
Oasis Child Enrichment Center

Parent/Student Handbook



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OCEC reserves the right to modify this handbook as needed.

Most forms used by OCEC are provided by Bright From the Start Agency

WELCOME

Dear Family,

Thank you for choosing Oasis Child Enrichment Center as your After School Program. We have worked hard to ensure that your child will have a safe, productive, educational, and fun program to attend at the end of each school day and throughout the summer months. This handbook is an introduction to the many programs we offer and the guidelines that will help us be the dynamic program that we know you desire for your children.

Thank you for choosing Oasis Child Enrichment Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Britney Paine
Before/After School Director
706-562-0935
Fax; 706-561-0480

ABOUT US

Oasis Child Enrichment Center (OCEC) exists to care for school-aged children helping them stay up to date on their homework, develop talents in the arts, encourage creativity, and expand horizons through rotational and seasonal classes. OCEC wants to help each child develop socially, emotionally, and academically.

Times of Operation

Oasis Child Enrichment Center provides after school child care services during the months of August through May from **2:30 to 6:00 PM** Monday through Friday for children ages 4-11(**pre-k through 5th grade.**) Our Middle school program ages 11-15 (grades 6-8th) will be open from 4:00-6:00 pm.

During “Full time” days (for example, our summer program (May through August) and furlough days, (if applicable), our hours will be from **7:00 am to 6 pm for both elementary and middle school.**

OCEC generally follows Muscogee County’s school calendar. If there is a half day of school, we will be open from **12:00 pm - 6:00 pm.**

Holidays

We reserve the right to be closed for the following holidays: All federal holidays, July 4th, the weeks in December when Muscogee school district is closed for the Holidays, and the week of Thanksgiving. We may also be closed during the week of Muscogee County’s spring break. It is up to the discretion of the director to open the center for full day camps during these times. This decision will be made according to the needs of our families and the availability of staff. Parents will be notified of these camps at least three weeks in advance. These weeks must be paid for at least 2 weeks in advance.

Section 1: Admission & Enrollment

Based on the availability and openings, our facility admits children from ages 4-15(**pre-k through 8th grade.**) All admission and enrollment forms must be completed and registration fees paid prior to your child's first day of attendance. In accordance with state law, we may not admit your child without official up to date vaccination records. The registration fee is non-refundable. For Fee information, see appendix A at the back of this booklet.

Enrollment Policy

When enrolling your child at OCEC there are several things you must do:

1. All appropriate forms must be filled out, signed, and on file prior to admission. All necessary forms/consents will be given to you in your admission package.
2. Read through & become familiar with the Policies in your parent/student handbook. You will be required to sign a form that indicates you have read, understand, & agree to all the policies as outlined.*
3. We strongly encourage you to visit the center before you enroll. We will be happy to give you a tour, introduce you to our staff and answer any questions you may have.

*The student will not be allowed to stay at the center until all forms are filled out and in their file. Specific items that are extremely important are immunization records and emergency contact information.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

SECTION2: GENERAL POLICIES

Inclusion

Oasis Child Enrichment Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At **Oasis Child Enrichment Center** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Information regarding your child will not be released with the exception of that required by the state. All records concerning children at our program are confidential.

Due to the sensitive nature of information that you will know as a parent of young children, it is our policy at OCEC to keep sensitive information confidential. Teachers will not discuss personal information about your child or family. Teachers sign a confidentiality agreement. Any information about children or their families must be shared on a need to know basis only, thus we are sensitive about discussing children's developmental needs and information. Protect the interest of each child and family by keeping confidentiality. Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Babysitting

We love our teachers and know that they are awesome with our students; however, we strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Oasis Child Enrichment Center**.

Child to Staff Ratios

Children are supervised at all times. We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
K4-5 year olds (kindergarten)	18 to 1	24
6-10 year olds	20 to 1	24
11-15 year olds	25 to 1	25

SECTION 3: Communication & Family Partnership

We want to do everything we can to keep you involved and informed about our program and what your child does during his day with us. To that end, we have many ways to keep you up to date with what is going on.

Bulletin Boards

Located throughout the center, bulletin boards provide center news, classroom schedules, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters

Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates. Our email address is Oasis@solidrock.com

PERSONAL PICTURE TAKING POLICY

Taking pictures of the children will be a routine part of our day. We use the pictures in our teaching Activities and daily routines. We may also use the pictures on our website or promotional materials. If you do not want us to use your child's photo in our promotional materials or website please sign a refusal form.

Volunteering

We welcome volunteers into the classroom. Parents have access to their child and all parts of the center during the hours that the child is in our care. We love visitors! Parents can help in a variety of ways such as preparing materials for an activity. If you are interested in helping, please let your teacher know. If you have something special you would like to share with the class, let us know so we can make arrangements. This may include a craft, something to do with your work, or anything that you feel the children might enjoy. Let us know what you have in mind.

Conferences

Family & teacher conferences occur at least once a year. You may request additional conferences regarding your child's progress at any time. Please call for an appointment or ask at the front desk. Appointments will mean that you have the total attention of the teacher at that time. We would prefer that distractions in the classroom are minimal, but we encourage you to communicate any concerns you may have.

Please take time to read our posted notices of licensing, communicable disease chart, statement of parental access, current weekly menu, emergency plans for severe weather, and many other notices that will be posted at the door of each classroom. This is important information that you should be familiar with.

SECTION 4: CURRICULUM AND LEARNING

Learning Environment

We provide a rich learning environment with curriculum that is developmentally appropriate to the specific ages in each classroom. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. Copies of daily schedules are posted inside each classroom.

Outings & Field Trips

During our Full-Day camps there may be supervised field trips, and we encourage you to join your child on these trips. *Permission Slips* for each trip must be signed by the child's parent/guardian.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip flops are not recommended. We request that your child wear a yellow t-shirt on field trip days.

Television/Movie Time

Our normal daily routine does not include television watching. Occasionally however, on bad weather days or as a special treat we may watch a G rated movie. Programs will normally consist of non-violent and high-quality educational material.

Electronic Media

Generally, we keep the use of electronics while at Oasis to a bare minimum. We want the children to enjoy interacting with each other and the teachers. Electronic Media are limited to 40 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, photos, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

We will learn about many holidays and we will celebrate those that are relevant to our Christian values and beliefs.

SECTION 5: GUIDANCE

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Acts of Aggression and Fighting

Children are guided to treat each other and adults with self control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. (See Class environment- section 9)

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

SECTION 6: TUITION AND FEES

Payment

Payment is always due on Fridays for the week ahead. Payment is due as outlined in the *Enrollment Agreement at the end of the booklet*. We do not charge for holidays that the center is not open. Please refer to appendix A for applicable fees and costs. We accept cash and checks. If a payment is returned a fee of \$25.00 will be assessed. Your child may not be allowed to continue in the program until restitution is paid.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Please contact us as soon as possible if you know you will be late for pick up.

If this becomes problematic, we reserve the right to charge a \$1.00 fee for each minute after 6:00 pm until the child's is checked out of our computer system.

After the first ten minutes we will attempt to call the parent/guardian two times. After the second attempt, we will begin to calling each of the names on the child's emergency contact list. If after 30 minutes (at 6:30 pm) we are unable to contact a parent/guardian or emergency contact, we will contact the police and/or social services.

Special Activity Fees

During our full-time days there may be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$10.00 will be added for each day that the payment is late. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

If for some reason you decided to discontinue your family's relationship with OCEC, we require a two week written notice. Any outstanding fees must be paid on or before the student's last day. If legal action to collect fees becomes necessary, the parent will be responsible for legal fees incurred.

If OCEC feels it can no longer enroll your child, you will be given a one week notice. However, if your child exhibits behaviors that endanger other children or staff, expulsion can be immediate. Examples of reasons for expulsion include but are not limited to

- Failure of parent to pay tuition.
- Failure of child to adjust to OCEC after a reasonable amount of time.
- Behavior that endangers other children or staff

SECTION 7: ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent, please call us at 706-562-0935. It is very important to our bus drivers that they know who is supposed to be on their bus each day. We will be concerned about your child if we do not hear from you.

Withdrawals

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. Failure to notify may result in additional fees.

Closing Due to Extreme Weather

We will follow the public Muscogee school district when they determine that weather conditions prevent us from opening on time or at all. When conditions such as snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water occur, we will follow our emergency plans located in section 14 of this manual.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

All classrooms have emergency procedures posted in the classroom.

SECTION 8: Drop-off & Pick-up

General Procedure

Our normal school year operating hours are from 2:00 pm- 6:00 pm. Children usually begin arriving at 2:30 pm. Parents are expected to come into the building to sign them out.

- Please park your car and come into the building at the side entrance.
- Take the stairs to the second floor. Our “floater” will radio to your child’s teacher that you are on your way to the classroom. Please check your child out at the computers.
- At the classroom door, hand the “Out” computer slip to the teacher. The teacher is not allowed to release the child without the computer slip.
- Please take care of any business before you pick up your child. This will allow them to continue to take part in the classroom activities until you are ready to leave.

MIDDLE SCHOOL PROGRAM

Before School program – (Oasis will implement this program if we have 10 or more students sign up for it.)

- Our before school care program for children grades 6 through 8th (ages 11-15) opens at 7:00 am. Children will be bused to their middle schools at approximately 8:40 am.
- Parents must drive to the lodge, park their car, and sign their child in. (to Get to the lodge, continue straight down the main drive. The road will bear to the right. As you bear to the right you will see the lodge ahead of you.)

After school Program

- In the afternoon, Middle school students will be picked up from their schools at approximately 4:00 pm. The middle school classroom is at the lodge. When picking up a middle school student, please drive directly to the lodge, park your car, and sign out your children.
- Middle school students will be moved to the main building at approximately 5:35. When they leave the lodge, the teachers will place a large sign on the porch that says they are at the main building.
- We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.
- If you are paying your bill, please stop by the check-in desk at the main building on your way to pick up your middle school student.

Authorized & Unauthorized Pick-up

Your child will only be released to you or to those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick up your child, you must notify us in advance, **in person or by fax. If notifying by fax, please make sure that you have the date the child will be picked up, the name of the person picking them up, their address, phone number, and relationship of the child. Also include your signature and a picture id of you on the fax.** Our fax number is 706- 561-0480. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

Custody Issues

In the case of custody issues, we will need copies of the agreement or court order that outlines visitation times or disallows a parent contact with the child. We also ask that staff not be asked to take sides in these matters. We will keep accurate attendance records and factual information on file but will not provide opinion based information on either side of these issues.

SECTION 9: CLASS ENVIRONMENT

Cubbies

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the office. When something is found, we will place it in the box with a note attached with the date it was found. If it is not picked up within 10 days’ time, we will arrange to have it taken to Good Will or a similar facility. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Typical Day at Oasis Child Enrichment Center (afterschool program):

Elementary school schedule: (pre-k and Kindergarten schedule is broken up into shorter time slots. See example of daily lesson plan for more information.)

1:30 Bus drivers/floaters arrive and sign in at the check in desk. Each bus will have a teacher/floater on the bus.

2:00 Teachers arrive and sign in at the check in desk.

2:20-3:00 Pick up from elementary schools and arrival to the center.

3:00- snack

3:15-4:15 Homework/study time Mon- Thursday (Friday- Club day)

4:15 (Thursdays) Celebrate

4:15- 5:00 Lesson/centers/outside (Middle school students – homework)

5:00- 5:35 Centers/outside/lesson

5:35- 6:00 End of the Day Festivities (awards, announcements, etc)

(Fridays: Club time will be instead of homework time)

Middle School Schedule (For school year):

4:00- 4:15 Pick up from middle schools and arrival at center.

4:15- 5:00 Snack/homework

5:00 – 5:35 centers/outside/lesson

5:35- 6:00 End of Day Festivities (awards, announcements, centers, etc)

Full Day Schedule:

When Oasis is open for **a full day camp during summer**, a typical schedule is as follows:

7:00- 8:30 Quiet time

8:30 - 9:00 Opening exercises for k4 – 3rd grade.

Inside activities/snack (board games, reading, resting, etc.) for 4th – 8th grade

9:00- 9:45 Opening exercises for 4th – 8th grade

Inside activities/snack for k4- 3rd grade

9:45- 10:45 Rotation Class 1

10:45- 11:45 Rotation Class 2

11:45- 1:12:30 Lunch I (Prek- 2nd grade and 6th – 8th grade group B)

(3rd- 5th outside playtime)(also 6th to 8th grade group A outside play)

12:30 – 1:15 Lunch II (3rd – 5th) (6th – 8th grade group A)

(Pre-k- 2nd and 6th – 8th grade B outside playtime)

1:15- Outside stations

(Children will report to station according to grade level. If raining, centers will be set up in classrooms.)

1:30- 2:30 Rotation Class 3

2:30- 3:30 Rotation Class 4

4:30-5:30 Rotation Class 5

5:30-6:00 Closing session (awards, announcements, etc)

Rotation classes may include but are not limited to Drama, Sports, computer, puppets, Science experiments, Music, Crafts, Painting, puzzle making, etc. **At least one of these rotation classes will be an “outside” class if the weather is good.**

Section 10 : Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this center will practice the following discipline and behavior management policy.

Reward System:

We use a point reward system at OCEC. We want to reward positive behavior. Each homeroom teacher is responsible for keeping up with the student's points. Points may be taken away because of negative behavior.

Reasons for giving points could include but are not limited to:

Answering questions correctly

Having a good attitude and manners

Going the extra mile

Being a good influence on others

Working diligently on their homework

Winning a contest

The Oasis Store will be open on the approximately every two months. Children are allowed to save up their points from month to month. This timetable may be subject to change.

Discipline Procedure:

These are the disciplinary steps that should be taken if a child does something inappropriate during his stay at Oasis. Each teacher will follow these steps with a positive and affirming attitude.

1. Encourage him to stop the behavior. Remind him of the rule that is being violated and the consequences that goes with it.
2. If the student continues to misbehave, points will be taken away.
3. If the student continues to misbehave, he or she will be assigned to a chair away from the action. If a quiet time is needed, the time is limited to no more than a minute per year of the child's age. (ex: a 7 year old would sit for 7 minutes.)

4. If these actions do not help, the teacher will radio the front desk and ask for assistance. The director/assistant director will come and assess the situation. The next step will be the students visiting the office and discussing their behavior. This step will be used at the discretion of the director.
5. If the misbehavior is of a physical or violent behavior, the teacher will go directly to step 4. The child may be dismissed from the program if the offense is of a violent nature.
6. If a student continues to misbehave, the director will notify the parent by phone or when the child is picked up at the end of the day.

SECTION 11: NUTRITION

Foods Brought from Home

We understand that parents may want to bring snacks on special occasions. Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A state regulation states that we must have a list of ingredients. Please make sure there is enough food for all children in the class.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

During the afterschool program we will provide a healthy snack and drink. Water will be available at all times.

During the summer program, Oasis provides a healthy (Following USDA standards) lunch and two snacks for their students.

Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. Please state what the actual reaction is; ie

rash, hives, etc. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. This plan will be placed in the child's file.

A list of the children's allergies will be posted in the classrooms. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

SECTION 12: HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Daily Health Check

We conduct a health check, as soon as possible, each day that the child enters the center. We look for skin rashes, elevated temperatures, itchy scalps, lethargy and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children we cannot have a sick child at the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 101°F under the arm, 101°F or higher in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.

- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They have a physician's note stating that the child is no longer contagious and may return to our care is required.

Head Lice

- Children with head lice will not be allowed to return to the center until they have been treated and no further head lice or nits are detected during a health check at the center.

Medications

- All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. An adverse reaction to medication will be documented on the authorization form and the parents contacted immediately
- **Prescription medications** require an authorized form signed by the parent/guardian and a written order from the child's physician. (The label on the medication meets this requirement.) The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your

prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Our med call for regularly scheduled meds is approximately 3:30 pm.

- **Non-prescription medications** require an authorized form signed by the parent/guardian. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- If a child is taking a medicine that gets administered during the school hours, it is very important for the parent to notify us so that we don't use a double dose of medication.

Medication Storage and First Aid Kit: All medications and first aid supplies are kept on site and stored in an area that can be locked at all times. An additional locked box is provided for medications that may need to be refrigerated. The following first aid supplies are available at all times: fever thermometer, band-aids, sterile gauze pads, tape, and gloves.

EPI-PEN: If your child has an allergy that may require the use of an Epi-pen, OCEC will require the child's own Epi-pen kept on site which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen will be injected by a staff member.
2. 911 will be called after the Epi-pen is injected.
3. The parent or guardian will then be contacted and given further information.

Teaching staff are trained in CPR and first aid. Any treatment given will be logged on an incident sheet, placed in the child's file and the parent will be notified when and how the injury occurred.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. In the event that your child sustains a minor injury, (e.g., scraped knee) first aid will be administered by a trained caregiver and an incident report will be written outlining the incident and course of action taken and given to the parent when the child is picked up. If the injury produces any type of

swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital (The Medical Center in Columbus) immediately by ambulance, while we will try to contact you or an emergency contact.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will notify families by sending a note home that day to make sure our families know about the exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SECTION 13: SAFETY

Clothing/bedding

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child may be involved in a variety of activities including: painting, outdoor play, water play, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

During the summer program, all four year olds will have a nap time. If you are a parent of a 4 year old, please provide sheets and covers for nap time. It will be the responsibility of the parent to take the supplies home on Fridays, launder them and return them each Monday morning.

Extreme Weather and Outdoor Play

Children will be encouraged to play games and exercise on a regular basis. Outdoor play will occur each day weather permitting. Schedules may be adapted due to extremely hot or cold days. (Example of this may be shorter outside time during extreme weather.)

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions such as the daily emptying and refilling of water containers are taken to ensure that communal water-play does not spread communicable infectious disease.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Cell Phone Usage

The time you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with one another about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, other children and adults who may wish to communicate with you, we ask that you do not use your cell phone at any time while visiting the center.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used (or intended to be used), is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

SECTION 14: EMERGENCIES

All emergency plans such as tornadoes, earthquakes, loss of power, loss of water, etc are reviewed regularly with staff and posted in each classroom.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group at the center or on a field trip, all available staff will search for the child. If the child is not located within 10 minutes, the parent/guardian and the police will be notified. DECAL will be notified within 24 hours.

Fire Safety

Our center is equipped with fire alarms, fire extinguishers, and egress windows. Our building is a metal building and contains firewalls.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis and is posted in each of the classrooms.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called and the child will be taken to The Medical Center in Columbus, Ga. A proper escort will accompany and remain with the child until a family member or emergency contact arrives. The address to the The Medical Center is **710 Center Street Columbus, GA 31904. The phone number is (706) 571-1000.**