

Teida's Tots Parent Handbook — 2026

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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 parent expectations. The Childcare Contract controls tuition, fees, schedule commitments, closures, notice, and termination. Parents should read both documents and ask questions before signing the Parent Policy Acknowledgment.

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. Parents should notify Teida if a child will arrive after a scheduled meal or snack.

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

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

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.

Parents may communicate by phone, text, or email. Parents should report absences or lateness before 8:30 a.m. and communicate changes affecting the child's care as soon as possible. Parents 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

Parents must provide items needed 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. Parents should label belongings; Teida's Tots is not 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. Parents must share relevant information and provide current healthcare or support plans. 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 parent will agree in advance whether the parent must provide the child's meals or snacks. Parents remain responsible for providing 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

Parents must not bring a child who is experiencing symptoms that require exclusion under the program's current illness procedures. Parents 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.

Parents must notify Teida promptly about contagious illness, diagnosis changes, allergies, medications, or other health information affecting care.

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. Parents remain responsible for arranging alternate care or pickup when backup care is unavailable. Payment continues during provider illness. No substitute-care charge applies.

Health records and medication

Required enrollment and health records must be 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. Parents must 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 must be provided before the child's first day of care using current Colorado forms or approved alternate documentation. Parents must notify Teida when documentation changes. A child without required documentation may not be admitted or may be excluded when required by Colorado law. Children with an exemption may 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.

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. Parents must provide complete and current information about the infant's sleep needs.

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.

Parents must keep emergency contacts, medical information, authorized pickups, and preferred emergency medical facility information current. Emergency information will be reviewed at least annually. Parents must respond promptly to emergency communications, and emergency services may be contacted when appropriate.

Emergency notification and drills

Parents will ordinarily be notified by phone or text when an emergency affects the children. The provider will maintain a charged phone and the children's emergency information. If telephone service is unavailable, the provider 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, the provider 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. No one will enter or leave until an all-clear is issued by law enforcement, fire personnel, or another authorized authority. If an emergency begins while children are outside, the provider 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. Parents must 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.

Parents must 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. Parents must 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 parent, and request a conference to agree on a support plan or professional consultation. Parents will be informed of behavior that may lead to suspension or termination and of the changes needed for care to continue when circumstances allow.

Care may be suspended or terminated when permitted by law and the contract, including when a child presents an immediate serious safety risk, required records are not maintained, payment or pickup obligations are repeatedly not met, or the provider 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

Parents should first bring concerns to Teida so they can be discussed promptly. 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.

No reimbursement applies for a child's absence, provider holiday closure, or a field trip because 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

Parents must 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. Parents must 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

Parents must 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 parent permission. Changes from breastfeeding to a bottle or cup, or from a bottle to a cup, will be discussed with the parent 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

Parents should label clothing, supplies, bottles, and equipment. Teida will take reasonable steps to protect belongings and will notify parents about known loss or damage. Parents should not send irreplaceable or unnecessary valuables. 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. Parents must discuss any food brought for a celebration in advance so allergies, dietary restrictions, and duplication of meals or snacks can be considered. Parents may request that their child not participate in a food-based celebration.

Arrival and parking safety

Parents should drive slowly, respect neighborhood traffic and driveways, and follow any current drop-off and pickup parking instructions. Parents should 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

Parents must provide accurate information, complete required forms, keep records current, follow payment and notice requirements, provide necessary supplies, and follow health, pickup, emergency, and communication procedures.

Handbook acknowledgment

Parents must 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.

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