



**Bob & Billie Ray
Child Development Center**

Parent Handbook

A program operated by Easterseals Iowa

401 NE 66th Avenue

Des Moines, IA 50313

Center Phone: 515-309-2391

Director Cassidy LeCroy Phone: 515-309-2376

cjecroy@eastersealsia.org

Assistant Director Christina Pulley Phone: 515-309-2389

cpulley@eastersealsia.org

Fax: 515-289-1281

www.eastersealsia.org

Table of Contents

Easterseals Commitment Statement	3
General Information	4
Purpose and Objectives	4
Scope	4
Philosophy	4
Enrollment	5
Registration and Deposit	5
Required Forms	5
Waiting List	5
Notice of Withdrawal	6
Short Term Care/Emergency Child Care	6
Operation Policies and Procedures	7
Hours of Operation	7
Staff	7
Interns	7
Substitutes	7
Licensing/Accreditation	7
Visitation	7
Tuition and Fees	8
Tuition	8
Therapy Fees	8
Tuition Assistance	8
Schedule of Fees	8
Attendance	9
Safety	9
Signing in/out	9
Absences	9
Arrival	9
Pick-up	9
Late Pick-up	10
Program and Activities	11
Curriculum	11
What to Send with Your Child	11
Communication Between Home & School	11
Discipline	12
Nutrition	13
Transportation	13
Parent Education	13
Daily Schedules	14
Health and Emergencies	15
Illness	16-19
Allergies	19
Medication	19
Medical Emergencies	20
Reporting Child Abuse/Neglect	20
Inclement Weather	20
Other Emergencies	21
Emergency Evacuation Policy	21

BOB & BILLIE RAY CHILD DEVELOPMENT CENTER

PURPOSE AND OBJECTIVE

The purpose of the Bob & Billie Ray Child Development Center (referred to as the Center) is to provide an inclusive, comprehensive child development program for children from six weeks to five years of age, ensuring quality, innovative educational programs and customized therapy services as necessary.

SCOPE

Our staff will provide developmentally appropriate curriculum experiences and activities, as well as therapeutic intervention for those children in need of such services. Classrooms will be staffed by early childhood educators and trained paraprofessionals. The Center will provide additional family support through individual consultations as needed.

PHILOSOPHY

Staff and administration will provide a program that:

- Promotes cognitive, emotional and physical development;
- Maximizes the independence and enhances the function and potential of young children;
- Provides individualized, quality services to children and their families;
- Provides a family centered program to ensure that each family's priorities, concerns and cultures are addressed and incorporated into their child's daily activities;
- Provides a naturalistic environment where each child's overall development is enhanced and enriched;
- Includes children as active participants in their learning experiences;
- Provides services to children with disabilities in settings in which children without disabilities participate, to promote development and acceptance;
- Maintains and increases the expertise of staff and quality services by providing opportunities for ongoing professional development.

In order to accomplish these goals, we will provide a child development program that enthusiastically promotes:

- a healthy and safe environment for children;
- regular communication with parents and family members;
- specially trained teachers and assistants;
- adult-child ratios which ensure quality care and individualized attention;
- nutritious meals and snacks;
- frequent, positive and warm interactions among adults and children;
- planned learning activities and material appropriate to each child's developmental age;
- an opportunity for children with diverse abilities to participate in child development services together.

ENROLLMENT

REGISTRATION AND DEPOSIT

The Bob and Billie Ray Child Development Center will serve children 6 weeks to kindergarten age, with and without disabilities. Inquiries and referrals are accepted over the telephone at the Center's main office. An appointment is scheduled for parents to visit the program. The placement agreement form is returned with a \$50 registration fee that holds the child's place in the program. This fee is refundable in the event a placement is not available. Renewal registration is \$25 each year on September 1. After parents receive notification that placement has been confirmed, completed forms must be returned within 15 days, with a deposit amount equal to one week's tuition. This deposit is applied to the child's first week of tuition. In the event the parent decides the child is unable to accept placement, 50% of the deposit is refundable. The remaining 50% is applied to intake processing.

Sibling Enrollment: Siblings enrolled at the same time will receive a 50% discount on each additional child's enrollment deposit. (1st child \$50.00, 2nd child \$25.00, 3rd child \$12.50).

REQUIRED FORMS

Upon enrolling your child/children at the Bob and Billie Ray Child Development Center there are several forms that are required prior to enrollment. The forms that are required include, but are not limited to:

- Enrollment Form
- Emergency Contact Information
- Physical Examination (signed by a physician, updated yearly)
- Health History (signed by parent/guardian)
- Liability and Release Form (required) & Photo Release (optional)
- Acknowledgement of Receipt of Parent Handbook
- Emergency Care Transportation
- Transportation Authorization
- Communication Disease Policy
- Current Immunization Card (signed by a medical professional, updated each time child receives shots)

It is the parent/guardian's responsibility to identify any medical or dental issues with the center staff.

NO child will be admitted to the Center's programs without these forms on file with current information. Additional forms may need to be completed for children with special needs. Please contact the center director or assistant director to finalize financial arrangements prior to enrollment.

WAITING LIST

Children are enrolled on a first come, first available space basis as spaces open in the program. To help plan for enrollment, parents are provided with approximately two weeks notice when a space becomes available. Placement openings can be held for no longer than 30 days after notification of openings. A parent wishing to guarantee placement after the 14-day notice will be required to cover the cost of tuition until enrollment is finalized. If the first family on the waiting list wants part time care, and another family needs full time care, the first family will either need to pay full time rates or we will have to have another family needing part time care to make up a full time slot. Otherwise, the slot will be given to the family needing full time care.

NOTICE OF WITHDRAWAL

Parents must notify the Center in writing 14 days before the child's last day. Tuition for the full month is charged for children who exit prior to the last day of the month when less than 14 business days notice is provided. This includes children who are graduating from the center.

SHORT TERM DAYCARE/EMERGENCY CHILD CARE

Short-term childcare services are available with **prior approval** from the center director when **appropriate space is available**. Short-term day care is not to exceed five consecutive days or two consecutive weeks at a time for any child.

This service is not available for children who are sick or who are over five years of age during the regular school year schedule. Payment for short-term day care is due on the day of service. The cost of short-term day care varies by age.

OPERATING POLICIES AND PROCEDURES

HOURS OF OPERATION

The Bob and Billie Ray Child Development Center is a 12-month program, open Monday through Friday from 6:30 a.m. to 6:30 p.m. The Center operates on the same holiday closings as Easterseals Iowa. We will not be open on weekends or holidays, including **New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, and Christmas Day.** **The Center will also be closed for 2 staff training days each year. Parents will receive notice of the dates of closing no later than May 1st and September 1st** so that planning for summer and the school year may take place.

STAFF

An infant specialist or early childhood educator and one to two assistants, depending on the classroom enrollment and ages of the children, staff each classroom. Other members of the classroom team may include an occupational therapist, physical therapist, speech/language pathologist, social worker, family support specialist, and others as needed. The Center Director oversees all program operations.

INTERNS

Internships for area college students provide supervised practicum experience in special education, early childhood and infant studies, physical, occupational, and speech/language therapy and other relevant disciplines.

SUBSTITUTES

In the absence of our regular staff, substitute classroom staff, drivers, cooks or other program personnel may be used. All substitute staff meet licensing requirements and are experienced in their area of responsibility.

LICENSING AND ACCREDITATION

The Bob and Billie Ray Child Development Center is licensed through the state. A copy of the current licensing regulations is available for examination in the entryway. Licensing regulations may also be obtained through the local office of the state Division of Licensing. The Director can give you the name and address of our licensing consultant.

All Easterseals Child Development Centers ascribe to the National Association of Education for Young Children (NAEYC) accreditation guidelines.

VISITATION

Parents are encouraged and are welcome to participate in their child's program activities, including lunch, field trips and story time. Children enjoy sharing with their parents the activities of the day. Parents are viewed as active participants in their child's program at the center and are encouraged to visit often.

In rare instances, children find it difficult to transition from parent interaction back into the classroom routine. In these cases, parents are requested to establish a visitation schedule that meets their daily needs as well as their child's tolerance for parent visitation.

TUITION AND FEES

TUITION

Cost is based on level of care, which takes into account staff-child ratios. Cost therefore varies from group to group. Tuition is charged based on a child's chronological age. One week of tuition is due in advance of your child's attendance. Cash, checks, credit card or money orders are acceptable forms of payment. Tuition is due weekly, on the Friday before the week being paid for begins. Tuition not paid by the following Tuesday, shall incur a \$10.00 late fee. Tuition, which is not received in full by the following Friday, may cause the child to be dropped from the program and his/her slot to be allocated to another child.

Checks returned by the bank shall incur a \$50.00 returned check charge. If any check is returned more than twice, all future payments will have to be paid by cashier's check or in cash. Parents are expected to pay for the full week even if the child is withdrawn before the end of the week, on vacation for part of the week, or sick. Parents are required to give the center 2 weeks notice when a child is being withdrawn, otherwise tuition for the full month will be charged. To retain a space in the Center, parents must continue full tuition payments.

There will be a 10 percent discount for each sibling attending the program concurrently when both children are attending at least an equivalent of 3 full days per week, with no discount allowed for the youngest family member enrolled.

AUTOMATIC PAYMENT TUITION FOR EASTERSEALS EMPLOYEES

Please see the Easterseals Policy & Procedure manual for additional information. All Easterseals staff that currently have their children enrolled in the child care facility or other programs will have their weekly tuition automatically deducted from their paychecks on the 15th & 30th/31st or in 2 week increments.

THERAPY FEES

Fees for therapeutic services may be billed directly to the child's insurance provider. Easterseals is an approved Medicaid and CHAMPUS provider and accepts many private insurance and HMO/PPO plans. Please contact our client accounts office to discuss exact payment arrangements for therapeutic services.

TUITION ASSISTANCE

The center does accept child care assistance provided by the state. Please contact the Department of Human Services for more information regarding the specifics of the program.

SCHEDULE OF FEES

Tuition (all meals are included in the price of tuition)

6 weeks to 24 months	\$280.00/week	Rate Increases will occur
24 months to 36 months	\$250.00/week	September 1 st each year
36 months to 48 months	\$235.00/week	
48 months to 60 months	\$230.00/week	

Registration (initial)	\$50.00
Re-registration (September 1 st)	\$25.00
Late Payment Fee	\$10.00
Returned Check Fee	\$50.00
Late Pick Up Fee	\$10.00/first 10 minutes plus \$1.00/minute after that

ATTENDANCE

SAFETY

It is the responsibility of parents/guardians to provide the Center with names and phone numbers of emergency contacts in the event of an emergency. It is imperative that we have this information to serve your child.

To ensure your child's safety, please drive slowly and respect the signs directing traffic around the building. If the child is walking, hold his or her hand at all times.

SIGNING IN/OUT

All parents are required to sign their child in and out each day.

ABSENCES

The Center **must be notified of all absences** for the security of all children as well as for programming purposes. A note from the child's doctor may be required whenever the child is absent for three or more days. A doctor's order is required for a child to return following a communicable disease. Refunds will not be made for absences or emergency closing of the Center.

ARRIVAL

Each child will have direct contact with a staff person upon arrival for many reasons. Welcoming and greeting, early detection of any illness, communicable disease, or unusual condition that may adversely affect the child or the group he or she will be relating with. We request you to call and notify the center staff prior to your normal arrival time of any absences or illnesses, so that we can appropriately notify the classroom they participate in.

PICK-UP

No child will be released to any adult not listed as authorized to pick up the child on the application form unless a written note, signed by the parent, is received by the Center prior to the child's departure. Anyone newly authorized by the parent to pick up the child will be subject to a photo ID check.

Please be advised that the Center cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child, who presents apparently reliable evidence of such right, and who presents photographic identification. In most cases, both parents have equal custody rights unless and until a Court says otherwise.

This is generally true even if parents have separated and one has moved out of the family home. Therefore, if you do not authorize your child's other parent or legal guardian to pick up your child, you must provide the Center with a certified copy of the Court order awarding custody solely to you or denying custody to such person. The Center cannot refuse to release a child to a parent without a court order.

In the rare circumstance where the safety of the staff and/or children is threatened by an unauthorized person determined to remove a child from the Center, the Center cannot guarantee that the child will not be released to that person.

Parents experiencing custody difficulties are strongly urged to keep Center staff fully advised of circumstances that might affect the Center and their child.

LATE PICK-UP FEE

A late charge of \$10 is charged to your account if a parent/guardian comes for a child between 6:30 p.m. and 6:40 p.m. After 6:40 p.m. there is an additional charge of \$1 per minute. The Center will maintain strict adherence to the 6:30 p.m. closure time. If the family has not called and the Center has exhausted the resources on the emergency card, the policy is to contact the local police after 30 minutes from closing time of the Center.

PROGRAM AND ACTIVITIES

CURRICULUM

The Center bases its programs on NAEYC guidelines, and we use a curriculum called the Creative Curriculum. A copy of this curriculum is in the Director's office and is able to be viewed upon request.

WHAT TO SEND WITH YOUR CHILD

Infants:

- Diapers, diapering products (that you and your child prefer including wipes, powder, ointment, etc.), bottles, formula, two changes of clothing, and bibs.

Toddlers:

- Diapers, diapering products (that you and your child prefer including wipes, powder, ointment, etc.), two changes of clothing, bibs, and a blanket.

Two Year-Olds:

- Diapers (if needed), diapering products (if needed), two changes of clothing, and a blanket.

Three - Four Year-Olds:

- Two changes of clothing, and a blanket. Some children with specific medical conditions may need diapers and diapering products.

Blankets are sent home periodically to be washed and returned the next day for use.

Please **DO NOT** bring candy, gum, chocolates, jewelry, money, sippy cups or food into the center.

Toys may only be brought when it is your child's Show & Tell Day.

Clothing should be appropriate for the weather and the child's individual needs. Practical play clothes, such as overalls, are appropriate for everyday school wear. Children do use paint and other "messy" materials that may stain clothing. Shoes should protect the feet. Jellies and flip-flops are not considered appropriately protective. Old sneakers or closed toe canvas beach shoes are recommended for water play activities. All clothing, blankets, diaper bags and other belongings should be clearly labeled, using a permanent marker.

COMMUNICATION BETWEEN HOME AND SCHOOL

The center uses an app called Life Cubby to communicate with parents. There are many features on the app, but most importantly it offers teachers and parents a smooth line of communication about the child's day. The class schedule is posted in each classroom along with the week's lesson plans. Each child also has a mailbox in the classroom where notes are put, including notes from the director and assistant director. Parent-staff conferences are scheduled twice each year, and may be scheduled more frequently at the request of either parents or staff. Communication between home and school may also be maintained through telephone and face-to-face conversations. It is difficult for classroom staff to take phone calls during classroom hours (8:00 a.m. – 12:00 p.m. & 2:00 p.m. – 5:00 p.m.) but every effort will be made to connect you with your child's teacher. Calls may be taken by the director or assistant director at anytime.

DISCIPLINE

Most problems are avoided by keeping the children engaged in activities that are appropriately challenging and interesting, as well as by maintaining a predictable structure upon which the children can rely. Each classroom has clearly established and consistently reinforced rules regarding appropriate behavior. These rules are intended to ensure the child's safety and the safety of others within the classroom and the Center, as well as to promote appropriate social development, well defined limits and relationships both with peers and with adults. Such rules may include taking turns, using words to express needs and wants, walking in the classroom, using materials safely and respecting the space and property of others.

The goal of positive discipline is to have the children be responsible for their own behavior. At no time is physical punishment or punishment related to food, naps, or use of bathrooms allowed. Redirection and distraction are two disciplinary tools that are used frequently. Time-outs are used only when a child is hurting him/her self or others. Time-out is used only to help the child regain control of him/her self when other methods have failed. During time-out, the child is seated in a designated area within the classroom and within sight and hearing of the staff and of the on-going classroom activities. Time-outs are limited to not more than two minutes duration. If a child consistently seems to require time-outs to control his or her behavior, a team meeting with the parents will be called to identify more appropriate and effective interventions.

If a child's behavior is such that she/he consistently displays hostile or aggressive behavior which is dangerous to self or others, and can not be effectively managed in the classroom, Center staff develop a plan of action with the family.

In an effort to ensure the safety and well being of all Center children and staff, the following policy has been developed to address unacceptable and sometimes aggressive behavior. The policy is geared to involve parents throughout the process and to encourage a genuine collaborative effort to helping the child learn more appropriate and safer means of expressing him/herself.

1. The Center will notify parent after one week of persistent inappropriate behavior.
2. Continuance of inappropriate behaviors over a two-week period will result in a mandatory parent meeting with staff within one week of notification.
3. A plan of action including a timeline for additional steps that may become necessary will be developed.
4. If the inappropriate behavior continues following two consecutive months of attempted intervention by Center staff and parents, parents will be asked to consult with a mental health professional regarding the child's behavior. A mental health evaluation or psychological evaluation will be required at this time and the mental health professional must supply a behavioral plan to the parents and to the Center. This plan will be implemented for one month in an effort to alter the inappropriate behavior.
5. Children who enter the Center with a diagnosed condition that may affect their ability to control their behavior must provide a written explanation of the child's diagnosis, and a behavioral plan signed by the child's mental health provider. Parents must meet with the teaching staff and director or assistant director prior to the child's attending in order to review such a plan.
6. Non-compliance with the above procedure will result in dismissal from the Center.

NOTE: While the Program strives to serve all children, the Center is also responsible for the safety of all students and staff. The Center reserves the right to alter this policy in the event that a child's behavior results in the need for medical attention/consultation for the victim of the inappropriate act.

Due to the nature of a few children's special needs, restraints may be used sometimes for therapeutic positioning only. At no time will restraints be used as a means of discipline or behavior control.

NUTRITION

Mealtime is a very important part of the Child Development Center's daily routine. This includes assisting a child in learning to feed him/herself. Mealtimes are used as educational opportunities and social occasions. Lunch and snacks are served daily following the Child and Adult Care Food Program (CACFP) food guidelines. All meals provided by the Center are nutritional and prepared with attention to the appropriate type and textures of food for your child. Parents are invited to join their child for lunch in the classroom.

This center participates in the Child and Adult Care Food Program (CACFP) administered by the United States Department of Agriculture (USDA). Participants are not charged separately for meals. However, by participating in this Program, the center receives partial reimbursement for nutritious meals served to children.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. Email:
program.intake@usda.gov

This institution is an equal opportunity provider.

For infants and toddlers unable to eat the regular food served as part of the Center's meal program, parents are offered a choice of formula, if they choose not to accept the provided formula they are expected to supply the child's formula and/or breast milk. Baby bottles are provided by the family and need to be labeled with your child's name. Once an infant or toddler is ready to begin eating food, the center will grind up the supplied food with a baby food grinder, if the parents choose not to accept the food from the grinder they are expected to supply baby food. Food and formula will be refrigerated unless it is deemed unnecessary by the parent. Parents will leave all food and formula in the refrigerator and/or child's cubby each morning. It is the caregiver's responsibility to place the food in the appropriate storage area. All food and formula that your child has started to eat will either be sent home with the family or be discarded at the end of the day.

Breast milk is the best source of nutrition for an infant. If parents choose to use breast milk they are required to bring the labeled bottles of breast milk in daily to be placed by the staff in designated area in refrigerator. Bottles that have breast milk in them will be sent home daily to be washed to avoid cross contamination.

Food is not to be brought into the center since we follow the CACFP program and all meals are provided for your child while in attendance.

The Center maintains an emergency supply of food and formula in the event that a child has an inadequate supply of food or food has spoiled. Parents need to provide the appropriate caregiver with a list of foods and formula that their child is unable to eat. Exceptions to the menu are allowed for allergies, medical conditions, and religious or cultural beliefs. In order to ensure that your child has met the appropriate nutritional criteria for his/her age group, we may request a note from his/her doctor. Menus are posted in each classroom and may be viewed at any time. We will also send home menus upon request.

TRANSPORTATION

Center staff will provide transportation for the following purposes:

-Emergency transportation

-Field trips and other outside activities

-These trips may include, but are not limited to visits to the library, zoo, science center, and art center. Parents/guardians will have signed a transportation authorization upon enrollment, but you will still be notified as they are planned so that arrangements can be made if you choose to have your child not participate. During field trips there will be extra staff at the ratio of one additional staff for each group participating (e.g. RATIO + 1).

We will not provide transportation to non-center related activities, such as sports practices or games, summer school, and dance/gymnastics lessons.

Note: Children will be required to always wear seat belts. No child under the age 12 will ride in the front seat due to the danger air bags can cause. In the event of an emergency all children will be transported to the Easterseals center location on 31st street in Des Moines.

PARENT EDUCATION

Educational workshops for staff and parents are offered throughout the year to increase our awareness of current trends in the field of early education as well as providing families with additional knowledge to address their child's early development. Families are surveyed regarding topics they wish to learn more about and workshops are scheduled at convenient times to allow both staff and parents' participation.

DAILY SCHEDULES

A generalized schedule of children's daily activities will be posted in each classroom. Schedules will vary somewhat from day to day depending on the specific activities planned, the age and needs of individual children, and the class as a whole. The following are examples of schedules for each classroom.

INFANT'S DAILY SCHEDULE

Daily schedule of activities for infants is determined by each child's individual needs for care. All children are fed and changed as needed. The daily routine involves alternating individualized sensory motor activities, language development, motor play, reading and music. Small group activities are also provided to encourage socialization and interactive play. Teaching staff makes special use of routines, such as feeding and diapering, to spend time to talk, sing and engage in interaction with the children. The classroom is equipped with furnishings and equipment which encourage motor development, coordination and sensory stimulation. Outdoor strolls in buggies will occur daily except in inclement weather.

TODDLER'S DAILY SCHEDULE

7:30 Breakfast
8:00 Free Play
9:00 Art
9:30 Snack
10:00 Outside
11:00 Story Time
11:30 Lunch
12:00 Nap
2:00 Snack
2:30 Music and Movement
3:00 Outside
4:00 Free Play

TWO YEAR OLD'S SAILY SCHEDULE

7:45 Breakfast
8:30 Free Play
9:00 Group/Bathroom
9:30 Snack/Brush Teeth
10:00 Centers
10:30 Outside
11:15 Bathroom
11:30 Lunch
12:00 Rest Time
2:00 Bathroom
2:15 Snack
2:45 Centers
3:15 Story Time
4:00 Outside

THREE YEAR OLD'S DAILY SCHEDULE

8:00 Breakfast
8:30 Calendar/Exercise
9:00 Story Time
9:15 Learning Centers
10:00 Outside Play
11:00 Bathroom/Prepare for Lunch
11:30 Lunch
12:00 Rest Time
2:00 Snack
2:30 Art
3:00 Centers
4:00 Outside

FOUR AND FIVE YEAR OLD'S DAILY SCHEDULE

8:00 Breakfast
8:30 Large Group (calendar, days of the week, months of the year, weather and alphabet)
9:00 Story Time
9:15 Learning Centers (pre-kindergarten skills and art)
10:00 Outside/Gym
11:00 Chef Combo
11:30 Lunch
12:00 Rest Time
2:00 Snack
2:30 Music and Movement
3:00 Centers (dramatic play, sensory, blocks, woodworking, computer, writing, library, art)
4:00 Outside

HEALTH AND SAFETY POLICIES

HANDWASHING

To ensure that all staff and children demonstrate clean personal hygiene to prevent the spread of illness or disease, all staff is required to wash their hands at the following times:

- Upon arrival at the center
- Immediately before eating or participating in and food related activity
- After diapering a child
- Before leaving the restroom (either with a child or by them selves)
- Before and after administering non emergency first aid to a child if gloves are not worn
- After handling animals and cleaning cages

Children are required to wash their hands at the following times:

- Immediately before eating or participating in and food related activity
- After using the restroom or being diapered
- After handling animals

ILLNESS

The goal of the illness policy is to enable all the children enrolled in the Early Childhood programs to participate as healthy individuals. This ensures the health and safety of all children and adults at the Center. To that end, any child exhibiting the following symptoms during the 24 hour period prior to scheduled attendance at the Center should be kept at home until all symptoms have been gone for 24 hours.

If a child becomes ill or has a condition that warrants attention from a nurse/doctor, the parent, legal guardian or other persons authorized by the parent shall be notified immediately when the condition requires exclusion from the facility. Until the parent/guardian can pick their child up, the child will be excluded from the group as to prohibit any further spreading of illness or injury.

Exclusion is necessary when; a) the illness prevents the child from participating comfortably in program activities; b) the illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or c) the child has any of the following conditions:

- **Fever** of 101° F or higher;
Children will be excluded for a temperature of 101° F or higher, accompanied by behavior changes. Temperatures will be taken in the ear. Your child may return to the Center when he/she has been symptom free for 24 hours, or if

accompanied by a written notice from your doctor stating your child is free to return to the Center.

- **Runny nose** that is yellow or green in color and not allergy related;
- **Cough** with yellow-green phlegm;
Cold symptoms (i.e. runny nose, cough, persistent congestion) The child will be excluded for a runny nose and/or cough that is not discounted as allergy related and the discharge or phlegm is yellow or green in color indicating an infection. The child will be excluded until symptom free. In some cases, the child must have a clearance from his/her health care provider.
- **Rashes** on the body, except diaper rash or poison ivy;
The child will be excluded until a health care provider determines that the symptoms do not indicate a communicable disease.
- **Diarrhea** (loose, watery, foul smelling bowel movements);
The child will need to be excluded after three (3) diarrhea stools for a minimum of 24 hours and until diarrhea free. During peak season of outbreaks of diarrhea you may be requested to have a stool culture. This policy is based on the recommendations from the Commissioner for Public Health Disease Control.
- **Vomiting;**
The child will be excluded after two or more episodes of vomiting. He/she may return after the 24 hour vomiting period is resolved, or in some cases until a health care provider determines the illness to be non communicable and the child is not in danger of dehydration.
- **Conjunctivitis** (Pink Eye)
The child will be excluded from the facility until 24 hours after treatment has started. He/she may not return until a health care provider has seen him and treatment has been initiated for 24 hours. The child will need to return with a doctor's clearance including diagnosis and treatment prescribed.
- **Impetigo**
The child will be excluded from the facility until 24 hours after treatment has started. He/she may return 24 hours after treatment has been initiated, accompanied by a doctor's clearance including diagnosis and treatment prescribed.

- **Strep Throat**
The child will be excluded from the facility until 48 hours after treatment has started. He/she may return after treatment has been initiated and he/she is fever free for 24 hours.
- **Generally not feeling well** where interest in activities or activity level is greatly reduced.
- **Chicken Pox**
The child will be excluded from the facility. He/she may return after sores have dried and crusted over. The child will need a doctor's clearance.
- **Ringworm**
The child can be included with ringworm, however, the child will be excluded for ringworm of the scalp and may return only after being seen by a health care provider with treatment initiated. He/she will need to return with a doctor's clearance indicating diagnosis and treatment prescribed.

Ringworm on the body that will not lead to exclusion:

1. The ringworm remains covered at all times while at the facility.
2. An over the counter treatment with an anti-fungal has been initiated. If, however, the condition does not improve you may be required to have the child seen by his/her health care provider, returning with a doctor's clearance.

- **Mouth sores and drooling**
The child will be excluded until a health care provider determines the condition is non-infectious. The child may return with a doctor's clearance.

Please let the staff at the Center know if your child has been exposed to or is diagnosed with chicken pox, rubella (German measles), roseola, lice or other common childhood illnesses. It is important that other families be notified of their child's possible exposure to these illnesses. The staff will post any and all communicable diseases that your child has been exposed to, on the bulletin board in the sign in area for all parents to see. We will also send a note home to the parents of the room infected. In the case of contagious illnesses, parents are **required** to keep the child at **home until you obtain a written statement from the child's doctor that the child is free of contagious illness and may return to school.** When considered necessary, the Easterseals Child Development Center may require additional medical information, examination and/or medical tests prior to considering the child's continued participation in Center programs.

If a child becomes ill with any of the above symptoms while attending the Center's programs, staff will notify the child's parent(s). Parents are expected to pick their child

up within one hour of being notified by the Center, or to make arrangements for an alternative person listed on the emergency form to pick up the child.

It is the sole responsibility of the parent to pick up the child within 1 hour of being notified. Should a situation arise whereby a parent can not pick up their child within one hour, they must notify the Director, inform her of the delay, and make other arrangements. This policy will be strictly enforced. Failure to comply with this policy may result in possible discharge.

ALLERGIES

Parents/guardians are responsible for notifying the Center in writing of any allergies or other medical conditions upon enrollment or as the parent becomes aware of them. All parents/guardians will be required to sign a form releasing the Center from liability for harm resulting from exposure to allergens or contagions. Easterseals Child Development center is a smoke free environment.

MEDICATIONS

Parents are responsible for giving their children medications. In cases where this is not possible, the parents must contact the Center Director for a **case by case** decision regarding giving medicine at school. If approved, the staff can give a child medicine only if the following procedures are followed:

1. A prescription medication must be given to the office staff in the original prescription bottle with the pharmacist's label. The parent must sign a form authorizing the Center to give the medicine.
2. Non-prescription medication will be given only with written authorization of the parents (and/or) a physician. As with all medication, non-prescription medication must be labeled with the child's name and brought in its original container and handed directly to a staff member. The parent must complete and sign the Medication Authorization Form authorizing the Center to give the medicine. Forms are available from the Center Director. Forms shall expire or be renewed after 10 working days, except in the case of long-term medication, in which case the parent must complete and sign an exception form. Both long-and short-term Medication Authorization Forms shall be kept on file in the child's main chart, with the child's teacher retaining a copy.

All medications shall be stored in a locked cabinet or in the refrigerator out of possible child's reach. Unused medications shall be returned to the child's parent upon expiration of the Medication Authorization Form.

Medical prescriptions authorizing therapy are required, annually before beginning therapy.

MEDICAL EMERGENCIES

If a child should become seriously ill or sustain a serious injury requiring immediate treatment, supervising staff has been trained in CPR & First Aid. In rare situations we may have to make the decision to call the Emergency Medical Services. Every effort will be made to establish contact with parents prior to making this decision.

For less serious injuries, parents will be notified by phone call if at all possible. If parents cannot be reached by phone, a note will be sent home with the child at the end of the day. Although every effort is made to keep children safe, most children sustain a series of bumps, bruises and scrapes during the early years.

First aid kits are located in each room, in the pool area, the recreation center, on vehicles used to transport children, and fanny packs with first aid supplies are taken to the playground when the children go outside.

DENTAL EMERGENCIES

In the event of a dental emergency, including an accident to the tongue, lips, cheek or teeth, the procedure is as follows:

- Attempt to calm the child. All incidents should be handled quietly and calmly, a panicked child is likely to create problems for treatment and may cause further trauma.
- Check for bleeding. If the child is bleeding, stop the bleeding by applying pressure to the affected area. Wash the affected area with clean water and/or apply ice for swelling.

REPORTING CHILD ABUSE/NEGLECT

All Staff are mandatory reporters and it is required *by law* to report suspicions of child abuse or neglect to Child Protective Services. Suspicion will be determined in a staff team meeting involving the Center Director. Every effort will be made to discuss the situation with families prior to making the report. Staff receives training from Child Protective Services on recognizing signs of possible abuse or neglect.

INCLEMENT WEATHER

During very bad weather the Center may be closed. If the CEO of Easterseals chooses to close the organization the director and assistant director will attempt to call each family and let them know of the closure. The closure will also be posted on local news channels.

OTHER EMERGENCIES

There may be rare occasions during which the Center may need to close due to emergency circumstances beyond our control, such as extended loss of electrical power. If the Center is unable to open due to such an emergency, a staff member will call your

home before 6:30 a.m. If it becomes necessary to close the Center early due to such an emergency, you will be asked to pick up your child early or to make arrangements for person listed on the emergency form to pick up your child.

EMERGENCY EVACUATION POLICY

The decision to evacuate may be made by the director or assistant director of the Center or by a government official. The site we will evacuate to, is the Easterseals Center on 31st in Des Moines.