



# Health & Wellness Policies

LCCC  
Children's Discovery Center  
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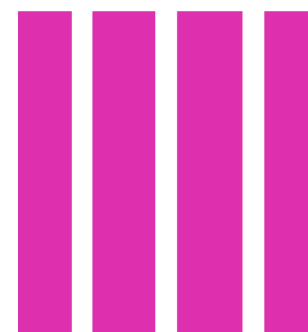
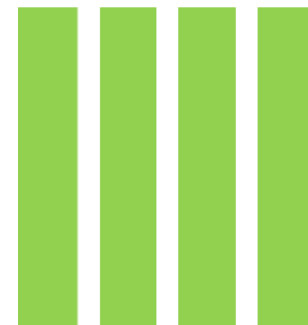
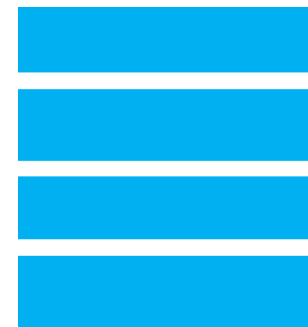
# Immunizations

All children enrolled at the Children's Discovery Center must provide current immunization records (from a physician or a public health nurse) to the center within 30 days of enrollment. The CDC is required to keep updated immunization records, please try to get us updated copies as your child gets older.

Parents/Guardians of a child who is not immunized or is under immunized must provide documentation from a licensed health care professional explaining why (either family's beliefs or religion) the child hasn't been immunized according to the United States Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger.

If a vaccine preventable disease to which children are susceptible occurs in the Children's Discovery Center, staff will promptly implement a plan to exclude the child who is under immunized. Parents will be notified promptly, if it is before the child comes in, the family will be instructed not to bring their child to the center. If the child is currently in attendance, the child will be brought to the office until he/she is picked up.

With DFS Licensure, we are required to keep immunization records updated. If you take your child in to the doctor for a well child check up, please get updated records for us if they receive immunizations. We will be monitoring through the ProCare system, and if we do not have up to date immunizations, we will be contacting you. We will make 2 attempts (email/by phone) to get them from you, and if we still don't get them, on the 3<sup>rd</sup> contact, your child will not be able to return until we get them.



The LCCC Children's Discovery Center strives to help keep all of the children and staff at the center healthy. There are many protocols in place to aid in keeping everybody healthy, these protocols include:

➤ **Handwashing:**

- Staff and children wash their hands in warm soapy water for 20 seconds, rinses well, and then dries them off with a paper towel.
  - before entering the classroom upon arrival
  - any time they come in from outside or change classrooms
  - before and after administering medication
  - before and after serving food/eating
  - after diapering children or using the restroom
  - after handling garbage
  - after coming in contact with any bodily fluid/secretion



➤ **Cleaning, Sanitizing, & Disinfecting:**

- Toys/Materials are sanitized twice daily
- Door knobs, light switches, restrooms are wiped down/sanitized at least twice daily
- Everything in the Children's Discovery Center is cleaned, sanitized, and disinfected according to the NAEYC "Cleaning, Sanitizing, and Disinfecting Frequency Table" (this is posted in both of the kitchen areas as well as in each classroom)

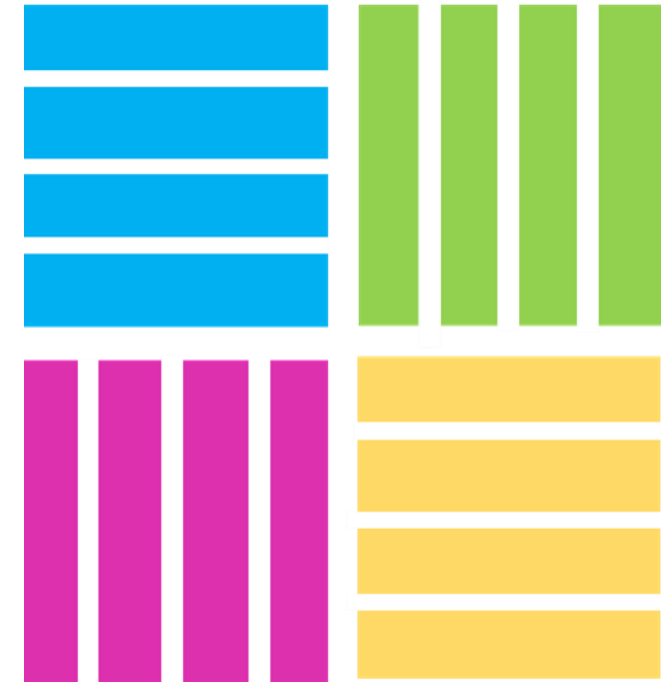
## Toothbrushing:

- Children, ages 1 and up, brush their teeth at least once a day, toothbrushes are supplied by the Children's Discovery Center. Children will brush with water (toothpaste will not be used). Children will have a scheduled time each day to brush their teeth, and teachers will encourage them to brush for 2 minutes, showing them how to get each tooth.



## Medication:

- The Children's Discovery Center can only administer prescription medications. All prescription medications must be in the original container with the child's name, name of the physician, medication name, and medication directions/dosage written on the label as well as the expiration date of the medication.
- Parents/Guardians are required to authorize the medication and dosage by completing a medication form (teachers or the office can provide this form). Only staff who have completed medication administration training will administer medications to children.
- All medications will be stored in a locked medication box, kept away from the children.



# Medical / Dental Management Plan Procedures

Should your child need a medical or dental plan, such as for allergies or asthma, the Children's Discovery Center will follow the following procedures:

- At the Enrollment Meeting the Director or Assistant Director, and classroom teacher will go over the documentation and child needs, and determine what the plan will include and what will need to be done by whom. (The family will be asked to come to another meeting with the classroom teacher if the teacher cannot attend the enrollment meeting)
- The Director or Assistant Director will work with the classroom teaching team to ensure that everything is in place before the child's first day of attendance.
- Meetings will be scheduled as needed after the enrollment meeting to note any changes or new information.

All full-time staff must be trained in Medication Administration, this insures that any time the child is present, there is an adult in the classroom that has been trained in the medical management procedure (administering a nebulizer or inhaler, or the Epi-pen).

If the medical management procedure wasn't covered in the Medication Administration training, both teachers in the child's class will be required to be trained on the procedure.



**ALERT!**

**FOOD  
ALLERGIES**





## ➤ Diapering & Diaper Changing:

- Diapers are checked and changed **at least** every 2 hours when the children are awake and as soon as they wake up from naptime. Teachers use a clean pair of vinyl gloves to change each child. Soiled clothing is immediately placed in a plastic bag and sent home that day for laundering.
- Cloth diapers must have an absorbent inner lining and the diaper must be completely contained in a waterproof covering. Soiled cloth diapers are placed in a wet bag provided by the family to be returned to the family each day.
- The Children's Discovery Center will provide Desitin and A&D Ointment, if parents/guardians prefer another cream/lotion/powder be used, parents/guardians will need to provide that for their child.
- Please send an adequate number of diapers to the center, the teachers will let parents/guardians know when the supply is running low.
- Teachers and children wash their hands with soap and water after each diaper change or toilet use.
- After each diaper change, the changing table will be sprayed and sanitized with bleach water solution, and wiped dry before another child is changed.
- All staff are trained on diapering procedures before changing any child.
- Diapering procedures are posted at each diaper changing station.

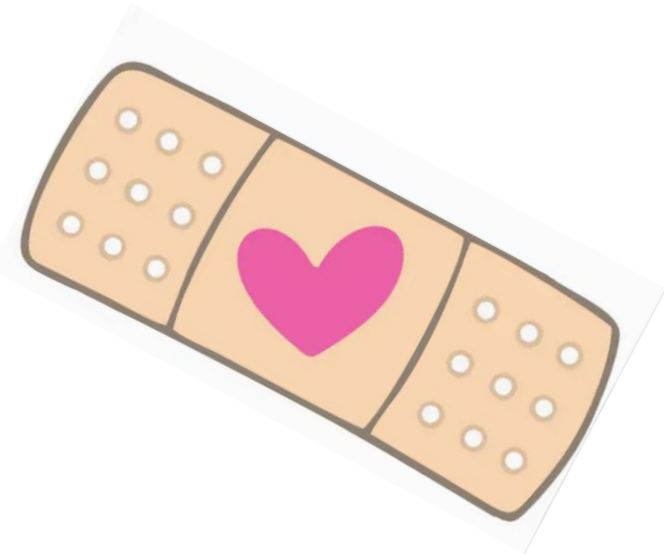


## ➤ Toilet Training:

- Children begin toilet training at the Children's Discovery Center when it is developmentally appropriate. This can vary a little for each child. Teachers and parents/guardians will discuss when to begin toilet training, and how to best approach it both at home and in the classroom, sharing the same language. Parents are encouraged to support toilet training at home when their child is engaged in toilet training at the Children's Discovery Center.
- In case of an accident, the child will be cleaned up and soiled clothing will be placed in a plastic bag and sent home.
- Teachers and children wash their hands after each diaper change or toilet use.
- For sanitary reasons, children are not permitted to come to the center commando. All children in the center will have to wear underwear while in attendance.

## ➤ Accident/Incident Reports:

- Parents/Guardians will receive an Accident/Incident Report if their child is injured at the Children's Discovery Center. Accident/Incident Reports are written if a child gets hurt or hurts another child. These incident reports can also be utilized to document behavior issues.
- The report will include the date and time as well as a description of what happened, first aid provided, and steps taken to prevent reoccurrence.
- These reports are completed in the Procure App, and will be approved by the director or assistant director, then forwarded on to the parents/guardians.



To help in keeping our families and staff healthy, we ask that you help us, by keeping your children home if they are not well enough to participate in the daily classroom activities, including outdoor/gym time, even if they do not have a fever. The director or assistant director reserve the right to deem that a child is not comfortable enough or well enough to be at school, or poses a possible health risk to others in the center.

If/when a child becomes ill at the center, parents will be contacted, and the child needs to be picked up within one hour of being contacted. The child will be taken to the office where they will have a cot and be able to lay down or to play with selected manipulatives that will be sanitized immediately after the child leaves the center, by taking the ill child to the office, we hope to limit the spread of whatever illness the child may have.

If a child is sent home with a suspected illness (such as Pink Eye, for example), and the child sees a doctor who says it is not Pink Eye, they can get a note from the doctor releasing the child to return to school. If it is Pink Eye, then the child would need to be on eye drops for 24 hours before returning.


If/when a child is sent home ill, they must be symptom free without medication for 24 hours before returning to the center, some illnesses will require a Doctor's note to return.

If a child is diagnosed with something contagious, and is put on antibiotics, they must have received the first 12 hours of antibiotic treatment before returning. They must also be fever free without Tylenol or Motrin to be at the center.

If they develop a fever while on antibiotics and it is 100.4° or higher, they will be sent home and must be fever free for 24 hours to return.







According to Center for Disease Control, and NAEYC Guidelines, staff and children that are ill should not be in the center. Illness includes, but is not limited to:

- Fever of 100.4° or higher (**child must be FEVER FREE for 24 hours without medication before returning to the Children's Discovery Center**)
  - Diarrhea (children will be sent home after 2 episodes of diarrhea, parent/guardian will be notified after first episode)
    - Vomiting (children will be sent home after 2 episodes, parent/guardian will be notified after the first episode)
      - Severe pain or discomfort
      - Difficult or rapid breathing
        - Yellowish eyes or skin
        - Untreated lice or scabies
    - Children suspected of being in the contagious stages of chicken pox, pertussis, measles, mumps, rubella, or diphtheria
  - Skin rashes, lesions, or wounds (excluding diaper rash) lasting more than one day that are bleeding, oozing clear fluid, or puss. Child must be free of open or oozing skin conditions unless a healthcare provider has provided a written statement indicating the condition is not contagious, and the affected area(s) can be covered by a bandage without seepage of drainage through the bandage.
    - Pink Eye/Conjunctivitis
- Due to the nature of Hand Foot and Mouth being so highly contagious, the Children's Discovery Center requires that children being diagnosed with Hand Foot and Mouth be kept home 7 calendar days from the date of diagnosis. If they are suspected to have Hand Foot and Mouth, a doctor's note stating they do not have Hand Foot and Mouth will be required to be able to return before the 7 calendar days.

If your child has been exposed to any communicable illnesses here at the center, you will be notified and provided with a list of symptoms, what we are doing to control the spread, and what is required for returning to school should they get it.

## ➤ Teacher / Children's Discovery Center General Health & Safety Expectations:

- Teachers are expected to follow the same guidelines as children if they are sick or unwell.
- All staff, part-time and full-time, are required to complete a TB Risk Assessment upon being hired.
- All staff, part-time and full-time, are required to become certified in CPR and First Aid within 45 days of being hired.
- All full time staff will also be required to complete Blood Borne Pathogens training. Full-time staff will work with part-time staff so that all staff follow recommended procedures when diapering or toileting children, or dealing with any bodily fluids.
- Staff will report to parents/guardians any evidence of injury or potential health problems observed.
- Staff will bring sick/ill children to the office until the parent/guardian arrives to pick them up.
- Only staff who have completed medication administration training will administer medication to any child.
- Staff keep classroom environments clean and sanitized (tables, toys, and learning materials) according to the NAEYC "Cleaning, Sanitizing, and Disinfecting Frequency Table" this can be found on the LCCC Children's Discovery Center website, it is also posted in each classroom as well as in the kitchen area.
- Staff will monitor their classroom environments daily for safety hazards (such as tripping hazards) for both themselves and the children in the classroom. The Classroom Safety Checklist will be completed at least monthly to ensure the classroom has been checked for safety.
- Staff will follow the Center for Disease Control guidelines for diapering procedures. The procedures will be posted at each changing station.

