachers. Our developmentally appropriate learning atmosphere is designed to develop the whole child. Young children are guided to and encouraged to make choices based on their own interests and personalities. At the Y, we take our role as mentors, educators, and fun-providers seriously, and we work to ensure children thrive each day!

YMCA Inspire Preschool Curriculum:

During the school year The YMCA Inspire Preschools utilize Creative Curriculum, which includes social skill development, science exploration, language development, early math, music, and creative art. While we use Creative Curriculum, we also focus on children's foundational skills as well such as gross and fine motor development, language development and self-help and problem-solving skills. Our KinderCamp programs are designed around weekly themes where children engage in active play, arts and crafts, cooking and quiet activities. In all our programs, children could enroll in enrichment classes like sports samplers and swimming lessons!

All Inspire Preschool students participate in progress monitoring, which lets staff evaluate and track their academic and social progress throughout the school year. Teachers will hold two parent conferences each year to review data and work with families to identify possible interventions.

Infant Programming:

Our infant program, offered at the Boulder YMCA provides small-group infant care where each family works directly with the infant care giving team to establish an individualized daily schedule for naps and feeding. Our highly trained infant staff will ensure there is plenty of personal interaction during the day and tummy-time and age-appropriate activities to ensure all babies meet their developmental milestones. Daily reports will be sent home with every baby, so parents know the day's feedings, diaper changes, naps, and general mood. Parents are also welcome to call the center anytime to check in with their child's caregivers.

Inclusive Support:

The Y does not discriminate against any person with a disability and welcomes children of all abilities. The YMCA will partner with families to carefully explain the YMCA's program and to determine whether the program will be a good fit for their child. Families with children with disabilities are asked to complete the Support & Assistance Questionnaire (SAQ) when submitting registration paperwork. This questionnaire is designed to help us gain a better understanding of your child's needs and strengths and to help us identify the specific accommodations and assistance that may be needed for your child to participate in activities and programs safely and successfully. Once the questionnaire and other documentation are reviewed by the YMCA, a meeting will be scheduled with the family to determine the next steps. The YMCA will make reasonable accommodations within its means, but in some cases may not have the resources to provide some services. The YMCA's programs are designed to provide care in both small and large group settings within state licensing requirements. In all settings, children must be able to participate in program activities such as community field trips, swimming, and outdoor sports and games safely and cooperatively. While we attempt to accommodate children who need accommodations, we also must be mindful of the other children in the program and in that light, even with additional support it is important to note that the YMCA expects children to reliably follow directions and cooperate with guidelines regarding their safety and well-being and the safety and well-being of others.

Immigration Status/Documentation:

The YMCA has a long history of supporting immigrant families in our programs. We provide care for all children and do not ever ask for immigration documentation

Hours of Operation:

Infant and Toddler Program at the Boulder Y:
8:00am-5:00pm Inspire Preschool Full-Time

Program: Monday-Friday 7:00am-6:00pm

Part-Day Program – Longmont and Johnstown (up to 5 hours): Monday-Friday
7:00am-12:00pm (must be picked up by 12:00)

Boulder Part-Day Program – 8:00-12:00

Arapahoe KinderCamp: Monday-Friday 7:30-5:30 pm (Summer Camp Only)

Arapahoe KinderCamp and Inspire Preschools offer a full-time 4–5-day program and a two day (Tuesday/Thursday) or 3 day (Monday/Wednesday/Friday) option.

Parents must choose the days they wish to register for and plan to adhere to the selected days. Changing days or adding additional days cannot be guaranteed and is at the discretion of the Director and based on availability and staffing resources. We expect all children will be there by 9:00am each day. If your child is late for school or absent, please contact the Director. If a child arrives at school and their class is not in their classroom, the Director will escort them to their class location or will assign them to another class until they can join their own class.

Overnight Care:

The YMCA does not operate overnight care or care outside of our licensed hours at any time.

Months of Operation:

The Longmont and Johnstown Preschool locations will offer care year-round. The Arapahoe KinderCamp program shares space with Boulder County Head Start and operates during the summer months when Head Start is not operating.

Morning Arrival:

Upon arrival at preschool, parents must walk their child into the building, sign them in at the attendance desk and then walk their child to their classroom to ensure they are safely “handed over” to their teacher. Parents must also sign-in to the ATS system if they utilize CCCAP. Once in the classroom, parents should put their child’s belongings in their cubbies and communicate any updates or necessary information to the teacher before departing.

If your child is arriving after 9:00am to the program, you must notify the Director so that they can ensure there is adequate staffing to accommodate them. If your child has an appointment (medical or dental) at the latest, they may be dropped off at 11am with approval by the director.

Drop-Off and Pick-Up Procedures:

Adults are required to walk each child into the preschool, sign them in at the front desk, complete a well-check and temperature check, and escort them directly to their classroom for drop-off. Teachers are available to assist if a child is having a challenging time and can suggest tricks and tips to assist if needed. Children should always be kept within your view until they are officially signed in by preschool staff in the classroom. If your child arrives late to school and their class is not in their room, please see the Preschool Director, and you will be helped with dropping the child off in another classroom or the Director may walk them to their class.

Children may be picked up at any time during the school day but will only be released to an adult on the contracted pick-up list. Any adult arriving to pick up a child who is not identifiable by a staff member must present a photo ID and must be on the pick-up list. No exceptions will be made. If a child is assigned to a county social worker, the social worker must be included in the child's registration paperwork and must present a valid form of identification to visit with or pick up the child. In the event there is a restraining order against an individual, the parent or guardian must present proper court documentation including court orders and/or custody documentation for the Director's review.

Infant Drop-Off Procedures:

Infant drop-off begins at 8:00am. Parents must sign their child in and remove them from their car seat at drop-off. All bottles and daily supplies are to be labeled and dropped off directly with the infant staff team. During drop-off, parents will be asked to write down their child's information such as wake time, morning feeding information, and any special needs information for the day. We request that you not leave car seats on-site during the school day.

Late Pick-Up:

Our preschool closes at 6:00pm. Parents will be charged a \$10 late pick-up fee for picking up between 6:01-6:10pm. An additional \$1.00/minute will be charged after that. At 6:10 staff will begin calling parents and emergency contacts to determine who will be picking up the child. If a parent cannot be contacted by 6:30pm, the local Police Department and Children's Protective Services will be contacted. For programs ending at 5:00pm, the same late fees will be assessed beginning at that time.

Arapahoe KinderCamp closes at 5:30 pm. Parents will be charged a \$10 late pick-up fee for picking up between 5:31 pm - 5:40pm. An additional

\$1.00/minute will be charged after that. At 5:40 staff will begin calling parents and emergency contacts to determine who will be picking up the child. If a parent cannot be contacted by 6:00pm, the local Police Department and Children's Protective Services will be contacted.

Preschool Closures Due to Inclement Weather and Emergencies:

In the event of inclement weather or emergency situations where opening the program is a concern, parents will be notified as soon as possible through the BrightWheel Communication System – email and

text, and the closure notice will be posted on the Y's website. Early dismissal will be announced in the same way. The Longmont Preschool will follow the St Vrain Valley School District's closure and delayed start plans. The Johnstown Community YMCA Preschool will follow the closure and delayed start plan of the Weld RE-5J School District. Credits and refunds are not issued for inclement weather days. If the YMCA, as an organization determines the weather, provides a significant safety risk for staff that results in the closure or delayed opening of a Y branch, childcare will follow that delay/closure, regardless of the school district's determination.

Closures for YMCA Arapahoe KinderCamp will be determined by the YMCA's Senior Staff team for weather or emergency related closures. Parents will be notified by phone or email of any closures.

Teacher/Child Ratios:

Colorado Childcare Ratios:

Infants – 1:5

1 year olds – 1:5

2 year olds – 1:7

2 ½ year olds – 1:8

3-4 year olds – 1:10

4-7 year olds – 1:12

Staff Qualifications:

The YMCA follows all state requirements for staffing qualifications for each group of children and ensures all state are fingerprinted and background checked through Trails and the Colorado or Wyoming Bureau of Investigation and the Federal Bureau of Investigation before working with children. Staff are trained in First Aid, CPR, Bloodborne Pathogens, and Universal Precautions. In addition, all staff complete at least 15 hours of annual training approved by the state they work in. In the Infant program, the Infant Nursery Supervisor will be on-site and meet all required Colorado Licensing requirements.

Classroom Assignments:

Upon enrollment, each child is assigned to a primary classroom based on their age, needs and the Preschool's enrollment availability. Children may be moved to another classroom to accommodate staffing needs or their own personal needs at the discretion of the Director. Parents will be notified by the Director when this occurs. Classroom requests by parents may be made by speaking directly with the Director.

Staff Time with Families Outside of Preschool/KinderCamp:

For the protection and safety of your child and our staff, YMCA employees are not permitted to babysit for families, transport participant children, or have personal contact with families via phone, email, or text. In addition, contact with families through social media and the internet is not allowed. Please do not put our staff at risk of losing their position by asking them to do so.

Parent Participation:

Inspire Preschool has an Open Parent Volunteer Team who assists with planning and implementing events, providing feedback, and assisting with general tasks. Parents may sign up with the Director for this wonderful opportunity!

Parent conferences are a valuable opportunity to engage with your child's teachers and caregivers. Parents may request conferences at any time during the year by scheduling a time with the Director. The Director and Teachers may also request conferences at any time to discuss a child's needs.

Inspire Preschool hosts various events throughout the year for parents to attend! Back to School Night, Breakfast with Santa, Spring Fling and our Annual Graduation are just a few of the events we host to encourage parent participation!

Communication:

Having strong, open communication between our preschool staff and families is extremely important to ensure your child receives the highest quality experience. Parents receive daily communication through our Bright Wheel email system. Upon enrollment, parents will receive information on setting up a BrightWheel account and will then receive communication through email or the BrightWheel app. This communication tool will inform parents of their child's daily activities, allow them to receive alerts and reminders from the management team, and allow them to send notes to teachers. In addition to BrightWheel, parents receive monthly newsletters and calendars to keep them updated on all things happening in Preschool!

Our staff are not permitted to communicate with families through personal devices or email. Please do not engage in texting, emailing, or contacting staff through social media. All communication will come from a YMCA approved source.

Arapahoe KinderCamp will communicate with parents through email updates through weekly emails.

Daily Schedules and Routines:

Each classroom has a Daily Schedule to guide learning activities and allow for children's choices of activities. We allow flexibility throughout the day to ensure we are best meeting the classroom's needs but guarantee children receive plenty of physical activity, quiet time and free play while also participating in teacher-directed learning activities. Being in the YMCA allows us to participate in "walking field trips" to the Y's wading pool, gymnasium, running track and other specialty rooms. This is an especially beneficial feature when the weather does not allow for outdoor play.

All children enrolled in full-day care will be provided with a quiet “nap time” each day from 12:30-2:30. During this time, children will have access to their own cot to allow for personal rest space. The Y will provide a fitted cot sheet, and children may bring a small blanket and soft nap toy for comfort. For safety reasons, pillows, sleeping bags, and weighted blankets are not permitted. All cots and sheets are cleaned and sanitized at least once a week. During rest times, soft music will be played, and lights will be dimmed to create a peaceful environment. Staff will sit with children and pat their backs or read books to assist children in falling asleep. Children are not required to nap and will be given quiet activities if they do not fall asleep. We follow the philosophy that if a child falls asleep then their body needs rest. We will not force a child to stay awake during naptime and ask that parents support our staff by not requesting to keep their child awake during nap time. Infants will be given an assigned crib not shared with other babies. Crib sheets will be provided by the YMCA and will be laundered weekly or more often as needed. Crib bumpers and pillows are not permitted. Any sleeping device such as a mattress wedge or elevator will require a signed release from the child’s physician. Pillows and blankets are not permitted. For safety reasons, infants will not be swaddled during nap times. Pacifiers may be used for nap time in the Infant and Toddler Classrooms only, with the toddler room use being limited to only nap times and times when a child requires additional comforting. Pacifier clips are not permitted on cots or in cribs. To ensure healthy supervision, infant classroom lights will remain on while babies are sleeping, and staff will routinely monitor cribs.

Parents will have the opportunity to enroll their child in extracurricular activities such as Safety Around Water, swim lessons, and Sports of All Sorts. Some of these programs require additional registration forms and fees. By completing the registration forms, parents are granting Inspire Preschool permission to allow their child to attend these activities located within the YMCA facility. All children registered for an extracurricular activity will be moved to Brightwheel, our attendance tracking system, to the activity location. Ratios and staff qualifications are maintained during extracurricular activities and walking field trips.

In our infant programs, parents will partner directly with the infant care team to develop an individualized schedule for their baby including meal schedules and naps.

Swim Days:

All YMCA Preschoolers ages 2 ½ and above are invited to participate in swim days weekly/bi-weekly. Classrooms have a swim day each week or every other week and ask that parents send children prepared to participate with a swimsuit, towel, and waterproof bag for wet items. Children who are not toilet trained must have a swim diaper to participate. A YMCA Lifeguard is always present when preschoolers are in the pool and pool area.

Parents may choose to have their child not go swimming. In this case, children will be assigned to another classroom during swim time or to sit out on the side of the pool depending on staffing and ratios. All swim participants must follow YMCA pool rules at all. If a child's behavior poses a risk to their safety or another participant's safety, they will not be permitted to attend swim time. Parents will be notified if their child's behavior is unsafe in the pool.

Swim days may be cancelled due to health concerns or mechanical issues with the pool. These changes may occur without advanced notice.

All participants are eligible to participate in swim days at YMCA pools. During this time, ratios are maintained, and YMCA trained lifeguards maintain a presence. Parents are required to sign the swim waiver in Camp Docs upon enrollment and may opt out of swim time if desired. Children who do not participate in swim will be provided with other activities during this time.

Personal floatation devices, masks, nose clips, etc. are not permitted during preschool swim times. The YMCA lifeguards may require a child to wear a YMCA issued life vest if necessary.

Children are not permitted to swim or wade in water at any off-site location.

Walking Field Trips/Transportation:

While YMCA Inspire Preschool and Arapahoe KinderCamp do not take children off-site for field trips, we do allow for children to utilize specialty rooms and spaces on the YMCA campus' such as fitness rooms, walking tracks, gyms, and gardens. Parents will be notified in advance of children

visiting these spaces, and a notice will be posted at the site so that families arriving late to preschool or visitors know where classes can be located. All policies including attendance tracking and ratios will be maintained during these times. Emergency information for all children, first aid supplies, and a reliable communication method must accompany staff during all walking field trips. Infants will have a chance to participate in neighborhood walks in a buggy with staff maintaining the required ratios.

Infants are transported in an approved buggy for walks.

YMCA Inspire Preschools do not transport children in vehicles unless advised by law enforcement in an emergency.

Audio/Video Policies:

Music is a valuable part of our day at Inspire Preschool. Music is used to provide a calming atmosphere during meal and nap times and to energize children during physical play. Children are encouraged to sing and play instruments throughout the day as well! Video usage is extremely limited in preschool, but on rare occasions, a special educational movie may be shown to enhance curriculum studies. On other special occasions, such as our Charlie Brown Thanksgiving event, a short, G rated movie may be shown for entertainment. Children who do not choose to watch a movie are provided with alternate activities.

What to Bring to Preschool:

The following items are required for Preschool each day and must be labeled with your child's first and last name:

1. A full change of seasonal clothing
2. Diapers and wipes (if needed)

3. Swim Gear – towel, swimsuit, and swim diaper (if needed) (Children needing a swim diaper will not be allowed to swim without a swim diaper)
4. Small blanket for nap (no weighted blankets or pillows without physician approval)
5. Healthy Lunch (with ice pack to keep cold) (Nut free)
6. Sunscreen – please give directly to Director (medication authorization form required)
7. Water bottle labeled with first and last name
8. Prepared bottles (if needed in Infant Classroom)
9. Bibs (if needed)
10. Diaper Cream (if needed)

Children's personal belongings must be stored in their designated cubby. All medications or tuition payments must be handed directly to a staff member and may never be stored in a backpack or cubby.

Infant Room Supplies:

In the Infant program, parents are required to provide labeled breastmilk or formula bottles (unprepared and labeled with desired amount per feeding or prepared) with their child's first and last name. No additives, such as medications or vitamins, may be added to a bottle without written permission or an explanation from a doctor. Parents are also responsible

for providing all meals and snacks for their baby. Other supplies parents will supply include diapers, wipes, extra clothes, pacifier if applicable, sleep sack if applicable and a printed, detailed schedule for sleep, feedings, and any special instructions.

What Not to Bring to School:

The YMCA is not responsible for lost, stolen, or broken items. Please do not allow your child to bring toys or electronics from home. A single, soft nap item may be used during quiet times or as a comfort item throughout the day, but other toys should be kept at home. Please note, for safety reasons, pillows are not permitted for use at naptime for infants and toddlers.

Backpacks stored in student cubbies are accessible to children throughout the day and will be checked for hazardous items. Please ensure children's backpacks do not contain any medications, lotions, hand sanitizers, Chapstick, money, empty plastic bags, sharp objects, or small items that could pose a choking hazard. Teachers will routinely check children's bags to ensure safety as well.

Plastic shopping bags may not be stored in cubbies as they may present a suffocation hazard. Please place belongings in a reusable tote or storage container.

YMCA Preschools and KinderCamp are nut-free facilities and do not permit any peanut butter, nuts, or nut-based milks. If a child brings any of these items to school, supplemental foods will be provided, and the nut items will be disposed of.

Staying Healthy and Safe at Preschool

Diapering and Personal Care:

Inspire Preschools welcome children who are not toilet-trained and work closely with families to help each child gain toilet success. We understand that each child develops differently and master's toilet-training differently, so we work to develop positive, individualized plans to meet each child's unique needs. Our classroom schedules allow for planned toileting breaks

and flexibility to allow children to freely use the bathroom when needed. For children in diapers and pull-ups, staff check diapers throughout the day and change children immediately when they are wet or soiled. Parents are responsible for providing all diapering supplies including diapers, wipes, swim diapers, and creams. A medication authorization form is required for all diaper creams. Per state licensing requirements, diaper creams used to “treat” a condition require a doctor’s authorization.

Cloth diapers are approved for use in our programs. The YMCA will not wash cloth diapers but will remove any “solids” from the soiled diaper and place them in a sealed bag to be taken home the same day. Diapers not taken home that day will be discarded. Diaper pins are not permitted for safety reasons.

Arapahoe KinderCamp requires all children to be toilet-trained. Diapers are not approved.

Healthy handwashing habits are essential for maintaining a safe, healthy environment for all children. Children are directed to wash their hands upon arrival at school, after toileting or wiping their nose, before and after meals and snacks, when returning from the playground or another area of the Y and whenever their hands become soiled during active play. Staff monitor handwashing to ensure proper technique and provide an adequate supply of hand soap and paper towels. Infants and toddlers will have their hands washed after all diaper changes.

Meals and Snacks:

At the YMCA we are committed to serving children healthy, nutritious meals and snacks. At Inspire Preschool, all children bring their own lunches each day. It is a requirement of Child Care Licensing that children’s lunches are balanced and meet all nutritional guidelines and include fresh fruits and vegetables, proteins, whole grains and dairy or dairy alternatives. Lunch should have limited sugar content. Soda, sugary drinks, and candy will not be served and will be sent home. Children must have a complete lunch. If a child arrives without lunch, every attempt will be made to contact the parent to bring lunch. If the parent is unable to bring lunch, the Director will secure a nutritious lunch, and the parent will be charged a \$25 fee for each instance a lunch is provided. We will provide 2 healthy snacks each day – one in the morning and one in the afternoon after a nap.

An additional “late day” snack will be provided around 5:15 for children still in attendance. On occasion, children will be provided with special treats provided by parents for parties and celebrations. Snacks will be prepackaged with ingredients labeled to protect students from allergies.

Prior to mealtimes, the tables will be cleaned and disinfected per Health Department requirements. Children will be required to wash their hands before eating and stay seated to reduce the risk of choking. Leftover food, except unopened items, will be discarded.

Children should bring a clean water bottle with them each day. If they do not bring a water bottle, one will be provided to ensure they have constant access to fresh drinking water.

Inspire Preschool is a nut-sensitive facility and does not allow children to bring any peanut butter or nut products including milk such as almond or cashew.

Infant parents will provide all meals and snacks for their child. Food items must be appropriate and safe to avoid choking hazards. Infants under 6 months will be held during bottle feedings and not permitted to walk around with their bottle. Infants 6 months and older that can hold their bottle do not need to be held for feeding. Once eating solids, babies will eat meals in individual highchairs under the supervision of staff.

Nap and Infant Sleep:

All children are provided with an age-appropriate amount of “rest time” each day. A scheduled two-hour block of rest time is provided for all children two years and older. Children will be provided a cot and sheet during this time to enhance the resting experience. Staff may also dim lights, play soft music, and gently pat a child back upon request.

Children who do not fall asleep will be offered quiet activities during this period. No child will be forced to sleep or stay awake during this time, regardless of the parent's request. All children are actively supervised during nap periods.

Infants will be provided with a crib assigned specifically to them for rest periods. Cribs will have a firm mattress and fitted sheets. Cribs will be kept free of toys, and infant heads will be kept uncovered. Pacifiers may be provided by parents to use during a rest period. Infants are actively supervised with adequate lighting during nap times. Infants are not confined to cribs when awake.

Older infants/toddlers may move to a cot at the age of 1 year with parent's consent when deemed safe and appropriate.

Preschool Dress Code:

Preschoolers are very busy and have the best experience at school when they are dressed appropriately for active play. Children should be dressed in comfortable clothes that are okay to get messy in. Clothing should also be unrestrictive so that children can easily go to the bathroom by themselves once they are fully toilet-trained. Close-toed gym shoes with rubber soles are required for outdoor play. Due to safety, open-toed shoes are not permitted on the playground, as they are covered in mulch. In the summer months children should be dressed lightly so they do not become over-heated. In colder months children should be prepared to go outside every day and should have appropriate outdoor gear including a hat, gloves or mittens and a coat. Children will not be permitted to participate in outdoor play without proper clothing but will be provided with indoor physical play.

Masks may be required at specific times for preschoolers attending Inspire Preschool and/or KinderCamp. The decision to require masks will be based on the local Health Department's guidance and requirements. These requirements will be communicated to families through written and electronic means.

Arapahoe KinderCamp requires all children to be toilet-trained and not in diapers.

Sunscreen:

Please plan to provide sunscreen with a minimum SPF level of 30 year-round. When sun exposure is highest, we recommend parents bring a sun hat. Parents must apply sunscreen first thing each morning before school, and staff will reapply in the afternoon before outdoor play. Depending on the brand of sunscreen, reapplication may be necessary more often. Staff will check children in the morning as well and may apply at that time as

well if the need for reapplication is determined. Children may be limited to less outdoor time if sunscreen is not provided. A sunscreen authorization form must be signed by a parent to apply for any product. **Aerosol sunscreen is not permitted in preschool.** The YMCA has Rocky Mountain Sunscreen for use when a child runs out of their own personal sunscreen.

Medication:

Medication rules are set by the Department of Human Service for Childcare Licensing. These rules protect providers from administering unknown medications and ensure that any medications given are in accordance with the Nurse Practice Act. Medication refers to skin creams, lip balms, over the counter drugs, prescription drugs, homeopathic and alternative medications, vitamins, electrolyte drinks and some health foods and drinks. In addition, diaper creams that “treat” a condition rather than “prevent” a diaper rash are considered a medication and require a doctor’s signature for use.

Please plan to check with the Director before bringing any medication into the program. When medication does need to be administered at preschool, it must be taken to the office and provided to the Director to ensure all paperwork is completed before it is administered. All medications are stored in a locked box out of the reach of children. All medications, including over the counter, prescribed and emergency rescue medications must be stored in their original container with the doctor’s signed orders.

Emergency Rescue medications such as epi-pens, inhalers and seizure medications must be accompanied by an Emergency Care Plan or Allergy Care Plan and must be delegated by the Preschool’s Nurse Consultant before a child can attend. Please know that in some cases, this may take a few days and may delay a child’s start with the program. Health Care Plans require detailed information about a child’s needs and the medication procedures to be followed in a health emergency. The YMCA will ensure that a delegated staff person is always present as a child with a Health Care Plan in attendance. Please note, there could be a delay in enrollment based on the site nurse’s availability to train and delegate the required medication. Medications may never be added to infant bottles or children’s food.

Preschool children are not authorized to “self-carry” or “self-administer” any medications, and medications will not be provided

without the required “Medication Authorization” form being accurately completed and signed off by a physician.

All medications administered by a trained staff member will be documented as required by the site’s nurse consultant and state licensing.

Wellness Policy Staff and Children:

Our goal is to keep our students and staff healthy. While in YMCA care, children are expected to be able to be healthy enough to participate in all daily activities. For the protection of all staff and children, please keep your child home if they show signs or symptoms at include the following:

1. Fever of 101 degrees or higher
2. Diarrhea
3. Vomiting
4. Unexplained rash
5. Discolored discharge from eyes or nose
6. Extreme tiredness or lethargic behavior
7. Excessive coughing

When a child becomes ill during the day and exhibits any or the symptoms described above, a parent will be notified and required to pick up their child within 30 minutes. The child may be removed from their classroom and allowed to rest on a cot in the Director’s office until a parent arrives. Children sent home due to signs of illness will not be permitted to return until they are symptom free for 24 hours without medication or with a doctor’s note stating they are not contagious. The decision to send a child home for illness is at the discretion of the Director. If a child is diagnosed with a communicable illness, the parent should immediately notify the Director so that all families can be made aware of risk of exposure.

Illness policies are enforced for staff and children. Staff who show any signs and symptoms of illness as listed above are required to leave the program and not return until determined safe by their physician.

In case of an illness outbreak where multiple children are diagnosed with the same illness, the Health Department will be notified and contacted for guidance if needed.

Allergies:

Seasonal allergies may present symptoms like communicable illness. Children with signs of illness will be excluded from programming. If a child is diagnosed with an allergy, a physician's care plan will be requested and all directives for care will be trained for and followed by staff. Allergy medications such as inhalers, Benadryl and Epi Pens will require documentation on a health care plan and will be reviewed by the nurse consultant prior to a child's starting care.

Kid Connects/Mental Health Partners Collaboration – Colorado Programs:

Inspire Preschool is proud to partner with Mental Health Partners through their Kid Connects Mental Health support program for early childhood programs. MHP provides a mental health consultant to consult with our staff and families weekly to evaluate and guide practices within the classroom to ensure children receive strong emotional support during their preschool day. Parents will be provided with a Kid Connects waiver to sign during the registration process to authorize our mental health consultant to work within their child's classroom. In addition, the consultant is available for additional family support and can be connected to the parents of a child who may need referrals or additional help in the school setting or at home. We will contribute and collaborate in the community service that aids in meeting the outcome or goals of Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plans, or other individual plans if the need arises. We are more than happy to provide the appropriate activities to support the goals your child is working on if we are included in therapy goals. We will accommodate any therapy support within the classroom or if there is special accommodation needed for the support of the child within our program, we will discuss what is needed with the family to make the accommodation.

Injury while at Preschool/KinderCamp:

All YMCA Preschool staff are trained in First Aid and CPR, Concussion Recognition and Response and Injury Prevention. In the event an injury does occur, staff will respond accordingly based on their training. In most cases, injuries are minor and require TLC and basic first aid such as soap

and water and a band-aid. For these minor injuries, a staff member will complete a YMCA Incident Report and notify parents at pick-up. If an injury is more severe, the staff team will assess the situation and determine the next steps. The child will be closely monitored and attended to during the process, and the parent will be notified. In addition, a YMCA Incident Report and a Head Injury Report will be completed and turned into our HR department to document the incident and all follow-up steps. Emergency situations will result in an immediate 911 call to secure the services of emergency personnel. In this case, parents will be immediately notified. All injuries requiring medical attention from a professional will be reported to Colorado Childcare Licensing and the Colorado Department of Social or Human Services, or Division of Early Care and Learning.

Missing Child Procedures:

YMCA Staff are responsible for documenting a child's arrival at Preschool and for maintaining accurate attendance throughout the school day. Staff use "Name to Face Attendance Tracking" on BrightWheel to ensure all children are always accounted for. In addition, parents are required to sign their children in and out upon arrival and departure every day. Failure to do so may result in termination of care.

If a child is unaccounted for during any attendance check during the day, staff will immediately follow lost child procedures. Staff will notify the Director and immediately begin a search for the child. If the child is not located within 10 minutes of searching Y's property, the police department, parents, and YMCA executive leadership will be notified. In Colorado, staff will report these incidents immediately to the Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS.

Reporting of Child Abuse and Neglect:

Colorado State Law requires anyone who works with children to report all suspected cases of child abuse and neglect. As mandated reporters, our staff may directly report concerns to the Abuse and Neglect Hotline at any time. Abuse concerns may include suspected verbal, physical, sexual abuse, lack of basic care in nutrition, and hygiene or improper supervision of a child. The County Child Welfare team will determine if a report should be investigated based on information provided by a mandated reporter. If a parent suspects abuse or a concern with a staff member or another parent, they too may contact Children's Services.

Colorado Abuse and Neglect Hotline: 1-844-CO-4-KIDS

YMCA Liability:

The YMCA of Northern Colorado holds liability insurance to meet the requirements of the states served.

Security and Confidentiality:

For the safety of all program participants, the Preschool entrance always remains locked, **and** only staff and enrolled families are permitted to visit the Preschool space. Each family will be assigned a door code upon enrollment. Please do not share this code with anyone else. We also ask that you do not hold the door open for other individuals trying to enter the program space. Emergency contacts who pick up children should ring the doorbell so that their ID can be checked, and they can be escorted to the classroom they are picking up from.

In some cases, protective orders, custody agreements or restraining orders may be in place to protect a child in the YMCA's care. If your family has circumstances that restrict a person's ability to enter the Preschool space or contact your child, please provide all documentation so it can be recorded on the site. You may set up a private conversation with the director to discuss any needs and to review paperwork together at any time. We will not release any information about your child or their attendance to any individual not listed on the registration form.

Visitors:

All visitors to Inspire Preschool must sign in at the office and provide an approved ID with their name, address, phone number, and reason for visiting before being provided access to the space. Visitors will be supervised by Y staff for their visit.

Animals/Pets:

Personal pets are not permitted to enter the childcare facility without approval. Classroom pets are limited to small, caged mammals such as hamsters or fish. All animals must be healthy and kept in non-glass containers. Children may observe animals but may not handle them. If animals are brought to the property for a special event, such as a petting

zoo, proper documentation must be obtained by the company to ensure all animals are safe and healthy. Parents must sign a permission form for children to participate in such activities.

Photos or Videos of Children:

Inspire Preschools use Instagram, Facebook, and the YMCA of Northern Colorado's website to share information about Preschool activities and events. Children's images may be included in these posts and may be used for promotional or educational purposes. If you would like your child to be excluded from these videos and photos, please be sure to sign the "No Photo Policy" on the registration form and inform the Director of your request.

Prohibited Items:

Weapons and all firearms are prohibited inside the childcare space and on the playground. In addition, drugs, and alcohol, including cigarettes and vape pens are prohibited. If a parent or staff member has these items, they must be kept in their personal vehicle or another locked area outside of the childcare space.

Emergency Procedures:

The Department of Human Services requires every childcare/camp facility to have an emergency plan if any of the following emergencies should arise. Staff are trained to deal effectively with emergency situations. A record of emergency incidents for all program facilities is made public at the Department of Human Services.

1. Parents have a Last-Minute Emergency: If you need to contact your director (forgotten lunch, late pick up, new person picking up your child, checking to see how your child is doing) please call the preschool's direct line. You may also send a message via Brightwheel.
2. Severe Weather Conditions: Preschool classes will shelter in place in their designated emergency locations within the YMCA facility. Attendance will be taken using our name-to-face method to ensure all children are accounted for. Staff and children will stay sheltered until an all-clear is issued, and all-weather warnings have expired.
3. Fire Procedures: Preschool classrooms have written fire evacuation routes and designated locations outside of the preschool program space. Children and staff will perform practice fire drills monthly to ensure all

participants are familiar with evacuation procedures. A written fire log will be available onsite for three years documenting to practice fire evacuation procedures.

4. Emergency situations such as gas leaks, active-harmers, bomb threats, or other situations are handled on a case-by-case basis as they can vary greatly and require various responsive actions. Our staff are trained in emergency preparedness and will be instructed by law enforcement and

YMCA's senior leadership in how to respond in any situation that arises. A YMCA's Risk Team has as developed a Emergency Response Procedure Handbooks "Redbooks" specific to each childcare site.

5. In case of an evacuation to a designated space, the program will ensure there are enough personal care items including snacks, baby formulas and diapers for all children in care. These supplies are housed at the evacuation site and routinely checked for expiration.

6. For programs serving infants and toddlers, a multi-seat stroller is available to transport children from the preschool to the evacuation site.

In the event the facility suffers damages that make it unsafe to continue program operations, the director notifies the licensing agency and suspends care until all safety concerns have been remedied.

Reunification Procedures:

In an emergency where children are removed from the childcare site, parents will be notified to pick up their child at a designated reunification site. Staff will have portable emergency contact information to let them contact parents in such an emergency. Parents must show proof of identification as part of the pick-up process from a reunification site.

The following sites will be used as reunification points for each program:

Longmont – Centennial Pool, 1201 Alpine St., Longmont, Colorado

Arapahoe – Eternal Savior Lutheran Church 2688 Northpark Drive, Lafayette, Colorado

Boulder – Woodland's Children's Center 2675 Mapleton Avenue, Boulder, CO 80304

Johnstown – Johnstown Library, 400 Parish Ave, Johnstown, Colorado

Behavior and Guidance

Behavior Expectations:

The YMCA Inspire Preschool Program offers a well-rounded program with a wide variety of daily activities for children. The YMCA staff models, teaches, and encourages effective communication skills, problem solving skills, and positive social interactions between peers and staff by providing a well-organized, fun, and challenging program. We believe this approach creates an atmosphere which decreases the amount of behavior concerns and provides a dedicated support system for children who are having challenges. When behavioral concerns arise which are beyond the normal range of day-to-day occurrences, the staff will communicate with the parents. Our goal is to then create a plan with the parent(s) and child to interact in a more positive way with the staff and their peers. All children go through challenging times, and our goal is to support them in their efforts to make progress. The YMCA has a responsibility to approach behavior management in a preventative and positive manner by providing well-traveled programming by qualified and adequately trained staff. At no time in any of our programs are staff allowed to manage children's behavior through hands on restraints, physically moving or picking up a child or by grabbing or removing a child's hand/other body parts. Staff are appropriately handling behaviors through the below steps, and other children in the program are never to assist in behavior management or redirection of another child in the program. The YMCA can provide information and guidance to Mental Health Partners and the Mental Health Partners Kids Connects program for any family requesting mental health services.

Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and

discussions with parents to create a plan for change. Through Kid Connects, our center will access an Early Childhood Mental Health Specialist who will consult with staff and families concerning challenging behaviors prior to suspension. In the rare occasion when the situation cannot be resolved, suspension/expulsion of the child from the program may occur. Behavioral issues following a suspension will be reviewed by the site director, department head, senior staff, and YMCA legal counsel, which could result in expulsion. Our goal is to provide a safe and enjoyable environment for all participants. The YMCA may terminate/suspend a child's enrollment for any of the following reasons:

1. Failure to adhere to Childcare Licensing and the Department of Human Services regulations and YMCA policies, including signing in and out.

2. Behavior by a child that poses a threat to the safety of him/herself or others, including directly

disobeying a staff person.

3. Behavior by a child that is continually disruptive to the program and its participants and staff.

4. Destruction of the property of the program, school, staff, or peers.

5. Behavior by a parent who is disrespectful to staff, children, or community.

6. Non-payment, overdue payment, or return of payments by financial institution.

7. Leaving the direct supervision of a staff person without his/her permission according to the program's expectations.

Any of these behaviors will result in a behavior action plan up to and including suspension and/or permanent removal from YMCA programs. During a suspension period, the incident will be investigated, and a decision will be made by YMCA staff using appropriate resources to determine if all stakeholders are best served by the child returning to the program. Any further incidents regarding the same child will follow this procedure.

Parents who drop-off and pick-up children are required to follow the YMCA's Member Code of Conduct which requires adults to act in a kind and courteous manner, refrain from using inappropriate language and to never use verbal or physical threats toward other participants or staff.

Preschool Rules:

The YMCA promotes core values of Respect, Responsibility, Caring, Honesty, and Inclusion throughout all Y programs, including preschool! Children are guided to make positive choices during the day using conflict resolution, calm-down techniques, teamwork, and problem-solving skills. We understand these are developing skills for young children and train our staff to role model them and guide expected behaviors in a positive, impactful way. Our three basic rules at preschool are 1. Keep our friends safe, 2. Keep ourselves safe and 3. Keep our things safe.

Positive Guidance:

The following are used to encourage positive behavior:

1. Redirection: subtly letting a child know that an action or behavior is unacceptable and then guiding them to act in a more appropriate manner.
2. Natural Consequences: an inevitable response to a child's own actions.
3. Praising Positive Behavior: acknowledging and complimenting when positive choices are made
4. Reflection Time: providing time and space for a child to reflect on their own actions or discuss their actions with a peer or staff member

Communication, Expressing Concerns and Filing Complaints:

Our program can only be at its best with input from our families. If you have a concern or question about your child's program, please set up an appointment to speak with the Director. Please address all concerns in a professional manner. We focus on our four-character values; Honesty, Respect, Responsibility and Caring. Therefore, it is important that we all role model appropriate problem-solving skills. Most issues can be easily resolved at this level.

Should you have questions about policy, wish to address a concern or file a complaint due to practices that you feel the YMCA is not addressing appropriately you may contact the governing body for childcare in your state:

The Division of Childcare Colorado
Department of Human Services 1575
Sherman Street Denver, Colorado 80203-
1714
303-866-5700

Colorado Childcare Licensing Information

State Licensing Information:

The YMCA complies with the rules and regulations of the Colorado Department of Human Services. A copy of the YMCA's Child Care Licenses is posted on each site's Parent Information Board. For further information regarding Colorado policies, please call 303-866-5948. The Department of Health and the Fire Department also inspect our programs. All staff must be cleared by the Colorado Central Registry, which has information about anyone convicted of child abuse or any felony.

Department of Health and Human Services:

The following is a letter from the Department of Health and Human Services. It is a requirement of every childcare facility to issue a copy of this information to all parents.

Dear Parent,

Your child is now enrolled in a childcare program licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for a childcare facility. If you have not done so, please ask me to see the license. Most licensed facilities make every effort to provide a safe and healthy environment for children.

Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county's department of social

services. The telephone number to report child abuse in your county is: **1-844-CO-4-KIDS**

Boulder County Social Services 3400 Broadway, Boulder 80304

Weld County Social Services 315 N. 11th Ave, Greeley 80631

YMCA Liability Insurance Statement:

The YMCA's of Northern Colorado hold private liability insurance covering general liabilities including but not limited to automobile, child abuse, cyber security, worker's compensation and accident/injury claims. Policy information may be requested of the Director at any time.



How Sick is Too Sick?

When Children and Staff Should Stay Home from School or Child Care

Evaluation of a sick child must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease (including but not limited to those listed here), even without a confirmed diagnosis, may necessitate more stringent return to school requirements.

During Colorado's ongoing response to the COVID-19 pandemic, children and staff who have symptoms consistent with COVID-19 should receive testing, and follow the [COVID-19 isolation guidance](#) until testing is completed or if they test positive. If the individual tests negative for COVID-19, the individual should then follow the recommendations for their disease or symptoms using the below guidance.

There are four main reasons to keep children and adults at home:

1. The child or staff 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 is on this list, and staying home is required.



Guidance for COVID-19 Symptoms	Child or staff member must stay home?
COVID-19 symptoms which must be <i>fully resolved</i> before a child or staff member returns to school • Feeling Feverish, having chills or Fever (Temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher) • Shortness of breath or difficulty breathing • Nausea, Vomiting/Throwing Up • Diarrhea (Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine) • Cough*	Yes - These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19. When to seek emergency medical attention • 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 These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. 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. If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary. If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance for the school or child care can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance. If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness. If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication. *Students and staff may return if the cough is not fully resolved following discussion with a care provider.
COVID-19 symptoms which <i>must be improving</i> before a child or staff member returns to school or child care	Yes - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and





• Sore throat • Runny nose or congestion • Muscle or body aches • Headache • Fatigue • New Loss of Taste or Smell**	the child is otherwise well enough to return to school, no further evaluation is necessary. If the diagnostic COVID test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance. If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness. If the COVID test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved. **Loss of taste or smell can persist for weeks or months. This condition does not need to be resolved or improving before an individual returns to school or care.
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Guidance for Symptoms Not Due to a Specific Disease, Following a Negative COVID Test	Child or staff must stay home?
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	Yes - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline. The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Fever Fever is a temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	Yes - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Flu-like Symptoms Fever Sore throat Runny nose or congestion	Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness. In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.
Vomiting/Throwing Up	Yes - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness. If a child with a recent head injury vomits, seek medical attention.



Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19 (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	Yes - children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's isolation guidance . Guidance for schools and child care settings can be found here: https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools .
Fifth's Disease (parvovirus)	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult meets other exclusion criteria, is drooling uncontrollably and has mouth sores or is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli	Yes - children and staff may return to school or child care when cleared by the health department.
Herpes	No - unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - children and adults need to stay home until 24 hours after antibiotic treatment has started.
Influenza	Yes - children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Norovirus	Yes - exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact.



Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Roseola	No - unless there is a fever or behavior changes.
Croup, RSV (Respiratory Syncytial Virus)	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines).

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.
Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.
Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. October 7, 2020.

Updated November 2022



YMCA MEMBERSHIP/PROGRAM OPPORTUNITIES

Families signed up for a preschool program for full time care, excluding drop-in, will receive a FREE Family Membership. Please submit a ticket to our NOCO Business Office for the membership information ymcanoco.ymcamso.org/new. A YMCA MEMBERSHIP is one of the best investments that you could possibly make for an individual or a family's well-being and fun. The YMCA specializes in helping those who are new or returning to exercise and those wishing to develop a healthier lifestyle. You will find programs for the whole family to participate in making your experience with the YMCA inviting and satisfying.

COME JOIN THE YMCA FAMILY – www.ymcanoco.org

BOULDER YMCA

2850 Mapleton Avenue, Boulder, CO 80301
303-442-2778

LAFAYETTE YMCA

2800 Dagny Way, Lafayette, CO 80026
303-664-5455

LONGMONT YMCA

950 Lashley Street, Longmont, CO 80504 303-776-0370

JOHNSTOWN YMCA

165 Settler Way, Johnstown, CO 80534
720-797-2020

Adverse Weather Guidelines

Weather Conditions Monitored:

- Thunderstorms and Lightning
- Tornado Warnings

Snow and Ice

- Excessive heat or cold
- High winds or flooding.

Response Procedures:

Thunderstorms & Lightning:

- Outdoor activities will be suspended at the first sign of lightning
- Children will be kept indoors for at least 30 minutes after the last observed lightning strike.

Tornado Watch/Warning:

- If a tornado watch is issued, staff will monitor conditions and prepare emergency supplies.
- If a warning is issued, children and staff will immediately move to the designated storm shelter area. Parents will be informed once all children are safely sheltered.

Snow/Ice/Cold Temperatures:

- Outdoor play will be canceled when temperature or wind chill fall below 20 degrees Fahrenheit.
- Program closure or delayed openings will follow local school district guidelines or local weather emergency declarations.

Extreme Heat:

- Outdoor activity will be limited when temperatures exceed 90 degrees fahrenheit or the heat index reaches unsafe levels.
- Hydration breaks and shaded rest periods will be enforced.

Communication & Decision Making:

- Decisions regarding closures, delays, or activity modifications will be made by the site director in consultation with the YMCA leadership and public health guidance.
- Parents and guardians will be notified via email, text, or phone call in a timely manner regarding any changes to programming due to weather or air quality.

Inclusive Evacuation Planning for Children with Disabilities

We prioritize equitable safety for all children, including those with disabilities. The following steps are taken:

Individual Emergency Plans:

For children with mobility, sensory, cognitive, or medical needs, individual emergency plans are developed in collaboration with parents or guardians.

These include:

- Mobility aids or transfer procedures

- Communication methods (e.g;visual schedules, or pictures).
- Assigned buddy or staff member
- Medical protocol

Evacuation Aids:

Sites are equipped with portable evacuation equipment when needed (e.g; evacuation chairs, strollers, wagons).

Staff Training:

Staff receive annual training on inclusive evacuation procedures and how to support children with disabilities during emergencies.

Immunizations

Immunizations Requirements

In alignment with state licensing regulations and public health guidelines, our program requires documentation of each child's immunization status.

Acceptable documentation includes:

A current and complete Certificate of Immunizations

A signed and approved Medical Exemption Form

A signed and approved non medical (Personal or Religious) Exemption Form, if allowed by state law

Policy for Non-Immunized or Under-Immunized Children:

- Children who are not fully immunized may be enrolled only if they have a valid medical or nonmedical exemption form on file as permitted by law.
- In the event of a vaccine-preventable disease outbreak (e.g; measles, pertussis), children who are under-immunized or non-immunized may be temporarily excluded from care to prevent disease spread, per public health recommendations.
- No refunds will be issued for days missed due to exclusion related to immunization status.

Preschool Closure Dates:

- August 10th and 11th, 2026: Staff Training/Professional Development Days
- September 7, 2026: Labor Day
- October 7, 2026: All Staff Training Day (Association Wide)
- November 26-27, 2026: Thanksgiving Break
- December 24-25, 2026: Christmas Break
- December 31, 2026- January 1, 2027: New Years Closure
- May 24-28, 2027: Closed for Staff Training/Professional development/Setting up for Summer
- May 31, 2027: Closed for Memorial Day
- July 5, 2027: Closed for Independence Day