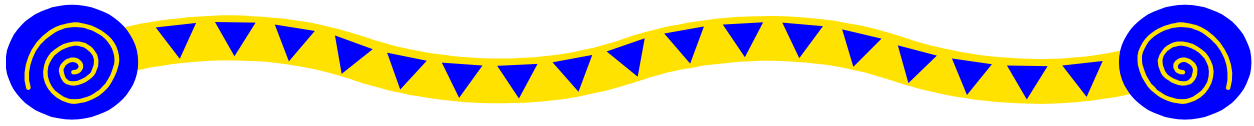


Chapter 2

Policies and Procedures

Establishing Written Policies for Your Facility
Sample Child Care Policy

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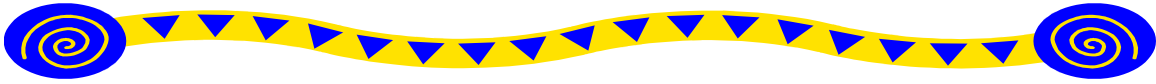


ESTABLISHING WRITTEN POLICIES FOR YOUR FACILITY

It is a good idea to put policies and procedures for your child care facility into writing. Written policies identify guidelines for health and safety practices and are a basis for communication and clarification.

When developing policies for your child care facility, it is important to:

- Be familiar with state licensing requirements and city ordinances regarding health and fire safety. (Check with DHS licensing and the local health and fire departments);
- Use local resources (child care health consultants, nurses, physicians, local health agencies) to help develop policies;
- Individualize the policy for your facility and program;
- Write specific and detailed policies. Clearly state expectations and responsibilities;
- Specify how the policies will be enforced;
- Provide copies of policies to staff. Ask them to keep you informed about how policies are working;
- Review the policies with the parents upon enrollment. Have them sign two copies, one to keep on file and one to take home. Encourage feedback from parents; and
- Review your policies at least once a year. Make changes as needed.



SAMPLE CHILD CARE POLICY

Days and Hours of Operation

Welcome to the *Healthy Times Child Care Facility*. Our hours of operation are from 6:30 A.M. to 6:00 P.M. Monday through Friday. The child care facility will be closed on the following holidays:

(List holidays here)

Enrollment

Prior to your child's attendance, a conference with the parent or legal guardian and the child is required to acquaint each new family with the environment and the schedule for child care.

The following forms will be completed and submitted to *Healthy Times Child Care Facility* prior to the child's first day of attendance. The information on the forms will remain confidential and will be shared with other caregivers only as required to meet the needs of the child:

- Application for Child Care Services, which includes immunization record
- Child Care Emergency Information
- Consent for Child Care Program Activities
- Special Care Plan (if needed)
- Child Care Agreement

Compliance File

Upon enrollment and acceptance of a child into care, the parent(s) or legal guardian(s) is informed of the location of the OKDHS Compliance File, which is openly accessible and available to parents.

Authorized Release Of Child From Child Care

Healthy Times Child Care will maintain in the files, written authorization by the child's parent or legal guardian, the names, addresses, and telephone numbers of individuals approved to pick up the child from child care.

Any authorized person who is not recognized by staff will be required to provide photo identification before the child is released.

No child will be released without the presence or permission of the custodial parent or legal guardian.

Healthy Times Child Care staff will notify the police if an unauthorized person seeks custody of the child.

Persons Who May Pose a Safety Risk

No child will be released to anyone who cannot safely care for the child. Staff will notify the local police department to manage an adult under the apparent influence of drugs/alcohol or an individual who poses a safety risk, and the emergency contact person will be called to make arrangements for the child's care. If no one is available to care for the child after the hours of child care, child protective services will be contacted for guidance.

Arrival of School-Age Children

When a school-age child attends the child care facility after school and arrives by school bus or walks from the school, an agreed upon arrival time will be written in the Child Care Agreement. If the child does not arrive within ten minutes of this time, staff will immediately contact the parent or legal guardian.

Exclusion of Ill Children

Children will be excluded or sent home from child care with the following signs or symptoms:

- Fever, defined as 100.4 degrees or higher.
- Diarrhea, defined as runny or watery stools two or more times.
- Vomiting two or more times in a 24-hour period.
- Undiagnosed body rash, except diaper rash.
- Sore throat with a fever and swollen glands.
- Yellowish skin or eyes.
- Eye discharge, defined as thick mucus or pus draining from the eye or pink eye.
- Severe coughing, where a child gets red or blue in the face or makes a high-pitched whooping sound after coughing.

- Signs or symptoms of possible illness such as lethargy, irritability, persistent crying or any other unusual signs until a medical evaluation allows inclusion.
- Children may also be sent home if staff is unable to offer the extra care needed to comfort a sick child without compromising the care of the other children.

Management of Illnesses

Any child showing possible signs or symptoms of a contagious illness will be separated from the group and observed.

- The child's symptoms will be logged, noting time and circumstances.
- A child's temperature may be taken.
- If a child meets any of the above listed exclusion criteria, a parent or guardian will be contacted to pick up the child.
- The child will be moved to another part of the room or a separate room until the parent or guardian arrives.
- The child will be supervised at all times by someone familiar with the child.
- Bed rest will be encouraged but not forced.

Administration and Storage of Medication

- *Healthy Times Child Care* staff will administer medication only if the parent or legal guardian has provided written, dated consent with the exact dosage and times to be administered.
- For prescription medications, the parent or legal guardian will provide caregivers with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication, and specific, legible instructions for administration, storage and disposal.
- For over-the-counter medications, the parent or legal guardian will provide the medication in the original child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication.
- For medication that may be used "when needed", the parent or legal guardian will be responsible for obtaining this information in writing from the child's health care provider at least annually.

- Medications will be kept at the temperature recommended by the manufacturer, will not be used beyond the date of expiration on the container, and will be stored separately from food and kept in a safe place out of children's reach.
- A medication log will be maintained by the child care staff to record the instructions for giving the medication, the time it is given, the staff person who administers the medication, and any spills, reactions or refusals to take the medication.
- Staff will be trained in Medication Administration and medication errors will be controlled by checking the following five items each time medication is given:
 - Right child
 - Right medicine
 - Right dose
 - Right time
 - Right route of administration

Management of Injuries

Every effort will be made to keep the children at *Healthy Times Child Care* safe and free from injury. Indoor and outdoor play space and equipment will be inspected daily for hazards and children will be supervised at all times. In the event that an injury does occur:

- Properly maintained first aid kits are located in each room of the facility out of the reach of children, are brought outdoors when playing outside, and are located in each vehicle used for transporting children.
- Each staff person working with a group of children has had training in age-appropriate First Aid and CPR.
- All caregivers have immediate access to a phone to summon the Emergency Medical Services when needed.
- A caregiver will then notify the parent or legal guardian of the emergency.
- If the child is transported to the hospital, a staff member will accompany the child and remain until the parent or guardian assumes responsibility.

- An injury report form will be completed as soon after the incident as possible. A copy will be given to the child's parent or guardian, with the original kept on file.
- *Healthy Times Child Care* will notify the Oklahoma Department of Human Services Licensing Services within 24 hours of any injury to a child requiring emergency medical attention.

Transportation

All vehicles used for transporting children:

- Are registered and insured according to state law;
- Are equipped with a first aid kit and emergency contact information for all children being transported;
- Have a heater capable of maintaining a temperature of 65 degrees Fahrenheit in the vehicle, and a ventilation system;
- Are equipped with a safety checklist, injury report forms, and a trip log to record destination, mileage, times of departure and return, and a list of passengers.

Children transported are properly secured in a child passenger restraint system (car seat) or individual seat belt, in compliance with applicable state law.

Healthy Times Child Care maintains on file, written permission from parent or legal guardian to transport children.

Field Trips

- Parents or guardians will be notified in advance of all field trips, and provided with the date, times and destination.
- A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips.
- The location of rest rooms and sources of water will be determined in advance. Children may only use a public rest room when accompanied by a *Healthy Times* staff member.
- Children will be closely supervised at all times, with each child assigned to an adult for every part of the trip.

Behavior and Guidance Policy

Healthy Times Child Care is committed to a philosophy of using positive guidance, redirection, planning ahead to prevent problems, encouraging children to use appropriate behavior, setting clear, consistent rules and fostering the children's ability to become self-disciplined.

- All staff at *Healthy Times Child Care* will attend training in behavior and guidance methods.
- Staff will encourage children to respect other people, to be fair, to respect property, and learn to be responsible for their actions.
- Staff will set age-appropriate expectations for children and guide them in solving problems.
- Aggressive physical behavior toward children or staff is unacceptable.
- Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then in the form of holding by another person as gently as possible only for as long as necessary for control of the situation.
- Staff are prohibited from using punishment of a physical or psychological nature, or punishing a child in association with food, rest or toilet learning.
- Medicines or drugs that affect behavior will not be used except as prescribed by a child's health care provider and with specific written instructions (following the Medication Administration section of these policies).
- Time-out will be used if other management techniques are ineffective. "Time-out" or removal of a child from the environment may be used selectively for children over 18 months of age. The period of "time-out" will be just long enough to enable the child to regain self-control, not to exceed more than one minute for each year of a child's age. Caregivers will monitor the effectiveness of "time-out" and seek the help of a mental health consultant when approved behavior management strategies don't seem to be working.

Mandatory Reporting of Child Abuse

All staff at *Healthy Times Child Care* will report any suspicion of child abuse or neglect to the local office of the Oklahoma Department of Human Services or the Statewide Child Abuse Hotline (1-800-522-3511). Failure to report is a misdemeanor offense and upon conviction is punishable by law.