

Parent Handbook

Academy for Early Learning Infant/Toddler Preschool



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Mrs. Jessica Allen
Preschool Coordinator

Mrs. Beverly Yoakum
Head of Schools
Miss. Aubrey Cameron
Assistant

The Academy is a Private Chartered, Not-for-Profit Entity
IRN # 132720 EIN # 31-1324521

*Founded by Bev Yoakum
Providing Early Childhood Education Since 1989*



Families,

I am thrilled you will be part of our school family in the coming year! Our journey together here at Academy for Early Learning is sure to create many fond memories for your family.

As you walk through our doors the contrast from traditional schools is evident. Students are engaged in conversation, experimentation, and active in the learning process. Our students are aware of their significance, and are appreciated and respected for their contribution to the classroom. We strive to foster academically strong, emotionally aware students. We believe character is the heart of principled growth. As we build our future together, my wish would be for you to come to see the great importance of today for your child, and how it relates to the future for all of us. Our children are tomorrow. It is our duty to instill in them respect, responsibility, honesty, and integrity, as well as prepare them academically to reach their full potential. We have the opportunity to mold each student so they may meet the goals set before them.

Since 1989 our school has strived to involve parents as much as possible in the learning process. We have grown for the better since our inception, still, our rich history influences all we do. We have always believed learning happens best when the subject is relevant, and exciting.

I have been privileged to watch from a distance as students graduate from high school, attend prestigious institutions, excel in athletics, and begin families. It is moving to hold a child of a former student, realizing they have made the choice to educate here, just as their parents had. We are rich here at the Academy for Early Learning. I am glad to have the opportunity to share our wealth with you.

In Great Expectation,

Beverly A. Yoakum
Head of Schools

This Handbook is intended to give you information regarding the policies and procedures of the school.

MISSION STATEMENT

The Mission of Academy for Early Learning is to provide a multicultural and diverse learning community, preparing each student for academic, social, and personal success.

PHILOSOPHY OF THE CENTER

We believe:

Children are full of potential, interest, and curiosity about the world around them. Young children construct their knowledge as they investigate, build, experiment, discover, and share. Children have a natural desire to understand how things work and the answers are as important as the process of discovery. The teacher guides and supports these learning experiences so children can develop a love for learning, independence, and confident self-esteem. Being a part of a class community provides children with opportunities to learn and practice social skills, define relationships in and out of school, and to discover the pleasure of friendship. Parent collaboration and participation in the learning process is an essential, valued part of the educational philosophy here at Academy for Early Learning.

HISTORY

The Academy for Kids began in 1988 as an in-home program. It was quickly discovered there was a great need for quality childcare in the area. The center was established as a licensed facility by the Ohio Department of Job and Family Services and opened with 8 children, three of whom belonged to the founder, Bev Yoakum. Under her direction, the center has carried 5 licensed centers, including Paint Valley Latchkey and Tiny Tigers Childcare. Condensing them all into one campus expanded the program to include a school age summer program for siblings of others who attended the Academy for Kids. In 2007, the Academy became Academy for Early Learning Chartered School, obtaining it's own accreditation by way of the charter of the former Southern Hills Academy. The school currently offers many programming options for educating children six weeks to 6th grade.

TAX ID NUMBER (EIN)

The tax identification number is 31-1324521. The center is a 501 C-3 non-profit private organization.

HOURS OF OPERATION

The center is open Monday through Friday from 6:00 a.m. until 6:00 p.m., twelve months of the year.

HEAD OF SCHOOLS

Mrs. Beverly Yoakum serves as the Head of Schools. She achieved a Master's Degree in Early Childhood Education from Nova Southeastern University, Fischler Graduate School of Education. Bev is also a graduate of Ohio University, where she received an undergraduate degree in Behavioral Science and Early Childhood Education, and an Associate of Arts and Sciences. She is most active in the Upper School, curriculum development, forming policies and procedures, and long-range planning for the center.

LOWER SCHOOL COORDINATOR

Mrs. Jessica Allen serves as the Lower School Coordinator. Jessica is a 2007 graduate of Ohio University majoring in Business and Early Childhood Education. She brings years of experience to the center working with business and finance, and policy oriented issues. Her office hours are

posted on her office door. When Jessica is not available another staff member is appointed to answer questions and pass along information as needed.

LICENSING

The Ohio Department of Education holds the license for Academy for Early Learning. Licensing inspections are conducted twice a year. All licensing inspection reports and substantiated compliant investigations are posted on the main bulletin board in the hallway leading to the center office. Fire inspections are conducted annually per licensing requirements. The inspection report is available on request.

ENROLLMENT AND NON-DESCRIMINATION POLICY

Enrollment is open to all children on a first come first served basis. Any child may enroll in any program offered for the age and ability of the child. Parents or guardians must pay tuition established at the time of enrollment, even if parents choose to bring their child less than agreed. Each child and their parent or guardian must have a pre-admission interview by the Preschool Coordinator or designee. On the first day of attendance, a child must have on file all requested paper work. Children may not be left without a parent until the center has the following: A complete Child Enrollment and Health Information form, and medical statement for all children infant through preschool age. School-age children are not required to provide a medical statement. A signed statement saying you have read, understand and accept the policies and procedures as set out in the Parent Handbook is required for each child's file.

ORIENTATION

Prior to your child's first day we require both you and your child visit the center. For school age children enrolled in our summer program, we also require that parents bring them to the center prior to camp, so that the child may be introduced to the center environment and meet the teachers.

REGISTRATION

Once a family wishes to enroll and an opportunity to attend has been offered, we will require a non-refundable registration fee per child to reserve the space. At the time of payment, the family receives this Parent Handbook outlining policies and procedures and all required enrollment forms.

ARRIVAL AND DEPARTURE POLICY

Parents are required to escort children to their classroom and fill in the time of arrival and departure with their name daily. Make a point of verbally notifying the teacher of your child's arrival and departure. The center's responsibility for your child will begin when you sign your child in, and end when you sign your child out. If a school age child does not arrive by usual form of transportation at his/her regular time, the staff will call the parent and/or school to locate the child immediately.

SEPARATION

No matter what the situation every child has an adjustment period. It is typical for this period to last about 14 days of actual attendance. It could be expected to take 5 weeks before your child feels comfortable enough not to cry if enrolled part time. We suggest you maintain a regular schedule. You and your child will have less separation anxieties if the schedule is kept consistent. Children who arrive at varying times may find it difficult to join activities such as lunch or nap. Planned instructional time begins at 9:00 am children should attend the program on a consistent basis if possible.

RELEASE OF CHILDREN FROM CENTER

A parent must inform us if another adult is going to pick up their child or we will not release the child. If the parent is unable to inform us in advance in writing, they need to call and give us verbal permission, identifying the person and the approximate pick-up time. If the person is unknown to staff, they must identify themselves with picture I.D such as a valid driver's license. If an unauthorized person comes to the center, staff will contact a parent for authorization. The center will not release a child unless parent permission has been obtained. In emergency cases those adults identified in writing by the parent as emergency contacts may retrieve children. Children will only be released to adults over the age of 18.

WHO WE SERVE

The "Lower School" is licensed by the Ohio Department Of Education to care for children six weeks to preschool. The center is currently licensed to serve 145 children daily in this portion of the building. We are also licensed by ODE to provide a SACC, (School Age Child Care) program. This population is served throughout the building, but primarily in the "Upper School".

Licensing Ratio Requirements:

There shall be at least one child-care staff member caring for:

1. Every five infants who are less than twelve months old. Infants cared for in the same room may total twelve with two child care staff members.
2. Every six infants who are at least twelve months old, but less than eighteen months old. Infants cared for in the same room may total twelve with two child care staff members.
3. Every seven toddlers who are at least eighteen months old, but less than thirty months old. Toddlers cared for in the same room may total sixteen with two child care staff members.
4. Every eight toddlers who are at least thirty months old, but less than three years old. Toddlers cared for in the same room may total sixteen with two child care staff members.
5. Every twelve preschool children who are three years old. Preschool children cared for in the same room may total twenty-four with two child care staff members.

In the event older children are cared for in the Lower School area:

6. Every fourteen preschool children who are four years old or five years old, and who are not school children. Preschool children cared for in the same room may total twenty-eight with two child care staff members.
7. Every eighteen school age children who are kindergarten and in school through eleven years old. School age children cared for in the same room may total thirty-six with two child care staff members.
8. Every twenty school age children who are eleven years old through fourteen years old. School age children cared for in the same room may total forty with two child care staff members.

ATTENDANCE

As each child arrives and leaves, the teacher responsible for that group will keep track of that child. Teacher attendance records, and sign-in sheet, along with a copy of the Child's Enrollment and Health Information form will remain with the child's class at all times throughout the day.

Children can learn a great deal from their time here. We suggest you take full advantage of the program, establishing a routine daily.

TEACHER QUALIFICATIONS

The minimum requirements include possession of a high school diploma and to be 18 years of age. An exception can be made if a candidate is enrolled in or a graduate of a vocational childcare training program approved by the state board of education. Before the first day of employment, all staff must have a medical statement signed within the last 12 months by a physician, three verifiable references, and a non-conviction statement on file. All employees and volunteers working directly with children are required to have a BCII and a Federal BC. All staff is required to have training in first aid, CPR, management of common childhood illness and child abuse prevention, within three years of being employed. A teacher who does not have, or is not attending college to receive an education degree, must complete a minimum of 15 hours of training each year for a total of 45 hours within three years. At least 20 hours of the training must be in child development.

CURRICULUM

The Academy for Early Learning has selected the Reggio Emilia Approach to guide our curriculum. For licensing purposes, our school meets and/or exceeds the learning standards set by the State of Ohio Department of Education. In addition, the Early Learning Initiative requires the school utilize the "High Scope" curriculum. As a result of these requirements we have created an integrated curriculum, effectively blending these philosophies and approaches to form a solid curriculum base. Teachers act as facilitators in the child's learning experience. Our environment prepares a child in all areas of development, such as cognitive, social, emotional, physical, language arts, literacy, art, and science. Lesson plans are posted, however, activities follow the interest of the child. Daily activity information will be posted in the classroom. Letters to go home, as well as monthly newsletters, will be placed in the child's file folder.

ABSENCE POLICIES

If a child will be absent, we ask that the parent/guardian notify the teachers. Please call the center at 740-772-5437 before 10:00 a.m. in order to make accurate meal counts and monitor communicable illness. If we are unable to reach a parent and you have not called, we cannot guarantee that your child will receive lunch if they arrive late. In the case of the school-age program, parents will be called immediately if a child does not arrive at their expected time and we have not been otherwise notified.

PROGRAMS OFFERED

INFANTS (AGES 6 WEEKS TO 17 MONTHS)

Infancy is defined by our licensing agency as the time period from birth to the eighteenth month. All schedules are individualized. Please fill out feeding, diapering and sleep instructions and return these before your baby is in our care. We rely on this information so a routine can be followed as closely as possible. We will do our best to keep you informed about your child each day. If your child needs changing upon arrival at the center please make every effort to change the child for the staff. At the end of the day your child will be changed and ready for you to take home. We clean and disinfect continually, but infants typically fall ill more often than older children until their immunity builds up. We will call and ask for your child to be picked up at the earliest signs of a common childhood illnesses. We understand this may not be convenient, but we are trying to keep your infant and all the other children healthy. Such symptoms as unidentified rashes or diarrhea all must be taken seriously and checked. We cannot take the chance that these symptoms might only be a reaction to new food or teething and must have the

cause identified by a medical doctor. Medications will only be administered with the proper authorization (see Authorizing Medication for Your Child. Please dress infants in clothing that makes diaper changing easier. For example, pants that have leg snaps are much preferred over pants or outfits that must be completely removed. Easily removed clothing for a large number of children releases staff for more important activities, such as rocking, giving hugs, providing support and individual attention.

All items brought from home must be labeled with your child's name: food, bottles, clothing, pacifiers, diaper wipes, coats, sweaters, blankets, anything that might get confused with another child's belongings. Infants becoming toddlers are prone to falls as they learn to balance and walk.

Children will get in each other's personal space or have disputes over possession of a toy. Staff will prevent accidents as often as possible. However, if your child is the recipient of a minor injury, you will be informed in writing at the end of the day as to the general circumstances of the injury. If another child is involved, it is our policy to withhold the name. Most 2 year olds will bite, shove, and hit out of frustration, since they lack the ability to communicate well with words, but are cognitively developed enough to be egocentric. When a child reaches 18 months of age and space is available, your child will be transitioned. We will not transition any child that is not developmentally ready, and of course, we can't ask a child to leave the center to make room for your child. The cost of care does not change until the child is actually in their new room.

Items you will need to bring - please LABEL all items:

- ❖ A supply of disposable diapers and wipes.
- ❖ Diaper ointments with appropriate authorization
- ❖ STERILIZED bottles for the day. (1 extra bottle is recommended in case of an emergency).
- ❖ Two pacifiers if applicable
- ❖ Crib size blanket to be added to our supply and favorite blankie, etc. if desired.
- ❖ Two to three complete changes of clothes, weather appropriate.
- ❖ Outside clothing including hats for summer and winter, mittens, winter coat if applicable.
- ❖ Diaper bag for empty bottles and soiled clothing.

Our center will only place children on their sides or backs to sleep. If a parent wishes a child to be placed on the stomach a sleep position waiver must be signed and returned to the office.

INFANT SCHEDULE

Children are on their own schedule. The following is an approximation of how a day may look. Diapering and feeding and sleeping are done as needed.

Schedule

- 6:00 – 8:30 Arrival, greetings, self-directed play, bottles or early a.m. snack
- 8:30 – 9:00 Breakfast for non-bottle-fed infants and all toddlers. Bottle feedings and sleep as individual schedules dictate throughout the day.
- 9:00 – 10:00 Self-directed play in planned learning areas. (Planned learning activities for individuals or small groups.)
- 10:30 – 11:00 Individualized activities
- Preparing for lunch
- 11:00 – 12:00 Lunch for non bottle fed infants and toddlers
- 12:00 – 2:30 Nap Time for toddlers: individualized wake-up.
- 2:00 – 3:00 Snack, eating on an individual or small group basis when children are ready.
- 3:30 – 4:00 Older infant/toddler large motor activity on outside toddler playground or indoors depending on weather.

4:00 – 5:30 Self-directed play in planned learning activities. Late afternoon snack.
 5:30 – 6:00 Combined Groups

TODDLER (AGES OVER 18 MONTHS TO 36 MONTHS)

Many changes take place moving from the infant to the toddler room. There is even more change if a child is moving from a home setting into a toddler group environment. We want to tell you about some of our procedures so that we adults might better work together to meet the needs of your child.

Your child will go from determining his/her own daily schedule to a loosely structured environment. In our infant room and in your home, feeding and sleeping is individualized. In the toddler environment things are done as a group. Children have lunch at the same time and are expected to eat our menu. There is one adult to supervise six children as they feed themselves. In this classroom, we use spill-proof 'sippy' cups. Bottles are not used.

The ratio of 1 teacher to 6 children is maintained. Often at this age, children are learning language, but do not have enough command to express desires and feelings. This often results in a measure of aggression among two-year olds. Children unintentionally hurt each other in their struggle to cope in a group setting and in learning to express themselves. We ask for your patience and cooperation during these times. You will find a weekly lesson plan posted in your child's classroom. There is also a daily schedule posted which tells you the sequence of routines. There will be lots of new learning experiences that may be messy, so please have your children wear clothing we, and they, do not have to worry about keeping clean. Our staff uses positive language to express directions. Sarcasm and shaming is inappropriate for children- neither do we threaten, or use scare tactics. PLEASE MARK CHILD'S NAME IN EVERY PIECE OF CLOTHING. Also, we suggest rubber-soled shoes for safety reasons. Toddlers can be unsteady and rubber-soled shoes work best on the climber and when running. Please remember all the children will go outside most days unless the weather is extreme so bring the appropriate outside clothing each day.

Items you will need to bring - please LABEL all items:

- ❖ Supply of disposable diapers, wipes and ointments
- ❖ Two complete sets of clothing, weather appropriate
- ❖ Snow jacket, snow pants, hat, snow mittens, boots and scarf (winter)
- ❖ Bathing suit, towel, "swimmy" diapers and water shoes
- ❖ Crib-size blanket
- ❖ Pacifier

Schedule

6:00 – 8:00 Free Play
 8:00 – 9:00 Breakfast & Diapering/Pottyng
 9:00 - 11:00 An arrangement of outside, large motor, dramatic play, story time, creative art, music and dance, sensory motor, computer time, and morning snack
 11:00 – 11:30 Lunch
 11:30 - 12:30 Diapering/Pottyng
 12:00 – 2:30 Nap
 2:30-3:30 Diapering/Pottyng and snack
 3:30– 5:00 An arrangement of outside, large motor, dramatic play, story time, creative art, music and dance, and sensory motor
 5:00 – 5:15 Diapering/Pottyng
 5:15 – 6:00 Free Play

PRESCHOOL (36 MONTHS TO PREKINDERGARTEN)

Children at this age learn through independent play, play with peers, and play enhanced by a teacher's guidance. Our preschool program is child oriented, developmentally appropriate, and child initiated. Skills are taught through individual and group discoveries guided by the teachers.

The preschool's goal is to teach the children greater independence through problem solving and social contact. When a problem arises we first encourage the children to work it out verbally themselves. Reading, writing and language skills are areas of interest that typically develop at this age. With this, we implement songs, finger plays, and stories. They are asked to describe, through writing or dictation, artwork and other project work as it is being created. Children are encouraged to write their names on their work. As the year goes on we encourage them to use the proper upper and lower case lettering.

While their knowledge is expanding, so is their curiosity to understand numbers – a complex and abstract idea. Our job is to satisfy their curiosity by providing hands-on experiences such as counting objects that the child can see and touch. Through this simple practice the child becomes familiar with addition and subtraction and is able to develop more complex thought.

The teacher directed activities reflect the interest of the children. We ask questions and observe their choices for play when planning activities. Many of our activities are done collectively as a group project. The children are not forced to do a project with the class, but most enjoy the feeling of teamwork and accomplishment while working together. There is nothing sweeter to observe than the planning, implementation, and self-expression, which occur during a project. The process is the focus, not the final product.

Items you need to bring - please LABEL all items:

- ❖ Pillow, pillowcase and blanket (sent home every week to be washed)
- ❖ A complete change of clothes including underwear and socks
- ❖ Weather appropriate outside clothes: Winter: Snow jacket, snow pants or snowsuit, winter boots, hat, mittens
- ❖ Summer: swim suit, towel, sunscreen and hat

PRESCHOOL SCHEDULE

Preschool Schedule (each class varies slightly)

6:00 – 7:45	Free Play
7:45 - 8:20	Breakfast
8:30 – 8:50	Morning exercises
9:00 -12:00	Pre-Elementary activities
12:00- 1:00	Lunch hour
1:00 – 2:30	Nap Time
2:30 – 3:30	Pottying and Snack
3:30 – 6:00	Teacher Directed Activities

PREKINDERGARTEN

Children who are eligible for Kindergarten in the next school year will participate in this program. This applies to the requirements of the school district they are to attend. If your child is eligible for Kindergarten and you will not be sending them, they will still be placed in this program. Parents may chose to enroll in our Kindergarten program the following year, even if the child plans to attend Kindergarten in another district.

SACC

Our school age classroom focuses on respect and teamwork. We believe this involves teachers, parents, and students. This program is not an automatic transition from the pre-kindergarten class.

HOMETOWN EXPLORERS CLUB PROGRAM DESCRIPTION AND DAILY SCHEDULE

The program is for children who have graduated from prekindergarten. This program is run as a totally separate program from our school- age program. You will need to enroll in this program separately when needed. Information will be provided where you can chose to enroll. If you miss a deadline to enroll, you may not be able to attend the school age program, so please watch for this form in the spring.

FEES

A non-refundable registration fee is due when enrollment is available and a family wishes to secure enrollment for their child. In addition, a \$25.00 security fee will be charged upon issuing a "key card". If your key is lost, stolen, or damaged, you will be charged \$25.00 to secure another card. If when you disenroll you return your working key card in good repair, you will be issued a \$25.00 refund for your key card.

TUITION FEE AND PAYMENTS

Tuition is billed every week and is due every Monday morning, or the first day of the week your child attends. A late payment fee will be applied each day tuition is late after Wednesday of that current week.

Infant

145.00 (child 6 weeks to 18 months, no daily rate available)

Toddler (child 18 months to 35 months)

130.00 week

27.00 day

Pre-Kindergarten

30.00 yearly supply fee

115.00 week

24.00 daily

SACC Before and after school program for siblings of infant/toddler/pre-k, and staff

80.00 weekly

Attendance fee is 24.00 for the day when school is out.

RETURNED CHECK FEE

The school charges a fee of \$40.00 to cover the handling of a returned check. Your account must use a credit card if checks are returned.

LATE PAYMENT OF TUITION

A late payment fee of \$5.00 a will be charged every week your payment runs behind until it is current. If your account is consistently running behind you will be asked to set up automatic credit card payment.

AFTER HOURS CHARGES

The school closes at 6:00 p.m. daily. Out of respect for the teachers and staff, this closing time is strictly adhered to. We encourage parents to have back-up people in place to pick-up in case they cannot get away from work on time. If a parent is late, an after hours fee is charged. Parents will be charged per 15-minute segment they are late. The rate for each successive 15-minute segment is double the previous 15-minute segment. After hour charges will appear on your statement.

DIAPER FEES

Parents are required to bring in diapers and wipes for their children when applicable. When your child's supply is low, the teachers will inform you on your daily note. If you forget we will use house diapers for the day. You will be billed the cost for the school to supply diapers at a rate of 1.75 each.

COUNTY ASSISTANCE

An application must be filed with the RCJFS and approved before enrollment. Rules are provided by RCJFS for the family to follow, in addition to the School's policies and procedures. RCJFS will terminate your family if you fail to pay your co-pay as agreed.

VACATIONS

The center allows parents a family vacation period of one consecutive week in any 12-month period of enrollment.

ABSENT DUE TO ILLNESS

No refunds are made for absence due to illness.

WITHDRAWAL FROM THE CENTER

Notice of withdrawal of a child from the center should be made in writing at least two weeks in advance of the withdrawal date. No refund of advance tuition fees will be made before that date. Re-enrollment will be based on space available at that time. Paying full tuition during the withdrawal period is the only way to reserve space. If a child re-enrolls, a registration fee will be charged.

HOLIDAY AND NECESSARY CLOSINGS

The school will be closed the following days:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day, or 2 days during the period depending how the holiday falls, and in-service training days each school year.

EMERGENCY CLOSING OF THE CENTER

The school tries to remain open at all times during stated hours. However, some conditions may arise which require closing.

Some Emergency Reasons to Close:

Level 3-snow advisory or any other such condition when local or national officials recommend staying off roads.

When weather conditions or other dangerous conditions require closing.

IF OTHER SCHOOLS ARE CLOSED OR DELAYED

If AEL is open, but the elementary schools are delayed in opening or are closed due to weather or dangerous conditions, we will provide all-day care for school-age children although no transportation will be provided. A full-day fee will be charged.

NOTIFICATION OF CLOSING

If the school is to be closed before opening in the morning, parents will be notified through the Weather Alert program, which broadcast on radio station WKKJ. If the school is to be closed after the children are already present, WKKJ will be notified. Staff members may also attempt to call parents at their place of work, and if unsuccessful, will attempt to call emergency contacts. However, our first concern and obligation is to the children. Please note that we will be unable to call under emergency situations if numbers are not correct, or lines are tied up. Parents are responsible for having emergency transportation plans in place in advance.

EVACUATION OF BUILDING

It is the discretion of the school and its board to determine when evacuation of the premises is necessary. If evacuation becomes necessary the children and staff will proceed to Trinity United Methodist Church, on the corner of Mulberry and Main (corner east of the center). If Trinity cannot be used, the children and staff will proceed to the police station where they will be directed by the police to one of the municipal buildings in that area. Parents should contact the Chillicothe police for our location. Staff members will attempt to call parents or emergency contact people at their place of work if phone systems are working and there is enough available staff to make the calls. The center will also issue notice of the evacuation to WKKJ radio. If the building has lost power, heat or water, and the situation cannot be corrected within a safe amount of time, parents will be notified through the system described above. If the building is structurally sound, we will remain in the building as long as possible.

COMMUNITY-WIDE EMERGENCIES

Parents who are considered essential personnel in their work place not be able to leave during a community emergency should provide AEL with a written plan and list of people who have permission to pick up and care for your child during such emergencies.

TERMINATION OF CARE

Academy for Early Learning may and will terminate care if the following occur:

- ❖ Nonpayment of fees
- ❖ Center's policies as stated in this handbook are not followed
- ❖ Recommendations to parents concerning a child's continued development are not followed
- ❖ Harassment of staff, children or other parents occurs

POLICY - NON-CUSTODIAL PARENTS

A parent of a child enrolled at AEL who is not the child's residential parent will be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation or law limiting access and contact by the nonresidential parent. This documentation must be on file at AEL.

DISCIPLINE CODE

Behavior Expectations

Academy for Early Learning students are expected to be well behaved at all times, respecting themselves, others and property. Our philosophy toward discipline is that discipline policies and procedures should provide guidance and direction toward acceptable behavior, with the goal being to develop a child's *self*-discipline.

The Academy for Early Learning staff has developed rules for student behavior within the school, at recess, and when out in the community. The methods we use in enforcing the rules involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student;
- Balanced against the severity of the misconduct;
- Appropriate to the student's nature and prior behavior;
- Fair to the student, parent and others; and,
- Effective.

Academy for Early Learning Discipline Policy:

The following general rules apply to all students:

School Rules

1. Follow age appropriate directions when they are given.
2. Show respect for yourself and others, their property and feelings.
3. Disruptive behavior is not tolerated anywhere on school property.
4. Follow lunchroom, playground, and classroom rules.
5. Walk quietly in the halls.

Consequences for Minor/Major Infractions:

Minor infractions require direct communication to the student. A second infraction will result in the loss of a recess or time alone from classmates, or natural consequences that are the result of the student's own actions. A third infraction will result in a parent phone conversation and/or conference.

Minor Infractions are, but not limited to: yelling (in classroom), slamming, kicking, or throwing personal or school property (without intent to injure another); disregarding the dress code; disobeying general classroom rules; disobeying cafeteria or playground rules; teasing, littering, sarcasm, or malice toward others.

Consequences: Natural consequences that are the result of the student's own actions; apologies, verbal or written; relinquishing privileges, such as recess time; activity restriction; trash pickup or other assistance to school staff. First major infraction will result in a parent conference to discuss possible suspension and other solutions.

Major infractions are, but not limited to: Hitting, pushing, shoving, kicking, biting, or otherwise physically assaulting another student; destroying school property; leaving the school premises without permission; defiance to an adult; verbal harassment of others; use of foul or profane language.

Consequences: Depending upon the circumstances and the age of the child, a form is sent home to be signed and returned; parents are contacted; a conference may be scheduled, during which appropriate follow-up actions are discussed.

We feel our teachers and all employees of AEL are responsible for helping the children learn to make proper choices and exhibit self-control. We do not view discipline as punishment. Our ways of handling discipline vary according to age. We do not punish our children physically or use punitive talk. With all ages, rules are clear and consistent. The most important technique we use is consistency. If a child cannot be managed by regular means of behavior management, exhausting all other means available, it will require the parent to remove the child for the day. We believe proper discipline should not be established during our education and care, but in the home. Parents and guardians are the child's best teacher. We expect parents to enforce proper guidance at home, and support our efforts at AEL. In the event a child consistently disrupts the classroom routines or demands too much of the teacher's attention, the parent will be called for a conference. The purpose of this meeting will be to identify and discuss the problem behavior and to develop a joint plan to correct the situation. Should the unacceptable behavior continue, the center may implement any of the following:

- ❖ Call the parent to remove the child from the center for the remainder of a particularly difficult day
- ❖ Require the parent to remove the child from the center for a designated period of time
- ❖ Require an Individualized Education Plan, or I.E.P. used in special circumstances

Special needs children will be evaluated, and appropriate individual plans will be made by all concerned. Plans need to be closely followed to maintain proper growth and development.

In the event an I.E.P. is not effective, the philosophy of AEL and the family differ to the extent the child is no-longer benefiting from the Program, or the needs of the child exceed AEL's ability, we do on occasion ask the parent to secure alternate means of care and education.

TODDLER BITING

In our experience, biting usually occurs because the children are non-verbal and cannot use words to express their needs.

When biting is exhibited the following steps will be taken:

- ❖ The child who bites is removed from the situation, attention is given to the child who has been bitten.
- ❖ We keep a log of biting incidents and look for patterns such as time of day, over stimulation, frustration, or stress.
- ❖ We work with the biting child to resolve conflicts and frustrations in an appropriate manner.
- ❖ We shadow the biting child when the child is with other children.

Like "magic", when a child becomes a preschooler the biting in nearly every case will cease. Communication is the issue, and only development can be the remedy. We ask for your understanding and patience as we work through these situations.

CHILDREN WHO BITE AT THREE OR OLDER

It is not considered developmentally appropriate for a child who is past the "toddler" stage to bite others on-going. The stage of maturation occurs before or very close to age three for most children. At times children over the age of three have not matured enough to attend group settings without biting. It is very dangerous to receive a human bite. If a child over the age of three bites on several occasions, the child will be asked to disenroll.

HOW THE CENTER COMMUNICATES

Communication between families and staff is crucial. Parents are encouraged to share events occurring outside of school, as it will help the teachers to respond to individual needs. Examples of such events are any family changes, ranging from a new pet, a parent going out of town, to a

death in the family. Other examples are changes in your child's diet, any administration of medication instructions, changes in pick-up routine for the day and location of children's personal items. Parents can write instructions or notes to the teachers on a clipboard located in the classroom.

The staff is always happy to discuss a child with his/her parent. However, it is often difficult to communicate. Please make arrangements to discuss questions or concerns of an extended nature before or after school. In this way, regular classroom sessions will not be disrupted. A parent who has an immediate concern should talk to Jessica Allen. She will attempt to respond to your concern or find an answer as quickly as possible.

- ❖ Daily Notes: Teachers of Infants through Toddlers will write a daily note to parents about each child each day. This report includes information about eating, toileting, diapering, napping and personalized information about the child's activities. Specific information will be conveyed to the parents as needed on a board inside the classroom.
- ❖ Newsletters: Monthly newsletters to parents are written to inform them about the activities planned for the month.
- ❖ Conferences: Parent conferences are held three times yearly. The teachers will assess the children using their knowledge of development, portfolios, observations and daily notes. At times, we may also use developmental assessment tools such as the Ages and Stages evaluation. The results are used for conferences with parents and for planning the curriculum.

If a developmental concern arises, the center will schedule a private meeting with parents, Head of Schools, Preschool Coordinator, and teacher. If a child appears to be having difficulties in the classroom, the teacher will contact the parent or guardian for additional conferences in order to obtain insight into the child's behavior.

PARENT CONCERNS

When a concern has been identified, the parent should first discuss the issue with the teacher if appropriate. An appointment should be scheduled to resolve an issue with the help of administration, and the individual requesting the appointment prepare and submit for review a written list of points prior to the appointment. The Administration will research the issue and respond to the parent in a follow-up meeting if a resolution is not found.

PARENT PARTICIPATION / ROSTER

Parents may visit at any time. A Parent Roster is available upon request listing the names and numbers of families who wish to be listed. Please request this in advance if possible. Parent volunteers are welcome in the classroom to read, extend our learning with their knowledge, share a love of music or other art, or help with an activity or field trip. We recognize that many parents work and are unable to help during the day, but other opportunities, such as fundraising for the center to buy supplies and to pay for social events may be one way to get involved.

SECURITY PLAN

Visitors to the school are directed to the office. Prospective clients and others who wish to observe our school are escorted by staff to the appropriate area of the building and introduced to the staff. Each classroom has a phone. A PCS is provided outside with a class so help can be summed if needed.

VOLUNTEERS

We welcome volunteers of all kinds. Adults who can help in a classroom or read a story are always a treat. We also have a commitment to the early childhood field and as such we serve as a practicum site for early childhood students from local colleges and universities. Regular basis visitors must have a medical statement, references and a non-conviction statement on file. For those volunteers that will be with the children for regular periods of time, we require a Federal and State BCI Investigation. No volunteers are ever left alone with any children for any reason.

SUPERVISION OF CHILDREN

All children are supervised at all times by a staff member and there is a supervisor or designee at all times as well. A child of school age is allowed to go unescorted to the restrooms and run errands inside the building. All school-age children enter and leave with a parent/guardian/authorized adult or authorized transportation. We will not allow a school-age child to leave our care without an adult. A group of no more than six students, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member as long as the staff member can see or hear the children at all times and check on the children periodically.

BIRTHDAYS

Birthdays are special times for children and we like to recognize their special day too. Parents are encouraged to bring in a special treat your child can share with his/her friends (see Modified Diets). Only prepackaged foods can be served, and there should be enough for every child in the class. If you are having a birthday party outside of school we ask that you do not talk about the party in front of other children to avoid hurt feelings. If invitations cannot be mailed and need to be given to other children please have a parent put it in their school mailbox and do not have your child hand them out.

TOYS FROM HOME

We do not permit toys from home because we do not want children to be upset when toys get broken, children cause disturbance because of sharing issues, the toy is not appropriate for the school, or the toy is lost. Teachers are busy taking care of children and we cannot be responsible for personal toys.

NAPTIME

In the Infant Room, we follow the child's schedule. Children sleep when they are tired or when their parents indicate a child's normal naptime. For children in our Toddler through Preschool Rooms, a nap period is provided in the afternoon. Your child will be assigned a sanitized cot. Parents are asked to provide a crib size blanket and pillow clearly labeled with the child's name. Naptime is also the time when breaks are given. Children are to remain resting on their cot. No wandering around the room is permitted due to strict safety guidelines.

FIELD TRIPS AND OTHER SPECIAL PROGRAMS

Staff/child ratios will be maintained at all times throughout the trip. The staff member with the children will be trained in First Aid and a First Aid kit will accompany the group. Each child will wear an ID with the center's name, address and phone number. All field trips must have specific parent permission unless the class goes on a walk close to the grounds for which we get parent permission when you enroll. These permission slips for routine field trips within the neighborhood will be updated yearly. If any major street is crossed, specific information will be given and parent permission will be obtained. If there is an off site field trip there may be a cost charged to the parent to help cover expenses.

SWIM POLICY

During the summer months, children over 3 will have the opportunity to swim in small wading pools outside in the play area. Parental written permission and restrictions will be obtained each summer for that season's swimming activities. When a group swims in the small wading pools, two adults must be present at all times. The pools are emptied and disinfected after each group uses them. Non-toilet trained children must wear a special type of swim diaper at all times.

OUTDOOR PLAY POLICY

All children will go outside unless extreme weather prohibits it. When advisories are issued due to the weather, the children will remain inside and use the Upper-Level Common Area for play. Examples of this type of weather condition are extreme cold or hot, wind chill alerts, ozone alerts or storm warnings. While children may be outside if it is warm and lightly raining, any thunder, lightning or storm warnings require all children must move inside the building.

NUTRITIONAL SERVICES

The school's meal program is provided in accordance with the nutritional guidelines provided by the Child and Adult Care Food Program, a division of the Ohio Department of Education. Our meals and snacks are prepared on premises.

Breakfast/Snack is offered by the center. The center provides a morning snack to children present at 9:30 am and an afternoon snack at 3:00 pm. School children have snack when they arrive after school. Parents may bring in snacks to celebrate birthdays or holidays from home (see Modified Diets). We appreciate being notified so that we can modify our day accordingly. All children present will be served lunch at the scheduled time for their class between the hours of 11:30 am and 12:30 pm. Each room has our menu posted. If there is a food listed that your child cannot have, please have your physician complete our form to that effect. Otherwise teachers encourage children to taste each item on their plate. We hope to provide variety and occasionally new food experiences.

Parents of children with special dietary needs (food allergy, food intolerance) need to provide documentation and a plan for modifications provided by your doctor. We will accommodate any food substitutions requested by parents for religious or cultural reasons as long as our CACFP meal pattern requirements are met and it is financially feasible for us to do so.

Menus will be distributed to every family and are posted in each classroom. Quantities of food served are posted on the menus. Any changes in the menu will be posted for that day.

MODIFIED DIET

We will accommodate modified diets required by a doctor or required for cultural or religious reasons. In these cases, a specific form needs to be obtained from the office and signed with specific instructions from the physician or parent. If a child needs an alternate juice or milk, a parent must provide these daily. When parents provide treats for a classroom, the center always verifies the ingredients and replaces the treat if necessary for children on modified diets. If a parent wishes to provide specific food, the food must be stored in a proper fashion. The meal must fulfill one-third of the child's recommended daily dietary allowance. With the food provided by the center all four food groups must be provided.

SAFETY

The safety of our children and staff is of primary importance. It is the responsibility of all staff to maintain a safe environment indoors and outside, monitor equipment for safety, and implement safety measures when transporting children in moving vehicles. Regardless of other precautions,

there is no substitute for constant supervision when it comes to keeping children safe. **NO CHILD SHALL EVER BE LEFT ALONE OR UNSUPERVISED. NO CHILD, unless school-age IS TO LEAVE A CLASSROOM UNLESS ACCOMPANIED BY AN ADULT.** Compromising a child's safety in any way is cause for disciplinary action or termination.

CHILD ABUSE POLICY

Child abuse/neglect can be in the form of physical abuse, emotional abuse, sexual abuse, neglect and/or maltreatment. Employees are mandated reporters. Those trained in Child Abuse and Neglect will immediately report such information to Children's Services. It is important to communicate with your child's teacher about any serious injury that may have occurred at home.

TORNADO DRILL/ WARNING

Provided there is ample warning, all teachers and children should proceed to their designated area as posted in their room. Once there, all children should kneel and cover their heads with their hands. Detailed instructions are posted in every room occupied by children. Drills will be held as required.

EMERGENCY FIRE DRILL AND EVACUATION

A detailed plan to evacuate each room used by the children is prominently posted. There are alternate routes for substitute as well as regular staff to know exactly what procedures to follow. The fire department will be notified of any planned fire drills. The children and staff will return to their classrooms when an official gives the all-clear signal. Fire drills occur at least monthly. They are documented with date, time, and length of time for evacuation from building, persons participating, and comments. Documentation will be posted in the office.

ANTI-HARASSMENT/NON-DISCRIMINATION POLICY

We are committed to maintaining a work environment free of harassment and discrimination. We will not tolerate any form of harassment or unlawful discrimination against employees by anyone. Each employee and parent will respect the individual differences of fellow employees, parents and children, and be sensitive to the different backgrounds of each. Harassment consists of unwelcome conduct whether verbal, physical, or visual, and is based upon a person's protected status, such as sex, race, ancestry, religion, national origin, age, disability, medical condition, marital status, citizenship status, veteran status, sexual orientation or other protected group status. Harassment denigrates or shows hostility or aversion toward any individual because of his or her protected status or that of his or her relatives.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex may constitute sexual harassment. This conduct is unlawful when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

ACCIDENTS

Providing a safe, secure environment where children can play, explore and discover without risk of harm is the foundation of healthy growth and development. Rooms and equipment are designed to protect children from harm. Staff/child ratios meet or exceed state requirements and ensure that children are properly supervised at all times. Nevertheless, accidents can still occur. Accidents include, but are not limited to:

falls resulting in scrapes or bruises, all bumps to the head, injuries caused by other children (e.g. bites and scratch wounds), injuries caused by toys, furniture, playground equipment etc. All

accidents to children or staff are documented in an incident report (available in each classroom and in the office) and signed by a staff leader. When a child is injured, the parent/guardian is informed and given a copy of the incident report after signing it. Another signed copy is kept for the child's record at the center.

HEALTH

A healthy environment protects both children and staff and encourages the development of healthy habits for a lifetime. It is a cornerstone of quality care and a priority. Our established practices are intended to ensure such an environment and include:

- ❖ Daily health screening of each child upon arrival at the center.
- ❖ Cleaning and sanitizing procedures.
- ❖ Frequent hand washing by staff and children following established procedure*
- ❖ Use of disposable gloves for changing diapers, toileting accidents of older children, cleaning equipment and surfaces contaminated with body fluids (blood, urine, stool, vomit, mucus)
- ❖ Changing diapers according to established procedure*

DAILY HEALTH SCREENING

The receiving teacher must perform a health check on each child every day upon arrival at the center. The check includes observing the child's appearance and behavior and asking the parent/guardian about the child's well being since last attending the center. Any unusual observation, such as an injury the child has sustained since being at the center, must be recorded in the daily log. The child's temperature must be taken promptly if fever is suspected.

It is the responsibility of teachers to observe children throughout the day and to notify the parent or guardian immediately if a child's appearance or behavior indicates he/she is unwell. The child observation form is to be used to record observations and interventions and is given to the parent/guardian when the child is discharged.

When it has been determined a child is ill, the teacher releasing the child is responsible for notifying others of the illness. This includes written notification to inform staff who work in the classroom during other shifts.

HAND WASHING

Proper and frequent hand washing is the most effective way to prevent the spread of infection and must be done throughout the day at the following times:

Staff:

- ❖ Upon arrival at work
- ❖ Before and after handling food, preparing bottles, feeding children
- ❖ After using the toilet, changing diapers, helping a child with toileting
- ❖ After contact with body fluids
- ❖ After removing disposable gloves used for any purpose
- ❖ Before and after administering medication
- ❖ After performing cleaning tasks or handling garbage
- ❖ After handling pets, their cages, equipment
- ❖ Before and after using water tables, after sand play
- ❖ After play in the playground
- ❖ Before going home

Children:

- ❖ Upon arrival at the center
- ❖ Before and after eating
- ❖ After toileting or diaper changing
- ❖ Before and after using water tables, after sand play
- ❖ After play in the playground
- ❖ After handling pets, their cages, equipment
- ❖ Before going home

Note: Children must be given the help they need to wash properly. Infants' hands must be cleansed for them.

MEDICATION

Medications (which includes all medicines used internally or externally, modified diets, vitamins and fluoride treatments, see the next section for definitions) are to be administered in strict accordance with state licensing regulations.

AUTHORIZING MEDICATION FOR YOUR CHILD

Before any medication is given to a child, the parent/guardian must complete and sign the authorization form provided by the state and available in the Preschool Coordinator's office. A physician's signature is necessary for all medication.

Nonprescription medications given internally require a physician's instructions and signature on the authorization form.

A physician's signature is necessary for non-cortisone, nonprescription ointments, creams and lotions. When such a preparation is used for routine skin care, the authorization must be renewed after twelve months. If used for a skin condition, it cannot be used for more than 14 consecutive days at any one time.

All medication must be in the original container and labeled with: the child's name, a current date (within twelve months),

The name of the medication, the dosage and how often it is to be given daily, specific instructions for giving the medication, storage instructions and the medication's expiration date. Prescription medications must also indicate the prescribing physician or dentist's name. Any questions or concerns arising from a request to give a child medication should be discussed immediately.

MEDICATION ADMINISTRATION

Only staff that has completed state training in common childhood illness may administer medications. The written procedure for medication administration is followed. No school age children will be allowed to have or use medications or inhalers. Staff will carry emergency inhalers or medication for a student.

Medications containing a narcotic are only to be administered by Administration or a parent/guardian.

Each time a medication is administered, it must be recorded immediately on the form provided by the state. All documents related to medication administration must be kept on file for one year. A child taking any kind of medication is to be observed for possible side effects that, if they occur, must be reported immediately to Administration. The parent or guardian is notified. Information about what the medication is intended to do and its possible side effects must be obtained from the parent, pharmacy or physician prior to giving the medication at the center.

All medication is stored beyond the reach of children. Internal medications are kept in a locked box or locked cabinet, depending on the classroom. Medications requiring refrigeration are placed in the refrigerator closest to the child's room and separated from food and beverages in the

refrigerator. Ointments, lotions and creams are kept in baskets on a high shelf convenient to where they will be used.

Any error that occurs in the administration of a medication must be reported to the Administration immediately. If the error involves a child receiving an overdose of medication or the medication of another child, the poison control center must be contacted for advice. The child's parent/guardian is informed promptly and an incident report is completed. The child must be observed for any possible reaction.

DEFINITIONS

Under state regulations, medications administered in a child care center include all medicines used internally or externally, modified diets, food supplements and fluoride treatments, and are defined as follows: Medication is any substance or preparation containing active chemical ingredients for the purpose of prevention or treatment of a wound, injury, infection, or disease.

Modified diet is any diet eliminating the use of any one or more of the four food groups or altering the amount of food required to be served to meet one-third of the recommended daily dietary allowance. Food supplement means a vitamin, mineral, or combination of one or more vitamins, minerals and/or energy-producing nutrients (carbohydrates, protein, or fat) used in addition to meals or snacks. Fluoride supplement is any fluoride preparation prescribed to be taken internally for the purpose of preventing dental cavities.

ILLNESS AND COMMUNICABLE DISEASES

Communicable diseases are illnesses that are spread from one person to another either directly by such means as coughing, sneezing, or skin contact with infected body fluids, or indirectly by handling contaminated objects such as diapers, tissues, linens, toys etc, or through contaminated food, or by a living carrier of disease such as a fly, tick or mosquito. The communicable disease chart is displayed in the director's office.

Control and prevention of these diseases among children and staff are important in order to promote wellbeing, prevent absenteeism and avoid serious health problems. Several illnesses that can have serious consequences can be prevented by immunization. Proper and frequent hand washing is the most effective measure that everyone can take to help prevent the spread of illness. Staff must also be alert to signs that a child is not feeling well so he/she can be isolated promptly and cared for appropriately.

Signs of Illness That May Be Life Threatening:

If an illness appears life threatening the emergency squad will be called and a parent is contacted.

- ❖ Severe coughing, high pitched whistling (barky) sound, with redness or blueness in face, rapid or difficult breathing
- ❖ Vomiting with other signs such as fever, headache
- ❖ Temperature of 100 degrees Fahrenheit or more (axillary) when combined with any other sign of illness such as lethargy, abnormal activity, vomiting, extreme tiredness, difficult to wake, stiff neck
- ❖ Difficulty in breathing or swallowing

Signs of Probable Illness

If signs of a probable illness are identified a parent will be called and advised to take child to a doctor.

- ❖ Fever of 100 degrees F (axillary)
- ❖ Sore throat

- ❖ Eye redness, swelling, drainage
- ❖ Unusual spots/rash with fever or itching
- ❖ Crusty, bright yellow, gummy skin sores
- ❖ Diarrhea and/or vomiting two or more times in day (teething is not considered a cause of diarrhea)
- ❖ Yellowing of skin and white part of eyes
- ❖ Clay-colored stools and/or tea-colored urine

Signs of A Possible Illness

If signs of a possible illness are identified a parent is informed and the child observed closely.

- ❖ Earache, discharge from ear
- ❖ Headache
- ❖ Itching of scalp; if nits are found the child is isolated and parents are notified and required to seek treatment
- ❖ Evidence of other parasitic infestation (scabies, intestinal worms.)
- ❖ Fever, but less than 100 degrees F (axillary)
- ❖ Fussiness
- ❖ Runny nose
- ❖ Mild cough

Fever

Child will be immediately released when:

- ❖ Child 4 to 24 months has an axillary temperature of 101 degrees F or higher
- ❖ Child over 24 months has an axillary temperature of 102 degrees Fahrenheit or higher

Emergency squad called, parents called if:

- ❖ Infant under 4 months has an axillary temperature of 100 degrees Fahrenheit or higher
- ❖ Any child over 4months has an axillary temperature of 105 degrees Fahrenheit or higher

Resource Teacher Guidelines for Common Childhood Illness for Child Care Programs: Ohio
Department of Health and Ohio
Department of Human Services

WHEN A CHILD SHOWES SIGNS OF ILLNESS

A child who is suspected of having a communicable disease is to be isolated immediately in the childcare office. Infants who cannot separate comfortably from the usual caregiver may be isolated in a portion of the infant room away from other children. Parents are immediately called and a parent is asked to come pick their child up or to designate someone else to pick their child up as soon as possible. We cannot provide childcare for mildly ill children who might be contagious to others. If a parent cannot be reached, a person designated on the child's enrollment and health form will be contacted and asked to come for the child. Parents are asked to inform baby-sitters, relatives or friends of this policy particularly at times when the parent will be out of town. In case of emergency, the center should always know whom to call.

No child is ever to be left alone or unsupervised and an adult must always be within sight and hearing of a child who is ill. A child observation form is used to record observations and interventions and is given to the parent upon discharge. The sick child is provided with a cot and a blanket while she/he is waiting to be discharged to the care of a parent. The cot and any other equipment used by the sick child must be cleaned and sanitized after the child leaves. The blanket goes home with the parent to be laundered. Parents are advised their child may not return to the center until he/she has been symptom-free for 24 hours or has written authorization from the child's physician. Parents need to notify the center when a doctor confirms a suspected communicable disease. Parents of children in the same room are then notified of their children's exposure to the illness, the incubation period and symptoms to watch for.

If first aid is needed, a member of the staff who has completed state-approved first-aid training must render it. A list of those trained in first aid and in CPR is posted in every room. The first-aid supplies are located in the office of the center and in the school-age classroom. First-aid supplies are always taken on field trips.

The following policies are to be observed:

- ❖ Administration is to be notified immediately when a child sustains an injury of any kind to anywhere on the head.
- ❖ Injury or illness requiring immediate medical care will require a 9-1-1 call; the child's parent/guardian is contacted.
- ❖ Emergency procedures are posted in each classroom and staff members are aware of the policy and procedures.
- ❖ If an injury requires medical attention, another staff member will care for the remaining children.
- ❖ If a child is to be transported by ambulance, a staff member accompanies the child until a parent or guardian is present.

An incident report will accompany the child if time permits.