KIDDIE CAMPUS CHILD CARE CENTER INFORMATION

- ➤ Kiddie Campus Child Care Center is located in the Jorgenson Athletic Center JC 102 @ MVCC Campus, 1101 Sherman Drive, Utica, N.Y. 13501.
- Phone number-(315) 792-5594, Fax number-(315) 792-5670
- ➤ Kiddie Campus Child Care Center web page @ mvcc.edu/childcare click on student affairs
- Mohawk Valley Community College Kiddie Campus Child Care Center is licensed by the Office of Children and Family Services (OCFS) a division of the New York State Bureau of Early Childhood Services. OCFS requires all licensed child care centers to renew their license every four years, which includes an on-site visit and review of records. State regulations and definitions can be found on their website by going to www.dfa.state.ny.us
- ➤ Kiddie Campus Child Care Center is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC –Accredited programs show their quality by meeting the 10 NAEYC Early Childhood Program Standards, which are based on the latest research on education and development of young children. NAEYC is awarded for five years. Programs must submit annual reports documenting that they maintain compliance with the NAEYC program standards. Visit www.naeyc.org.



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MOHAWK VALLEY COMMUNITY COLLEGE



MISSION STATEMENT

Kiddie Campus Child Care Center is committed to providing high quality child care services for young children to the Mohawk Valley Community College campus and alumni community.

PHILOSOPHY

The early childhood program provides a safe, trusting, harmonious environment where children can explore, inquire, problem solve and discover their individual way of learning. Qualified teachers, developmentally appropriate curriculum, and creative classroom designs ensure children have a variety of opportunities to promote self expression, self reliance, learning and friendship-making. Emphasis is placed on diversity, individuality, and the importance of building positive, secure relationships among all children and adults.

VISION

Kiddie Campus Child Care Center strives to best meet the child care needs of Mohawk Valley Community College campus and alumni community. Parents can develop a sense of security, feeling confident that their children are in a warm, trusting, nurturing environment where they can grow intellectually and emotionally. Positive relationships will thrive, as children and families view themselves as valued individuals learning and growing as part of a community.

PROGRAM GOALS

Kiddie Campus staff and program administrators will:

- Ensure families understand our mission and philosophy to know what to expect from this early childhood program.
- Orientate and welcome children and parents to program.
- Demonstrate sensitivity, respect and value of cultural and linguistic diversity.
- Foster strong reciprocal relationships with families through daily correspondence, opportunities to participate in events, decision making, educational goals and strategies to promote their children's learning.
- Support close, secure relationships for every child in a peaceful engaging setting.
- Provide an environment that can support active, positive learning experiences for all children through carefully designed classrooms, developmentally appropriate activities, schedules, daily routines and transitions, observation and child assessment.
- Consistently provide children with clear, appropriate limits and guidelines to assure their safety and foster self control.
- Maintain all health and safety requirements for the well-being of all children, families, and staff.
- Foster positive attitudes towards healthy living through modeling, experience and activity.
- Ensure the confidentiality of child and family information.
- Attract and maintain consistent, qualified, well trained staff.

ADMISSION REQUIREMENTS

The Centers enrollment priorities are; first to MVCC students, second children of MVCC employees, third children of MVCC Alumni (precedence will be given to recent graduates who have used the Center in the past year). We also extend services to SUNY IT students, faculty and staff. If there is a waiting list for enrollment, MVCC students will have the first precedence.

The single page Registration Form along with a \$20.00 non-refundable registration fee needs to be submitted before the enrollment process begins. This fee serves as an agreement between the parents and the Center that an opening exists and that the parents wish to enroll their child in the program. This form is available in our office and on our web page.

Before admission to the Center the described forms below, must be accurately completed and reviewed with the Director and Assistant Coordinators. A parent orientation will be scheduled for this purpose and for the completion of an Ages and Stages child developmental screening questionnaire. We will assist you with all paperwork and answer all questions and address any concerns you may have.

REGISTRATION PACKETS

Emergency Day Care Registration Card (Blue Card)

This card supplies us with immediate access to emergency numbers. A copy of this is carried with your child's class at all times. It must be accurate and kept up to date. Anyone appointed to act on a parent or legal guardian's behalf must be 18 years of age or older. New cards are available from the Director or your child's teacher.

Medical Report of Child

This written health statement must be signed by a health care provider stating that the child is able to participate in day care and is free from contagious or communicable disease. It must include date of services showing the child has had the appropriate health examination in accordance with the American Academy of Pediatrics schedule. Documentation of all age-appropriate immunizations in accordance with the New York State Public Health Law must be included. A written statement from the health care provider must also state whether the child is a child with special health care needs and, if so, what special provisions, if any, will be necessary in order for the child to participate in day care.

Parental Consent to Release Children's Records

Parents/ legal guardians signed agreement to release confidential contents of child's records filed to Director and teaching staff, NY State Office of Children and Family Services Licensor, NAEYC Academy Assessors. Files are reviewed by these governing bodies for accuracy. All information in individual children's files remains confidential.

Developmental Child History

The information requested on this form gives us some knowledge regarding your child's development, interests, and daily routines. Providing us with this information will allow our staff to better meet the needs of the children and families in our program.

Family Support Information

We value the relationship between home, family and our program. This partnership enhances your child's growth and development. Providing us with this information can make this a learning experience for everyone.

Pick-up Authorization

This form gives us permission to release your child to the person or persons you have chosen to list. The Center will not release anyone into the care of a person less than 18 years of age. Photo identification will be asked for the safety and protection of the child.

Permission to Photo/Video

The Center often photographs children engaging in activities. The media is included for special events; therefore permission is necessary to release your child's photo.

Field Trip

Often campus field trips are incorporated in our weekly activities. Campus field trips may include; visits to the library, theater or college center. Parental permission is necessary when children leave the Center.

Tuition

<u>Understanding the tuition payment terms is essential.</u> **Tuition rates are explained on appendix A**. Full cooperation is fundamental in order to fiscally support our program. All parents must sign the Tuition Agreement statement to ratify the understanding of the fiscal policy and their obligation for payment.

(CACFP) Child and Adult Food Program Form

All families are required to fill out the CACFP form. Although you may not qualify for free or reduced meals, NYS Department of Health officials require that all families fill out and sign the application form. The Center receives a monthly reimbursement from the Department of Health on behalf of all children who eat meals at the Center. Information is kept confidential.

Class Schedule Form

The class schedule needs to list time and location of all students' lectures, classes, internships, labs, and study times. Schedules for all children, full-time or part-time, need to be consistent from week to week (specific days and hours). This consistency is beneficial for your child and allows us to schedule appropriate and cost-effective staffing. If a change in schedule is needed, week notice writing is expected to allow administration time to try to accommodate your revised schedule.

FISCAL POLICY

Tuition Payment

Tuition is billed and paid on a bi- weekly basis. Payments for each billing cycle must be made by the close of business prior to start of next billing cycle by check, cash or credit card (Visa, Master Card) and money orders. Any remaining balance will be added to your next bill with the additional late payment fee. Invoices are placed in parent mailboxes located in the parent area (left when entering the Center). Payments are made in the Business Office located in the Student Service Center in Payne Hall.

Late Payment Fee

There is a finance charge of \$5.00 applied to your next bi-weekly bill for delinquent accounts. *Child care services may be suspended until the balance is paid in full*. Holds will be put on student accounts for unpaid child care fees. MVCC reserves the right to deduct unpaid charges from any credit applied to your MVCC student account. If you are experience any difficulties with payment please see the Director as soon as possible

Cost/Fees

Refer to tuition plan appendix A.

Late Pick-up Fee

A late fee of \$1.00 per minute, according to the Center office clock, will be charged if your child is not picked up by 4:30 pm. You will receive a copy of the late fee slip, indicating amount due, at the time you pick up your child. The late fee amount needs to be paid within one week.

SUNY Grant

The SUNY Child Care & Developmental Block Grant is project funding from the NYS Office of Children & Family Services. The goal is to provide support to low-income student parents so they can obtain a college degree. Interested parents should submit an application, along with a class schedule and documentation of income.

Verification of Income

Verification of income will be based on two recent wage stubs of each household. Income forms from the previous year may also be used along with the pay stubs.

Changes in Income

Parents are required to notify the Director of any change in family income. Failure to give timely, accurate and complete information may result in the termination of receiving tuition subsided money.

Credit Procedures

No credit is issued for sickness, snow days, family vacation, or a parent's choice to keep your child home. Tuition fees are non- refundable because they are used to pay operating cost that do not change based upon a child absence. Parents are **not** billed when the Center is closed while students are on break.

Withdraw Procedures

It is essential to give our office a two week notice for the disenrollment of your child. Without proper notice you will be responsible for continued

payment. See the Director to complete paperwork if you choose to discontinue child care services.

HOURS OF OPERATION

Hours of operation are 7:45am to 4:30pm, Monday through Friday when college classes are in session.

HOLIDAYS

The Center is closed for the following holidays:

Labor Day Columbus Day Thanksgiving Recess

Winter Recess-Christmas, New Years, Martin Luther King Jr. Day Spring Recess-Please check College Calendar for specific dates

CENTER EMERGENCY CLOSINGS

The Center will be closed at any time the campus is closed. The campus reserves the right to close due to inclement weather or other emergencies. Check the MVCC website for the most complete information regarding closings. Local media outlets will also broadcast this information.

EMERGENCY EVACUATION POLICY

For fire drill and emergency evacuation procedures please reference appendix B.

EMERGENCY RESPONSE PROCEDURE

Legal guardians will be provided with emergency cards, **Blue Cards**, to be completed at time of registration. It is vital that these are up to date with the accurate and current contact information. Emergency contacts are reviewed with each upcoming semester.

Serious Medical Situation: The Director or person designated to be in charge will call an ambulance and contact parents or legal guardian immediately. If parent or guardian cannot be reached, the emergency contact person listed on the Blue Card will be notified. Arrangements will be made to meet at the Faxton

St. Luke's Healthcare Facility- Emergency Department- St. Luke's Campus for medical treatment. The child will be accompanied by a staff member who will take the entire child's records and signed emergency cards and forms.

Illness/Injury Situation: A staff member will call the child's parent or guardian to request that the child be picked up. In the event of a minor accident, a staff member will comfort the child and administer care. An incident report is issued for all injuries received. This includes details regarding the injury and how it was treated. **Refer to appendix F for a sample Incident Report.**

Allergies: Please notify teachers and Director of any allergies your child has. It is necessary to familiarize staff with specific symptoms and restrictions of allergy. Allergies must be verified in writing by a physician. This information will be posted for staff in a confidential manner.

ATTENDANCE POLICY

Full-time Attendance

Full-time attendance services are considered daily attendance for more than 4 hours per day, totaling 30 hours or more of service per week.

Part-time Attendance

Part-time attendance services are considered 4 hours of care or less per day. Two days per week of care is required for part-time enrollment; at minimal 6-8 hours of service per week.

Schedules

Schedules for all children, full-time or part-time, need to be consistent from week to week (i.e., specific days and hours). This consistency is necessary to help us schedule appropriate and cost-effective staffing. If a change in schedule is needed, please notify your teacher and Director as soon as possible to allow time to try and accommodate your revised needs.

ARRIVAL PROCEDURES

The Center requires you to "sign in" your child at time of arrival. This is done daily in your child's classroom or wherever your child's class is located at the time you drop him/her off. Children are not to be left in any unsupervised area. We encourage you to share any information regarding your child at this time (i.e., child did not sleep well last night, medications). Kiddie Campus is a cellphone free environment, we ask that you refrain from the use of your cell-phone at arrival.

RELEASE TIME POLICIES AND PROCEDURES

When families pick up children it is necessary to follow the policies and procedures in place to prevent issues from arising and for the safety of each child in our program. Kiddie Campus is a cell- phone free environment, we ask that you refrain from the use of your cell- phone at release time.

You will be required to "sign-out" your child at the end of each day. Please take the time to check any classroom news or messages posted, converse with the teacher, and check your parent mailboxes. Notify your child's teachers if someone other than the parent will pick up the child. **Children will only be released to those persons designated on the Pick -up Authorization Form**, found in the registration packet. Persons on the authorization list must be at least 18 years of age. It is *vital* that this authorized list is accurate and up to date.

Staff members will greet any unfamiliar people authorized for pick- up at the child's classroom door for entry. Photo identification will need to be presented. Please inform authorized individuals of this pick-up procedure. Teachers will ask for identification until they get familiar with peoples faces. If we have concern about a child's safety at pick up time, we will contact another person on the authorized list to pick up the child. Please understand this policy is not intended to offend anyone but protect the safety of your child.

Under the laws of New York State, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the other parent on the authorized list, must file an official court document (current restraining order, sole custody decree). Absent that document, the program may release the child to either parent, provided that parent documents his/her paternity/maternity of the child.

It is necessary to supervise your child during departures. Please do not allow your child to roam in the cubbie area, gymnasium lobby, or enter outdoors without you. Use caution if crossing the road to the parking lot. Parking standing permits will be issued to families for convenient drop-off and pick- up.

Children transported in vehicles must be buckled safely into car seats that meet state requirements. Parents will take whatever steps necessary to maintain and use car seat safety. Another person will be called if this requirement is not met.

Time for departure varies for the children in our program. **Children must** be picked up no later than the time stated on their schedule. If you are in need of additional hours of care it is essential to verify this possibility with your teacher.

We ask that you please call the Center in the event you are going to be late for pick-up so that we can prepare your child for a change in his or her routine. If a child remains beyond the Centers closing time, staff will begin calling emergency contacts to pick up your child. Please be prepared to be charged a late fee of \$1 per minute. You will receive a copy of the late fee slip at the time you pick-up your child.

BUILDING SECURITY CODE

Individuals authorized to be in the Center gain access through the use of a key pad security system. Each classroom has a four digit security code to be issued to parents/guardians when children enroll at the Center. **Please be considerate of the safety of all children and refrain from sharing the security code with others**. The system is in place for the safety and protection of all families using the Center.

PROGRAM INFORMATION

<u>Preschool Classroom- Dazzling Dinosaurs</u>

The program goals of our Preschool Classroom is to keep children engaged in their surroundings giving children many opportunities for exploration, thinking, reasoning, problem solving, creativity, self-expression and success. Open-ended activities and active interaction with their physical and social environment fosters the child's, physical, emotional, social, and cognitive development. We acknowledge the importance and power of play for young children placing emphasis on acquiring the social, emotional skills necessary for learning more complex concepts.

The learning environment is primarily based on The Creative Curriculum, developed by Teaching Strategies Inc., in use in high- quality early education settings throughout the United States. At the core of the Creative Curriculum lie well planned learning centers that allow for child choice and self-directed play, small groups and academic growth. Changes to the learning environment, activities, and projects reflect the emerging interests of the children. Using the Creative Curriculum and knowledge of the children and families as a framework, teachers use their talents and expertise to design, adapt, and create learning centers to best serve the children in the room.

Typical Centers include: Construction/ Blocks, Sensory: Sand and Water Art/Creative Expression, Cooking, Fine Motor Manipulatives, Dramatic Play Language/Library, Music/Movement, Outdoor Learning, Computer.

Learning centers are supplemented by any number of independent stations designed for the use of one or two children. Throughout the day, children make self-directed and guided choices, participating in small group projects, circle-time with the whole group, and reflect upon and document their learning experiences. Teachers build upon the thoughts and actions of children.

Toddler Classroom- Rainbow Fish

The program goals of our Toddler Classroom is to provide a secure, happy and nurturing environment that enables children to explore, play, grow, develop, and learn. We provide responsive caregiving through careful observation, knowledge of child development, and respect for each child's temperament, interests and capabilities. Providing meaningful materials and

activities such as art, songs and stories, sensory, water play, dramatic play, blocks, outdoor and physical activities, encourage children to explore their environment. We promote children's language development through conversation and an environment rich with books, interesting pictures and photos to talk about, labels and other printed materials.

In addition to creating a trusting, enriching environment we continually work towards creating care that provides close, consistent relationship with each child and their family. Through observation and opportunities for discussion among caregivers and families we can develop a deeper understanding of the individual progress goals for each child and how to best meet the changing needs of the child.

TRANSITION POLICY

Children moving from our Toddler Classroom to our Preschool Classroom are given a transition period helping the child and parents familiarize themselves with the new classroom. The period of time spans over two weeks and allows for flexibility. Parents are given a written schedule of the visits.

DAILY SCHEDULE

The daily schedule is created to establish a climate that encourages trust and social interactions with other children and adults. **Please refer to appendix C for children's daily schedule.** Schedules are sometimes modified to accommodate special events we may have planned.

OUTDOOR PLAY

Unless it is raining, or bitterly cold, children will go outside on a daily basis. A walk through campus is often taken for an outing or time is spent on our playground. We ask that you dress children appropriately for weather conditions. All children are expected to take part in outdoor activities unless staff is otherwise instructed by a note from the child's physician.

During outdoor play it is our obligation to protect children from injury. The program ensures children are protected against cold, heat, sun—injury and insect-borne diseases. Part of this obligation includes the application of sunscreen and/or other topical ointments according to parent's permission. Please complete a written Over- the Counter Topical Ointment permission form to allow staff to apply sunscreen or topically applied insect repellant in accordance with package directions.

SPECIAL EVENTS

Frequently special events are held throughout the year introducing children to the many faces in our community. Local firefighters, dental hygienist, police officers, campus librarians, musicians, cooks and students often participate in our program. All special events are announced welcoming parents and families to join us. Visit our web page and the Kiddie Campus facebook page to view schedule of special events and event photos.

DRESS CODE

Please dress children comfortably allowing them to move freely and enjoy activities both indoors and outdoors. Safe and comfortable shoes or sneakers are essential and must be worn at all times. During winter months, boots, hats and mittens should be sent. Snow pants and extra clothes are also necessary. We are conscientious of asking children to put art smocks on for "messy" activities, but please supply an extra outfit for accidental spills or bathroom accidents.

REST TIME POLICY

A quiet rest period will be offered each day. Children that do not sleep will rest on a mat for a short rest period not to exceed thirty minutes. They will be offered books and other quite activities to engage in. **Children that do sleep will not be woken by teachers.** We understand that sleep is important to a child's growth and development. It is our ethical responsibility to children to promote their physical well-being and support and respect children's individual needs. At the end of the rest period, teachers will return to afternoon activities (see classrooms daily schedule), and encourage children to help put away their napping blankets sheets and pillows. Throughout the day any child may rest if they desire to do so.

STAFF QUALIFICATIONS

The Kiddie Campus Child Care Center is staffed with professional caregivers who promote the physical, intellectual, social, cultural, and emotional well being of each child. Teachers are trained and educated in early childhood development and education. We maintain professionalism and expertise through mandated trainings, workshops, staff development, and self and professional evaluations. Each staff member's background is reviewed and evaluated by the Director.

SUPERVISION POLICY

When the Center is in operation an adequate number of qualified staff must be on duty to ensure the health and safety of the children in care. Staff/child ratios are maintained in accordance with the requirements of the NYS Office of Child and Family Services (OCFS). If a staff member is absent, the Center will provide adequate coverage by shifting staff to maintain ratio and provide continuity of care.

Minimum Staff/Child Ratios Based on Group Size

Age of Children	Staff/Children Maximum Ratio (*)	Group Size (**)
18- 36 months years	1:5	10
3years	1:7	18
4years	1:8	21
(*) Staff /abild ratio raf	Forg to the maximum number of children	per staff person

(*) Staff /child ratio refers to the maximum number of children per staff person (**) Group size refers to the number of children cared for together as a unit.

In mixed groups of ages of children, staff/child ratio must adhere to the younger age group. The Center may use discretion in the staff/child ratio when a child with a developmental delay or disability is present in a group. Additional staff may be necessary to provide the level of care required to meet the needs of the child and other children in care.

Supervision ratios must be maintained on the playground and in any other location outside the classroom. Staff will ensure that all children are accounted for throughout the program day with frequent head counts and checking the accuracy of the sign- in/sign out sheets. Attendance sheets remain with the staff and group at all times. All children are under supervision of a staff member by sight and sound at all times.

VOLUNTEERS AND VISTORS POLICY

The Center often has volunteers in the classrooms from our MVCC student population. All volunteers with regular and substantial contact with children must have backgrounds evaluated and reviewed by the Director in accordance to the OCFS regulations. Individuals are cleared through the NY State Central Register of Child Abuse and Maltreatment utilizing the appropriate state form. No one under 18 years of age may be left alone to supervise a group of children. All volunteers and visitors will need to sign in before gaining entrance to the classrooms.

ASSESSMENTS/OBSERVATIONS

Assessment is a valuable tool used to record and monitor children's progress through continual observation of individual children in all developmental domains including social, emotional, physical, and cognitive. This information enables teachers to plan appropriate lessons, and accurately report child's accomplishments to parents. It also serves to identify children's interests, and specialized needs, as well as identifying our program's strengthens and weaknesses.

We use the Creative Curriculum Developmental Continuum for our assessment tool. Teachers meet with parents to review each individual child

profile twice throughout the school year. Parents are encouraged to share any concerns and regularly contribute to decisions about their child's goals and plans for activities or services. We have a Parent Resource Binder available with many helpful resources for families.

PARENT INVOLVEMENT- "OPEN DOOR" POLICY

Parents will be regularly informed of program activity through, daily interaction with teachers, posted lesson and menu plans, classroom newsletters, Kiddie Campus monthly calendar, our web page, and Center bulletin board postings. Parent involvement is essential to the continuing success of our program. You are encouraged to share your time and talent, attend special events and visit your child's classroom any time during program's regular hours. You are free to call, email, write or speak to program staff members at any time. We appreciate you sharing any information regarding your family, and child to help us better meet all your child's educational and developmental needs. We welcome and invite your suggestions and participation.

Our Center holds meetings for our Parent as Partners group and we encourage your participation. More information will be available to you on this parent committee.

Apart from classroom involvement, parents are asked to evaluate the program annually by completing a Family Survey. Results are complied and assessed for program improvement.

GRIEVANCE POLICY

Communicating any information regarding your child or family to teachers is necessary to best meet your child's needs. Teachers in all classroom offer parent-teacher conferences upon completion of each child's formal written evaluation. If a parent should need written materials in another language or a translator for conferences, etc. please inform the teacher. Parents or teachers may request an additional conference at any time in addition to this conference. If a parent has a problem or concern about their child, staff person, or the program, they should follow the appropriate procedure:

- 1. Set up a time to talk privately with the teacher.
- 2. If the problem or concern is still unsettled, speak to the Director.
- 3. If no satisfactory solution can be found, the matter in question should be directed to: James Maio, Associate Dean for Student Development and Transition Services, office PH 127, #792-5326
- 4. Concerns involving violations of OCFS day care regulations, contact licensing office @ 423- 5648.

GUIDANCE AND DICIPLINE POLICY

The Kiddie Campus Child Care Center follows the Office of Children and Family Services regulation regarding behavior, as well as the recommendations from National Association for the Education of Young Children (NAEYC). Our goal is to provide a positive experience for all children and families.

We promote the development of self-regulation and assists children in managing their behavior in a socially acceptable way. The types of behaviors often observed in group day care settings include; temper tantrums, refusal to cooperate, hitting other children, biting others, failure to follow directions, all of which are usually the result of the child's developmental level. Our program recognizes that biting is unfortunately not unexpected especially when toddlers are in group care. Our teachers work to keep children safe and to help learn different, more appropriate behavior. Young children often lack the social-emotional, cognitive and physical skills to comply with many adult requests. We acknowledge this, and recognize that the development of self-discipline is a process. We acknowledge the individual difference in a child's temperament, developmental level, and learning style. Teachers carefully observe individual children to develop appropriate interventions. With patience, consistency, guidance, and redirection, teachers help children transform conflict into opportunities to problem solve and learn social skills.

We believe it is important for parents and staff to work together to help children develop appropriate behavior. Parents are informed of classroom rules and limitations. Teachers and parents will continually keep each other informed about concerns and changes in their child's behavior. If a child continues to have difficulties steps are taken in an effort to develop a behavior plan of action and monitor the plan to assess its effectiveness. The behavior plan will be implemented as a means of teaching new skills to the child to help manage and maintain appropriate behavior. Please reference the **Behavior Guidance Plan appendix E.**

If a problem persists following implementation of a joint parent/teacher behavior plan, an additional evaluation will be requested in order to obtain assistance from certified special needs professionals. Should the problem behavior continue despite the efforts of the behavior plan and the special needs professionals, it may be necessary to determine the child's suitability for the program and the program's suitability for the child. We will examine the adult to child ratio to determine if through **reasonable modifications** the program can address the child's behaviors. If behaviors cause a direct threat to the safety and well being of other staff and children, the Center reserves the right to discontinue child care services. Kiddie Campus will attempt to provide a two week notification to families for discontinuation and provide contact information regarding programs and providers.

INCLUSION OF CHILDREN WITH SPECIAL NEEDS

The Kiddie Campus Child Care Center will provide child care services to all children without regard to race, color, or disability. Our program will best adapt the environments, activities, and materials to meet the needs of each individual to be sure all children are participating, learning and thriving. Reasonable accommodations will be provided. Any child with special care needs, including any allergies, must submit an Individual Health Plan form. If a child is receiving Early Intervention Services, the Parent will need to complete an Authorization for Mutual Exchange of Information for the mutual sharing of information between teacher and therapist regarding the individual child.

HEALTH POLICY

The health care plan for the Kiddie Campus Child Care Center has been developed according to the OCFS regulations. The purpose of this plan is to protect the health of the children and maintain the safety of the environment. Our Health Care Consultant is Arlene Brouillette RN BSN from our local Child Care Council. The detailed Health Policy is available for review.

All children's health records are kept confidential and are not disclosed to unauthorized persons. Parents must provide required medical documentation. These forms must be updated as needed but at least quarterly. All files are maintained in a locked file cabinet in the Directors office.

Specific health requirements are as follows:

- A medical exam within one year upon admission that assures the child is; free from communicable disease and able to participate in day care; has received age appropriate immunizations; is receiving age appropriate health and dental evaluations.
- Confidential records will include; immunization records; any recommendations of a physician concerning any health issue (allergies, medications); any medical care received; staff observation of child's physical and developmental status.

Teachers will perform a daily health check of each child for any indication of illness, injury or abuse.

HEALTH MANAGEMENT

The Kiddie Campus staff promotes and practices infection control measures through proper and frequent hand washing, and cough/ respiratory etiquette. Staff, children, visitors and volunteers will wash their hands upon arrival to the classrooms, after using the toilet, after diapering, before and after meals, after coughing or sneezing, after any contact with blood or bodily excretions, after

handling pets and other animals, after playing in water that is shared by two or more people and after handling garbage or cleaning.

Our hand washing policy is posted at every sink. It list the instructions listed below:

- Moisten hands use soap and running warm water
- Rub hands vigorously for a minimum of 20 seconds (sing Happy Birthday-2X)
- Wash- back of hands, wrist, between fingers, under rings, under fingernails
- Rinse well holding fingertips down
- Dry hands with paper towel
- Use paper towel to turn off running water

Staff assists children with hand washing as needed. We teach children to keep their hands away from their face and avoid touching their mouth, nose, or eyes. When coughing children are taught to cover coughs and sneezes with a tissue or by coughing into the inside of their elbow. We can help children learn these healthy habits by setting a good example and using them ourselves.

If a child's health condition keeps them from participating comfortably in program activities due to suspected illness, parents, or other person authorized by the parent are notified immediately. Staff will complete a Record of Suspected Illness form (appendix D). To prevent spread of infection if the child's symptoms appear contagious then the child is made comfortable in a location where new individuals will not be exposed until she or he is picked up.

Disposal gloves are immediately available and worn whenever there is a possibility for contact with blood and body fluids, including but not limited to:

- Food handling
- Changing diapers
- Touching body fluids or blood
- Administering first aid for cuts or injuries where there is drainage of blood or body fluids.
- Wiping surfaces stained with blood or bodily fluids.
- Any situation where there is potential or actual contact with blood or body fluids.

Disposable gloves are discarded after each use. If blood is accidently touched, the exposed skin is thoroughly cleansed with soap and running water. Clothes contaminated with blood, body fluids, urine, or feces are placed in a plastic bag and sent home with parents to be washed. When spills of body fluids occur, staff clean immediately with detergent and water then followed by using bleach and water disinfectant solution. Staff will clean rugs by blotting with paper towels until college facility service arrive. College facility services are notified to further clean any blood spills or bodily excretions on surfaces, carpets or floors. College employees, students coming into direct contact with blood are

to report exposure to the college nurse. Staff are trained to use methods to reduce the spread of infectious disease through proper hand washing, cough etiquette, avoiding touching eyes, nose and mouth, covering openings in skin.

Cleaning and disinfecting toys and play areas are done on a regular basis. Tables, chairs, play equipment and resting mats are sanitized daily. A universal cleaning solution of bleach and water is used. Water tables are disinfected and drained after usage. To prevent spread of infection, children with sores on their hands are not permitted to participate in communal water play.

The Kiddie Campus is cleaned nightly through the MVCC facility service department. Children and adults are protected from environmental hazards through regular inspections made by the MVCC Environmental Health and Safety Director. Staff maintains areas used by children or staff that have any allergies or other special needs according to recommendations of health professionals.

SICK CHILDREN

Sick children may not attend the Center. The staff will keep parents informed of any signs of impending illness by using a Report of Suspected Illness appendix D. It is expected that parents will inform the teaching staff of any signs of illness seen at home or if the child been exposed to a contagious condition.

Children with a temperature of 101 degrees or more will not be accepted at the Center. However, your child may return to The Center when the fever has been gone for 24 hours **without** the use of fever reducing medication (i.e. Tylenol, etc.) Our Center is authorized to administer over- the – counter topical ointments, sunscreen and topically applied insect repellent with written parental permission with instructions for application. Emergency medications such as Benadryl, epi-pens, and inhaler can also be administered with the proper completion of a Written Medical Consent Form completed by the parent and child's health care provider.

The Center must be informed when your child has been exposed to a communicable disease. Teachers will notify you if your child has been exposed to any type of communicable disease. You will be provided with written material on the signs and symptoms of disease, mode of transmission, and period of contagiousness and control measures we have taken at the Center that you can implement at home.

ILLNESS CRITERIA

The criteria for keeping children home or for sending a child home from the Center are described below. It should be understood that illness criteria serve as guidelines. The Center is registered with the OCFS as a program serving well children only. Deviation from these criteria, at the discretion of the Director, may occur, since each child's illness is dealt with on an individual basis. The book, Healthy Young Children, published by NAEYC and resources

published by the American Academy of Pediatrics are used as guides in determining best practice.

Diarrhea

If a child has repeated loose/watery stools and poor fluid intake during the course of the day, the child will be excluded from the Center. Children may return 24 hours after the last loose stool, or when bowel movements are normal and fluid intake is good.

Vomiting

If a child vomits he/she will be sent home and will not be permitted to return for 24 hours. A child who has vomited in the preceding 24 hours, is listless, or has a poor appetite should not be brought to the Center.

Fever

A child who has a fever over 100 degrees and other symptoms of illness may be sent home. Any child with a fever of 101 degrees will be sent home immediately. A child who has a fever the night before attendance at the Center should be presumed ill. If the temperature has been lowered with the use of aspirin, acetaminophen or other fever reducers, the child is still considered to be sick and cannot attend.

Upper Respiratory Illness (URI)

Children who have congestion, large amounts of nasal discharge, sneezing, coughing, listlessness, or an inability to keep up with the day's activities should remain at home. Physician-documented allergic reactions and/or asthmatic-related conditions are excluded.

Undiagnosed Rash

Unless specifically diagnosed by the child's pediatrician as noncontagious, The Center will send home any child who develops a rash during the day.

Children may return to the Center after all signs of illness and infection have been absent for at least 24 hours. Children placed on anti-biotic treatment may return to the Center *no sooner than 24 hours after* beginning treatment.

These policies are not meant to be an inconvenience to students or working parents. These policies are in place to keep the children and staff in our programs safe and healthy. The Center reserves the right to send a child home for any signs/symptoms of illness that could have a detrimental effect on other children or staff.

It is highly recommend that all families have a pre-arranged plan for care should your child become ill and need to remain home.

ILLNESS CRITERIA CHART

<u>ILLNESS</u> <u>MAY RETURN</u>

Chicken Pox When most recent lesion has healed over

Conjunctivitis 24 hours after start of treatment drainage has

stopped

Croup After illness has subsided

Diarrhea-Gastro 24 hours after last loose stool or 1 normal

Fever 24 hours after temp is normal, without fever

reducer

Hepatitis A At least 7 days after the onset of jaundice

Impetigo 24 hours after treatment has begun

Influenza 24 hours after symptoms have subsided

Lice 24 hours after treatment has begun

Staff will assess before return

Measles Sixth day after rash onset

Mumps Tenth day after onset of symptoms

Pin Worms After treatment is completed

Pneumonia or Epiglottis Written note from physician. If due to Flu,

Health Department must OK

Poison Ivy After lesions ceases to ooze

Roseola After illness has subsided

Scabies After eggs and mites are destroyed

Strep Throat 24 hours after the start of antibiotics

Vomiting 24 hours after last incident

IN ALL CASES, KIDDIE CAMPUS RESERVES THE RIGHT TO SEND A CHILD HOME WITH SUSPICIOUS OR PROLONGED SYMPTOMS. THIS POLICY WILL BE STRICTLY ENFORCED.

DIAPERING POLICY

Staff checks children for signs that a diaper or pull- up is soiled every 2 hours when children are awake. Diaper changes take place only on the changing table, or for a standing child, next to the changing table, in the bathroom. Changing table is properly cleaned and disinfected with each use. Staff and children wash their hands after each diaper change. Soiled diapers are disposed in lined and covered hands free receptacles. Staff notes changes in toileting habits that might indicate an oncoming illness, as well as note rashes, irritations, and skin conditions in the diaper area in order to alert parents to problems. We are here to assist your child with toilet training habits.

NUTRITION

The Center participates in the Child and Adult Food Program (CACFP). Breakfast, lunch and an afternoon snack are served. All meals and snacks are prepared, served and stored following the USDA Department of Health guidelines. Our campus food organization, Sodexo prepares all foods served. Menu selections are carefully determined in coordination with our food service director. The week menu is posted in each classroom and is on file for our health consultant and the CACFP representative. Menus are diverse and child friendly. Copies of our menus are distributed to families.

Meals are eaten family style in a relaxed atmosphere in each classroom. No child will be forced to eat or punished for refusal to eat. Staff will encourage children to sample all foods served. We realize parents concern for the commonly referred to "picky eater", therefore bread and butter will be available at lunchtime. Parents may not bring in bagged lunches. Staff pays attention to the size and

amount of food children consume with each bite. Parents are always welcome to join us at mealtime. Teachers often use classroom cooking to celebrate holidays and as a learning tool for the children.

Please do not send candy, gum, juice boxes, and sippy cups with your child. Arrangements for birthdays or special occasions will be coordinated with the teachers in each individual classroom. We welcome parents and families to send in foods from home for sharing among the children. A preference for healthy snacks and only commercially prepared packaged foods in unopened containers is requested. Staff will make sure that foods or beverages needing refrigeration stays cold until served. If you would like to order a special treat from our food service providers, Sodexo, you may contact them at 792-5419.

INSECT BITE POLICY

If a child is stung by a bee or wasp a parent will be notified immediately. The child will receive appropriate first aide and be carefully observed in the event of an allergic reaction. Parents will need to pick up the child for continued observation.

We appreciate any information on any other bites such as spiders, fleas, mosquitoes, that a child may have so staff can monitor the site and watch for any allergic reactions.

ANIMALS AND PETS

Classroom pets or visiting animals must appear in good health and are required to be current with recommended immunizations. Staff checks that pets or visiting animals are suitable for contact with children. Staff supervises all interactions between children and animals. Visiting animals will be permitted into the classroom when arranged by the teachers. Teachers will be sensitive to children with any allergies to animals.

SOCIAL NETWORKING POLICY

Kiddie Campus has established an official Facebook page for the purpose of promoting our Center. Parents must complete the Photo Release form for permission to post any pictures of their child. **There is a no posting of children's photographs on social media sites without consent.** Please respect others privacy and refrain from posting pictures of your child with their friends. We

request that while your child is attending the Kiddie Campus you refrain from "friending" our staff on social networking sites. You are welcome to visit and comment on our Kiddie Campus Facebook page.

'NO BABYSITTING' POLICY

Programs that allow staff to babysit can be liable if a child is harmed while a staff member is babysitting. As a result, we have a 'no babysitting policy' for families with children enrolled in our program.

In the case where parents insist on hiring teachers as babysitters, parents must choose to waive their right to hold the program liable should a child be harmed while a teacher babysits. In that case, parents agree to *hold* the program *harmless*. Parents who sign a *Holds Harmless Agreement* refer to appendix G and hire a babysitter acknowledge that they are; aware of the program's No Babysitting Policy; and in choosing to bypass the policy, accept the consequences of their choice.

FAMILY AND COMMUNITY RELATIONSHIPS

The Kiddie Campus Child Care Staff are actively involved in local, state, and regional early child care groups to keep us informed of current community events, resources and trends in the early childhood educational field. We acknowledge the importance of family and community relationships and provide many opportunities for children and families to get involved. Parents are regularly informed of current events in our community and our Center.

Our Parent- Resource Binder has pages of references for health and safety, special needs professionals, recreational and cultural activities, parenting, child-welfare and family- support materials. The binder is kept in the parent- area for easy access. We support and encourage families' efforts to negotiate health, mental health, assessment and educational services for their children. We are available to assists families in locating, contacting and using community resources showing our support of children's and families' well-being and development.

CENTER POLICY AMENDMENTS

Rewriting policies and procedures takes time and consideration. It is a process involving parents and staff. When changing any policy timely notification will be provided and an opportunity for those affected to voice their opinion. Often modification to any policy may be necessary due to unforeseen "change of condition" e.g., closing due to flu outbreak. We will make every effort to keep families well informed of any additional policies, procedures or modifications.

REPORTING CHILD ABUSE

The Kiddie Campus Child Care staffs are covered by the mandatory child abuse reporting law. All staff members are legally responsible for reporting the suspicion of child abuse or maltreatment. Kiddie Campus will work with parents, families and all other authorities to ensure the health and safety of their children.

Voluntary reporters (neighbors, relatives, and concerned citizens) may use the statewide, toll free number to make reports. If you suspect a child has been harmed or is at risk call to report what you have seen or heard.

What to do if you suspect a child is being abused or maltreated:
Call the New York State Central Register of Child Abuse
& Maltreatment Hotline @ 1-800-342-372

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