



HEALTH AND SAFETY

Safety

During the enrollment process, new families will be asked to submit a list of individuals authorized to pick up their children. All authorized pick-up persons must be prepared to show picture I.D before signing out and taking a child. **NO CHILD WILL BE RELEASED WITHOUT PROPER PHOTO IDENTIFICATION.**

Additionally, families requesting pick up by a person not in their emergency contact list must submit the request in writing to the center director by fax or email. A call will be made to the family to verify the authenticity of the request.

We understand that some families have staff members picking up or dropping their children at Harbor. We discourage this practice. If families choose to make such arrangements with staff outside their working hours, it should be stated that Harbor Child Care is not responsible for your children before or after the time they are enrolled in the center.

New York State OCFS regulations require that you walk your child into the day care center, initial the sign-in/out sheet, and check in with the teacher. Parents are requested to assist children in hanging up their clothing in the morning.

Please respect the Handicap Parking spaces of the Herricks Community Center. Park in safe/legal parking areas while dropping off and picking up your child, and always turn off your engine and leave car in the park gear. Do not leave children unattended in the car in the parking lot at anytime. Children are expected to be in age appropriate car or booster seats or seat belts. All children under the age of 4 or fewer than 40 lbs. should be in car seats. If your child is 4, 5, 6 or 7 years old and/or greater than 40lbs, he/she must be in a booster seat. This is a State Law for all private cars.

ACCIDENT PROCEDURE

In the course of a day's work and play, children will occasionally have accidents. In the case of an injury, including a minor accident such as a scraped knee (which may require minor first aid attention), an accident report form will be completed. It is important that parents be made aware of any incident that occurs while your child is in our care. This report will outline exactly what happened, how child responded, and what actions were taken. Only the name of the injured child will be noted on the accident report. It is our policy not to name other children involved in an incident. Parents/guardians should read carefully and sign these accident reports when picking up children.

STUDENT ACCIDENT INSURANCE

Harbor Child Care's student accident insurance policy covers expenses not covered by each parent/guardian's own health insurance policy. The Business Office handles all insurance claims.

HEAT INDEX/AIR QUALITY

All Harbor Child Care Centers will follow safety precautions regarding extreme heat and humidity in the summer. Special attention will be given to the air quality as well.

When the relative humidity is factored into the actual temperature, the heat index is determined. When the temperature reaches 88°-90° and the relative humidity is 70% or higher, the heat index will be between 105° and 110°. These conditions cause a heat advisory to be in effect and there will be no outdoor activity at any Harbor Child Care Center. During the warm weather certain procedures will be in place, such as:

- Staying in the shade whenever possible
- Applying sun block (SPF at least 30) as per instructions on the container
- Frequent drinking of water
- Use of protective clothing, hats and sunglasses

If a child appears flushed, sweaty, and complaining of feeling hot, they must be taken indoors immediately to rest, drink water, and have cool compresses applied until they cool down.

The Environmental Protection Agency calculates air quality since The Clean Air Act of 1970. NOAA (National Oceanic and Atmospheric Administration) and the goal of the Air Quality Program are to provide the U.S. with ozone (car exhaust, industrial emissions, gasoline vapors and chemical solvents), particulate matter (dust, dirt, soot and smoke), and other pollutants forecasts. The air quality is updated twice daily. The higher the heat index the worse the air quality becomes. Outdoor activity will also be restricted when the air quality is poor.

EMERGENCY SAFETY AND EVACUATION

- Monthly fire drills are held at varying times each month. A record of the fire drills is located in the center directors office.
- All centers have installed fire extinguishers throughout the area for adult use.
- Doors in the Center are marked clearly for fire exit.

- We have medical and fire emergency plans posted in each classroom.
- A fire emergency and weather alert plan is posted in each classroom. The weather alert plan includes diagrams showing evacuation routes.

The Director of each school or designee has the responsibility for the management of an evacuation. Procedures for various emergency conditions are outlined below:

- Electrical or heating system failure, parents will be notified by phone to pick their children up as soon as possible.
- Snowstorm after a center opens - the Director will assess the situation and may ask for early dismissal. All children attending public schools will be picked up by our buses, weather permitting. If our buses cannot make the trip, parents will be notified by phone to arrange for pick up at the child's elementary school.

SAFETY AND WELFARE

1. Child Protective Service

Childcare workers are mandated reporters of child abuse and maltreatment and have a moral and a legal responsibility to ask about the nature and cause of any injury a child had apparently suffered. Therefore, parents/guardians may be questioned about signs of injury, and we ask families to be understanding of such procedure. Likewise, we take seriously our responsibility to inform families of any injuries a child has sustained while at Harbor Child Care.

NYS OCFS requires the teacher or mandated reporter who witnessed the suspected abuse must be the one to call the Child Protective Services Hotline.

If at any time we do suspect the possibility of child abuse, we must and will report such an incident to the Child Protective Services Hotline immediately. We do this with the hope of preventing any further abuse, and we do it to help families in crisis focus on the need to break the cycle of abuse.

In case the suspected abuser is a staff member or volunteer, the following steps will be followed:

- ⇒ Director or person in charge will report the individual to CPS.
- ⇒ One or more of the following options will be implemented by the Executive Director in her absence the Director of the Programs where the allegation occurred. Appropriate disciplinary action will be taken, which may lead to

dismissal or suspension of any employee, volunteer or other person who is the subject of a child abuse or maltreatment report.

⇒ Increased supervision over a person who is the subject of a report.

⇒ We will make a provision of instruction and/or remedial counseling to a person who is subject of a report.

⇒ We will initiate appropriate disciplinary action where applicable; and/or

⇒ Make provision of appropriate training to and/or increased supervision of staff and/or

⇒ Call in volunteers pertinent to the prevention and remediation of child abuse and maltreatment.

2. Issues of Impairment

All our staff members have been informed of their responsibility to refuse to release a child to a parent or guardian or other authorized pick-up person when that individual appears impaired due to the ingestion of alcohol, drugs or to someone who appears ill enough to affect their driving ability. Harbor Child Care Policy emphasizes that under the conditions described above, the safety and welfare of the child could be jeopardized and, as such, we will not release that child.

DANGEROUS WEAPONS IN SCHOOL

No one shall have in his or her possession on Harbor Child Care premises any rifle, shotgun, revolver, other firearm, knife, dangerous chemical explosive, box cutter, or any object that is not necessary for school activities and that could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

Security personnel shall not be in possession of a weapon while on school grounds. New York State Peace Officers and Police Officers who are on duty are the only people permitted on school property to have a weapon in their possession.

MEDICATION/TOPICAL MEDICATION POLICY

Harbor Child Care Center is licensed by OCFS to administer medications when certain requirements are met. Types of medications that may be given are oral, topical, medication inhaled through the nose and mouth, and epi-pens.

1. Topical lotions, ointments and creams (bug repellents containing DEET, sun block, diaper cream, etc.), may be applied when written permission is received from the parent/guardian.

2. Prescription medications and over the counter medications (Tylenol, Benadryl, etc.) may be given with written permission from the health care provider (MD, Nurse Practitioner, Physician Assistant) and the parent/guardian.

A medication administrant (MAT) staff member from Harbor must also sign the written medication consent form.

The written medication consent form must be renewed every 6 months. This form is very detailed. Your child's pediatrician or health care provider must complete #1-18 on the front of the form. The parent then completes # 19-23 on the back of the form and must provide the child's medication to be given. A MAT (medication administration trained) staff member will then sign the form once all the necessary permissions and medications are given to the center. The medication must be in the original container with the child's name written on it (for over the counter medication) or in the original container with the pharmacy label attached (for prescription medications). A medication log will record medications that are given to each child, the date and time they are given, and signed by the staff member who gave the medication. Medication should never be left in a child's bag or in the classroom when brought to the center. All medication and paperwork must be left at the front desk and given to a MAT trained staff member to review and process.

If your child has been diagnosed with any condition that may require treatment and/or intervention by the staff at Harbor Child Care, then the Individual Health Care Plan for a child with Special Needs form must be filled out as well. You may use the OCFS health care plan form or you may create your own form. Please speak with the health office or front desk when and if any forms are needed.

INFECTION CONTROL POLICY

At some time during the year your child is going to become ill. This policy is to help you understand how to deal with illness when your child is enrolled in our program. Harbor Child Care Center's goal is to help facilitate your child's recovery while protecting others from infection.

For most mild illnesses your child may continue to attend childcare, but we will ask that you supply clean bedding daily. However, if the illness is listed in the **Exclusion Policy**, the parent must provide alternative childcare. The attached guidelines for exclusion were determined by the Department of Health, Center for Disease Control, the American Academy of Pediatrics, and the Office of Children and Family Services. Our teachers do not have the medical knowledge to allow deviation from these guidelines.

We strongly suggest that you prepare for the sick care of your child ahead of time, well before it is needed. Alternative arrangements must be made when your child is ill and you are unable to stay at home with your child.

Our staff will be sensitive to you child's health during the day. Our goal is to prevent the spread of illness to healthy children. Every working parent is depending on the cooperation of the other parents, and this health policy, to maintain a safe environment at every Harbor Child Care Center.

1. **Have an alternative plan for when your child is ill.**
2. **Contact your child's physician when your child is ill. Please ask for the doctor's note, indicating the diagnosis and the date of return. If your child has a contagious illness you must have a doctor's note in order for them to return to the center. We may need to contact the physician, if clarification is necessary.**
3. **Maintain your child's immunization record and schedule regular checkups. Every child in the center must have a yearly medical exam as per state regulations. A copy of updated immunization and the yearly medical must be on file at Harbor and we recommend the use of the center's medical forms.**
4. **Keep your emergency telephone numbers and your current work numbers up to date at all times.**

Parents are the best judge of symptoms that may indicate their child is becoming ill. If your child is cranky, listless, complaining of generalized discomfort (sore throat, headache, earache, etc.) he/she may be getting sick, and a day of rest might help restore them to full health.

Please let the center know if a doctor's diagnosis of your child's symptoms was made. In order to send letters or emails about infectious illnesses to our families we must have confirmation from your pediatrician in writing. We will then inform their class with a health alert. Every child in our care benefits when sick children are kept at home. We all need to work together to provide a safe and healthy environment for everyone at Harbor. Thank you for your cooperation.

GUIDELINES FOR EXCLUSION OF CHILDREN FROM CHILD CARE

1. Signs of possible moderate or severe illness; including unusual lethargy, irritability, persistent crying, difficulty breathing and/or inability to participate in a group setting.
2. A child exhibiting a fever of 101°F or more (using the ear probe thermometer), or 100°F or more (using an axillary thermometer), must be excluded until they are **fever free for 24hrs.**
3. Persistent, frequent cough that interferes with the child's activities.
4. Uncontrolled diarrhea—defined as an increase in the number of stools compared with the child's normal pattern with increased stool water and/or decreased form (diarrhea that cannot be contained within diapers or toilet use). To be excluded until the **diarrhea stops for a minimum of 24 hrs.**
5. Effortful vomiting; unless the vomiting is determined to be non-disease related and the child is not in danger of dehydration, excluded until **vomiting has ceased for 24hrs.**

6. Rash with fever or behavior change, or a rash that is possibly infectious, to be excluded until cessation of fever and a healthcare professional determines the condition to be noninfectious.
7. Chicken pox-excluded for 6 days after onset of rash or until all lesions have dried and crusted.
8. **Strep throat/scarlet fever**-excluded until **24hrs. after treatment has been initiated.**
9. **Impetigo**-excluded until **24hrs. after treatment has been initiated.**
10. **Ringworm** (head, body, genitals or feet infection)-excluded until **48hrs. after treatment has been initiated.**
11. **Scabies/head lice**- may return 24 hrs. after their first treatment provided the child is combed free of nits and free of lice.
12. **Purulent conjunctivitis** (“pink eye”) – defined as pink or red conjunctiva with white or yellow discharge often with matted eyelid after sleep and including a child with eye pain or redness of the eyelid or skin surrounding the eye excluded until **24hrs. after treatment has been initiated.**
13. Mouth sores associated with an inability of the child to control his saliva excluded until a health care professional determines the condition to be noninfectious.
14. **Pertussis** (whooping cough) – until 5 days of appropriate antibiotics have been completed.
15. **Mumps** – until 9 days after onset of parotid gland swelling.
16. **Hepatitis A** – Until 1 week after onset of illness or as directed by the health department when immune serum globulin has been administered to appropriate children and staff.
17. **Measles**- until 6 days after onset of rash.
18. **Rubella**- until 6 days after onset of rash.
19. Unspecified **respiratory illness** – if the illness has a specified cause that requires exclusion or if the illness limits the child’s participation in daily activities or results in greater care than can be provided by the staff without compromising the health and safety of other children.
20. **Shingles** – excluded if the sores cannot be covered by dressing or clothing, and/or until they are crusted over.
21. **Herpetic Gingivostomatitis**- excluded until the child can control their oral secretions.
22. Failure to comply with the New York State Immunization Laws and/or yearly medical exams.

Guidelines for exclusion of children with reportable illnesses should be discussed with Nassau County Department of Health 516-227-9697 or after hours 516-742-6154.

MEDICAL EMERGENCY PROCEDURE

We do not routinely call parents during the day to report minor injuries. If you do wish to be contacted, please alert your child's teacher. In rare instances, more serious medical intervention may be required. In the event of an emergency situation, the parent/guardian (or alternate contact person) will be notified immediately of the child's condition. If deemed necessary, 911 will be called and the child will be transported via ambulance to a local hospital. A Harbor Child Care staff person (nurse, director, or teacher) will remain with the child until the parent/guardian arrives. As per OCFS regulations, a trained CPR/First Aid Personnel will be on site throughout the day. Many Harbor staff members are trained in CPR and First Aid.

ALLERGIES

The center is dusted and cleaned daily by a contracted cleaning company. Most allergens will be removed where possible. All children with life threatening allergies are requested to supply Harbor Child Care with medication deemed necessary by the child's physician. All allergies must be reported to the health office and to the child's teacher. If a child develops any new allergies, please notify Harbor so that the medical records are kept up to date and accurate.

FOOD SERVICE/POLICY

A registered dietician approves all menus, which include a daily nutritious breakfast, lunch, and an afternoon snack. Menus are dated and posted on the classroom bulletin board for parent's information.

Harbor Child Care Centers' policy and that of our accrediting agency, the National Association for the Education of Young Children (NAEYC), have strict guidelines concerning food brought into the center. You **must** have a doctor's note stating a medical condition, or a personal note regarding a religious reason that your child needs food from home. The food must be in a factory sealed container with the ingredients listed on the package. If the ingredients list states "this product may have been manufactured on a machine that processes nuts", we cannot have this in any of our centers.

Thank You for Selecting



**This agreement may be updated at any time by the Center to comply with governmental regulations or for any other reason deemed appropriate.*