



GPS
Grace Preschool
and early childhood program
a ministry of grace lutheran church

Parent Handbook

*"Train a child in the way he should go, and when he is old he will not turn from it."
Proverbs 22:6*

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gps@graceindeephaven.org www.graceindeephaven.org – Select Preschool



Parent Handbook

Our Mission

The mission of our program is to provide quality early childhood education that is proactive in the recognition and support of the needs of our children and families so that each child would develop a loving relationship with the Lord, a lifelong love of learning and be prepared to enter kindergarten.

Our Philosophy

Christ is the center of our school. Therefore, we celebrate and recognize the individuality of each child. We believe each child is fearfully and wonderfully made in His image. We believe that children learn best through play – using their five senses and their amazing minds to experience their world, to test and practice prior learning, to construct new meaning and develop a lifelong love of learning. Activities are provided that support learning in all domains: physical, cognitive, language, social/emotional and spiritual. We recognize that development follows a sequence and not a timeline; therefore, activities are chosen to meet a range of developmental levels within the group. Individual and small group activities are also provided to further the development of each child. It is also our belief that the parent is the child's first teacher, and it is important for us to partner with the parents in the education and development of each child.

Our Program Goals

Our Goal is to provide quality early childhood education for children from two years through prekindergarten in a safe, nurturing, Christ-centered environment. It is our goal to:

- Recognize each child as an individual
- To help each child develop a sense of belonging
- To provide developmentally appropriate activities that support each child at their developmental level in all developmental domains: physical, cognitive, language, social/emotional and spiritual
- To prepare children to enter kindergarten and the elementary school environment
- To develop a lifelong love of learning.
- To support each child's discovery of the talent and gifts God has given them

- To partner with parents/guardians in the education of each child.
- Support children and families in developing a personal relationship with God through Jesus Christ and as a result practice love, joy, peace, goodness, faithfulness, gentleness, self-control, forgiveness, patience, kindness and the ability to appreciate and respect differences.
- Provide children with tools to become academically and socially successful by providing high quality early childhood education.
- Provide various opportunities for children to explore the world through hands on experiences.
- Provide a safe and healthy learning environment, which supports nutritious and healthy lifestyles.
- Serve as a resource for families and community members.

Anti-Biased

Grace Preschool and Early Childhood Program will not discriminate in admission on the basis of race, disability, sex, religion, creed, color, national origin or source of payment. We understand that at an early age children can absorb our society's biases of gender, age, race, language and physical characteristics. We believe that all children are unique creations of God and that they should be allowed to develop their full potential unhampered by stereotyped expectations of race, disability, sex, or socio-economic class. Our anti-bias curriculum provides our children and families the opportunity to celebrate, practice and promote inclusiveness and exploration of diverse cultures and backgrounds. We encourage our children, families and staff to monitor our words and actions for unconscious bias or prejudice and to recognize and demonstrate respect for cultural differences, disabilities and special needs among people.

Christian Environment

The key to establishing a Christian environment at Grace Preschool and Early Childhood Program is teachers who have committed their lives to Jesus Christ. Having done so, it is a natural outgrowth of this commitment to relate daily activities to God, to spontaneously pray in expressions of concern, need and/or thankfulness, and to continually express a measure of God's unconditional love.

We have selected the following three spiritual goals for our children:

1. The children will become more familiar with the person of Jesus Christ.
2. The children will learn that God loves them and made them uniquely special.
3. The children will grow in their ability to love one another and their communities.

Bible narratives will be incorporated into the program; however the main Christian emphasis will be through the integral involvement and model of the teachers' lives.

Child Care Program Plan

Grace Preschool and Early Childhood Program provide children and families a Christian perspective on education. Our curriculum is thematically organized. The curriculum supports our staff in helping our children work to improve the following developmental areas: social, emotional, language, literacy, approaches to learning, creativity, arts, cognitive, physical and motor skills. A typical day includes circle time, free play in the various centers (sensory, art, dramatic play, manipulative, science, and literacy), snack, large muscle activity, music, and chapel. For children who stay all day, lunch, rest time, additional large muscle activity and snack are incorporated into the day. We are committed to providing an environment of support that builds upon family strengths and nurtures children's growth in all areas of development, being sensitive to individual, cultural, and family differences. We believe that all children are unique creations of God and that they should be allowed to develop their full potential unhampered by stereotyped expectations of race, disability, sex, or socio-economic class. Our curriculum and child care plans are evaluated annually to help guide teachers in their instructional practices. If changes are necessary during the year, the staff will make necessary edits to enhance programming.

Program Operation & Policies

Age Range of Children Served:

Grace Preschool and Early Childhood Program serves toddlers and preschool children aged children, 24 months to when they enter kindergarten, in both full-time and flexible part-time programs. The Grace Preschool and Early Childhood Program is licensed to serve 11 toddler children ages 24 months to 31 months and 30 preschool children ages 31 months to 5 years or when they enter kindergarten.

Enrollment Policy:

Parents/guardians may schedule a visit with the program directors before making application for enrollment. During the visit, parents/guardians will be given a tour by one of the professional staff and an explanation of the program. Upon enrollment, Parents will receive a Parent Handbook and the necessary forms to process enrollment.

Child Health/Emergency Information Forms:

Each child will have a Child Emergency Information Form completed by the parent/guardian upon enrollment. Individual Emergency Forms are located in each classroom. Emergency Information will be updated as needed. A Health Care Summary is required within 30 of enrollment. Immunization Records are required at the time of enrollment.

Tuition:

There is a non-refundable \$50 registration fee for each child upon enrollment. There are no refunds for absences, late arrivals, illnesses, or vacations. Families will make monthly tuition payments in addition to any extended care hours or fees. Parents/Guardians will receive a bill for tuition from the Grace Preschool and Early Childhood Program. Payments are to be made directly to the program. Payments are due on the 1st of the month. If children are withdrawing from the program, parents must provide a 1 month written notice of withdrawal.

Days & Hours of Operation:

The Grace Preschool and Early Childhood Program is open 7:30 AM until 5:00 PM, Monday through Friday. We provide a flexible program. Hours can be arranged to fit your schedule. Our morning sessions begin at 9:00 am and end at 11:30 am. Lunch Bunch is available from 11:30-12:30 pm. Our afternoon sessions begins at 12:30 pm and end at 3:00pm. Extended care is also available from 7:30-9 am and 3-5 pm. ***All children must be picked up by 5:00pm. Parents will be charged a late fee if they arrive in their child's classroom after 5:05pm.***

Late Fees:

Families who are unable to pick up their children on time will be charged the following late fees:

15 minutes \$5	25 minutes \$15
20 minutes \$10	30 minutes \$20

Any child left past 5:30 PM will be charged \$5 per minute and **POLICE ARE NOTIFIED AS REQUIRED BY LAW**. Frequent lateness in picking up children at the end of the day may result in termination of care.

Days Closed

Grace Preschool will provide a calendar of events at the beginning of the year and monthly to parents to communicate special events, holidays and days the school is closed. The Minnetonka Community Education Calendar will be used as a guide to determine days off.

Supervision:

Upon being signed in and placed in the care of a staff person, children will remain under the supervision of staff members until they are released to an authorized person.

Please make sure that your children are with you at all times until released to a staff person. Especially at drop off and pick up times when there are a lot of children transitioning. Each classroom has a combination of Teacher, Aides and Volunteers to maintain the appropriate classroom ratios. The Teacher has the primary responsibility for ensuring that ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed, are provided to protect the well-being of children daily. All staff must be within sight and hearing of toddlers and preschoolers at all times.

Unauthorized Child Pick-Up:

Any adult picking up a child must provide identification. Under no circumstance, will children be released to a person who is unauthorized, under the age of 18, intoxicated or suspect of abuse. Under these circumstances, or if no one comes for a child, staff will make every attempt to notify:

- 1) the parents/guardians,
- 2) emergency contacts, and
- 3) other individuals authorized to pick up the child.

In the event that the staff is unable to contact any of these people and the child has not been picked up within 30 minutes after closing, the child will be considered abandoned. The Hennepin County Sheriff and the Child Protection Agencies will be contacted.

Termination of Services:

Program services may be terminated in the event of the following:

- Parent or guardian is verbally/physically abusive or threatening to staff, children or others.
 - Parent or guardian is abusive to property of the Grace Preschool and EC Program.
 - Child develops a pattern of fleeing supervision/building and/or demonstrating harmful behaviors to self or others.
 - Lack of cooperation from parents/guardians to assist Grace Preschool and EC Program staff in meeting the needs of child.
 - Violation of any Grace Preschool and EC Program policies and procedures.
- If parents refuse to follow the policies and expectations of Grace Preschool and EC Program they will be required to make other child care arrangements for their child.***

Special Guests:

The Grace Preschool and Early Childhood Program often have in-house speakers such as musicians, storytellers, and puppeteers.

Transportation:

Grace Preschool and Early Childhood Program will not provide transportation to and from school. On occasion, buses will be used for field trips with parental consent or parents will transport children with appropriate safety seats and parental consent.

Parking:

Grace Preschool and Early Childhood Program share a parking lot with the Grace Evangelical Lutheran Church of Deephaven. The preschool entrance is on the west end of the church with ample parking available near the entrance. Please do not park in the spots adjacent to the playground. If other events are taking place at the church during the school day, please be respectful of other drivers. **At no time should children be left alone in a vehicle.**

Outdoor Play:

It is very important for children to get fresh air and outdoor exercise. Toddler and preschool age children will go out in the morning and in the afternoon unless it is raining, colder than 10 degrees for preschoolers and 15 degrees for toddlers, extreme heat conditions, or if air quality or environmental conditions pose a health risk. Please provide appropriate clothing for current weather conditions. If weather prohibits outdoor play, appropriate indoor large motor activities will be provided. If your child is well enough to be at school then they are well enough to go outdoors with the other children.

Children's Personal Belongings:

Children's clothing and other belongings should be clearly marked with the child's name, especially outdoor items (coats, jackets, snowsuits, hats, boots and mittens). Children will have a personal space for their belongings. It is requested that each child bring diapers (if needed) and a complete set of clothing (shirt, pants, undergarments and socks) in case the child needs a change of clothes. Well-worn, comfortable clothes and shoes with a heel strap are suggested for safety, as children will be playing outside and with messy materials. The bringing of toys to school is discouraged. Any items that are brought should be clearly marked with the child's name.

Birthday Policy:

Birthdays will be celebrated on the day of the child's birthday or the closest day to the child's birthday. If so inclined, parents can provide a small treat/snack for the child's class.

Sleeping:

Sleeping arrangements shall be made for any child needing rest. Soft music is played and staff members will rub backs. If your child attends all day we require that they rest for at least ½ hour in the afternoon. Any child who is still awake after ½ hour may get up and play with quiet activities or go to the designated awake room. All children who are still asleep after 2 hours will be woken up. If parents/guardians have special requests about how long their child should sleep, they will be honored if possible. During naptime, cots for toddlers and preschoolers will be arranged so there is easy access to each child and accessibility of exit is maintained. Toddler and preschool children who are here during naptime will be asked to bring a small pillow and blanket. Each of these items is to be marked clearly with the child's name. Bedding will be sent home for washing once a week.

Toileting:

We will support toilet training as specified by the family. If your child is in the process of toilet training please remember to bring a few sets of clothes (including socks) for possible accidents. Because toilet training can be cumbersome for children please dress your child in elastic waist clothing. Parents/guardians will be asked to supply children with disposable diapers. Children in disposable diapers will be checked every two hours and changed immediately when necessary. Parents/guardians of toddlers will receive daily information on their child's toileting. Diapering instructions will be posted above the changing area. Changing tables will be sprayed and wiped with disinfectant after each child is changed and will be covered with a paper that is changed for each child. All staff will wear gloves and wash their hands before and after each diaper change for sanitation purposes. Children's hands will also be washed after each diaper change. Soiled diapers shall be kept in a closed container. Parents/guardians will be consulted as to their child's needs and habits concerning toilet training when appropriate, according to the child's age and stage of development.

Meals/Snacks:

The Grace Preschool and Early Childhood Program is a reduced nut environment.

Staff and Children will wash their hands before and after meals. All staff will wash their hands prior to preparing food. Morning snack and afternoon snack will be provided by the Center for toddler and preschool children. Staff will sit and eat with children and engage them in conversation during snacks and meals. Parents/guardians are required to furnish a lunch for their toddler and preschool child. Guidelines for providing nutritional lunch are provided to parents/guardians. Water is available for children at all times. All foods and beverages brought from home must be labeled with the child's name and the date. Please inform the Center of *special dietary needs along with current instructions from your health care provider with all necessary information regarding the special diet.*

Pets:

Parents/guardians are notified regarding all pet visits. The following procedures must be followed:

- Classroom pets or visiting animals appear to be in good health.
- Pets or visiting animals have documentation to show that the animals are fully immunized and that the animal is suitable for contact with children.
- Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff makes sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as classroom pets because of the risk for salmonella infection.

BEHAVIOR GUIDANCE POLICIES

Staff and volunteers are prohibited from subjecting children to corporal punishment, physical abuse, emotional abuse, verbal abuse, physical or mechanical retraining. Teachers will be a positive model of acceptable behavior and will guide the behavior of children largely through environmental design, positive interaction, logical consequences, and redirecting the children and groups away from problems toward constructive activity to reduce conflicts. The children will be taught how to use acceptable alternatives to problem behavior in order to reduce conflicts. These discipline techniques will be tailored to the developmental level of the child. Teachers will protect the safety of children and staff and will provide immediate and direct consequences for misbehavior. Methods of discipline shall consist of an emphasis on developing the child's self esteem and cooperative skills. Children are at all times respected as unique creations of God.

Persistent Unacceptable Behavior Policies:

If a teacher is dealing with persistent unacceptable behavior that causes disruption of classroom and/or is threatening the well being and safety of others, the behavior will be observed and the behavior and response from the staff will be documented. The staff member will consult other staff members and professionals when necessary and will develop a plan that includes positive behavior strategies to address the behavior that has been documented as required by the state rules. Parents will be notified of any persistent unacceptable behavior. Teachers will work with parents on a plan to reduce and or eliminate the behavior.

Separation Report:

On rare occasions it may be necessary to remove a child from an activity or the main group of children. No child may be separated from the group unless less intrusive methods of guiding the child's behavior have been tried and were ineffective or the child's behavior threatens the well being of the child or others. The child will never be isolated completely apart from the group but will remain within an enclosed part of the classroom where the child can be continuously seen and heard by a program staff person. Parents/guardians will be notified and documentation will be made if this becomes necessary. The child's return to the group must be contingent on the child's bringing under control the behavior that precipitated the separation. The child will be returned to the group as soon as the behavior that precipitated the separation abates or stops. If a child is separated from the group three or more times in one day the child's parent should be notified and notation shall be included on the daily log. If a child is separated three or more times in one week or eight times or

more in two weeks a separation report outlining the incident will be recorded and filed and the Persistent Unacceptable Behavior Policies will be followed.

Maltreatment of Minors Mandated Reporting Policy (DHS Licensed Programs)

Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your license facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern that facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

What to Report

- A report to any of above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Parent/Guardian Partnerships

We believe that parents/guardians are a child's first and most important teachers.

The most effective learning situation for the young child involves the cooperation and involvement of home and school. Grace Preschool and Early Childhood Program are eager to support, encourage and assist families with their parenting challenges. Likewise, we hope parents/guardians will be eager to support, encourage, and assist teachers with their teaching challenges. Parents/guardians will be invited to participate in conferences at least twice a year. Parents/guardians are welcomed to visit Grace Preschool and EC Program at anytime. They are welcome to explore the environment as they bring their children to school or as they pick their child up at the end of the session. A variety of parent/guardian meetings, seminars, programs, etc. are held throughout the year to encourage parent/guardian participation. Parents/guardians are also invited to participate in activities, share a special interest or serve as a classroom volunteers on a regular or occasional basis.

Parents/guardians will be frequently consulted verbally, via phone calls, and written communication as to their current parenting needs, interests, and concerns. Resources to assist families will be provided in the form of articles, books, and internet sites.

Parents/guardians will also be invited to events that include their child such as family dinners, holiday celebrations, special guests, chapel presentations, and the annual end of the year celebration.

Parent/Guardian-School Communications:

-Parents/guardians will be regularly informed of Grace Preschool and Early Childhood Program plans through posted monthly lesson plans, center and community events posted in the entryway, and monthly newsletters. Special events including conference schedules are posted in the entryway and duplicate information is sent home. Parents/guardians of Toddlers will receive a daily report concerning food intake, elimination, sleeping patterns and general behavior. Preschool teachers will communicate with parents/guardians of preschoolers via daily conversations, handwritten notes, telephone calls, or e-mails.

-Parents/guardians have an opportunity to provide communication to teaching staff via parent communication logs. Parents/guardians communicate daily changes to their schedule, who is picking the child up if different than usual and any other information that might be helpful to the staff at the Center.

-Parents/guardians also have an opportunity to provide communication to teaching staff via the telephone and e-mail. Messages can be left for teachers if they are unavailable and phone calls will be returned within 24 hours.

Our Expectations of Parents/Guardians:

Grace Preschool and Early Childhood Program strives to provide high quality early childhood education for children and families daily as both an expectation of ours and of our parents/guardians. In order for us to continue to provide high quality early education we expect families to:

1. Respect all children, parents/guardians, volunteers, students, and staff.
2. Respect and follow all policies, procedures, and expectations.

3. Educate those who pick up and drop off your child about our policies, procedures, and expectations.
4. Respectfully give us suggestions on ways to enhance our programming.
5. Sign your children “in” and “out” and keep them under your close supervision while you are in the center.
6. Notify staff ahead of time when your child will be arriving late due to an appointment.
7. Call to let us know if your child is ill or will be absent.
8. Pick up sick children immediately (no later than 1 hour) to prevent the possible spread of contagious diseases.
9. Read all materials that are sent home with your child.
10. Please attend parent/guardian conferences.
11. Make sure the center has updated emergency contact information, allergy information, immunization records and parental permission form for field trips.
12. Make sure that your child always has the proper comfortable clothing items according to weather conditions.
13. Make sure that your child has extra clothes and diapers.

Grievance Procedure

If a parent/guardian has a concern regarding the program or services, it should be discussed with the child’s primary teacher.

If the issue is unresolved it should be discussed with the Director of Grace Preschool and Early Childhood Program who will attempt to resolve it.

1. If there is no response or if the resolution is unsatisfactory, the parent/guardian should submit a written statement concerning the grievance to the Director who gathers more information and provides a written decision within one week.
2. If upon receipt of the Director’s decision, the parent/guardian continues to be dissatisfied, she/he may file a grievance with the Grace Preschool Board.
3. The Grace Preschool Board will make a decision and notifies the parent/guardian and the Director of Grace Preschool and Early Childhood Program within two weeks of receipt of the grievance.

Telephone Numbers

Grace Preschool and Early Childhood Program **(952) 473-6117**

Gwen Cosgrove, Co-Director of Grace Preschool and EC Program (612) 991-6677

Sarah Ridgway, Co-Director of Grace Preschool and EC Program (612) 414-2283

Preschool Board Members

Leslie Gustafson

Harold Ness

JoAnn Pribble

Catherine Kelling

Ted Knutson

To contact Board Members please call (952) 473-6117

Department of Human Services (651) 296-3971

Grace Evangelical Lutheran Church of Deephaven (952) 473-2362

Non-Discriminative & Affirmative Action:

Grace Preschool and Early Childhood Program will not discriminate in admission on the basis of race, disability, sex, religion, creed, color, national origin or source of payment "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, sex or disability. To file a complaint, write USDA, Director of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer."

Americans with Disabilities Act (A.D.A.):

The Americans with Disabilities Act requires that childcare providers not discriminate against persons with disabilities on the basis of disability. Childcare providers must provide children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services. Centers have to make reasonable modification to their policies and practices to integrate children, parents, and guardians with disabilities into their programs. Centers cannot exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program. It is the policy of the Grace Preschool and Early Childhood Program to satisfy the requirements of the ADA. Individualized plans for children with special needs will be reviewed and addressed on an individual basis by the center Directors and the teaching team assigned to the child. There will be a one week observation period from the date of start, at which time a scheduled meeting with the child's primary caretaker will be made to discuss concerns, progress, and goals. If necessary the center will contact outside consultation to assist with observations and a family team meeting to develop a comprehensive plan to move forward.

Parents/guardians have the responsibility to inform the center when their child has any special medical condition, needs or allergies so that we can provide appropriate care and support.

In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with the parent/guardian that will assist us in meeting the child's needs. This plan must be signed by the parent/guardian and the child's source of licensed health care as listed above and reviewed annually to assure that necessary changes are made to the plan of care. If the special need requires that our staff be trained to perform a new skill, we will ask the parent/guardian to arrange for this training. The training content, date, and staff names must be documented in the child's record.

SAFETY POLICIES

Daily Admission and Pick-Up Procedures

All parents/guardians must enter and leave through the Grace Preschool and Early Childhood main entrance so that our staff can monitor and screen parents/guardians and visitors. Staff will be aware of all adults entering the building and question those who do not have official business with our program or church. Staff will not be responsible for children who have not been officially signed in and brought to a staff person.

Any adult picking up a child must provide identification upon request. Under no circumstance, will children be released to a person who is unauthorized, under the age of 18, intoxicated or suspect of abuse. Under these circumstances, or if no one comes

for a child, staff will make every attempt to notify: **1) the parents/guardians, 2) emergency contacts, and 3) other individuals authorized to pick up the child.** ***In the event that the staff is unable to contact any of these people and the child has not been picked up within 30 minutes after closing, the child will be considered abandoned.*** The Hennepin County Sheriff Department and the Child Protection Agencies will be contacted.

Alcohol and Controlled Substances:

No person who is believed to be under the influence of alcohol or controlled substances will be permitted to be on the church property or in contact with the children. Persons who are under the influence of alcohol or controlled substances will be escorted off the property. Employees and volunteers must abide by the terms of this policy. Failure to comply shall be grounds for termination.

Concealed Weapons:

Concealed weapons/firearms and any other hazards that oppose risks to children and adults are prohibited on Grace Preschool and Early Childhood property. Any adult who is bringing or picking up a child may not have a concealed weapon on their body while on church property.

HEALTH POLICIES

Notifying Parent/Guardian of Communicable Disease

When a child in our care has been **medically diagnosed** with a communicable disease, we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of all exposed children. Staff will notify the parents/guardians of exposed children on the same day or within 24 hours by:

- A written notice that will be posted in all the classrooms for parents/guardians to see during pick up/ drop off.
- Staff will communicate with parents verbally and send a written notice home for parent/guardians to read.
- Make phone call if necessary.

Parents/Guardians Must Notify of Communicable Disease

Parents/guardians are required by State laws and Center policies to notify Grace Preschool and Early Childhood Program within 24 hours if their child is diagnosed as having a communicable disease, lice, scabies, impetigo or ringworm. We will inform the Health Department as necessary. Please review the below Exclusion of Ill Child Chart.

Exclusion of Ill Children

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others. **If a child becomes ill at the center**, staff will attempt to contact parents/guardians and the emergency contacts to make arrangements to pick up the ill child. The ill child must be picked up as soon as possible. The ill child will stay within sight and hearing of a staff member but separated from the other children with a cot and blanket until parent/guardian

arrives. If staff cannot reach a parent, guardian or emergency contacts staff will determine when and if the child's physician should be contacted. If necessary, the child will be transported to the closest Hospital.

Children should not come to school if they are:

-not able to participate in childcare program activities with reasonable comfort, including outdoor play.

-requiring more care than staff can provide without compromising the health and safety of other children in care.

-If a child is excluded for health reasons, the appropriate documentation from the child's health care provider must be submitted to professional staff before the child can return to the center.

We will follow the exclusion guidelines listed below which are taken from **INFECTIOUS DISEASES IN CHILD CARE SETTINGS AND SCHOOLS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS**, prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health. **We must exclude** a child with any of the following conditions:

Chicken Pox Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.

Eye drainage Until 24 hours after treatment begins when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.

Diarrhea Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as **three or more** stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools.

Mouth Sores With Drooling Until a medical exam indicates the child may return or until sores have healed.

Fever Auxiliary (armpit) temperature: 100 F or higher; or Oral temperature: 101° F or higher, when accompanied by behavior changes, or other signs or symptoms of illness.

Measure temperature before giving medications to reduce fever.

Child must be fever free for 24 hours.

Impetigo Until treated with antibiotics for 24 hours and sores are drying or improving.

Lice (head) Until first treatment is completed and no live lice are seen.

Rash Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, strep throat).

Respiratory Infections

(Viral)

Until child is without fever (**for 24 hours**) and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.

Ringworm (skin & scalp) Until 24 hours after treatment has been started.

Scabies Until 24 hours after treatment has been started.

Signs/Symptoms of Possible

Severe Illness

Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child; should be evaluated by the child's health care provider to rule out severe illness.

Streptococcal Sore Throat Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.

Vomiting Until vomiting stops. Vomiting is defined as one or more episodes in the previous 24 hours.

Source of Emergency Medical Care

In case of emergency, the staff will call 911 and pull child's medical emergency information from their file for medical professionals review. The child will be taken to the parent/guardian's choice of Hospital if possible. If parent/guardian cannot escort the child, a staff member will escort the child until parent's/guardian's arrival.

First Aid & CPR

Staff will administer First Aid and CPR when necessary. First Aid manuals and CPR instructions are located in each classroom. Accident reports will be completed and filed for all accidents. There will always be one staff member with children who is trained on First Aid and CPR including rescue breathing and managing a blocked airway. An inventory and restock of first aid kit supplies is done every month. If it appears that the injury/illness may lead to future complications or in any way is serious, the child will be medically examined. Staff will contact the parents/guardians to come and take the child for medical care if necessary. In illness or injury situations determined to be potentially life-threatening emergencies by the staff, the staff will call 911 before calling the parent/guardian (e.g., cessation of breathing). If the parent/guardian or the alternate listed on the emergency form cannot be reached, the Director will call a previously designated physician/health care source and/or call the local emergency unit for treatment and/or transportation to a health care facility as determined by a physician or Emergency Medical Service (EMS). A staff person will accompany the injured child and stay until the parent/guardian arrives.

Accident/Injury Procedures:

In the event of accidents occurring while children are in care at the Center, the following procedures will be taken by staff:

1. Assess the seriousness of the accident/injury.
2. Give the appropriate treatment, using universal precautions. In the event that First Aid or CPR is needed those guidelines will be adhered to and 911 will be called if necessary.
3. Parents/guardians will be notified by phone that first aid measures were carried out. All injuries to children are documented on an accident report.
4. Complete the accident/injury report detailing what happened and place the original in the child's cubby and a copy in the director's folder.
5. Continue to re-check the child throughout the day for any side effects or changes.
6. The Director's copy will be placed in the Incident/Accident Binder and reviewed semiannually.

A complete analysis of the accident/injury and prevention techniques will be immediately addressed and documented to prevent a reoccurrence. Within 24-hours after the occurrence of a serious injury, fire or death, a report shall be submitted to the Department of Human Services. Analysis of all accident reports will be made at least semi-annually. Parents/guardians must advise the Grace Preschool and EC Program if they visit the doctor because of an incident that occurred at the school so the staff can inform the Department of Human Services within 24-hours.

Medication

Prescription medications will not be given. Topical ointments, such as sunscreen and diaper cream, need parental permission. Nebulizers and Epi Pens will be used as needed.

Nebulizer medications that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

For Medications which are to be given long term we will need an Individual Child Care Plan or drug information sheet signed by the parent/guardian and the child's licensed health care provider. This includes as needed (prn) over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures or Benadryl for allergies. Topical ointments such as diaper rash products, insect repellents and sunscreens are an exception, and need written parental approval only. Powders and cornstarch preparations will not be used because they may promote or hide infections, and can be inhaled when particles get into the air.

-Containers must be labeled with child's full first and last name and date.

-Name of clinician

-Expiration date (Outdated medications will not be given)

-Manufacture's instructions

-Must have the original prescription label that details the name and strength of the medication as well as directions on administering and storing.

-All medications must have a legible label on the container. Medication containers will be returned to parents/guardians when it is completed.

-All medication will be stored in a secure container in the refrigerator or a locked cabinet.