

# Health Policy

**Agency Name:** The Country Playhouse Learning Center, Inc.

**Director:** Tara Grogan-Stivers

**Street:** 1515 Chinook Ave.

**City/State/Zip:** Enumclaw, WA. 98022

**Telephone:** 360-825-4666

**Cross Street:** Porter Street

**Website:** [www.thecountryplayhouse.com](http://www.thecountryplayhouse.com)

**Hours of Operation:** 6am-6pm

**Ages Served:** 4weeks to 12 years

## **Emergency telephone numbers:**

Fire/Police/Ambulance: 911

C.P.S.: (800) 609-8764

Poison center: (800) 222-1222

Animal Control: 206-296-PETS

## **Hospital used for life-threatening emergencies\*:**

Name of Hospital: St. Elizabeth Hospital

Address: 1455 Battersby Ave., Enumclaw, WA. 98022

Phone: 360-802-8800

**\*For non-threatening emergencies, we will defer to parent preferences as listed in the child's registration form.**

## **Other important telephone numbers:**

DEL Public Health Advisor/Health Specialist

Phone: 425-590-3098

DEL Licensor: Tom Burchard

Phone: 253-778-7931

Public Health Nurse: Gloria Smith, RN

Phone: 253-209-2104

Public Health Nutritionist

Phone: 206-205-1260

Infant Consultant Nurse: Gloria Smith, RN

Phone: 253-209-2104

Child Psychologist: Lenore Rubin

Phone: 206-263-8658

Communicable Disease/Immunization Hotline recorded Information: 206-296-4949

Communicable Disease report Line: 206-296-4774

Out-of-Area Emergency Contact: 253-335-6433

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**CHILD CARE HEALTH PROGRAM CONTACT INFORMATION**

CHILD CARE HEALTH PROGRAM  
 401 FIFTH AVENUE, SUITE 1000  
 SEATTLE, WA 98104  
 TELEPHONE (206) 263-8262  
 FAX (206) 205-6236

WEBSITE [www.kingcounty.gov/health/childcare](http://www.kingcounty.gov/health/childcare)

## PURPOSE AND USE OF HEALTH POLICY

This health policy is a description of **our** health and safety practices.

Our policy was prepared by Tara Grogan-Stivers. Staff will be oriented to our health policy by Tara Stivers at Orientation. Our policy is accessible to staff and parents and is located in every classroom.

*Please note: Changes to health policy must be approved by a health professional (as per WAC).*

This health policy does not replace these additional policies required by WAC:

1. *Pesticide Policy*
2. *Bloodborne Pathogen Policy*
3. *Behavior Policy*
4. *Disaster Policy*
5. *Animal Policy and/or fish Policy (if applicable)*

## PROCEDURES FOR INJURIES AND MEDICAL EMERGENCIES

1. Child is assessed and appropriate supplies are obtained.
2. If further information is needed, staff trained in first aid refers to the First Aid Guide located in the staff bathroom closet.
3. First aid is administered. Non-porous gloves (nitrile, vinyl or latex\*) are used if blood is present. If injury/medical emergency is life-threatening, one staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911. If only one staff member is present, person assesses for breathing and circulation, administers CPR for one minute if necessary, and then calls 911.
4. Staff call parent/guardian or designated emergency contact if necessary. For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/guardian or emergency contact arrives, including during transport to a hospital.
5. Staff record the injury/medical emergency on Accident/Incident Form which is/are kept in each classroom.  
The report includes:
  - Date, time, place and cause of the injury/medical emergency (if known),
  - Treatment provided,
  - Name(s) of staff providing treatment, and
  - Persons contacted.A copy is given to the parent/guardian the same day and a copy is placed in the child's file. For major injuries/medical emergencies, parent/guardian signs for receipt of the report and a copy is sent to the licensor no later than the day after the incident.
6. An injury is also recorded on the Incident Log, which is located in each classroom. The entry will include the child's name, staff involved, and a brief description of incident. All reports, including this log, are considered confidential.
7. The child care licensor is called immediately for serious injuries/incidents which require medical attention.

*Please see Appendix I: INCIDENT LOG TEMPLATE.*

*\*Please note: Use of latex gloves over time may lead to latex allergy. Latex-free gloves are preferred. If using latex gloves, consider selecting reduced-powder or powder-free low-protein/hypo-allergenic gloves. Hands should always be washed after gloves are removed.*

## FIRST AID

At least one staff person with current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid is present with each group or classroom **at all times**. Training includes: instruction, demonstration of skills, and test or assessment. Documentation of staff training is kept in personnel files.

Our first aid kits are inaccessible to children and located in the staff bathroom closet.

### Each of our first aid kits contain all of the following:

- ◆ First aid guide
- ◆ Sterile gauze pads (different sizes)
- ◆ Small scissors
- ◆ Adhesive tape
- ◆ Band-Aids (different sizes)
- ◆ Roller bandages (gauze)
- ◆ Large triangular bandage
- ◆ Gloves (nitrile, vinyl, or latex)
- ◆ Tweezers for surface splinters
- ◆ Syrup of Ipecac \*
- ◆ CPR mouth barrier

***\*Syrup of Ipecac is administered only after calling Poison Control 1-800-222-1222.***

Our first aid kits do not contain medications, medicated wipes, or medical treatments/equipment which would require written permission from parent/guardian or special training to administer.

### Travel First Aid Kit(s)

A fully stocked first aid kit is taken on all field trips and playground trips and is kept in each vehicle used to transport children. These travel first aid kits **also** contain:

- ◆ Liquid soap and paper towels
- ◆ Water
- ◆ Chemical ice (non-toxic) for injuries
- ◆ Cell phone, walkie-talkies, and/or change for phone calls.
- ◆ Copies of completed 'consent for emergency treatment' & 'emergency contact' forms

All first aid kits are checked by the Director, Tara Grogan-Stivers and restocked **each month** or sooner if necessary. The expiration date for syrup of ipecac is also checked at this time. The First Aid Checklist is used for documentation and is kept in each first aid kit.

*Please see Appendix II: FIRST AID KIT CHECKLIST.*

## **BLOOD/BODY FLUID CONTACT OR EXPOSURE**

Even healthy people can spread infection through direct contact with body fluids. Body fluids include blood, urine, stool (feces), drool (saliva), vomit, drainage from sores/rashes (pus), etc. All body fluids may be infected with contagious disease. **Non-porous gloves are always used when blood or wound drainage is present.** To limit risk associated with potentially infectious blood/body fluids, the following precautions are always taken:

1. Any open cuts or sores on children or staff are kept covered.
2. Whenever a child or staff comes into contact with any body fluids, the exposed area is washed immediately with soap and warm water, rinsed, and dried with paper towels.
3. All surfaces in contact with body fluids are cleaned immediately with detergent and water, rinsed, and sanitized with an agent such as bleach in the concentration used for sanitizing body fluids (1/4 cup bleach per gallon of water or 1 tablespoon/quart).
4. Gloves and paper towels or other material used to wipe up body fluids are put in a plastic bag, tied closed, and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids are washed with detergent, rinsed, and soaked in a sanitizing solution for at least 2 minutes and air dried. Machine washable items, such as mop heads, are washed with hot water and detergent in the washing machine. All items are hung off the floor or ground to dry. Equipment used for cleaning is stored safely out of children's reach in an area ventilated to the outside.
5. A child's clothes soiled with body fluids are put into a closed plastic bag and sent home with the child's parent/guardian. A change of clothing is available for children in care, as well as for staff.
6. Hands are always washed after handling soiled laundry or equipment, and after removing gloves.

### **Blood Contact or Exposure**

When a staff person or child comes into contact with blood (e.g. staff provides first aid for a child who is bleeding) or is exposed to blood (e.g. blood from one person enters the cut or mucous membrane of another person), the staff person informs the Director, Tara Grogan-Stivers immediately.

When staff report blood contact or exposure, we follow current guidelines set by Washington Industrial Safety and Health Act (WISHA), as outlined in our Bloodborne Pathogen Exposure Control Plan (*separate document*). We review the BBP Exposure Control Plan annually with our staff and document this review.

## INJURY PREVENTION

1. Proper supervision is maintained at all times, both indoors and outdoors. Staff position themselves to observe the entire play area.
2. The site is inspected at least quarterly for safety hazards by the Director, Tara Grogan-Stivers. Staff review their rooms and outdoor play areas daily and remove any broken or damaged equipment.

*Hazards include, but are not limited to:*

- *Security issues (unsecured doors, inadequate supervision, etc.)*
- *General safety hazards (broken toys & equipment, standing water, chokable & sharp objects, etc.)*
- *Strangulation hazards*
- *Trip/fall hazards (rugs, cords, etc.)*
- *Poisoning hazards (plants, chemicals, etc.)*
- *Burn hazards (hot coffee in child-accessible areas, unanchored or too-hot crock pots, etc.)*

3. The playground is inspected daily for broken equipment, environmental hazards, garbage, animal contamination, and required depth of cushion material under and around equipment by the Director, Tara Grogan-Stivers. It is free from entrapments, entanglements, and protrusions.
4. Toys are age appropriate, safe, and in good repair. Broken toys are discarded. Mirrors are shatterproof.
5. Rooms with children under 3 years old are free of push pins, thumbtacks, and staples.
6. Cords from window blinds/treatments are inaccessible to children.
7. Staff does not step over gates or other barriers while carrying infants or children.
8. Hazards are reported immediately to the Director, Tara Grogan-Stivers. The assigned person will insure that they are removed, made inaccessible or repaired immediately to prevent injury.
9. The Accident/Incident Log is monitored by the director, Tara Grogan-Stivers, on a monthly basis to identify accident trends and implement a plan of correction.
10. Children will wear helmets when using riding equipment. Helmets will be removed prior to other play.
11. Recalled items will be removed from the site immediately. (We routinely get updates on recalled items and other safety hazards on the Consumer Products Safety Commission website: [www.cspc.gov](http://www.cspc.gov))



## POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN

Children with any of the following symptoms are not permitted to remain in care:

1. **Fever** of at least 100 ° F as read under arm (axillary temp.) **accompanied by** one or more of the following:
  - Diarrhea or vomiting
  - Earache
  - Headache
  - Signs of irritability or confusion
  - Sore throat
  - Rash
  - Fatigue that limits participation in daily activities

***No rectal or ear temperatures are taken. Digital thermometers are used.***

*(Oral temperatures may be taken for preschool through school age children if single use covers are used over the thermometer. Glass thermometers contain mercury, a toxic substance, and are therefore should not be used. Temperature strips should not be used because they are frequently inaccurate.)*

2. **Vomiting:** 1 or more occasions within the past 24 hours.
3. **Diarrhea:** 2 or more watery stools within the past 24 hours or any bloody stool.
4. **Rash** (especially with fever or itching.)
5. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 48 hours of antibiotic treatment.
6. **Sick appearance, not feeling well, and/or not able to keep up with program activities.**
7. **Open or oozing sores**, unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
8. **Lice or scabies:**
  - Head lice: until no nits are present.
  - Scabies: until after treatment.

**Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met.**

Children with any of the above symptoms/conditions are separated from the group and cared for in either the office, or a section of the classroom. Parent/guardian or emergency contact is notified to pick up child.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure in writing, either by letter or posting notice in a visible location. Individual child confidentiality is maintained.

**In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. This is located in all the teachers' desks. We maintain confidentiality of this log by keeping it out of sight of children and/or parents.**

*Please see Appendix III: ILLNESS LOG TEMPLATE.*

**Staff members follow the same exclusion criteria as children.**

## COMMUNICABLE DISEASE REPORTING

Communicable diseases can spread quickly in childcare settings. Because some of these diseases can be very serious in children, licensed childcare providers in Washington are required to notify Public Health when they learn that a child has been diagnosed with one of the communicable diseases listed below (WAC 246-101-415<sup>1</sup>). **In addition, providers should also notify their Public Health Nurse when an unusual number of children and/or staff are ill (for example, >10% of children in a center, or most of the children in the toddler room), even if the disease is not on this list or has not yet been identified.**

**To report any of the following conditions, call Public Health at (206) 296-4774.**

Acquired immunodeficiency syndrome (AIDS)

**Animal bites**

**Anthrax**

Arboviral disease (for example, West Nile virus)

**Botulism** (foodborne, wound, or infant)

Brucellosis

**Burkholder Mallei and pseudomallei** Campylobacteriosis

**Cholera**

Cryptosporidiosis

Cyclosporiasis

**Diphtheria**

Diseases of suspected **bioterrorism origin**

Diseases of suspected **foodborne origin**

Diseases of suspected **waterborne origin**

**Domoic acid poisoning**

Enterohemorrhagic ***E. coli***, (including *E. coli* O157:H7 infection)

Giardiasis

***Haemophilus influenzae* invasive disease**

Hantavirus pulmonary syndrome

Hemolytic uremic syndrome

Hepatitis A, acute

Hepatitis B, acute

Hepatitis B, chronic

Hepatitis C, acute, or chronic

Hepatitis, unspecified (D, E)

HIV infection

Immunization reactions (severe & adverse)

**Influenza, novel or untypable strain**

Legionellosis

Leptospirosis

Listeriosis

Lyme disease

Malaria

**Measles**

**Meningococcal disease**

**Monkeypox**

Mumps

**Paralytic shellfish poisoning**

Pertussis

**Plague**

**Poliomyelitis**

Prion Disease

Psittacosis

Q fever

**Rabies and Rabies Exposures**

**Rare diseases of public health significance**

**Relapsing fever**

**Rubella**

Salmonellosis

**SARS**

Sexually Transmitted Diseases (chancroid, gonorrhea, syphilis, genital herpes simplex, granuloma inguinale, lymphogranuloma venerium, *Chlamydia trachomatis*)

Shigellosis

**Smallpox**

Tetanus

Trichinosis

**Tuberculosis**

**Tularemia**

**Vaccinia transmission**

Vancomycin resistant *S. Aureus*

Typhus

Unexplained critical illness or death

Vibriosis

**Viral hemorrhagic fever**

**Yellow fever**

Yersiniosis

**Even though a disease may not require a report, you are encouraged to consult with a Child Care Health Program Public Health Nurse at (206) 296-2770 for information about childhood illness or disease prevention. More information about communicable diseases can be found at <http://www.kingcounty.gov/healthservices/health/communicable/diseases.aspx>**

<sup>1</sup> **WAC 246-101-415 Responsibilities of child day care facilities.** Child day care facilities shall: (1) Notify the local health department of cases or suspected cases, or outbreaks and suspected outbreaks of notifiable conditions that may be associated with the child day care facility. (2) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary. (3) Cooperate with public health authorities in the investigation of cases and suspected cases, or outbreaks and suspected outbreaks of disease that may be associated with the child day care facility. (4) Child day care facilities shall establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

## IMMUNIZATIONS

To protect all children and staff, each child in our center has a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form or a copy of both sides of that form is required. (Other forms/printouts are not accepted in place of the CIS form.) The CIS form is returned to parent/guardian when the child leaves the program.

Immunization records are reviewed and updated quarterly by the Director, Tara Grogan-Stivers.

Children are required to have the following immunizations:

- DTaP (Diphtheria, Tetanus, Pertussis)
- IPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Hepatitis B
- HIB (Haemophilus influenzae type b) *until age 5*
- Varicella (Chicken Pox)
- PCV (Pneumococcal bacteria) *until age 5 (as of 7/1/09)*

Children may attend child care without an immunization if the parent/guardian completes a *Certificate of Exemption (COE) from School, Child Care and Preschool Immunization Requirements*, stating:

- They have a religious, philosophical/personal, medical, or religious membership in an organization that does not permit medical treatment.

AND

- A licensed health care provider signs the COE form when the parent has indicated a medical, religious, philosophical/personal exemption.

OR

- They provide the name of the church or religious body that does not permit medical treatment.

**A current list of exempted children is maintained at all times.**

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

## MEDICATION POLICY

- Medication is accepted only in its **original container**, labeled with **child's name**.
- Medication is **not** accepted if it is **expired**.
- Medication is given **only** with prior **written** consent of a child's parent/legal guardian. This consent on the medication authorization form includes **all of the following** (completed by parent/guardian):
  - child's name,
  - name of the medication,
  - reason for the medication,
  - dosage,
  - method of administration,
  - frequency (**cannot** be given "as needed"; consent must specify *time* at which and/or *symptoms* for which medication should be given),
  - duration (start and stop dates),
  - special storage requirements,
  - any possible side effects (from package insert or pharmacist's written information), *and*
  - any special instructions.

### Parent /Guardian Consent\*

1. A parent/legal guardian may provide the sole consent for a medication, (without the consent of a health care provider), **if and only if** the medication meets all of the following criteria:
  - a. The medication is over-the-counter and is one of the following:
    - Antihistamine
    - Non-aspirin fever reducer/pain reliever
    - Non-narcotic cough suppressant
    - Decongestant
    - Ointment or lotion intended specifically to relieve itching or dry skin
    - Diaper ointment or non-talc powder intended for use in diaper area
    - Sunscreen for children over 6 months of age;
    - Hand sanitizers for children over 12 months of age **and**
  - b. The medication has instructions and dosage recommendations for the child's age and weight; *and*
  - c. The medication duration, dosage, amount, and frequency specified on consent do not exceed label recommendations.
2. Written consent for medications covers only the course of illness or specific episode (of teething, etc.).
3. Written consent for sunscreen is valid up to 6 months.
4. Written consent for diaper ointment is valid up to 6 months.

## Health Care Provider Consent

1. The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, iron, supplements, oral re-hydration solutions, fluoride, herbal remedies, and teething gels and tablets).
2. Medication is added to a child's food or liquid only with the **written consent of health care provider**.
3. A licensed health care provider's consent is accepted in one of 3 ways:
  - The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, frequency [cannot be given "as needed"], duration, and expiration date); *or*
  - The provider signs a note or prescription that includes the information required on the pharmacist's label; *or*
  - The provider signs a completed medication authorization form.

## Medication Storage

1. Medication is stored: in every classroom.

It is:

- Inaccessible to children
  - Separate from staff medication
  - Protected from sources of contamination
  - Away from heat, light, and sources of moisture
  - At temperature specified on the label (i.e., at room temperature or refrigerated)
  - So that internal (oral) and external (topical) medications are separated
  - Separate from food
  - In a sanitary and orderly manner
2. Rescue medication (e.g., EpiPen® or inhaler) is stored: in the grab and go backpack in the classroom the child is in.
  3. Controlled substances (e.g., ADHD medication) are stored in a locked container in the kitchen. Controlled substances are counted and tracked with a controlled substance form.  
*Please see Appendix IV: CONTROLLED SUBSTANCES RECORD.*
  4. Medications no longer being used are promptly returned to parents/guardians, discarded in trash inaccessible to children, or in accordance with current hazardous waste recommendations. (Medications are not disposed of in sink or toilet.)
  5. Staff medication is stored in the staff bathroom, out of reach of children. Staff medication is clearly labeled as such.

## **Emergency supply of critical medications**

For children's critical medications, including those taken at home, we ask for a 3-day supply to be stored on site along with our disaster supplies. Staff are also encouraged to supply the same. Critical medications – to be used only in an emergency when a child has not been picked up by a parent, guardian, or emergency contact – are stored in the Grab & Go Bag in the child's classroom, medication is kept current (not expired).

## **Staff Administration and Documentation**

1. Medication is administered by staff trained in medication procedures.
2. Staff members who administer medication to children are trained in medication procedure and center policy by the director, Tara Grogan-Stivers. A record of the training is kept in staff files.
3. The parent/guardian of each child requiring medication involving special procedures (e.g., nebulizer, inhaler, EpiPen®) trains staff on those procedures. A record of trained staff is maintained on/with the medication authorization form.
4. Staff giving medication document the time, date, and dosage of the medication given on the child's medication authorization form. Each staff member signs her/his initials each time a medication is given and her/his full signature once at the bottom of the page.
5. Any observed side effects are documented by staff on the child's medication authorization form and reported to parent/guardian. Notification is documented.
6. If a medication is not given, a written explanation is provided on authorization form.
7. Outdated medication authorization forms are promptly removed from medication binder/clipboard and placed in child's file.
8. All information related to medication authorization and documentation is considered confidential and is stored out of general view.

## Medication Administration Procedure

The following procedure is followed each time a medication is administered:

1. **Wash hands** before preparing medications.
2. Carefully read all relevant instructions, including labels on medications, noting:
  - child's name,
  - name of the medication,
  - reason for the medication,
  - dosage,
  - method of administration,
  - frequency,
  - duration (start and stop dates),
  - any possible side effects, and
  - any special instructions

**Information on the label must be consistent with the individual medication form.**

3. Prepare medication on a clean surface away from diapering or toileting areas.
  - Do not add medication to child's bottle/cup or food without health care provider's written consent.
  - For liquid medications, use clean medication spoons, syringes, droppers, or medicine cups with measurements provided by the parent/guardian (not table service spoons).
  - For capsules/pills, measure medication into a paper cup.
  - For bulk medication, dispense in a sanitary manner.
4. Administer medication.
5. **Wash hands** after administering medication.
6. Observe the child for side effects of medication and document on the child's medication authorization form.

## Self-Administration by Child

A school-aged child is allowed to administer his/her own medication when the above requirements are met **and**:

1. A written statement from the child's health care provider *and* parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance.
2. The child's medications and supplies are inaccessible to other children.
3. Staff supervise and document each self-administration.



## HEALTH RECORDS

Each child's health record will contain:

- health, developmental, nutrition, and dental histories
- date of last physical exam
- name and phone number of health care provider and dentist
- allergy information and food intolerances
- individualized care plan for child with special health care needs (medical, physical, developmental or behavioral)

*Note: In order to provide consistent, appropriate, and safe care, a copy of the plan should also be available in child's classroom.*

- list of current medications
- current immunization records (CIS form)
- consent for emergency care
- preferred hospital
- any assistive devices used (e.g., glasses, hearing aids, braces)

The above information will be updated annually or sooner for any changes.

## CHILDREN WITH SPECIAL NEEDS

Our center is committed to meeting the needs of all children. This includes children with special health care needs such as asthma and allergies, as well as children with emotional or behavior issues or chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit.

1. Confidentiality is assured with all families and staff in our program.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
4. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, we may consult with our public health nurse consultant and other agencies/organizations as needed.
5. An individual plan of care is developed for each child with a special health care need. The plan of care includes information and instructions for
  - daily care
  - potential emergency situations
  - care during and after a disaster

Completed plans are requested from health care provider every 6 months to 1 year or more often as needed for changes. Plans are reviewed, initialed, and dated monthly by parent/guardian. Tara Grogan-Stivers is responsible for ensuring care plans are kept updated. Children with special needs are not present without plan on site.

6. All staff receive general training on working with children with special needs and updated training on specific special needs that are encountered in their classrooms.
7. Teachers, cooks, and other staff will be oriented to any special needs or diet restrictions by Tara Grogan-Stivers.

*Please see Appendix V: CARE PLAN TRACKING FORM.*

## HANDWASHING

**Liquid soap, warm water** (between 85° and 120° F), **and paper towels or single-use cloth towels are available for staff and children at all sinks, at all times.**

All **staff** wash hands with soap and water:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after handling foods, cooking activities, eating or serving food
- (c) After toileting self or children
- (d) Before, during (with wet wipe - this step only), and after diaper changing
- (e) After handling or coming in contact with body fluids such as mucus, blood, saliva, or urine
- (f) Before and after giving medication
- (g) After attending to an ill child
- (h) After smoking
- (i) After being outdoors
- (j) After feeding, cleaning, or touching pets/animals
- (k) After giving first aid

**Children** are assisted or supervised in handwashing:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after meals and snacks or cooking activities (in handwashing, not in food prep sink)
- (c) After toileting or diapering
- (d) After handling or coming in contact with body fluids such as mucus, blood, saliva or urine
- (e) After outdoor play
- (f) After touching animals
- (g) Before and after water table play

## **Handwashing Procedure**

The following handwashing procedure is followed:

1. Turn on water and adjust temperature.
2. Wet hands and apply a liberal amount of soap.
3. Rub hands in a wringing motion from wrists to fingertips for a period of not less than 20 seconds.
4. Rinse hands thoroughly.
5. Dry hands using an individual paper towel.
6. Use hand-drying towel to turn off water faucet(s) and open any door knob/latch before discarding.
7. Apply lotion, if desired, to protect the integrity of skin.

**Handwashing procedures are posted at each sink used for handwashing.**

## CLEANING, SANITIZING, AND LAUNDERING

*Cleaning, rinsing, and sanitizing are required on most surfaces in child care facilities, including tables, counters, toys, diaper changing areas, etc. This 3-step method helps maintain a more sanitary child care environment and healthier children and staff.*

1. **Cleaning** removes a large portion of germs, along with organic materials - food, saliva, dirt, etc. – which decrease the effectiveness of sanitizers.
2. **Rinsing** further removes the above, along with any excess detergent/soap.
3. **Sanitizing** kills the vast majority of remaining germs.

### Definitions:

- Sanitizers are used to reduce germs from surfaces but not totally get rid of them. Sanitizers reduce the germs from surfaces to levels that are considered safe.
- Disinfectants are chemical products that destroy or inactivate germs from growing. Disinfectants are regulated by the U.S. Environmental Protection Agency (EPA).

### Storage

Our cleaning and sanitizing supplies are stored in a safe manner in the laundry room.

All such chemicals are:

- inaccessible to children,
- in their original container,
- separate from food and food areas,
- in a place which is ventilated to the outside,
- kept apart from other incompatible chemicals  
(e.g., bleach and ammonia create a toxic gas when mixed), **and**
- in a secured cabinet, to avoid a potential chemical spill in an earthquake

### 3 Step Method:

#### Clean

Spray with a dilution of a few drops of liquid dish detergent and water, then wipe surface with a paper towel.

#### Rinse

Spray with clear water and wipe with a paper towel.

#### Sanitize/Disinfect

Spray with a dilution of bleach and water (see table), leave on surface for a minimum of 2 minutes or allow to air dry.

## Guidelines for Mixing Bleach

**FIRST:** Check the label on your bottle of bleach for the sodium hypochlorite concentration, for example: 8.25%, 5.25 -6% or 2.75%

**NEXT:** Find the correct bleach concentration chart on the next page.

## Guidelines for Mixing Bleach

### Bleach Concentration of 8.25%

<b>Solution for disinfecting</b>	<b>Amount of Bleach</b>	<b>Amount of Water</b>	<b>Contact time</b>
Body fluids, General Areas, Bathrooms and Diapering	<b>1 ½ teaspoons</b>	1 Quart	2 minutes
	<b>2 Tablespoons</b>	<b>1 Gallon</b>	

### Bleach Concentration of 5.25% - 6.25%

<b>Solution for disinfecting</b>	<b>Amount of Bleach</b>	<b>Amount of Water</b>	<b>Contact time</b>
Body fluids, General Areas, Bathrooms and Diapering	<b>2 ¼ teaspoons</b>	1 Quart	2 minutes
	<b>3 Tablespoons</b>	<b>1 Gallon</b>	

### Bleach Concentration of 2.75%

<b>Solution for disinfecting</b>	<b>Amount of Bleach</b>	<b>Amount of Water</b>	<b>Contact time</b>
Body fluids, General Areas, Bathrooms and Diapering	<b>1 ½ Tablespoons</b>	1 Quart	2 minutes
	<b>1/3 Cup <i>plus</i> 1 Tablespoon</b>	<b>1 Gallon</b>	

### Sanitizing with 8.25 %, 5.25%-6.25% or 2.75%

<b>Solution for sanitizing in Classrooms, Kitchen and Food surfaces</b>	<b>Amount of Bleach</b>	<b>Amount of Water</b>	<b>Contact time</b>
<b>8.25%</b>	<b>1/4 teaspoon</b>	1 quart	2 minutes
	<b>1 teaspoon</b>	<b>1 gallon</b>	2 minutes
<b>5.25-6.25%</b>	<b>½ teaspoon</b>	1 quart	2 minutes
	<b>2 teaspoons</b>	<b>1 gallon</b>	2 minutes
<b>2.75%</b>	<b>1 teaspoon</b>	1 quart	2 minutes
	<b>1 Tablespoon</b>	<b>1 gallon</b>	2 minutes

To avoid cross-contamination, 2 sets of bottles are used in the classroom: one set for general areas (including tables) and one set for diaper changing/bathrooms.

- Bleach solution is applied to surfaces that have been cleaned and rinsed.
- Bleach solution is allowed to remain on surface for at least 2 minutes or air dry.
- Bleach solutions are made up daily by the opening staff, using measuring equipment. For those handling full-strength bleach, we supply protective gear, including gloves and eye protection, as per manufacturer's instructions.

## **Cleaning, Sanitizing & Disinfecting Specific Areas and Items**

### **Bathrooms**

- Sinks and counters are cleaned, rinsed, and disinfected daily or more often if necessary.
- Toilets are cleaned, rinsed, and disinfected daily or more often if necessary. Toilet seats are monitored and kept sanitary throughout the day.

### **Cribs, cots, and mats**

- Cribs, cots, and mats are washed, rinsed, and disinfected weekly, before use by a different child, after a child has been ill, **and** as needed.

### **Door handles**

- Door handles are cleaned, rinsed, and disinfected daily, or more often when children or staff members are ill.

### **Floors**

- Solid-surface floors are swept, washed, rinsed, and disinfected daily. Disinfectant is not used when children are present.
- Carpets and rugs in all areas are vacuumed daily and professionally steam-cleaned every 3 months (every 1 month in infant room) or as necessary. Carpets are not vacuumed when children are present (*due to noise and dust*).

### **Furniture**

- Upholstered furniture is vacuumed daily and professionally steam-cleaned every six months or as necessary.
- Painted furniture is kept free of paint chips. No bare wood is exposed; paint is touched up as necessary. (*Bare wood cannot be adequately cleaned and sanitized.*)

### **Garbage**

- Garbage cans are lined with disposable bags and are emptied when full.
- Diaper cans are additionally emptied when odor is present in classroom.
- Outside surfaces of garbage cans are cleaned, rinsed, and disinfected daily. Inside surfaces of garbage cans are cleaned, rinsed, and disinfected needed.

*(Diaper and food-waste cans must have tight-fitting lids and be hands-free. Garbage cans for paper towels must be hands-free; that is, lid-free or with a pedal-operated lid.)*

### **Infant Equipment**

- Infant saucers, seats, and swings are cleaned, sanitized and laundered daily and as needed.

### **Kitchen**

- Kitchen counters and sinks are cleaned, rinsed, and sanitized every day before and after preparing food.
- Equipment (such as blenders, can openers, and cutting boards) is washed, rinsed, and sanitized after each use.

### **Laundry**

- Cloths used for cleaning or rinsing are laundered after each use.
- Bibs and burp cloths are laundered after each use.
- Child care laundry is done on site.
- Laundry is washed at the hottest setting with bleach added during rinse cycle (measured amount as per manufacturer's instructions).

### **Mops**

- Mops are cleaned, rinsed, and disinfected in a utility sink, then air dried in an area with ventilation to the outside and inaccessible to children.

### **Tables and high chairs**

- Tables and high chair trays are cleaned, rinsed, and sanitized before and after snacks or meals.
- High chairs are cleaned, rinsed, and sanitized daily and as necessary.

### **Toys**

- **Only washable toys are used.**
- Mouthed toys are placed in a plastic "mouthed toy" container after use by each child. Mouthed toys are then cleaned, rinsed, and sanitized before reuse.
- Cloth toys and dress-up clothes are washed weekly (or as necessary) with hot water.
- Other toys are washed, rinsed, and sanitized weekly (or more often, as necessary) as described above for "mouthed toys."

### **Water Tables**

- Water tables are emptied and cleaned, rinsed, and sanitized after each use, or more often as necessary.
- Children wash hands before and after water table play.

- **General cleaning of the entire facility is done as needed.**
- **There are no strong odors of cleaning products in our facility.**
- Air fresheners and room deodorizers are not used.



## **SOCIAL-EMOTIONAL-DEVELOPMENTAL CARE**

Establishing positive relationships with children and their families is extremely important. All of us learn best when we are supported and understood and have positive connections to our teachers. Childcare professionals must role model the social – emotional behavior they want to see develop in their students. Children come from many different kinds of families and from many different experiences. Some children come to you compromised by a variety of stressors; some children may have even been deprived of the relationships they needed to thrive. Other children have the benefit of adequate resources. Regardless of what children bring to your class they all must have your warmth and attention.

- Always address children with respect and a calm voice.
- See yourself as a learning partner not a power figure.
- Allow children to have a voice in solutions to their problems.

### **Program and Environment**

1. Classrooms have developmentally appropriate and interesting curriculum that reflects the culture of all the children served.
2. Opportunities are provided for choice and curricula that enhance the development of self-control and social skills.
3. Teachers provide children with the comforts of routine and structure that are flexible so as to meet the needs of a wide range of children.
4. Teachers work to establish a respectful, warm and nurturing relationship with each child in the classroom, parents and colleagues.
5. Teachers spend time at floor/eye level with the children.
6. Voices are calm.
7. A problem solving approach is used with everyone.
8. Children are comforted when they feel unhappy.
9. Discipline is seen as an opportunity to teach children self-control and skill building.
10. Behavior policies focus on problem solving with all concerned parties, rather than listing negative behaviors to be punished by disenrollment.

11. When a child has behavioral/social/emotional difficulties, outside resources will be accessed and a plan made to support the child.
12. Should the program decide they cannot meet the needs of a child, outside resources will be used to help the parent find services and placement that meet the child's needs.

*\*\* The "Behavior Handbook" is available at [www.kingcounty.gov/health/childcare](http://www.kingcounty.gov/health/childcare)*

## INFANT CARE

Fostering secure and loving attachments with the babies in your care is of number one importance. To develop a secure attachment with babies, providers must respond in a reliable way to babies needs, understanding the cues babies provide. Babies who are reliably nurtured begin to develop an inner way to understand their experience.

**Always** respond by comforting a baby who is crying. When you let a baby cry without comfort they are experiencing their world as a sad and lonely place.

**Rather** than distract babies when they are feeling sad or upset talk with them about their feelings and provide lots of hugs.

**Spend** time playing back and forth games with the babies in your care. This helps you get to know the babies and establish close and positive relationships.

### Program and Environment

1. Infants are at least one month of age when enrolled.
2. The infant room is street-shoe-free to reduce infant exposure to dirt, germs, dangerous heavy metals, chemicals, and pesticides. All staff and other adults entering the room wear socks, slippers, inside-only shoes, or shoe covers over their street shoes and will not enter room with bare feet.
3. The infant room has areas where all infants have the opportunity to experience floor-time activity without restriction.
4. All infants are given at least three 5-minute periods of supervised tummy time each day. (*Floor time encourages brain and muscle development.*)
5. Infants do not spend more than 15 minutes per day in restrictive devices such as; swings, bouncers, infant seats or saucers. Use directions for all equipment must be strictly followed at all times.
6. A nurse consultant visits the infant room monthly. The nurse consultant is a Registered Nurse, currently licensed, with training and/or experience in Pediatric Nursing or Public Health.
7. Nursing pillows: infants will not be propped on nursing pillows. Free movement will be promoted for all infants.

### Sleep/Napping

1. Each infant is allowed to follow his/her individual sleep pattern. Infant providers look for and respond to cues as to when an infant is sleepy.

2. Infants are visible to providers at all times while asleep. Rooms are kept light enough to allow easy observation of sleeping infants.
3. Sudden Infant Death (S.I.D.S.) risk reduction:
  - Infants are placed to sleep on their backs in a crib or on a mat. (*Infants sleeping on their stomachs are at a higher risk of death from S.I.D.S. - Sudden Infant Death Syndrome.*)
  - Any alternate sleep position must be specified in writing by the parent/guardian **and** the child's health care provider.
  - Infants do not sleep in car seats, swings or infant seats. Any child who arrives at the center asleep in a car seat, or who falls asleep in a swing or infant seat, is immediately moved to a crib or mat. (*Sleeping in infant seats or swings makes it harder for infants to breathe fully and may lead to head and neck issues.*)
  - Infant sleep area does not contain bumper pads, pillows, soft toys, sleep positioning devices, cushions, blankets, sheepskins, cloth diapers, or bibs. Blankets/items should not be hung on the sides of cribs. One piece sleepers or sleep sacks can be used in lieu of blankets.
  - No mobiles or other toys should be placed on or above cribs.
  - Temperature of the room should be comfortable for a lightly clothed adult. (*Overheating during sleep is associated with an increased risk of S.I.D.S.*)
  - Swaddling is not necessary or recommended.
  - Bibs will be removed before placing an infant to sleep.
4. Cribs meet current Consumer Products Safety Commission (CPSC) standards.
5. Mattresses are firm, snug fitting, intact, and waterproof.
  - Crib sheets fit mattresses snugly, but do not cause mattresses to curl up at corners.
6. Cribs are spaced at least 30 inches apart or separated by Plexiglas barrier.
7. Cribs are not located next to windows (unless windows are constructed of safety glass) or window blinds/draperies.
8. Nothing is stored above cribs unless securely attached to wall.

9. Crib wheels are locked in order to prevent movement in an earthquake.

### **Evacuation Cribs**

1. Evacuation cribs are available for all infants (max. 4 infants per crib).
2. Evacuation cribs have:
  - wheels - *preferably 4 inches or larger* - capable of crossing terrain on evacuation route
  - a reinforced bottom
3. A clear pathway is kept between evacuation cribs and emergency exits at all times.
4. Nothing is stored below or around evacuation cribs that would block immediate exit of cribs.

## **INFANT BOTTLE FEEDING**

### **Breastfeeding Support**

1. Our center encourages, supports and accommodates breastfeeding mothers.
  - Staff is a resource for breastfeeding mothers.
  - The infant room has a quiet, private space set aside for breastfeeding as well as a space for pumping
  - Staff are trained on the safe handling of expressed breast-milk
  - Staff discuss the breastfed infant's feeding pattern with parent/guardian regularly
2. Infants are fed breast-milk or iron-fortified infant formula until they are one year old.
3. Written permission from the child's licensed health care provider is required if an infant is to be fed an electrolyte solution (*e.g., Pedialyte®*) or a special diet formula.
4. No medication, cereal, supplements, or sweeteners are added to breast-milk or formula without written permission from the child's licensed health care provider.
5. Bottles contain formula or breast-milk.
6. Juice is not offered to children under 12 months old.

7. Cups of water, formula or breast-milk are introduced when developmentally ready (usually around 6 months of age).

## **Storage**

1. All bottles are labeled with infant's **full name and date**.
2. Filled bottles are capped and refrigerated upon arrival or after being mixed, unless being fed to an infant immediately.
3. Bottles are stored in the coldest part of the refrigerator, not in the refrigerator door.
4. A thermometer is kept in the warmest part of the refrigerator (usually the door) and is at or below 41 Degrees F at all times. The temperature is logged daily. *(It is recommended that the refrigerator be adjusted between 30 Degrees and 35 Degrees to allow for a slight rise when opening and closing the door.)*
5. Frozen breast-milk is stored at 10 Degrees F or less and for no longer than 2 weeks. Containers of breast-milk are labeled with the child's full name and date the breast-milk is brought to the center. Unused, thawed breast-milk is returned to the family at the end of the day.

## **Bottle Preparation**

1. A minimum of eight feet is maintained between the food preparation area and the diapering area. (If this is not possible, a moisture-proof, transparent 24-inch high barrier – such as Plexiglas - must be installed.)
2. Preparation surfaces are cleaned, rinsed, and sanitized before bottles are prepared.
3. Staff wash hands in the hand-washing sink before preparing bottles. The food preparation sink is not used for hand-washing or general cleaning.
4. Frozen breast-milk is thawed in the refrigerator or in warm water (water under 120° F) and then warmed as needed before feeding. Thawed breast-milk is not refrozen.
5. Bottles of formula are prepared with cold water from the following clean source: the water cooler in the kitchen.

Water from a hand-washing sink is **not** used for bottle preparation.

(Hot tap water can be contaminated with lead. Only cold water should be taken from the tap for cooking or drinking.)

6. Formula cans are dated when opened and used within 30 days.
7. Formula is mixed as directed on the can and not used past expiration date.
8. Gloves are worn when scooping powdered formula from a can. Gloves used for food preparation are kept in food preparation area.

9. Bottles are labeled with infant's full name and date. Bottles are capped and refrigerated if not immediately used. Bottle nipples are covered at all times, except during feeding, to reduce the risk of contamination.

### **Bottle Warming**

1. Bottles are **not** warmed in a microwave.
2. Bottles are warmed using one of the following methods:
  - We place bottles in warm water (<120°F).
  - We use a bottle warmer.  
Bottle warmer is secured to the counter or wall.  
Bottle warmer is cleaned, rinsed, and sanitized daily.
  - We use a crock pot (*not recommended as temperature is difficult to control*), and  
Water temperature in crock pot is monitored and kept below 120°F.  
Crock pot **contains no more than 1 1/2 inches** of water. (*Crock pots pose a risk of scalding.*)  
Crock pot is secured to the counter or wall.  
Crock pot is cleaned, rinsed, and sanitized daily.
3. Temperature is checked before bottle is fed to infant (wrist method).

### **Bottle Feeding**

1. Infants are fed on cue. Staff watches for and respond appropriately to hunger cues such as:
  - Fussiness/crying, opening mouth as if searching for a bottle/breast, hands to mouth, turning to caregiver, hands clenched
2. Staff watches for and responds appropriately to fullness cues such as:
  - Falling asleep, decreased sucking, arms and hands relaxed, pulling or pushing away and disengaging
3. Staff receives training on infant feeding cues.
4. Bottles are labeled with time feeding begins.
5. The name on each bottle is checked before the bottle is offered to an infant.
6. During bottle feeding, infants are held by a caregiver in a nurturing way. Bottles are not propped.
7. Older infants who can sit and hold a bottle independently are either held or placed in a high chair or chair that allows the feet to touch the floor at an appropriately-sized table.
8. **Infants are not allowed to walk around with bottles and are never given a bottle while lying down or in a crib.** (*Lying down with a bottle puts a baby at risk for baby bottle tooth decay, ear infections, and choking.*)

9. The contents of unconsumed bottles are discarded into a sink after 1 hour to prevent bacterial growth.
10. Staff are encouraged to work closely with the same infant over time in order to increase familiarity with feeding cues.

### **Bottle Cleaning**

Used bottles and dishes are not stored within eight feet of the diapering area or placed in the diapering sink.

- Bottles are not re-used at our center. Families provide a sufficient number of bottles to meet the daily needs of the infant. or
- We re-use bottles during the day (or from day to day without sending them home). Between uses, bottles, bottle caps, and nipples are placed in a tub for dirty dishes (or directly into dishwasher), then
  1. Washed in dishwasher.
  2. Washed, rinsed, and boiled for one minute.

## **INFANT AND TODDLER SOLID FOODS**

1. Food is introduced to infants when they are developmentally ready for pureed, semi-solid and solid foods. Food, other than formula or breast-milk, is introduced to infants no sooner than 4 and preferably six months unless there is a written order by a health care provider.
2. No egg whites (*allergy risk*) or honey (*botulism risk*) is given to children less than 12 months of age. (This includes other foods containing these ingredients such as honey graham crackers.)
3. Cups and spoons are encouraged at mealtime by 6 months of age.
4. Chopped, soft table foods are encouraged after 8 months of age.
5. Children 12-23 months are given whole milk, unless the child's parent/guardian **and** health care provider have requested low-fat milk or a non-dairy milk substitute in writing. (*Low-fat diets for children under age 2 may affect brain development.*)
6. When parents provide food from home, it is labeled with the child's name and the date. Perishable foods are stored at or below 41° F.
7. Before food is prepared, preparation surfaces are cleaned, rinsed, and sanitized.
8. Staff wash their hands in the handwashing sink before preparing food. The food preparation sink is not used for handwashing or general cleaning.
9. Staff serve commercially packaged baby food from a dish, not from the container. Foods from opened containers are discarded or sent home at the end of the day.



10. Gloves are worn or utensils are used for direct contact with food. *(No bare hand contact with ready-to-eat food is allowed.)* Gloves used for food preparation are kept in food preparation area. Hands are washed prior to and after using gloves.
11. Children eat from plates and utensils. Food is not placed directly on table.
12. Children are not allowed to walk around with food or cups.
13. Teachers sit with infants and young children when eating and engage in positive social interaction.
14. Teachers are encouraged to eat the same foods the toddlers are served from the menu to model eating a variety of foods and demonstrate safe usage of eating utensils and eating behaviors.

*For allergies or special diets, see the NUTRITION section of this policy.*

### **TODDLER AND PRE-SCHOOL NAPPING**

1. Children 29 months of age or younger follow their individual sleep patterns.
2. Alternate quiet activities are provided for a child who is not napping (while others are doing so).
3. Rooms are kept light enough to allow for easy observation of sleeping children.
4. Mats are spaced a minimum of 30 inches apart. If space doesn't allow 30" spacing, place children head-to-toe as far apart as possible.
5. Mats are enclosed in washable covers. Children do not sleep on bare uncovered surfaces.

## DIAPERING

Children are **never** left unattended on the diaper-changing table. Safety belts are not used on the diaper changing table. *(They are neither washable nor safe.)* **The diaper changing table and area are used only for diapering.** Toys, pacifiers, papers, dishes, blankets, etc., are not placed on diapering surface or in the diapering area.

Diaper changing pads are replaced when they become worn or ripped. No tape is present on diaper changing pad. Diaper changing pads have a smooth, cleanable surface with no ridges, grooves or stitching.

The following diapering procedure is posted and followed at our center:

1. Wash Hands.
2. Gather necessary materials. If using bulk diaper ointment, put a dab of ointment on paper towel.
3. Put on disposable gloves, if desired.
4. Place child gently on table and remove diaper. *Do not leave child unattended.*
5. Dispose of diaper in hands-free container with cover *(foot pedal type)*.
6. Clean the child's diaper (peri-anal) area from front to back, using a clean, damp wipe for each stroke.
7. Wash hands. If wearing gloves, remove gloves and wash hands. Please note: A wet wipe or damp paper towel may be used for this handwashing only. *Do not leave child unattended.*
8. If parent/guardian has completed a medication authorization for diaper cream/ointment/lotion, put on gloves and apply to area. *(Please refer to the Medication section.)* Remove gloves.
9. Put on clean diaper (and protective cover, if cloth diaper used). Dress child.
10. **Wash child's hands** with soap and running water (or with a wet wipe for young infants).
11. Place child in a safe place. Do not touch toys, play equipment, etc. and return to the diaper area for step 12.
12. Clean diaper changing pad using the 3 Step Method (clean, rinse, disinfect) Refer to "Guidelines for Mixing Bleach". Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
13. **Wash Hands.**

*Please note: Even if gloves are used, all of the above handwashing must still be done.*

## Stand-Up Diapering for Older Children

We do stand up diapering as appropriate.

Stand-up diaper changing takes place: in the bathroom or diaper changing area.

Diaper changing procedure is posted in stand-up diaper changing area. Stand-up diaper changing procedure is followed:

1. Wash hands.
2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).
3. Put on disposable gloves, if desired.
4. Coach child in pulling down pants and removing diaper/pull-up/underpants (and assist as needed).
5. Put soiled diaper/pull-up/underpants in plastic bag (or assist child in doing so).
6. Coach child in cleaning diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).
7. Put soiled wipes in plastic bag (or assist child in doing so).
8. Close and dispose of plastic bag into hands-free covered trash can lined with a plastic garbage bag.
9. Remove gloves, if worn.
10. Wash hands (in sink or with wipe) and coach child in doing the same.
11. If a signed medication authorization indicates, apply topical cream/ointment/lotion using disposable gloves then remove gloves.
12. Coach child in putting on clean diaper/pull-up/underpants and clothing and washing hands (in bathroom/handwashing sink).
13. Close and put any bag of soiled clothing or underpants into child's cubby.
14. Use 3-step method on floor where change has occurred:
  - a. Clean with detergent and water.
  - b. Rinse with water.
  - c. *Disinfect* with bleach solution: refer to "Guidelines for Mixing Bleach"  
Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
15. Wash hands (in bathroom/handwashing sink).

## TOILET TRAINING

Toilet training is a major milestone in a young child's life. Because children spend much of their day in child care, you may recognize signs that a child is ready to begin toilet training. As a provider, you can share your observations with the family and offer suggestions and emotional support. Working together with the family, you can help make toilet training a successful and positive experience for their child.

- Follow the same procedure in child care as in the home. Use the same words (pee-pee, poop, etc.), so the child does not become confused about what is required. Pretend play with a doll using the same vocabulary and talk through expectations.
- Develop a detailed written plan of communication between the child care program and the family. Keep daily records of successes and concerns to share with the family.
- Encourage the family to dress the child in easily removable clothing. Keep an extra set of clothing on hand for accidents.
- Develop routines that encourage toilet use. Watch for those non-verbal signs that suggest a child has to use the toilet. Suggest bathroom visits at set times of the day, before going out to play, after lunch, etc.
- Expect relapses and treat them matter-of-factly. Praise the child's successes, stay calm, and remember that this is a learning experience leading to independent behavior.
- The noise made by flushing a toilet may frighten some children. Try to flush after the child has left until they become accustomed to the noise.
- Take time to offer help to the child who may need assistance in wiping, etc.

## FOOD SERVICE

We prepare meals and snacks at our center.

1. **Food handler permits** are required for staff who prepare full meals and are encouraged for all staff. An “in charge” person with a food handler permit is onsite during all hours of operation, to assure that all food safety steps are followed. Documentation is posted in staff files.
2. **Orientation and training** in safe food handling is given to all staff. Documentation will be posted in the kitchen and/or in staff files.
3. **Ill staff or children** do not prepare or handle food. Food workers may not work with food if they have:
  - diarrhea, vomiting or jaundice
  - diagnosed infections that can be spread through food such as Salmonella, Shigella, E. coli or hepatitis A
  - infected, uncovered wounds
  - continual sneezing, coughing or runny nose
4. **Child care cooks** do not change diapers or clean toilets.
5. **Staff wash hands** with soap and warm running water prior to food preparation and service in a designated hand-washing sink – never in a food preparation sink.
6. **Gloves are worn or utensils are used** for direct contact with food. *(No bare hand contact with ready-to-eat food is allowed.) Gloves must also be worn if the food preparation person is wearing fingernail polish or has artificial nails. We highly recommend that food service staff keep fingernails trimmed to a short length for easy cleaning. (Long fingernails are known to harbor bacteria).*
7. **Employees preparing food** shall keep their hair out of food by using some method of restraining hair. Hair restraints include hairnets, hats, barrettes, ponytail holders and tight braids.
8. **Refrigerators and freezers** have thermometers placed in the warmest section (usually the door). Thermometers stay at or below 41° F in the refrigerator and 10°F in the freezer.
9. **Microwave ovens**, if used to reheat food, are used with special care. Food is heated to 165 degrees, stirred during heating, and allowed to cool at least 2 minutes before serving. *Due to the additional staff time required, and potential for burns from “hot spots,” use of microwave ovens is not recommended.*
10. **Chemicals** and cleaning supplies are stored away from food and food preparation areas.
11. **Kitchen – cleaning and sanitizing:**
  - Kitchen counters and sinks are cleaned, rinsed, and sanitized before and after preparing food.

- Equipment (such as blenders, can openers, and cutting boards) is washed, rinsed and sanitized after each use.

12. **Dishwashing** complies with safety practices:

- Hand dishwashing is done with three sinks or basins (wash, rinse, sanitize).
- Dishwashers have a high temperature sanitizing rinse (140° F residential or 160° F commercial) or chemical sanitizer.

13. **Cutting boards** are washed, rinsed, and sanitized between each use. No wooden cutting boards are used.

14. **Food prep sink** is not used for general purposes or post-toilet/post-diapering handwashing.

15. **Kitchen counters, sinks, and faucets** are washed, rinsed, and sanitized before food production.

16. **Tabletops** where children eat are washed, rinsed, and sanitized before and after every meal and snack.

17. **Thawing frozen food:** frozen food is thawed in the refrigerator 1-2 days before the food is on the menu, or under cold running water. *Food may be thawed during the cooking process IF the item weighs less than 3 pounds. If cooking frozen foods, plan for the extra time needed to cook the food to the proper temperature. Microwave ovens cannot be used for cooking meats, but may be used to cook vegetables.*

18. **Food is cooked to the correct internal temperature:**

Ground Beef 155° F

Fish 145° F

Pork 145° F

Poultry 165° F

19. **Holding hot food:** hot food is held at 135° F or above until served.

20. **Holding cold food:** food requiring refrigeration is held at 41° F or less.

21. **A digital thermometer** is used to test the temperature of foods as indicated above, and to ensure foods are served to children at a safe temperature.

22. **Cooling foods** is done by one of the following methods:

- Shallow Pan Method: Place food in shallow containers (metal pans are best) 2" deep or less, on the top shelf of the refrigerator. Leave uncovered and then either put the pan into the refrigerator immediately or into an ice bath or freezer (stirring occasionally).
- Size Reduction Method: Cut cooked meat into pieces no more than 4 inches thick.

Foods are covered once they have cooled to a temperature of 41° F or less.

23. **Leftover foods** (*foods that have been below 41° F or above 135° F and have not been served*) are cooled, covered, dated, and stored in the refrigerator or freezer. Leftover food is refrigerated immediately and is not allowed to cool on the counter.

24. **Reheating foods:** foods are reheated to at least 165° F in 30 minutes or less.
25. We do not use catered foods at our center.
26. **Food substitutions**, due to allergies or special diets and authorized by a licensed health care provider, are provided within reason by the center.
27. When children are involved in cooking projects our center assures safety by:
- Closely supervising children,
  - Ensuring all children and staff involved wash hands thoroughly,
  - Planning developmentally-appropriate cooking activities (*e.g., no sharp knives*),
  - Following all food safety guidelines.
28. Perishable items in sack lunches are refrigerated upon arrival at the center.

## NUTRITION

1. Menus are posted at least one week in advance and dated.
2. Menus follow the current CACFP Meal Pattern for meals and snacks.
3. Menus do not repeat food combinations within a 2 week period.
4. Menus list specific types of fruits, vegetables, crackers etc.
5. Food is offered at intervals not less than 2 hours and not more than 3 hours apart.
6. Breakfast is made available to any child who arrives on the premises before school.
7. Our site is open over 9 hours; we provide two snacks and two meals.

The following meals and snacks are served by the center:

<u>Time</u>	<u>Meal/Snack</u>
7:00-8:00 AM	Breakfast
10:00 AM	Snack
12:00 AM	Lunch
3:00 PM	Snack

8. Each snack or meal includes a liquid to drink. This drink is water or one of the required components such as milk or 100% fruit juice.
9. Only 1% or nonfat milk is served to children over 2 years and whole milk to children between 12 and 24 months old.
10. Meal and snack requirements and portions are prepared following the USDA and WAC guidelines.
11. Menus include hot and cold food and vary in colors, flavors and textures.
12. Ethnic and cultural foods are incorporated into the menu.
13. Menus list specific types of meats, fruits, vegetables, etc.
14. Menus include a variety of fruits, vegetables, and entrée items.
15. Foods served are generally moderate in fat, sugar, and salt content.
16. Children have free access to drinking water (individual disposable cups or single use glasses only).



17. Menu modifications are planned and written for children needing special diets.
18. Menus are followed. Necessary substitutions are noted on the permanent menu copy.
19. Permanent menu copies are kept on file for at least six months. *(USDA requires food menus to be kept for 3 years plus the current year.)*
20. Children with food allergies and medically-required special diets have diet prescriptions signed by a health care provider on file. Names of children and their specific food allergies are posted in the kitchen, the child's classroom, and the area where food is eaten by the child.
21. Children with severe and/or life threatening food allergies have a completed individual care plan signed by the parent and health care provider.
22. Diet modifications for food allergies, religious and/or cultural beliefs are accommodated and posted in the kitchen and classroom and eating area. All food substitutions are of equal nutrient value and are recorded on the menu or on an attached sheet of paper.
23. Families who provide sack lunches are notified in writing of the food requirements for mealtime.

## **Mealtime Environment and Socialization**

1. Mealtime and snack environments are developmentally appropriate and support children's development of positive eating and nutritional habits.
  - Staff sit (and preferably eat) with children and have casual conversations with children during mealtimes.
  - Children are not coerced or forced to eat any food.
  - Food is not used as a reward or punishment.
  - Foods are served family style to promote self-regulation.
  - Staff provide healthy nutritional role modeling (serving sizes of foods, appropriate mealtime behavior and socialization during mealtime).
2. Staff do not eat foods other than those the children eat (unless the children's lunches are brought from home).

3. Coffee, tea, pop and beverages other than water or those served to the children are not consumed by staff while children are in their care, in order to prevent scalding injuries and to role model healthy eat.

### **SWEET TREAT POLICY**

Special “treats” for celebrations are limited to no more than twice a month; this is coordinated and monitored by the classroom teacher. Items that are health promoting are encouraged; we provide ideas for birthday, holiday or special occasions “treat”.

Treats should not contain nuts, seeds, dates, peanut butter, large pieces of fruit or vegetables that may cause choking. Honey and items containing honey should not be given to infants under one year of age.

**Food brought from home is limited to store purchased items.** Programs are responsible for reading food labels of items provided by parents to determine if the food is safe for children with food allergies to consume.

Use of non-food items to celebrate special occasions is encouraged. Examples of these types of items include: stickers, pencils, birthday “hats” or crowns, bubble solution, or piñatas filled with these items.

## PHYSICAL ACTIVITY AND SCREEN TIME LIMITATIONS

Adequate physical activity is important for optimal physical development and to encourage the habit of daily physical activity. Active play time includes a balance of a few teacher directed activities as well as child initiated play. The structured activities help contribute to skill building and promote fitness. The focus is on fun and interactive games and movement that also serve to enhance social and emotional skill development.

- Our center ensures that **all children** get at least 20-30 minutes of moderate to vigorous physical activity per every 3 hours of care. Children in care for more than one hour are ensured at least 20 minutes of **outdoor play**.
- Infants are taken outside at least twice a day.
- Toddlers get 60-90 minutes of active play and pre-school and school-age get 90-120 minutes of active play time (moderate to vigorous activity level) during full day care.
- All children get **outdoor play** at least 2-3 times during full day care (children go outside in all weather (rain, snow etc...) unless it is dangerous or unhealthful.

### Screen Time

- Children under 2 years do not get any screen time.
- Children over 2 years TV is limited to 30 minutes of educational viewing per week, if at all. Computer use is limited to 10 minute increments.

## **DISASTER PREPAREDNESS**

### **Plan and Training**

Our Center has developed a disaster preparedness plan/policy. Our plan includes responses to the different disasters our site is vulnerable to, as well as procedures for on- and off-site evacuation and shelter-in-place. Evacuation routes are posted in each classroom. Our disaster preparedness plan/policy is located in the office and in each classroom.

Staff are oriented to our disaster policy annually. Parents/guardians are oriented to this plan upon registering their child.

Staff are trained in the use of fire extinguishers annually by Tara Grogan-Stivers. The following staff persons are trained in utility control (how to turn off gas, electric, water): the Director and Assistant Director.

Disaster and earthquake preparation and training are documented.

### **Supplies**

Our center has a supply of food and water for children and staff for at least 72 hours, in case parents/guardians are unable to pick up children at usual time. The Director, Tara Grogan-Stivers is responsible for stocking supplies. Expiration dates of food, water, and supplies are checked every 6 months and supplies are rotated accordingly. Essential medications and medical supplies are also kept on hand for individuals needing them. Each room has a fully stocked "Grab n' Go" bag.

### **Hazard Mitigation**

We have taken action to make our center earthquake/disaster-safe. Bookshelves, tall furniture, refrigerators, crock pots, and other potential hazards are secured to wall studs. We continuously monitor all rooms and offices for anything that could fall and hurt someone or block an exit – and take action to correct these things. Tara Grogan-Stivers is the primary person responsible for hazard mitigation, although all staff members are expected to be aware of their environment and make changes as necessary to increase safety.

### **Drills**

Fire drills are conducted and documented each month. Disaster drills are conducted quarterly.

*Please see Appendix VIII: DISASTER DRILL RECORD.*

## STAFF HEALTH

1. New staff and volunteers must document a tuberculin skin test (Mantoux method) within the past year, unless not recommended by a licensed health care provider.
2. Staff members who have had a positive tuberculin skin test in the past will always have a positive skin test, despite having undergone treatment. These employees do not need documentation of a skin test. Instead, by the first day of employment, documentation must be on record that the employee has had a negative (normal) chest x-ray and/or completion of treatment.
3. Staff members do not need to be retested for tuberculosis unless they have an exposure. If a staff member converts from a negative test to a positive test during employment, medical follow up will be required and a letter from the health care provider must be on record that indicates the employee has been treated or is undergoing treatment.
4. Our center complies with all recommendations from the local health jurisdiction. (TB is a reportable disease.).
5. Staff members who have a communicable disease are expected to remain at home until no longer contagious. Staff are required to follow the same guidelines outlined in EXCLUSION OF ILL CHILDREN in this policy.
6. Staff members are encouraged to consult with their health care provider regarding their susceptibility to vaccine-preventable diseases.
7. Staff who are pregnant or considering pregnancy are encouraged to inform their health care provider that they work with young children. *When working in child care settings there is a risk of acquiring infections which can harm a fetus or newborn. These infections include Chicken Pox (Varicella), CMV (cytomegalovirus), Fifth Disease (Erythema Infectiosum), and Rubella (German measles or 3-day measles), In addition to the infections listed here, other common infections such as influenza and Hand Foot and Mouth disease can be more serious for pregnant women and newborns. Good handwashing, avoiding contact with ill children and adults, and cleaning of contaminated surfaces can help reduce those risks.*
8. Adult sized chairs will be provided for staff.
9. Staff will not step over gates or other barriers.
10. Recommendations of immunizations for child care providers will be available to staff.

## **CHILD ABUSE AND NEGLECT**

1. Child care providers are state mandated reporters of child abuse and neglect; we immediately report suspected or witnessed child abuse or neglect to Child Protective Services (CPS). The phone # for CPS is 1-800-609-8764.
2. Signs of child abuse and/or neglect are documented and that information is kept confidentially in the Director's office.
3. Training on identifying and reporting child abuse and neglect is provided to all staff and documentation kept in staff files.
4. Licensor is notified of any CPS report made.

## **ANIMALS ON SITE**

1. We have an animal policy, which is located in the office.
2. Animals at or visiting our center are carefully chosen in regards to care, temperament, health risks, and appropriateness for young children. We do not have birds of the parrot family that may carry psittacosis, a respiratory illness. We do not have reptiles and amphibians that typically carry salmonella, bacteria that can cause serious diarrhea disease in humans, with more severe illness and complications in children.
3. Parents are notified in writing when animals will be on the premises. Children with an allergic response to animals are accommodated.
4. Animals, their cages, and any other animal equipment are never allowed in kitchen or food preparation areas.
5. Children and adults wash hands after feeding animals or touching/handling animals or animal homes or equipment.

## **“NO SMOKING” POLICY**

1. Staff will not smoke in the presence of children or parents while at work.
2. There will be no smoking on site or in outdoor areas immediately adjacent to any buildings (not within 25 feet of an entrance, exit, or ventilation intake of the building) where there are classrooms regardless of whether or not children are on the premises. (Rationale: residual toxins from smoking can trigger asthma and allergies when children do use the space). There is no smoking allowed in any vehicle that children are transported in.
3. If staff members smoke, they must do so away from the school property, and out of sight of parents and children. They should make every attempt to not smell of smoke when they return to the classroom. Wearing a smoking jacket that is not brought into the building is helpful.
4. Public Health Department staff will be available to provide trainings and resources regarding the effects of smoking to families as requested by the centers.











# Child Care/Early Learning Disaster Drill Record

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Name of Program \_\_\_\_\_

Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Change to be Made	When Changes Made

Name of Person Organizing Drill \_\_\_\_\_

