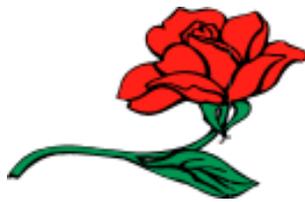


Rosebud's Child Care and Learning



Health & Safety Plan

May 2014

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Section I

Introduction

This plan has been developed so that there is a procedure for both the Staff and Parents of Rosebud's Child Care and Learning to follow that will protect the health and safety of the children in care. The health and safety of all the children comes first at Rosebud's Child Care and Learning. This Plan is for children ages 6 weeks thru 12 years of age who attend Rosebud's Child Care and Learning, the Staff of Rosebud's Child Care and Learning and the family members living in the home located at 23 Jennifer Lane, Apalachin, New York.

A copy of the Group Family Day Care Homes Rules and Regulations (referred to in this Plan) is accessible on-line by going to http://ocfs.ny.gov/main/childcare/daycare_regs.asp

This Plan will be reviewed and, if necessary, revised, by Rose McCabe as needed.

All health and safety information received from each family is held in confidence.

Section II

Health Requirements

A. Admission Requirements:

- Day Care Registration Card
- Name and phone number of medical physician and dentist.
- Medical Report of Child in Daycare filled out and signed by Child's physician (must include a copy of the lead screening if available).
- Written statement giving feeding schedule (for infants only).
- Parent's Consent Form for sunscreen, bug spray, diaper rash ointment application, procedure for naptime, use of a substitute and school-age supervision.

B. Updating Records:

The Medical Report of Child in Day Care and the Day Care Registration Card must be updated when notified by Rose McCabe. All other information should be updated as changes occur. It is the responsibility of the Parent to inform Rosebud's Child Care and Learning of these updates.

Parent's Consent Forms must be updated when requested by Rose McCabe.

C. Daily Health Check:

The Staff of Rosebud's Child Care and Learning will maintain a daily sign in/out attendance sheet. Each morning when your child arrives it is the Parent's responsibility to communicate any symptoms (including any cuts or bruises known to you) your child may have that is not visible to the Staff. Any signs of abuse or maltreatment will be reported to the State Central Register of Child Abuse and Maltreatment.

D. Child Abuse Reporting:

In accordance with Department of Family Assistance (also known as Department of Social Services) Law, Rosebud's Child Care and Learning must report any suspected incidents of child abuse or maltreatment concerning a child enrolled in day care to the State Central Register of Child Abuse and Maltreatment.

E. Discipline Policy:

Children who misbehave will be redirected to another interest. If this does not work, a caregiver will sit with the child and play or read a book. Redirection or one-on-one attention usually greatly helps the situation. Children who display a temper tantrum will be placed in an area where they cannot hurt themselves or others until the tantrum passes. Parent will be notified only in extreme cases of misbehavior to be determined by Staff at Rosebud's Child Care and Learning.

Intimidation, hitting, corporal punishment, isolating a child, screaming at a child or withholding or using food or sleep as punishment is prohibited at Rosebud's Child Care and Learning.

Section III

Illness

A. Parent Notifies Program of Illness:

It is the responsibility of the Parent to notify Rosebud's Child Care and Learning if their Child has been exposed to any illness that could be of a contagious nature. This notification includes if the Parent or other person living in the home has any illness that could be of a contagious nature.

B. When Site Notifies Parent of Illness:

The Staff of Rosebud's Child Care and Learning will call parent if the Child becomes sick during childcare hours. If Child is vomiting or very ill, Parent is required to pick up Child within ½ hour of call. Child will be separated from other children and kept comfortable until the Child is picked up.

An Incident Report for Child Day Care for the illness will be completed. Parent responses to this notification and outcome of this instance will be documented. Parent will receive a copy of this Incident Report.

C. Exposure to Illness:

Rosebud's Child Care and Learning is responsible to notify the Parent if any staff member or Child in day care has an illness or has been exposed to an illness of a contagious nature. An Information Page will be provided to the Parent regarding the contagious illness.

The Staff at Rosebud's Child Care and Learning must give the Parent at least 12 hours notice in the event of a close down of the facility. In the event of something sudden, the Staff will notify the Parent as soon as possible.

D. Child and Staff Exclusion from Program:

Illness, or the Child's reaction to it, that requires more care than the Staff can provide or compromises the health and safety of other children is defined as follows:

- The Child has green mucus running from their nose with other sick symptoms (fever, lethargic)
- The Child has a rash of an unknown nature
- The Child has a temperature of 100 degrees Fahrenheit or more
- Vomiting 2 or more times in the previous 24-hour period or any vomiting with symptoms of dehydration or other signs of illness
- Contagious stages of Chicken Pox or Coxsockie Virus, until all sores have dried and crusted
- Diarrhea, defined as 2 or more extremely loose stools in a 24-hour period, or any diarrhea with symptoms of dehydration or blood in the stool with other sick symptoms (as above)
- Signs and symptoms of possible illness such as lethargy, uncontrolled coughing, persistent abdominal pain, discolored urine, refusal to eat or drink, irritability, persistent crying, difficult breathing, wheezing or other unusual signs
- Child has scabies or live lice
- The Child has been on an antibiotic less than 24 hours
- The Child has anything of a contagious nature
- The Child cannot participate in the normal activities at Rosebud's Child Care and Learning
- Other illnesses or symptoms of illness as determined by the Director, Rose McCabe

In all these instances, an approved medical evaluation with written return consent is required for inclusion back into the program.

Repetitive illnesses must be addressed with a medical evaluation.

The Staff of Rosebud's Child Care and Learning use a digital forehead thermometer when taking a child's temperature.

The Staff must meet and follow the above criteria.

Section IV

Medications

Rosebud's Child Care & Learning cannot administer any kind of medicine. It is suggested that if your child requires a prescription, you request the type that needs to be given only two times per day (in the morning before you come and in the evening after you leave).

Over-the-counter topical ointments may be applied as needed for protection against the sun, bug bites and diaper rash with written parent permission. Saline nasal mist can be administered to the nostrils, also with parent permission. The permission form for these applications are provided by and kept on file at Rosebud's Child Care and Learning.

Section V

Safety

A. Emergencies:

In the case of an emergency with your Child, 911 will be called and the Parent will be notified by calling the phone number on your Day Care Registration Card. The assistant or alternate assistant will care for the other children. Rose McCabe or Carrie Gaston will attend to the child in need.

The Parent will be responsible upon notification of emergency concerning their child to notify their insurance carrier if necessary. Rose McCabe or Carrie Gaston will give her full attention to the child's needs while the parent takes care of any pre-certification for insurance purposes.

The Parent will be notified of any minor injuries that occur during child care hours. An Incident Report for Child Day Care for the injury will be completed. Parent responses to this notification and outcome of this instance will be documented. Parent will receive a copy of this Incident Report.

B. Evacuation:

If there is an emergency where we have to evacuate the day care, a Provider will press the smoke detector alarm. Since we use this during our practice drills, the children are aware that this is an emergency sound and that they need to get to the door. Our primary door is on the side of the house. This is the quickest way out of the day care and the door the children are most familiar with. Our secondary exit is the door located on the front of the house. To access this exit, the children will go through the door into the house which immediately leads up the steps to the front door.

An emergency supply bag is right by the door which includes diaper/wipes, formula, bottles, pacifiers, sweatshirts, water, copies of emergency contact cards, a whistle and our walking rope (used to keep all the children together). Our attendance sign in/out sheet and all provider care keys are also right by the door for ease of access. Providers will also have their cell phones with them.

During an emergency, the children will be escorted out the door to the meeting place. The meeting place is the big brick mailbox at the end of the driveway (which is what we have practiced). Provider will grab the emergency bag, attendance list and car keys. Children will be directed to hold onto the walking rope, as we have practiced when taking walks through the neighborhood. If the weather is bad, we can all sit in the provider's cars.

Providers will remain calm. Attendance will be taken to make sure all the children have been evacuated. Rose McCabe and/or Carrie Gaston will call 911 and begin to make phone calls to all parents to arrange immediate pick up of the children. Children will be kept calm by singing songs. Babies can be fed & changed, if necessary.

If there is an instance where we have to evacuate the area, our relocation sites are: No. 1 ~ McDonald's, 7748 Route 434, Apalachin No. 2 ~ Apalachin Fire Department, 8924 Route 434, Apalachin No. 3 ~ Comfort Inn, 7666 Route 434, Apalachin. We will get to one of these relocation sites by walking. If the weather is extreme, we will load the children in the cars and go to one of these sites.

C. Shelter in Place:

In the case of an emergency where we cannot leave the premises and parents cannot come to get the children, Rose McCabe has made arrangements for a shelter in place, accounting for all the needs of the children in care. Food, water, diapers, wipes and extra clothes are available for at least 24 hours of care as per the New York State Office of Children and Family Services. All children and Providers can fit in the downstairs bathroom (which has no windows) in the case of a severe weather emergency or other unforeseen emergency. All shades will be pulled down and doors locked if needed. Every effort will be made to keep the children comfortable and safe until parents can get them. We will have two shelter in place drills a year ~ parents will be notified ahead of time of these drills, as Rose McCabe will have to make practice phone calls to the parents as part of the drill.

D. First Aid Kit:

A portable First Aid Kit is kept on the premises at Rosebud's Child Care and Learning and meets the requirements of the Department of Family Assistance's recommendation for contents. The Staff of Rosebud's Child Care and Learning will restock the First Aid Kit as needed.

E. Drills:

Fire drills will be conducted once a month. Shelter in place drills will be conducted twice a year. Documentation of these drills is available at Rosebud's Child Care and Learning. Fire extinguishers are located by the door in the day care room, in the kitchen area and outside the area of the furnace. They are checked once a year to make sure they are fully charged. Smoke alarms are located in each room of the house. Batteries are changed every six months.

F. Transportation:

If your Child is ever transported anywhere by the Staff of Rosebud's Child Care and Learning, a Parental Consent Form will be provided and must be signed by the Parent before the Child can be transported. You will need to provide a certified car seat or booster seat for your child at that time. In the case of an Emergency Evacuation, this permission is assumed for the safety of the child.

G. Visitation:

Parents of children in Rosebud's Child Care and Learning are not considered visitors. Parents may drop in anytime. Anyone else coming into the premises who has direct contact with the children is considered a visitor. Visitors must sign in upon entry to the premises indicating the date, time and purpose of the visit, and sign out upon departure. Visitors are monitored to protect the health, safety and welfare of the children in care. College students enrolled in Early Childhood Education do visit to observe children for educational purposes. No names are used in the college student's class work. These students are treated as visitors.

H. Program Requirement:

Children will receive instruction, consistent with their age, needs and circumstances, in techniques and procedures, which will enable them to protect themselves from abuse and maltreatment.

I. Pool Plan:

A Pool Plan outlining procedures followed during pool time is available for parent review and includes the following:

- Before going out to the pool
- How we get out to the pool
- Provider responsibilities
- Supervision
- Pool activities
- Pool rules for injury prevention
- Reacting to emergencies, injuries and other incidents
- How we get back into the house
- Pool maintenance
- Pool schedule

This pool plan has been submitted to the New York State Office of Children & Family Services and has been approved. This approval will be checked and renewed every year. The swimming pool is also in compliance with Allysya's Law. June of each year, parents will receive a copy of Pool Rules that will be reviewed with their children.

J. Outside Safety:

Each child is provided with a properly fitted helmet, knee pads and elbow pads for protection while riding scooters. Children are instructed to run on the grass, walk on the pavement and stay away from the road. A bright, yellow "Caution" sign is placed on the side of the street to alert passing traffic that there are children playing. Rosebud's Child Care and Learning is not located on a busy street. The local police department and Fire Department have been notified that there is an in-home daycare located at this residence along with the hours of operation.

K. Photographs:

Occasionally, the children are photographed or videotaped during the course of the day during their various activities. These are used for training and marketing purposes. The children's names are never used in connection with these photographs and/or video tapes. Permission for this is included on the Parent/Provider Agreement.

Section VI

Infection Control

Universal blood precautions must be observed as per Section 416.9 of the Department of Family Assistance Rules and Regulations.

Infection Control will be followed as per Section 416.13 of the Department of Family Assistance Rules and Regulations. This includes Staff and Child hand washing, diapering procedure and cleaning procedure of all areas of the facility.

All children are taught and assisted in hand washing procedure. Children must wash hands upon arrival, after using the bathroom, after outside play, before and after eating and any other times that may be necessary. After diaper changes, the changing table is wiped down with a non-toxic EPA registered solution acceptable to the Office of Children and Family Services. Diapers are disposed of in a separate, closed container. The sink and toilet are wiped down and sanitized on a daily basis. All garbage receptacles have covers.

Section VII

Eco-Healthy Day Care

To benefit the health and well-being of the children in care, Rose McCabe has taken steps to be classified an Eco-Healthy Child Care:

1. We use non-toxic techniques (usually vinegar) both inside and outside the facility to prevent and control pests (both insects and weeds). If a serious threat remains and pesticide application is the only viable option, parents and staff are notified in advance and a licensed professional applies the least toxic, effective product at a time when children are not in attendance and for at least 24 hours after the application.

2. We thoroughly wash all fruits/vegetables to avoid possible exposure to pesticides and take the opportunity to educate children about the importance of doing so.

3. We avoid conditions that lead to excess moisture, because moisture contributes to the growth of mold and mildew. We maintain adequate ventilation, repair water leaks and keep humidity within a desirable range. We have a humidity/temperature meter in the room to keep track of this.

4. We do not allow cars or other vehicles to idle on the property of Rosebud's Child Care.

5. We do not use scented or unscented candles or man-made air fresheners. We do not use aerosol sprays of any kind.

6. Smoking is not allowed on the premises at anytime.

7. We use biodegradable, non-toxic cleaning products (scented only with essential oils) and the least-toxic disinfecting and sanitizing products (Seventh Generation Disinfecting Multi-Surface Cleaner).

8. We use chlorine bleach only when and where it is required by state and local authorities. We use it prudently and never use more than necessary.

9. We use only low-VOC (Volatile Organic Compounds) household paints and do not paint when children are present.

10. There are no lead pipes located at the premises. Only filtered water is served to the children and used for cooking purposes.

11. Rosebud's Child Care located at 23 Jennifer Lane was built after 1978, so there is no lead paint at this location.

12. We do not use imported, old or handmade pottery to cook, store or serve food or drinks. We do use stainless steel, glass and silicone.

13. To reduced possible exposure to lead-contaminated dirt, we are a shoe-free facility.

14. We do not use any mercury-containing thermometers or thermostats. Instead we use the digital options.

15. We securely store and recycle all used batteries and fluorescent/compact fluorescent light bulbs.

16. Area rugs are vacuumed daily using a Rainbow cleaner and cleaned at least twice a year and as needed using non-toxic, biodegradable cleaners.

17. We use only non-toxic art supplies.

18. When using a microwave, we never heat children's food in plastic containers, plastic wrap or plastic bags.

19. We never use baby bottles or sippy cups made with BPA (Bisphenol A). Instead, we use bottles made of glass, stainless steel or plastic that is labeled "BPA free".

20. The facility has been tested for Radon. There is no radon at this location.

21. A HEPA (High Efficiency Particulate Air) filter is run for two hours during naptime each day.

22. We recycle all paper, cardboard, glass, aluminum and plastic bottles. We teach the children about this also.

23. We keep our garbage covered at all times to avoid attracting pests and to minimize odors.

Section VIII

Staff

The Staff at Rosebud's Child Care and Learning are required to participate in 30 hours of trainings every 2 years including CPR and First Aid Certification. New assistants must complete 15 hours of training within the first 6 months of employment at Rosebud's Child Care and Learning. Trainings must address principles of early childhood development, nutrition and health needs of infants and children, child day care program development, safety and security procedures, business record maintenance and management, child abuse and maltreatment identification and prevention and statutes and regulations pertaining to child day care and child abuse and maltreatment including Shaken Baby Syndrome. Training documents are on file at Rosebud's Child Care and Learning.

The Staff at Rosebud's Child Care and Learning agree to operate the group family day care home in conformity with applicable laws and regulations.

The Staff at Rosebud's Child Care and Learning must provide one health statement including a negative TB test or confirmation from a doctor of a clean chest x-ray, and confirmation by a physician that the staff member is physically and mentally fit to provide child day care and free from communicable disease. Household members in the day care home must also be cleared by a physician to have no health conditions, which would endanger the health of the children receiving day care in the home.

All Staff members, substitutes and family members over 18 years of age have had a background check and have not been the subject of an indicated report of child abuse or maltreatment. Sworn statements have been signed indicating that they have not been convicted of a misdemeanor or a felony in New York State or any other jurisdiction. They have also been fingerprinted. Fingerprints have been submitted to the state.

The group family day care home meets all fire and building safety standards including wood burning fireplace, water supply and sanitation.

The Staff and family members of Rosebud's Child Care and Learning will not consume any non-prescribed drugs (other than ibuprofen) including alcohol and tobacco while on the premises of Rosebud's Child Care and Learning.