

# DAYCARE

## at the Child Development Center of Prince of Peace Catholic Church

### GUIDELINES AND POLICIES

Although we are permitted to set our own standards of operation, we include the regulations set forth by the Department of Children and Families (DCF), in our guidelines and policies.

#### Health and Safety

- Keep your child at home if there are signs of illness, such as yellow or green discharge from eyes, or throat; fever of 101 or higher, rash, heavy coughing, vomiting, and/or diarrhea.
- Report to the Daycare if your child contracts a communicable disease or condition, such as chicken pox, conjunctivitis/pink eye, mumps, head lice, pin worm, ringworm, strep throat, thrush.
- If your child exhibits signs of illness at the Daycare, you will be notified immediately. You will be expected to pick up your child *as soon as possible* once the call is placed.
- We strive to provide a safe environment for your child and the best care possible, however accidents will occur. When your child has had an accident while under our care the teachers will write an “Accident Report” to let you know what happened to your child, or an “Incident Report” to let you know what your child did. This paper will have a brief description of what happened and what action was taken. It will be signed by the Director, the teacher writing it, and the parent once he/she is informed of what happened. The form will then be placed in your child’s file.
- When your child is sent home because of a potentially communicable disease, you will be asked to sign a “Sent Home Report”. This form will give you some information about what the teachers noticed different in your child that day and it will be placed in your child’s file. [Any child suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed and cannot be returned without medical authorization, or until the signs and symptoms of the disease are no longer present. (DCF Chapter 65C-22.004)] (Example: If you pick up your child at 2PM today, s/he can return the next morning **with medical authorization stating *the cause of the illness and that the child does not have a communicable disease*** or s/he can return at 2PM the next afternoon, without medical authorization, **if** the signs and symptoms are no longer present. Signs and symptoms of a suspected communicable disease include, but not limited to, the following:
  - >Severe coughing, causing the face to become red or blue or make a whooping sound,
  - >Difficult or rapid breathing,
  - >Stiff neck,
  - >Diarrhea (more than one abnormally loose stool within a 24 hour period),
  - >Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness,
  - >Conjunctivitis and/or Pink Eye,
  - >Exposed, open skin lesions, yellowish skin or eyes,
  - >Unusually dark urine and/or gray or white stool.

### Dispensing Medication

- Prescription and non-prescription medication brought to the Daycare facility for mildly ill children by the custodial parent or legal guardian must be in the original container.
- Prescription medication must have a label stating the name of the physician, child's name, name of the medication, and dispensing directions.
- All prescription and non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacture's label. (DCF Chapter 65C-25.006(6))
- We cannot dispense over-the-counter medicine unless it comes with a doctor's prescription label on it. No Tylenol, Motrin, Dimetapp, Pediacare, Ibuprofen, etc., can be given to children under 2 years of age. Please notice that the label says, "for children under 2 years old call the doctor". You can give the medicine when you drop your child off and come in any time during the day to give a second dose, but we cannot do it.
- An Authorization For Prescription and Non-Prescription Medication Form must be completed by the custodial parent or legal guardian. (This includes diaper rash cream.) The form must indicate the name of the child, age, name of the medication, amount to be given, time to be given and the parent/ guardian signature.
- Please include the day, date, time and amount of medication you LAST administered to the child.
- **NO MEDICINE WILL BE GIVEN IF THE FORM IS NOT COMPLETED PROPERLY AND SIGNED.**
- Please do not leave any medication in the classroom or in your child's bag. All medications with the signed form should be given to administrative staff in the front office.
- Each authorization form is only valid for the duration of the prescription.

### Pick-up Authorization Card

It is assumed that both parents will pick up your child... BUT -- it will be helpful if you included yourselves and your daytime phone numbers and cell phone numbers, as this is the way we must contact you in the event of an emergency or weather alert.

- Always include how the pick-up person is related to your child
- Make sure that your information is always up to date.
- Remember you can add or delete names to the card at any time
- Unless the name is on the card your child will not be released from the Daycare's care.
- The Daycare will always ask for a valid ID (i.e., Drivers License), of the person that is picking up your child.
- No child will be released to anyone less than 18 years of age.

### Lunch and Snacks

- In the Infant and Baby Rooms formula, milk, juices and foods are all provided by the parents.
- In the Toddler Rooms it is the Daycare's responsibility to provide milk and juice for breakfast, lunch and snacks.
- In the Toddler Rooms, breakfast and lunch is provided by the parents. Send finger foods as often as possible.
- All cups, bowls and containers are required to have FIRST and LAST name of each child on each item. (DCF Chapter 65C-22.005(3) (c)).

Child Abuse and Neglect Policy -- In accordance with Florida State Laws, it is the Daycare's responsible to report any suspected child abuse and/or neglect to the proper authorities.

### Discipline Policy

- Biting and hitting is not allowed in the Daycare, however, especially with the one year olds it does occur. We will study every situation as an individual case, and we will try to best understand why the child reacted that way. As a parent we need your help to keep this problem under control. You can help us by instructing your child that their hands are to give hugs, not to pinch, push or hit, and that their mouth is for talking and eating not to bite. Slowly but surely your child will get the idea.
- We incorporate the philosophy of positive reinforcement with the children. We use redirection as our preferred way of handling "a problem", but when necessary we will use "time out" as a method to keep the classroom safe for all children.
- The child will be given three opportunities per day to redirect his/her behavior. The fourth time the behavior happens again, "time out" will be used. If the behavior still happens, the child will be taken to the office to spend some time away from the classroom.
- If too many trips to the office are necessary the parents then will be contacted and a meeting with the Teacher and Administration will take place to try, as a team, to find the best way to help your child overcome the negative behavior.

### Dismissal Policy

- If a child becomes a disciplinary problem, infringing upon the rights and safety of the other children in the Daycare, we will proceed to give you a time frame of two weeks to remove the child from the Daycare, but if during those two weeks the situation gets worse we reserve the right to immediately terminate service for that child.
- Lack of respect toward the teachers, other students or parents, will not be tolerated. The parent of the child being disrespectful will receive a note from Administration explaining what happened. When such a situation happens, the child will be put on an immediate 1-day suspension. If the offense is repeated the child will be terminated without a grace period.

### Dress code and clothing Policy

- For Infant and Baby Rooms -- bare feet, shoes, sandals and/or socks are acceptable attire for infants.
- Children that can walk -- sandals or open toe shoes are discouraged. It is difficult for them to participate in activities with their toes uncovered.
- Once children are promoted to the Toddler Rooms -- covered toe shoes are strongly suggested for every day wear. It becomes a safety issue when they go outside.
- Dress your child according to the ever changing Florida weather. Keep a change of winter as well as summer clothing in your child's cubby and please label all clothing.
- Dress your child in clothing that can "take" finger paint, tempera paint, clay and outside play.
- Potty training children should wear clothing that they themselves can easily manage in the bathroom. Although the teacher is there, when they think they are able to do it, it reinforces their confidence.
- Please keep a fresh change of clothing at the Daycare, children make messes when you least expect it. Wipes are another item needed and requested to be replenished on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

### Hours of Service

- A Daily Activity Chart is kept regarding your child's day and they are available for you to review upon request.
- Our hours of operation are Monday through Friday from 6:30 a.m. to 6:00 p.m. Please drop off and pick up your child(ren) within the times of operation and always leave your child with a teacher.
- In the Toddler 2 and 3 years old classrooms, when the children begin to show an interest, potty training begins. You will be asked to send pull-up, training pants and eventually underwear.
- If you keep your child out for a week you must pay for that week. If your child is out for more than 5 consecutive days (i.e., vacation), your child will be removed from our roster and you then take the chance of there not being an opening available when returning to Daycare.
- Each time your child is promoted to the next room you should be given a Room Schedule. They are not drastically different, but you will see developmental changes in the daily routines.
- The calendar year begins January 1 and ends December 31<sup>st</sup>. Deviations from the normal service times will be posted in advance. A full week payment is due for holidays, illnesses and absences. The Daycare will be Closed on:
  - >New Year's Day
  - >Memorial Day / Last Monday in May
  - >Labor Day / First Monday in September
  - >Thanksgiving Day/4<sup>th</sup> Thu. in Nov. and the day after
  - >Good Friday
  - >July 4<sup>th</sup> / Independence Day
  - >Christmas Day

### Emergency Evacuation Procedures

- When an emergency situation arrives we will try to maintain our normal schedule activities with the children so they feel safe and secure.
- We have Fire Drills on a monthly basis so evacuating the building will not be a completely new experience for most of our children.
- When we evacuate the "Authorized Names for Pick-up" Card is what we will be using in every attempt to contact you and/or anyone else that is available to pick-up your child. You are responsible for keeping this information current.
- If there is a State of Emergency, you will be expected to pick up your child, as soon as possible.
- In the event of a hurricane warning a readiness condition is established. This means that the hurricane winds will probably strike the area within 24 hours or less. Daycare at The Child Development Center of Prince of Peace Catholic Church will follow the Duval County School District procedures. We urge each parent to listen to the radio and television news to be informed of what weather conditions are coming our way, and in doing so we can work together to make sure every child is safe.
- In every phase that is considered an *emergency*, we will make every effort to contact you. We will not assume you will be here, **we will contact you in case you need to instruct us to contact someone else on your pick-up list** that can come and get your child.

Thank you for carefully reading these Guidelines and Policies and the Financial Agreement and Tuition Charges Information Sheet for The Development Center. We look forward to a positive relationship between your family and the Prince of Peace Daycare Family.