

Hand Washing

Washing hands often is one of the best ways to keep people healthy and prevent the transmission of disease. When children and staff arrive, they will be asked to wash their hands. Hands are also washed often throughout the day, before and after eating, being outside, using the toilet, blowing noses, and after crafts. It is good practice to have your children wash their hands before going home, just to leave the germs behind.

Toileting and Diapering

Strict hygienic practices for changing diapers are posted above changing tables and are closely followed. As children transition from diapers to underwear teachers will work with parents on facilitating the process. State law does not allow for washing out soiled diapers or clothing so in case of accidents all soiled clothes will be bundled into a plastic bag to be sent home for washing.

Sunscreen

When children are to be exposed to the sun, teachers will apply a broad spectrum sunscreen every two hours on all exposed skin from the Learning Center's bottle with an SPF of at least 30. We are happy to provide the bottle to you at any time so that you might check the ingredients if you have particular concerns. If you prefer, you may provide your own sunscreen. According to our licensing regulations, it must be non-aerosol. Please label it with your child's first and last name, to be used only on her/him. Children over six years of age will apply sunscreen to themselves, but will be supervised in application to ensure full coverage.

If Your Child is Ill

Our utmost concern is children's health. Because we are working in an environment for group care of young children, our policies may differ from those recommended by a health professional for your home setting or in elementary schools. When children who are ill come to the center, the health of other children and the teachers may be jeopardized. A child who is sick has special care needs that may be beyond the ability of our staff while they are caring for the other children. We want your child and everyone else's child to remain healthy. Please keep your ill children home to prevent the spread of contagious diseases.

Some signs that your child should be at home:

- A fever over 100 degrees
- A severe cough
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
- Nausea
- Vomiting within the last 24 hours

- General malaise and lethargy unusual in your child

To attend the afterschool program, your child must have attended school that day. If she/he is too ill to go to school, he/she cannot come to the Learning Center.

When Children Become Ill

Children who become ill during the day will be secluded and allowed to rest comfortably until you or someone from your emergency contact list can be reached to pick her/him up. If we are unable to contact you concerning a sick or injured child your family physician will be notified if necessary.

Health care laws require us to send children home if they have any of these symptoms:

- A fever over 100 degrees
- A severe cough
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
- Nausea
- Vomiting
- Unusual yellow color to skin or eyes,
- An undiagnosed rash,
- A stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing, abnormal wheezing or complaints of severe pain

In addition we will ask parents to pick up children if symptoms of illness impair the ability of the child to participate in regular activities. Or if the child needs so much extra care that the care of the other children in the group are compromised.

The success of our illness exclusion policy is dependent upon the following:

- A trusting relationship between families and staff each knowing the other makes the best decisions possible on the available information
- A commitment by families and staff to understand the burden that child illness creates for everyone and to make every attempt to ease this burden on families, on staff, and the child
- Acknowledgement by families that teachers:
 - Know the children in their care very well.
 - Use careful judgment when making a decision that a child is behaving atypically.
 - Can recognize when a child is uncomfortable and not feeling well.
 - Will reach an agreement among the team, and if need, the director, that the symptoms indicating illness are sufficient to warrant a notification call and/or sending a child home.

Colds are common, and excluding a child once he or she has a cold is really too late to prevent the spread of the virus. Children with mild cold symptoms who don't have any of the above contagious symptoms already described do not have to stay home. Decisions about keeping a child with a cold depend on how comfortable he or she is and whether the staff can meet this child's needs while being with the other children.

Returning to School

When a child has vomited, had more than one instance of diarrhea, or had a fever above 100 at school or at home, they must be out of school the day of the incident (day 1), out the following day (day 2), and may return the following day (day 3) provided that they are free of all symptoms on day 2 WITHOUT the use of medication.

Contagious Diseases

Please notify the school immediately if your child is diagnosed with any contagious disease or condition which keep them from attending school. Some examples are strep, lice, pink eye, impetigo or other illness that spread easily from child to child. Your health care provider will let you know if a diagnosed illness is especially contagious. When an illness or contagious disease becomes known to any of the classrooms, the director will send a health message to communicate the symptoms of the disease to families whose children may have been exposed. All parents are asked to carefully check their child for symptoms and keep them out of school if indications of illness are present until the incubation period has passed.

Head Lice Policy: The presence of head lice is not an illness but it does require special attention, in part because of misinformation in the past. The learning center works with parents to treat and manage head lice effectively. We work to keep head-to-head contact as minimal as possible, but small children's interactions in role play or on the playground often lead to direct contact. Prompt treatment is in the interest of the child and her/his peers and teachers.

If you find live head lice on your child's head please note the following:

- Notify the Learning Center and advise when safe and recommended treatment was begun.
- Check your child daily to ensure that no live lice remain even after return to school. Retreatment is sometime required.
- Follow recommendations for eradicating further head lice from your home or other high contact areas.
- Your child will be allowed to return to the Learning Center when no live lice or nits remain.

In order to achieve a consistent approach to head lice management, the Learning Center will:

- Notify a child's parents immediately when visible live lice are identified by a teacher or the director. The child will be excluded and will be allowed to return after the above measures have been taken.

- Provide practical advice on treatment and eradication and maintain a sympathetic attitude and avoid stigmatizing or blaming families who are experiencing difficulty with control measures.
- Accept the notification by parents that appropriate treatment has commenced.

Conjunctivitis Policy: Conjunctivitis is an infection of the eyes commonly known as “pink eye” which can come in various forms including viral, bacterial, and as an allergic response. Because the Learning Center staff are unable to make a definitive diagnosis, a child with conjunctivitis-like symptoms will be required to be examined by a health care provider and can return when approved to be in group child care, with or without treatment. Parents will be notified and asked to take their child to the provider as soon as possible to minimize the risk of spreading the infection.

Medications Policy and Procedures

We ask that families not use medications in the morning that may mask symptoms of undiagnosed illnesses. Giving a child Motrin/Tylenol or other pain reliever may get them through the morning, but may also expose other children to unidentified ailments unnecessarily. If your child has been given ANY medication prior to arrival, please let a staff member know the reason for the medication as well as the time of last dose.

Parent or guardian written consent is required for both prescription and over-the-counter medications. This includes pain relievers, cough syrup, nose drops, first aid ointments and others purchased without a prescription. Note, we can not administer medications to mask symptoms of contagious diseases.

All medications must be given to staff upon entry to the classroom, so that they can be stored safely and administered by Learning Center staff as the dosage schedule requires. State law requires that no medication be available to small children. Therefore, do not leave medications of any kind in purses, handbags, backpacks but hand them directly to a staff member for safe keeping.

Medications for acute illness, such as antibiotics, will be sent home with you at the end of each day. Medications to be kept for a longer term use may be stored overnight at St Andrew Learning Center but must be checked by you at least once per week for supply and currency. For these, we will ask you to sign a new authorization at least once per month.

All prescribed medications must be in the original containers, labeled with:

- **Child’s name,**
- **Name of medication,**

- **Dosage,**
- **Directions for administering,**
- **Date of prescription**
- **Name of prescribing health care provider.**

All over-the-counter medications, to be given “as needed,” **must be in original containers, labeled with the child’s name, dosage, and directions for administering** including a description of how staff will know when and how often it is needed.

Prescribed medications for emergencies, such as epi-pens or asthma nebulizers, that are to be kept on hand at the Learning Center, must be in original containers, properly labeled including directions for storing **and accompanied by your health care provider’s written directions for use.**

To administer your child’s medication, we require a signed authorization form, which is available from Learning Center staff. Staff will log each dosage and will inform you daily of the medication administered to your child. If you request, we will provide a copy of the written log including medication given, dosage, times of administration, and signature of staff who administered.

Immunizations

Immunization records are required for all newly enrolled children in the infant, toddler, and preschool classrooms. The form is included in the parent orientation packet and must be returned within a week of your child’s first day. If it is not received by then your child will be excluded.

This form is a legal document required by state law. It must be signed and dated. It is your responsibility to update the form each time your child receives new immunizations. Although a medical record may be attached detailing the medical immunizations and dates, state law requires the form to also be filled out.

If you have an immunization exemption form for your child, he/she will be excluded from the Learning Center in the event of an outbreak of a communicable disease for which there are immunizations. All exemption forms must be completely filled out and attached to the Immunization Form.

Immunization requirements do not have to be met for youth in the before and after school program, since the child’s school receives this information.