

ASHLAND CHILDCARE CENTER, LLC

Parent's Handbook

Leadership Team

Cassie Martin, Co-Owner

573-823-7745

Nathan Martin, Co-Owner

573-201-7366

701 E. Liberty Lane

Ashland, MO 65010

573-657-2623

ashlandchildcarecenterllc@gmail.com

ASHLAND CHILDCARE CENTER, LLC MISSION STATEMENT

**“A place where your child can learn,
A place where your child can play,
A place your child will want to stay”**

Our commitment is to form lifelong learning experiences, allowing every child to become independent, self confident, and inquisitive learners.

Dear Families,

Welcome, and thank you for your interest in our facility!

We know how stressful finding suitable childcare can be and are thrilled to discuss our program with you.

As we continually grow and learn, we hope to maintain strong relationships with each family, providing a safe and engaging environment.

This handbook is intended to cover most of the frequently asked questions, but please do not hesitate to follow up with specific concerns.

Sincerely,
Cassie & Nathan Martin

OUR PHILOSOPHY

The program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. Within the center's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self- and teacher-facilitated activities. Opportunities for solitary play as well as group activities are provided. Staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs. The adult's responsibility in a developmental program is to assist the child in growing to his or her fullest potential by recognizing each stage of development and fashioning a curriculum that will nurture and facilitate growth during that stage.

We respect parents as the primary and most important provider of care and nurturing. We believe parents and teachers are partners in children's care and education.

DEVELOPMENTALLY APPROPRIATE PRACTICE

WHAT?

A perspective within early childhood education whereby a teacher or child caregiver nurtures a child's social/emotional, physical, and cognitive development. It is also described as a philosophy in child education that is based on child development knowledge where professionals base their instruction and care on research, standards, and recognized theory.

In other words, it means that our educators first consider the individual child and work to provide an environment for them to thrive.

WHY?

Early childhood is a time of life quite different from adulthood, and even from the later school years. As such, we must seek out and intentionally plan the best opportunities for children that support their overall well being and healthy development. Implementing a universal or standardized approach to all children at this age is rarely the most effective. They learn extraordinary amounts through play and exploration.

HOW?

To make the program a good place for every child, we structure our classroom environment and activities to this community and the families involved. We are eager to learn as much as we can about each child's family, cultural background, past experience and current circumstances; with this knowledge we work to create a program that fits the children and the families we serve.

SO WHAT?

Research and experience tell us that to be effective with young children, teaching practices need to be "developmentally appropriate". By engaging with families and utilizing child specific teaching practices we are prepared to grow and adapt as circumstance necessitates.

ASHLAND CHILDCARE CENTER, LLC

PARENT'S HANDBOOK

STATEMENT OF SERVICES:

Ashland Childcare Center, LLC (ACC), hereinafter referred to as “Center”, is a year-round program that offers all day care for children ages birth to 12 years. Our daily activities and program consists of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play, and story time. We offer a Full Time contract, which is for children present at the Center more than three days per week, and we offer a Part Time contract, which is for children present at the Center less than 3 days per week. When possible, we also offer a Drop In contract, which is for children present at Center irregularly or with less than 24 hours notice.

HOURS AND DAYS:

Center is open from 7:00 AM to 5:30 PM, Monday through Friday. We are closed on most Federally recognized holidays which can be found [HERE](https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/) (<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>). Please refer to the Center Calendar or Scheduled Closings document to confirm those dates each year. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – Center will be closed on Monday and Tuesday) Additionally, at discretion of Leadership Team and Center Director, up to four Teacher Workshop days may be scheduled in which Center would be closed. These days will be decided in January of each year and will be posted for your convenience. All dates Center is closed will be charged at the regular rate. For a full list of dates Center will be closed, please reference the current year's calendar or Scheduled Closing document.

SNOW DAYS:

Center will make every effort to remain open during the snow and ice. We will also be able to provide extended care for school age children in the event the public schools are closed. If we must close our center due to extreme weather we will have it announced through various sources including social media, ProCare, and local news outlets.

STATE LICENSING

We understand the importance of keeping strict compliance with state licensing regulations in order to ensure a quality environment for your children. Center complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, the building, playground, health and safety guidelines, and child/staff ratios.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, national origin, religious beliefs, gender, or disability. Only the child(ren)'s parent or legal guardian may enroll a child(ren). Proof of custody may be required. All forms provided to you upon enrollment must be completed before your

child may attend Center. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, phone (mobile, home, and work), and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. Center must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook. Additional information may be requested, at discretion of Leadership Team or Center Director, to ensure compliance with all applicable regulations.

ADMISSION AND WITHDRAWAL:

Parents wishing to enroll their children at Center are encouraged to set up an appointment with the Leadership Team or Center Director to come and tour the center, meet the director, and their child(ren)'s Lead Teacher. Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 5:00 - 6:30 PM, Monday through Friday. The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)'s average day. At this time we will give you any forms necessary to enroll your child(ren) in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER".

GUARANTEED START DATE:

Center works on a "Guaranteed Start Date" rather than a "Waiting List". Upon deciding that Center is the place for your child(ren), you will be asked to fill out a "Guaranteed Start Date Agreement" and pay a non-refundable deposit. This deposit consists of an enrollment fee, per child, and the first week's fees (fees through Friday of the first week in attendance to be held for last week your child(ren) attend or owe fees). Reference the "FEE AGREEMENT" document for current rates. At this time, you and Center will agree upon the date your child(ren) will start. Prior to your first day you must bring your child's(ren's) enrollment packet(s) (one for each child) along with the following for verification: medical form and shot records. Parents are required to notify the center prior to their child(ren) withdrawing including withdrawing from being on the guaranteed start list. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" section for more details.

PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Center. Also, each Fall we will have you review and update all documents. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue.

DROP-OFF:

Parents must accompany their child(ren) into the Center area every morning and clock their child(ren) in immediately upon dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. New families will be need to meet with Leadership Team their first week to register each child. The clock in/out system is located immediately inside the front door. The

children are not allowed to come into the Center area alone or to sign themselves in unless prior written permission has been given and approved by the Director. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a Center employee upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK-UP:

All children must be picked up and clocked out by an adult and/or person approved by the parent and the center. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, must be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto Center property for drop-off or pick-up to ensure a safe environment is maintained. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up to ensure a safe environment is maintained.

EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance, your child's doctor, or dentist if they need emergency care. Please list your child's doctor, dentist, and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non food allergy forms. All of these forms will be re-done annually. Immunization cards need to be presented on or before the first day the child attends the center. A photocopy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

INFORMATION CHANGE

Parents are to notify Center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. Center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Center has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Leadership Team or Director written notice of the change as soon as possible.

IMMUNIZATION REQUIREMENTS:

As required by the [Department of Health and Senior Services](https://health.mo.gov/living/wellness/immunizations/daycarerequirements.php) (<https://health.mo.gov/living/wellness/immunizations/daycarerequirements.php>), all children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a healthcare provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to request a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such religious opposition.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine, including scripted and unscripted medications, must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. An "Authorization to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Authorization to give Medication" form (Filled out). Center reserves the right not to give medicines if the dosage is questionable or not according to the label. Center reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. A copy of the "Authorization to Give Medication" form along with the medication bottle and any remaining medication will be returned to the parent upon completion of the course of medication.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out a "Medical Food Substitution Record" and have it signed by a doctor. This allows us to alert all of our staff of their allergy. The Medical Food Substitution Record must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. You will also need to fill out an "Authorization to give Medication" form if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. Without an explicit written exception from the Director or Leadership Team, a

child that is ill or has a temperature of 99 degrees Fahrenheit or above must be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child may be sent home, at the discretion of the Director, if the exhibit symptoms including, but not limited too: temperature of over 99 degrees Fahrenheit, vomiting or have diarrhea, severe cough, if it is suspected that they have a contagious disease, or displays any other symptoms in accordance with Missouri Department of Health. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. The center reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the full "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."

Please contact the Leadership Team or Director if your child develops a communicable disease so that we may discreetly notify other parents of possible exposure.

ACCIDENT REPORTS:

Safety is a top priority of Center. However, there are times when a child will have an accident/incident with another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. This accident report, signed by the teacher in charge at the time of the accident, will be shown to you upon pickup. We ask that you review, ask any questions you may have, and sign it to confirm that you were notified of your child's injury. The completed incident report will be filed in the Director's office and a copy is available, on request. This system is aimed at ensuring thorough documentation and communication for all involved. As standard procedure, if your child is involved in an incident with another child, our staff will not disclose the name of the other child. This is to protect the privacy of all children. If you have any questions or concerns, please contact the Director. We will handle any and all behavior problems in a professional and appropriate way.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Center complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make reasonable accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the Director.

DISCIPLINE:

At Center the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy.

TOYS:

Center has a wide variety of toys, games, and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Center is not responsible for stolen, lost, or broken toys or clothing.

Do not bring toy guns, "war" toys, or other toys of destruction.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day, weather permitting. Children should be prepared to go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken into consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in their size. If your child comes home in Center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to Center have the child's name on it.**

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills
- Following directions
- Task persistence and completion

Language

- Oral language

- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age, all are posted weekly in each room.

ITEMS NEEDED FROM FAMILY:

It is our goal to provide a safe and engaging environment for the children, however a few items will be needed from home to assist:

Infant - formula/breast milk, age appropriate foods until 1 year old, diapers/wipes, medication/diaper cream (with proper form filled out), pacifiers, bottles/cups, extra clothes, etc

Toddler/Pre-K - small pillow/blanket for nap time, refillable drink bottle, extra clothes

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes according to the same cut off date as the public schools. This usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

STUDENT TO TEACHER RATIOS:

The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
Infants/Toddlers (0-24m)	4	1	8
2-Year-Olds	8	1	16
3-Year-Olds	10	1	40
4-Year-Olds	10	1	40
3-5's	10	1	40
5-Year-Olds not School Aged	16	1	No max
School-Age Children	16	1	No max

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

MIXED-AGE GROUPING

Our program encourages times for mixed-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

Center will create an individualized TRANSITION PLAN to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the TRANSITION PLAN may vary quite a bit from child to child. If you have any questions about the Transition Plan, the child's teacher or the director will be able to provide more details and answer any questions.

SUMMER CAMP

A summer camp program is offered during the summer months for school age children. This is the period of time between summer school and the new school year. Activities include various art projects, music,

water fun, sports, stories, cooking, and field trips. A separate summer program fee is generally charged to help cover transportation costs.

OUR STAFF:

At Center we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Requirements for staff to pass their probationary period include:

- A detailed interview and screening process.
- Approval by the state of Missouri through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled.
- Strict education requirements as required by Missouri Accreditation.

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

Center strives to ensure that employees conduct themselves in accordance with established practices and procedures, maintain confidentiality of all information acquired as a result of employment, and do not use their position to benefit conflicting interests or for personal gain. It is inappropriate for parents and clients to solicit our staff to work for them in any capacity, during normal Center operating hours, either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Center. Clients who violate this policy may be subject to termination of services.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several means, including the use of secure online platforms. The primary form of documented communication will be the Procure app - it will be used to document daily events, achievements, and other important information related to the center (including weather related closings), please speak with a member of the leadership team if you have any issues accessing that information.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about Center and curriculum.
- Daily communication in the form of “Daily Report”, “Incident/ouch” forms, and classroom memos will be placed in the child's “cubby” and relayed via secure online platform, from time to time.
- Parent/Teacher meetings twice each year.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day at the center and most of our employees, generally, only work 8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of the leadership team available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for Leadership Team, or you can e-mail the them at ashlandchildcarecenterllc@gmail.com

PARENTAL INVOLVEMENT:

We encourage all parents and/or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. At Center, we strive to fill the gap created during early separation and educational opportunities by collaborating with families - we welcome parental visits. We have an open door policy that allows parents and/or guardians access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Leadership Team or Director with their suggestion.

- Two individual conferences/year
- Programs and Special activities, such as Holiday parties
- Special parent's involvement activities such as Mother's/Father's Day breakfasts
- Classroom Volunteer
- Send special treats for snack or meals (please notify the teacher at least two days in advance)
- Help with center Fundraiser
- Participation in a parent's group
- Reverse Field trips (When we bring a "field trip" type activity to our property)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

In the event that a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the Leadership Team will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Center, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food From Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday)

If you are having an offsite event and intend to invite friends from Center, please coordinate the disbursement of invitations with the Director.

VISITING THE CENTER:

You are welcome to visit your child at the center at any time. We do ask that you check in with the office before going to your child's room. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grandparents and aunts are also welcome to visit in certain prearranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the leadership team or Center Director if you wish to set up a "visit" from an extended family member.

MEALS AND SNACKS:

Our meal and snack service consists of breakfast, a hot lunch, and a PM snack. We participate with the Child and Adult Care Food Program sponsored by the USDA, therefore all food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

BRINGING FOOD FROM HOME:

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met.

- Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the Director.
- This food is considered a supplement to what we serve and should meet nutritional guidelines.
- Perishable food brought from home should be contained so as to avoid contamination.
- Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child's teacher at least two days prior to bringing special treats.)

PORTRAITS AND PICTURES:

We offer school pictures in the Fall. The Fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. You will be able to proof your child's pictures via a website and select the ones you want before purchasing. In addition we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" with your paperwork giving us permission to take your child's picture or include them in short video footage.

TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in Center. This is not based upon attendance but rather on a set weekly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent's upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two weeks notice of intent to change services. This to be allowed at the discretion of the leadership team based on space availability. Contracts are re-done annually prior to the start of the new school year. Since the weekly set fees remain the same, no bill will be given to remind you of these fees. You may view your balance on the clock in/out pad at the front door. Add-on fees may occur such as when School aged children who need additional services due to an irregularity in the school schedule such as schools out day or school break. In the case of summer break, a new contract will be entered into by the parent's specifying the charges for this period. Regular attendance of three or more days per week is considered full time. The leadership team will regularly review a number of factors to determine if a fee increase is appropriate. The leadership team will communicate any expected rate changes at least two months prior to the effective date. Tuition adjustments will traditionally be announced in October and effective January 1. Current tuition rates can be found in the "FEE AGREEMENT" document.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due in advance, by Friday of the week before service is to occur. There will be a late payment convenience fee added if the account is not paid by the close of business on Monday or the first day service is rendered that week. An additional maintenance and collection fee may be added each day the account is not paid in full. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance, consisting of over two weeks worth of rendered service, unless arrangements have been approved by the Leadership Team. If, after two weeks an account is not paid in full, services will be terminated and the outstanding balance sent to a collections agency. There will be a fee added on all returned checks. After two NSF checks are received by the center, other payment arrangements will be required. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Clients may pay by cash, check, or credit card (via Procure/Tuition Express). All payments will be **payable to: Ashland Childcare Center.**

To ensure payments are applied correctly, please ONLY place them in the payment box located inside the front door. All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks notice. This will also be adjusted annually or as the contracted rates change. See the REFUNDS policy below. Registration fees are non-refundable. Center may seek collection of fees due and clients may be required to pay a two week termination fee, and any collection costs and attorney's fees incurred by Center to collect this amount. If Center elects, it may immediately terminate all services provided by it including, but not limited to the immediate dismissal of the children from its Center. Fee amounts can be found on the "FEE AGREEMENT" document.

DFS/ STATE PAID TUITION CLIENTS:

Center is authorized to receive payments from DFS and other Federal/State daycare assistance programs. If you qualify for free or reduced meals at a public school you might be eligible to receive help through DFS. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use DFS assistance must make these arrangements on their own and list us as their DFS Childcare provider. You may enroll in the program as a DFS client once the office has received a letter of authorization from DFS or a phone call from the DES case worker, establishing your eligibility in our program. Clients wishing to transfer from a private pay client to a DFS

client must come to the office and fill out a DFS Start Agreement. The registration fee is generally the responsibility of the client and not that of DFS. A payment plan may be arranged to help facilitate collection of this fee at the discretion of the Director.

Center also requires that all DFS clients pay for any absence above 4 per month. DFS clients will be allowed to be absent for one vacation week each year (September through August) without being charged the weekly fee provided that it is pre-approved through the office at least two weeks prior.

DFS clients shall pay the difference between the contracted rate and what DFS pays. This is based upon family income. Center requires that all DFS co-payments be made weekly on Friday, the week prior to service. Center does the book keeping on DFS accounts once per month after the service has occurred. At this time, parents will be required to sign an attendance sheet reflecting the days your child attended for the month. All PAYMENT POLICIES AND PROCEDURES listed above for self billed clients will also apply to DFS clients. Center must have proof of assistance before the sliding scale fee will be active.

DISCOUNTS:

Center is pleased to offer the following discounts:

- 3% discount for accounts that pay for the entire month in advance by the 3rd of each month. If the 3rd falls on a weekend or recognized holiday, then payment would be due on the next business day.
- 10% discount for oldest siblings currently enrolled full time in the program and are being charged weekly fees, in the case of more than two children, the older children will each receive a 10% discount (there are no sibling discounts for part-time care).

REFUNDS:

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS:

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance. You can also access these at any time using the Procure app.

LATE PICK-UP FEE:

There will be an initial fee added for pickups that are up to 10 minutes late. After 10 minutes, an additional fee is added, with the fee doubling per 10 minute period after that. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed. Fee amounts can be found on the "FEE AGREEMENT" document.

VACATIONS, ABSENCES AND LEAVING THE CENTER:

Absences and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the Center office prior to or by 10am the day of the absence. We allow for a one week vacation per year to all families where no tuition will be charged provided the center is given a two week notice prior to the vacation week. We require a two week written notice prior to your child leaving the center or a change in your child's contract. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. This handbook includes a form to use when giving a two week written notice of leaving the center. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and/or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed an uncooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and/or rest as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. Our program includes a quiet time for all children PreK and younger. PreK children will transition out of nap times during the summer months prior to their entering Kindergarten. We feel this will help them make the transition to Kindergarten more smoothly.

CHILD ABUSE REPORTING POLICY:

The State of Missouri requires that Center, and all members of child care institutions, be on the lookout for, and report to the State and appropriate authorities, any and all suspected cases of abuse to a child.

At Center our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building. In most cases, the staff member will be immediately placed on administrative leave.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member.

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision while still on administrative leave with Center.
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure all relevant items have been clearly documented.

If after the appeal the decision is still founded, based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center.

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to the center and for arranging their own car pools. Center will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center.

INSURANCE REQUIREMENTS:

Center complies with more than the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability see leadership team or Center Director.

ADDITIONS AND CHANGES:

Center reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

ASHLAND CHILDCARE CENTER, LLC DISCIPLINE POLICY

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At **Center** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

According to licensing rules for child care centers in the state of Missouri:

Rule 19 CSR 30-62.182, (C) *Discipline.*

- (a) The provider shall establish simple, understandable rules for children's behavior and shall explain them to the children.
- (b) Expectations for a child's behavior shall be appropriate for the developmental level of that child.
- (c) Only constructive, age-appropriate methods of discipline shall be used to help children develop self-control and assume responsibility for their own actions.
- (d) Praise and encouragement of good behavior shall be used instead of focusing only upon unacceptable behavior.
- (e) Brief, supervised separation from the group may be used based on a guideline of one (1) minute of separation for each year of the child's age.
- (f) Firm, positive statements or redirection of behavior shall be used with infants and toddlers.
- (g) Physical punishment including, but not limited to, spanking, slapping, shaking, biting or pulling hair shall be prohibited.
- (h) No discipline technique which is humiliating, threatening or frightening to children shall be used. Children shall not be shamed, ridiculed or spoken to harshly, abusively or with profanity.
- (i) Punishment or threat of punishment shall not be associated with food, rest, or toilet training.
- (j) Children shall not be placed in a closet, a locked or unlit room or any other place which is frightening.
- (k) Children shall not be permitted to intimidate or harm others, harm themselves or destroy property.

The following is considered unacceptable behavior:

Running in the classroom	Leaving the area or group without permission
Becoming disruptive	Throwing toys, rocks, sand, or other objects
Using toys and materials inappropriately	Aggressive behavior
Abusive, or inappropriate language	Arguing with team members or other children
Lack of cooperation	Behavior determined by the director to be unacceptable
Hurting themselves or others, including hitting, biting, spitting, kicking, and pulling hair	

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- **Redirection** - Encourage child's good behavior and/or redirect their activity.
- **"Take a Break" or "Think Time" within their area**
 - If a problem still exists, the child is then removed from the situation.
 - One minute per year of age, no more than three minutes after the child has regained control or composure.

- “Take a break” or “think time” shall be defined as an area away from the group or activity yet within their area.
- The child will be allowed to return to the group as soon as possible.
- The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
- If redirection and “take a break” / “think time” periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
- The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives .
- **“Take a Break” or “Think Time” away from the group**
 - If the child continues in the inappropriate behavior,
 - And/or the “take a break” / “think time” with-in the area becomes either inappropriate or ineffective.
- **Behavior Report**
 - If the child’s behavior continues to be inappropriate,
 - OR the severity denotes an un-resolved problem.
- **Behavior Intervention Meeting**
 - If the child’s behavior continues to be inappropriate, a behavior intervention meeting may take place.
 - Those in attendance will be the parents, the child’s lead teacher, and a member of the leadership team.
 - This may be called by any of the individuals listed above.
- **Sending a child home**
 - When the child becomes out of control,
 - And/or when the child fails to respond to the measures taken by the **Center** Team.
 - This is at the discretion of the most senior Leadership Team member present.
- **Suspension**
 - Three written behavioral reports within a six week period constitute the child being suspended from the child care program for one week.
 - Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow reentry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
 - Fees will still be paid for this week to retain the child’s space in the **Center** program.
 - If the child does continue in the program and does receive a fourth behavioral report within a 30 day period, termination of services may occur.
- **Termination of Services**
 - When the severity of a problem is great enough that it could endanger the safety of the child(ren)’s welfare.
 - Termination may be effective immediately after consulting the most senior Leadership Team member present
 - The parent or guardian will be notified.
 - The Center considers this to be a drastic measure and would not resort to such unless the child’s behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

- Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
- Observation Form – a document used internally at the center of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child’s file and the copy is given to the parent upon request. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

Center expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

ASHLAND CHILDCARE CENTER, LLC BEHAVIOR INTERVENTION POLICY

At **Center**, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At **Center** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

A Behavior Intervention Meeting may be called in three different manners:

- The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
- Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
- A Behavior Intervention Meeting is mandatory after the third Discipline Note.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

- Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
- Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each "Behavior" Report counts as one of the three that would result in suspension.

Center expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.

The Behavior Intervention Policies' purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior. A

parent, the child's lead teacher and a member of the leadership team will be in attendance at a Behavior Intervention Meeting and agree in advance on the time and date.

Ashland Childcare Center, LLC

FIRST AID/MEDS POLICY

ASHLAND CHILDCARE CENTER, LLC staff will be responsible for assessing any injuries or illnesses, administering medications, and keeping the First Aid kit organized and well stocked. The staff will take the following steps to ensure the health and welfare of all children in our care.

In an emergency

1. Contact the on-site supervisor.
2. Instruct a team member to call 911, as well as the child's parents.
3. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent or legal guardian.
2. If a parent/legal guardian is unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Child must be quarantined from peers until pick-up.
4. Thirty (30) minutes will be given to pick-up the child.
5. Illness report filled out and signed with instructions for child return.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 99°F. or higher.
4. A judgment call, based on current guidance by the Center for Disease Control and Prevention as well as area Public Health and Human Services departments, may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.
6. Contaminated surfaces must be sanitized as soon as possible and prior to any other children being allowed in the area..

Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an ice pack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, do not force movement.

2. Assess the area to locate any swelling or abnormality of the bone structure.
3. Apply an ice pack to the injured area.
4. Contact a supervisor for further assessment if growing suspicion that a bone may be broken, contact the child's parent as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with soap and water.
3. Apply an ice pack to the injured area.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pickup person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked by staff for re-entry into the Center.

Contagious Disease

1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on Procare via messages to the affected room.
3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted.
4. The child may return to the Center as stated by the health alert.
5. Doctors note may be required upon child's return at Center's discretion.

MEDICATION:

Receiving and Storing Medication

1. An “Authorization to Give Medication” form, filled out in its entirety, must accompany all medication received by the Center
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
4. All nonprescription medication must be labeled with the child’s first and last name and the date that it was received.
5. Nonprescription medication requiring administration for longer than one week must have a doctor’s note approving the length of use. That note may be good for a maximum of six months.
6. Long term prescription medication must have an “Authorization to Give Medication” form. This form must be updated every 30 days. We must have a doctor’s note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.

Administering Medications

When medication is authorized to be administered, five “rights” must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the “Authorization to Give Medication” form to confirm proper administration and to insure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor’s note is present verifying the dosage amount.
4. Right Time – Refer to the “Authorization to Give Medication” form for the time to be given. Medication may be given one half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

Disposing of Medication

1. When the duration for administration of medication is up, as noted on the “Authorization to Give Medication” form, the empty bottle (after being washed out) should be placed in the child’s bucket.
2. In the case that the medication is not emptied, it should stay in the First Aid room and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

Recording Information

1. All incidents must be recorded the correct forms as needed, i.e. “Authorization to Give Medication”, “Incident Report”.
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. $\frac{3}{4}$ inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child’s bucket and the original to the child’s file.
4. Failure to complete report in a timely manner may result in disciplinary action to all applicable staff - these reports are crucial in documenting incidents and function to protect all involved.

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

<u>Fever Free:</u>	Must be fever free, without fever reducing medicine, for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
<u>Vomit Free:</u>	Must not have vomited for 24 hours.
<u>Uncontrolled Diarrhea:</u>	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. If the child has more than 2 diarrheas during the day or more than 1 uncontained diarrhea the child must be sent home. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference).
<u>Conjunctivitis (Pink Eye):</u>	24 hours after documented treatment for conjunctivitis has begun.
<u>Rash:</u>	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<u>Infestations (e.g. head lice, scabies):</u>	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by staff before re-entering.
<u>Tuberculosis:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Impetigo:</u>	Cannot return until 48 hours after treatment has begun.
<u>Strep Throat:</u>	24 hours after documented treatment has been initiated.
<u>Varicella (Chicken Pox):</u>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<u>Shingles:</u>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<u>Whooping Cough:</u>	Cannot return until 5 days of appropriate treatment has been started.
<u>Mumps:</u>	Cannot return until 9 days after onset of swelling of glands near the ear.
<u>Hepatitis A:</u>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Measles:</u>	Cannot return until 6 days after the rash appears.
<u>Rubella:</u>	Cannot return until 6 days after the rash appears.
<u>Ringworm:</u>	Cannot return until 24 hours after starting treatment or a doctor's note saying noninfectious.