

# Operating Policies/Procedures

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## Welcome to Treasured Kids Childcare!

**Operating Hours:** Monday-Friday, 6:30 AM to 5:30 PM

### Brightwheel

Upon enrollment into our program, parents/guardians will receive an invite to Brightwheel.

Brightwheel is utilized to sign students in and out each day. Parents/guardians and approved pick ups must have their own account to sign the child in and out.

**Accounts can NOT be shared between people.**

We use this as a record of who has picked up the child and as an extra security measure to ensure unapproved pick-ups do not attempt to come get the child. *Please do not share your brightwheel code with others.*

We check ID's for any unfamiliar faces picking up the child, to make sure they are on the approved pick up list.

Brightwheel is also used to:

- Update parents of emergency closures such as with imminent weather
- Communicate with parents/guardians about the wellbeing of their child
- Document meals, naps, diaper changes, upload photos (as time allows), and document any incident reports.
- Make initial contact if child is sick and needing to go home
- Send reminders when supplies are needing to be replenished
- Document billing and receive payments
- Update required forms as needed

# Enrollment Policies

Prior to enrolling, we require an in-person meeting with the parent(s)/guardian(s) and the child. This initial meeting should be used by both parties to observe and determine whether or not this facility is a good match for this family and child.

If anything occurs during this initial meeting leading the director to believe this child may not be a good fit at our facility, the parent/guardian will be notified immediately so that all expectations are laid out up-front and a plan of action can be prepared ahead of enrollment. Likewise, if anything occurs that raises concern for the parent/guardian, we ask that you communicate that with us before enrollment.

Before we can accept responsibility for the care of a child, all policies and procedures must be thoroughly read and understood. Contract forms must be filled out and signed by all parents/guardians of the child for retainment at the facility.

Parents/guardians will be provided with a Treasured Kids Childcare packet with all policies, procedures, and contract forms.

Once completed and all parties are in agreement and understanding, we look forward to welcoming you and your child to Treasured Kids Childcare!

## Enrollment

Registration fee: \$100– nonrefundable.

\*We will not reserve your child's spot without the registration fee and the first week's tuition **paid in full**.

**In lieu of an annual registration fee**, parents are required to send supplies on the supply list at the beginning of each school term.

Supply lists are released in July and due by the first day of the new school term.

If parents neglect to send in the required supplies, a supply fee of \$50 will be added to their tuition charge on the first day of the new school term.

## Rates

**Full Time: \$175/week**

**We charge \$175/week regardless of age or attendance.**

Full time care gives you access to our full hours of operation, and there is no limit to the number of hours your child can attend in a day.

## **Half Day: \$115/week**

The halfday program is specifically 7:00-12:00.

All students enrolled in half-day MUST be picked up before 12:00. Late pick up fees will apply for any child picked up after 12:00.

## **Part Time: \$125/week**

Part time positions are VERY LIMITED. If a part-time position is not available, you may be required to pay the full-time rate regardless of the amount of hours the child attends.

**Part-time spots are for 3-days/week care only.**

**The specific days must be agreed upon in advance between the parent/guardian and the director.**

## **Part time for ALL AGES: \$125/week**

### **Drop-In Care:**

Drop-in care is offered daily based on attendance.

Parents arriving in the morning with no notice wanting to leave their children will not be permitted. The center must be given a notice at least 24 hours in advance in order to verify that space will be available for that child for the day.

Drop-in care can be scheduled up to a week in advance, and payment is due immediately to hold the spot for the drop-in.

All paperwork must be filled out for drop-ins as is required for full and part time enrollments, including an up-to-date vaccination record.

### **Drop-In care for ALL AGES:**

**\$35/Day for siblings of currently enrolled students**

**\$50/day for children without siblings currently enrolled.**

### **Parents Night Out:**

On occasion, we offer extended hours for "Parents night out" care. The details of each specific night out are announced as they occur.

- \$40/child for families NOT enrolled in our program
- \$25/child for families enrolled in our program
- \$5 off per child for any family with 3 or more children.
- All parents nights out will be scheduled for 6:00-10:00 pm
- Children are provided an evening snack

## Discounts:

- **Potty Trained Discount:** A \$10/week discount is applied once the child is FULLY potty trained and has demonstrated to us while in our care that they are fully potty trained. Potty trained discounts only apply to full time, half day, and part time enrollments. They are NOT applied for drop-in care.  
For their first week with us, parents/guardians will be charged the full enrollment amount. If the child does well and demonstrates that they are indeed fully potty trained, the discount will be applied to all future charges. However, if the child has multiple accidents and makes it evident that they are not fully potty trained, the discount will not be applied until they are capable of going at least a week with at most 1 accident.
- **Sibling Discount:** 10% off is offered to all families with 2 or more siblings enrolled.
- **Referral Discount:** Refer a friend who enrolls in our program, and you will receive one free week of childcare after 30 days.

# Admission Procedures

All parent tours must be scheduled in advance. We do not allow strangers who show up without notice entrance into our facility as a precaution for the students.

Every parent is provided an enrollment packet during the scheduled tour. Prior to enrollment, all forms must be filled out and returned.

The required paperwork includes, but may not be limited to:

- The pre-admission form
- Meal benefit eligibility form for participation in the Child and Adult Care Food Program
- A child care questionnaire so that we can learn more about your child prior to them attending
- A form stating that you have read and agree to abide by these operating policies while your child is in our care
- Picture release form
- A Therapy Evaluation Permission Slip (explained in a future section of these policies)
- You must also provide an up-to-date immunization certificate at the time of enrollment.

Once the paperwork is complete, you will be required to pay the registration fee and first week's tuition to secure your child's spot in our program.

## Waitlists:

In the event that our classroom(s) are at max capacity, parents/guardians can be added to a waitlist to be notified when an opening is available.

To be added to the waitlist, the parent/guardian must come into the facility and fill out a waitlist form OR provide contact information to be invited to Brightwheel and sign up for the waitlist virtually.

We do not add children to the official waitlist over the phone.

# Trial Period & Termination Policy

**The first two weeks of enrollment are probationary for all parties.**

## During the 2-week trial period:

Parents/guardians or Treasured Kids Childcare may terminate the child care agreement at any time, for any reason.

Fees will still be due for the full two weeks that the child's place in Treasured Kids Childcare was held.

## After the 2-week trial period:

Either party may terminate the child care agreement with a written two-week notice. Reasons we will generally terminate childcare with a two-week notice can be found below.

- If a child continuously hurts other **children or staff** by means of aggressive behavior such as biting, kicking, hitting, throwing things, etc.
- If a child continuously acts out by swearing, throwing daily tantrums, failing to obey daycare rules, etc.
- If a child is genuinely unhappy and unable to adjust.
- If a parent/guardian consistently does not comply with requests for the child's well-being, such as providing diapers or a jacket/coat on a cold day, and/or not bathing the child.
- If a parent/guardian continuously fails to update the childcare agreement as needed with medical information, emergency contacts, etc.
- If a parent/guardian is found to be medicating their child prior to drop-off to mask any illness symptoms in order to leave their child at daycare against our illness policy.
- If a parent/guardian fails to pick up the child in a timely manner when the child is sick. Children should be picked up within one hour of the parent/guardian being contacted to come get their child.

## **We reserve the right to terminate child care immediately and without notice, for the following cases (not solely limited to):**

- The parent/guardian fails to pay childcare fees.
- The parent/guardian fails to comply with policies/procedures set forth in this handbook.
- The parent/guardian is disrespectful in any way to staff, or other children and their parents/guardians
- The parent/guardian threatens the center and/or any staff in any manner whatsoever.
- The child's behavior is severe and dangerous to themselves, their peers and/or staff members.

# Payments

**Childcare payments are charged every Friday for the upcoming week.**

Payments are due every Monday prior to drop off.

An automatic \$25 late fee is charged for every invoice once it reaches 2 days past due.

If the balance is not paid in full by the end of the week, you forfeit your child's spot in our program and your child's spot will go to the next child on our wait-list.

The weekly fee is to reserve your spot in our childcare center. **You are not paying for attendance, you are paying to reserve your child's spot in our program.** This payment is due whether your child attends or not, or your spot will go to the next child on our waitlist.

## Special accommodations:

If you need assistance in what day your payment is due because of your payday's date, please discuss these needs with the Director at enrollment. If possible, we will accommodate these pay dates and arrange the due date of each week's payment to benefit all parties involved.

Adjustments to the payment due date must be agreed on between the parent/guardian and the center, and verified in writing with valid signatures prior to its implementation.

ALL special accommodations must be on a pay-ahead schedule rather than a pay-behind schedule.

## Vacation Week

Each family is given one week of "vacation from daycare" each year where tuition is not charged. This week can be utilized at any time throughout the year, but we must be given a 2-week notice of the week-long absence prior to the vacation time being taken.

## Accepted Payment Methods:

- Cash
- Check (\$35 fee if the check is returned)
- Debit/Credit Cards through the Brightwheel app
- Cashapp: \$treasuredkids

# Arrival and Departure Procedures

## Arrival

Upon arrival, the drop off person must walk their child into the facility and all the way to the child's classroom.

The drop-off person is required to sign the child in when they drop them off.

There are two options for signing the child in:

- 1) Using your own device, scan the QR code on the sign-in tablet
- 2) Using the sign-in tablet, put in your four digit code to sign in your child(ren)

**Children must be dropped off in their classroom BEFORE 9:00 AM or they will not be permitted to attend that day.**

**Exceptions to this rule:** If you know your child will be late one day, such as due to a dentist/doctor appointment, the center must be notified at least 24 hours in advance. If the center is not given proper notice that they will be late, they will not be permitted to attend.

In cases of excused late arrivals, the child must still arrive before 10:30 AM.

## Departure

**We will not release a child to anyone besides a parent/guardian without written permission, and without being notified from the parent/guardian beforehand.**

At the time of enrollment, parents/guardians will be given the opportunity to create a list of emergency contacts and people who are authorized to depart with their child. At least one emergency contact is required. If the person is on the written list of authorization, we still also require written notification via Brightwheel from the parent/guardian prior to the child being picked up that day.

If the person is not on the list of authorization, we will not release the child to his or her care. It is the responsibility of the parent/guardian to add a person to the authorization list, as well as to notify staff on the day of prior to a change in pick-up.

The first few times we meet an emergency contact and/or an authorized person, we will also ask for photo identification. Please inform any emergency contact(s)/authorized person(s) of these procedures so they will not be offended or surprised at the requests. This procedure is strictly for the safety of the child while in our care.

## Late pick up fee

The facility closes at 5:30 PM. There is a late pick up fee for any children picked up after 5:30 PM. At 5:31, a \$5 charge is applied. It is then \$1/minute.

**The late pick up fee must be paid in full before the child can return to the facility the next day.**

If you are aware that you will be late one day, contact the facility to let the staff know as soon as possible.

If any student is still on site at 5:31 PM without facility staff being notified of a late pick up, a report will be made with the local police department per legal requirements on our behalf.

## Front Door Codes

Only legal parents/guardians have the automatic right to have a code to open the front door to the facility. Additional persons may be granted a door code at the discretion of the Director.

**Door codes are NOT allowed to be shared with anyone for any reason.** If it is found that an approved door code holder shared their code, their access will be immediately revoked and the code deactivated.

Door codes are not activated until AFTER the student(s) first day of attendance, and are deleted immediately after the student is withdrawn from the facility.

The director reserves the right to revoke door code privileges from any person, parents/guardians included, if she feels as if it is in the best interest of the facility and the students safety.

# Scheduled and Unexpected Closures

We close for all federal holidays.

The specific dates of our holiday closures are released every August at the beginning of our new school term. If a change in holiday closures needs to be made, parents will be notified as early as possible.

**The full week's tuition is due regardless of closures.**

We would like to make every effort to stay open during inclement weather, recognizing that parents/guardians may still be required to work. However, please realize that our number one priority is safety for all parties involved.

With this in mind, we follow Attalla City Schools for closures due to inclement weather. This includes late arrivals and early dismissals. Regardless of closures due to weather, the flat rate fee per child will still apply for the week.

We reserve the right to make our own judgment call in regards to weather closures if schools are not in session on the day of a weather threat.

*Parents/guardians will accept full responsibility for any liabilities that may happen on the property of Treasured Kids Childcare if the child is at daycare during inclement weather. This includes but is not limited to bodily injury or vehicle damage.*

**Late pickup fees also apply to early closures due to weather.**

## Full Week Closures

We close for three full weeks each year.

Spring Break: scheduled for the same week as the Etowah county school system's spring break.

Summer Break: scheduled for the week in which Independence Day falls.

Winter Break: scheduled for the week in which Christmas falls.

**Tuition is NOT charged for these scheduled full week closures.**

# Feeding Program

Each student is fed according to USDA guidelines. Meals include a variety of foods including vegetables, fruits, grains, dairy, and protein.

We participate in the Child and Adult Care Food Program. This means we get reimbursed for the cost of feeding each student in our program. In order for us to maintain participation in this program, a "CACFP Eligibility Form" must be filled out at the time of enrollment and updated annually by the parent/guardian. This form is required regardless of the age of the child.

The menu for the month is posted on the Parent Information bulletin board at the beginning of each month for everyone to review if desired. We aim to introduce students to a variety of foods while still offering foods we know that they will eat each day.

## Dietary Restrictions:

Parents/guardians must submit written instructions if their child has specific dietary needs so that the center can provide meals and snacks that are in accordance with their needs.

## Food Allergies:

If your child has any food-related allergies, we must have a care plan written by the child's physician on file prior to their first day of attendance. This care plan must detail the exact steps we must take in the event that the child was exposed to their allergen and has a reaction while in our care.

## Food Plans by Age:

### **Ages 6 weeks-12 months:**

The center provides formula to infants 0-12 Months old. The center uses Similac Advance ready-to-feed formula with iron. Using the formula offered is completely optional.

If preferred, parents/guardians can send fully prepared bottles with their own formula or breast milk.

Rules to follow if you opt to bring your own bottles:

- They must be labeled with the child's first and last name
- If the bottle contains breast milk, it must also be dated.
- Parents/guardians must submit written instructions on how they want the bottle heated and served.

**WE CAN NOT MIX FORMULA. ALL BOTTLES MUST COME READY-TO-SERVE.**

### **Ages 6 months- 12 months:**

Once the child reaches 6 months old, we begin feeding them age-appropriate solid foods.

We ask that parents begin feeding their infants first at home, so that we are not the first ones to introduce new foods to the infant.

We offer more foods as the child demonstrates that they are developmentally ready for more food options with varying textures and consistencies. All infant workers are trained in appropriate feeding practices for infants to ensure there are no risks of the child choking.

### **Ages 12 Months-School Age:**

**Breakfast is served from 8-8:15 AM.**

If a child is late due to a doctor's appointment or other excused late arrival, please feed them before bringing them.

**We do not serve breakfast after 8:15 AM.**

If you want your child to be fed our breakfast, they MUST be dropped off BEFORE 8:15 AM.

Each breakfast contains at least a grain, fruit, and milk.

Lunch is served at 11:00 AM.

Each lunch contains a protein, grain, vegetable, fruit, and milk.

Afternoon snacks are served between 2:00-3:00 PM

The time varies depending on what time the student(s) awaken from their naps.

Snacks typically contain a grain and a fruit (juice), but may also contain a protein, vegetable, or dairy product on occasion.

**No child who is in attendance at the time that meals and snacks are served (as detailed above) will be deprived of food.**

**We do not allow outside foods or meals to be brought by the parent/guardian.**

# What to Bring for Your Child

Each child has their own labeled cubby to store personal belongings.

On the first day of attendance, please make sure you bring these **LABLED** items for your child.

## Ages 6 Weeks-12 Months:

- If opting out of using the formula we provide, bring fully prepared bottles, with written instructions on how you want them stored and prepared. We cannot accept powder formulas. They must be mixed prior to bringing them. All bottles must be labeled with the child's full name. If the bottle contains expressed breastmilk, it must also be dated.
- Unopened pack of diapers
- Change of clothes in case of accidents (in a bag labeled with the child's name is required).

## 12 Months and older:

- Unopened pack of diapers/pull ups (if not potty trained). If you choose to send pull-ups, **they must be the kind that velcros on the sides.**
- Change of clothes in case of accidents (in a bag labeled with the child's name is required).
- Napmat

**We provide all baby wipes. However, if your child is sensitive or you prefer for your child to use your own wipes you can provide your own. Just let us know at the time of enrollment whether you would like to use our furnished wipes or provide your own.**

## Diaper Bags/Backpacks

ALL BAGS are inspected by staff each day. If any unapproved items such as medication, hand sanitizer, diaper rash cream, or any potentially hazardous items are found in the bag, the item will be removed from the bag and stored in the office until pick up.

We do NOT recommend carrying backpacks back and forth unless an alternate pick up will be picking up the child for the day and supplies are needing to be sent with that pick up person. We have everything we need for each student already on hand in their cubbies, deeming backpacks unnecessary.

# Dress Code

All students must be dressed appropriately based on the current weather.

If your child wears pull ups, they must wear the type that **velcros on the sides**. We understand that this style of pull-up can be more expensive than other styles. If needed, you can continue sending your child with diapers. Potty training can be accomplished wearing diapers as well as pull-ups.

**Shoes must be full coverage.**

Tennis Shoes are recommended, but sandals are acceptable in the summer as long as they fully enclose the foot and are secure to where they will not fall off the child's foot.

*Flip Flops are strictly prohibited.*

Keep clothing modest and well-fitting. If the child is wearing a dress, pair it with shorts underneath so that they can play freely throughout the day.

Avoid tops that fall down and expose the child.

## Assistance as Needed

If you are in need of assistance buying diapers/pull-ups, shoes, clothing, or even food for your child, please speak with the Director or your child's teacher about your needs. We are a judgment-free zone and these discussions and requests for help are kept confidential. All we want is the best for every child in our care, and if you are struggling and need help please do not hesitate to ask for that help.

We also have a "free items" area set up in the facility. It is located upstairs. All families are welcome to explore this area for any items they need.

Likewise, we are always accepting donations to give to others in need.

# Daily Program

The daily program/schedule is posted in each classroom.

Parents/guardians will be notified any time changes are made to the daily program.

A copy of the daily schedule is also available to parents/guardians at the time of enrollment for the age their child is.

The daily program includes an array of outside time, active time, rest time, fine motor time, circle time, and more. We aim to give our students a variety of activities and experiences each day.

## Field Trips

The Department of Human Resources does not inspect away-from-center activities.

Field trips are only offered to children 12 months and older.

In order for the child to qualify to attend scheduled field trips, the parent/guardian must:

- Have "yes" marked on the child's preadmission form for "activities away from the facility"
- Sign an authorization form for the specific field trip
- Provide a NAMED chaperone prior to the field trip for the child attending the field trip. We will verify chaperones at the field trip sight to be sure every child has an approved chaperone in charge of them.

No child will be permitted to attend field trips without a chaperone, assigned by the parent/guardian, to oversee their child on the field trip.

We do not offer transportation to or from field trips. The child's pre-determined chaperone will be responsible for transporting the child to and from the field trip location.

Field trips will always be planned in advance. Some may require an extra fee for the chaperone to attend; the required amount will be disclosed up front if payment is necessary.

**If the child does not attend the field trip, they will not be able to attend that day due to staffing as teachers are required to attend the field trip with their students**

# Assessments

We perform assessments at the start of the school term in August, at the start of the year in January, and at the end of the school term in May for students 18 months and older.

For infants, we perform assessments at each “milestone age” which is 2 months, 4 months, 6 months, 9 months, 12 months, and 15 months.

Each assessment covers physical, social, and emotional development to give us and the parent/guardian an understanding of where they are developmentally so we can better tailor our program to their specific needs.

# Therapy Services

We have partnered with “Helping Hands Therapy Services” to offer on-site therapy to the students enrolled in our facility.

At the time of enrollment, each parent/guardian is provided a permission slip to either accept or deny for their child to be evaluated for a need for therapy.

If the parent/guardian opts in to have their child evaluated and it is determined that the child would benefit from either occupational, physical and/or speech therapy, they will be contacted with next steps to get the therapy started.

All therapists are under direct supervision of center staff when in the facility.

# Potty Training

Potty training must first begin at home. The parent/guardian should be the first one to introduce the potty to the child.

If you feel that your child is ready to potty train, and you are prepared to start and continue the potty training process at home, we fully support that choice and are more than willing to do our part!

Potty training can take place any time between 18 months- 3 years old, depending on when the individual child is ready. We support potty training at any age, as long as the child is capable of following instructions and can communicate their needs effectively.

After a complete weekend of successful potty training at home, please let us know so we can continue your child’s progress while they are in our care. We do not begin potty training in the middle of the week. The child must first have had a successful potty training weekend at home.

# Disciplinary Procedures

In our center, we do not use corporal or physical punishment; such as spanking, shaking, slapping, kicking, pushing, biting, pinching, etc.

We do not use verbal abuse; such as yelling, name calling, shaming, using language that is inappropriate, offensive, humiliating, frightening to a child, etc.

We do not use discipline associated with foods, naps, or bathroom procedures.

The use of physical restraint as punishment is prohibited.

We do not use rough or harsh handling of children.

We do not take away physical activity/outdoor time as punishment.

## **First and foremost, we utilize positive discipline.**

The children are under constant supervision and if a problematic behavior is observed, we redirect to avoid escalation of the behavior and speak to the child about why their behavior is not acceptable.

If redirection does not remedy the situation, the child will be instructed to go to the "calm down zone" in their classroom. In the calm down zone, the teacher guides and teaches the child self-regulation techniques to reduce the chance of behavior escalation.

If our positive discipline techniques do not work and we continue having problematic behaviors out of the child, parents/guardians will be notified immediately of their child's behavior and required to come pick up their child for the day.

Every incident of aggressive behavior observed from the child will be reported under "incidents" in the brightwheel app, so that all parents are aware of their child's behavior during their time with us.

## Biting Policy

Biting is often considered developmentally appropriate depending on age. However, we can not allow students to be harmed while in our care. We terminate all students after three unprovoked biting incidents. Students may return to our facility after they are old enough to enter the next classroom, pending that there are openings available at that time.

## Mandated Reporters

As a licensed childcare facility with the Alabama Department of Human Resources, all staff members are mandated reporters. We are required, by law, to report any and all incidences of suspected child neglect and/or abuse.

Reports are always made with the child's best interest in mind.

# Health and Medical Information

The illness policy is for the health and well-being of all the children enrolled in Treasured Kids Childcare, and enables us to provide the safest possible environment for everyone.

Parents/guardians must keep a child at home if he or she displays any symptoms of illness aside from a clear runny nose. Please provide as much notice as possible for the child's absence(s). Payment will still be required to hold the child's spot, even if the child is absent due to an illness.

If a child has a fever 100.5 F or above, even without accompanying symptoms, OR if the child displays **any** signs of illness, with or without accompanied fever, he or she will not be allowed entry to Treasured Kids Childcare. The child will be allowed to attend daycare once he or she has been *symptom free for at least 24 hours* or has *sought medical treatment and* been cleared to return by a physician.

"Signs of illness" includes, but is not limited to;

- Fever (100.5 or higher)
- Diarrhea
- Vomiting
- unexplained rash
- Scabies
- head lice
- Conjunctivitis (pink eye)
- chest congestion
- yellow/green runny nose
- complaints of a sore throat
- acting obviously unwell with excessive whining or crying, and unable to participate in daycare activities.

## Policies for specific illnesses:

### Fever of 100.5 or higher

We check students' temperature using 2 different thermometers to verify accuracy prior to sending them home. This eliminates the risk of us accidentally sending a student home that doesn't have a true fever.

When a student is sent home due to fever, that student must be fever free without the aid of fever reducing medication for at least 24 hours.

NO STUDENT will be allowed to remain in our care with fever, regardless of the cause, due to liabilities.

## Diarrhea

Students are sent home with 3 or more diarrhea-like stools. Criteria for stool to be classified as diarrhea in a childcare facility, per legislation, is “anything out of the ordinary for the child.” This means that the stool does not have to be pure liquid to be classified as diarrhea. It can have solid components and still be classified as diarrhea.

If a child is sent home with diarrhea, they must remain out until 24 hours after the last incident of diarrhea-like stools has occurred.

## Vomiting

Students are sent home after 2 or more incidents of vomiting.

If a child is sent home with vomiting, they must remain out until 24-hours after the last incident of vomiting has occurred.

## Unexplained Rash

Children can get a rash for many reasons, many of which are highly contagious in confined spaces. With this in mind, we send home any students who we observe to have a rash.

For unexplained rash, the child **MUST** be seen by a physician and given clearance to return. If the rash is deemed contagious by the physician, they must remain out until 24 hours symptom-free. If the rash is not deemed contagious, it must state on the excuse that it is not contagious and that they are clear to return.

If your child has eczema, it is your responsibility to provide documentation at the time of enrollment stating so to avoid your child being sent home unnecessarily.

## Head lice

If live lice OR eggs are observed in the child's hair, they will be sent home immediately. They will not be permitted to return for at least 24 hours after treatment. Upon return, they must be inspected by two separate staff members to verify that no live lice or nits are present in the hair.

## Pink eye

As a precaution to avoid the spread of pink eye, all children who have eye-drainage will be sent home. The child **MUST** see a physician to rule whether or not the drainage is pink eye. If the doctor deems it not contagious, you must bring the note stating so. If the physician says it is pink eye, the child must be on antibiotic eye drops for 24 hours before they can return.

## Chest congestion

Children sent home due to chest congestion must be cleared by a physician prior to returning. There are many contagious illnesses that cause chest congestion that we can not risk spreading to our students, especially the infants, such as RSV.

## All other illnesses/symptoms

If the child acts generally unwell and is unable to partake in the daily schedule, they will be sent home. If a child is sent home due to this reason, they will be required to see a physician and be cleared before returning to verify that they are well enough to be in attendance at daycare. Also, if the child is sent home with multiple symptoms, they will need to see a physician to clear them before they can return.

## On our part

We do absolutely everything in our power to keep our students as healthy as possible. We would rather send home students with symptoms as a precaution rather than assume they are okay and involuntarily spread illnesses among the children and staff.

We clean, disinfect, and sanitize common areas, classrooms, and toys daily to reduce the spread of germs. However, children are prone to putting anything and everything in their mouths, can't cover their sneezes and coughing, and don't understand personal space. The spreading of germs is inevitable at times.

Thank you for understanding this and assisting us in excluding students who pose a risk to others due to contagious illness.

## On your part

Please call the center as soon as possible to inform a staff member that your child will not be attending due to an illness, as well as any symptoms your child is exhibiting, so that we can monitor the other children in attendance who were exposed to your child.

If the parent/guardian is unable to be reached, we will contact the Emergency Contacts listed on the child's preadmission form until someone is available to come pick up the child. In case of severe injury or illness and inability to reach parents/guardians, the center will obtain emergency medical treatment.

If a child is being sent home due to fever and/or other symptoms, the parent/guardian has ONE HOUR to pick up. Failure to do so could result in termination of care.

**Do not administer over the counter medication prior to dropping your child.  
Over the counter medication may mask symptoms of a contagious illness.**

## Medication Policy:

**No oral medication or medical procedures will be administered.**

The ONLY medication allowed inside the facility is diaper rash cream.

Diaper rash cream is only allowed for children under 2 years old, and must be LABELED with the child's name and kept in a locked medicine box at all times.

In order for us to administer diaper rash cream, we must have a note from the child's pediatrician giving us permission to apply it.

The parent/guardian must also fill out and sign the required Authorization Form in addition to the doctor's note. The authorization form must be updated every 7 days.

If the child requires medication during their time at our facility, the parent/guardian must come and administer the medication themselves. Oral medication is NOT ALLOWED inside the facility. If you need to medicate your child, we will accompany you outside with your child to administer it and then return your child to class.

# Emergencies & Safety

Through childproofing and close supervision, we make every effort to provide the children in our care with a safe environment. However sometimes minor cuts, scrapes, bumps, and bruises are unavoidable. When these circumstances arise, first aid will be administered to the child, and the parents/guardians will be notified.

In the event of a medical emergency, the parents/guardians will be notified immediately. If necessary 911 will be called and emergency procedures will be performed.

All staff members are First Aid and CPR certified as soon as possible after being employed at our facility. At least 2 staff members on the premises during operating hours have current First Aid and CPR training to be able to assist a child in distress. Also, if necessary, the child will be transported to the hospital by ambulance at the parent/guardian expense.

## Emergency Preparedness Plans

The center has a plan in place for all potential emergencies and disasters.

The emergency preparedness and response plan is posted on the bulletin board at the entrance to the center. A printed copy is also provided to each parent/guardian at the time of enrollment

### **The plan details procedures for the following types of emergency or disaster situations:**

- Weather emergencies and natural disasters such as; thunderstorms, tornadoes, flash flooding, snowfall, ice storms, and earthquakes
- Emergency outdoor and indoor lockdown or evacuation due to threats of violence.
- Emergency or disaster evacuations due to hazardous materials and spills, gas leaks, or bomb threats
- Outbreaks, epidemics, or other infectious disease emergencies
- Loss of power, water or heat
- Other threatening situations that may pose a health or safety hazard to the children in the center

### **Details included are:**

- Shelter in place or evacuation, how the center will care for and account for the children until they can be reunited with parents/guardians
- Assisting infants and children with special needs and/or health conditions
- Reunification with parents; emergency contact information for the parents and the center, procedures for notifying and communicating with parents regarding the location of the children if evacuated, procedures of communicating with parents during loss of communications
- The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place
- Contact with local emergency management officials