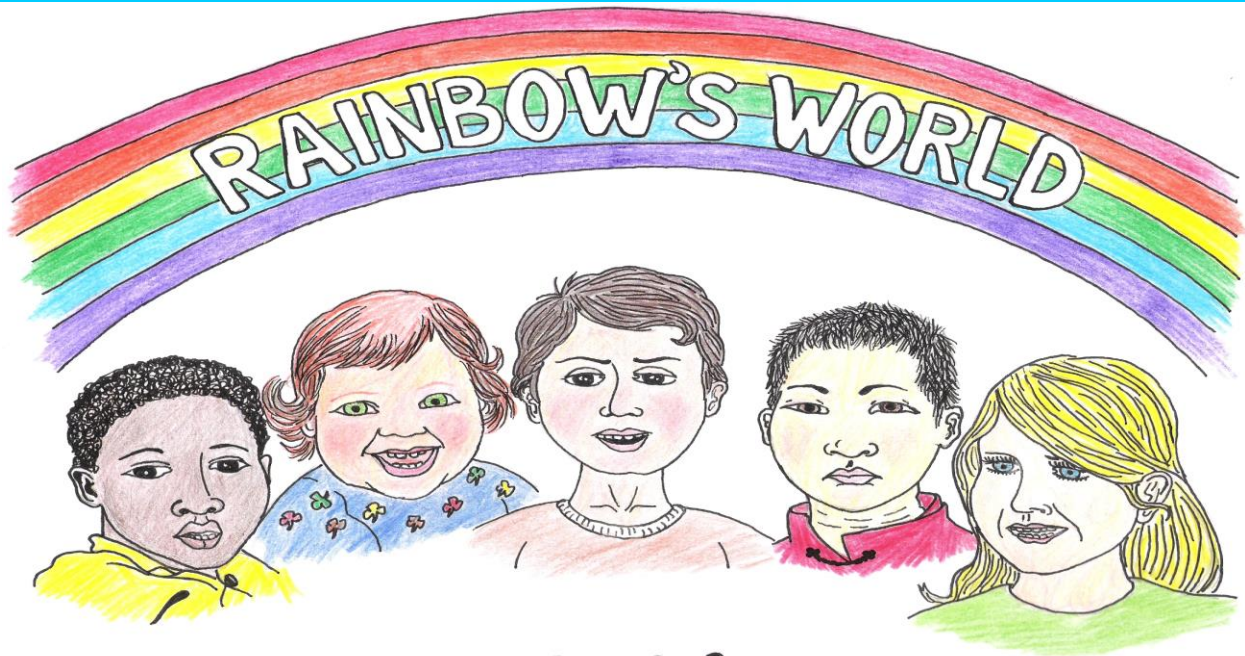


PARENT HANDBOOK



Family Child Care

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FACILITY LICENSE #384001808

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INTRODUCTION TO THE PROGRAM

Welcome to the RAINBOW'S WORLD FAMILY DAY CARE, we work hard to help children develop positive attitudes toward themselves and others. We believe that children, who gain a sense of security, self-worth and personal accomplishment when they are young, are much more likely to be successful learners and happy people throughout their lives.

Our program is dedicated to serving a widely diverse clientele. Within our child/parent population you will find a range of family needs, income levels, religious and ethnic backgrounds and lifestyles. We warmly welcome this diversity and believe it is crucial to the quality of care experienced by all children in the center.

Philosophy Statement

The early educational experiences of a child can have a life-long influence in a way in which the child values education. Our philosophy is that a learning environment is effective when the curriculum is age-appropriate, its evolutionary, respects culture and home-language; and you integrate daily stimulating experiences for a child based on his/her interest. A parent's participation reinforces early learning and benefits the child and the entire family when parents become resources for themselves and for others.

Statement of Convictions

We strive to deliver excellence in child care in a nurturing environment where the uniqueness of each child is recognized and respected and where children are safe, growing and learning.

In support of this mission, we strive to:

- Provide services that facilitate the development of the whole child (social, emotional, physical, and intellectual).
- Help children reach their full potential by focusing on their unique interests, abilities and needs.
- Provide an environment that is stimulating, educational, caring, clean, healthy and fun.
- Develop supportive relationships with parents and provide them with peace of mind.
- Be affordable and provide flexibility, especially to our children.
- Treat everyone – children and parents with respect, dignity and civility.
- Provide a setting that is inclusive and fosters diversity.
- Maintain the highest ethical and professional standards and practices.

DESCRIPTION OF THE PROGRAM

Licensing

RAINBOW'S WORLD FAMILY DAY CARE is licensed by the Department of Social Services of the State of California, Community Care Licensing Division in September 2005. We are licensed for eight children. You may obtain information about our license or about general licensing standards by calling the Department of Social Services, Community Care Licensing Division, Peninsula Regional Office, (650) 266-8843, and refer to License #384001519.

Hours and Calendar

RAINBOW'S WORLD FAMILY DAY CARE is open year-around, **Monday through Friday from 8:00 A.M. to 5:30 P.M.** We are closed for the following holidays:

- Martin Luther King's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day •
- Thanksgiving Day and After Thanksgiving day
- Christmas Eve & Christmas Day
- New Year's Eve & New Year's Day

We will attend state conferences in the spring and fall in order to stay on top of child development issues in the field, the conferences run Friday through Saturday so the program will be closed for one Friday in the spring and one in the fall.

Profile of Ms. Mondoy

After a year working as Nanny, She made the choice to do family child care. She knew the importance of planning a developmentally appropriate curriculum, and the safety aspects of the program setting. She wanted to find a way to provide care for young children that would meet there needs for security, warmth and creativity as well as there needs for learning, safety and consistency.

She has education in early childhood development through accredited courses, and currently posses Certificates in Child Development in General, Infant & Toddler Care, School Age Care and Administration from City College of San Francisco. **Also, she holds an Early Childhood Master Teacher Credential from California Commission Teacher Credentials.** As a requirement by the State of California, Childcare Licensing, first-aid and CPR training is renewed every two years.

Curriculum

At RAINBOW'S WORLD FAMILY DAY CARE, we recognize that children have different needs at different developmental stages. We know that children learn by doing, and they must have the space and time to explore and discover independently, to take reasonable risks and to challenge their minds and their bodies. Infants focus on developing secure attachments to adults, a healthy self image, large and small motor skills and receptive and expressive language skills. Toddlers build on the skills begun in infancy and in addition focus on sensory, large muscle, social and self-help skills. Preschoolers develop skills related to problem solving, abstract thought, language, critical thinking and socialization.

The curriculum at the RAINBOW'S WORLD FAMILY DAY CARE is based on the CREATIVE CURRICULUM which emphasizes all the skills listed above. We provide a safe and loving environment that is rich in ideas, opinions and opportunities. Children choose from a variety of stimulating, developmentally appropriate activities set-up in interest areas around the room. We provide children individual attention and to extend their learning experience within a given area. It is our responsibility to provide age appropriate activities that are creative and interesting in a full range of development areas and to remain informed and updated on new methods through training.

While it is our desire to expose children to a variety of beliefs, customs and lifestyles, we strive to maintain an environment in which no one person's or group's beliefs or ideas are promoted above or to the exclusion of others. From time to time we find that young children are unable to distinguish the line between exposure to and promotion of an idea or belief. Innocent discussions can quickly become heated arguments for children whose scope of understanding is limited by their age or developmental level. When this happens, we will re-direct children to another topic of discussion or area of activity.

Additionally, our curriculum strongly discourages any type of violent, racist or sexist play. While we recognize that from time to time children do display this kind of behavior in their play, we believe it is our responsibility to create and maintain an atmosphere that ensures security and respects individuality in both children and adults.

Daily Routines

The Rainbow's World daily routine and lesson plan components are based on the children's social interaction levels and built to cover many developmental areas during each activity. This structure was formed from the current findings in early childhood development that show a child will experience growth in several developmental areas while doing one activity.

During the infant/toddler years the day's routine is completely determined by their individual interests and needs. Most important during this time is for the child to feel secure and loved. Only after building this stable base will they then step out into the world of socialization. And research has proved that the stronger this base of security is the

stronger the child's sense of autonomy is and thus a successful transition into positive socialization is made. A routine will be established based on the child's needs to promote this sense of stability. This routine will eventually be expanded to include activities appropriate for more advanced socialization skills until the preschool years arrive.

During the preschool years the day is begun with small group interaction in a variety of settings such as dramatic play, building and sensory table. Our position during this time is to model positive social interaction and encourage the children in being polite, caring and respectful of others, and to share and do much of their own problem solving and negotiating. The small group sizes allow the children to practice these skills with just a few other children in a low intensity setting.

The group then moves together for a large group activity, but still with some teacher interaction during Group Time. This brings the children into a higher intensity setting due to the larger number, yet because of the teacher direction given throughout the Group Time the children are eased into this group size and the type of interaction appropriate for them to successfully interact at this level.

Then they move to Snack where we continue to model interaction and communication skills. Afterwards the children enjoy freedom of large group interaction during Outside Play. During this time we allow for open socialization between the children with slight teacher intervention. The children are given the opportunity to interact in a high intensity setting while we are available for major conflicts and advice, but the children feel self sufficient to use the skills which have been modeled throughout the day.

Following this open forum, the children continue as a group, but are given some direction during the Creative Experience and have a chance for extensive communication and problem solving as individuals and groups. The intensity level starts to decline opening up the opportunity for in-depth discussions and reflections of the activity being done.

After a full morning of various levels of intensity and social interaction the children now choose a Quiet Activity to work on alone or with the teacher to allow for some private time and special one-to-one encouragement. There is minimal social interaction which gives the child the chance to relax, concentrate on their personal needs and work on individual skills.

Lunch is served, and then the children lay down for naptime. Each child gets to choose a book to be read. Children under 2 will sleep in playpens. Children over 2 will sleep on 2 inch thick mats with their own sheets/blankets. Children are not required to nap, but are expected to remain quiet and on their mats during the reading of everyone's books and a short quiet time, after this if the child is not sleepy they are allowed to get up and engage in quiet activities. After everyone is awake we have snack.

After snack the children choose their own activities while waiting to be picked up. Group games are avoided as it makes it difficult for parents to get a child to leave the game when being picked up. However, dancing and other musical activities that can be joined/left at will are the usual choice of activity by the children in the afternoons.

Throughout the day we model positive social interaction and use encouragement and praise to reinforce the children's good social skills. In addition, we are available at all times to give personal attention to individuals who may need the extra hug or word of encouragement to join the group.

These sequences of events become our “routine”, not a “schedule”. The difference is that as a routine it becomes something the child can count on and feel secure about. They will always know “what comes next”. This continues the reinforcement for the child to feel secure and stable. A “schedule” would include a time table. This we do not have. We feel each activity should be allowed to follow its natural course so the children feel relaxed, and are given the opportunity to finish any activity they began. There is no rushing. If the children spent the entire day having an in depth exploration of one activity where many developmental areas were explored and creativity was the driving force, then at the end of the day we would certainly feel that we had accomplished everything we should.

Physical Contact

It is our belief that each child’s healthy development depends in part on a significant amount of regular physical contact with adult caregivers. This contact can be divided into three categories:

NURTURANCE - This includes hugs and non-intimate kisses, hand holding, gentle tickling and wrestling, carrying, cuddling and back-rubbing. This type of contact is never made against the expressed wishes of the child.

SAFETY AND GUIDANCE - This includes administering first aid, applying sunscreens or topical medications, leading children from one location to another, separating children involved in conflicts and restraining children from harmful situations.

HYGIENE - This includes face and hand washing, diapering, bathing, assisting with toileting (for some children this includes cleaning and drying genitals), examining rashes or unusual marks, checking for head lice, nose blowing, and conducting necessary clothing changes.

Field Trips

We feel real life experience is invaluable to the education of young children and try to provide many experiences for the children to learn from.

Throughout the year, children will go on walking field trips to sites around the neighborhood. Destinations include such places as the aquarium, zoo, library, bookstore, restaurants, greenhouse, etc.

Whenever a field trip involves leaving our Family Childcare, a sign-up sheet will be posted which explains the date, time, and destination, mode of transportation and purpose of the field trip. Parents are encouraged to attend any field trip throughout the year.

Meals and Snacks

Rainbow’s World is a participant in the California State Food Program, administered by Children Council of San Francisco. The daily menu is reviewed and must meet strict nutritional guidelines. The school is partially reimbursed for such meals and snacks. This benefits not only the school, but the child by ensuring quality food and nutritionally balanced menus. It is the policy of this school to serve all items on the menu, the children are given free choice to eat or refuse what is given them. Any allergies should be reported upon enrollment. The weekly menu is posted on the parent board.

If you want your child to eat a meal at **RAINBOW'S WORLD FAMILY DAY CARE**, s/he must be in attendance at the start of the meal. If your child will not be arriving until past serving time, please serve them at home before coming to school so as not to disrupt the daily schedule for the other children. Exceptions will be made for children arriving with medical or dental appointments. Meals are served at the following times:

- **8:00 – 8:30 BREAKFAST or MORNING SNACK**
- **12:00 -01:00 LUNCH**
- **3:00-3:45 AFTERNOON SNACK**

Children have daily opportunities to learn about nutrition, table manners, and the foods of other cultures. They are also able to practice fine motor and conversation skills. All children are expected to sit down at the tables for each meal. We enthusiastically encourage children to taste everything that is served.

Special dietary needs must be documented with written instructions from your child's physician. Only in the case of certain special dietary requirements may the center ask that the parent send food from home. **Otherwise, bagged meals from home are not permitted.** Throughout the year, parents may want to send a special treat for their child to share (birthday cake, Halloween candy, etc.) If you would like to send a treat for a special occasion, please speak with me in advance to advise you as to the type and quantity needed.

Parent Involvement

Along with day to day greetings, we will regularly communicate with you via notes, phone calls, emails or one-to-one discussions. We will relate information about your child's moods, activities, successes, challenges, etc. In addition, we are always available to discuss concerns, or to set aside time for a private conversation. As parents, you are the most important people in your children's lives. **RAINBOW'S WORLD FAMILY DAY CARE** recognizes the impact good parent/staff communication has on the quality of each family's experience. **RAINBOW'S WORLD FAMILY DAY CARE** hopes that each parent will set aside time each week to communicate openly, honestly and thoroughly.

We welcome you to spend time observing or interacting with the children, and we encourage you to share time, talents and interests. We will at all times be straight forth and honest about the child's behavior and progress and expect the same for the child's sake from parents. We believe that a mutual trust and level of cooperation must exist between parents and your caregiver in order to create a happy and challenging experience for your child. Confidentiality concerning communication shall be respected by both parents and provider.

Special family events such as open houses, parent information meetings, family celebrations, picnics and discussion groups will be announced during the year. Other opportunities for involvement include but are not limited to participation sharing of cultural or ethnic traditions with children and attending field trips.

The following items will be posted on the Parent Board: license certificate, results of the last monitoring visit, any exceptions, a record of meals served, training certificates from the most recent training attended, and the school calendar, certificates for current CPR and First Aid certification and membership cards for current memberships in professional organizations. Additional information for parents on child development and special activities, both at program and in the community may be posted on the parent information board.

Guidance

RAINBOW'S WORLD FAMILY DAY CARE supports each child's social and emotional development through positive guidance. A preventative approach to guidance is employed whenever possible. Clear limits and realistic expectations of the children are defined and children are encouraged to have reasonable expectations of adults as well as appropriate behavior in various situations. We recognize that conflict is a very natural part of any group experience. We provide support to children as they learn healthy, non-hurtful ways of resolving conflict. We maintain a respectful attitude toward children at all times and will never subject any child to any form of corporal or emotional punishment.

It is our policy to solve problems by encouraging the child to talk about their feelings either with myself or the child they had a problem with and to guide them towards problem-solving the issue and coming up with their own solution, then acting upon it. If problems in a particular area of the room continue we will ask the child to choose a new activity. Time-outs are not used. Children are given natural consequences to their behavior.

However, if a child begins to lose control of their actions and is having trouble discussing the problem, they will be asked to find a place to sit and relax and think until they are calm enough to proceed. There is no specific chair, or designated spot, doing so would lead children to feel that it is a "bad" place or a place for a "bad" child – neither of which are the impression I want it to have. The child will be given choices as to where to go. It is simply a chance to "cool down" and have a clearer head for making good choices, the child is not outcast in any way during this time and remains in the playroom with the other children. They are allowed to get up at any time when they feel ready to do so.

We also understand that inappropriate behavior is often a signal that a child is discouraged and needs help in coping with an unfamiliar situation, needs guidance in selecting an activity and encouragement. A sense of belonging, capability and social interest are essential elements of encouragement to help children develop into well-balanced citizens of the world. Children are helped to learn that all behavior, whether positive or negative has consequences and they may need to be directed to another activity or away from a group situation.

Regular, clear communication will be maintained with the parent when their child displays persistent unacceptable behavior, or when the child's behavior can cause injury to the child or to other children or staff. We believe childcare is a partnership between provider and parent, and that both can work towards a solution, together.

Special Needs Services

RAINBOW'S WORLD FAMILY DAY CARE offers special needs services to children and their families who are experiencing developmental delays or accelerations, or who are in crisis or transition. Our special needs services include referrals to: needs screening and assessment, individualized program plans, parent support and education.

At times, we may find it necessary to work with other community resources in answering a child's needs. In those instances we may seek the services from the Children's Council of San Francisco to assist us in screening, assessing and programming. It is our policy to obtain parental permission for any screening or evaluation. Results of screening/evaluation are confidential, to be kept in the child's file and released only with parental permission.

If we are unable to serve a child's special needs, we will work closely with the family to find an appropriate program for the child. We must obtain permission from our licenser before enrolling a child with a physical disability. If for some reason you are having difficulty in providing for your child's needs (physical or emotional), you are encouraged to let us know. We can help you find a community resource that can offer assistance. The following are some helpful community resources:

- Hazardous Materials, 1-800-467-4922
- Helplink Hotline, 1-800-273-6222
- Parents Place in San Francisco, (415) 359-2454
- Poison Control, 1-800-876-4766
- Public Health Crisis Line, 415-781-0500
- Rape Hotline, 415-647-RAPE
- Safe Start Domestic Violence, 415-565-7283
- San Francisco Food Bank, 415-282-1900
- San Francisco Free Health Clinic, 415-750-9894
- San Francisco Rape Treatment Center, 415-821-3222
- Senior Information Line, 415-626-1033
- Suicide Prevention, 415-781-0500

If ever we feel that your child's needs are consistently not being met, we will work with you to identify your child's needs and assist you in meeting those needs. **If we believe your child to be the victim of physical, sexual or emotional abuse, or if you are temporarily unable or unwilling to meet your child's minimal needs for good nutrition, shelter, medical care, hygiene, clean clothing, intellectual stimulation, appropriate discipline, love and a feeling of importance, we are mandated by the laws of the State of California to file a report with San Francisco's Child Protection Services.** It then becomes the role of the Child Protection Unit to investigate any suspected abuse and work with your family to ensure that your child's needs are being met.

PROGRAM POLICIES AND PROCEDURES

Enrollment

When you decide to enroll your child at **RAINBOW'S WORLD FAMILY DAY CARE**, you will be scheduled for an intake meeting. During the intake, we will explain the program in detail and you will have the opportunity to talk at length about your child's interests, needs and routines. Parents will receive a copy of the Parent Handbook and a summary of family child care licensing regulations. You will also be given several forms to complete and return. Among those forms will be a summary of your child's health status and immunizations. These summaries and the other forms must be completed before your child's first day of attendance.

The forms to be completed upon enrollment are as follows:

- ◆ Child Care Enrollment
- ◆ Child Health History and Emergency Care Plan
- ◆ Child Health Report
- ◆ Day Care Immunization Record
- ◆ Intake Information for children under 2
- ◆ Emergency/Transportation and Authorization Card
- ◆ Authorization to Administer Medication
- ◆ Photo Release Statement
- ◆ **Rainbow's World FCC Contract and Policies**
- ◆ Food Program Enrollment
- ◆ Photo Release Form

Attendance

In general, it is best for your child to attend regularly and in time for daily activities. A fairly set routine is important to your child develop sense of security in the program, **you must bring your child before 10:00 am, otherwise will not accept your child.** If your child has a medical appointment or any other reason to coming late, you must tell us in advance or before 8:00 am (same day of arrival later). You must bring your child into the center and sign him or her in on the sign-in sheet. Likewise, your child cannot leave unaccompanied by

yourself or an adult whom you have designated to pick-up your child. If you have authorized an adult other than yourself to pick-up your child, please have that adult come to the center with a picture I.D. Also, please be aware that we will not release a child to anyone younger than 18 years of age. When you pick-up your child, remember to sign-out.

Late Pick-Up

The hours of operation are **8:00 a.m. to 5:30 p.m.** weekday. Parents must pick-up their child by 6:00 p.m. In the event that parents and children have not left by 6:00 p.m., this will be considered a late pick-up.

The fee for late pick-up is **\$10.00 every 15 minutes**, beginning at 5:31 p.m. When you leave with your child you will receive a written notice of the late fees charged. The fee must be paid within 3 working days. If your late fee is not paid within 3 working days, we will add **\$20.00** per day (including weekends and holidays) until your late fee is paid in full.

If you know in advance you are going to be late picking up your child, please call. If your child has not been picked up by 7:30 p.m., and we have not been able to reach you or any of your emergency contacts, we will call the San Francisco's Police Department. A police officer will then transport your child to an emergency shelter.

Fees

Fees are based on the actual cost of care with budgeting priority given to staff/child ratios and program supplies and equipment. Fees cover all listed holidays. We do not reduce rates for vacation (parents or provider), sick or bad weather days. Daily fees are based on eight hours of care, after 8 hours it's considered extra-time and need to be paid.

There is a non-refundable registration fee of **\$25.00** per child. This fee covers the administrative costs of enrollment. It does not hold a slot for a child. The registration fee must be paid at the time of intake. **All regular parent fees are payable in advance the first day or before each month. Because we operate exclusively on the income from parent fees, it is very important that all fees are paid in a timely manner.**

Disenrolling

If you are planning to remove your child from **RAINBOW'S WORLD FAMILY DAY CARE**, two weeks written notice is required. If **RAINBOW'S WORLD FAMILY DAY CARE** needs to terminate services to a child or family, we will try to give the same notice. Reasons for termination of services to a child or family may include:

- Failure to pay fees (this includes debt due to loss or change in subsidy).
- Failure to attend more than 50% of one month.
- Decision that another type of program would better serve your child or family.

Child Custody Disputes

From time to time there are families who are engaged in child custody disputes. These conflicts within families can cause tremendous stress for both children and parents. We recognize that we are in a unique position. We must offer support and understanding to parents and security and consistency to children, while all the time remaining strictly neutral on all issues related to the custody dispute. Because this line we walk is often quite fine, we have developed the following list of expectations for center staff and for parents.

If you are involved in a child custody dispute, you can expect that we will:

1. Focus on the needs of the child(ren) enrolled in the program. During times of family conflict it is especially important that children have a place that is safe, consistent and impartial.
2. Remain strictly neutral in all matters regarding the custody dispute. We will insist that parents resolve the conflict independent of our daycare.
3. Strictly follow the custody arrangements as they are written in the court documents.

***Please note** - Documents or written instructions from either parent's legal council are not acceptable and will not be honored. If there are no court documents regarding custody or restraint of access to a child we cannot, according to the law, restrict access to either properly identified parent.

4. Regularly communicate with both parents, any problems or concerns regarding the effects of the custody dispute on the child(ren), or problems or concerns with the custody arrangements as they impact our operations. When parents are unable to resolve matters and their dispute becomes disruptive to the center, we reserve the right to dis-enroll the family from the center at our sole discretion.
5. Offer to assist both parents in finding outside resources that might be helpful to them or their child(ren).

If you are involved in a child custody dispute, we will expect you to:

1. Provide current court documents regarding any and all custody arrangements and access restrictions.
2. Refrain from involving the daycare or its staff in the custody dispute. Involvement of our daycare is not limited to:
 - Engaging in conversations about the dispute in the presence of children. This includes telephone conversations.
 - Asking questions or making statements to us about the other parent.
 - Putting us in a position of mediating conflict between two parents, and/or their legal counsel.
3. Follow our policies as they are written in the parent handbook and explained at the intake meeting.

Personal Articles and Clothing

TOYS – We recognize that being away from home all day may be difficult, and a favorite toy from home may make your child's stay more comfortable. We may ask children to keep toys from home in their cubbies during group times, naps or mealtimes. Sometimes, special toys are so desirable that they may cause fighting or stop play. When this happens, we will help the child stow the toy safely away until the child goes home.

Please do not send toys from home that may be dangerous such as sling shots or darts, violent toys such as guns, swords or super heroes, or toys that depict or encourage racist or sexist play. Also, **we cannot be responsible for lost or broken toys, so please do not send toys or other items of significant value.**

CLOTHING – Throughout the day, your child will be involved in active and sometimes messy play. Please dress your child in comfortable and carefree clothing so that he or she can get involved in the days' activities. Your child's clothing should also be appropriate to the weather as we go outside almost everyday in both winter and summer months. **You will need to keep an extra set of your child's clothing in his or her cubby.** If your child is in the process of toilet training, or has frequent toileting accidents, please keep two or more extra sets of clothing in his/her cubbies. This set should include a shirt or sweater, pants, underpants and socks.

DIAPERS – Parents of infants and toddlers who are not yet able to use the toilet will need to bring in disposable diapers for day use. If your child has an allergic reaction to disposable diapers, you may send cloth diapers and plastic pants, if you have a release signed by your child's physician. In order to prevent the spread of germs when changing cloth diapers or underwear, the diaper or underwear will be placed directly into a sealed plastic bag. We do not wash or rinse out wet or soiled diapers or clothing.

BLANKETS AND PILLOWS – Your child will need a blanket from home to use at naptime. Also, if your child has a special pillow or toy that helps him or her relax at naptime, you may want to bring that in as well.

LABEL ALL ITEMS FROM HOME – This is very important. We make every effort to help children learn to be responsible for personal belongings, but items can still be accidentally misplaced or lost. Please label everything you or your child brings since we are often able to find lost items that have been labeled.

Pets

From time to time we may have pets since they are fun and interesting learning experience for children. Any pets will meet licensing guidelines for type and care of animals. Pets will also be properly inoculated. Parents will be made aware of any pets that will be brought into the daycare.

Health Policies

If your child is ill or unable to participate in activities (example: can't go outside due to a cold), you must make arrangements for alternate care. **DO NOT BRING AN ILL CHILD. This policy is for your own child's comfort and to prevent the spread of illness to other children.**

If your child appears ill on arrival, we may refuse to accept him or her. Your child cannot remain under our care with any of the following:

- **FEVER** Axillary temperature over 99 degrees or oral temperature over 100 degrees.
- **VOMITING** Occurring more than once in the day or in combination with other symptoms such as a fever or behavioral change.
- **RESPIRATORY** Wheezing which occurs suddenly and is unexplained. Severe **SYMPTOMS** congestion or prolonged cough.
- **DIARRHEA** Loose, watery stools that do not improve, occur in more than one child, or are accompanied by other symptoms such as fever, abdominal pain, etc.
- **SORE THROAT** If accompanied by other symptoms such as a rash, fever or behavior change.
- **RASH** If cause is unknown.
- A child can be re-admitted to the daycare after contracting a communicable illness or condition according to the following guidelines:
- **CHICKENPOX** Six days after lesions appear (ALL lesions must be completely dried up).
- **IMPETIGO** Twenty four hours after treatment begins and drainage is over.
- **LICE** After treatment begin. Treatment must be followed through.
- **SCABIES** After treatment begins.
- **STREP THROAT** Twenty four hours after an injection or oral medication begins.
- **MENINGITIS** According to the guidelines of the local or state health department, or **HEPATITIS** written recommendation of child's physician.
- **PINK EYE** Viral cases do not need to be excluded. Child should be seen by a physician to determine if condition is viral or bacterial. Physician's recommendations should be followed.
- **FEVER** Must be fever-free (without the aid of medication) for 24 hours before returning to the daycare.

If a child becomes ill while at the daycare, he or she will be isolated from the other children and we will call the parent or an emergency contact from the child's emergency card. We will continue to monitor the child's condition (take temp., provide fluids, etc.) until the child is picked-up.

If your child will be absent from the daycare, please call us that day and let us know (for vacations, please let us know in advance). If your child has been diagnosed with a communicable disease or condition, you must notify the center within 24 hours, exclusive of weekends and holidays.

If your child has been exposed to a communicable, reportable disease or condition while at the daycare, we will notify you the same day we are notified. Parents will be given a letter describing the disease or condition and its symptoms and steps to take if your child displays any of those symptoms.

**** Health Forms**

We are required by law to have on file for each child a written copy of immunization dates. Failure to provide current medical information for your child's file may result in dis-enrollment. If your personal convictions lead you to object to your child being immunized, we will ask you to complete a special form **which must then be notarized and returned.**

**** Medications**

We can only administer medications with a doctor's prescription. **Medications must be in their original container with the prescription clearly printed on it.** Please DO NOT leave medications in cubbies, backpacks, and diaper bags or on top of shelves. You must hand over the medication personally, at which time, you will be provided a medication permission form to complete and sign. This form provides vital information about the medication including the time(s) and dose to be administered. When your child has received medication, we will note the time it was given and will then initial the medication permission form. Completed medication permission forms will be kept in each child's file.

We will throw away any medications that have exceeded their expiration dates. "Over the counter" medications such as aspirin or topical ointments may be administered only when the parent gives us written and dated permission from the child's physician. That authorization will be kept on file for the child. Any health conditions requiring special medication or special medical equipment such as heart monitors, blood sugar monitors, feeding tubes or asthma nebulizers requires specific written instructions from the child's physician. If we are unable to serve a special medical need, we will make every effort to help the family find suitable alternative programming.

**** First Aid and CPR**

Our daycare personnel are required to take first aid and CPR training, and to renew that training regularly. If any injury or accident occurs, the nearest staff person will assist the child. If the injury may need medical attention, we will contact the parent or the emergency contact person designated by the parent.

If an injury is deemed life threatening, we will immediately call for emergency medical assistance. The child's parent or emergency contact designated by the parent will then be called. If the child must be transported to an emergency medical site, an ambulance will

be used to transport the child at the parent's expense. We will accompany the child to the emergency facility if a parent is not able to arrive in time. A written report of the accident or injury will be completed and person(s) involved, and a copy of that report will be given to the parent.

Child Release Policy

An authorization to pick up form should be completed upon enrollment. The child will not be released to any other adult without proper notification from an authorized adult. Proper notification will be in writing if possible, or a phone call from an authorized person.

If at pickup time a parent or guardian is believed to be under the influence of drugs or alcohol an attempt will be made to persuade them to agree to call an alternate authorized person to pick up the child. If this is not agreed to, upon leaving the building 911 will be called and the potential abuse of a child being transported by someone under the influence will be immediately reported. It is understood that as partners, we agree that the child's best interest is the most important factor and that this policy reflects this statement.

All authorized adults that are unknown to the teacher will be required to provide proof of identification (photo ID) and must be recognized by the child (if of an age to do so) before release. Any child left at school past hours of operation may be released to a social worker from Rainbow's World Family Child Care Family Services.

Additional School Policies

- ◆ No toy weapons are allowed at school. Examples: guns, swords, lasers, bow and arrows, etc. These items tend to facilitate negative and hurtful behavior and safety of all children is a priority. For this same reason, Power Ranger figurines and toys are also not allowed.
- ◆ Generally, infants using pacifiers will be encouraged to depend on them less as they approach one year old. At one year children should not be regularly using a pacifier since it impedes verbal development as well as dental development. It also prevents the child from learning self-soothing techniques which are essential in dealing with stressful situations as they grow older.
- ◆ We will not accept babies that are not taking bottles. Parents are responsible for training them before.
- ◆ Potty training will begin when a child is developmentally and emotionally ready. Because it involves everyone, it will be a joint decision. **Rainbow's World Family Child Care** has information about various techniques and is committed to working with

parents on potty training in order to ensure techniques. At no time during the process will techniques that injure the child's self-esteem be used.

- ◆ Children will be photographed during activities and field trips. Copies of all photos children appear in will be given to parents for keepsakes. The photos are used to create scrapbooks of the children's activities for them to look at and share with their parents to facilitate discussions about their day. Photos will also be used to create gifts for parents, homemade books and other projects that children will bring home.
- ◆ Additionally, photos may be used for publication, either in press releases for newspapers, school brochures or advertising. A Photo Release form is included in your enrollment form pack.
- ◆ Smoking is not permitted on the premises at any time.