



POLICY STATEMENT

Oh, The Places You Will Go!
Daycare
204 5th Street
Rawlins, WY 82301



<u>Director</u> Kristin Bluth	<u>Contact</u> (307) 212-2215
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CREDENTIALS

- As a child care provider, I am currently licensed by the Department of Family Services.
- TB testing is required of all staff and auxiliary staff having contact with children in care in accordance with Wyoming Department of Health Recommendation. First aid and infant/child CPR certification must be completed biennially and kept current at all times.
- I am required to complete a minimum of thirty (30) clock hours of continuing education biennially.
- Fire drills shall be held on a monthly basis and all occupants shall participate.
- A portable fire extinguisher shall be available in my facility, as well as an evacuation plan.

ADMINISTRATIVE POLICY

HOURS OF OPERATION

- Oh, The Places You Will Go is open Monday – Friday from 5:30 am to 6:30 pm. Please be considerate and notify me when special circumstances arise when you may need my services beyond business hours. We are a tobacco free facility.

PAYMENT

- Please remember that child care is my business. I expect payment for services rendered, as mutually agreed upon in each contract. Payments are due by the 5th of each month. A \$25.00 late fee will be charged for payments received after the 5th.

ACCEPTANCE PROCEDURE

All students that will be accepted into Oh, The Places You Will Go must meet the following requirements:

- If the school is full an application will be filled out and they will be put on a waiting list.
- Currently enrolled students will have first priority when annual contracts come up for revision.
- All registration/application forms will be dated and filed. This date will determine the waiting list.
- Children who are not initially accepted will be kept on an active waiting list.
- It is the parent's responsibility to inform the childcare of any changes to address or phone numbers.

DROP OFF AND PICK UP

- It is required that an adult bring the student into the facility and sign the child in and out using the Check In/Out station located at the front of the facility.

ONLY PARENTS/GUARDIANS OR PRE-APPROVED PERSONS WILL BE ALLOWED TO PICK UP STUDENTS

NECESSARY SUPPLIES

- All students will be required to bring two complete changes of clothes.
- Families are expected to provide adequate clothing for outdoor play that is appropriate for the current season.
- The facility will provide sleeping cots for the children and will sanitize them weekly or sooner if a child has an accident.

TRANSPORTATION

- When children are transported, there shall be a first aid kit, emergency medical release forms on all children being transported and no smoking.
- Each child who is a passenger shall be properly restrained in accordance with State Statute at all times while in a vehicle.
- Children will never be left without adult supervision in any vehicle.

DAILY OUTINGS

- This facility requests the agreement between us and the parents/guardians that their child can go within a 5-block radius of the facility on a weekly basis; weather permitting without having a permission slip signed for every outing. The purpose of this is for the student's gross motor development, fresh air and outdoor play.
- Parents will be given the directors cell phone number (on the front page of this document) which will be with her at all times in case a parent needs to notify the director or vice versa.
- A note will also be posted on the facility door of the outings location in order to inform anyone who comes to the facility when we are not there.
- All other outings/field trip experiences where a child leaves the 5 block radius parents give consent when signing the Parental Agreement. Parents will always be notified in advance and will have the opportunity to discuss filed trips with the owner/director.

HOLIDAYS/BIRTHDAYS

- Holidays and birthdays will be celebrated in the facility. If you do not celebrate these please let the director know.

ADMINISTRATIVE RECORDS

- Each child in care will have a "child's record" with required information completed;
- Immunization record for each child;
- Written authorization from parent(s) or guardian(s) for the child to be transported;
- Written authorization from parent(s) for emergency medical care;
- Reports of injury or illness occurring while a child is in care requiring hospitalization, or treatment by a physician or the occurrence of the death of a child; and
- All records for children actively participating in a program must be reviewed and updated annually.
- **All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect.**

DISCIPLINE

Discipline will be consistent, clear and understandable to the child. When disciplining a child, positive guidance, redirection and setting clear limits that enable a child to become self-disciplined will be used in this facility. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Aggressive behavior toward provider or children is unacceptable. Good behavior will be encouraged and praised. The following discipline shall not be used:

- Punishment associated with food, rest or toilet training;
- Rough handling of children including but not limited to hitting, spanking, beating, shaking, pinching or other measures that could produce physical pain;
- Inappropriate use of language including but not limited to profanity, name-calling, derogatory or demeaning terminology or screaming related to disciplinary purposes.
- Any form of humiliation including threats of physical punishment; and
- Any form of emotional maltreatment including rejecting, terrorizing, corrupting, isolating or ignoring a child. Children can be removed from a group, but not isolated. Behaviors of a child may be ignored, but not the child.

EXCLUSION FROM CARE

Any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours;
- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Sore throat with a fever over 101° F or severe coughing;
- Untreated head lice or nits;
- Untreated scabies;
- Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria; or Purulent conjunctivitis

Children with the following symptoms should be excluded from child care unless they are under the care of a physician and the physician has approved in writing their return to child care:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes;
- Elevated oral temperature of 101° F or over;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility. Children will not be allowed to return for 24 hours. If a doctor visit was necessary, then we will need a doctor's note upon return.

Refer to Chapter 9 of Child Care Licensing rules for more details on exclusion from care.

ADMINISTRATION OF MEDICATION

As required, I/staff have received training on the administration of medication. Medications can only be given in my child care facility when:

- Medications are prescribed by a licensed health professional. Commonly used non-prescription over the counter medications including, but not limited to ointments, repellents, lotions, creams, or powders for which, a medication consent form has been given to the child care facility by the parents or legal guardians. Any deviation from recommended dosage on the label must be accompanied by physician's written instructions,
- Medications bear their original prescription label or manufacturer's label and are in safety lock containers, transported and stored safely with regard to temperature, light and other physical storage requirements,
- A medication consent form must have been completed by the child's parent or legal guardian and include specific instructions for the date and time to be administered and dosage.

SAFETY PROCEDURES FOR SWIMMING AND WADING POOLS

We will be asking for written consent for your child to use a swimming and/or wading pool while attending child care. An adult staff member will always be in the immediate vicinity whenever a water hazard is available.

An adult staff will remain within arm's reach of an infant when using a wading pool and in direct physical contact with the infant while swimming.

When a swimming pool is in use there will always be at least one certified lifeguard present and children will be instructed in the safe use of a swimming pool. When using a public or private swimming pool, staff: child ratios for infants and toddlers, birth to 36 months, will be 1:1, for children three (3)- five (5) years old 1:4 and for children who have completed kindergarten or are enrolled in first grade or higher or are six (6) years or older 1:6 while swimming.

SUNSCREEN/BUG SPRAY

- The following sunscreen is used on your child/ren: _____
- The following bug spray is used on your child/ren: _____
- Please complete the consent form attached to these policies giving Oh, The Places You Will Go permission to use the sunscreen and/or bug spray on your child/ren.

EMERGENCY PROCEDURES

When the fire alarm sounds calmly gather the students together. Students and staff will be exiting the facility out of the front or back door. The students and staff will exit out of whichever door they are closer to. They will line up and walk to the safe meeting place, the Rawlins National Bank's rear parking lot or front sidewalk.

Students and staff exiting out of the back hallway will do the following:

1. Gather all of the students into a line.
2. Open the rear door and make sure the hallway is lit.
3. Have all of the students exit.
4. Once all of them have exited open the door that leads out into the alley.
5. Make sure there is no traffic and then lead them into the rear parking lot or the front sidewalk of the Rawlins National Bank.
6. Wait here for the rest of the children and other staff members.

Students and staff exiting out of the front doors will do the following:

1. Gather all of the students into a line.
2. A staff member will retrieve the student attendance record located at the front entrance.
3. Open the front door and lead the students onto the front sidewalk.
4. Once all of them have exited and lined up on the sidewalk walk them down to the block, up the alleyway into the rear parking lot or front sidewalk of the Rawlins National Bank.
5. Wait here for the rest of the children and other staff members.

Once everyone is gathered and together count all of the kids and staff members to make sure everyone that was there for the day is currently safely in the parking lot.

6. While all of the students are being gathered together by 2 of the staff members, the remaining staff member will check the space for any other students and then will check in with everyone in the rear bank parking lot. After checking in this staff member will go to the front of the bank and wait for the fire department to arrive to discuss with them the facilities situation.

Finding Shelter Drill

In the event that there is a tornado or any other severe weather warning that requires taking shelter students and staff will follow this procedure.

1. Staff will calmly gather all of the students together in the nursery. Staff will check all separate areas and rooms.
2. A staff member will retrieve the student's attendance record located at the front and rear entrance.
3. Once all of the students and staff are in the nursery they will wait until it is safe.

Flood Drill

In the event that there is a flood that requires taking shelter students and staff will follow this procedure.

1. Staff will calmly gather all of the students together to the upstairs office at the rear of the facility.
2. A staff member will retrieve the student's attendance record located at the rear exit.
3. Once all of the students and staff are in the office they will wait until it is safe.

Lockdown Procedure

In the event that there is an emergency such as a bomb threat in the area or any other reason for children to be kept out of sight and removed from the space, there will be a facility lockdown.

1. The director or assistant director will lock the front doors and shut off the lights that are not needed while the remaining staff does procedure number 2.
2. Staff will calmly gather all of the students together in a line at the rear of the facility; staff will check all separate areas and rooms and a staff member will retrieve the student attendance record located at the front and back entrance.
3. Once all of the students and staff are accounted for everyone will go to the rear hallway and go to the furthest safe spot.
4. Everyone will wait there. Attendance of staff and students will be taken again.
5. A staff member will call 911.

MISSING OR ABDUCTED CHILD

1. In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.
2. If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the Rawlins Police Department – (307)328-4530 and the child's parents.
3. In the event of an abducted child, the Lead Teacher must immediately contact the Director and/or Assistant Director, the Rawlins Police Department, and the child's parents.

INTRUDER OR DANGEROUS ADULT

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child. If there is an intruder or dangerous adult in the center:

1. Staff members in the immediate area yell "GET OUT OF HERE!" and will position themselves between the children and intruder/dangerous adult.
2. A staff member will attempt to have the parent/intruder move to the front door and close the door, while a second staff member calls the Director, Assistant Director or 911 to assist with the situation.

IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT:

1. Staff members will be notified by the Director and/or Assistant Director of the threat.
2. ALL staff and children must hide behind the nearest object. Before they return they wait for an "All Clear" from the Director and/or Assistant Director.

3. The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the Rawlins Police Department (307)328-4530 or 911 to notify them of the situation.
4. The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

All of the above drills will be practiced monthly in this facility.

IN THE EVENT OF AN INTOXICATED PARENT:

1. The Director and/or Assistant Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.
2. If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
3. The Director and/or Assistant Director, or Lead Teacher will inform the parent that the police will be notified.
4. Call the Rawlins Police Department (307)328-4530 and inform them of the situation. Provide as much information as possible, including parent's name, make/model of the car, and license plate number.

LIGHTNING

All children must immediately return indoors when lightning is observed. Children playing under or around a tree must be immediately removed from the area.

POWER FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.

1. Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
2. Activities will resume as possible until parents arrive.

GENERAL EMERGENCY PROCEDURE GUIDELINES

3. A First Aid kit is located on the wall near the outdoor exit in each classroom. An additional First Aid kit is also available in the office. The Assistant Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.
4. Blood borne pathogens kits are available in the office and in each of the hallway bathrooms.
5. All incidents or accidents (including biting) are reported to the parents with a child incident report on the day of the incident, The Lead Teacher, Director and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant

Director to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff members are required to call parents before pick up to inform them of the incident.

6. Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.
7. In the event of an emergency, it is important to remain calm.
8. As a staff member, your first responsibility is ensuring the safety of the children in your care.

REPORTING CONCERNS

Open communication will be promoted by using written notes as well as informal conversations

TO THE PROVIDER

- It is our mutual responsibility to communicate on a regular basis. This includes any concerns you may have with me (provider) or the care your child is receiving.

TO THE DEPARTMENT OF FAMILY SERVICES

- Please contact your local licensing office or child care licenser. Phone: (307) 352-2513
- In case of suspected child abuse or neglect, contact the Department of Family Services or local law enforcement.

STAFF: CHILD RATIO REQUIREMENTS

Child: staff ratios followed by this facility will always comply with the Wyoming Child Care Licensing Rules.

Ages of Children	Staff: Child Ratio	Maximum Group Size
Birth to 12 mos.	1:4; 2:8; 3:10	10
12 mos. – 24 mos.	1:5; 2:10; 3:12	12
24 mos. – 36 mos.	1:8; 2:16; 3:18	18
3-year old's	1:10; 2:20; 3:24	24
4 and 5-year old's	1:12; 2:24; 3:30	30
School age and older	1:18; 2:32; 3:40	40

FOOD SERVICE

- Food served shall be planned for the needs of the children and shall be appropriate for their ages. Menus shall be kept on file and a weekly menu will be available for viewing next to the Child sign in sheet located in the front of the building.

CONFIDENTIALITY

- Department of Family Services records concerning the licensing of facilities are open to public inspections.
- The provider and the Department shall make all required inspection reports available for public inspection.
- Anyone wishing to read or obtain information from a record must make a written request to the Department stating their reasons for needing the information.

WEAPONS POLICY

- No weapons of any kind shall be stored or allowed in the facility or on the premises.

TRAINING

- Proof of completion of child care training must be kept on file.

By signing below, you are agreeing to the terms and conditions of this document that entails various Oh, The Places You Will Go! Childcare's policies and guidelines. Please give this paper to the Director and keep the rest of the packet for your records.

Name of Child/ren attending the facility:

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date