

Our Policies



Philosophy:

Our focus at Play-ology is provide a community centric, play based child care program allowing children to create without limits, explore their interests and individuality, discover the power of choice and imagine the possibilities of the world around them. To achieve this successfully we have created a learning environment rich with a variety of interest areas and hands-on activities guided by experienced, caring teachers.

Accepted Ages:

Play-ology accepts children from 6 weeks to 6 years old.

Hours:

Care Hours: Monday – Friday, 7:00 a.m. to 5:30 p.m.

Programs/Classrooms:

Our center provides classes for different age groups. Play-ology age groups are as follows:

Infant Program: Ages 6 weeks- 24 months: In this program, our focus is on Exploration.

Junior Preschool Program: Ages 2 years – 3.5 years: In this program, the focus is on Discovery.

Preschool Program: Ages 3 years – 5 years (FULLY Potty Trained): In this program, the focus is on Creativity.

KinderPrep/Kindergarten: Age 4 by September 1 (FULLY Potty Trained): In this program, the focus is on Individual Growth and Confidence.

Changes due to COVID-19:

Childcare services during the COVID-19 pandemic have been allowed to operate under very specific guidelines set by Community Care Licensing Department (CCLD), Center for Disease Control and Prevention (CDC) and state/local Public Health Order. These guidelines have forced significant changes to our business model and modifications had to be made to our policies (below) to follow these said guidelines. If the CCLD, CDC or local/state guidelines are removed or changed, the conditions below may be modified without prior notification. Our focus during this time is keep children laughing, playing, and enjoying their time interacting with their peers and teachers.

Registration:

- The Registration fee is \$100.00 per child and is due at the time of enrollment. An annual Material fee of \$50.00 per child is assessed every August. Enrollment forms must be updated at this time. Updated "Our Policies" can always be found and referenced on our website at playologykids.com under the Registration tab. Registration fees, Tuition Deposits and Material fees are non-refundable.
- A child's account will be considered deactivated and the child will be unable to attend if the Registration fee and/or annual Material fees are not paid. If an account is deactivated, the child would have to be re-registered to attend.
- Before an account can be activated or a child allowed admission to Play-ology, the "Play-ology Registration Packet" must be read and completed by a parent or authorized representative and the Registration Fee must be paid.
- Registrations for enrollment that start between June 1st and July 31st, the annual Material fee will be waived in lieu of paying the Registration fee.

Criteria for Determining Placement:

Play-ology is a group care setting and children will be placed into one of the Play-ology Programs based on age and available care schedules. However, since each child is unique and develops at their own pace, a child's social, emotional, cognitive, and physical development will be discussed with each parent during the registration process to determine if a group care setting is an acceptable placement and if Play-ology will be able to accommodate the needs of the child without requiring a fundamental alteration of the program. Program placement is at the discretion of Play-ology and a child's program placement may change after enrollment if a different program within Play-ology may be a better fit for the individual child.

Forms within the child's "Play-ology Registration Packet" including but not limited to the Child's Preadmission Health History, Consent for Medical Treatment, Medical Assessment, TB risk factors or test results, Immunization Records, Identification and Emergency Information, Parent's Rights, Personal Rights, Infant Needs and Service Plan and any other concerns by either the parent or Director will be discussed during the registration process.

Play-ology Registration Packet- Items Required for Registration (hard copy or PDF ONLY):

- Play-ology Registration Form (Identification and Emergency Information)
- Play-ology Admission Agreement

- Parent Questionnaire
- Child's Preadmission Health History- Parents Report (LIC 702)
- Consent For Emergency Medical Treatment (LIC 627)
- Parents' Rights (LIC 995)
- Personal Rights (LIC 613A)
- Physician's Report (LIC 701 (Medical Assessment and TB Screening))
- Immunization Records
- Infant/Toddler Needs and Services Plan, if applicable
- Registration Fee
- Deposit, if applicable
- Child Action/Subsidy Rider, if applicable

Infant/Toddler Needs and Services Plan:

This form will be included in the "Play-ology Registration Packet" and must be filled out by the parent or authorized representative of all children in our Infant program and older children, if applicable. During registration, the information on this form will be reviewed. The information on this form will be updated quarterly or as needed by the parents.

Check-In Procedures:

For the safety of all children, including your own, please do not allow your children to open doors. Please make sure to open doors with care and ensure all doors are securely closed when entering.

- All individuals entering must follow any requirements set forth by the Sacramento Public Health Department in childcare settings.
- Parents and guardians are required by Community Care Licensing to sign their child in, electronically or manually. You may use either the provided lobby computer or iCare Check In app on your cell phone to check in/out. If manual sign in/out is needed, use the manual sign in/out clipboard located on the lobby cart with full name of child, time in or out and, a full legal signature of authorized adult.
- **Only a teacher or parent of an enrolled child may open the door to the classroom/play area.** Each child will need to wash their hands and parent/child will put their personal belongings in the designated area based on the child's age.
- Make contact with your child's teacher before leaving your child in the center.

Check-Out Procedures:

- Children will only be released to their parents, guardians, emergency contact or additional authorized adults (over 18 years old) who are listed on the Play-ology Registration Form.
- Please be prepared to provide your name, the child(ren)'s name and show a valid form of government ID with a photo during check-out to ensure the safety of the child(ren).
- Your child MUST be picked up no later than 5:30pm.
- Parents or authorized pick-up adults will pick-up their child & their personal belongings **after** child has been signed out and payment, if applicable, has been paid.
- Please make sure to open doors with care and ensure all doors are securely closed when exiting.
- Infants will have a Daily Infant Care log available to view in the infant room. Communication cards may be sent for children when needed.

Personal Care Routines:

Children will be asked to wash hands upon entry to the center, after using the restroom or diaper change, after using a tissue, prior to eating and upon returning indoors. They will also be asked to wash/sanitize at other times throughout the day when necessary to prevent the spread of germs.

Cleanliness & Environment:

Our stringent cleaning measures and procedures are compliant with CDC recommendations. Common surfaces like tables and chairs are sanitized before and after eating or table time, toys and touch points will be cleaned throughout the day, sinks and restrooms will be sanitized before/after class usage.

Tuition Payments:

- Your child's Tuition Payment is based on the contracted program and amount listed on the Play-ology Admission Agreement.
- Payment is due by 5:30 p.m. on Friday for the next week of care. Care may be denied until full payment is received.

- **A \$25.00 late payment charge will be added to the account if payment is not received by 5:30 p.m. of due date.**
- **Payment is due in full regardless of the child's attendance for sick days, vacation, holidays, or planned/unplanned center closure.**
- **More than 3 late payments in a six month period may result in termination of care.**
- Any adjustments to Play-ology Rates, parents will receive a one month's notice.
- A non-refundable two week deposit equal to two weeks of tuition is required to hold a place in a specific program before a contract commences.
- We accept cash, checks at the center. ACH, credit card and debit card payments may be made online through our Parent Portal. Credit and debit card payments incur a 4% processing fee.
- A **recurring** ACH or credit/debit card option is available to be set up on our Parent Portal, select "Direct Deposit" under the payment options. Direct Deposit payments are processed at midnight on the date selected, therefore, payments for the next week's tuition would need to have payment date of Thursday to be processed by our due date of Friday end of business. Credit and debit card payments incur a 4% processing fee.
- Children must be checked out and have vacated the premises no later than close of business. A \$3.00 per minute late fee will be added to your account for pick-up after your designated care time ends. Excessive late pickups (more than 3 in a 6 month period) may result in termination of care.
- Families that qualify for a subsidy may be responsible for a portion of their tuition. The parent/guardian is responsible for registration and deposit fees that must be paid prior to attendance. These funds will remain in the child's account until final subsidy payment has been made after care termination. At that time, any remaining balance paid by the parent or guardian will be refunded. Additionally, school closures or absences that are not paid by the subsidy are the responsibility of the parent and due according to the Tuition Payment due date indicated above. Maintaining accurate attendance records and completing subsidy required paperwork is the responsibility of the parent/guardian.

Notice of Late Arrival or Absences:

It is your responsibility, as the parent, to notify the center by phone or email if your child is going to be absent or late on a scheduled day, please call on or before their typical arrival time, but no later than 9 am to notify staff and indicate if they will be present for meal times and require a Play-ology snack.

Termination: To terminate care, the parent or guardian must submit a written notice to the Director a **FULL four calendar weeks (Monday – Friday)** prior to the effective termination date. Tuition will be due through the approved end date, regardless of attendance, and will not be pro-rated if notice is given mid-week.

Dismissal: The center reserves the right to suspend or dismiss a child from the program for any reason including but not limited to:

- Unsatisfactory conduct or behavior of a child or parent
- Excessive late pick-ups
- If a child is not able to successfully participate in a group care setting by posing a direct threat to the health/safety of themselves or others and/or requires continual one-on-one care/assistance by a teacher/team member which creates a fundamental alteration to our program
- Failure to meet payment agreement

Snacks/Meals:

Please refer to the Daily Program Schedule for snack/meal times.

- Nutritional snacks are provided, at no cost, to the children in our Toddler, Junior Preschool, Preschool and KinderPrep/Kinder classes.
- Lunches are to be provided by parents. Lunches must be sent in lunch bags/boxes (or disposable lunch bags) and must be **clearly labeled on the outside with the child's first and last name**. Individual containers in the lunch bag also need to be clearly labeled with child's name.
- Use sandwich bags, containers or packaging that can be easily opened by your child.
- Food must be sent ready to eat (cut, peeled, prepared) and enjoy!
- Lunches will not be refrigerated or heated. You may send an ice pack to keep foods cool and use insulated thermoses to keep foods warm.
- Provide nutritional items in lunches, please no candy or carbonated drinks.
- Due to the varying degrees and types of food allergies, confirm at check-in that your child's allergy is documented in our system and provide a home snack for your child.
- Child must be present at the scheduled meal/snack times to be served.
- **Play-ology is NOT a peanut free facility.** A peanut free table is available for Junior Pre, Preschool and KinderPrep classes during meal times.

Infants: Parents are required to provide prepared and bottled (ready to warm/serve) formula, breast milk or milk. All bottles and dishes need to be labeled with the infant's name and the current date. Bottles and dishes will be rinsed and returned to parent for sanitizing at the end of each day. Bottles must be of a non-breakable material (no glass). Bottles will be stored in a refrigerator.

Toddler: Once your child has transitioned to a toddler group within the Infant program, (usually between 12-18 months: walking, self-feeding, one nap a day) their lunch bag and contents will be stored in their cubby. All cups and dishes need to be labeled with the child's name.

Toddler children are offered a Play-ology snack option that must be indicated on Infant Needs & Service Plan. You will be notified when your child is moved to the Toddler group and qualifies for this option.

Clothing & Supplies Provided by Parents:

Diapers: Parents must provide each infant/toddler with enough diapers (or pull-ups) and wipes to be changed as often as necessary to ensure that the infant is clean and dry at all times. Please plan for about 5-6 diapers a day to be used & about 25-30 wipes, diapers are checked & changed every 2 hours or as needed. We need a minimum of 10 diapers on site each day and 50 wipes. Our Diaper Changing Procedure is recommended by American Academy of Pediatrics and is posted next to the diaper changing stations for reference. Each package of diapers and wipes needs to be labeled with your child's name. For children using cloth diapers, parents are responsible for bringing their own personal airtight container to place soiled diapers and will be returned to parents at the end of each day for laundering.

Change of Clothing: Parents need to provide each child with at least 1 change of clothing. For infants/toddlers or potty training children we recommend 2 changes of clothes to ensure that the child is clean and dry at all times. For children that are toilet training more changes of clothes may be needed. Please clearly label all articles of clothing with the child's name and place in a gallon size zipper bag with the child's name. All soiled clothing will be placed in an airtight container/bag and returned to the parent at the end of each day.

Bedding: A mat and crib sheet will be provided by Play-ology for our rest/nap time. The provided mats are approved nap mats for child care centers. The mats are assigned specifically to children and are placed into their individualized nap cubby. Each mat is sanitized weekly and covered each week with a cleaned and sanitized sheet. A cleaned and sanitized blanket is also provided by Playology. We abide by and diligently follow best practices for all licensing and safety policies. We provide all laundry services for our parents to ensure all laundry is being cleaned and sanitized properly. No "from home" nap mats are allowed or accepted. A **small** (no larger than 2' x 3' and able to fit in the folded mat on the shelf provided) special blanket **or** stuffed animal may be brought from home for rest/nap times, however, we have blankets available for all children. Any nap item from home **is required to stay at the center** in your child's assigned nap space and will be laundered weekly. No blankets or stuffed animals are allowed for children napping in cribs. **Please clearly label all items with the child's name.**

Pacifiers: Pacifiers are only allowed for children under 24 months in our Infant program. Pacifiers must not have anything attached to them, including any sort of strap to attach the pacifier to the infant or their clothing.

Quiet or Nap Time:

Please refer to the Daily Program Schedule for quiet/nap times. Children will be encouraged to lie down on a provided nap mat and rest during this time; however, they are not forced to nap. For children in our Infant Program nap times will vary depending on the needs/age of the child and cribs and mats are provided.

Personal Belongings:

Please keep all personal toys, electronic devices or items of value at home. Children will not be allowed to use any personal electronic device (cell phone, MP3 player, gaming systems, tablets, etc.) while visiting the center. Play-ology is not responsible for any lost or stolen personal items. Please make sure all personal belongings, including water bottles are labeled.

Our Potty Policy:

We are more than happy to assist in toilet training if the child displays the following signs/stages of developmental readiness:

- Able to communicate when they are wet
- Able to wake dry from rest periods and stay dry for long periods of time during the day
- Able to follow multi-step directions
- Able to undress and pull up their own underwear and clothing
- Able to communicate when they need to go to the restroom at home and/or school
- Willing to sit on the potty and understand its function.

We ask that if you think your child is "ready" based on the signs/stages above, please use a long weekend or vacation to begin training. We are here to help support the potty training process, however, potty training is expected to be initiated at home. Parents must have one week of successfully potty training at home before we will begin potty training at Play-ology. **If**

parents are taking their children at regular intervals throughout the day, that does not indicate the child is potty trained. This just indicates the child is aware of the potty and it is a step in the right direction.

Communicate to your child's teacher when your child begins using the toilet regularly at home. Your child will be added to the "potty group" and they will be asked if they would like to go "potty" during the indicated potty times on their program's schedule. If your child asks to use the potty outside of those times, we will absolutely take them. The child will in no way be forced to go potty and if they "refuse" the Diapering/Potty log will indicate "R" for refused. Your child should be sent in appropriate potty/toilet training disposable underwear **with velcro/reattachable sides** (preferably Huggie's Pull-ups) and dressed in clothes that are easy for them to pull up and down by themselves. Once your child successfully completes one week fully dry at school your child's teacher will communicate to the parents that the child can begin coming to school in underwear/cloth training pants. Due to obvious sanitary reasons, **if your child has 2 or more accidents in a week, they will need to return to wearing disposable underwear/pull ups.** The Diapering/Potty log will indicate "A" for accident and/or accident form will be placed with soiled clothing. Soiled underwear and clothing will be placed in a bag for parents to launder/dispose of. **Teachers will in no way attempt to clean soiled clothing.**

For children in the Preschool program who are potty training and being assessed the potty training rate, two weeks without accidents will be required to qualify for the fully potty trained rate. Potty training rates may be applied if two or more accidents are occurring per week.

Please be mindful that the distractions and routine at school are different than at home and your successes at home with potty training might not translate to successes at school. We believe potty training should be a stress-free milestone, that the child ultimately has full control of.

Items Needed: Diapers/Disposable Underwear: Parents must provide each child with enough diapers (or pull-ups) and wipes to be changed as often as necessary to ensure that the child is clean and dry at all times. Each package needs to be labeled with child's name. For children using cloth diapers, parents are responsible for bringing their own personal airtight container to place soiled diapers in and will be returned to parents at the end of each day for laundering. **Change of Clothing:** Parents need to provide their child with **at least 2 changes of clothing** to ensure that the child is clean and dry at all times. For children that are toilet training more changes of clothes may be needed. Please clearly label all articles of clothes with the child's name and place in a gallon size zipper bag with the child's name.

Our Sunscreen Policy:

Our building provides ample shade over our outdoor area during the morning outside times and our beautiful 40' ft redwood trees shade it in the afternoon. When the sun is overhead/direct, classes are indoors during the lunch/rest hours.

- Apply sunscreen to your child prior to attendance each morning, if desired.
- Sunscreen will **only** be applied prior to/during afternoon outside time.
- Only stick sunscreen with plastic outer applicator clearly labeled with your child's first and last name will be accepted. No cream, lotion or aerosol due to sanitation/safety reasons.
- Sunscreen must not be expired and will be sent home, if/when expired.
- A [Parent Consent for Administration of Medicine Form \(LIC Form 9221\)](#) must be completed prior to application of sunscreen.

Discipline Policy:

To create an educational and creative environment for all children to enjoy, there are three simple, easy to understand rules for children attending Play-ology: Be Safe, Be Kind, Be Clean. Our goal is to help children learn to regulate their behavior by modeling these values and assisting them through challenging situations by explaining the effects of their behavior and encouraging the child to think of their own problem solving technique. This technique teaches children to empathize with one another's feelings.

Throughout the day children will be guided with statements such as "It is not safe to run inside, please walk", "It is not kind to take a toy from a classmate, please give it back and wait for a turn", "It is not clean to leave your trash, please throw it away". Positive redirection will be used to steer children away from actions that are not safe, kind or clean. As a last resort we use a period of "Time to Think", if a child is not responding well to the other guidance. The child will be asked to leave the activity/group and may return when they feel they can follow the rules. There will not be a set time period, we are here to teach them to self-regulate and when they are ready to join the group again, the choice is theirs. During this time, the child will always be supervised by a teacher.

Children respond differently to discipline techniques and in most cases the misbehavior can be remedied with one of the noted techniques. However, if a child displays chronic disruptive behavior which consistently affects the other children the following steps will be taken:

1. An Internal Action Plan will be created after group observation of the child is completed by the Director or Mentor Teacher. They will provide the teacher with additional strategies and many times those strategies are shared with the Parents to use at home, if applicable.
2. If the behavior is not remedied by internal intervention, the parent will be notified of the issue and asked to discuss the behavior with the child.
3. A Parent conference will be scheduled to discuss the issues and identify some possible solutions. The teacher and parents will develop and agree on an Action Plan.
4. If problematic behavior continues and no progress has been made, the child may be suspended or removed from the program.
5. Violent or unsafe behavior may result in the child being sent home immediately.

Children and Parent's Rights:

Community Care Licensing: Personal Rights: Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of the law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except by a supportive restraint approved in advance by the licensing agency.

Community Care Licensing: Parents' Rights: As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.*This has been temporarily suspended during the COVID-19 pandemic to protect the safety of all children and team members.*
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Community Care Licensing- Division Child Care
2525 Natomas Park Drive, Ste 250, Sacramento, Ca 95833
Office Telephone: 916-263-5744

1. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
2. Receive, from the licensee, the Caregiver Background Check Process form.

Sick Children:

If your child shows any of the symptoms below, he/she is required to remain out of the center until fully recovered. Please remember to be considerate of other families and Play-ology's team members.

- A contagious or communicable disease
- A temperature of 100 degrees or higher*

- Sore throat*
- Chills, muscle or body aches*
- Shortness of breath or difficulty breathing*
- Congestion or runny nose*
- A persistent cough*
- Diarrhea, nausea or vomiting*
- New loss of taste or smell*
- Fatigue*
- Headache*
- Draining eyes, ears, nose, or any open sore
- Lack of proper immunizations
- Cannot participate in play both indoors and outdoors
- Strep throat- child must be out of daycare for a minimum of 48 hours and must be using prescription medication
- Unknown questionable rashes and impetigo, measles, chicken pox, etc.
- Highly infectious conditions will require a physician's written approval before returning to the center.
- **Please follow the current guidance from Sacramento County Public Health regarding any communicable diseases or virus including, but not limited to COVID-19.**

If your child appears ill/sick during their visit, the child will be separated from the other children until they are picked up. A parent will be contacted and must arrive within 30 minutes of being notified. If the first parent/guardian contacted is not reached within 5 minutes, we will begin calling down the listed emergency contacts for your child. If your child was sent home due to illness, a **24 hour fever/vomit/diarrhea free and/or 24 hours of improved symptoms** waiting period is required. The child must not be given fever reducing medicine in the 24 hour fever free period prior to returning to care. A negative COVID-19 test may also be required.

If your child has any COVID-19 symptom, please contact your healthcare provider for further instructions. With a negative SARS-CoV-2 PCR test result or an alternative diagnosis from a health care provider, the child may return after 24 hours of no fever and symptoms improving. If your child exhibits these symptoms at home, please follow the same guidelines for returning. Please notify the center if your child becomes infected with a contagious disease or tests positive for COVID-19. The center director may be required to post an exposure to illness form. Play-ology will follow all local health department and CDC recommendations. This may include a temporary closure for additional cleaning/disinfection to occur. Payment is still required when children are absent due to illness or required quarantines.

These policies reflect current SCPH and CCLD recommendations and may be updated at any time. Health care provider advice and clearances may supersede these policies, determined on a case by case basis.

Medication and/or Incidental Medical Services:

To ensure safe and accurate administration of Medication and/or Incidental Medical Services, to all children in care, Play-ology will follow the following policies and procedures:

Team Members will not administer over the counter medications such as Tylenol, Motrin, etc. without a prescription/note from a Physician with specific dosing instructions (how much, how often, how many days) from the Physician. Prescribed medication will not be administered to a child with any signs of illness, instead procedures as outlined in "Sick Children" will be followed. Parents may come to administer over the counter medications themselves for pain relief symptoms only. **No Medications or Incidental Medical Services by needle, tube, or nebulizer will be administered by team members.** Prescribed EpiPen Jr. or EpiPens may be administered in an emergency and require documented training from authorized representative to on-site team members. Manual inhaled medications are permitted with prescription and also require documented training from authorized representative to on-site team members. The Director, Administrator and/or Team Members have the sole discretion to deny enrollment or entry to Play-ology of a child with Medication or Incidental Medical Services outside the comfort level and/or expertise of the on-site team members.

Medication Requirements & Documentation:

The following requirements must be met before enrolling a child who requires administering medications and/or Incidental Medical Services:

- Written Authorization from the child's physician and a valid prescription.
- Written Authorization from the child's authorized representative. Parents must complete Parent Consent for Administration of Medications form.
- Medication, supplies and equipment must be in the original labeled container with the child's name on it and may not be expired.

- Facility will maintain documentation of medication and Incidental Medical Services on a log after every medication or service is administered.
- Proper safety precautions will be in place. Staff must wear gloves when dealing with blood or bodily fluids, properly wash their hands and properly dispose of instruments.
- Food allergies will be required to have a note from a medical professional detailing expected reaction and appropriate intervention instructions. Food sensitivities or preferences do not require a physician's note.
- These requirements apply to all diaper creams, skin creams and sunscreens.
- All medication must go through an administrator to ensure compliance with these policies. **Do not** place medications, including diaper creams, in children's cubbies or backpacks.

The child's authorized representative is responsible for providing all medications and supplies to the facility. **Medication and supplies provided will be stored with the required documentation in the medication box in the child's class. Medication boxes are placed in cabinets, inaccessible to children. In most situations, children should not transport medications to and from the facility; this includes medications placed in diaper bag or backpack.** Special arrangements must be considered regarding the safe transport of medications.

Team members may not deviate from the written authorization from the child's physician. Medications that have expired or no longer being used at the facility should be returned to the child's authorized representative. If the medication has not been picked up within one week of the date of the request, then medication must be disposed of by trained staff.

Administration of Routine for Medication and Incidental Medical Services:

Once all requirements are met, the designated trained staff will administer Medication or Incidental Medical Services by utilizing the following requirements: 1. Right Child 2. Right Medication 3. Right Dose 4. Right Time 5. Right Routine

Medical & Dental Attention/Emergency:

We try our best to keep the children safe from accidents, but unfortunately, we can't prevent all of them. If your child is hurt while at the Center, you will get an accident report filled out by the teacher so that you are aware of the incident. If you have any questions about an incident please let us know. We document all accidents, but every once in a while a child will get hurt and not tell us about it. Please let us know if something happened that we may not have been aware of. If your child needs to go to the doctor because of an injury sustained at the Center, please update us on the outcome of the doctor visit. The Center has a first-aid kit on hand for minor injuries. All key staff members are trained in first-aid and CPR. The parent will be notified by a staff member if an injury occurs at the Center. You will receive an accident report describing what happened and how the injury was treated.

In case of an emergency, the Center will administer needed first-aid and contact 911 for emergency medical care/transportation to local hospital, and then contact the parent. The Department of Social Services, Licensing Division will be contacted within 24 hours of the incident and an Unusual Incident Report will be sent within 7 days of the incident.

Immunization Requirements:

As required by California State Law, every child in attendance at the center must submit a current written medical assessment (Physician's Report LIC 701) no later than 30 days after enrollment. Immunization records are required prior to enrollment to confirm compliance with the Shots for School Childcare schedule set forth by the state of California. Updated records of immunizations throughout their time enrolled in the program will also be required at each immunization checkpoint.

If a parent/ guardian fails to meet this requirement the child will be excluded from the program.

Exceptions to this policy are a physician notification that the child could not be administered an immunization for a specific reason and must state how long the exemption is expected.

School Holidays/Closure:

- Memorial Day: Monday, May 29, 2023
- Independence Day: Monday, July 3-Tuesday, July 4, 2023
- Teacher Development Day: Friday, August 4, 2023
- Labor Day: Monday, September 4, 2023
- Thanksgiving: Thursday, November 23-Friday, November 24, 2023
- Winter Break: Monday, December 25-Monday January 1, 2024
- President's Day/Teacher Development Day: Monday, February 19, 2024
- Memorial Day: Monday, May 27, 2024