



ELKTON COMMUNITY CHILDCARE AND EDUCATION CENTER

Parent Handbook

Cheyenne Krein
Elktoncce2022@gmail.com

Vision Statement

The Elkton Community Child Care and Education Center is a nonprofit organization committed to providing access to safe, healthy, academic, and enjoyable environments for children, especially for children birth to 12 years of age, within our community.

Infant and Toddler Early Education and Childcare: Ages 4 weeks-2 years

Cognitive development is important even at this young age. Elkton Community Childcare and Education Center provides a loving, nurturing environment for you child, including a variety of learning and development opportunities. Infants and Toddlers will learn through music, movement, fine motor, gross motor, along with much more. Each child is unique, expressing these characteristics on an individual time schedule

Preschool Age Childcare: Ages 3-5 years

Elkton Community Childcare and Education Center provides supervised learning, play, and social opportunities. We recognize that children share common developmental characteristics as they grow physically, intellectually, and socially. Our structure and activities respect this diversity. Activities demonstrate our belief that preschool children learn best through play and guided learning. Preschool includes a mixture of large-group, small-group and individual activities, including vigorous and quiet activities, indoors and outdoors. Our curriculum includes, language arts, social experiences, color awareness, number recognition, arts and crafts, balanced by a variety of play activities.

Before and After School Childcare: Ages 6-12 years

Elkton Community Childcare and Education Center provides supervised learning, play, and social opportunities. We recognize that children share common developmental characteristics as they grow physically, intellectually, and socially. Our structure and activities respect this diversity. Our schedule allows for children to learn through play and guided learning time to get homework done.

Elkton Community Childcare and Education Center Operations

- **Licensing**
 - Elkton Community Childcare and Education Center is regulated and licensed through the South Dakota Department of Social Services (DSS). We comply with licensing and Department of Health regulations to ensure the quality of our programming, health and safety for all of our students and staff.

- Annual inspections are conducted by DSS and Department of Health to ensure regulations are met. Inspection Summary Reports are posted for families to review at any time.
- Our center reports to staff and families any changes of circumstances which may affect ability to comply with licensing rules.
- Our center follows state guidelines and expectations.
- **Ratios**
 - Elkton Community Childcare and Education Center is supervised by qualified educators following the state regulations as follows:
 - Children Ages 4 weeks-2 years: Ratio of 1 staff for every 5 children
 - Children ages 3-5 years: Ratio of 1 staff for every 10 children.
 - Children ages 6-12 years (K-5): Ratio 1 staff for every 15 children.
- **Elkton Community Childcare and Education Center**
 - Our staff consists of a group of trained teachers who promote respect and understanding for individual differences by maintaining a caring and challenging environment that allows freedom of choice and exposure to new experiences.
 - All staff will maintain the appropriate level of education and/or experience for their position and continuously receive ongoing, high-quality training and educational experiences to equip them to educate students. Staff are required to successfully complete the following training and certifications within the first ninety days of employment:
 - CPR and First Aid Certification
 - Child Development Orientation
 - Prevention & Control of Infectious Diseases
 - Safe Sleep Practices & Reduce the Risk of SIDS
 - Administration of Medications in Child Care
 - Prevention & Response to Food Emergencies & Allergic Reactions
 - Building and Premises Safety
 - Prevention of Abusive Head Trauma & Shaken Baby Syndrome
 - Emergency Preparedness & Planning for Child Care Programs
 - Safe Handling & Storage of Hazardous Materials in Child Care
 - *Appropriate Precautions in Transporting Children*
 - No staff member or volunteer has a substantiated report of child abuse or neglect. No staff member or volunteer's name will appear on the Sex Offender Registry. No staff member or volunteer has a felony conviction on record within the last five years. No staff member or volunteer will have a sex offense, a crime of violence, or a crime against children. All primary staff will be at least 18 years of age. All secondary staff are at least 14 years old and are under the direct

supervision of an adult staff person. Volunteers used to fill any staff member positions also meet the requirements for that position.

- The director will oversee planning the activities and curriculum. The director will have a Child Development Associate (CDA) or an Early Childhood Education Degree.
- Parents/guardians will be asked to provide any special training to staff to meet the unique needs of the child including to, nebulizers, hearing aids, medical devices, medications or any other special care.

Hours of Operation

- **Hours**

- Childcare will be provided Monday-Friday between 6:00am-6:00pm for children ages 4 weeks to 12 years. If a child is not picked up at the facility before 6:00pm an addition \$10 fee for the first 15 minutes. After 15 minutes, \$1 per minute will be assessed until the child is picked up. If there has been no contact within 30 minutes of closing with an authorized pick up, local authorities will be contacted, and the child(ren) will be turned over to the authorities.

- **Holidays**

- Elkton Community Childcare and Education Center will not be open the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day and Christmas Day. If the holiday lands on a Saturday, the program will observe the holiday on the Friday before. If the holiday lands on a Sunday, the program will observe the holiday on the Monday after. In addition, Elkton Community Childcare and Education Center will be closed two days annually for All-Staff training and notice given in advance. All other closings will be posted at least a month in advance.

- **Snow Days**

- If school is cancelled due to the weather, Elkton Community Childcare and Education Center will remain open unless otherwise noted. Elkton Community Childcare and Education Center will be open for school aged children. We will follow SafeTravel USA website for road conditions.

- **No School Days**

- If there is a scheduled no school day. Before and After school aged children will have to sign up for the day. This allows for proper staffing and activities.

- **Emergency Closings**

- Any closings due to inclement weather will be announced through our Bright Wheel App and text messages to guardians. We will follow SafeTravel USA website for road conditions.

- **Parent/Guardian Back-up System**

- All parents/guardians should insure they have an alternative caregiver for their child on days when he/she is ill or the program is closed (emergency closure, holidays, etc.)

Arrival and Departure

- **Pick-up Authorization**

- Pick-up/Drop-off
 - Parent/guardian must make contact with the teacher before leaving.
- Authorizing Non-Parent/Guardian Pick-up
 - If a person other than an authorized parent/guardian, please give notice to the director.
 - The person picking up will be required to show an ID at the time of arrival.
 - We will not, under any circumstances, allow your child to leave with an unauthorized person.
 - Please understand that this is completely for the protection and safety of your child.
 - If custody situations arise, please provide the director with proper legal documentation.

- **Transportation**

- Transportation is not provided to or from the daycare center.

- **Schedules**

- Parents must notify teachers by 9am if their child will not be in care for that day.
- We ask that all children are dropped off by 9am to accommodate room schedules, field trips, and classroom needs. This also assists children to acclimate to the room's schedules and routines.
- Please be considerate in scheduling appointments during nap time as this is disruptive to the entire classroom. Please consider scheduling appointments earlier in the morning and coming later to Elkton Community Childcare and Education Center or scheduling later in the afternoon and not returning for the day to Elkton Community Childcare and Education Center.
- We ask that parents give a general idea of what a normal schedule will be for a week so that we can plan accordingly for staff to child ratios. If there will be a drastic change to the schedule for a day, please notify the teacher. If there will be a permanent drastic change to the schedule, please also notify the teacher.

Admissions

- **Registration**

- The following items are needed and must be fully completed and signed for registration. All forms and documents must be always kept current while your child attends Elkton Community Childcare and Education Center. If we are missing any for these items, we will not be able to allow your child to attend until we have received all required documentation for enrollment. Any changes to these forms must be signed by the child's legal guardian.
 - Registration Form
 - Parent Contract
 - Current Immunization Records
 - Registration Fee
 - Parent Handbook Form
- Families and Elkton Community Childcare and Education Center staff will work together to determine if the program is appropriate for the specific needs of an individual child. Elkton Community Childcare and Education Center will seek to consider reasonable accommodations and interventions to help make enrollment possible for all children within the structure of the program. Staff will provide parents/guardians with information such as staff-to-student ratio, classroom space and activities. Parents/guardians will share information about their child to allow the best possible care decisions to be made. If a child has information from a physician, IEP, Section 504 Plan or Behavior Management plan, please provide a copy to the center. If enrollment is not possible, parents/guardians will be informed in a timely manner so that they can choose another option.
- **Wait List**
 - We accept registration on a first come, first serve basis. In order to join Elkton Community Childcare and Education Center wait list a completed registration form must be submitted. Families currently enrolled in the program will receive priority preference for siblings on the waiting list. When an opening in the center occurs, the first person on the waiting list is notified and must respond within 2-business days, otherwise it is considered a decline. If the spot is declined, the next person on the list will be notified and so on. Each person is allowed 2 declines before moving to the bottom of the waiting list. A child may be removed from the waiting list at any time with verbal or written request.

Billing and Tuition

- **Billing**
 - There are two options for the payment of all tuition and fees: Scheduling automatic withdrawals from a personal checking or savings account, or personal check payments made in advance of services rendered. Any other payment methods must be approved by Elkton Community Childcare and Education Center

Administration. Payments must be deposited in the drop box. **Teachers will NOT accept payment.**

- All payments must be submitted by Tuesday at 6:00pm for care that will be provided for the following week.
 - There will be a \$10.00 per day late fee for any payment received after this time.
 - If there are any emergency situations or extenuating circumstances, please speak with the Elkton Community Childcare and Education Center Director to discuss options. Failure to make payment or other arrangements before Friday at 6:00pm may result in the loss of your child's spot in his/her classroom.
- There will be a \$35.00 cash fee for any returned check, plus the check amount in cash. Parents/guardians will be charged for all fees incurred by the program as the result of the returned check.
- Parents/guardians will be held to this contract unless exceptions are made and agreed upon in writing and signed by all parties.
- **Tuition (All tuition fees are subject to change with a 30-day notice)**
 - **Childcare Classrooms and Rates:**
 - Full Time
 - 4 weeks - 6/8 months: \$210.00 weekly
 - 6/8 months-12 months: \$210.00 weekly
 - 1-2 years: \$200.00 weekly
 - 3-5 years: \$200.00 weekly
 - 6-12 years: \$4 per hour with a minimum of 3 hours.
 - Part Time
 - Part time: \$125 weekly not exceeding 3 days
 - Drop-in: \$45 per day if there is a spot available
- **Childcare Assistance**
 - Families that are eligible for South Dakota's Child Care Assistance programs are charged according to government guidelines. According to the program's requirements, parents/guardians are responsible for all co-pays as well as any fees that may accrue based on coverage or under wage of hours.
- **Refunds/Credits**
 - Refunds and credits will be made when necessary to ensure accurate bookkeeping.

Communication between Staff and Parents

- **Confidentiality**
 - All records and information relation to children and their families attending Elkton Community Childcare and Education Center will be always kept in strict confidence by staff.
- **Parent Meetings**
 - Parents are required to meet with the Program Director prior to enrollment to review the policies and procedures was well as ensure all necessary forms are completed.
- **Parent Communication**
 - To maintain open and clear communication with parents/ guardians, Elkton Community Childcare and Education Center will send out letters to parents/guardians and post notifications within the app frequently. Parents/guardians will be encouraged to take note of all things posted and sent to them. Parents/guardians are welcome to visit with staff when matters of concern arise. Parents/guardians are also asked to let the staff know of any absences that may come up in their child's schedule.
 - Staff will communicate both positive behavior and negative behavior to parents/guardians.
 - Elkton Community Childcare and Education Center utilizes a childcare software application called Bright Wheel. Families will be given information packets and registration instructions upon enrollment. The Bright Wheel application allows parents/guardians to receive notifications of their smart phones throughout their child's day. Parents/guardians can see what their child is learning, pictures, records of bottles, meals, and diapers. Parents/guardians can send messages directly to staff and access our center's calendar all from Bright Wheel. Staff will only us their personal phones and personal devices for Bright Wheel updates. During active supervision, staff will not be on phones or personal devices.
- **Significant Incidents**
 - All significant incidents are reported to parents/guardians with a phone call when an incident occurs involved a blow to the head, or severe injury. All other injuries will be documented and verbally communicated to parents upon arrival to pick up child. Parents/guardians are asked to sign incident reports acknowledging they were informed. We are required by law to immediately report any observed or suspected incidents of child abuse or neglect to law enforcement officials, and/or Child Protection.
- **Change of Circumstance**
 - Elkton Community Childcare and Education Center will report changes of circumstance which may affect the ability to comply with licensing rules within 24 hours. Possible circumstances are: a change of location, any involvement with

low enforcement of Child Protection Services, a change in ownership, or a change in Directors.

Discipline

- Elkton Community Childcare and Education Center identifies that adjusting to the center environment may be difficult for some children, and therefore will make every attempt to help the child adjust. In some cases, this may include a special meeting with the teacher, parent/guardian, and/or Elkton Community Childcare and Education Center Director.
- The following guidelines will be applied consistently for all children enrolled at the center as it related to behavior and discipline:
 - Age-appropriate rules and limits will be consistently applied.
 - Positive guidance will be used by staff to reinforce positive behavior.
 - Corporal punishment is prohibited.
 - Peers are not permitted to administer discipline.
 - Children will not be subjected to discipline which is humiliating or frightening.
 - Children will not be placed in environments that would be harmful or dangerous.
 - Withholding food or outside play from a child will not be used as a form of punishment.
- For the wellbeing and safety of your child and all others enrolled at Elkton Community Childcare and Education Center, we reserve the right to ask that other arrangements for childcare are made if a child is unable or refuses to change unacceptable behavior.

Mandated Reporting

- Elkton Community Childcare and Education Center is required by law to report any witnessed or suspected child abuse or neglect to the DSS or law enforcement. Staff members are required to read and sign a statement which defines child abuse and neglect and their responsibilities as outline in SDCL 26-8A-8. Staff members are to report any witnessed or suspected incidents to Elkton Community Childcare and Education Center administration and notify DSS or law enforcement immediately.
- If an incident should involve a staff member, Elkton Community Childcare and Education Center will take necessary steps to protect the children and follow state guidelines.

Dismissal

- Suspension or expulsion periods beyond outlined below. If exclusionary steps must be taken, the Elkton Community Childcare and Education Center team will assist families in accessing additional services and alternative placements. This policy complies with federal and state civil rights law.
- The following procedure will be followed:

- Staff will follow a step-by-step discipline system that is positively reinforced. Incidents will be documented if inappropriate behavior persists.
- If a child's behavior leads staff to come to the step of calling a parent/guardian, a meeting will be scheduled to discuss the situation and create a plan of action.
- If problems continue to arise with the child, upon approval of the Director, the child will be dismissed from the Elkton Community Childcare and Education Center program.
- Parents/guardians must give two weeks prior notification of withdrawal from Elkton Community Childcare and Education Center. Notification of this policy is included in the parent contract. If the child is withdrawn before a two-week notice, parents/guardians will still be billed for those two weeks.

Meals and Nutrition

● Meals

- Parents/guardians of infants must supply their own formula, breast milk, and baby food.
- Children ages 1 through 5 will be served a breakfast between 8:30am-9:00am, and an afternoon snack between 3:00pm-3:30pm. Snacks will follow the Child and Adult Food Program as required by the State. Children will be provided a balanced lunch between 11:15am-11:45am. Weekly menus for both snack and lunch will be posed to parents/guardians to view.
- After school aged children will have a snack when they arrive off the bus. 3:30-4:00pm.
- Parents/guardians are allowed to provide their own snack or lunch if they choose to. All food items brought from home must be in a sealed container with the child's name clearly indicated along with the contents of the food. Any food brought from home will be stored in the proper cupboard at Elkton Community Childcare and Education Center and separated from other items. A refrigerator is not available, so please pack accordingly.
- Children who have special dietary needs will need to provide their own food with specific preparation instructions from the parents/guardians.
- Elkton Community Childcare and Education Center may need to ban certain foods from the premises in the event of a serious allergy. All parents will be notified, and the appropriate information will be posted for awareness.
- **Parents/guardians must indicate any specific allergies on the registration form.**

● Bottle Handling

- Parents/guardians are always welcome and invited to bottle or breast feed their child at the center.
- Our procedures for feeding infants are as follows:

- Infants will be held while feeding until the child wants to hold the bottle themselves. Bottles of breast milk and formula will be labeled with the child's full name and the date that it was brought in.
- Bottles of breast milk are brought in daily and stored in the refrigerator upon arrival if prepared.
- Powdered formula will be mixed according to the label and for the amount that the child usually drinks. Any formula left in the bottle will be dumped and the bottle washed.
- Bottles of breast milk will be prepared for the amount the child usually drinks. Breast milk will not be placed back in the refrigerator after it has been warmed up. Breast milk may be stored up to 4 hours at room temperature and can be re-warmed a total of two times. Any breast milk that is not used after 4 hours will be discarded.
- Bottles of breast milk and formula will be warmed in water and never in a microwave.
- Bottles of breast milk and formula, if unused, will be sent home with parents/guardians upon departure.
- Should you so choose, breast milk can be brought and stored in a freezer. One week supply at a time, properly labeled with first and last name as well as date placed in breast milk bag.

Physical Activity and Sleep

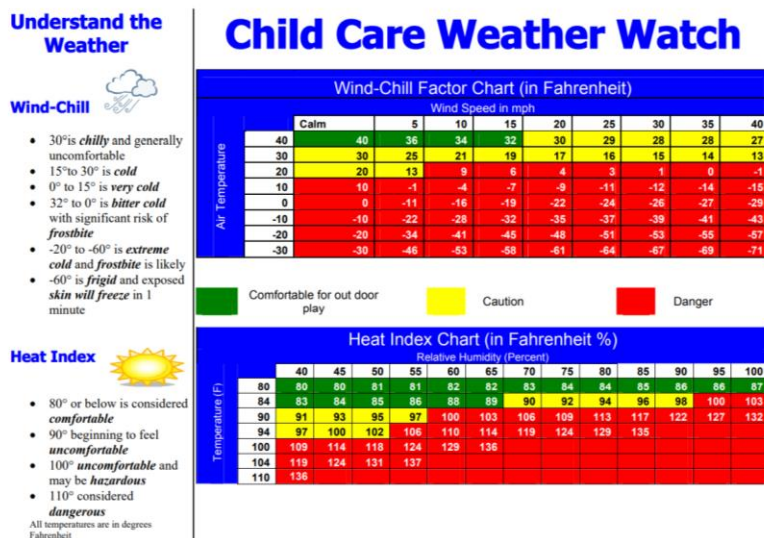
- **Physical Activity**

- Our program provides the children in our care safe, age-appropriate physical activities that total to the recommended amount. Activities will be scheduled to include time spent in structured activities both indoors and outdoors working on both fine and gross motor skills, along with opportunities for free play both indoors and outdoors.

- **Infant Sleep and Play**

- Infants are placed on their backs to sleep, unless otherwise instructed by the child's doctor and the safety of not sleeping on their back medically impedes the dangers of tummy sleeping and the risk of SIDS.
- Infants are placed on the safety-approved cribs with a fitted sheet to sleep. Sheets are changed between each child. Cribs are used only for sleeping and not as play areas.
- Infants are not allowed to sleep with blankets or stuffed animals. If parents/guardians wish, a sleep sack may be brought from home and will be used if it is cool in the classroom.
- The room is kept at a comfortable temperature and infants are dressed appropriately.

- Use of seats, infant swings, and jumpers is limited to 15 minutes per session. If a child falls asleep in a swing, bouncy seat, rock & play, stroller, etc., or arrives sleeping in their car seat, they will be quietly moved to the crib for the remainder of their nap.
- Swings and jumpers are used only by infants that are awake and at an age where use is developmentally appropriate.
- **Going outside**
 - Children will go outside daily, weather permitting. Children will not go outside if the weather conditions are below 0 degrees F with the child chill or higher than 100 degrees F with the heat index. Time outside will be limited on days with extreme high or extreme low temperatures. Elkton Community Childcare and Education Center’s director will determine when it’s appropriate to take children to aquatic facilities on hot days.



- Proper apparel is very important for outdoor play times: hats, boots, gloves, snow pants or extra pants, scarves, etc. are necessary during winter months. Please remember to bring jacks in the spring and fall. Parents/guardians are required to supply their child’s sunscreen and bug spray in the summer. Parents/guardians will also sign a medical authorization form for staff to apply those items. If your child is unable to go outside due to illness, a doctor’s note will be required.

Diapering and Toilet Training

- Diapering procedures are as follows:
 - Parents/guardians are expected to keep their child supplied with diapers, wipes, ointment (optional), and two changes of clothes at all times. Staff will send home reminder notes when the supply is getting low.
 - Diapers will be changed frequently to keep the child’s skin healthy.

- Each infant/toddler child will have an area for their diapering items to be stored at the facility. Children are never left unattended on changing tables. One hand will be on the child at all times.
- Diaper disposal containers are used and provided in each changing area. Staff will wear gloves when changing diapers and change gloves and wash hands with each child.
- Staff gather changing materials prior to diapering a child to allow diapering time to focus on interactions, singing and talking with the child while changing.
- Hands are washed before and after each diaper change. Children are also taught to wash their hands after a diaper, when developmentally appropriate.
- Diaper changing areas will be disinfected following each use.
- Toilet training procedures are as follows:
 - We ask parents/guardians to make the decision when it is the right time for us to start a partnership of working with the child and the parents/guardians for toilet training. It is most successful when the routine for this learning experience is the same at home as it is here at the center.
 - Parents/guardians must be sure that their child always has two or more changes of clothing in their cubby, as accidents do happen. If a child soils their outfit, staff will put the clothing in a plastic bag and place it in the child's cubby.
 - Parents/guardians are expected to check the cubby daily to see if items need to be brought home to be washed. When items are taken home to be washed, it is essential that clean clothing is brought in to replace the extra clothes the child was dressed in.

Personal belongings

- Elkton Community Childcare and Education Center is a recreational program and children should dress appropriately for indoor and outdoor play. Elkton Community Childcare and Education Center will not be responsible for the loss of or damage to, toys or personal items brought from home. **It is recommended that children do not bring personal toys to Elkton Community Childcare and Education Center and should dress for a day of playing and learning.**

Health

- **Immunization Records**
 - Current immunization records are required for admission and will be maintained on file at the center. A copy must be on file prior to services beginning and an updated record provided to Elkton Community Childcare and Education Center with each new administered immunization.
- **Health and Illnesses**

- If a child should come down with any illness, a parent/guardian will be contacted immediately and be required to find appropriate care within one hour of notification. If he/she cannot be reached, the child's emergency contacts will be notified to come and get the sick child. The child will be separated from other children until parents or emergency contacts arrive to remove the child from the center.
- A child cannot return to Elkton Community Childcare and Education Center until they are symptom free for 24 hours. If a child had a fever they cannot return until they are fever free 24 hours with no fever reducing medication.
- If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please inform the Director of what to do if a problem should occur while the child is at the program.
- **For the protection of all children and staff, do not bring any sick children to Elkton Community Childcare and Education Center. The Elkton Community Childcare and Education Center staff is mandated to report contagious diseases to the Department of Health. Children should be excluded from the program for the following illnesses:**
 - Illness that prevents the child from participating comfortably in program activities.
 - Illness that results in a greater need for care than the staff can provide without compromising the health and safety of the other children.
 - Fever, lethargy, irritability, persistent crying, difficulty breathing and/or other manifestations of possible severe illness. Parents/guardians will be contacted for a fever of 100 degrees F or greater.
 - A child will be sent home with a fever of 100 degrees F or if any other symptoms are present. They cannot return until they have been fever free with no assistance from medication for 24 hours.
 - Persistent abdominal pain (continuous for more than 2 hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
 - Influenza and Influenza-like illness: exclude as long as fever \geq 100 degrees F is present in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.
 - Diarrhea: to include if stool not contained in diaper, fecal accidents occur in a child normally continent, stool frequency exceeds two or more stools above normal for that child, stools contain blood or mucus.
 - E.coli 0157:H7 or Shigella infection: until diarrhea resolves, and two stool cultures are negative.

- Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the child is not in a danger of dehydration.
- Mouth Sores associated with drooling, unless a physician has determined it is not a communicable disease.
- Rash with fever or behavior change, until a physician has determined it is not a communicable disease.
- Pinkeye or purulent conjunctivitis (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eyes): until examined by a physician and approved for re-admission, with treatment.
- Tuberculosis: until a physician, concurring with the SD Department of Health, state the child is not infectious.
- Impetigo (streptococcal infection of the skin): Until 24 hours of antibiotic treatment.
- Strep Throat (Streptococcal pharyngitis): Until 24 hours of antibiotic treatment.
- COVID follows the recommended CDC guidelines and is a mandatory report to the state. There will be follow up actions as well as group quarantines.
- Headlice (pediculosis): because head lice is highly contagious and students in our program often play and learn in close proximity to one another, our center maintains a “no nit” policy. Students found to have live or dead lice or nits will be send home until all have been removed. Staff may inspect the infected child and other children that could have been exposed.
- Scabies: Until after treatment has been completed.
- Chicken Pox (varicells): exclude until all lesions have dried or crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
- Whooping Cough (pertussis): exclude until completion of five days of recommended course of antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of symptoms.
- Mumps: until five days after onset of the parotid gland swelling.
- Measles: until four days after the onset of rash.
- Hepatitis A: until one week after onset of illness.
- Meningitis: excluded until cleared to return by a health professional.
- Rubella: exclude until seven days after onset of rash.

- Methicillin-resistant Staphylococcus aureas (MRSA): generally, child CANNOT attend. Children will not be allowed to return without a doctor's note.

If you have any questions about infectious diseases or immunizations, contact the South Dakota Department of Health or your health care provider. South Dakota Department of Health, Office of Disease Prevention: 605-773-3737 or 1-800-592-1961

- **Food and Allergic Reactions**

- Elkton Community Childcare and Education Center requires staff to be trained in the area of food and allergic reactions. We require all parents/guardians to complete a registration form and document if a child has an allergy. When a parent/guardian documents an allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pets, etc); what the signs and symptoms of distress are (in the event of an allergic reaction); what the process for assisting the child in distress is. Each staff person who is associated with the child is provided an overview of the situation, and overview of the allergy document and how to prevent a reaction, and instructions for handling a reaction.

- **Medications**

- All medicine administered by staff must have a signed Medication Authorization form filled out by the parent/guardian of the child for **each** time a medication is brought to the center to be administered. Forms must be current and must indicated the date, dosage, and time to administer the medication of the form. Forms that say as needed for the date and dosage will not be specific enough and well will not be able to administer the medication until we have the required information on the signed form.
- If your child must take medication daily, we will ask you to fill out and updated a new form each month.
- All prescribed medications must be in the original container, labeled with the child's name, doctor's name, and instructions. We will not accept medication that is not in the original container such as in a Ziploc bag, pill box, unlabeled medication bottle, or any other method of storage other than the original labeled container.
- All medications must be stored in an area which is inaccessible to children. There is a kitchen location and a refrigerated location where these medications are stored.

- **Medical Emergencies**

- In case of a medical emergency, the staff will take the steps to necessary to assure the safety and secure the medical care of the child. The staff may do, but not be limited to, the following procedures:

- Attempt to call the parents/guardians
 - Attempt to contact the emergency contacts.
 - Administer First AID or CPR
 - Call 911 for medical assistance.
- **Shaken Baby Syndrome**
 - Shaken baby syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised or twisted. Elkton Community Childcare and Education Center requires every employee to be trained in recognizing what shaken baby syndrome is, how it is caused, what the symptoms are, and how to prevent it.
 - **Disposal of Bio-Contaminants**
 - Elkton Community Childcare and Education Center requires all staff to be trained in Universal/Standard precautions for Bio-Contaminants. These are guidelines issued to prevent disease transmission for people in all walks of life, which includes childcare providers. The Universal/Standard precautions require person to have a barrier between any infectious substance and the workers skin, eyes, nose and mouth. We require our employees for follow these guidelines in handling any fluid that might contain blood or other body fluids. Universal/Standards precautions require treating all blood or blood products as potentially infectious.

Emergency Evacuation Plan

- All children and staff members are educated in fire safety and evacuation methods. Each room has posted a visual map of evacuation plans specific to that room. When evacuating the center, all children and staff will use the closest emergency exit. Escape routes are practiced during the quarterly fire drills and annual tornado drill. All staff and children participate in drills. The drills are recorded in the Fire and Safety Log.
- Elkton Community Childcare and Education Center has an Emergency Preparedness Policies and Plan Manual that is given to families up enrollment and this plan covers what families and staff should do in the event of any emergency. It is stored in an Emergency Supplies bog to be accessible to all staff in an emergency situation.
- The Emergency Preparedness Policies and Plan Manual will be reviewed and updated annually. Families and staff will be notified of any changes and updates in the plans.
- Each classroom has their own emergency bag as well as their clipboard that they will take with them for emergencies. This has supplies and documents needed for the preparedness plan.

Parent Contract

Please read the following policies carefully. Then initial each section and sign this contract.

_____ I understand that if payments to the program are not paid by Tuesday at 6:00pm of each week I will be charged a \$10.00 late fee that must be paid with my regularly scheduled payment. Any returned checks will add a \$35.00 charge to my account and will require me to pay in cash for the remainder of my contract. Elkton Community Childcare and Education Center rates are subject to be reevaluated yearly.

_____ I understand that I must give a 2-week notice if I choose to disenroll my child from the program. I understand that I will be charged for these 2 weeks whether my child attends or not.

_____ I understand that my child must be picked up by 6:00pm and that it is my responsibility to pay a late fee of \$10 for the first 15 minutes and an additional \$1 minute after business closing. If the child is not picked up by 6:30pm or the parent has not contacted the program and emergency contacts cannot be reached, Child Protection Services/police will be called.

_____ I understand that Elkton Community Childcare and Education Center will be held free and harmless from all injuries occurring to my child, except as to such injuries that directly result from an act of negligence on the part of The Elkton Community Childcare and Education Center Staff.

_____ I understand that in the even of an emergency, I give my permission to the teacher/director to have my child treated by medical personnel. The staff member in charge shall make reasonable attempts to contact me prior to any emergency medical treatment. Staff will only administer prescriptions/non-prescription medications if the parent completes a medication form and medications are in the correctly labeled containers. Signing of the medication form releases The Elkton Community Childcare and Education Center from any claim arising out of the doctor's actions. All contacts listed will be called first in case of an emergency- child's physician/hospital will be called if all attempts are unsuccessful.

_____ I understand that I am to notify staff if my child is ill with a communicable disease.

_____ I understand that in the event of continual late pickups, a continual behavioral problem with my child, unpaid tuition, or for any other good cause, The Elkton Community Childcare and Education Center reserves the right to disenroll my child from the program indefinitely.

_____ **Media Release Agreement:** *I hereby irrevocably give my consent to The Elkton Community Childcare and Education Center to use my child's likeness in promotional materials for use in the classroom, website or Facebook Page. I hereby release The Elkton Community*

Childcare and Education Center and its agents from subsidiaries, affiliates, and all others from any and all liability arising out of such use.

_____ **Parent Responsibilities:** Parents of infants up to 1 year are required to provide formula along with bottles that remain at The Elkton Community Childcare and Education Center. Parents can choose to provide their own formula or milk after the age of 1 or they will receive 1% milk provided by The Elkton Community Childcare and Education Center. Parents are required to provide the necessary diapers, wipes, diaper rash cream, sunscreen, and change of clothes for their child.

_____ I have read and understand all policies and expectations in the parent handbook.

_____ I have included a copy of immunizations.

Child(ren)'s Name

Birthdate

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Child(ren)'s Allergies and Plan of action: _____

Guardian Signature

Date

Guardian Signature

Date