

Willamette Valley Christian School Childcare & Early Learning Center

9075 NE Pueblo Ave
Salem, OR 97305
503-393-5236

www.willamettevalleychristianschool.org

childcare@willamettevalleychristianschool.org



Introduction

Willamette Valley Christian School Childcare/Early Education Center is privately owned and operated by Willamette Valley Christian School, a 501C3 non-profit corporation, for the purpose of providing quality Christian childcare to families involved with Willamette Valley Christian School.

Willamette Valley Christian School Childcare/Early Education Center operates under the by-laws, policies, and guidelines of Willamette Valley Christian School as stated in the Willamette Valley Christian School Policy Manual.

Purpose: The Willamette Valley Christian School Childcare/Early Education Center philosophy is based upon the belief that the foundation for all of life is clearly delineated in the Word of God – the Bible.

Worldview: Willamette Valley Christian School Childcare/Early Education Center maintains a Christian worldview as outlined in our statement of faith.

Goals: To support families involved in Willamette Valley Christian School by providing quality Christian childcare.

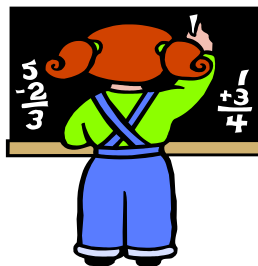
To support children by providing a secure, safe, nurturing, happy environment that allows children freedom to explore, to learn, and to achieve their God-given potential.

Willamette Valley Christian School Childcare/Early Education Center offers an age appropriate program administered by certified professionals. Children have opportunity to engage in activities that are designed to stimulate curiosity and intellect, challenge and develop individual skills, activate developing minds and build Christian character.

Willamette Valley Christian School Childcare/Early Education Center is designed to contribute positively to the mental, physical, emotional, and spiritual development of children.

Discrimination on the basis of race, color, national origin, sex, age or disabilities is strictly prohibited.

Questions or concerns may be addressed with the teacher, the director, the administrator, or the board of trustees of Willamette Valley Christian School.



General Information

Hours of Operation: Monday through Friday
7:00 a.m. to 6:00 p.m.

The Childcare/Early Education Center will generally operate according to the Willamette Valley Christian School calendar during the school year. It will be closed on Labor Day, Veteran's Day, Thanksgiving break, Christmas break, Martin Luther King, Jr. Day, Presidents' Day, spring break and Memorial Day.

Ages: 3 years to 12 years

WVCS Childcare/Early Education Center offers full and part time care.

Children must be potty-trained and able to use the restroom independently, with the exception of situations in which there are extenuating circumstances.

WVCS Childcare/Early Education Center offers Full and Part time care. Partial hours will be charged as a full hour, anything after 10 minutes.

**Example: Child is picked up at 4:09 = *not* charged the extra hour
Child is picked up at 4:11 = *will be* charged for the extra hour**

Hourly: 1st child \$3.50 per hour Additional children \$2.50 per hour
Drop In: \$3.50 per child

After 6:00pm rates increase \$.50 per minute per child. Time will be calculated according to the Childcare Early Education Clock.

LATE PAYMENT FEE: (Assessed after the 10th of each month) \$10.00
RETURNED CHECK FEE: \$20.00

Registration Procedure: Application packets may be downloaded from the website, picked up at the Willamette Valley Christian School office or at the Childcare/Early Education Center. Packets will also be mailed upon request. Packet must be completed before students will be enrolled. Enrollment information includes application(s), medical record forms, immunization form, pick-up permission information, emergency contact information, payment plan agreement, medical consent form, field trip permission form, and transportation agreement.

Sign in and out procedure: Parents/Guardians must sign their children in and out each day. You must sign your **full signature** and the time in and again your full signature and the time out. The childcare provider or classroom teacher will sign in children arriving directly from school. Sign in/out times will be according to the childcare/early education center clock.

The person bringing a child to the center must remain with the child until he/she is accepted by staff and the person bringing the child must sign him/her in.

Children will be released only to a parent or a parent designee as indicated on the pick-up permission information sheet. Staff will verify identification of the designee. Please notify your designee that they will be asked for identification if childcare personnel do not recognize them.

Sign in/out records and files will be maintained by WVCS Childcare/Early Education Center.

Half-days: Parents who reserve space for their children in the childcare center on half-days will be charged for the time reserved, whether or not the child is in attendance, **unless** they notify the childcare/early education center at least 24 hours in advance of the change of plans.

Snacks: Snacks will be provided at mid morning, mid afternoon, and after school. Snacks are prepared and served in accordance with USDA guidelines. Monthly snack menus will be posted. **If your child has food allergies, please provide a snack from home.** Children accessing childcare during lunchtime must bring a lunch or may order a hot lunch on appropriate hot lunch days. Please provide ice packs if your child's lunch so requires.

Discipline: The safety and care of all children is of primary importance. Children are expected to follow the same behavior standards of the WVCS classroom, engage in behavior that is age appropriate and respectful. Those who make poor choices will be redirected appropriately and parents will be notified if necessary. Blatant refusal of a child to comply with childcare/early education center rules will result in an immediate call to parents, who will be expected to remove the child from the center.

WVCS Childcare/Early Education Center will NOT engage in corporal punishment.

Repeated, uncontrollable behaviors will result in discontinuation of childcare services.

Toys: Children are discouraged from bringing personal items, such as toys, to childcare, unless arrangements are specifically made with the provider. We cannot be responsible for lost or damaged items.

Child Abuse: Oregon State Law mandates the reporting of any form of suspected child abuse and/or neglect to Child Protective Services.

Parent Connection: It is of vital importance that communication is maintained between the childcare/early education center and parent/guardian. Personnel will be available by pre-arrangement to address concerns, questions, suggestions, or other issues. Parents may also contact the administrator.

Parent Access: Parents have the right of free access to their own children at all times. Parents may reach Willamette Valley Christian School/Childcare employees by calling 503-393-5236.

Communication: Childcare/Early Education personnel, are available in the Childcare/Early Education Center from 7:00 a.m. to 6:00 p.m., should parents need to speak with them, either personally or by telephone. If unable to take your phone call immediately, someone will return the call as soon as possible or you may email the childcare@willamettevalleychristianschool.org. Parents are asked to please respect the family time of childcare providers by not calling them at home, unless it is an emergency situation. In an emergency, parents should contact the director, if childcare personnel are not available.

Nap Time: Nap time will be offered as is age appropriate. The center will provide nap mats. It is the responsibility of parents to send appropriate bedding. A crib size sheet is the perfect size to fit the nap mats. Parents need to send clean bedding each Monday. It will be sent home each Friday for washing. For drop-in or part time children, bedding will need to be brought with the child and will be sent home as is appropriate.

Sickness or Medical Emergency: WVCS Childcare/Early Education Center is not equipped to deal with children who are ill. It is expected that ill children will not be brought to the Childcare/Early Education Center. Should a child become ill after arriving at the center, parents will be called to immediately pick him/her up.

The following conditions will result in the expectation that parents/guardians will pick up the child immediately:

- A fever of 100 degrees or above
- Vomiting or continual diarrhea
- Unexplained rash or skin eruption
- Any communicable disease, including pink eye, ringworm, impetigo, poison oak or poison ivy
- Obvious unexplained pain or physical discomfort
- Head lice (includes nits)

Should a minor emergency occur, a staff person trained in CPR/first aid will administer treatment. Parent/guardian will be notified. A major emergency will result in immediate contact with emergency services, and the child will be transported by ambulance to the hospital, if necessary. Parents/Guardians will be notified immediately. WVCS Childcare Center requires personnel to be on site who have been fully trained in CPR, first aid, and correct handling of blood borne pathogens.

Medications: Medications will not be administered to children unless the following criteria have been met:

- ❖ Prior written consent/ instruction from dentist/doctor.
- ❖ Medication is in original container labeled with child's full name, name of medication, dosage, frequency, and duration.
- ❖ Prescription medication must have original pharmacist label.

Disaster Plan

- Evacuation plan and routes are posted beside exit doors.
- Fire drills are conducted monthly and documented by childcare personnel.
- Fire extinguisher is located directly to the left of the childcare door. Staff are familiar with its use.
- Earthquake drills are conducted quarterly.
- Lockdown drills are conducted regularly.
- Pictures and other wall hangings are secured to the walls; shelving and bookcases are not overfilled.

Pesticide Policy: Any treatments for insect control will be done on Friday evenings after 6:00 p.m. or before 10:00 a.m. on Saturday. This will allow 48 hours before children return to the premises. Please direct any questions to the childcare/early education supervisor.

Out Door Play Policy: It is the policy of the WVCS Childcare/Early Education Center that outdoor time is written into the daily schedule so that all children participate. Outdoor time is an important time for children to get fresh air into their lungs and to stretch their legs. Children do not get colds from cold air. Colds come from germs; providing outside time daily may actually help the children stay healthy.

Volunteer Policy: Volunteers are encouraged to be involved in the WVCS Childcare/Early Education Center. All volunteers must meet the standards required by the state of Oregon for childcare volunteers. Volunteers may **NOT** be out of the sight and sound of WVCS childcare personnel at any time. Volunteers may have no unsupervised access to children at any time.

We ask parents to provide appropriate clothing for their children, including hats, coats and gloves, as well as dry clothing for accidents during the winter months.

To Report a Complaint – Contact Oregon Childcare Division.

Activities at WVCS Childcare/Early Education Center include the following:

Academic Activities – Study for tests; review of classroom concepts that are sent to childcare by the teacher, specifically for students who are struggling with a particular concept; help with homework and classroom projects; other academic assistance requested by the classroom teacher for a specific student.

Fine Arts Activities – Art, crafts, music appreciation, singing, rhythm instruments, creative movement

Fine Motor Development Activities – Coloring, cutting, gluing, writing, painting, play dough sculpting, finger plays, lacing.

Gross Motor Development Activities – Puzzles, mazes, block building, Tinker Toys, Lego's, board games, creative play

For Fun and Other Benefit – Cooking, stories, field trips, puppets, bubble making & blowing, planting, dramatic play, dress up

Christian Character Building – Bible stories, prayer, Christian songs, simple role-play, emphasis on Christian values

The Minimum Licensing Requirements for child care centers direct that we must have written documentation signed by the parents in each child's file and that we explain to parents out center policies and procedures, center philosophy, and program facilities.

The above and following information has been read and/or discussed with _____
(Parent/Guardian)

Relationship to the child _____
(relationship to child)

- | | |
|--|--|
| <input type="checkbox"/> Purpose | <input type="checkbox"/> Laws pertaining to mandated child abuse reporting |
| <input type="checkbox"/> Philosophy | <input type="checkbox"/> Parent connection |
| <input type="checkbox"/> Worldview | <input type="checkbox"/> Parent access |
| <input type="checkbox"/> Goals | <input type="checkbox"/> Policy regarding children who are ill |
| <input type="checkbox"/> Hours of operation and scheduled holidays | <input type="checkbox"/> Medical emergency and medication management |
| <input type="checkbox"/> Monthly rate and fee schedule | <input type="checkbox"/> Childcare activities |
| <input type="checkbox"/> Late fees and late pick up fee | <input type="checkbox"/> Disaster preparedness plans |
| <input type="checkbox"/> Discipline policy | <input type="checkbox"/> Generalized daily schedule |
| <input type="checkbox"/> Registration procedure | <input type="checkbox"/> Outdoor play policy |
| <input type="checkbox"/> Sign in and sign out procedures | |
| <input type="checkbox"/> Snacks | |
| <input type="checkbox"/> Center policy regarding toys | |

Willamette Valley Christian School
Childcare & Early Education Center

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| <input type="checkbox"/> Center policy regarding toys | |

Parental acknowledgment of information.

_____ has been given a copy of our center parent handbook and has been
(Parent/Guardian)
informed that our health care plan is posted in our classroom. _____ has been
(Parent/Guardian)
asked if _____ has any chronic health conditions and/or life threatening medical
(Child)
conditions. An appointment has been scheduled to discuss the individual plan of care, if applicable.

_____ acknowledges there are no special accommodations necessary for
(Parent/ Guardian)
_____ to attend our center.
(Child)

Parent/Guardian Signature

Date

Center Director/Program Supervisor

Date

Willamette Valley Christian School
Childcare/Early Education Center
Registration
2010-2011

Child's name _____ Age _____ Birthday _____

Enrollment date _____

Parents(s)/Guardian name(s) _____

Child's primary residence _____

Home phone _____ Work phone _____ Cell Phone(s) _____

Other important phone numbers _____

Email address _____

Emergency contact _____ Phone _____

Emergency contact _____ Phone _____

Persons permitted to pick-up your child:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name, address, phone number of your child's:

Physician _____

Dentist _____

Date of last physical exam _____

Specific health concerns about which staff should be aware such as allergies, physical limitations,
Vision or hearing difficulties, etc. _____

Other information concerning child about which you would like us to be aware:

WVCS Childcare/Early Education Center Financial Agreement

Child's name _____

Parent/Guardian name _____

Days/Times Child Will Need Care (Check appropriate spaces)

Day(s) ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Arrival time _____ _____ _____ _____ _____

Departure _____ _____ _____ _____ _____

_____ Occasional care needed

I have read and agree to comply with the policies of the WVCS Childcare/Early Education Center regarding tuition fees and payment schedule. I understand that payment not received by the 10th of the month will be considered delinquent, and a \$25.00 late fee will be charged, unless special arrangements have been made with the financial secretary.

Parent/Guardian Signature _____

Date _____

WVCS Childcare/Early Education Center Permission/Authorization

Child's name _____

WVCS Childcare/Early Education Center has my/our permission regarding above named child to:

_____ Transport on scheduled field trips

_____ Transport to obtain medical care, if necessary

_____ Take walks around WVCS property

_____ Take photographs or video of child

_____ Other (Please specify below)

Transportation Policy

It is the policy of WVCS Childcare/Early Education Center that children will be transported on the regular WVCS bus during the school year whenever possible. Professional bus drivers with appropriate licensing will be provided.

Should a bus not be available, children may be transported in private vehicles with prior written permission of parent/guardian. Copies of current driver's license and proof of current insurance must be on file in the WVCS central office. Insurance companies of private vehicle drivers will be notified.

Occasionally, an activity fee may be required to cover expenses of special field trips.

I have read and agree with the above policy. I grant the above named child permission to be transported by bus or private vehicle as stated.

Parent/ Guardian Signature _____

Date _____

Consent to Medical Care & Treatment of Minor Children

I, _____ (the natural parent or legal guardian), herewith give permission for my child, _____, to be given emergency treatment to include first aid and CPR by qualified childcare personnel at the WVCS Childcare/Early Education Center.

I further authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by my child's regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health in the event that I cannot be reached. I waive my right of informed consent for such treatment.

I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

Signature _____

Date _____

** For medication distribution forms, please see childcare center personnel.

Willamette Valley Christian School

Childcare/Early Education Center

Health Plan



Willamette Valley Christian School
Childcare/Early Education Center
Health Plan

Emergency telephone: 911
Poison Prevention Center: 1-800-732-6985
Hospital: Salem Hospital 503-561-5200

Emergency Procedures

Minor Emergencies

1. Staff trained in first aid will take appropriate steps and, as needed, will then refer to the Health Plan Manual or the First Aid Manual.
2. Staff will record the incident on the appropriate accident form, which will then be referred to the administrator for review, signature and further action if needed.
3. Report incident to parents.

Life Threatening Emergencies

1. Staff will call 911.
2. Staff will provide first aid as is appropriate.
3. Staff will stay with injured child, including transport to hospital, until parent(s) arrives.
4. Staff will document incident appropriately.

Emergency Procedure if Parent(s) Cannot Be Contacted

1. Staff will call 911, if appropriate.
2. Staff will follow procedures outlined in child's file.
3. Serious injury/hospitalization will be reported: Oregon Childcare Division
Carol Petersen
503-947-1939

Medication Management

1. Medication will only be given with prior written consent of child's Dentist/Doctor.
2. All medications must be in the original container labeled with: Child's full name, name of medication, dosage, frequency and duration.
3. Prescription medication must have original pharmacist label.
4. "As needed" prescription medications may be given only when the health professional lists specific parameters.
5. Internal and external medications will be stored in the appropriately secured place.
6. Refrigerated medications will be stored in the appropriate refrigerator.
7. All medications will be stored as follows:
 - Inaccessible to children
 - Separate from staff medications
 - Protected from contaminants
 - Under proper temperature control
8. Unused medication will be returned to parents or disposed of appropriately.
9. Records of all medication will be maintained in center file or in the child's file.
10. Staff giving medication to children will sign the record with their full signature.

Procedures For Excluding Ill Children From Regular Childcare

Children with any of the following symptoms will not be permitted to remain in WVCS Childcare/Early Education Center:

1. Fever of 100 degrees F or higher
2. Diarrhea = three or more watery stools within a 24-hour period or bloody bm.
3. Sore throat
4. Earache
5. Rash
6. Unusual irritability or confusion
7. Vomiting on two or more occasions within the past 24 hours
8. Draining rash
9. Eye discharge or pinkeye
10. Fatigue that prevents participation in regular activities
11. Open or oozing sores, unless properly covered or 24 hours has passed since the treatment began
12. Lice or scabies

Communicable Disease Reporting

Physicians report the following communicable diseases to the local/state Health Department. It is necessary to call the local Health Department when a child or employee has any of the following illnesses:

Acquired Immune Deficiency Syndrome (AIDS)
Campylobacteriosis (Campy)
e. Coli 0157:H7
Hemophilus Influenza Type B (HIB)
Kawasaki Syndrome
Meningitis
Poliomyelitis
Rubella (German three day measles)
Tetanus
Diphtheria
Hepatitis
Meningococcal Disease
Whooping Cough

Rheumatic Fever
Salmonellosis
Shigellois
Tuberculosis (TB)
Yersioniosis
Mumps
Reyes Syndrome
Rubiola (Ten day measles)
Typhoid fever
Giardiasis
Pertussis
Listeriosis

First Aid

When children are in the care of WVCS Childcare/Early Education Center, staff with current training in cardio-pulmonary resuscitation (CPR) and first aid are always available. Training documentation is kept in personnel files the central office.

First aid kit includes:

Sterile gauze pads
Small scissors
Band-aids in varying sizes
Roller bandages
Triangular bandages
Cotton balls
Adhesive tape
Tweezers
Syrup of Ipecac

First aid kits/supplies are kept in the following locations:

Childcare/Early Education Center in secured location
Central office
Busses
Athletic office

First aid kits are required on all field trips.

Health Records

Health records will contain identifying information about the child; health history, date of last physical exam, allergies, special considerations, immunization records, consents for emergency care, authorization to take the child out of the facility to obtain emergency health care, permission to transport the child, etc. Records will be kept for one year after the child withdraws from the program.

Forms must be updated annually.

Infection Control, Disinfecting and Laundering

1. Staff will wash hands at appropriate times.
2. Staff will disinfect all surfaces that can spread diseases.
3. Staff will always rinse to remove residue left behind, if using items such as Lysol and Pinesol or ammonia compounds as disinfectants. Bleach and water at a concentration of ½ cup to a gallon of water does not require rinsing.
4. Spray bottles of bleach and water used for disinfecting will be prepared as needed and dated.
5. Toys will be disinfected daily as needed.
6. Cloth toys will be washed in the washing machine or dishwasher at a temperature of 140 degrees F or higher or with ½ cup bleach added to the wash load.
7. Toys that cannot be washed in the washing machine will be hand washed in a warm soapy water, rinsed and dipped into a disinfectant solution for one minute and allowed to air dry.
8. Bedding will be stored appropriately on shelves or in cupboard.
9. Staff person on duty will wash childcare laundry as is appropriate.
10. Toilets will be cleaned daily by childcare or custodial staff.
11. General cleaning of the entire center will be done daily by childcare staff and custodial staff.
12. Carpets will be steam cleaned as is appropriate.
13. Powders or chemical cleaners that leave residues that can be harmful to children must be avoided.

Hand Washing

1. Staff will wash hands:

Upon arrival

Before handling foods

After toileting

After handling or coming in contact with any bodily fluids

2. Children will be directed or helped with hand washing:

Before meals or cooking activities

After outdoor play

After toileting

After coming in contact with any bodily fluids

3. Soap, warm water and individual towels will be available for staff and children

4. Washing hands includes:

Turn on water and adjust temperature

Wet hands and apply soap

Rub hands together for at least ten seconds

Rinse hands thoroughly

Dry hands using individual towel

Use hand drying towel to turn off water faucet

Preventing Infections When Contacting Body Fluids

Anyone who has been in contact with bodily fluids (vomit, blood, urine, feces, saliva, drainage from skin eruptions or sores, etc.) or is at risk for being in contact with bodily fluids must exercise the following precautions.

1. Any open cuts or sores on children or staff will be kept covered. Depending on the type of wound, a covering may be a bandage or clothing, or staff may wear latex gloves.

2. Whenever a child or staff person comes into contact with any bodily fluids, the area will be washed immediately with soap and warm water and dried with paper towels.

3. All surfaces in contact with body fluids will be cleaned immediately and disinfected with an agent, such as bleach in the concentration listed previously.

4. Used latex gloves and cleaning materials used to wipe up bodily fluids will be put in a plastic bag, closed with a tie and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc., used to clean up bodily fluids will be soaked in a disinfecting solution, and rinsed thoroughly.

5. Cloth items or mops, after soaking, should be washed with hot water in a washing machine. All items are to be hung off the floor or ground to dry. Equipment used for cleaning is to be stored safely out of children's reach.

6. Children's clothes soiled with bodily fluids will be placed into a closed plastic bag and sent home with the child's parent. A change of clothing will be available for children in care.

7. All clothing soiled with bodily fluids will be changed as soon as possible. All soiled laundry will be kept safely out of reach of children.

Food Service

1. Leftover food will be covered, dated and stored in the refrigerator or freezer.
2. Foods brought from home should be labeled with the date and the child's name. Please send ice pack, as needed, to ensure foods requiring refrigeration will be kept cold appropriately.
3. Eating surfaces will be cleaned before and after use by staff.
4. Food will be thawed in the refrigerator or under cold running water or during cooking process.
5. Food will be cooked to the correct internal temperature.
6. Food requiring reheating will be reheated to an internal temperature of 165 degrees F in 30 minutes or less.
7. A metal stem thermometer may be used to test the temperature of foods as indicated above and to ensure foods are served at a safe temperature.
8. Refrigerators may have thermometers placed in the warmest sections.
9. Sinks used for hand washing will be appropriately disinfected before being used for food preparation.
10. Microwave ovens will not be used to reheat potentially hazardous foods.
11. Hot food will be held a temperature of 140 degrees F or above until served.
12. Food requiring refrigeration will be stored at temperature of 45 degrees F or less.

Nutrition

Children must bring a lunch if they are in the center through lunchtime. The following snacks will be provided:

Mid-morning

Mid-afternoon

After school

Children must bring snacks from home if food allergies are a concern.

All snack menus will be prepared minimally one week in advance and posted.

All food substitutions will be of equal nutrient value and recorded.

Menus will list specific types of foods as is appropriate.

Injury Prevention

WVCS Childcare/Early Learning Center will be inspected at least quarterly for safety hazards by the custodial staff and/or the safety committee.

Hazards will be reported to the director/administrator.

The accident and illness log will be monitored and documented by the director or manager.

Disaster Plan

Evacuation plan and route are posted beside exit doors.

Fire drills will be conducted monthly and documented by the director or manager.

Fire extinguisher is located directly to the left of the childcare door, and staff are familiar with its use.

Earthquake drills will be conducted quarterly.

Lockdown drills will be conducted quarterly.

Pictures and other wall hangings will be secured to the walls; shelving and bookcases will not be overfilled.

Staff Health

All staff must document a negative tuberculin skin test by the MANTOUX method or chest x-ray.

Staff who have a communicable disease are expected to remain at home until the period of communicability has passed. Such staff should follow the same protocol listed under procedure to excluding ill children.

Child Abuse

Suspected child abuse will be reported to the appropriate authorities.