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## **I. Mission Statement**

It is the goal of New Horizons Child Development Centers (NHCDC) to give each child the opportunity to develop intellectually, socially, emotionally, and physically. Children will be guided by staff in activities that create life long learners, decision-makers and effective communicators. NHCDC strives to prepare children for challenges of the Twenty-first century.

## **II. Welcome**

We appreciate your decision to trust us with the care of your child/children. We take this responsibility seriously and will strive to provide a quality of child care higher than the standards currently set for centers by the Department of Human Services.

## **III. Philosophy**

We strive to meet the needs of the whole child. Our curriculum is centered on stimulating the intellectual, social, emotional, and physical growth of each child. We believe children learn primarily through active exploration and interaction with their environment. Therefore, we provide hands-on experiences that allow children to touch, see, smell, and experiment. We provide children with blocks of time in which they are allowed to freely explore their planned environment with guidance from their teacher. We believe children are individuals who develop at their own pace while following the same pattern of development. With this in mind, we provide children with different levels of activity so that each child is challenged. We strive to facilitate the development of trust, autonomy, and initiative in each child. We foster the development of trust by being responsive to children's needs and providing consistent scheduling with adults. We promote autonomy by structuring each room to facilitate activities that encourage free exploration and free choice. We facilitate the development of initiative by encouraging children to become responsible for tasks they are developmentally ready to handle. We believe that through developmentally appropriate practices and positive experiences, children will attain success.

## **IV. Licensing**

All NHCDC centers are licensed by the Oklahoma Department of Human Services. All centers are also regulated by the Fire Department and the City/County Health Department. Unannounced inspections are regularly conducted by these organizations to ensure adherence to standards. NHCDC routinely operates at a level that exceeds the standards set by these organizations.

## **V. Enrollment Procedures**

### **A. Application Process**

Admission to NHCDC is based upon a first come basis, but special consideration will be given to parents who already have children enrolled in the Center. NHCDC is open to all children regardless of race, color, creed, or religion. If a class is full, the child's name will be placed on a waiting list. When an opening occurs, parents on the waiting list will be contacted in the order in which they were placed on the list. NHCDC reserves the right to enroll or disenroll any child.

### **B. Enrollment**

#### **a. Orientation Visits**

Orientation visits to NHCDC can be arranged before the child/children's official start date. The child and parent will meet with the teacher in the child's classroom. Ideally, this visit will be conducted with the child/children who will share the same teacher and classroom. This visit allows the child/children to become familiar with their new

environment, and also allows parents and teachers to discuss goals and program details.

**b. Registration Fee**

A registration fee is charged at the time of enrollment. However, if a child withdraws from the Center and then is readmitted, a re-enrollment fee will be charged.

**c. Enrollment Forms**

In accordance with Oklahoma State Licensing Requirements, the parent or guardian must submit immunization records, a list of special health needs (allergies, asthma, long term medications, or other medical conditions), and the name, address and telephone number of the child's physician. All parents must complete the enrollment paperwork containing emergency information, their home address, and other pertinent information before leaving their child. Failure to do so may result in the child's enrollment being denied. Parents must also complete and sign the financial agreement showing that they have been informed of, and understand NHCDC financial policies.

## **VI. Tuition Policies**

### **A. Pay schedule**

Tuition is charged by the week, **regardless of attendance** and may be paid by check, money order, or cash. Tuition for each individual child is based upon the ratio of the group they are assigned to, not the chronological age of the child. Refunds and/or reductions in tuition will not be made for absences, holidays, or emergency closings of the Center. Tuition is due no later than Tuesday at 6:00 p.m., or a late fee of \$10.00 will be charged. Any parent whose account is not paid by Thursday of the current week will be dropped from enrollment. They will not be readmitted to NHCDC until all amounts due are paid in addition to the re-enrollment fee.

### **B. Returned Checks**

There is a fee of **\$20.00** for all returned checks. Consistent problems with returned checks may result in other forms of payments being required.

### **C. Referral Credits**

NHCDC appreciates all of its patrons and offers a tuition credit equal to one week of tuition for one child if a child is enrolled as a result of a NHCDC family having referred them. Tuition credit will be applied to the families account after the new family has been enrolled for two weeks at any NHCDC facility.

## **VII. Confidentiality**

NHCDC goes to great lengths to protect the privacy of all families enrolled in any NHCDC facility. However, it is sometimes in the best interest of the child/children for the Director and/or teacher to be informed of certain situations – especially in matters concerning security/custody arrangements. All knowledge of illnesses, family situations, enrollment information, etc. is kept confidential. Parents having knowledge of a families/child's situation other than there own, are required to respect the same policy of confidentiality.

## **VIII. Mandated reporting of child abuse**

State law requires any citizen who suspects that child abuse is, or has taken place, to report the incident to authorities. All NHCDC employees will follow this law. It is the belief of NHCDC that no child deserves to be abused or neglected.

## **IX. Parent Code of Conduct**

### **A. Inappropriate Language**

NHCDC prohibits the use of inappropriate language by any person while inside any NHCDC facility. This includes swearing, the use of “cuss” words, racial slurs, etc.

### **B. Threatening of Staff, Parents or Children**

It is the policy of NHCDC to contact local law enforcement in the event that a staff member, parent or child is threatened by another person. Any parent of an enrolled child who threatens another person may be asked to leave the facility permanently. This may cause his/her child to be dropped from the center’s enrollment.

### **C. Physical/Verbal Punishment of Your Children or other children**

NHCDC policy prohibits adults from using physical or verbal punishment on its property regardless of the circumstances. Also, at no time is any adult to discipline or punish in any way any child other than their own.

### **D. Smoking**

Oklahoma Child Care licensing regulations prohibit smoking in all child care centers.

### **E. Not abiding by Safety Policy**

All persons entering any NHCDC facility must abide by all safety policies. These policies include, but are not limited to, the following:

- always walking inside the building
- signing children in and out consistently
- escorting children to their classrooms
- consistent and/or timely pick-up of an ill child

Failure to abide by all safety policies may result in an adult being asked to leave the facility and may jeopardize their child’s enrollment in the center.

### **F. Quarreling with other Parents or Staff**

It is the policy of NHCDC that all parents and staff deserve to be treated with respect. This policy prohibits all persons from quarreling with any other parent or staff. Persons who choose to engage in quarreling will be escorted from the facility, by law enforcement officials if necessary. If there is an issue to be discussed, the parent may set up a conference time with the staff member and director.

### **G. Violating the Confidentiality Policy**

All information about the children enrolled in NHCDC is confidential. Releasing information about a child to unauthorized personnel may result in a parent being asked to leave the facility and may jeopardize their child’s enrollment in the facility.

### **H. Solicitation Policy**

In accordance with NHCDC policy, there can be no solicitation and/or distribution of literature, other materials or products in the center.

## **X. Parents right to immediate access**

NHCDC maintains an open door policy. Parents are welcome in the Centers at any time.

## **XI. Dismissal Policy**

NHCDC reserves the right to dismiss a child/children from any NHCDC facility at any time and without warning if the situation warrants.

## **XII. Withdrawal Policy**

If a child is to be withdrawn from NHCDC, one week's notice is required. If the child is withdrawn without notice, the final week of tuition will still be charged.

## **XIII. Court Orders Effecting Enrolled Children**

A certified custody order must be provided to the Center Director prior to enrollment. In the event that a court order is issued stating or changing the custody status or other legal issues concerning a child, the Director must be furnished copy of the court order authorizing the changes. Letters from attorneys are not acceptable substitutions for court orders signed by a judge. In the case of sole custody orders, NHCDC reserves the right to ask that exchange of the child or children be conducted off the Center's property.

## **IXV. Arrival/Departure Procedures**

### **A. Notice of absence**

Parents are asked to call the Center in the event that their child will be out for more than one day. This helps the Director keep track of ill children, those on vacation, or changing family situations.

### **B. Hours of Operation**

Each NHCDC facility will operate hours which best fits its clientele and business operations. The Center Director will supply this information.

### **C. Separation**

When arriving at NHCDC, parents are encouraged to spend a few minutes with their child. This helps the child become involved with the activities and begin the day positively. When departing, it is usually advisable for a parent to tell a child that they are leaving and reassure them that they will be back later. Teachers are always willing to help with separation anxiety. Remember, children who exhibit separation anxiety are demonstrating a typical response to such a situation.

### **D. Signing Children In/Out**

All parents are required to sign their child in and out each day. Parents or designated adult must accompany the child to and from the classroom. Classroom security will be the responsibility of the teacher in charge of the classroom. When children are entering and leaving the classroom, they should check in and out with the teacher in charge. When someone other than a parent is to pick up a child, parents should notify management as well as the child's teacher. Identification with a picture will be required if the person picking up the child is not known by the teacher in charge of the child.

## **E. Visitors**

Visitors shall be required to check in at the office. If they have business in NHCDC, a staff member will escort them while they are in the building.

## **F. Pick up Procedures**

### **a. Late pick up**

A late pickup fee of \$10.00 per 15 minutes (or any part thereof) will be charged for any child remaining after 6 p.m.

### **b. Authorization for pick up**

Safety factors make it imperative that teachers release children only to parents or other adults approved by the parent. Management must have written or oral permission from a parent prior to releasing children. Parents may telephone to give permission for the release of their children, but they will be required to give a prearranged code word or their Social Security number to verify their identity. Other children are not permitted to bring or pick up children from NHCDC. If staff is not familiar with the person picking up the child, a photo identification card will be required.

## **G. Custodial/Non-Custodial Parents**

NHCDC takes every precaution to ensure that only authorized individuals are allowed to pick up the children. However, in cases where the parents are divorced, parents need to keep several facts in mind. 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 and is able to verify such right. Therefore, if a parent wishes to prevent another parent or legal guardian from picking up their child, they must provide the Center with a court document showing sole custody of the child belonging to them or denying custody to the other parent or guardian.

NHCDC will make a service contract with the custodial (enrolling) parent. This parent will be solely responsible for payment to NHCDC. If a non-custodial parent is responsible for paying all or part of the childcare for their child, then this payment may be made directly to NHCDC. However, if the account falls in arrears, NHCDC will make its collection efforts with the custodial (enrolling) parent. Parents are strongly urged to keep the Center apprised of any changes in circumstances that might affect the Center or the children.

## **H. Emergency Contact Information**

Parents of all children enrolled in a NHCDC facility must provide the names and contact numbers of persons to contact in case the parent/guardian is unavailable. It is the responsibility of the parent/guardian to inform the center director of any changes in this information.

## **XV. Transportation**

NHCDC provides transportation to and from local schools. Children will also be transported on field trips as appropriate. NHCDC reserves the right to refuse transportation for any child who fails to observe all safety rules, including, but not limited to the following:

- Refusal to stay seated when the bus is in motion
- Throwing objects at other children or the driver, or out of the windows
- Harassment of other children
- Any behavior that distracts the driver from safe operation of the vehicle
- Refusal to follow instructions from the driver or adult supervisor

Parents will be informed if their child/children are experiencing problems on the bus and will be

asked to speak with their child/children. If discipline problems persist, children may be suspended temporarily or permanently from the bus.

## **XVI. School Calendar**

### **A. Holidays**

NHCDC is a 12-month program. The Centers are not open on weekends or the following holidays:

New Year's Day	Memorial Day
4 <sup>th</sup> of July	Labor Day
Thanksgiving Day	Christmas Day

The Centers will close at 2:00 Christmas Eve.

If a holiday falls on Saturday, the centers will be closed on the Friday before. If it falls on Sunday, the holiday will be observed on Monday.

## **XVII. Emergency Closings/Inclement Weather Policy**

NHCDC reserves the right to close any of its Centers in the case of inclement weather. Information concerning closings may be found on the local media and via the NHCDC Web site. If a severe storm or a tornado alert is activated, all children will go to an assigned location in the building. If children are in a van, the driver will stop the van and have the children take cover on the ground.

## **XVIII. Curriculum**

The curriculum is planned so that each child is challenged at his/her own level. Activities that hold the child's interest and are developmentally appropriate prevent inappropriate behavior.

### **A. Daily Schedule**

The schedule for each classroom is planned in such a way as to provide for blocks of uninterrupted time for self-selected play both indoors and outdoors. Plenty of time is also allowed for each child to have a turn at special activities. Allowing plenty of time for routines such as toileting and clean-up so that the children are not rushed reduces stress levels. The schedule is designed to allow children adequate time to explore and have a balance of active and quiet activities. The routine of the schedule allows children to know and prepare for what is coming next and gives them a feeling of security. The teacher views the schedule as flexible to allow for individual and group needs, special times such as field trips and visitors, and differing weather conditions.

### **B. Class assignments**

NHCDC staff is scheduled to work the same shift every day to the maximum extent possible. Situations, which would lead to a variation in this, are staff days off, sick days, and/or staging time. Staging is when children are grouped together in the early mornings/late afternoons in order to allow for more flexibility in staffing. Staging insures greater efficiency with staff hours and program costs. Another situation that causes staff scheduling changes is the transition into summer programs and then back into the school year program. Summer staffing changes are due to a need for additional staff for activities. NHCDC makes every effort to maintain a consistent staff.

### **C. Ratios**

NHCDC programs are designed for the following age groups: Infants/Toddlers, 2-year olds, 3-year olds, Pre-kindergarten, Kindergarten, School-age.

These age groups are a guideline; children will be placed in age groups according to their developmental readiness. Mixed-age groupings are used in all NHCDC Centers.

## **D. Nap/rest time**

### **a. Blankets/sheets**

NHCDC provides the children with sheets and blankets for nap/rest time. Parents are asked not to send these items from home. If a child is in need of a special blanket or stuffed animal, they are allowed to have them at nap time. They must be kept in the cubby for the remainder of the day. NHCDC will not be responsible for lost or damaged items.

### **b. Pre-school Children**

Children in Pre School and below will have at least a sixty to ninety minute rest period each day. The children sleep on cots that are covered with sheets. Each child has their own mat marked with their name so they sleep on the same cot every day. The sheets are laundered weekly and cots are sterilized on a regular basis. The lights are dimmed and soft music may be played to help with relaxation. Teachers help children to relax by rubbing backs and tucking children in. Sleep is encouraged but not required, and those children who are awake after the rest period may get up and quietly play inside.

### **c. Infants/Toddlers**

Infants and toddlers take 2 or more naps during a typical day. The schedule for these age groups will usually be determined by the child's needs, but may be adjusted for various reasons. Infants sleep in cribs labeled with their name. Crib sheets are changed daily and mattresses sanitized at least once a day. Toddlers may sleep either in cribs or on cots.

## **E. Birthdays and Holidays**

### **a. Holidays**

Traditional holidays are celebrated in a non-religious manner. They are usually celebrated during the week in which they are on the calendar and generally emphasize the cheerful aspects of celebrating by introducing topic-related activities into the regular curriculum.

### **b. Birthday Parties**

Parents who wish to celebrate their child's birthday at NHCDC are welcome, but not required, to provide a special snack for the class. If parents wish to bring a snack, they are asked to inform the teacher one week ahead of time so plans can be made with the cook. Parents are encouraged to bring healthy snacks as opposed to sugary ones. If parents plan to have a party at home for their child, NHCDC request that they do not send invitations to NHCDC to be distributed unless all the children in the class are to be invited. This will avoid hurt feelings. Balloons are not allowed in any NHCDC facility.

## **F. Parent Communication/Conferences**

An integral part of the NHCDC program is parent-staff interaction. The staff and management are to serve as a support to the families. This support may take many forms and include, but not be limited to, the following:

- Newsletter - Newsletters may be prepared by the staff and will be given to each parent. It will include general information about NHCDC, the program, tips on parenting, and special notices. In addition, it may include a section of information about individual classes.
- Conferences - Parent-teacher conferences may be held at the parent's request.

Conferences may be scheduled during the day. Some parents may not want a conference and prefer some other type of communication, (i.e., a phone call at night at home, short discussion while picking up the child, etc.). Informal parent-teacher contacts will occur daily as parents bring and pick up their children. At these times, parents and teachers can share information and ideas that will add to their mutual understanding of the child. Either parents or teachers may initiate conferences and should do so whenever individual concerns arise. This will provide a way to clear up misunderstandings before serious problems develop. Parents or guardians may request conferences with teachers and/or the Director at any time.

- Open Parent Meetings - Open parent meetings will be scheduled on an as needed basis. This provides for an exchange of ideas and additional opportunities for learning more about NHCDC programs. Childcare services may be provided for these meetings.

- Telephone Calls, E-mail, Letters, or Memos - These forms of communication will be used for contacting parents or making appointments. They may also be used to remind parents about field trips, to collect general information, and as a means of communicating with those parents who are unable to visit NHCDC or attend scheduled meetings.

- Personal Contact - The office of the Director is always open to any parent. If a parent or guardian ever feels the need to have a conference, or just needs advice about a particular matter, they should feel free to stop in the office and set up an appointment.

- Daily Reports - Daily reports will be completed on all children 21/2 and younger and on an as needed basis for older children. This is a method of keeping parents informed about the children's daily activities. These reports will provide a summary of information regarding eating, sleeping, play and learning activities, and any special information related to the children's day. Information related to toileting will also be provided to parents of infants and toddlers. Teachers will give these to the parent or guardian when the child is picked up and will discuss any points listed which require an explanation.

## **IXX. Discipline Policy**

Oklahoma Child Care Regulations, as well as NHCDC policies, prohibit physical or mental punishment. Teachers do not slap, spank, shake, scream at, or otherwise ridicule the children in an attempt to maintain order in the classroom. The teachers at NHCDC use a number of positive guidance techniques, both direct and indirect, to manage classrooms. These techniques are used not only to help the children know and understand the limits, but also to help them continue to develop positive self-esteem and a better sense of internal control.

## **XX. Dress Code**

During the course of each day, children will be involved in active exploration and play. Many kinds of materials and equipment will be available. The type of clothing that a child wears is important to the success or degree of enjoyment that they will experience. When choosing clothes for a child, the following guidelines need to be kept in mind:

- Children get messy and dirty during active exploration. If an article of clothing needs to be kept nice and/or clean, then the child should not wear it to school. Aprons and shirts are provided for painting, water play, and other such activities. However, these do not always prevent accidental stains on clothing.

- Clothing should be easy for the children to put on and take off. Large buttons and front openings allow the child to be successful in dressing him/herself.

- Clothing should be loose enough to allow free movement without being large enough to be a safety hazard. For the child's safety, open toed shoes or thongs are not recommended at NHCDC.

- Clothing should be suited to the weather. Hats, gloves or mittens, and coats should be

available to the child every day during the fall and winter seasons. Also, on cold days children need to have long pants or other coverings for their legs. On cold, wet, or snowy days, it is also helpful to have waterproof boots for your child to wear outside

- All children need to keep a complete change of clothing in their cubbies at all times. This includes underwear, socks, pants, and a shirt. These items are important to the child if a toileting or other type of accident occurs. Children usually do not like to wear clothes other than their own in these situations.
- All clothing should be marked with the child's name or initials. This includes all items to be left at school, as well as shoes, hats, gloves, and coats. This is to prevent loss of items. If clothing is lost, NHCDC has a lost and found container. Items are kept for approximately one month and then donated to a charity.
- NHCDC is not responsible for replacement of clothing articles that are lost, stained, or otherwise damaged

## **XXI. Toys from Home**

NHCDC provides an adequate number of toys and equipment for the children to use. Therefore, children should not bring toys or other items from home unless a teacher requests them for a planned activity such as "show and tell." NHCDC is not responsible for lost or damaged items.

## **XXII. Field Trip Policies**

### **A. Frequency**

NHCDC children of appropriate age are taken on field trips during the year. During the summer, field trips for some groups of children may be daily, semi-weekly, or weekly. During the school year, field trips will be taken, but not on a set schedule. NHCDC will always give parents notice of field trips. While on field trips, staff ratios are adjusted as the outing requires. When children of two or more ages are grouped together, staff ratios for the youngest child shall apply.

### **B. Illness/Injury**

If a child becomes ill while on a field trip, staff on site will call the Center using the center provided mobile phones. A parent will be called to pick up the child at the activity if possible. If this is not possible, the Center will send an employee to transport the sick child back to the Center. If a child is injured, they will be taken to the nearest emergency facility to the field trip site. Staff will notify the Center of the injury and a parent will be notified.

### **C. Late Arrivals**

If a child arrives late for a field trip, the parent may transport the child to the site of the field trip, or the child will stay in the Center.

### **D. Field Trip Money**

Parents are asked not to send money with children to the Center unless requested to do so by staff. All money sent with children will be collected by Center staff and held for the children.

## **XXIII. Health and Safety**

### **A. Pre-enrollment**

Prior to enrollment, parents are asked to discuss with the Director any health issues

which might affect the care of the child. A brief health history and a record of chronic conditions will be required.

## **B. Illness**

Parents are asked to keep their children out of school if the child currently has, or has had within the past twenty-four hours, a fever of one hundred degrees or higher and/or vomiting or diarrhea (defined as more than one abnormally loose stool per day). Children with one or more of these symptoms will not be admitted to NHCDC upon arrival. If a child develops these symptoms or other indications of illness while at NHCDC, they will be kept as comfortable as possible until the parent can get to NHCDC. Parents or those designated as persons to be contacted in case parents cannot be reached, should come to NHCDC to get ill children as soon as possible to minimize the spread of disease and to maximize the child's comfort. Parents who are not able to stay home with ill children should make prior arrangements for alternative care of their children when ill. It is the responsibility of the parent to inform NHCDC management of any medical conditions that might affect the child's participation in any aspect of the daily program.

### **a. Communicable Disease**

If a child contracts a communicable disease, parents must keep the child home for the appropriate exclusion period and must report the disease to the Center. All parents will be notified in writing when a child in the group has contracted a communicable disease. A statement from the child's physician may be required stating that they are free of the contagious illness.

### **b. Returning After an Illness**

Children who have been ill may not return to the Center until they are no longer contagious and are ready to participate in the full program, including outdoor play.

## **C. Immunizations**

It is very important that immunizations are kept up-to-date and it is the parents' responsibility to provide up-dated records to the Center. Failure to do so may result in the child being denied enrollment. Periodic checks are made by management and the City/County Health Inspector to ensure that each child's immunizations are current.

Parents who, for religious/personal reasons have chosen not to have their child/children immunized for must complete a waiver form. If the child is not immunized due to health issues, a statement from a physician will be required.

## **D. Biting**

Unfortunately, biting is a developmental milestone that many children will explore through the toddler years. Some reasons for biting include: teething, limited verbal skills, fatigue, hunger, sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety, and curiosity.

- What do we do when it happens?
  - We remain calm and attend to the child that was bitten first. We clean the affected area with soap and water and apply ice if necessary. If there is a puncture wound, the parents will be notified immediately.
  - We use brief descriptions to talk with the child that did the biting. For example, "Biting hurts" or "Ouch that made him/her sad". We are brief in order to limit the attention given to the incident. The child is then redirected to another area where he or she will be closely shadowed in order to minimize future biting attempts.
  - We will complete an accident report for the child that was bitten and an incident report

for the child that did the biting. After the reports are signed they are placed in the child's folder. All reports and children involved will remain confidential.

- When a child bites the teacher will document the time and details to the event, in order for us to track a possible pattern.

When a child has bitten 3 times in one day or for three consecutive days, an intervention plan will be developed by the teacher(s), the director and the child's parents. If a child continues to bite with little or no sign of improvement, we reserve the right to temporarily or permanently exclude that child from the center.

As children grow and develop verbal and negotiating skills we expect biting to decrease and by preschool completely stop. We encourage and foster children's ability to control their actions at this age. We understand that some three year old children are still developing these skills, but we feel an intervention plan is necessary after the first bite. It is our philosophy to help all children develop the skills needed to be successful in the classroom.

If a preschool age child or older bites we will ask that the child be picked up immediately and an intervention plan will be set up at that time. Should the child bite a second time we reserve the right to permanently exclude the child from the center.

## **E. Dispensing of Medications**

### **a. Medicine Permission Cards**

The Department of Human Services requires and provides medication permission cards for any child taking medication. The parent must fill out and sign a new card for each illness requiring medication. The medication permission card lists the child's name, name of medication, dosage and time to administer (see c. below), and the date. The card is good for the days listed or the duration of the medicine. Out-of-date medications will not be given, nor will medications prescribed for another person. Only medications in their original containers will be administered.

### **b. Over the Counter/Prescription Medications**

Over-the-counter and prescription medications will only be administered with a written order from a parent. In some situations, a doctor's orders may also be required. All medications must be labeled with the child's name and specific instructions for administering must be filled out on a medication card. Instructions to give "as needed" are not valid. The directions on the card must be consistent with the directions on the medication label unless specified otherwise by a physician. Medication will not be added to bottles, cups of juice, etc. No medications may be stored in diaper bags or backpacks. All medication must be turned into the office for safekeeping

### **c. Medication Times**

In order to allow management to control and monitor medications, they will be given at 8 a.m., 12 noon, and 4 p.m. Parents are asked to adjust the doses given at home to correspond with these times.

## **F. Fire Drills**

NHCDC is equipped with smoke detectors, fire alarms, fire extinguishers, and doors that open out to the exterior of the building and have "panic" hardware; i.e., even if locked, doors will open. NHCDC holds monthly fire and/or tornado drills with the children. Each room has an emergency evacuation plan posted which shows the route to be taken in case of a fire or other emergency.

## **G. Alternate Safe Locations**

In the case of a forced evacuation from a Center, the children will be transported to a prearranged safe location. Parents will be notified as soon as possible of the evacuation. However, the safety of the children will take priority. The Director of each Center can provide parents with the alternate location for each individual facility.

## **H. Incident/Accident Reports**

Written reports of all accidents and incidents, minor or major, will be given to the Director for his/her awareness. A copy, signed by the staff member, parent and Director, will be kept in the child's individual file folder. In case of severe injury or acute illness, first-aid treatment will immediately begin and, if warranted, the child will be transported to the nearest medical facility.

NOTE: If away from NHCDC when an injury occurs, the child will be transported to the nearest medical facility. All other procedures will remain the same.

At the same time NHCDC is making arrangements to take the child to the hospital, a parent or guardian will be notified and advised of the circumstances. If the parent or guardian cannot be reached, a person on the emergency list on the Child Care Participant Card will be notified. A staff member will accompany the child to the emergency room and will remain until the parent or guardian arrives and is informed of the situation.

## **I. Parental Responsibility (Insurance)**

Although NHCDC has an extensive safety awareness program along with frequent inspection and regular maintenance of the building, grounds, and equipment, accidents may happen. When such accidents occur and require medical attention, parents should contact their health insurance provider for reimbursement of medical costs. NHCDC is not responsible for providing primary health insurance for any children. The responsibility for paying for medical treatment lies entirely with the parent.

## **J. Food Policy**

### **a. Outside Food**

NHCDC employs a full-time cook who prepares balanced meals and snacks. Therefore, parents are asked not to bring in food from the outside. Oklahoma Child Care regulations require all centers to provide one third of each child's daily nutritional requirements. In order to comply with this regulation, NHCDC must serve specific components and make sure that each child receives them at each meal and snack. If a child misses a meal and/or is eating something other than what is being served by NHCDC, they must finish eating before coming into the Center.

#### Serving times

- Breakfast 7:00a.m. to 8:15 a.m.
- Lunch 10.30 a.m. until approximately 12:00 p.m.
- Afternoon snack is served from approximately 2:45 p.m. to 4:00 p.m.

### **b. Infant/Toddler Meals**

Parents are expected to provide appropriate foods/formula for infants/toddlers unable to eat the regular food served by the Center. Parents are asked to label all bottles and jars with their child's name. Bottles must be pre-made.

### **c. Menus/Special Diets**

The menu is planned to include a variety of foods and to meet nutritional requirements. Children are encouraged to try each food and develop a liking for a wide variety of foods.

Children who, due to medical or religious reasons, require a specific diet can be accommodated if parents will discuss the dietary needs/restrictions with the Director. In the case of special diets, parents may be asked to supplement the meals being provided by NHCDC.

#### **XXIV. Babysitting by NHCDC Staff**

NHCDC prohibits parents from using NHCDC staff as private babysitters. All staff members have been informed that accepting private employment with a parent is a violation of company policy. Parents are prohibited from recruitment of NHCDC staff for their own personal employ for a period of not less than 90 days following a staff's separation from employment with NHCDC.

NHCDC is not responsible for any action taken by any employee, present or former, while in the employment of an individual. Additionally, NHCDC prohibits its staff members for providing or soliciting baby sitting for currently enrolled children of NHCDC.