

*WEE SCHOOL PRESCHOOL, Inc.  
HANDBOOK 2024/2025*



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303.828.2939*

## *Welcome . . .*

to the Wee School Preschool. We are happy to have your child with us this year and look forward to learning and growing together. This handbook will answer questions you may have regarding our program. If you have any additional questions, please call Joni at 303.828.2939 during school hours or 303.888.2939 after school hours.

Please mail paperwork to: Wee School Preschool

P.O. Box 1266  
Erie, CO 80516

## *Philosophy*

The Wee School Preschool has two main areas of focus. The first is providing academic instruction. We focus on literacy (speaking, listening, reading and writing) instruction, which is age appropriate and meets the needs of the children. Although literacy is our primary academic focus, we will also provide instruction in the areas of math, science, social studies, and art. The second focus is to educate the whole child (academically, socially, physically and emotionally) in a way that makes learning fun. We offer a safe, warm learning environment which enables children to succeed in their academic, social, emotional and physical development, thus enhancing self-esteem and creating a positive early learning experience. We want to provide our students with a fun early learning experience that prepares them for success in kindergarten and beyond. Due to the academic nature of our classes, families enrolling their students understand that classes are academically oriented and not daycare. Classmates are expected to join the learning environment and work cooperatively with teachers and each other to ensure each student has the opportunity to learn.

## *Programs*

We offer several programs for children 2 ¾ to 6+ years of age. Our classes consist of free exploration time, story time, calendar, learning centers, small group instruction, snack and recess. All day classes include a rest and lunch period. Preschool age children must meet the age requirements for the class they are enrolled in by December 31<sup>st</sup>. All children are expected to use the restroom independently.

The Preschool Class is an experiential curriculum with a combination of formal and informal learning opportunities. We will expose children to a variety of learning experiences and explore many weekly themes, in addition to basic knowledge (calendar, weather, holidays, letters, numbers, shapes, colors, etc.) throughout the year. Storytime, arts and crafts, calendar, basic handwriting, numeracy, and phonemic awareness will be introduced in this class.

The Kinder Prep Class introduces the skills used in Kindergarten. We will focus on upper and lower case letters, phonemic awareness, phonics, printing, reading readiness, writing, math concepts, art, crafts, and much more. Children in this class will also have many opportunities for creative play and experiential learning.

The Preschool/Kinder Prep Full Day Classes (3 and 4 year olds) offer children the traditional preschool and kinder prep curriculums, in addition to varied educational opportunities in literacy, science and math. Families can choose either 2 (preschool), 3 (kinder prep) or 5 day classes. This is a mixed age class. We do our best to work with current enrollment to ensure the majority of children in the preschool class are 3 years old and the majority of children in the kinder prep class are 4 years old. During the afternoon, weekly themes and new themes will be explored further. Class will also consist of lunch break (sack lunch brought by student), additional recesses, rest time (required by the Colorado Division of Childcare) and age appropriate learning activities.

## *Enrollment*

We welcome all children in the community to attend our school. No child will be refused enrollment based upon race, creed or ethnicity. Enrollment priority will first be given to current students and their siblings. To maintain the best possible learning experience for all children in the classes, factors such as age, gender, schedule, completion of enrollment packet, original enrollment date, etc. are also considered when accepting enrollment. We participate in the Universal Preschool Program offered by the State of Colorado.

Students attending Preschool classes must be at least 3 years of age by December 31<sup>st</sup>. Students attending Kinder Prep classes must be 4 years of age by December 31<sup>st</sup>. Students attending 5 Days a Week must be at least 3 years of age by December 31<sup>st</sup>. Students are eligible to participate in the Universal Preschool Program the year before they are of kindergarten age and/or if they meet other qualifying factors. All students are required to use the restroom independently.

The following are required at time of enrollment:

- a. August Tuition and Registration Fee of \$150.00 (both payments are non-refundable after acceptance of class offered)
- b. Registration Packet (must be complete)
- c. Immunization Record
- d. September Tuition - date check August 1<sup>st</sup> (full amount refundable until August 1<sup>st</sup>)
- e. Current Health Evaluation, current for 12 months from date of exam
- f. Emergency Card (to be completed at orientation)

Items A, B, C and D are required prior to enrollment. Item E is required within 30 days of enrollment and will need to be updated during the school year. Item F is completed at orientation.

If a child is placed on a waitlist, paperwork and fees are not collected until an open spot is available. Families will have a few days to complete the enrollment process.

## *Hours of Operation*

The following class times are tentative and will be finalized in July. Final times will depend upon the age groups and needs of our students. We do not anticipate changing our class times more than

15 minutes before or after the times stated below. UPK has not shared the exact payment amount for the 2024/2025 school year. The following price schedule is our best estimate at this time. We do not expect monthly costs to vary by more than \$5 from the pricing listed below.

Class and Minimum Age	Date	Time/Weekly Hours	Monthly Cost/ Cost with UPK*
Preschool Full Day – 3 & 4 yrs	Tue. & Thur.	8:45 – 2:45 (12 hours)	\$615/\$135
Kinder Prep Full Day – 4 yrs	Mon., Wed., Fri	8:45 – 2:45 (18 hours)	\$830/\$225
5 Full Days 3 & 4 yrs	Mon. – Fri.	9:00 – 3:12 (31 hours)	\$1,405/\$805/\$335
Before and/or After Care 3 & 4 yrs	2 days 3 days	1 ¾ - 2 ¼ hours	\$160 monthly \$240 monthly

In the event the Preschool Full Day class still has openings in July, we may offer Preschool Half Day classes. We cannot guarantee there will be half day spots available. Contact us to be added to our Preschool Half Day waitlist.

Preschool – 3 year old	Tue. & Thur.	8:45 – 11:30 (5 1/2 hours)	\$390/NA
Preschool – 3 year old	Tue. & Thur.	12:00 – 2:45 (5 1/2 hours)	\$340/NA

\*Estimated monthly cost to family for extra hours beyond the 15 or 30 UPK hours paid for by State.

Please note all class dates, times and prices are subject to change. **Participants in UPK attending up to 15 or 30 hours of class per week will have a portion of tuition paid for by the State of Colorado. Families are responsible for paying the remainder of the tuition. To determine if your child is eligible to participate in the UPK program, visit [cdec.colorado.gov/universal-preschool-qualifying-factors](https://cdec.colorado.gov/universal-preschool-qualifying-factors)**

A class minimum of 10 students may be required to offer each class. If a class is not full (16 students), we reserve the right to offer available spots to students on our waitlist. We will do our best to ensure the majority of students in Preschool classes are 3 years of age and the majority of students in Kinder Prep classes are 4 years of age.

Classrooms will open at the listed class times. There is a 10 minute drop off and pick up window. For convenience, school holidays will be very similar to those followed by the St. Vrain Valley School District. The anticipated yearly holidays and important dates are listed below. We will not hold classes on these days.

All dates below are tentative and will be finalized upon the release of St. Vrain’s calendar.

Parent Orientation	July/August TBD
Meet the Teacher	August TBD

First Day of Class	August 14
Labor Day	September 2
Staff Development	October 11 and 14
Fall Conferences	October 31 and November 1
Thanksgiving Break	November 25 – 29
Winter Break	December 20 – January 6
Classes Resume	January 7
Martin Luther King Day	January 20
Staff Development	February 14
President’s Day	February 17
Spring Break	March 17 – 21
Spring Conferences	April 28 and 29
Last Day of School	May 21

We will notify you of any changes to the yearly calendar well in advance. Any school closures due to weather will follow closures made by St. Vrain School District. Watching the local news channels is an easy way to monitor closures due to weather. If classes are canceled for St. Vrain School District due to weather, classes at Wee School will also be canceled.

A sample daily schedule for a full day preschool class is as follows:

9:00–9:25	Arrival and Free Exploration at Learning Centers
9:25–10:00	Circle Time, Calendar and Story
10:00-10:30	Bathroom Break and Recess
10:30 – 11:00	Center Work/Small Group Instruction (Literacy, Math, Handwriting, Art, etc.)
11:00 – 11:30	Wash Up, Lunch, Bathroom Break
11:30 – 12:30	Rest and Recess
12:30 – 1:00	Story, Song/Movement and Phonemic Awareness
1:00 – 2:00	Learning Centers (Literacy, Math, Science, Craft, etc.)
2:00 – 2:40	Show and Tell, Bathroom Break, Snack, Quiet Reading
2:40 – 2:55	Recess
2:55 – 3:00	Clean up and Dismissal

## *Tuition and Fees Schedule*

By enrolling at Wee School, families are **committing to attend from August through May**. Tuition for the entire year is divided into 10 equal monthly payments (August – May). The August payment is due at time of enrollment and **is non-refundable after accepting a spot in a class**. The registration fee is due at time of enrollment and **is non-refundable after accepting a spot in a class**. All other payments are to be made one month in advance and due on the first of the month (September tuition is due August 1<sup>st</sup>, October tuition is due September 1<sup>st</sup> and so on). Tuition will not be prorated for holidays, weather conditions, student vacations, quarantine, illness, disasters, pandemics, etc. A late fee of \$30.00 will be assessed for payments made after the 10<sup>th</sup>. Failure to pay tuition by due date may result in termination of enrollment. A fee of \$35.00 will be added to

all returned checks. The State of Colorado is implementing a Universal Preschool program. The State will pay for up to 15 hours of preschool per week for eligible students the year before they are eligible to enter Kindergarten. If students meet 2 or more additional qualifying factors for the UPK program, up to 30 hours of preschool per week may be paid for by the State. The remainder of the monthly tuition will be paid monthly by the preschool family.

In addition to monthly tuition, a non-refundable registration fee of \$150 is charged at time of enrollment and is non-refundable after acceptance of a spot in a class.

The tuition rates are as follows:

Preschool Full Day \$615 per month (12 hours over 2 full days a week)

Kinder Prep Full Day \$830 per month (18 hours over 3 full days a week)

Five Full Days \$1,405 per month (31 hours over 5 full days a week)

Preschool \$390 morning class or \$340 afternoon class per month (5 ½ hours over 2 half days a week)

In the event a family currently attending class moves or wishes to discontinue classes for any reason, a minimum of 30 days written notice must be given. Tuition will be charged during this month and a prorated refund will be given for payments made in advance.

## *Policies*

*Discipline:* We believe in a positive approach to discipline where children are given choices encouraging conflict resolution and acceptable behavior. To foster a productive and successful learning experience, teachers will reinforce positive behavior with praise and recognition. Teachers will develop caring relationships with students and families to build community. Children not making appropriate choices will be redirected gently. If a child loses self-control, they will be placed in close proximity to the teacher (time in) to encourage positive behavior or in a quiet area (time out) for a period no longer than 1 minute per year in age or until they determine they are ready to rejoin the group. During this time the child and teacher will reflect on their behavior and discuss positive choices. If reflective time outs are ineffective and the child is struggling with being a successful member of the class, a team based approach (team may include child, family, teacher(s), directors, health care professions, etc.) will be assembled to create individual interventions for the child prior to suspension or expulsion. However, we reserve the right to discontinue classes for any student in the event that the student or family member creates an unsafe or volatile environment for other students, families, or staff members. The discontinuation of classes may be effective immediately.

*Authorized Pick Up:* Children will be released only to individuals who have written authorization given by the parents. Authorization may be obtained by listing those people on the authorized pick up form. They may be asked to show identification (providing driver's license) and will have to sign the child out. Parents may add individuals to their child's pick up list in person, but in cases of emergency, phone or email authorization given by the parent will be accepted. All

persons listed on authorized pick up must meet the legal age requirement of 18 years of age per the Colorado Department of Child Care Licensing.

*Late Pick Up:* In the event that a child is not picked up from the school at their scheduled time, the following procedure will be followed: If we have not been notified that a parent will be late, we will call the parents who are 10 minutes late in picking up their child. If they cannot be reached, we will contact people listed on their emergency contact list and ask them to pick up the child. A fee of \$1.00 per minute will be charged for every minute the child remains at the school after an initial 5 minutes. If a child is not picked up by the time the school closes for the day, the police will be called to help in the situation. If families are habitually late (more than 4 times per year), they will be charged \$2.00 per minute beginning at the end of class.

*Early Drop Off and Extended Hours:* Please contact our director to arrange for before and/or after class care.

*Supervision:* Children will be closely supervised by staff. At no time will they be in the classroom or outdoors alone without supervision. Full classes have a teacher to student ratio of 1 to 8 during learning times. The State ratios of 1 to 10 for 3 year olds and 1 to 12 for 4 year olds will be followed if the class is not full. Additionally, the State ratios may be used during times throughout the day that are not learning times such as rest time, drop off/pick up time, etc. In the event that a substitute teacher cannot be obtained, State ratios will be followed, and some students may be temporarily placed in the other classroom.

*Illness, Accident, or Injury:* To ensure the health and safety of your child and others, please do not send an ill child to school. Signs of illness within 24 hours of class may include: fever of 100° or more, diarrhea, vomiting, cough, undiagnosed rash, discharge from eyes or ears, profuse non-clear nasal discharge. If your child is unable to participate in class due to illness, you will be notified.

If a child becomes ill while at school, his/her parents will be notified and expected to pick up their child within 20 minutes. If parents cannot be reached, emergency contacts may be called. In case of a minor accident or injury while at school, the child will receive first aid at the school and parents will be notified when they pick up their child. In the event of a serious accident, the Director or teacher will notify the child's parents and together they will decide how to best handle the situation. In the event of a life threatening accident or injury, 911 will be called, and then the child's parents will be notified.

*Health Guidelines:* In order to meet health guidelines required by the State of Colorado, each child must have a current physical exam prior to entering class. The exam must be within the last 12 months and will be considered current for a period of 12 months from the date of the exam. A general Health Form must be completed and signed by your health care provider. Therefore, to maintain current information, a new Health Form must be completed during the school year. We will notify families when a new Health Form is due. Failure to provide current information may result in a child's exclusion from class until records are obtained.

Also, student immunization records or exemption documentation are required at time of enrollment. Students who have not turned in their records by the first day of school will only be admitted upon our receipt of the records. If your child has not been immunized due to medical reasons, personal or religious beliefs, additional exemption paperwork will be required prior to admission. In addition, parents of the other children at the school will be notified of the lack of immunization, while maintaining your child's anonymity. Children who are not fully immunized may be excluded from classes if there is an outbreak of an illness for which they are not immunized. Tuition will not be refunded during this time.

*Medication:* If a child needs medication during the school day, a trained Wee School staff member will administer the medication to the child. All medication will be stored and administered in accordance with the rules and regulations of the Colorado Division of Childcare. Emergency medications, such as inhalers and Epi-Pens, will be stored out of reach of children and quickly accessible for teachers. Children with life-threatening illnesses must provide proper paperwork and medications prior to starting classes.

*Transportation:* The Wee School is not providing transportation at this time.

*Lost Child:* In the event a child is lost, the director or assistant director will be notified immediately. If the child is not found after a thorough search of the premises, the police will be notified followed by the child's parents.

*Emergency Procedure:* We will practice emergency drills. We will explain that the drill is just a practice drill and prepare children that the alarm will ring. In case of an actual fire, the school will be evacuated, 911 will be notified via the alarm system and parents will be notified via email, text or/and phone. In case of a tornado alert, children will be moved to the interior of the building. A crawl space is available for tornado protection and will only be used in the event of an actual tornado "touching down" in the area. Shelter in place drills will be practiced familiarizing staff and students with the routine for returning indoors quickly and safely (in case of inclement weather or other threat). Lockdown drills will be similar to tornado drills; children will be moved to the interior of the building and out of sight from window views. In addition, all doors will be locked. Staff will be trained, and procedures will be followed to maintain the highest levels of safety from external threats (animal, weather, human, etc.) In case of an actual emergency that requires the preschool to be evacuated, staff will escort children to the Erie Town Hall at 645 Holbrook St. If this location is deemed unsafe, students and teachers will walk to the Erie Community Center at 450 Powers St. Parents will be notified via email, text and/or phone. They may pick up their child immediately or as soon as it is deemed safe. In an emergency situation student with special needs will be placed directly under the supervision of the classroom aid.

*Snack, Lunch, and Rest Time:* Children will bring a healthy snack and water bottle (optional) with them to enjoy during class daily. Students in the full day classes will bring a sack lunch and drink to be eaten at Wee School. The use of cold and hot packs is recommended to keep



food as fresh as possible. A Wee School staff member will supervise, assist and visit with children during lunchtime. Children will be encouraged to eat the lunch that their family has provided for them in a timely fashion (approximately 25 minutes).

Students will be provided with a fitted sheet (19 x 44) to use during rest time. They may also choose to bring a very small blanket, too. The sheet and blanket will be sent home weekly to be laundered.

*Belongings:* We provide adequate space for the storage of personal belongings (coat hooks and cubbies). However, we ask that children leave “special toys,” money and other valuables at home. No weapons (play or otherwise) will be allowed at school. Full size backpacks are recommended for students.

*Field Trips:* Field trips are within walking distance of the school. We will ask for a few parent volunteers to help supervise the children. Should the need arise that a parent needs to reach their child on the day of a field trip, a note will be posted on the front door providing the exact location and address of our destination, in addition to departure and arrival times to/from the school. Information regarding field trips will also be stated in the newsletter. Alternate care for students not attending field trips will not be provided. Students who pose a safety issue to themselves or others will be required to have a parent/guardian supervise them on field trips.

*Conferences:* Parents will be formally informed of their child’s progress via progress reports and conferences. Children will be assessed twice throughout the year and this information will be shared with parents at conferences. If a special need for a conference arises, parents will be notified in advance.

*Visitors:* Parents are welcome to observe and encouraged to volunteer in their child’s classroom at any time. Due to licensing regulations, siblings are not allowed to accompany parent volunteers. We apologize for any inconvenience this may cause and ask that you make other arrangements for the care of siblings while you are volunteering. All other visitors will need to make arrangements with the Director in advance. To limit the number of visitors and disruptions to our classes, we require families interested in touring Wee School to schedule a visit after school hours.

*Toileting:* All students are expected to be fully potty trained and use the toilet independently while at school. Please be mindful of clothing that complicates this procedure, such as belts, overalls, difficult snaps, etc. Exceptions will be made for children with special needs. We understand that students will have an occasional “accident” and will offer help, support, and reminders to use the restroom as needed. However, students who are experiencing more than 4 “accidents” in a month, may require additional support from staff and their family. A conference will be held with staff and the family to create a plan to best support the student.

*Clothing/Weather:* Please dress your child appropriately for activities and the weather while at school. For the safety of your child do not send them to school in OPEN TOED SHOES. Costumes or dress- up style clothing and/or shoes are highly discouraged. Also remember that

learning can be a messy job and dress them accordingly. We will be going outside daily for physical exercise and play for approximately 15 minutes (half day classes) or 50 minutes (all day classes), except in extreme weather conditions such as high winds, rain, snow, and excessive cold or hot temperatures.

*Sunscreen:* Colorado Childcare Rules and Regulations require childcare centers to ensure that all children are protected from the sun. This can be achieved by families applying sunscreen prior to class. If you forget to apply sunscreen at home, it is available upon request at school. When signing your child into class, you are also stating that you have applied sunscreen. If you do not wish to use sunscreen, please supply an alternate form of sun protection for your child. Children attending all day classes will reapply sunscreen as needed during the months of August, September, April, and May. We ask that parents provide an alternate form of sun protection during the months of October – March. Sunscreen will be applied upon written parent request during these months.

Children over 4 years of age may apply sunscreen to themselves under the direct supervision of staff. Staff will apply sunscreen to children under 4 years of age. Rocky Mountain Sunscreen will be used at the preschool.

*Special Activities:* Educational videos (rated G) may be watched occasionally and only when they support the curriculum. Field trips will also be taken when they support the curriculum. Guest speakers may be giving presentations to support the curriculum.

*Children with Special Needs:* We will evaluate each child with special needs on an individual basis. Enrollment is dependent upon the preschool's ability to accommodate the needs of the child and the other children. All reasonable efforts will be made to accommodate the child.

*Withdrawn Students:* When children are withdrawn from the program, a minimum of 30 days written notice must be given. Tuition will be charged during this month. Refunds for tuition paid in advance will be prorated. An exit conference may be held with the Director and parents. We reserve the right to withdraw any child who continually disrupts the learning, whose developmental needs cannot be met by the school, or who puts his/her own or other's safety at risk. We reserve the right to withdraw any child of parents/guardians who create a hostile environment at the school. In extreme instances this withdrawal may be effective immediately.

*Complaints/Concerns:* Your child's education, social and physical development, and happiness are important to us. Please observe the program regularly. If you have any questions regarding the program, please discuss your concerns with your child's teacher or the Director. For additional information regarding the rules of regulations of childcare centers or to report a violation, please contact the Office of Early Childhood at 1575 Sherman St., Denver, CO 80203, or call them at 303.866.5948.

We are required by law to report all suspected cases of child abuse or neglect. For additional information or to report a concern regarding an abusive situation, contact the Child Abuse hotline at 844-CO-4-KIDS.

## Class Preference

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

Please indicate your first class preference with a 1, second class preference with a 2 and so on.  
Class times are approximate and may be subject to change.

Class	Date	Time	Monthly Cost/ Cost less UPK*
<input type="checkbox"/> Preschool Full Day - 3/4 years	Tues/Thurs	8:45– 2:45 (12 hours)	\$615/\$135
<input type="checkbox"/> Kinder Prep Full Day - 4 years	Mon/Wed/Fri	8:45 – 2:45 (18 hours)	\$830/\$225
<input type="checkbox"/> 5 Full Days 3/4 years	Mon-Fri	9:00 – 3:12 (31 hours)	\$1405/\$805/\$335
<input type="checkbox"/> Before and/or After Care	2 days before or after	1 ¾-2 ¼ hours	\$160+
	3 days before or after	1 ¾ -2 ¼ hours	\$240+

Customized before and/or after care is available upon request. Contact us for more information.

\*Estimated monthly cost after UPK credit is applied

Available for enrollment beginning in July if the Preschool Full Day class has openings.

<input type="checkbox"/> Preschool AM - 3 year old	Tues/Thurs	8:45-11:30 (5 1/2 hours)	\$390/NA
<input type="checkbox"/> Preschool PM - 3 year old	Tues/Thurs	12:00-2:45 (5 1/2 hours)	\$340/NA

The following are required for enrollment:

A. August Tuition plus Registration Fee \$150 (one check for both payments and both non-refundable after class acceptance)

B. Registration Packet; **Complete the entire packet (including addresses)**; do not leave any empty fields. If a field does not apply, please indicate with “None” or “N/A”.

C. Immunization Record, **required at time of registration**

D. September Tuition – date check August 1<sup>st</sup> (full amount refundable until August 1<sup>st</sup>)

E. Current Health Statement, only valid for 12 months from date of exam

F. Emergency Card (to be completed at orientation)

**Items A, B, C and D are required prior to enrollment and must be complete. Item E is required within 30 days of enrollment. Item F will be completed at orientation.**

How did you hear about us? UPK website Internet Word of Mouth Referring Family \_\_\_\_\_

Enrollment priority will first be given to current students and their siblings. To maintain the best possible learning experience for all children in the classes, factors such as age, gender, schedule, completion of enrollment packet, original enrollment date, etc. are also considered when accepting enrollment.



\*\*\*What is the best way to reach you while your child is in our care? \_\_\_\_\_

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Tell us about your child. \_\_\_\_\_

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Are there any special things we should know about your child? (ex. afraid of the dark, bathroom words, delays, medical issues, behaviors, etc.) \_\_\_\_\_

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What types of positive reinforcement work best with your child? (verbal, reward, etc.) \_\_\_\_\_

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What goals would you like your child to achieve this year? \_\_\_\_\_

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## HEALTH CARE PROVIDERS

Child's Physician \_\_\_\_\_  
Name Address Phone

Child's Dentist \_\_\_\_\_  
Name Address Phone

Hospital of Choice \_\_\_\_\_  
Name Address Phone

## CHILD'S HEALTH INFORMATION

Briefly tell about your child's general health: \_\_\_\_\_  
\_\_\_\_\_

Any chronic medical problems? \_\_\_\_\_  
\_\_\_\_\_

Any allergies? \_\_\_\_\_  
\_\_\_\_\_

Any diet **restrictions** due to **medical** reasons? Explain. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I give/do not give Wee School permission to share my child's allergy information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# EMERGENCY MEDICAL TREATMENT CONSENT FORM

In the event my child, \_\_\_\_\_ sustains a serious or life threatening injury while at the school, I give the school permission to seek emergency medical care for my child.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EMERGENCY CONTACT INFORMATION

In case of an emergency and we, the parents/guardians, cannot be immediately reached, the following people may be contacted in the order listed below. **These people also are authorized to pick up my child from preschool.**

1. \_\_\_\_\_  
Name Address Phone

2. \_\_\_\_\_  
Name Address Phone

3. \_\_\_\_\_  
Name Address Phone

## ADDITIONAL AUTHORIZED PICK UP

The following people have authorization to pick my child up from school.  
(All persons listed below must meet the legal age requirement of 18 years of age.)

1. \_\_\_\_\_  
Name Address Phone

2. \_\_\_\_\_  
Name Address Phone

3. \_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## *VIDEO CONSENT FORM*

Occasionally we may show an educational video (rated G) that is related to the curriculum to support your child's learning. My child, \_\_\_\_\_, has my permission to watch educational videos shown by the school during the current school year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## *PHOTO RELEASE FORM*

I give Wee School permission to use my child's image (not full name) for display in class and/or on its website. I give Wee School staff permission to use their electronic device to take photos of my child. I understand that once the photo has been shared with the parent, it will be deleted. We do not post on any social media.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## *SUNSCREEN FORM*

I have read the sunscreen policy and will apply sunscreen prior to each class or provide alternative sun protection. I give Wee School permission to apply sunscreen to my child as needed. If I wish sunscreen applied during October – March, I will provide my request in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## *HANDBOOK FORM*

We have read and understand all materials presented in the Wee School Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Obtain an Immunization Record from your child's doctor. Return it with your enrollment packet.

Page 19, Child's Statement of Health, is to be filled out and signed by your child's health care provider. The Statement of Health must be current, meaning the exam was within the last 12 months prior to the start of classes. The Statement of Health is no longer current 12 months after the date of the exam. An updated Statement of Health must be given to the school within 30 days of the expiration of the previous Statement of Health.

## GENERAL HEALTH APPRAISAL FORM

### PARENT

*Please complete, date, and SIGN.*

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Allergies:  None OR  List food/medication: \_\_\_\_\_

Diet:  Breastfed  Age appropriate  Special-Describe: \_\_\_\_\_

Skin Care:  Sunscreen/creams may be applied as requested in writing by parent unless skin is broken or bleeding.

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

I, \_\_\_\_\_, give permission for my child's healthcare provider to share this form and applicable attachments with my child's school, childcare, or camp. Contact information for the person to receive this form:

Name: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HEALTH CARE PROVIDER

*Please complete after parent section has been completed.*

Date of most recent health appraisal: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

Physical Exam:  Normal  Abnormal-describe: \_\_\_\_\_

Allergies:  None OR  List food/medication: \_\_\_\_\_ Type of Reaction \_\_\_\_\_

Current Medications:  None OR  List: \_\_\_\_\_

A separate medication authorization form ([link](#)) is required for medications given in school, childcare, or camp.

Current Diet:  Breastfed  Age appropriate  Special-describe: \_\_\_\_\_

A separate diet statement ([link](#)) is required for food provided at school, childcare, or camp.

Health Concerns:  Severe Allergies  Asthma  Seizures  Diabetes  Hospitalizations  Behavior Concerns

Developmental Delays  Vision  Hearing  Oral Health  Under/Overweight  Other: \_\_\_\_\_

Explain above concerns (if necessary, include instructions to care providers): \_\_\_\_\_

Immunizations:  See attached immunization record or official exemption form  Next vaccine due date: \_\_\_\_\_

### HEALTH CARE PROVIDER

*Please complete if appropriate. This information is required by Early Head Start and Head Start Programs per the State EPSDT Schedule.*

Height: \_\_\_\_\_ B/P: \_\_\_\_\_ Head Circumference (up to 12 months): \_\_\_\_\_ HCT/HGB: \_\_\_\_\_

Lead Level:  Not at risk OR  Lead level: \_\_\_\_\_ TB:  Not at risk OR Test Result:  Normal  Abnormal

Screens Performed:  Vision:  Normal  Abnormal  Hearing:  Normal  Abnormal

Oral Health:  Normal  Abnormal Developmental Screen:  ASQ  PEDS  Other: \_\_\_\_\_

Developmental Concerns: \_\_\_\_\_ Recommended Follow-up: \_\_\_\_\_

### PROVIDER SIGNATURE

Next Well Visit:  Per AAP Guidelines\* or  Age: \_\_\_\_\_

This child is healthy and may participate in all routine activities in school, childcare, or camp. Any concerns or exceptions are identified on this form.

\_\_\_\_\_  
Signature of Healthcare Provider (certifying form reviewed)

\_\_\_\_\_  
Date

\*The AAP recommends Well Child Visits at 2, 4, 6, 9, 12, 15, 18, 24, and 30 months, and annually after 3 years.

### OFFICE STAMP

Or write Name, Address, Phone Number, Email

The form was created by the American Academy of Pediatrics, Colorado Chapter and Healthy Child Care Colorado to satisfy childcare and Head Start requirements in Colorado. While accepted by most schools, childcare programs and camps, this is not an official government form. Updated 01/2021.