Teida’s Tots Enrollment Packet

Teida’s Tots

Enrollment Packet

Provider: Teida Edwards

Program: Teida’s Tots

Address: 10622 Hyacinth St, Highlands Ranch, CO 80129

Phone: (720) 810-7296

Email: teida747@gmail.com

Version: 2026.2

Effective date: August 24, 2026

Welcome to Teida’s Tots. This packet contains the information and forms needed to begin enrollment.

The complete printable PDF includes the Colorado state forms and the additional supplied supporting forms after the core enrollment documents.

Parent Instructions

Use this guide to complete the packet. Review the informational documents, complete the required forms, and complete only the additional forms that apply to your child or that Teida requests.

How to complete the packet

1. Review the Parent Handbook, Colorado Annual Parent Letter, and School and Child Care Illness Policy.

2. Complete and sign the Enrollment Application and Admission Record, Emergency Medical Authorization, Authorized Pickup Form, supplied Child Medical Record Form PDF, and Parent Policy Acknowledgment.

3. Complete the Childcare Contract's applicable party, child, and schedule fields, then sign and date it.

4. Complete only applicable conditional and supporting forms.

5. Provide current immunization or exemption documentation and any requested healthcare-provider plans or supporting forms.

6. Review the packet for missing signatures, dates, and contact information.

7. Return completed materials privately to Teida's Tots. Do not post completed health, emergency, or family forms online or send them through a public website form.

The contract contains the complete tuition and fee schedule, including the current tuition, payment terms, and applicable charges.

Review only

- Parent Handbook
- Colorado 2026–2027 Annual Parent Letter
- School and Child Care Illness Policy

Complete and sign

- Enrollment Application and Admission Record
- Emergency Medical Authorization, including emergency contacts and emergency card information
- Authorized Pickup Form
- Supplied Child Medical Record Form PDF (included near the end of this packet)
- Parent Policy Acknowledgment
- Childcare Contract, including applicable fields and signatures

Complete when applicable

- **Infant Safe-Sleep Acknowledgment:** required when enrolling an infant. The standard safe-sleep acknowledgment applies to infant care; alternate sleep-position and swaddling authorizations are completed only when those exceptions apply.
- **Medication and Topical-Care Authorization:** complete when Teida will administer medication or apply an authorized topical product. Include the required product information and healthcare-provider instructions when applicable.
- **Asthma or seizure care plan:** attach a current healthcare-provider or Department-approved plan when applicable.
- **Immunization documentation:** provide a current Colorado Certificate of Immunization or applicable exemption documentation.
- **General Health Appraisal:** complete or provide it when Teida requests it or it applies to your child's records or care.
- **Annual Child-Record Update Checklist:** complete it when requested for enrollment or the annual review.

Timing and updates

Required medical forms and addenda must be returned within 15 days of enrollment. Keep contact, health, allergy, medication, emergency, healthcare-provider, and authorized-pickup information current. Notify Teida's Tots promptly when any of this information changes.

Questions may be directed to Teida at (720) 810-7296 or teida747@gmail.com.

Packet order

The complete printable PDF is organized as follows:

1. Parent instructions
2. Parent Handbook and Childcare Contract
3. Core enrollment and authorization forms
4. Conditional forms and healthcare-provider plan reminders
5. Colorado state forms
6. Additional supplied supporting forms, including the Child Medical Record Form PDF

Teida’s Tots Parent Handbook — 2026

Version: 2026.2

Effective date: August 24, 2026

Welcome

Teida’s Tots is an in-home childcare program owned and operated by Teida Edwards at 10622 Hyacinth St, Highlands Ranch, CO 80129. The program serves children from 3 months through 5 years, Monday through Thursday, 7:30 a.m. to 3:30 p.m.

Teida provides bilingual Spanish-English care.

This handbook explains the program’s day-to-day operating procedures and family expectations. The Childcare Contract controls tuition, fees, schedule commitments, closures, notice, and termination. Families should read both documents and ask questions before signing the Parent Policy Acknowledgment.

Teida’s Tots is committed to providing a warm, safe, and dependable place for children to learn and grow. These policies explain what families can expect from the program and how families and Teida can work together to support each child. The goal is clear communication, consistent care, and a positive experience for every child and family.

Daily routine

The daily routine is flexible and changes according to the children’s ages, needs, weather, and developmental interests. A typical day may include:

- 7:30–8:00 a.m.: arrival and breakfast for children who need breakfast at the program
- 8:00–9:30 a.m.: cleanup, enrichment, and play
- 9:30–10:00 a.m.: morning snack
- 10:00–10:45 a.m.: outdoor play or another active experience
- 10:45–11:30 a.m.: lunch and cleanup
- 11:30 a.m.–12:00 p.m.: free play and transition to rest
- 12:00–2:30 p.m.: nap or quiet time
- 2:30–2:45 p.m.: afternoon snack
- 2:45–3:00 p.m.: cleanup
- 3:00–3:30 p.m.: stories, play, and departure

Meal and rest times may be adjusted for infants, individual feeding or sleep plans, and the needs of the group. Please notify Teida if a child will arrive after a scheduled meal or snack so she can plan appropriately.

Children will be offered a daily rest or quiet period. Infant naps and other sleep periods will follow the child's individual needs and written parent information; the group routine may be adjusted when necessary.

Parent procedures and communication

Families sign children in and out using their full name or another required unique identifier and record the arrival and departure time each day. Please make sure Teida knows when a child has arrived or departed, and share changes to phone numbers, email addresses, home or work information, emergency contacts, healthcare providers, and authorized pickups promptly.

Routine appointments should be scheduled near the beginning or end of the childcare day when possible so they do not disrupt meals, naps, or planned activities. Teida will work with families when an appointment cannot be scheduled at those times.

Families may communicate by phone, text, or email. Please report absences or lateness before 8:30 a.m. and communicate changes affecting the child's care as soon as possible. Families may request a conference or raise a concern directly with Teida.

Parents are welcome to request a visit during operating hours. Visits must follow safety, supervision, privacy, and licensing procedures and should be arranged in advance when possible so they do not disrupt care. Doors may be secured while children are in care; parents should contact Teida rather than enter unexpectedly.

Parent supplies

Families provide the items children need for safe participation, including labeled diapers and wipes, a complete seasonal change of clothing, underwear and socks when applicable, weather-appropriate outerwear, and any child-specific feeding or health supplies. Winter supplies may include boots, mittens or gloves, a hat, snow pants, and extra socks. Please label belongings. Teida will take reasonable care with children's items, but the program cannot be responsible for ordinary loss of unlabeled or unnecessary personal items.

Teida will try to give approximately one week's notice when additional diapers or other regularly used supplies are needed.

Abuse, neglect, and complaints

Teida is required to report suspected child abuse or neglect to the appropriate authorities. Parents may report suspected abuse or neglect through the Colorado Child Abuse and Neglect Hotline at 844-CO-4-KIDS (844-264-5437). Parents may raise program concerns directly with Teida or contact the Colorado Department of Early Childhood child-care complaint line at 303-866-5958. These contacts should be verified whenever this handbook is revised.

The program is licensed as an Active Experienced Provider. The license permits a maximum capacity of 9 children; Teida does not currently expect to operate at that maximum. If more than 8 children are ever present, required qualified additional staffing must be arranged before operating at that level.

Program approach

The program provides a warm, predictable, small-group home setting that supports children's safety, development, relationships, rest, play, and growing independence. Daily activities and routines may vary according to children's ages, needs, weather, and developmental interests.

Inclusion and individual needs

Teida's Tots considers each child individually and will make reasonable modifications when needed for a child with a disability or other special care need, consistent with applicable law, licensing requirements, safety, and the program's ability to provide care. Families should share relevant information and provide current healthcare or support plans so Teida can plan appropriately. Teida will discuss reasonable accommodations with the family and consult appropriate professionals when needed. A child will not be excluded based only on assumptions about a disability or medical condition.

Meals and dietary needs

Meals and snacks will meet applicable USDA/CACFP requirements. Parents will have access to menus and will be notified of meals being served. Teida and parents will maintain ongoing communication about allergies, special diets, and feeding needs. Meals accommodate known allergies and dietary restrictions when parents provide complete, current information and any required care instructions. Substitutions must accommodate documented restrictions and allergies and will be documented.

For a special diet that cannot safely be provided through the program's regular meals, Teida and the family will agree in advance whether the family will provide the child's meals or snacks. Families provide complete, current dietary instructions and safe, labeled food when requested.

Food will be served on each child's individual dish with individual utensils. Children will not share food, dishes, or utensils. Food-preparation surfaces, tables, dishes, cookware, and high-chair trays will be cleaned and sanitized. Food will be age-appropriate and free of known allergens for the affected child and will not present a choking hazard. Milk and juice will be pasteurized, sugar-sweetened beverages will not be served, and water will be available at all times. Children will be supervised while eating, and children under 3 will be fed or directly supervised. Children will not be forced to eat.

Infant feeding schedules, formula, breast milk, new foods, and dietary changes require written parent/provider communication. New foods will not be introduced to children under 12 months without parent permission. Bottles will be labeled and handled according to applicable requirements.

Health and illness

To protect the child and the group, families should keep children home when they have symptoms that require exclusion under the program's current illness procedures. Families will be contacted for prompt pickup when a child becomes ill or cannot safely participate in care.

Examples of symptoms requiring careful review include fever, vomiting, diarrhea, or other symptoms that prevent a child from participating safely. Children should practice covering coughs with an elbow and

washing hands frequently. The current illness and return-to-care procedure controls when a child may return.

The child may return after being on medication for 24 hours or when a physician determines that the child is no longer contagious, consistent with the final illness policy and applicable public-health requirements.

Please notify Teida promptly about contagious illness, diagnosis changes, allergies, medications, or other health information affecting care. This information helps Teida protect the child and the rest of the group.

If Teida is ill or unable to provide care, she will try to notify families as early as 6:00 a.m. Backup or substitute care may be available through an approved provider, subject to licensing, qualifications, capacity, and actual availability. Families should maintain a plan for alternate care or pickup when backup care is unavailable. Payment continues during provider illness. No substitute-care charge applies.

Health records and medication

Complete, current enrollment and health records help Teida provide safe and uninterrupted care. Required records are completed before or at admission and updated annually and whenever information changes. Required medical forms and addenda must be returned within 15 days of enrollment. Families provide current emergency contacts, authorized pickups, health-provider information, health plans, allergy information, immunization or exemption documentation, and emergency medical authorizations.

Medication, topical products, and care plans require the written authorizations and instructions required by current policy and law. Medication and health information will be stored and handled confidentially.

Medication must be provided in its original labeled container and handled according to the authorization, storage, administration, documentation, and disposal procedures. Unused medication or an empty container will be returned to the parent when the administration period ends when required by the applicable procedure. Home remedies will not be administered without the authorization required for the product and care.

Immunization and exemption documentation

Required immunization or exemption documentation is provided before the child’s first day of care using current Colorado forms or approved alternate documentation. Families should notify Teida when documentation changes. Colorado law may require the program to delay admission or temporarily exclude a child when required documentation is not available. Children with an exemption may also be excluded during an outbreak or other public-health situation as required by public-health authorities. Teida will provide required parent notices regarding immunization requirements and will help families understand what is needed.

Infant safe sleep

Infants will be cared for according to the program’s current safe-sleep procedures and applicable Colorado requirements. Any alternate sleep position, swaddling, or health-related exception requires the applicable written authorization or health plan. Families provide complete and current information about the infant’s sleep needs so Teida can follow the child’s care plan safely.

Safety and emergencies

The safety and well-being of the children is the first priority. The provider maintains written procedures for fire or evacuation, severe weather, lockdown or active threat, injury, poisoning, lost child, hazardous materials, shelter-in-place, reverse evacuation, relocation, and reunification. These procedures are guidelines; emergency authorities may require different action based on the situation.

Families keep emergency contacts, medical information, authorized pickups, and preferred emergency medical facility information current. Emergency information will be reviewed at least annually. Families should respond promptly to emergency communications. Teida will contact emergency services when appropriate to protect a child's health and safety.

Emergency notification and drills

Families will ordinarily be notified by phone or text when an emergency affects the children. Teida will maintain a charged phone and the children's emergency information. If telephone service is unavailable, she will follow emergency-authority instructions and use the safest available communication or posting method.

The program conducts a fire drill monthly. Tornado and lockdown drills are practiced two to three times per year. Drill frequency, emergency procedures, and child-specific access or functional needs will be reviewed and documented at least annually and updated when circumstances change.

Fire and evacuation

If there is a fire or another immediate evacuation threat, the provider will move the children through the closest safe exit, take the attendance and emergency information when safe to do so, call 911, account for every child, and move to the designated assembly area at the nearby park. The provider will notify parents by phone or text and will arrange reunification when the situation permits. The home has alternate exits, including emergency window ladders; the safest available exit will be used based on where the children are located.

Tornado, severe weather, and winter storms

During a tornado warning, the provider will move all children to the basement and into a room with no windows, away from flying debris. Snacks and water will be available while everyone remains in the shelter area until an official all-clear or further instruction. Emergency supplies include blankets, flashlights, food, water, first aid supplies, a phone, and a radio with batteries. During electrical storms, high wind, or hail, children will be kept away from windows and unnecessary electrical devices will be turned off.

During a blizzard or severe winter storm, the provider may request early pickup while roads remain passable. The provider may close or require pickup when travel, utilities, or the home cannot remain safe.

Lockdown, active threat, and reverse evacuation

During a lockdown or active threat, Teida will bring children inside, secure doors and windows, close blinds or curtains, move downstairs or to the safest available interior area away from doors and windows, and remain there. For a chemical threat, ventilation will be turned off and the area may be sealed as

directed by authorities. The group will remain in the safest available location until an all-clear is issued by law enforcement, fire personnel, or another authorized authority. If an emergency begins while children are outside, Teida will bring them inside and follow the lockdown or shelter procedure.

Shelter-in-place and hazardous materials

For a biological, chemical, or other hazardous-material threat, the provider will follow official instructions, bring children indoors or to the designated basement/bathroom shelter area, close and secure windows and doors, close blinds or curtains, and turn off ventilation when directed and safe. Plastic sheeting and duct tape may be used to reduce outside airflow when directed by authorities. The provider will remain in place until an official all-clear or evacuation instruction.

Injury, poisoning, lost child, and neighborhood evacuation

For a serious injury, the provider will call 911 and notify the parent or emergency contact as soon as possible. Minor injuries will receive appropriate first aid and parent notification. For suspected poisoning, the provider will contact Poison Control and follow its instructions, calling 911 when necessary. If a child is missing, the provider will secure and supervise the other children, search the home and immediate area, contact law enforcement, and notify the parent.

If authorities order a neighborhood evacuation or the home becomes unsafe, the provider may relocate the children to the nearest authority-designated shelter or another safe location such as a neighboring home, school, fire station, or church. The provider will take the emergency go-bag when safe to do so, including emergency information, food, water, blankets, necessary supplies, and first aid materials. The provider may use emergency transportation for this purpose when appropriate and legally permitted. Parents will be notified of the confirmed location and reunification instructions as soon as safely possible.

Emergency transportation and reunification

Teida's Tots does not provide routine vehicle transportation or field trips. Emergency-only transportation or relocation may occur when necessary to protect the children, when legally permitted, and when directed by the provider or emergency authorities. The emergency authorization form records the parent's consent and the child's emergency information. Children will be released only to an authorized person, subject to emergency-authority instructions and identification procedures.

Emergency procedures may require early pickup or temporary closure because of weather, utility loss, safety conditions, public-health concerns, or other emergencies.

If a child remains after closing and Teida cannot reach a parent, guardian, or emergency contact, Teida will continue appropriate supervision, document attempted contacts, and contact emergency or county child-welfare authorities when necessary to arrange the child's safe care.

Pickup and authorized persons

Only parents/guardians and persons authorized in writing may pick up a child, subject to applicable legal restrictions. Teida may request identification. Families should notify Teida about changes before pickup.

If an authorized pickup person appears impaired or cannot safely assume care, Teida may require an alternate authorized person or contact emergency services as appropriate.

Families should provide current court orders or custody and protection orders that affect release of a child. Teida will follow current written legal restrictions and will not release a child to a person who is prohibited by a current order.

Diapering and toileting

Diapers will be checked at least every two hours and whenever a child shows discomfort. Wet or soiled diapers and clothing will be changed promptly. Teida will use a designated, smooth, nonabsorbent, cleanable changing surface near a handwashing sink that is not used for food preparation. Supplies will be prepared before the child is brought to the changing area, and the child will remain within arm's reach and active supervision throughout the change.

Teida will use disposable gloves, wash the child's hands and her own hands with soap and warm running water after each change, and clean and disinfect the changing surface after every change. Soiled clothing will be placed in a leakproof container inaccessible to children and sent home daily. Families provide diapers, wipes, and extra clothing. Toilets will be flushed after use, and non-flushing toilets or inserts will be disinfected after each use. Toilet learning will follow each child's developmental needs; accidents will not be punished or shamed.

Before toilet learning begins, parents and Teida will discuss whether the child shows readiness, including awareness of being wet, staying dry after a nap, and showing interest in using the toilet. The family and provider will coordinate the transition so expectations are consistent between home and care.

Late pickup

All late-pickup charges are assessed per child:

- Standard overtime: $1 per minute per child.
- Parent emergency after-hours care: $35 per hour per child.
- Pickup by an alternate person because a parent/guardian appears impaired: $3 per minute per child.

The contract controls the binding payment terms and any application details. The late-pickup charges are listed in the contract for reference; the contract controls if there is a conflict.

Behavior guidance

Teida uses positive, developmentally appropriate guidance. Physical punishment, humiliation, threats, and unsafe discipline are not permitted. Specific guidance and termination procedures must comply with current requirements and the current contract.

If a child's behavior creates a continuing safety concern, Teida will first use redirection, positive language, developmentally appropriate limits, changes to the environment or activity, verbal reminders, brief time to regain control, and loss of a related privilege when appropriate. Teida may document recurring behavior, notify the family, and request a conference to agree on a support plan or professional consultation.

Families will be informed of concerns and of the changes needed for care to continue whenever circumstances allow.

Teida will work with the family to address concerns whenever possible. Care may need to be paused or ended when a child presents an immediate serious safety risk, required records are not maintained, payment or pickup obligations are repeatedly missed, or the program cannot safely meet the child's needs. Notice and any transition period will depend on the circumstances and applicable law; immediate action may be required for safety.

Communication

Parents may communicate by phone, text, or email. Parents should report absences or lateness before 8:30 a.m. and communicate important changes as soon as possible.

Parents are encouraged to raise questions, concerns, suggestions, and changes affecting their child's care. Conferences, visits, and program events may be arranged as appropriate.

Visitors and parent visits must follow the program's safety, supervision, privacy, and licensing procedures. Parents may request a conference or raise a complaint directly with Teida.

Teida will maintain required visitor and volunteer records. Visitors and volunteers will not be used to meet staffing ratios and will not have unsupervised access to children.

Concerns and complaints

Families are encouraged to bring questions or concerns to Teida so they can be discussed promptly and respectfully. Complaints will be handled according to the program's written procedures and applicable licensing requirements.

Closures and absences

The contract controls closure, holiday, absence, payment, and refund terms. The program is closed on federal holidays and the following additional days: New Year's Eve; the day before Thanksgiving; the day after Thanksgiving; Christmas Eve; and the day after Christmas. Absences and scheduled holiday closures do not automatically reduce or refund fees. Severe weather may require early pickup or closure.

Because weekly tuition reserves a child's place in the program, absences and scheduled holiday closures do not automatically result in a reimbursement. Teida's Tots does not conduct field trips. If Teida requests that a child leave care, any payment or reimbursement decision will follow the contract and applicable law.

The provider may also need to close for a personal appointment, professional class, conference, jury duty, bereavement, or another unavoidable obligation. Teida will provide notice as early as reasonably possible and may try to identify available backup care, but substitute care is not guaranteed. Payment and any closure adjustment are governed by the contract. No separate substitute-care fee applies.

Substitute care

Teida may use qualified backup or substitute care when available and permitted. Parents will be notified as early as reasonably possible. Substitute care may be unavailable, but no substitute-care charge applies.

Outings and transportation

Teida's Tots does not transport children by vehicle and does not conduct field trips. Routine nature walks may occur at Spring Gulch Park, 10380 Holly Hock Ct, Highlands Ranch, CO 80129. Babies may travel in a stroller. Teida will bring water, snacks, and necessary supplies. Outings may be changed or canceled because of weather, safety, emergency, or operational conditions.

Children must have weather-appropriate clothing, shoes, diapers, personal supplies, and a change of clothes. Parents are responsible for providing child-specific clothing and equipment requested for safe indoor or outdoor participation.

Outdoor play and weather

Outdoor play and nature walks are offered when conditions are safe and appropriate for the children's ages, health, clothing, and developmental needs. Teida may shorten, modify, relocate, or cancel outdoor activities during extreme heat or cold, poor air quality, storms, unsafe surfaces, or other hazardous conditions. Parents will be notified when weather changes affect care.

Sunscreen and sun protection

Families provide written authorization and child-labeled sunscreen when sunscreen is to be used. Teida will follow the authorization and product instructions and will not apply sunscreen to broken or irritated skin. Children may also be protected through shade, clothing, hats, and timing of outdoor activities. Families provide suitable protective clothing and report allergies or reactions.

Smoke-free environment

Smoking, vaping, tobacco, cannabis, and other smoke-producing or impairing substances are prohibited in the childcare areas and during childcare activities. Children will be protected from secondhand smoke and vapor exposure. Clothing or equipment with strong smoke contamination may be kept away from children until it can be safely cleaned.

Media use

Television may be used for up to one hour per day. Programming will be age-appropriate, child-focused, and supervised; adult, violent, or otherwise inappropriate content will not be used. Supervised, age-appropriate educational computer use may also be offered occasionally to children age four or older during transitions or other limited periods. Parents may provide written preferences or restrictions, and any media use outside this policy requires written parent authorization identifying the media and approved time limits. Children may listen to children's music and participate in songs without screen use.

Breast milk, bottles, and feeding transitions

Families provide written feeding instructions for breast milk, formula, bottles, cups, and solid foods. Bottles must be labeled with the child's name, may not be propped, and may not be placed in sleep equipment. Infant bottles will be handled, stored, warmed, and discarded according to applicable requirements. New foods will not be introduced to a child under 12 months without family permission. Changes from breastfeeding to a bottle or cup, or from a bottle to a cup, will be discussed with the family before implementation.

When a child is developmentally ready, Teida may work with the family on a gradual transition from a bottle to a cup. Parents and the provider will coordinate the transition, follow the child's healthcare guidance, and preserve any feeding that remains important for the child's comfort. A child may bring one labeled comfort item for rest when needed; other toys and valuables should remain at home.

Personal belongings

Families should label clothing, supplies, bottles, and equipment. Teida will take reasonable steps to protect belongings and will notify families about known loss or damage. Please leave irreplaceable or unnecessary valuables at home. Personal belongings will be stored according to available space and safety requirements.

Parents may send one comfort item needed for rest or adjustment. Toys or other entertainment items from home should remain at home unless Teida and the parent agree that a specific item supports the child's care.

Parents may be responsible for repairing or replacing childcare property that a child intentionally damages through misuse, subject to applicable law and reasonable notice from the provider.

Celebrations

Birthdays and holidays may be celebrated with age-appropriate activities. Families should discuss any food brought for a celebration in advance so allergies, dietary restrictions, and duplication of meals or snacks can be considered. Families may request that their child not participate in a food-based celebration.

Arrival and parking safety

Families should drive slowly, respect neighborhood traffic and driveways, and follow any current drop-off and pickup parking instructions. Please avoid blocking driveways or leaving children unattended in vehicles.

Product recalls and equipment safety

Teida will monitor relevant product-recall information and inspect childcare toys, equipment, and furnishings. Recalled or unsafe items will be removed from children's access and repaired, replaced, or

handled according to applicable recall instructions. Parents are encouraged to report recall information affecting items brought to the program.

Confidentiality and records

Teida's Tots keeps children's enrollment, health, emergency, incident, and family information confidential. Records are accessed only when needed for the child's care, safety, licensing, emergency response, or as permitted or required by law. Parents/guardians may request access to their child's records. Information will not be published on the website or shared with other families without appropriate authorization.

Paper records are kept in a locked cabinet and digital records are stored on password-protected devices. Health information is not sent through public website forms or unsecured group messages. Records may be shared with authorized parents/guardians, caregivers who need the information, emergency responders, licensing officials, child protective services, or law enforcement when legally permitted or required. Records will be retained for at least three years after the child leaves care and securely destroyed when the retention period ends.

Parent responsibilities

Families support the program by providing accurate information, completing required forms, keeping records current, following payment and notice requirements, providing necessary supplies, and working with Teida on health, pickup, emergency, and communication procedures.

Handbook acknowledgment

Families sign the current Parent Policy Acknowledgment. The childcare contract contains the binding enrollment and payment terms. If the final documents conflict, the contract's conflict-control clause governs.

Effective date: August 24, 2026
Version: 2026.2

Teida’s Tots Childcare Contract

Version: 2026.2

Effective date: August 24, 2026

This agreement describes the terms under which Teida’s Tots provides in-home childcare. It is intended to be read together with the current Parent Handbook and the Parent Policy Acknowledgment.

Teida’s Tots is committed to providing a warm, safe, and dependable place for children to learn and grow. This agreement explains what families can expect from the program and how families and Teida can work together to support each child. The policies are intended to promote clear communication, consistent care, and the safety of every child.

1. Parties and child

Provider: Teida Edwards, operating as Teida’s Tots

Address: 10622 Hyacinth St, Highlands Ranch, CO 80129

Parent/guardian: _____

Child: _____

2. Services and schedule

Teida’s Tots provides in-home childcare for children from 3 months through 5 years old, subject to available enrollment, completed records, licensing requirements, and the provider’s ability to meet the child’s needs safely.

Regular operating hours are Monday through Thursday, 7:30 a.m. through 3:30 p.m. The child’s approved schedule is:

_____

To support a predictable day for the children, parents should not drop off a child more than 30 minutes before the parent’s workday begins and should pick up the child within 30 minutes after it ends unless another arrangement is approved in writing. Care will ordinarily not exceed nine hours in one day. Time outside the approved schedule may be subject to the late-pickup charges in Section 5.

The licensed maximum capacity is 9 children. The provider does not currently expect to operate at that maximum. Enrollment remains subject to applicable licensing, staffing, safety, and capacity requirements.

3. Adjustment period and enrollment records

Each newly enrolled child has a 30-day adjustment period. During this period, the family and provider will communicate openly and work together to determine whether the arrangement is safe, comfortable, and workable for the child, the family, and the program.

Before or at admission, the family completes the required enrollment, emergency, health, immunization or exemption, authorization, and policy-acknowledgment documents. Required medical forms and addenda must be returned within 15 days of enrollment. Required records must be updated annually and whenever information changes.

Complete, accurate, and current records help Teida provide safe and uninterrupted care. If information is missing or outdated, Teida will contact the family to resolve it before care is affected whenever possible. Care may need to pause when required records are not available for safe or lawful operation.

4. Tuition and payment

This contract contains the complete tuition and fee schedule for the program. No separate private fee schedule is incorporated by reference.

Current weekly tuition is $400 per child. Tuition is due in full on the first Monday of each week. Accepted payment methods are check or cash.

There is no deposit and no two-week prepayment requirement. Care is paid in advance for the current week. A returned-payment fee of $35 applies. The late-pickup and other applicable charges are itemized in Section 5.

Weekly tuition reserves the child’s place in the program and supports consistent staffing and operating costs. For that reason, tuition remains due during a child’s absence, a partial week, or a scheduled holiday closure. No separate substitute-care fee applies when substitute or backup care is arranged or offered. Any change to tuition or another fee must be provided in writing as permitted by law.

5. Schedule, pickup, and late-pickup charges

Families are asked to follow the approved schedule and notify Teida as soon as possible about lateness, absence, or a schedule change. Schedule changes are subject to availability and the provider’s 30-day adjustment process.

The following charges apply per child:

- **Standard overtime:** $1 per minute when pickup occurs after the approved pickup time or after the applicable 30-minute period.
- **Parent emergency after-hours care:** $35 per hour when the provider agrees to care for a child after regular hours because of a parent emergency.
- **Impaired-pickup charge:** $3 per minute when an alternate authorized person must be arranged because a parent or guardian appears unable to safely assume care due to alcohol, drugs, impairment, or other safety concerns.

Standard overtime and impaired-pickup charges are due when the child is picked up. Emergency after-hours care is payable according to the arrangement made with the provider. If required charges remain unpaid or late-pickup concerns continue, Teida will discuss the concern with the family and may need to pause or end care under Section 9.

If Teida has a safety concern about a parent or guardian assuming care, she may ask the family to arrange an alternate authorized pickup person or may contact emergency services. Children will be released only to a parent/guardian or person authorized in writing, subject to applicable legal restrictions and identification procedures.

6. Health, medication, and authorizations

Families provide current information about the child's health, allergies, dietary restrictions, medications, healthcare providers, emergency contacts, and individual care needs. Prompt updates help Teida respond appropriately and provide individualized care.

Medication may be administered only through the required written parent authorization and applicable healthcare-provider instructions. Medication must be provided in its original labeled container and handled according to current requirements and the provider's written medication procedures. Required medication logs and forms must be completed when applicable.

Families keep applicable authorizations current, including emergency medical care, authorized pickup, medication, allergy or health plans, safe sleep, and topical care. These authorizations do not replace required healthcare-provider orders or current legal requirements.

7. Closures, absences, and backup care

The program is closed on federal holidays and on the following additional days: New Year's Eve, the day before Thanksgiving, the day after Thanksgiving, Christmas Eve, and the day after Christmas. Federal-holiday closures include New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Teida may also close for illness, severe weather, utility loss, emergencies, or other conditions that make care unsafe. She will communicate closures or required early pickup as soon as reasonably possible. During a blizzard or severe winter storm, families should arrange early pickup while travel remains safe.

If Teida is ill or unavailable, she will try to notify families as early as 6:00 a.m. and may try to identify available backup care. Backup care is not guaranteed, so families should maintain a plan for alternate care or pickup when backup care is unavailable. No separate substitute-care fee applies.

Payment continues during provider illness or an emergency closure unless the provider and parent agree otherwise in writing.

8. Transportation and outings

Teida's Tots does not provide routine vehicle transportation and does not conduct field trips. Routine nature walks may occur at Spring Gulch Park, 10380 Holly Hock Ct, Highlands Ranch, CO 80129, when appropriate for the children's ages, health, weather, safety, and the provider's operating conditions. Babies may travel in a stroller.

Nature walks may be changed or canceled at any time because of weather, safety, emergencies, or operational conditions. No transportation or field-trip authorization is required for the program's routine

operating plan.

9. Behavior, suspension, and termination

Teida uses positive, developmentally appropriate behavior guidance. She may use redirection, clear limits, environmental or activity changes, verbal reminders, a brief opportunity for a child to regain control, loss of a related privilege, documentation, parent communication, conferences, support planning, or professional consultation when appropriate.

Teida will work with the family to address concerns whenever possible. Care may need to be paused or ended when a safety issue cannot be resolved, required records are not maintained, payment or pickup obligations are repeatedly missed, required procedures are repeatedly not followed, or the program cannot safely meet the child's needs. Teida will give approximately one to two weeks' notice for a safety-based termination when circumstances allow. Immediate action may be required for safety or legal compliance.

The family provides two weeks' notice to end care. The family also provides two weeks' notice to reduce scheduled hours; otherwise, the current fee may continue during the applicable notice period. Teida appreciates as much notice as possible so she can plan responsibly for the children and the program.

10. Parent Handbook and policy acknowledgment

The family acknowledges receipt of or access to the current Parent Handbook and Parent Policy Acknowledgment. The handbook explains operational procedures. This contract controls the binding terms concerning enrollment, schedule, payment, fees, closures, notice, and termination.

If the Parent Handbook conflicts with this contract, this contract controls. The Parent Policy Acknowledgment does not amend this contract. Any amendment must be in writing and signed or otherwise accepted as permitted by law.

11. General terms

If any provision of this agreement is found to be invalid or unenforceable, that provision will be limited or removed to the extent necessary, and the remaining provisions will remain in effect.

If legal action is necessary to enforce this agreement, the prevailing party may seek reasonable attorney fees and costs to the extent permitted by law.

12. Signatures

By signing below, the family and provider acknowledge that they have read this agreement, had an opportunity to ask questions, and agree to work together according to its terms.

Parent/guardian

Signature: _____
Date: _____

Printed name: _____

Provider

Signature: _____
Date: _____

Printed name: Teida Edwards

Contract effective date: August 24, 2026
Version: 2026.2

Enrollment Application and Admission Record

Version 2026.1 · Effective August 23, 2026

Enrollment and child information

- Date of enrollment: _____
- Child’s full name: _____
- Preferred name: _____
- Date of birth: _____
- Social Security number: _____
- Home address: _____
- Phone number: _____

Parent or guardian information

Parent or guardian 1

- Name: _____
- Social Security number: _____
- Contact phone number(s): _____
- Address, if different from child: _____
- Employer name: _____
- Employer address: _____
- Employer phone number: _____
- Email address: _____

Parent or guardian 2

- Name: _____
- Social Security number: _____
- Contact phone number(s): _____
- Address, if different from child: _____
- Employer name: _____
- Employer address: _____
- Employer phone number: _____
- Email address: _____

Emergency and medical information

- Emergency contact name: _____
- Emergency contact address: _____
- Emergency contact phone: _____
- Child's doctor, address, and phone: _____
- Child's dentist, address, and phone: _____
- Hospital of choice: _____
- Hospital of choice address: _____
- Hospital of choice phone: _____
- Insurance information: _____

- What illnesses has your child had in the past month? _____

_____

- What treatment was given? _____

_____

- When was the last prescription medicine given to this child? _____
- Has your child had any illness in the past 24 hours? _____
- If so, describe the illness and treatment: _____

_____

Family and home information

- Other children in the family and their relationship to the child:

_____

_____

- Other adults in the family and their relationship to the child:

_____

_____

Child's normal schedule

- What does the child usually eat for breakfast? _____
- What time does the child usually eat breakfast? _____
- What time does the child usually take an AM nap? _____
- What time does the child usually wake from an AM nap? _____
- What time does the child usually eat lunch? _____

- What time does the child usually take a PM nap? _____
- What time does the child usually wake from a PM nap? _____

Information about the child

Please provide information that will be helpful to the childcare provider.

- Play habits: _____

_____

- Eating behavior: _____

_____

- Sleeping pattern: _____

_____

- Fears: _____

_____

- Likes and dislikes: _____

_____

- Other: _____

_____

- The child's temperament is usually: _____

_____

- Does the child have a comfort item for resting? ☐ No ☐ Yes
- If yes, what is it? _____
- Routine for putting the child to sleep: _____

_____

- Does the child sleep on their side? ☐ No ☐ Yes

- Is your child toilet trained? ☐ No ☐ Yes
- If not, are they trying to use the toilet? ☐ No ☐ Yes
- What words does the child use for the bathroom? _____
- Does your child have any special needs or behaviors the provider

should be aware of? _____

_____

Childcare information

- Do you have a back-up provider? ☐ No ☐ Yes
- If yes, name, address, and phone number: _____

_____

- Previous childcare experience, including dates: _____

_____

- Are there any holidays you do not want to participate in? _____
- Are there any foods you do not want your child to eat? _____
- Any other information about your family or child: _____

_____

_____

Requested schedule

- Requested start date: _____
- Requested days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday
- Requested arrival time: _____ Requested pickup time: _____
- Requested schedule or notes: _____

Enrollment is subject to availability, completed records, licensing requirements, and the signed contract.

Permission for activities

I/We give Teida's Tots permission to take my/our child, _____, off the premises and on excursions during regular childcare hours. I/We understand that I/we will be notified of trips beforehand, that trips will be supervised, and that precautions will be taken for the safety and well-being of the children.

Please initial any activity below that your child does not have permission to participate in:

- Ride in provider's car (children will use proper car seats): _____
- Go for walks: _____
- Ride a bike: _____
- Play in water: _____
- Go to a park: _____
- Ride in wagon or stroller: _____

- Go on field trips: _____
- Visit neighbors: _____
- View television or other media: _____
- Other: _____

Are there any other activities in which your child should not participate?

_____

Photo permission

I/We give Teida's Tots permission to use our child's photograph in website, flyer, brochure, or other daycare-related publications. I/We understand that our child's first or last name will not be used in such publications.

- Child's name: _____
- Parent or guardian initials: _____

Child release information

No child may be released from the provider's home to anyone other than a parent or person designated in writing by a parent. Authorized pickup persons, including parents, must present photo identification until easily recognized by the provider.

The following persons have permission to pick up my child:

Authorized pickup 1

- Name: _____
- Phone: _____
- Relationship to child: _____

Authorized pickup 2

- Name: _____
- Phone: _____
- Relationship to child: _____

Authorized pickup 3

- Name: _____
- Phone: _____
- Relationship to child: _____

Authorized pickup 4

- Name: _____

- Phone: _____
- Relationship to child: _____

Parent certification

I/We certify that all information given on this form is correct and accurate to the best of our knowledge. I/We will notify the provider if any information changes.

- Parent or guardian 1 signature: _____
- Date: _____
- Parent or guardian 2 signature: _____
- Date: _____

Provider admission record

- Admission decision: ☐ Accepted ☐ Pending ☐ Declined
- Date: _____
- Provider notes: _____

_____

- Provider signature: _____
- Date: _____

Authorization for emergency medical care

I/We give Teida B. Edwards permission to call a doctor or emergency medical service and for a doctor, hospital, or medical service to provide emergency medical or surgical care for my child, _____.

The childcare provider will make a conscientious effort to locate the parent or guardian and emergency contacts listed on this record before action is taken. If those contacts cannot be reached, treatment will not be delayed. I/We accept the expense of emergency transportation and medical or surgical treatment.

- Parent or guardian signature: _____
- Date: _____
- Parent or guardian signature: _____
- Date: _____

Authorized Pickup Form

Version 2026.1 · Effective August 23, 2026

Child

- Child’s full name: _____
- Date of birth: _____

Parents/guardians

Name	Relationship	Phone	May pick up?
_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	☐ Yes ☐ No

Authorized pickup persons

Full name	Relationship	Phone	Identification notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Only persons listed in writing may pick up the child, subject to applicable legal restrictions. Teida’s Tots may request identification before releasing a child.

Restrictions and changes

☐ There are custody or court-order restrictions. A current copy must be provided to Teida’s Tots.

☐ There are no known custody or pickup restrictions.

Parents must notify Teida’s Tots in advance of changes whenever possible. A verbal or text request may be accepted only according to the provider’s final pickup procedure.

Parent acknowledgment

I confirm that the information above is accurate and authorize the listed persons to pick up my child, subject to the provider’s policies and applicable law.

- Parent/guardian signature: _____
- Printed name: _____
- Date: _____
- Provider signature: _____
- Date: _____

Emergency Medical Authorization

Version 2026.1 · Effective August 23, 2026

Child

- Child’s full name: _____
- Date of birth: _____
- Known medical conditions or care plans: _____

_____

Parent/guardian contacts

Name	Relationship	Primary phone	Alternate phone
_____	_____	_____	_____
_____	_____	_____	_____

Emergency contacts

Name	Relationship	Phone	Authorized to make decisions?
_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	☐ Yes ☐ No

Medical information

- Primary healthcare provider and phone: _____
- Preferred hospital or emergency facility: _____
- Insurance provider: _____
- Policy or member number: _____
- Allergies or medical alerts: _____

_____

Authorization

I authorize Teida’s Tots to seek emergency medical assistance for my child when an emergency occurs and I cannot be reached promptly. I understand that emergency services may be contacted when appropriate and that this authorization does not replace required health-provider orders, medication authorizations, or individual care plans.

I authorize the release of relevant emergency information to emergency responders and healthcare providers as permitted by law.

I understand that Teida’s Tots does not provide routine transportation or field trips. If an emergency requires evacuation or relocation, I authorize emergency-only transportation or transfer to a safe location when necessary to protect my child, legally permitted, and directed by the provider or emergency authorities. The provider will notify me of the confirmed location and reunification instructions as soon as safely possible.

Preferred emergency reunification or relocation information: _____

_____

☐ I understand and authorize emergency-only relocation or transportation as described above.

- Parent/guardian signature: _____
- Printed name: _____
- Date: _____

Annual/update review

- Last reviewed: _____
- Parent initials: _____
- Provider initials: _____

Parent Policy Acknowledgment

Version 2026.2 · Effective August 24, 2026

Family and child

- Child’s full name: _____
- Parent/guardian name(s): _____
- Enrollment date: _____

Documents received or made available

I acknowledge that I received or was given access to the documents listed below, had an opportunity to review them and ask questions, and understand that applicable forms may be provided separately for my child’s care:

☐ Parent handbook

☐ Childcare contract

☐ Enrollment and health forms provided for this child

☐ Applicable conditional or supporting forms

☐ Parent Policy Acknowledgment

Parent responsibilities

I agree to:

- Provide complete and accurate enrollment, emergency, health, immunization, and authorization information.
- Notify Teida’s Tots promptly when required information changes.
- Follow the contract’s schedule, payment, absence, closure, notice, and late-pickup terms.
- Follow illness-exclusion and pickup procedures.
- Keep authorized pickup information current and ensure that authorized persons can provide identification when requested.
- Review policy updates provided by Teida’s Tots.

Document relationship

The childcare contract contains the binding enrollment and payment terms. The parent handbook contains the detailed operating procedures. If the documents conflict, the current contract’s conflict-

control language will govern. This acknowledgment does not replace either document and does not modify the contract.

Signatures

- Parent/guardian signature: _____
- Printed name: _____
- Date: _____

- Provider signature: _____
- Printed name: _____
- Date: _____

Annual Child-Record Update Checklist

Version 2026.1 · Effective August 23, 2026

Child

- Child’s full name: _____
- Date of birth: _____
- Review year: _____

Parent and emergency information

- [ ] Parent/guardian names and contact information reviewed
- [ ] Emergency contacts reviewed
- [ ] Authorized pickup list reviewed
- [ ] Custody or court-order information reviewed, if applicable
- [ ] Home address and email information reviewed

Health information

- [ ] Healthcare provider and hospital information reviewed
- [ ] Allergies and medical conditions reviewed
- [ ] Medications and topical products reviewed
- [ ] Individual health plans reviewed or renewed, if applicable
- [ ] Dietary restrictions and meal instructions reviewed
- [ ] Immunization or exemption documentation reviewed
- [ ] Emergency medical authorization reviewed or renewed

Conditional authorizations

- [ ] Safe-sleep acknowledgment reviewed, if applicable
- [ ] Alternate sleep-position authorization reviewed, if applicable
- [ ] Swaddling authorization reviewed, if applicable
- [ ] Transportation and field-trip authorization reviewed, if applicable
- [ ] Medication/topical-care authorization reviewed, if applicable

Parent confirmation

☐ No information has changed.

☐ The attached forms document changes.

Changes or notes: _____

_____

- Parent/guardian signature: _____
- Date: _____

Provider completion

- [ ] Updated forms received and filed securely
- [ ] Outdated forms removed from active use
- [ ] Required signatures and dates checked
- [ ] Follow-up items documented
- [ ] Provider initials: _____
- [ ] Completion date: _____

Teida’s Tots Conditional Forms

Medication and Topical-Care Authorization

Version 2026.1 · Effective August 23, 2026

Child and parent

- Child’s full name: _____
- Date of birth: _____
- Parent/guardian: _____

Product or medication

- Name: _____
- Purpose: _____
- Type: ☐ Prescription ☐ Over-the-counter ☐ Sunscreen ☐ Lotion/cream/balm ☐ Diaper ointment ☐ Other: _____
- Amount/dose: _____
- Frequency/timing: _____
- Start date: _____ End date: _____

Instructions and health-provider information

Instructions: _____

_____

- Healthcare provider: _____
- Provider phone: _____

☐ Healthcare-provider order or instructions attached, when required.

Parent authorization

I authorize Teida’s Tots to administer or apply the product identified above according to the written instructions and applicable procedures. I have disclosed known allergies, reactions, and relevant health information.

☐ My child may use only the product supplied by me.

☐ The product may be supplied by Teida’s Tots, if separately approved and identified here: _____

Product handling

The parent must provide the product in its original container, labeled with the child’s name, and within its expiration date. Teida’s Tots will follow applicable storage, administration, documentation, and parent-notification procedures. Any observed reaction will be reported promptly and handled according to the emergency and health procedures.

Signatures

- Parent/guardian signature: _____
- Printed name: _____
- Date: _____

- Provider signature: _____
- Date: _____

Provider administration record

Date/time	Product/dose	Administered by	Reaction or notes	Parent notified
_____	_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	_____	☐ Yes ☐ No

Infant Safe-Sleep Acknowledgment

Version 2026.1 · Effective August 23, 2026

Child

- Child’s full name: _____
- Date of birth: _____

Standard sleep practices

Teida’s Tots will follow applicable safe-sleep requirements and written procedures, including:

- Using an approved individual sleep space for the infant.
- Placing the infant on the back for sleep unless an applicable written health authorization or care plan permits another position.
- Keeping the sleep space free of soft bedding and other prohibited items.
- Following required supervision and physical-check procedures.

Parent information

Parent instructions or information about the infant’s sleep routine:

_____

_____

☐ No additional sleep instructions at this time.

Conditional authorizations

☐ An alternate sleep-position authorization or healthcare-provider plan is attached.

☐ A swaddling authorization is attached, if applicable.

☐ No alternate sleep-position or swaddling authorization is requested.

Parent acknowledgment

I have reviewed the program’s safe-sleep practices and will provide current information about my child’s sleep needs. I understand that a separate written authorization or healthcare-provider plan is required for any applicable exception.

- Parent/guardian signature: _____
- Printed name: _____
- Date: _____

Annual/update review

- Last reviewed: _____
- Parent initials: _____
- Provider initials: _____

Required healthcare-provider plan attachments, when applicable

- Current healthcare-provider asthma care plan, if applicable.
- Current healthcare-provider seizure care plan, if applicable.

Parents must provide the current applicable healthcare-provider or Department-approved plan. This packet does not replace those plans.

COLORADO CERTIFICATE OF IMMUNIZATION

cdphe.colorado.gov/immunization

COLORADO
Department of Public Health & Environment

This form is to be completed by a health care provider (physician [MD, DO], advanced practice nurse [APN] or delegated physician's assistant [PA]) or school health authority. School-required immunizations follow the Advisory Committee on Immunization Practices (ACIP) schedule. If the student provides an immunization record in any other format apart from this Certificate or an Approved Alternate Certificate (details found at cdphe.colorado.gov/immunization/forms), the school health authority must transcribe the record onto this form. Note: Final doses of DTaP, IPV, MMR and Varicella are required prior to kindergarten entry. Tdap is required at sixth grade entry.

Student Name: _____ **Date of birth:** _____

Parent/guardian:(if student is under 18 years of age and not emancipated) _____

Required Vaccines

	Immunization date(s) MM/DD/YY						**Titer Date*** MM/DD/YY
HepB Hepatitis B							
DTaP Diphtheria, Tetanus, Pertussis (pediatric)†							
Tdap Tetanus, Diphtheria, Pertussis†							
Td Tetanus, Diphtheria							
Hib *Haemophilus influenzae* type b							
IPV/OPV Polio							
PCV Pneumococcal Conjugate							
MMR Measles, Mumps, Rubella ‡							
Measles							
Mumps							
Rubella							
Varicella Chickenpox							

Varicella - date of disease		**Varicella** - positive screen date	

*The shaded area under "Titer Date" indicates that a titer is not acceptable proof of immunity for this vaccine.

In several instances, laboratory confirmation of positive titers are an acceptable alternative to written documentation of vaccination. A positive laboratory titer report must be provided to the school to document immunity. More information on titers can be found within the Colorado Board of Health rule 6 CCR 1009-2.
† For DTaP and Tdap, both the diphtheria and tetanus titers must be positive. A titer is never acceptable to demonstrate immunity to pertussis.
‡ Laboratory confirmation of positive titers are an acceptable alternative to the MMR vaccine only when titers for all three components (measles, mumps, and rubella) are positive.

Recommended Vaccines

	Immunization date(s) MM/DD/YY						
HPV Human Papillomavirus							
RV Rotavirus							
MCV4 Meningococcal							
MenB Meningococcal							
HepA Hepatitis A							
Flu Influenza							
COVID-19							
Other							

Health care provider printed name/signature: _____ / _____ Date: _____

Student is current on required immunizations for age (circle one): OR Yes No
Immunization record transcribed/reviewed by school health authority:

School health authority signature or stamp: _____ Date: _____

(Optional) I authorize my/my student's school to share my/my student's immunization records with state/local public health agencies and the Colorado Immunization Information System, the state's secure, confidential immunization registry.

Parent/Guardian/Student (emancipated or over 18 yrs old) signature: _____ Date: _____

COLORADO
Department of Public Health & Environment

Advancing Colorado's health and protecting the places we live, learn, work, and play

Dear families of students attending Colorado child cares and preschools for the 2026-2027 school year:

This letter includes important information and other resources about Colorado's immunization requirements to attend child care or preschool. There's nothing more important than making sure your child stays healthy and learning all year long. Routine vaccination can prevent the spread of diseases like measles, mumps, varicella (chickenpox), whooping cough, and others, so kids can just be kids. The vast majority of Colorado families choose to protect their children through vaccination.

Colorado law requires children attending a licensed child care or preschool to be vaccinated against many diseases, unless a certificate of exemption is filed. For more information, visit cdphe.colorado.gov/immunization-policy-and-board-health-rules. Before your child's first day of child care, you are responsible for providing at least one of the following to each child care or preschool your child attends:

1. An up-to-date immunization record.
2. An in-process plan (example).
3. A Certificate of Medical or Nonmedical Exemption for any missing doses of school-required vaccine(s).

Colorado follows recommendations set by the American Academy of Pediatrics (AAP) for the number and spacing of doses of the required vaccines. View the AAP recommended vaccine schedule for children from birth through 6 years of age.

Vaccines required for child care and preschool
To attend child care or preschool, your child must be vaccinated against:

- Hepatitis B (HepB)
- Diphtheria, tetanus, and pertussis (DTaP)*
- *Haemophilus influenzae* type b (Hib)
- Measles, mumps, and rubella (MMR)*
- Pneumococcal disease (PCV)
- Polio (IPV)*
- Varicella (chickenpox)*

*Colorado law requires children between the ages of 4 and 6 years to receive their final doses of DTaP, IPV, MMR, and chickenpox vaccines **before** kindergarten.

There are other vaccines that are not required for child care and preschool but recommended, including: COVID-19, hepatitis A (HepA), influenza (flu), respiratory syncytial virus (RSV), and rotavirus (RV).

Vaccination records
Share your child's updated Certificate of Immunization with their child care or preschool every time they receive a vaccine. Need to find your child's vaccine record? Visit the finding a student's immunization records for school webpage or COVaxRecords.org for more information.

Exclusion from child care and preschool
If there is an outbreak of a vaccine-preventable disease at your child's child care, and your child has not received the vaccine for that disease, they may be required to stay home for many days. That could mean lost learning time for them and lost work and wages for you. For example, if your child has not received an MMR vaccine, they may need to stay home from child care for at least 21 days after someone at the preschool or child care gets sick with measles.

Exemptions from one or more school-required vaccines
Medical Exemption. If your health care provider has determined that your child cannot get a vaccine for medical reasons, you must submit a Certificate of Medical Exemption to your school.

Nonmedical Exemption. If you choose not to have your child vaccinated for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your school. There are two ways to obtain a nonmedical exemption:

1. Submit the Certificate of Nonmedical Exemption signed by an advanced practice nurse (APN), pharmacist, physician (MD or DO), physician assistant (PA), or registered nurse (RN), licensed in Colorado, or
2. Submit the Certificate of Nonmedical Exemption you will be able to access after completing Colorado's Online Immunization Education Module.

Nonmedical exemptions expire when vaccines are due or when the child enrolls in kindergarten. Find more information about exemptions at 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 child needs. Read about the benefits and importance of vaccines at childvaccineco.org, HealthyChildren.org, and cdphe.colorado.gov/immunization-education.

Finding and paying for vaccinations
Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. If you need help finding free or low-cost vaccines, go to COVax4Kids.org or dial 2-1-1 for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

How is your child care or preschool doing on vaccinations?
Annually, schools and child cares must report immunization and exemption numbers (but not student names or birth dates) to the state health department. Colorado law established the Vaccinated Children Standard of 95% for all school-required vaccines, described in §25-4-911, CRS, and schools do not control their specific immunization and exemption rates.

Your child care or preschool's immunization rates from the 2024-2025 school year.
(Find 2024-2025 school year and prior years' data at COVaxRates.org).

Child care or preschool name	2024-2025 MMR immunization rate (required)	2024-2025 MMR exemption rate (required)

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

2024-2025 HepB immunization rate	2024-2025 HepB exemption rate
2024-2025 DTaP immunization rate	2024-2025 DTaP exemption rate
2024-2025 Hib immunization rate	2024-2025 Hib exemption rate

2024-2025 PCV immunization rate	2024-2025 PCV exemption rate
2024-2025 IPV immunization rate	2024-2025 IPV exemption rate
2024-2025 chickenpox immunization rate	2024-2025 chickenpox exemption rate

MEDICAL RECORD

Name of Child: _____ Date of Birth: _____

Mother's Name_____

Address _____

Home Phone Number _____ Work Phone Number_____

Cell Phone _____ E-mail Address: _____

Father's Name_____

Address_____

Home Phone Number _____ Work Phone Number_____

Cell Phone _____ E-mail Address: _____

Physician's Name_____

Address _____

Phone Number _____

Insurance Information _____

Child's Medical Record Number _____

Chronic Illnesses _____

Allergies _____

Current Medications _____

_____

Special Information:

_____

_____

Please note: Complete Immunization records must be on file prior to your child's first day of enrollment.

General Health Appraisal Form

Parent: *Please complete*

Child's Name: _____ **Birthdate:** _____

Allergies: ❑ None ❑ Describe: _____

Type of Reaction: _____

Diet: ❑ Breast Fed ❑ Formula: _____ ❑ Age Appropriate

❑ Special Diet: _____

❑ **Preventive creams/ointments/sunscreen** may be applied as requested in writing by parent, unless skin is broken or bleeding.

Sleep: Your health care provider recommends all infants less than 1 year of age be placed on their back for sleep.

I, _____ give consent for my child's health provider, school or camp personnel to discuss my child's health concerns. My child's health provider may fax this form (and applicable attachments) to my child's childcare provider, school, or camp. FAX Number: _____

_____ Date: _____

Parent or Legal Guardian Signature — Authorization expires 365 days after this date

Health Care Provider: *Please complete after parent section has been completed*

Date of Last Exam: _____ **Recent Weight:** _____ ****HCT:** _____ **** B/P:** _____ ****Lead Level:** _____

Physical Exam: ❑ Normal ❑ Abnormal *(see explanation of significant health concerns:)*

Significant Health Concerns: ❑ None ❑ Reactive Airways Disease ❑ Seizures ❑ Diabetes ❑ Developmental Delays ❑ Vision ❑ Hearing ❑ Hospitalizations ❑ Severe Allergies ❑ Other *(dental, nutrition, behavior, etc.)* _____

Explain above concerns (if necessary, include instructions to childcare providers): _____

_____

Current Medications/Special Diet: ❑ None ❑ Describe: _____

_____

(Separate medication authorization form required for medications given in Child Care)

Fever reducer or pain reliever ***(mark only one product: max. 3 consecutive days without additional medical authorization)***

❑ Acetaminophen (Tylenol®) may be given for pain or fever over 102° every 4 hours as needed:
Dose _____ ❑ See attached Dosage Schedule from our office

OR

❑ Ibuprofen (Motrin®, Advil®) may be given for pain or fever over 102° every 6 hours as needed:
Dose _____ ❑ See attached Dosage Schedule from our office

Immunizations: ❑ Up-to-date ❑ See attached immunization record ❑ Administered today: _____

_____

Signature:

Next Well Visit: ❑ Per AAP Guidelines* or ❑ Age: _____

This child is healthy and may participate in all routine activities, sports, camps, and child care. Any concerns or exceptions are identified on this form.

_____ _____

Signature of Health Care Provider (certifying form was reviewed) — Date

Office Stamp: *Or write Name, Address, Phone Number*

The Colorado Chapter of the American Academy of Pediatrics (AAP), Healthy Child Care Colorado, and Headstart have approved this form 04/04.

* The AAP recommends that children from 0-12 years have health appraisal visits at: 2, 4, 6, 9, 12, 15, 18 and 24 months, and age 3, 4, 5, 6, 8, 10 and 12 years.

** Required by Head Start programs only per state EPSDT schedule

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School and Child Care Illness Policy

General Exclusion Requirements

Children and staff must be excluded from schools and child care facilities when they have certain symptoms of illness, including if they are unable to participate or perform the functions required for their position.

- A "child" means any child enrolled in the child care program or a student at a school.
- A "staff member or staff" means any person working or volunteering to perform duties in a child care facility or school.

Symptoms that require exclusion are listed in the attached document, *How Sick is Too Sick? When Children and Staff Should Stay Home from Child Care* (How Sick is Too Sick). The Colorado Department of Public Health and Environment's *Infectious Diseases in Child Care and School Settings* (Infectious Disease Guide) will be used to determine exclusion for symptoms of illness not included in How Sick is Too Sick.

Excluding Children

Staff are responsible for observing children at drop off and throughout the day for signs of illness. If a child arrives at the facility or school with signs of illness that require exclusion they may not be accepted. If a child develops symptoms of illness that require exclusion during the time of care, the parent/guardian will be contacted to pick up the child. The child will be provided with a place to rest which is separate from the other children until the parent/guardian arrives. The child may return to child care or school based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

Information will be recorded on an illness log when children are sent home due to symptoms of illness that require exclusion. All items used to care for the child (cot, bedding etc.) will be cleaned and sanitized or cleaned and disinfected if contaminated by body fluids after the child leaves the child care or school. The date and time when the child returns to the child care facility or school will be recorded on the illness log.

Excluding Staff

The person in charge of staff is responsible for observing the staff for signs of illness throughout the day. Staff members have the responsibility of reporting, to the person in charge, any signs of infection or illness that may pose a hazard to the health of children and other staff. If a staff member is not well enough to work they may return based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

Outbreaks

When a school or child care facility has a child or staff member with an illness that is required to be reported to the health department, the health department will be contacted immediately. Outbreaks of illness must also be reported to the health department when there is a larger number than normal of children or staff ill with the same symptoms. For example, above normal seasonal absenteeism for a school or child care facility would be concerning and the health department will be contacted. The health department will also be contacted when there are two or more people that do not live together who are ill with symptoms including vomiting, diarrhea, or jaundice.

Food Handling Staff Exclusion Requirements

Special attention will be given to staff members that handle food because many illnesses can be spread through food from an infected person. Food handling activities include preparation of any food (i.e. washing, cutting, cooking, and portioning), the mixing and feeding of bottles, and feeding infants and toddler's solid foods. Food handling staff must notify the person in charge:

1. If they exhibit any of the following symptoms:
    a. Vomiting;
    b. Diarrhea;
    c. Jaundice;
    d. Sore throat with fever; or
    e. Any open or draining wound that is not covered with a water proof bandage and is:
        i. On the hands or wrists*;
        ii. On any exposed portions of the arms; or
        iii. On other parts of the body.

    * In addition to water proof bandages covering wounds on hands and wrists, single service gloves must be worn at all times when handling food.

2. Has an illness diagnosed by a health care provider due to:
    a. Norovirus
    b. Hepatitis A virus
    c. Shigella
    d. Shiga Toxin Producing Escherichia Coli (e-coli)
    e. Typhoid fever (caused by Salmonella Typhi) or
    f. Salmonella

3. Has been exposed to, or is the suspected source of, a confirmed disease outbreak or living in the same household as someone who works or attends a setting where there is a confirmed outbreak.

Staff will be allowed to return to work based on requirements in How Sick is Too Sick, the Infectious Disease Guide, as directed by the health department, or as directed by a health care provider, or public health professional.

COLORADO
Department of Public Health & Environment

How Sick is Too Sick?

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

During Colorado's response to the COVID-19 pandemic, children and staff who have been exposed to a positive case or who have symptoms consistent with COVID-19 listed below, must follow the Guidance for Cases and Outbreaks in Child Care and Schools. Testing for COVID-19 is strongly recommended for anyone with symptoms or a known exposure. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, this guidance may be used to determine when children and staff may return to school or child care.

MAJOR SYMPTOMS of COVID-19	MINOR SYMPTOMS of COVID-19
• Feeling feverish, having chills or temperature of 100.4°F or greater • Loss of taste or smell • New or worsening cough • Shortness of breath or difficulty breathing	• Sore throat • Runny nose or congestion • Muscle or body aches • Headache • Fatigue • Nausea, vomiting • Diarrhea

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

1. Someone who the child or staff lives with or has had close contact with who has been diagnosed with COVID-19 or has symptoms of COVID-19.
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 symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is staying home when sick and good hand washing.

Symptoms	Child or staff must stay home?
Coughing	**Yes -** Is the cough new and unrelated to an existing chronic condition? If the cough is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the cough has been resolved for 24 hours unless the cough is caused by an illness that requires them to stay home longer. If the cough is 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.

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Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director

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Symptoms	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** - Is the diarrhea new and unrelated to an existing chronic condition? If the diarrhea is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they 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 other than COVID-19, 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** – Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they 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 other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Minor Symptoms of COVID-19 Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue	**Yes -** Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the symptoms have been resolved for 24 hours 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 other than COVID-19, then follow the exclusion guidelines for that illness.
New Loss of Taste or Smell	**Yes** – Is the loss of taste and smell unrelated to severe congestion? If yes, follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.
Vomiting/Throwing Up	**Yes** – Is the vomiting new and unrelated to an existing chronic condition? If the vomiting is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return 24 hours after their last episode of vomiting unless the vomiting is caused by an illness that requires them to stay home longer. If the vomiting can be explained by a specific illness other than COVID-19, then follow the exclusion guidelines for that illness. **If a child with a recent head injury vomits, seek medical attention.**

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Illness	Child or staff must stay home?
Chicken Pox	**Yes** - until the blisters have dried and crusted (usually 6 days).
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 symptoms may include any of the following: **New loss of taste or smell** **Fever or chills** **Fatigue** **New or unexplained persistent cough** **Shortness of breath or difficulty breathing** Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue Nausea or vomiting Diarrhea	**Yes –** children and staff who have been diagnosed with COVID–19 must be excluded until: 1. The child or staff member has not had a fever for 24 hours, **AND** 2. Other symptoms have improved (example, the cough or shortness of breath has improved), **AND** 3. At least **10 days** have passed since the symptoms first appeared. Prior to diagnosis, children and staff with symptoms or known exposure to COVID-19 should follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools. Testing is strongly recommended for anyone with symptoms of or known exposure to COVID-19.
Fifth's Disease	**No** – the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	**No** - unless the child or adult has mouth sores, is drooling and 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	**Yes** – children and staff may return to school or child care when cleared by the health department. **Children and staff should not go to another facility during the period of exclusion**.
Herpes	**No** - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	**Yes** – children and adults need to stay home until antibiotic treatment has started.
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 sports with person to person contact.
Roseola	**No** - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	**Yes** – For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.

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Illness	Child or staff must stay home?
Strep Throat	**Yes** - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in usual activities. For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	**Yes** – Children and staff can return to school once the doctor says they are no longer contagious.
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. For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.

This document was developed in collaboration with the Children's Hospital of Colorado School Health Program.
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.
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