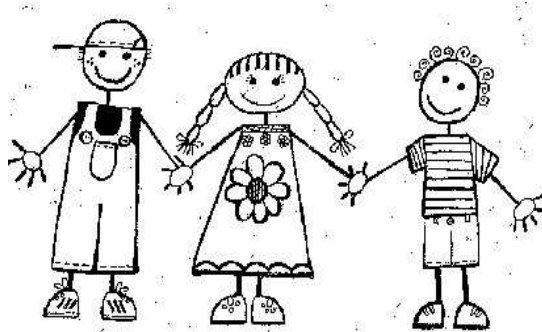


**GREEN LAKE PRESCHOOL  
AND  
CHILDCARE CENTER  
PARENT/GUARDIAN  
HANDBOOK**



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## 1. PHILOSOPHY\* and MISSION STATEMENT

GREEN LAKE PRESCHOOL AND CHILDCARE CENTER is a nonprofit organization wholly owned and operated by and in a manner consistent with the philosophy and mission of the Green Lake Church of Seventh-day Adventists. It is dedicated to the growth of young children. Our goal is to surround children with a safe, sharing, caring, learning and growing environment. This nurturing atmosphere enhances and stimulates the development of a child's body, mind, and spirit. Our methods are centered on that goal and our knowledge that children learn through active manipulation of the environment and concrete experiences. The developmentally appropriate activities and materials used provide opportunity for the child's growth and participation in decision making, development of self-esteem, and the establishment of values.\*

Our purpose at Green Lake Preschool and Childcare Center is to create an atmosphere of acceptance and caring as expressed by the love of God as we understand it affecting everyone who comes here: children, parents and teachers.

We place an emphasis on spiritual, physical, intellectual and emotional development. Out of this grows a supportive bond among people in the center. We accept the basic principles of love to God and our fellow human beings as expressed in actions of helpfulness, respect, and cooperation, showing that we value the dignity and worth of every individual. We further accept people's individuality, their circumstances and difficulties. From this foundation all other things are possible.

Staff is given the freedom to apply their own abilities, talents, and interests to their work. They participate in an on-going training process that helps them grow continually as people and teachers. This process-centered approach underlies everything we do. Each child is seen as unique and precious, deserving of respect and love, valued by those who care for the children. Enjoying the individuality of each child and the milestones of his/her development is a major benefit for educators. We work hard at constantly improving to achieve an even more balanced, stimulating environment that will provide for each child's spiritual, physical, cognitive, and social needs.

\*Portions of our philosophy have been adopted from the National Association for the Education of Young Children Positive Statement.

## **2. HISTORY and LOCATION**

### **A. HISTORY**

On October 3, 1988, Green Lake Preschool and Childcare Center opened as an infant/toddler childcare center only. Within 2 months, the facility had 28 children and was at full capacity with a waiting list. At that time, the Center consisted of two classrooms on the center level, the kitchen, the office, and the play yard.

In September 1989, we began a preschool program. The new year, 1990, brought a new beginning as the preschool class moved upstairs into a third classroom.

Green Lake Preschool and Childcare Center is a non-profit organization licensed by the State of Washington and complying with all the standards put forth by that governmental body. Its operation is governed by an Advisory Board of Directors and a paid Director.

### **B. LOCATION**

Green Lake Preschool and Childcare Center is located on the corner of East Green Lake Way North and North 64<sup>th</sup> Street in the Green Lake Church of Seventh-day Adventists. We are approximately five miles from downtown Seattle, three miles from the University of Washington, four miles from North Seattle Community College, and less than a mile from the I-5 freeway.

### 3. DAYS and HOURS OF OPERATION

The Center is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. We may close for cleaning and organizing (the Center is closed for two cleaning days, the third Friday in June and the third Friday in October). The Center will be closed weekends and the following legal holidays:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Fourth Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11 <sup>th</sup>
Thanksgiving	Fourth Thursday in November, and
the following Friday	
Christmas Eve and Christmas Day	December 24, and December 25
<b>(Any holiday that falls on a Saturday or Sunday, the Center is closed the preceding Friday or following Monday. The center will be closed if attendance is 10 or less.)</b>	

Green Lake Preschool and Childcare Center will celebrate the holidays of Christmas, Easter, and Thanksgiving planning commemorative activities appropriate for the season. Major holidays of other religions and cultures will be acknowledged, with activities aimed at expanding the child's understanding of a diversity of religious and cultural practices. Parents/guardians are encouraged to visit to share information about their religion or culture with children on or around holidays celebrated in their family.

## 4. STAFFING

The staff of the Green Lake Preschool and Childcare Center is dedicated to creating a safe, caring and stimulating environment. While they cannot replace parents/guardians, they are committed to modeling positive behaviors which will encourage a strong self image and a happy and confident outlook on life. Staff members are chosen for their ability and commitment to providing skilled care which recognizes every child's individuality and unique needs.

They are trained, experienced professionals who have received certificates and/or degrees from an accredited community college or university child development program or have significant experience in the childcare field. The Center values continued profession development of the staff and recognizes that quality childcare depends largely upon maintaining high levels of skill among the employees. Therefore, the Center has provided as part of employee benefits training opportunities in and out of the Center. In addition, the staff is encouraged to complete at least one Director-approved course or seminar related to early childhood education per quarter.

To provide optimum care, the staff: child ratio will be kept as low as possible. The ratios are well within State Licensing guidelines and national standards for quality childcare established by the National Association for the Education of Young Children (NAEYC). The ratios are as follows:

Toddlers (12-24 months)	1:5 (group size is 10) never to exceed 12
Toddlers (24-36 months)	1:7 (group size is 14) never to exceed 14
Preschoolers (3-5 years)	1:9 (group size is 18) never to exceed 20

## 5. ENROLLMENT

### A. ENROLLMENT ELIGIBILITY

Green Lake Preschool and Child-care Center advertise in order to make openings known to the public. Children and families are admitted regardless of race, creed, color, gender, sexual orientation, veteran's status, national origin, religion, marital status, or the presence of any physical, mental, or sensory handicap. The center is

licensed to participate in the subsidy programs offered by the State, the City and King County. Please check with the Director for specific information.

Children between the ages of 12 months and 5 years are served in three classrooms: 1-year-old (Pooh Bears), 2-year-old (Piglets), and 3-5 year old preschoolers (Tiggers).

## **B. ENROLLMENT**

Parents/guardians may apply to the Center by mail, telephone, or in person. All registration forms must be completed before a child is enrolled. Washington State law requires that immunization records must be up-to-date before a child can attend. Classes are filled on a first-come first-served basis according to the date the Center has record of receiving the deposits. If classes are filled, the child's name will be put on a waiting list to fill vacancies as they occur.

A \$400.00 deposit is required to reserve a space for your child. Only one deposit is needed per family. If a child needs to be withdrawn from the Center, two weeks notice is required so that the vacancy can be filled by another child.

An initial registration fee of \$50.00 is charged on the date of your child's first day at the Center. If there is less than \$5.00 in your account and there is no activity for one year, it will be closed. If re-enrollment is desired, a new deposit and registration fee will be required.

A written two-week notice is required for a change in a child's enrollment status in order to provide adequate staffing and maintain legal child staff ratios.

## **C. GREEN LAKE PRESCHOOL AND CHILDCARE CENTER CLIENT SERVICES SCHEDULE CHANGE PROCESS**

### **SCHEDULE OPTIONS**

Families may choose any one of three child care schedules when enrolling children at Green Lake Preschool and Child care. The options are:

- Part time: Two days per week (to be arranged)
- Three days per week (to be arranged)
- Full time: Five days per week

This structure allows the Center to maintain the correct ratio of children to staff five days per week and allows for needed budget planning covering staff costs and related expenses. The equivalent of one part-time 2-day/week client and one part-time 3-corresponding day/week client is one (1) full time client (FTE).

For example, if one staff is required per six children and the center has five (5) full-time children, the center could enroll one 2 day/week child on Monday, Thursday and one 3-day/week child for Tuesday, Wednesday and Friday. In any configuration, there would never be more than six children in care by a staff person while meeting staff costs.

### **CHANGE IMPACT**

New clients are considered for service based on the above ratios. When schedule changes are made, a new balance through new clients must be sought by the Director to maintain ratios and budget.

### **PROCESS**

Schedule changes, when approved by the Director, become effective at the beginning of the month; clients are required to provide the Director with written notice of their schedule change requests by the 15<sup>th</sup> of the previous month.

### **EXCEPTIONS**

An exception may be made as needed to accommodate an urgent reduction in days due to unexpected circumstances such as a loss of a job, etc. This is at the discretion of the Director.

## TUITION RATES and PAY SCHEDULE

	<u>Toddler</u> (12-36 months)	<u>Preschool</u> (3-5 yrs.)
Full Time	\$1225.00	\$1060.00
3 days/week	\$910.00	\$760.00
2 days/week	\$595.00	\$520.00

For families with more than one child at the Center, a 10% discount will be applied to the older sibling's rates.

### A. PAY SCHEDULE

Tuition is due on the 1<sup>st</sup> of each month. A \$15.00 late fee will be charged on the first business day after the 5<sup>th</sup> day of the month. If balance is not paid by the eleventh day of the month, a \$10.00 per day fee will be charged until all fees and charges are paid. **Please see the Director regarding special and/or unusual circumstances.** In the event that any child's tuition is behind more than 1 month, Green Lake Preschool and Childcare Center reserves the right to ask parents to withdraw their child from childcare and to take further action to receive payment due.

### B. REFUND POLICY

The deposit is refundable if your child has attended at least 6 months and the Center has received a two-week written notice of your child's last day at the Center. If you choose a different Center before your child meets the previous 2 conditions, your deposit is not refundable. Tuition and registration fees will not be refunded. Because we have planned our budget and staffing according to tuition agreements, no refunds will be given for illness, vacations, snow or natural disaster days, and those days cannot be made up.

### **C. ADDITIONAL FEES**

Parents may be billed on their monthly statement for field trips, special events and/or special activities.

## **7. CURRICULUM**

Developmentally appropriate materials, toys, and activities make up the curriculum for all ages. The children learn daily through music, movement, play, stories, rhymes, art, sensory activities, circle times, etc.

Graduation Criteria: Transition to the next class is determined by age, toilet training, and developmental readiness. Transitions are also contingent upon space in the new/next classroom. Readiness is monitored by developmental checklists and other skills discussed and agreed upon by the teachers involved with the transition. These same checklists are used as tools and shared with families at the time of family/teacher conferences.

Field trips are an integral part of the curriculum and childcare program at Green Lake Preschool and Childcare Center. Periodic trips are planned to places such as the Woodland Park Zoo, Pacific Science Center, Children's Museum, as well as short neighborhood walks.

The Center staff will arrange for public transportation or private insured vehicles when required for the planned excursions. Parent/guardian volunteers may be needed for some field trips.

## **8. DISCIPLINE**

Guidance and discipline are based on developing the child's positive self-image and self-control. Children are encouraged to use problem-solving skills and become independent thinkers and decision makers. Caregivers positively redirect inappropriate behavior. Brief, simple explanations are given for acceptable behavior. The staff is trained to give directions in a positive manner, and care is taken to prevent a child from developing a negative self-image. Physical punishment, sarcasm, and humiliation are not allowed.

## **9. HOLIDAYS and RELIGIOUS ACTIVITIES**

Green Lake Preschool and Childcare Center will celebrate the holidays of Christmas, Easter, and Thanksgiving, planning commemorative activities appropriate for the season. Major holidays of other religions and cultures will be acknowledged, with activities aimed at expanding the child's understanding of a diversity of religious and cultural practices. We encourage families to share their traditions and beliefs.

Stories and songs which teach basic principles such as positive self-image and basic moral, ethical, and humanitarian conduct will be part of the literature and music used as curriculum.

## **10. PARENT/GUARDIAN COMMUNICATION, EDUCATION and INVOLVEMENT**

### **A. PARENT/GUARDIAN COMMUNICATION**

- Conferences are held bi-annually and as needed to discuss children's progress, accomplishments, and difficulties at the Center. We promote an open exchange between parents/guardians and caregivers.
- Each child has a hanging file in his/her classroom in which letters, notices and monthly newsletters from the Center can be found. In addition, each child's projects and art work will be found there.
- Each classroom posts a weekly schedule which tells about specific planned activities during the week and other classroom announcements.
- Bulletin boards are also posted around the Center. There is one located in the lobby next to the Childcare Office and one by or in each classroom. It is here that you can find posted monthly menus, newsletters, class schedules, health and safety information, etc.

## **B. PARENT/GUARDIAN EDUCATION**

Periodically, the Center sponsors seminars or workshops in the Center for parents and guardians of children who are cared for here and for parents of community children. The Center also contracts with North Seattle Community College and provides family/staff education on an on going basis.

## **C. PARENT/GUARDIAN INVOLVEMENT**

We feel parent/guardian involvement is essential for quality childcare. It can be a tool by which the Center administrator is made aware of parental/guardian concerns and objectives in child rearing. Parents'/guardians can participate in the following ways:

- You are encouraged to share in our daily activities. Staff members will welcome parents' and other family members' involvement in the program in various aspects such as sharing special skills, hobbies, or ethnic interests.
- You are welcome at any time to observe, eat lunch with your child or volunteer to help in the Center or on field trips.
- You are welcome to serve a term on the Childcare Advisory Board.
- We also encourage the use of parents'/guardians/ professional and vocational expertise to better the quality of their child's care.

# **11. HEALTH and SAFETY POLICIES and PROCEDURES**

## **A. MEDICAL EMERGENCIES**

Childcare staff is trained to render first aid or to give CPR to children who need such intervention. In the event of a life-threatening or serious illness or injury, staff will immediately engage local medical emergency assistance (Medic One) and

notify parents/guardians. Parents/guardians are required to keep emergency information updated to reduce delays in providing emergency care for their child.

## **B. SNOW POLICY**

The first day of a large snow storm during which Seattle Public Schools are closed, Green Lake Preschool and Childcare Center will also be closed. On subsequent days of the storm, even if the Seattle Public Schools are closed, we will attempt to open the Center. We will open the Center as soon as safety permits. We must take into consideration adequate staff and food for the children's needs.

There will be no credit given for a closed day. We will communicate our plans via a taped recording at the Center, notes left at the Center and KOMO and KIRO radio stations.

## **C. CHILD PROTECTION STATEMENT**

In compliance with local and state requirements as well as to increase awareness of our obligations in this area, the following policies have been adopted by Green Lake Preschool and Childcare Center:

In accordance with licensing requirements for childcare centers, we will report incidents or suspected incidents of physical or sexual abuse or neglect of children in our care. Children's Protective Services will be contacted as soon as the incident of abuse or neglect is suspected.

Green Lake Preschool and Childcare Center reserves the right to report incidents of physical and/or sexual abuse to Children's Protective Services immediately without consulting parents or guardians. Parents/guardians will be contacted upon recommendation from C.P.S. Both the Director and the staff in charge will be involved in the decision to report whenever possible; however, both are mandatory reporters.

## **D. MEALS and SNACKS**

Nutritionally balanced meals and snacks are provided. A morning snack, a hot lunch, afternoon snack and a 5:30 snack are served with creativity and care. Menus are prepared by a Registered Dietitian and served family style supervised by staff.

All meals and snacks served will be vegetarian, but include egg and milk products. USDA standards for food groupings, protein, iron, vitamins A and C are maintained. Parents/guardians may join their children for a family style hot lunch.

As plenty of food is provided for your child, please refrain from sending food which is intended for replacement of food provided in the Center unless it has been prearranged with the Director. (This is due to the laws concerning nutrition in childcare) **Adapted from material originally prepared in cooperation with Washington State Department of Health and Public Health-Seattle & King County Child Care Health Program.**

## **12. OTHER POLICIES AND PROCEDURES**

### **A. ABSENTEESM**

Tuition is paid monthly and is charged for a full month of care. Tuition will be charged whether the child attends the entire month or not. Regular attendance is encouraged, and parents/guardians need to call if their child will be absent.

Unless the Director is notified, in the event a child's absence will involve more than three weeks, the child may be terminated and re-enrolled when desired. However, a new deposit may be required.

### **B. TOYS**

The Center will provide age-appropriate and interesting toys. Sharing of children's own favorite toys is difficult, so we ask that these be left at home.

### **C. BEDDING**

The Center will provide mats and sheets for your child. Parents/guardians will provide blankets. Toddlers and preschoolers who remain at the Center all day will be put down for a nap or required to observe a quiet period. Families are responsible for taking home to launder blankets when needed.

## D. CLOTHING

Parents/guardians are required to provide an extra set of clothing (outerwear and underwear) in case of accidents. These will be kept in the child's cubby until needed. Soiled clothing will be wrapped in a plastic bag and sent home. We request that each child's clothes be labeled with his/her name clearly so that they may be identified easily and quickly.

## E. TRANSITION FROM ROOM TO ROOM

The center makes every attempt to move children from one room to another in a timely manner. The center is open year round and transitions take place based upon space availability as well as determined by age, toilet training and developmental readiness.

## F. PICK-UP and DELIVERY OF CHILDREN/LATE FEE POLICY

We want to encourage parents/guardians to develop a standard time to pick up their children who look forward to seeing their parents/guardians at the end of the day. We understand that at times parents can be late. In an effort to pay for our Staff's overtime a late fee will be added to the monthly statement. No child is to be brought to the Center before opening or left after closing. If a child is not picked up by 6:00 p.m. late fees will be as follows:

	<b>Fee</b>
<b>Time:</b> 6:00 to 6:14	\$40.00
6:16 to 6:30	\$55.00
6:31 to 6:45	\$70.00
6:46 to 7:00	\$85.00

The late fee is according to the clock in the Pooh Bear room.

For the safety of the children, they must always be left in care of a staff member and signed in and out in the designated manner. Parents/guardians must always accompany their child into the center.

## **G. EMERGENCY PREPAREDNESS KITS**

Upon enrollment, parents/guardians will receive a list of items to be kept in the Center for the child in the event of an earthquake or other natural disaster that may require the child to be kept at the Center for longer hours until the parents/guardians can pick him/her up.

## **H. CONFIDENTIALITY OF RECORDS**

Children's records are open only to the Staff, the Director, and authorized employees of the licensing agency, or a child's parent or guardian.

## **I. DIAPERS**

Disposable diapers are supplied for children up to three years of age. If cloth diapers are used for your child, please send them with the child each day. Soiled cloth diapers will be sent home each day in a plastic bag.

## **J. TOILET TRAINING**

Toilet training is a partnership between the parents/guardians, the child and the Staff. We encourage children who show an interest in toilet training to use the toilet or potty, clean themselves and dress. Toilet training is done under Staff supervision and guidance. All efforts are made to treat the child as an individual and to work with her/his specific needs and abilities.

## **K. SIGN IN/SIGN OUT POLICY**

Each child must be signed in and out daily with a full legal signature. There is a sheet provided in each classroom for this purpose. Each child in that class will be listed with in/out lines next to the name. The parent or approved pick up person must record the time and sign on the appropriate line. Green Lake Preschool and Childcare Center will not release a child to any person not listed on the child's release authorization sheet unless prior arrangements have been made by the parents/guardians with the Center.

## **L. GREEN LAKE PRESCHOOL AND CHILDCARE CENTER CLIENT COMPLAINT PROCESS**

### **PRINCIPLES:**

- Regardless of the organizational level at which a complaint is received, resolution will be sought at the lowest possible level.
- Confidentiality will be maintained as necessary and feasible throughout the grievance process.
- Conflicts/grievances will be dealt with in a timely manner.
- Efforts will be made informally to reach a mutually agreeable solution whenever possible.

### **STEPS:**

- Attempt to resolve the concern with the staff person directly involved. If the concern remains unresolved:
- Contact the director to resolve the concern; if it remains unresolved:
- Fill out the *Client Grievance* summary form and submit it to the Director and a board or parent representative; if it remains unresolved for a period of more than 14 days and no response is received.
- You may attend the next scheduled meeting of the Advisory Board (which are held quarterly) to have your complaint heard and a promise of a response date issued.

## **M. NON-DISCRIMINATORY POLICY**

Green Lake Preschool and Child-care Center advertise in order to make openings known to the public. Children/staff/parents/guardians are admitted regardless of race, creed, color, gender, sexual orientation, veteran's status, national origin, religion, marital status, or the presence of any physical, mental, or sensory handicap. The Center is licensed to participate in some of the subsidy programs offered by the State, the City and King County. Please check with the Director for specific information. WAC 388-150-390.

## **N. VACATIONS/LEAVES**

Because GLPCC is open year round (except announced federal holidays, staff in-services/cleaning days)the monthly rate for service is charged based on the client's respective agreed upon schedule. In order to maintain the year round

service, charges are not pro-rated based on attendance and do not consider vacations and temporary leaves from service and there are no discounts of tuition.

### **O. COMMUNICABLE DISEASES**

When children are exposed to a communicable diseases the center, we will notify all families as to which disease, and follow the recommendations from the Seattle Public Health Department. Children must be symptom free for 24 hours prior to coming back to school.

## **13. MEDICAL/EMERGENCY INFORMATION/PROCEDURES**

### **A. EMERGENCY PHONE NUMBERS**

Fire Department:	911
Police:	911
Poison Prevention Center:	206-526-2121
Crisis Clinic:	206-461-3222
Department of Health:	206-296-4600
Public Health Nurse:	206-296-4755
Communicable Diseases:	206-296-4774
Child Abuse Hotline:	1-800-422-4453
Child Protective Services:	206-721-4225
Licensors: Jean Kasota	206-721-4013

### **B. HOSPITALS USED FOR EMERGENCIES**

Children's Hospital 4800 Sandpoint Way NE Seattle, WA 98105 Information & Emergency: 206-526-2000	Harborview Medical Center 325 Ninth Avenue Seattle, WA 98104 Information 206-223-3000 Emergency: 206-223-3074
Northwest Hospital 1550 N. 115 <sup>th</sup> Street Seattle, WA 98133	Information & Emergency 206-364-0500

## C. EMERGENCY PROCEDURES

1. Life-threatening Emergencies
  - a. One staff trained in CPR and First Aid stays with injured/ill person applying CPR and/or First Aid if needed.
  - b. One staff calls **911**  
If the child is taken to the hospital by an aid car, and a parent has not yet been contacted or arrived, one staff member will accompany him/her with the child's Emergency Information Form.
  - c. As soon as possible, contact parent/guardian.

If parents or other guardian cannot be contacted in the case of a life-threatening emergency, Aid Car Officials and Hospital Officials will be in charge of making crucial decisions as authorized by the Emergency Information Form.

2. Minor Emergencies
  - a. Staff trained in CPR and First Aid will take appropriate steps referring to emergency and first aid manuals as needed.
  - b. Incident will be record on an Injury/Illness form in the classroom where the child is enrolled by a staff member who was present.
  - c. The incident shall be reported to the parent when the parent picks up the child that same day at the Center. The parent will be expected to sign the Injury/Illness Form, thus indicating his/her awareness of the incident. The Injury/Illness form shall be kept in the child's file in the Center Office.
  - d. The incident shall be recorded in the Center's Accident/Illness & Medication Log kept in the office.

Parents/Guardians are required to keep emergency information updated to reduce delays in providing emergency care for their child.

## D. HEALTH RECORDS

The following is a list of forms used involving children in the Center:

Registration	Child Emergency Information
Child Health Information	Parent/Guardian Permission Sheet
Log Sheet	Injury/Illness Report
Parent Instruction for Medication	Parent/Guardian Contract
Parent/Guardian Sign-In Sheet	Parent/Guardian Instruction for
Medication	Field Trip Permission

## E. CHILD ILLNESS

We follow the advice of the Seattle-King County Health Department in preventing children with certain symptoms of communicable disease from attending childcare. If your child has any of the following symptoms, please keep the child at home, or make appropriate arrangements for care. **Your child must be symptom-free for 24 hours before returning to the Center.**

- **DIARRHEA:** 3 or more watery stools in a 24-hour period.
- **VOMITING:** vomiting 2 or more times within the past 24 hours.
- **RASH:** body rash, especially with fever or itching. Diaper rashes, heat rashes, and allergy rashes are not contagious.
- **EYES:** thick mucus or pus draining from the eye, or pink eye.
- **APPEARANCE, BEHAVIOR:** tired, lethargic, pale, lack of appetite, difficult to wake, confused or irritable with other symptoms.
- **SORE THROAT:** especially with fever or swollen glands.
- **LICE, SCABIES:** Children must not return to childcare until they are free from lice and nits (eggs). Children with scabies may be admitted after treatment.
- **FEVER:** Temperature of 100 degrees F (axillary) or higher.
- **EXCESSIVE COUGHING:** accompanied by other symptoms.
- **CHILDHOOD COMMUNICABLE DISEASES:** Symptoms of any childhood communicable diseases such as measles, mumps, chicken pox, scarlet fever, strep throat, and impetigo.

When children become ill while in our care, they will be isolated, and the parent notified to pick up the child immediately. While we regret the inconvenience this

may cause, we need to enforce this policy to protect all the children in our care and our staff from unnecessary exposure to communicable disease. If you have any questions, please ask us. However, the Director reserves the right to make a final decision.

## F. CARE OF ILL CHILDREN

When a child becomes ill with any of the symptoms noted above or an injury which requires parental attention while in our care, these are the procedures which will be followed:

1. The child's parent/guardian will be notified to pick up the child as soon as possible.
2. The injury/illness will be recorded in the classroom log.
3. The following diseases are reported to the Health Department by the Director upon notification of diagnosis:

Hepatitis

\*Mumps

Giardiasis

Diarrhea outbreaks

\*Pertussis (whooping cough)

\*Tetanus

\*Measles

\*Rubella (German measles, 3 day Measles)

\*Diseases preventable by vaccination.

Meningitis

\*Hemophilus Influenza

Salmonella

Shigella

\*Diphtheria

\*Polio

4. Medications
  - a. Will be stored in the refrigerator in the Pooh Bear classroom
  - b. Unused medications will be sent home or discarded in the commode
  - c. Authorizations will be kept in the child's office file and in a mini-file in each classroom
  - d. Medication instructions will be filled out by parents/guardian and doctor when necessary and recorded by staff member and kept in child's office file

e. Staff are not authorized to give any medication without a parent's and/or physician's permission. All medications and drugs must be in their original container and labeled with the following:

1. Child's name
2. Dosage
3. Directions for administration
4. Date and times the medication is to be administered
5. Instructions for care in case of adverse reaction or side effects.

In addition to the above, prescription drugs and medications must be marked with the following:

1. Drug name
2. Prescription number
3. Expiration date
4. Dispensing pharmacy and telephone number
5. Physician's name

State Licensing requirements mandate PARENT/GUARDIAN PERMISSION for ANY MEDICATION given to a child at the Center during business hours. Even if parent's permission is given for over-the-counter medications to be given the label instructions **must** be followed unless a doctor's written instruction indicates otherwise. Doctor's permission **is not** required for:

Diaper ointments and powders  
Sunscreen

Note: Sunscreen and ointments may be administered from the same bottle for all children as long as the staff member applying the substance washes his/her hands between administrations.

## **G. HANDWASHING**

1. Staff will wash their hands:

- a. After diaper changes or toilette
  - b. After coming into contact with body fluid
  - c. Before food preparation
  - d. When arriving at work
  - e. After being outdoors
2. Children will be directed or assisted to wash hands:
- a. On arrival at the center
  - b. After using the toilet
  - c. After the child is diapered
  - d. After outdoor play
  - e. Before meals or cooking activities
  - f. After playing with animals

#### **H. DIAPER CHANGING PROCEDURE**

1. Wash hands, put on surgical gloves
2. Gather necessary materials
3. Change diaper - making sure child is attended at all times
4. Dispose of diaper in covered container (cloth in plastic bag to be sent home or for diaper service)
5. After EACH use, wash changing surface with disinfecting solution (1/8 cup bleach to 1 quart water)
6. Wash child's hands if he/she has touched diaper or area
7. Staff wash hands
8. Repeat for EACH child

#### **I. DISINFECTING AND LAUNDERING**

1. Toys--Disinfect daily or when obviously dirty
  - a. Wash with soap and water and dip in disinfectant and air dry.  
**OR**
  - b. Run dishwasher safe toys through full wash and dry cycles (making sure the detergent used has chloride).  
**OR**
  - c. Wash appropriate toys in washing machine and air or machine dry (use bleach to disinfect whenever possible).

2. Mop water obtained from janitor's closet and disposed of there also. The floors are waxed weekly and wet mopped with bleach water daily.

## **J. FIRST AID SUPPLIES**

1. Supplies included:

Bandages	Cotton balls
Sterile gauze square (2 & 3 or 4 inch sizes)	Adhesive tape
Roller bandages (1 and 2 inch widths)	Ice bag or small plastic bags for ice
Tweezers for removing surface splinters	Small scissors
Surgical gloves	Triangular bandages

NOTE: Ointments, "first aid" sprays or other medications shall not be used without the written, signed authorization of a physician. Most of these products are of no proven value in preventing infection or promoting healing, and they may cause allergic reaction or tissue damage in some cases.

2. First Aid Kits are kept in each classroom and taken when the class leaves the premises.
3. The Supplies are checked and replaced quarterly and as needed by the Director.

## **K. FIRE DRILLS**

1. The Green Lake Childcare Center performs monthly fire drills, and childcare staff are routinely briefed on fire control and evacuation procedures. In the event of fire and the need for evacuation, and if the children and staff are not able to return to the Childcare Center, parents will be notified by telephone through local law enforcement agencies.
2. The fire drill log is kept in the Pooh Bear room immediately inside to the right on the wall.
3. The Evacuation Plan is posted in each classroom and in the lobby.

**L. EMPLOYEE HEALTH**

1. All staff must provide documentation at time of employment of Tuberculin skin tests by Mantoux or chest X-ray.
2. Staff that has a communicable disease is expected to remain at home to protect their health, the children, and co-workers.
3. Staff is responsible for following the recommended guidelines for immunization of childcare workers.

**M. CHILD ABUSE**

1. Suspected child abuse will be reported to the Director.
2. Signs of child abuse will be recorded in child's office file.
3. The Director will call CPS (Child Protective Services).

