

Policies and Procedures



LaToya White-Grayer
(Provider)

10665 Penfield Avenue
Garfield Heights, Ohio 44125
Phone: (407)641-7599
Email: Macachildcare@gmail.com

Table Of Contents

Welcome.....	3
Hours/School Closing.....	4
Daily Schedule.....	5-6
Child/Staff Ratio.....	6
Rules and Regulation for Meal Service.....	7
Outside Play/ Water Play Policies.....	7
Parent Involvement.....	8-9
Payment Schedule.....	10
Late Fee Policy.....	11
Breastfeeding Policy.....	12
Child Enrollment	12-13
Arrival and Departure.....	13-14
Attendance Policy.....	14
Child Guidance/Supervision	15-19
Emergency Evacuations.....	20
Health Information.....	20-24
Transportation/Field Trips.....	24
Water Safety.....	24
Infant Care.....	25-27
Napping and Rest Time.....	28
Evening Care.....	29
Closing Information.....	29-30
Substitute	30
Disenrollment Policy.....	31-32
Observation and Assessment.....	33

Welcome

MACA Childcare welcomes you and your child(ren) to a family-style setting. This setting is inclusive of mixed age groups. Your child(ren) will receive quality individualized care in a warm and loving environment. This policies and procedures handbook is intended to provide information that will help your family understand the learning style and family involvement though partnership with MACA Childcare. In order to make sure your child(ren)'s learning experience become successful.

Philosophy and Goal

MACA Childcare understands that your child comes here with unique experiences, interests and learning styles. MACA Childcare provides with open arms a learning environment that makes sure that your child(ren) is given the opportunity to develop his/her developmental domains in the areas that would enhance the learning experience as a whole. Those domains are:

Language/ Communicate
Cognition
Physical/ Play
Social / Emotional Development
Interpersonal Skills

As well as, MACA Childcare goal is to truly know your child well and use this knowledge to guide, support and motivate him/ her to the next level. MACA Childcare believes that good teaching requires continual professional development, personal reflection and collaboration that is offered to your child though the provider. MACA Childcare values parental involvement at every level and encourages you to partner with MACA Childcare to give your child (ren) the most powerful and joyous learning experience possible.

Days and Hours Operation

Days: Monday- Sunday

Time: 6 a.m. until 6.am. (24 hours)

Calendar of school closing

- New Year's Eve./ New Year's Day
- Easter Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day/ Day after Thanksgiving
- Christmas Eve/ Christmas Day/ Day after Christmas Day
- (3) Vacation Weeks **(At the begin of the each year, I will post my vacation on the family information board)**
- Three days each year for professional development days. **(Families will be notified in advance of these dates.)**

MACA Childcare service children 24 hours day

Daily Schedules

6:00am- Opens - Free Play (Table toys, puzzles, coloring, etc.)

9:00 am- Hand Washing and Breakfast Time

9:30 am- Clean-Up and Hand Washing

9:45 am- Transition to Circle Time (our learning time)

10:15am- Transition to Educational Activities and Programming, examples include - Art, Science Experiment, Weather Chart and Story Time.

11:00am- Outside Play (weather permitting) - activities include visiting local parks, going on walks, or remaining at the daycare outdoor play area

11:45 am- Clean-Up and Hand Washing

12 noons- Lunch

12:30 pm- Clean-ups from lunch/ and Hand Washing

12:45pm- Nap time (Children remaining awake may read books, do puzzles, other quiet activities while others sleep)

2:00 pm- Clean-Up and Hand Washing

2:15pm- Snack

2:30pm- Outside Play (weather permitting) - activities include visiting local parks, going on walks, or remaining at the daycare outdoor play area

3:00 pm- Clean-Up and Hand Washing

4:00pm- Educational Activities and Programming, examples include – Art, Science, Music, or Literacy Activities that relate to current theme/web.

5:45 pm- Clean-Up and Hand Washing

6:00 pm- DinnerTime

6:30 pm- Clean-Up and Hand Washing

6:40 pm- Educational Activities and Programming, examples include - Art, Science Experiment, Weather Chart and Story Time

7:30 pm- Free Play (Table toys, puzzles, coloring, etc.)

7:45 p.m. Clean-Up and Hand Washing

8:00 pm- Evening snack

8:15 pm- Clean-Up and Hand Washing

8:30 p.m- Prepare for Bath time(bathing, brushing teeth and putting on night clothes)

8:30 pm-9:30 pm- Story time while the children are waiting for their bath time.

9:30 pm- 6:00 am-Overnight Sleep time

Ratios and Groups Sizes

I will provide child care service to no more than six children at any one time and no more than 3 of these children will be under the age of 2 years.

Ratio 1:6

Meal Service

MACA Childcare will provide all meals occurred to United States Department of Agriculture (USDA) Child and Adult Care Food Program.

The meals and snacks provided are listed below:

BREAKFAST: Includes 3 foods from the USDA Food Groups; served 9:00am-9:45am

LUNCH: Includes 4 foods from the USDA Food Groups; served at a scheduled time 12 noon–12:45pm

P.M. SNACK: Includes 2 foods from the USDA Food Groups; served 2:15pm

DINNER: Includes 4 foods from the USDA Food Groups; served at a scheduled time 6:00pm–6:45pm

EVENING SNACK: Includes 3 foods from the USDA Food Groups; served 8:00pm-8:45pm

Outside Play Policy

Children will not play outside when the temperature is 25 or below and 90 degrees or higher. However, outdoor play may be restricted due to weather factors including, but not limited to: extreme wind chill factor, high humidity or heat index, high ozone levels, high pollen counts, thunderstorms and lightening, high winds, precipitation, etc. If the weather is not suitable for outdoor play, I will keep the children indoors, and another type of large muscle activity will be provided to them such as: hopscotch, freeze tags, and bean-bag-stomp-catch.

I will be responsible to watch for potential hazards while observing the children and shall actively supervise to prevent injury. Should an emergency situation arise which creates unsafe outdoor play conditions, such as: fire on the street, police outside, and person on the loose. Children will stay indoors and will be given other specific instructions to follow as necessary.

Parent Involvement

I encourage families to get involved at all levels of their child(ren) learning process. High quality early childcare education is a partnership between families and provider. The more involved you are, therefore, you will know about what services are offered at MACA Childcare for your family. Therefore, I get the opportunity to know your family more as a whole. With that been said, I will be able to meet your child(ren) is learning needs more effectively.

These are the two ways to get involved:

- **Participate in Class Activities** – There are many opportunities to participate with your child in his/her activities. It may be as simple as bringing a vegetable for a cooking activity or reading a story at group time. Some parents also share a special talent or skill with the children, such as cooking or playing a musical instrument. You are always welcome to join group time!
- **Family Events** – Each year brings several opportunities for families to participate in interesting events. These are great opportunities to meet the other children and their families that are attending MACA Childcare as well. Events will be posted two months in advance on the information board. This will allow you time to make arrangement to be apart of the event.

Ways to learn about parents involvement

- **Classroom Documentation** – I will post information for parents, such as daily schedules, curriculum plans, project documentation, and information about eating, napping and diaper changes.
- **Classroom Newsletters** – I will be providing you with a monthly newsletter full of information unique to your child's learning.
- **Family Mailboxes** – I will have a location for family mail pertaining information such as: account information and transition paperwork, and class activities that your child needs your assistance on may be placed in family mailboxes.
- **E-mail** – All families are required to provide a current e-mail address. Many program messages, newsletters, paperwork update reminders, and financial information are sent to families electronically.

- **Information Areas** – I will post daily information including a monthly work schedule. Program and community resource information will also be available.
- **Class DoJo** – The program maintains a website that provides updated information including a monthly menu and picture of your child(ren) while working.

Opportunity for Parents meeting regarding their child

Ways to communicate

- **Talk Daily** – The very best way to develop a partnership is to spend just a few moments each day in conversation concerning your child(ren)'s day. For example: Talk about your child's evening, his likes and dislikes, family and friends who are important in her life.
- **Ask Questions** – Ask question as you are picking up or dropping off about your child's day, the activities she enjoys, the friends he likes to play with, her progress in developing a new skill.
- **Call** – If you have a question or just want to check in during the day you can call during the hours 12:45pm-2:00pm. It is convenient time to answer your question and address your concern.
- **E-mail** – You are also welcome to e-mail anytime with any questions or concerns, that you may want to discuss about your child(ren). Just keep in mind that e-mail is only checked sporadically throughout the day.
E-mail address is: macachildcare@gmail.com
- **Parent Conferences** – is individual parent meeting that is offered twice each year, however, you are welcome to schedule a meeting at any time. Parent conferences offer you the opportunity to give input on curriculum goals for your child.
- **Attend Parent Involvement Meeting** – Periodic parent meetings or events are scheduled throughout the year. These occasions may be educational, social or a combination.

Payment Schedule

• Tuition is charged weekly and payments are due on Monday before service is provided to your child. **For example: If you arrive for service on Monday at 8:00 am, that is when you payment is due.**

- Payment must be made weekly, but can always be paid in advance of services.
- Tuition can be paid through cash, checks, money order, and most credit cards.
- Full tuition is charged weekly, regardless of MACA Childcare closures or child absences.
- Nonpayment of tuition is cause for termination of service.
- Over time payment must be paid with next weeks tuition payment.

Additional Fees

Late Fee policy:

\$50.00 late fee is charge after Monday.

Returned check fee of \$30.00.

Child Care Damage Fee

Although the materials, supplies, and equipment at MACA Childcare were chosen with durability in mind, misuse or misbehavior may cause permanent damage. You are responsible for any damage above and beyond normal wear and tear caused by your child while at MACA Childcare.

LATE PICK-UP POLICY

It is important to the operation that all children are picked up from MACA Childcare at their designated time. This policy will be strictly enforced, and habitual late pick ups will result in termination of service.

MACA Childcare will allow one late pick up occurrence per every six months or six months from your last late pick up occurrence. This will result in a warning. If you have already received a warning and are late again, a late fee will be assessed using the fee schedule detailed below and will be payable with your next tuition payment.

- 1st Occurrence after warning \$10.00
- 2nd Occurrence after warning \$10.00 plus \$1.00 per minute
- 3rd Occurrence after warning. \$10.00 plus \$2.00 per minute
- 4th Occurrence after warning \$10.00 plus \$5.00 per minute
- 5th Occurrence after warning Termination of service

Late fees will be assessed per child.

I will not discriminate between lateness due to car trouble, traffic, or inclement weather.

If a child remains at MACA Childcare past their designate time, the child's parent/guardian will be called to determine when someone will arrive to pick up the child. If the parent/guardian cannot be reached, the child's emergency contact(s) will be called. Please be courteous and call in advance to notify Ms. LaToya(provider) if you will be late and/or make arrangements for someone else to pick up your child(ren).

MACA Childcare will not charge a registration fee

Breastfeeding Policy

The MACA Childcare is committed to providing a breastfeeding friendly environment for our enrolled children and parents. MACA Childcare will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the information board.

Place provided: Mothers who wish to breastfeed or pump breast milk at the MACA Childcare may utilize the basement family area for privacy.

The MACA Childcare subscribes to the following policy:

If breast milk is provided by the parent/guardian, it shall be labeled with the child's name, date expressed, and the date of receipt. I will follow the chart below in regard to storing breast milk:

If breast milk is stored:

Then keep it as long as:

At room temperature (up to 78 degrees Fahrenheit)	6 to 8 hours
In the refrigerator (39 degrees Fahrenheit or lower)	Up to 5 days from the day breast milk was Expressed
In a freezer compartment inside a refrigerator (5 degrees Fahrenheit)	2 weeks
In a freezer compartment of a refrigerator with separate doors (0 degrees Fahrenheit)	3 to 6 months
In a chest or upright freezer (-4 degrees Fahrenheit)	6 to 12 months

Child Enrollment and Health Information

All parents/guardians must complete a Child Enrollment and Health information form prior to entry into MACA Childcare.

Forms Needed For Enrollment

The following forms are needed before the child's first day. No child will be admitted without all the forms completed, signed and turned in.

- Enrollment application
- Discipline policy
- Agreement policy
- Handbook acknowledgments
- Emergency contact information
- Current physical form
- Current immunization form
- Photograph permission form
- Diapering statement

A medical statement must be completed for each child which includes an immunization summary, with a current date of exam with a signature of a licensed physician, who examined the child. A completed updated medical statement must be update from the last exam date for all children under six years of age.

Drop In-Site

Must call to see if slots are available

- ❖ **Enrollment forms must be on file**

Transportation

Will not be provided

CHANGE OF ENROLLMENT

- When requesting a change in enrollment it must be submitted in writing.
- If parents/guardians work or school schedule changes that may require a change in your child's slot time you would need to discuss the changes in advance to see if there is an opening for your new schedule.
- Changes in address/or telephone numbers must be updated immediately.

Policy on children without immunization

Yes, I will keep children without immunization. The parent/guardian would have to provide a written statement stating that their child is exempt from immunization for good cause, religious reason, and medical reason(**Must attach a signed statement from child's physician stating the related medical condition.**)

Arrival and Departure

Children are expected to arrive at MACA Childcare at the designated time and are to be picked up at the designated time. It is important for children to be dropped off on time so they can receive the full benefit from the entire curriculum.

Each child must be TAPPED in and out by the parent/guardian. I will keep written record of your child's attendance. Once your child must be checked upon arrival before the parent/guardian leaves the site. Parent/guardian must give all special messages, authorized medication, pick up notes, etc. before departing with child(ren) from MACA Childcare. If the child(ren) was sick during the night, the provider should be made aware of the illness.

Dropping children off at the front door, driveway or backyard is not permitted.

Absent Policy

If your child would be absent on any given day. I need the parent/guardian to call in by 9:00 a.m. on that day of absent. I will notify parents/guardians by phone, text, and e-mail by 10:00 a.m. If you know in advance of the absent day please inform with a written note.

MACA Childcare will reach out to the parents/guardians of an absent child(ren) by phone, text, or e-mail. If the absentee last for three consecutive days and no response from the parents/ guardians, therefore, the child(ren) will be disenrolled from MACA Childcare.

Release of a child(ren)

The children's safety is my priority. Your child will only be released to the persons on the child release form or the child enrollment information form. Any person picking up a child must be at least 18 years of age and must have a valid driver's license or other valid picture ID.

Parents/ Guardians, if your child needs to be released to a person who is not listed on the child release form or child enrollment form but has been granted written permission by the parent/guardian to pick up the child(ren). The parent/guardian must provide written permission by e-mail that includes the person name and the relationship to the child and the person needed to bring their ID for a copy can be put into the child's file in order for the child(ren) to be release.

I will not release children to anyone including parent/guardian who appear to be under the influence of drugs or alcohol.

Emergency contacts will be called and asked to pick up child.

Custody Agreements

If there is custody issues involved with a child enrolled, the parent/guardian must provide custody agreement indicating who has permission to pick up the child. I will follow the custody agreement arrangement from the court. I **may not deny** a parent access to their child with proper documentation.

Follow-Up Policy

I will not be provided service to any program that are in the normal hours of business.

SUPERVISION

I am aware of all the children's needs, and **NO** child would ever be left alone or unsupervised. All children will always be within sight and hearing at all times. Therefore, attendance roster would remain with the children at all times throughout the day including during outdoor play, during emergency evacuations and drills.

CHILD GUIDANCE

I strive to provide a secure, nurturing and stimulating environment that enhances young children's:

- recognition of themselves as persons of value
- understanding of individuals who are different from themselves
- respect for themselves and others
- development of self-regulation

In order to grow and develop in these areas, children must engage in relationships with both adults and peers. Effective relationships and effective learning both require effective social skills, emotional regulation skills and communication skills. The development of these skills is enhanced by child guidance strategies that promote prosocial behavior, use language to communicate needs, emphasize problem-solving, and effectively use the environment as a primary support.

The following child guidance strategies are used in MACA Childcare are in response to the individual needs of children:

Involve the Family: Parents are the first partners in creating successful experiences for children. Parents know their children best and can share much about their child's personality as well as the guidance strategies used at home. I frequently share information with parents about their child's developing social skills and emotional regulation. When concerns arise, Parents are asked to help with developing positive strategies and solutions for their child(ren).

Manage the Physical Environment: At MACA Childcare the environment is designed to encourage active, meaningful, sustained play. By providing children with a balanced, engaging environment helps them to have positive, successful experiences that nourish their imaginations and creativity.

Manage the Social and Emotional Environment: I will create an environment where all people are respected through words and actions, pro-social behavior is modeled by adults, emotions are accepted, and communication is essential for problem-solving. By using books, songs and activities that will help bring awareness to your children's social and emotional needs.

Provide Predictability and Consistency: I will help your child(ren) feel more relaxed and comfortable by making sure they know what the expectations are from them as well as from me. I will provide predictability through the use of daily schedules and effective transitions. I will provide consistency by involving the children in the development of rules and referring to them often.

Accentuate the Positive: I will recognize, discuss and encourage children's attempts at pro-social behavior, enhancing children's intrinsic motivation to make effective choices. I will also recognize and encourage each child's innate gifts and talents, helping them to recognize themselves as persons of value. I will use positive language when reminding children of rules, such as "Blocks are for building," instead of "Don't throw the blocks." I demonstrate empathy for children's mistakes, remembering that all mistakes are opportunities for learning.

Listen: Children need to know that they are valued members of the community and respected for the contributions that they can make. I will show respect for children's thoughts and feelings by being on their level physically and giving their full attention when listening. I will also observe carefully for non-verbal messages and reflect these ideas back to children.

Problem-Solve: In order to help children begin to manage their own social challenges, I will help children listen to one another and express their thoughts and feelings appropriately. I will help children remain respectful even when upset. I will help children develop negotiating skills so that satisfactory solutions can be agreed upon. I will guide them through the steps as many times it is needed.

Provide Choices: Sometimes children’s behavior has unintended negative consequences that allow some children to rethink their choice more effect the next time. Other times,I must construct these choices to prevent children from being hurt or property from being damaged. I will redirect children by diverting their attention to a more appropriate strategy or activity. I will also offer a “limiting response” by stating two appropriate choices and allowing children to make the decision. **For example: Steven,I see that you having a difficult time today with playing with your friend Tim in the block area. Would you like to go to a different area to play with your other friend? What about Joey in the painting area or Charles in the computer area.Would you like to do any of those activities?**

Ensure Safety: Children’s safety and well-being is always our primary concern. When children are engaged in any behavior that may be harmful to themselves or others, I will stop the behavior as quickly as possible then follow with appropriate guidance strategies. I will remove a child from an area or an activity for a short time, however, I will implement the “time-out” 1 min per minute child age, they may return when “time-out” is complete and discussion ways to avoid the situation happening again. **For example: Jim is three years old and he hit his friend Amy with a toy, so Jim was put in time out for 3 minutes and before releasing him I explained to him, how hitting his friend with a toy is not safe and it can hurt them and we not like to hurt our friend. You need to said, “SORRY” to your friend for hitting her with the toy.**

Observe and Reflect: Child guidance is a dynamic process that requires constant observation and reflection. Minor changes to the environment, the daily schedule, the curriculum or I will sometime response to the children in order to keep the group growing and developing in a positive direction.

Family Communication: Sometimes a child demonstrates a pattern of challenging behavior that is not being successfully guided using typical strategies. Challenging behavior is any behavior that interferes with a child’s development, learning or success at play; it’s harmful to the child, other children or adults; Therefore I will communicate to the family the concerns.

It is of the utmost importance that these challenging behaviors be addressed quickly and effectively. MACA Childcare believes that a child is demonstrating a pattern of challenging behavior, the following steps will be taken:

- A meeting with the family will be scheduled. The goal of the meeting will be to share information and develop a plan. Appropriate follow-up meetings will be scheduled to discuss progress.
- I will communicate regularly with the family. I will implement specific guidance strategies as defined in the plan, document observations of the child and implement appropriate evaluation methods to determine if the plan is successful.

If at any time a child's behavior places the child, other children or adults at consistent or extraordinary risk of harm, it may be necessary to ask the family to withdraw the child.

Parent Providing Food

Mealtimes at the MACA Childcare are an important part of the day for all children. However, at MACA Childcare it is appropriate for children dine together as "family style setting". I ask that families do not bring food from home so that all children are having the same menu and experience. The only exception is religious and dietary restrictions. Therefore, I will make substitutions when possible. If cannot provide a substitution, I will notify the parent/guardian what is needed. When parent/guardian is notify I will provide them with an substitutions sheet that only provide the USDA food groups.

Allergies

All allergies (and dietary concerns) will be clearly posted in the kitchen, on the refrigerator and written on the child's emergency info/consent cards. MACA Childcare are nut-free. No nuts, food containing nuts, nut butter, or food processed where nuts may be present are permitted.

Management of Illness

At MACA Childcare, each child's health and safety is very important. Because children that entered into childcare setting, they will be exposed to a wider variety of germs. I will always refer to the illness policy and encourages parents/guardian to keep their child(ren) at home until they are fully recovered. The Ohio Department of Health Communicable Disease Chart is posted in MACA Childcare now the information board.

Please do not send your child if they are with a fever, sore throat, or other suspicious symptoms. I reserve the right to temporarily deny any child admittance who appears to show any obvious illness, or leave early due to symptoms that become apparent during the course of the day. This is to ensure the continued good health of everyone at MACA Childcare.

If your child becomes ill while at MACA Childcare, he/she will be isolated from the other children and provided a cot/crib and blanket. Parents/Guardian will be contacted immediately to pick up your child due to an illness. Please refer to the "Management of Communicable Disease" page in this handbook for the signs and symptoms of illness which require immediate discharge. Whenever someone develops a communicable disease, a notice is posted at the entrance of the door. Notes will be sent home to all families explaining the illness. Should your child develop a contagious disease, please notify MACA Childcare immediately.

Return Policy After Illness

A child who exhibits any of the symptoms below. MACA Childcare illness policy is that child is able to return only when he/she has been free from the symptoms without the aid of medication for at least 24 hours and/or has completed any necessary course of treatment to assure that he/she is not contagious. (A physician's note may be required depending upon the illness and its method of treatment.)

- Temperature of at least one hundred degrees Fahrenheit (taken by the axillary/armpit method with a digital thermometer) when in combination with any other sign or symptom of illness
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infection
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

Event of Emergencies

Should a serious incident, injury, or illness occur at MACA Childcare affecting a child the child's parents/guardians will be notified immediately by phone. If the general emergency requires the children to be picked up from an alternate evacuation site the child's parents/guardians will be notified of the location.

Evacuation Site

Location: CVS

**Address: 11223 Granger Road
Garfield Hts., Ohio 44125**

Phone: (216) 332-7801

911 would be called, if child need to be transported by emergency squad to the hospital for treatment due to a serious incident, injury, or illness, the child's health and medical records will accompany the child. If a child should sustain any type of head injury, no matter how slight, his/her parent/guardian should be contacted immediately.

Please keep information updated of any changes in your work number and home addresses and telephone numbers so you can be easily reached in the event of any emergency.

I will be completed "Incident/Injury Report" when the following occur:

- 1) a child becomes ill and requires first aid or receives an injury which requires first aid treatment.
- 2) a child is transported to a source of emergency assistance.
- 3) a child receives a bump or blow to the head.
- 4) an unusual or unexpected incident occurs which jeopardizes the safety of child or provider, such as a child leaving the childcare home unattended, a vehicle accident with or without injuries, or exposure of children to a threatening person or situation.

I will be completed "Serious Incident Reporting" form when the following occur:

1) death of a child at MACA Childcare.

2) a child receives a bump or blow to the head that requires first aid or medical attention.

3) 4) an unusual or unexpected incident which jeopardizes the safety of a child or provider.

5) an incident defined as a serious risk noncompliance.

Parent/Guardian will receive a copy of Incident report or Serious Incident Report and the reported would be input into OCQLA as well.

Administration of Medications, Food Supplements, or Modified Diets

Yes, I will administer medications, food supplements, or modified diets. MACA Childcare must obtain written instructions signed by a licensed physician, physician's assistant (PA), advanced practice nurse (APN), certified nurse practitioner (CNP), or dentist and written and dated instructions signed by the parent/guardian on the prescribed "Request for Administration of Medication" form each time a medication, food supplement, or modified diet is to be administered. In order for a medication, food supplement, or modified diet to be administered written instructions must be secured on prescription label and must be provided which contains the child's name, a current date (within the last twelve months), the exact dosage to be given, the specific number of dosages to be given daily, and the means of administration. I will administer the medication, topical product for no longer than three consecutive days within a fourteen day period unless accompanied by signed instructions from a licensed physician.

Medication will not be administered on an "as needed" basis. I am able administered any over-the-counter, non-prescription pain/fever-reducing medications that do not contain aspirin. If accompanied by written instructions from a licensed physician, that include a specific diagnosis and reason why the medication is to be administered. Any over-the-counter, non-prescription cough or cold medications that do not contain codeine may be administered without written instructions from a licensed physician. The medication shall be in its original container with its original manufacturer's label attached which specifies

appropriate dosages based on the child's age and weight. Recommended dosages for a child's age and weight will not be exceeded. I will administered any non-prescription topical ointments, creams, or lotions without written instructions from a licensed physician. Authorization for administration of the ointment, cream, or lotion may be canceled by written request of the parent/guardian at any time. When used for skin irritations, such as diaper rash, the topical product. Cough drops, creams, sunscreens, and lip balms are considered medication. Instructions for over-the-counter medications must be followed. Non-prescription topical products and lotions used only as a preventative measure will be documented as well.

I will not administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to coming to MACA Childcare. To avoid unexpected reactions from the administering a dose or applying the product. Parent/ Guardian must give all medication and food supplements to provider for immediate safe storage and away from the children.

TRANSPORTATION/FIELD TRIP SAFETY

At MACA Childcare before a child may participate in a walking field trips a permission form must be signed and dated by the child's parent/guardian. Before leaving to go on walking field trip, each child shall be given a proper identification wristband to wear including: MACA Childcare name, address, and telephone number. Attendance rosters including the number of children present on each trip. At least one parent would ask to accommodate to help supervise the children on any walking field trip.

I will also ensure that the following are taken with the children on each trip: emergency transportation authorization forms for each child, the health record and treatment supplies for any child who has a health condition, and a record listing each child on the trip.

Transportation by Emergency

911 will be called and parents/guardian will be called immediately. Should a child need to be transported to the hospital for medical treatment due to a serious incident, injury, or illness.

Water Activities and Swimming

At MACA Childcare, before any children can participate in water activities using wading pools or toys. There has to be a permission slip form signed and dated by the child's parent/guardian on file indicating whether the child is a swimmer or non-swimmer and given permission for your child to participate in water activities or swimming. Every children will be supervised at all time and each time they participate in water activities or swimming they will be told about water safety rules.

Water play with sprinklers and sensory tables is part of summertime activity for children. Sunscreen is applied as authorized by parent.

Infant Daily Program, Caregivers, and Formula/Food

MACA Childcare provide infant with a safely and comfortably sit, crawl, toddle, walk, and play area that is a designated space apart from the sleeping area. Infant are removed from the crib, swing, infant seat, or other equipment throughout the day for individual attention. Infant are removed from his/her crib for all feedings and be held or fed sitting up for bottle feedings.

At MACA Childcare infants are cared for in a safe manner. Infants are not be placed in the cribs with bibs or any items which could pose a strangulation or suffocation risk. Infants shall be placed in their cribs for sleeping, and shall not be allowed to sleep in car seats, swings, or other equipment. If a medical condition exists where a child needs to sleep in equipment other than a crib, written permission shall be obtained from a licensed physician. Infants under twelve months old shall be placed on their backs to sleep unless the child's parent/guardian provides written authorization signed by the child's licensed physician on the "Sleep Position Waiver for Child Care" form. Infants who are able

to roll from back to front and front to back shall be placed initially on their back for sleeping but allowed to remain in a position they prefer. No blankets shall be in the crib for infants under twelve months old. A one-piece sleeper or wearable blanket is permitted. Only children who are not yet able to roll over are permitted to be swaddled using a wearable swaddling blanket.

Parents/Guardians shall provide the provider with detailed information on feeding schedules and sleeping schedules for their infant. A log is maintained for each infant so that parents/guardians can be kept informed of what is happening throughout the day with their infant. Parents/Guardians will be given a daily report for their child which details the child's food intake, sleeping patterns, times and results of diaper changes, and information about daily activities.

Infants shall be served food in conformity with dated written instructions from the parent/guardian or physician. The instructions shall include amounts of food, type of food, and feeding times and be updated as needed based upon the child's needs and parent's/guardian's instructions. Should parents/guardians not provide instructions for the serving of food to their child, the infant shall be served formula and/or food in sufficient amounts to meet the meal pattern and quality of the USDA child and adult food program child care component.

Parents/Guardians are responsible to provide the appropriate number of prepared formula and/or juice bottles their child needs each day. The bottles must be labeled (bottle and cap) with the child's name and the date. The childcare home generally does not prepare formula. Parents/Guardians are also required to maintain a backup supply of powdered formula and bottles for use at MACA Childcare if formula is spilled and/or if not enough formula is provided to meet the infant's daily requirements. The backup supply of formula and bottle(s) should be labeled with your child's name and will be stored and used for your infant if and when it becomes necessary. MACA Childcare does not store filled bottles of formula, milk, or juice after departure. Open containers of ready to feed and concentrated formula shall be covered, dated and refrigerated according to the manufacturer's instructions. Prepared formula and food shall be discarded or sent home daily if not used.

All formula or food shall be labeled with the child's name and date of preparation and refrigerated immediately. Formula or food that is commercially prepared may not be required to be refrigerated until after opening and shall be stored and served according to the manufacturer's instructions and the expiration date on the label and labeled with the child's name and date of preparation.

Infants are on individual feeding and sleeping schedules as determined by the parent/guardian. Activities such as stories, songs, large muscle play, etc. are planned to be done individually and in small groups. As the infants develop, they are gradually introduced to group activities so that by the time they are 18 months of age, they will be ready. Provisions for outdoor play shall be available according to the infants' stages of development.

Frequency of Diaper Checks

Diapers will be checked regularly every two hours and I will change the child immediately when wet or soiled. The two (2) hour policy will be followed unless parent specifies, in writing, a preferred diapering schedule.

However, if a child's clothes are wet or soiled I will change the child immediately. Parents/Guardians are responsible to provide a daily supply of diapers and at least one complete change of clothes including shoes for their child. I will assist with the needs of the children such as toileting, hand washing, and basic hygiene.

Potty Training Policies

MACA Childcare strives to support your efforts of potty training at home right through the day here as well. Training Pull-up will be checked regularly every two hours and I will change the child immediately when wet or soiled.

However, there are some key signs to look for before, I will help you with potty training.

- The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance
- The child is able to communicate when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child is able to hold their bowels and bladder until they get to the potty once they realize that they need to go.

If these signs are not present, your child is not ready to potty train. I will not make a child be ready for potty training. I will always encourage children to use the potty regularly and I will begin to introduce sitting on the potty as soon as the children show signs they are ready. When your child are ready for potty training, I will ask that you provide extra clothing.

Napping and Resting

All children will provide their own cot and blankets. Nap time is an important part of a young child's day. Young children need approximately 12 hours of sleep each day and typically at least one or two hours is gained through napping. Sleep is a vital need, essential to a child's health, immune function, normal growth and development. Sleep enhances emotional health, alertness, attention and cognitive processes such as memory.

Infants are expected to nap on their own schedules; I will work with families to accommodate individual sleep patterns. Infants must always be placed in their cribs for sleeping. Infants are placed on their back to sleep unless a physician provides written instructions detailing the medical need for an alternate position. MACA Childcare furnishes all crib linens; infants may not have other items, such as stuffed animals or bumper pads, placed in their cribs. MACA Childcare prohibits blankets in cribs for infants under twelve months for safety reasons, families are asked to bring sleep clothes, sleep sacks or swaddles.

Toddlers and preschoolers are provided with at least a two hour rest period, although not all children will sleep during this time. Children who do not sleep or wake early will be provided with quiet activities on their cots. Children are also welcome to bring small stuffed animals, dolls or other small comfort items.

I will be aware of the children's fears, acknowledge them and reassure them. The lights are adjusted to help children feel comforted during rest time but illuminated enough so that I can maneuver around the room as necessary.

Evening and Overnight Care

All children will provide their own cot and blankets. All children in care after 7:00 p.m. will be provide bedtime preparation includes: wash cloth and towel for bathing and toothbrush and toothpaste to brush their teeth. Parents/Guardians must provide the clothes. At 8:45 p.m, children are encouraged to rest or sleep until departure; I will supervises sleeping children at all times, and maintain appropriate 1:6 child ratios. I will remain awake to the last child fall sleep.

Closing Information

MACA Childcare will close for inclement weather when a weather emergency is declared and are advised not to be on the roads. It may also become necessary to close MACA Childcare for a general emergency (including, but not limited to, threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc.; or loss of power, heat, or water). Additionally, I reserve the right to close the MACA Childcare if warranted by illness occur as well.

In the event of a weather, general emergency, or MACA Childcare emergency which necessitates the closing of MACA Childcare. I will follow the parent/guardian notification process that is list ed below:

- 1) Local television stations will be advised of the MACA Childcare closing. Parents/Guardians should plan to listen/watch for this information. Notification will be listed under “MACA Childcare.”
- 2) MACA Childcare outgoing voicemail message on the main telephone line 407-641-7599 will be changed to state that MACA Childcare is closed. (If you call and the telephone continues to ring without going to voicemail, then it is very likely that MACA Childcare does not have power.)
- 3) An email stating the MACA Childcare is closed will be sent to all parents/guardians who have provided a valid email address.

If there is no power and/or MACA Childcare are unable to notify parents/guardians any other way, then:

- 4) A text message stating the MACA Childcare is closed will be sent to all parents/guardians who have provided a valid cellphone number capable of receiving text messages.

Should it become necessary for MACA Childcare to close during the regular hours of operation due to inclement weather or a general emergency, parents/guardians will be notified by telephone and expected to pick up their children within one hour. Regular tuition charges will be assessed for the duration of any closing.

When Public school programs are delayed or cancelled, MACA Childcare will continue to operate during its normally scheduled hours unless a weather, general emergency, or MACA Childcare declares an general emergency.

If weather is inclement and/or roads are hazardous but MACA Childcare is still open, parents/guardians are allow enough driving time (or contact another person on their authorized pick-up list who is able) to arrive at MACA Childcare later than the designated time given.

Substitute

At this time will not be using a substitute to cover my vacation or absent time. Parents would have to make other daycare arrangements.

Disenrollment Policy

Unfortunately, there are sometimes reasons when disenrollment a child from MACA Childcare. I will do everything possible to work with the family and child (ren) in order to prevent this policy from enforced. Below you will find the different processes that will deal with disenrollment, such as: Immediate, Proactive, Resolving Problem, and Meeting Procedure:

Immediate Causes for Disenrollment

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward anyone.
- Parent exhibits verbal abuse in front of enrolled children.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to provider.
- Excessive biting.
- Uncontrollable tantrums/angry outbursts.
- Failure of child to adjust after a reasonable amount of time

Proactive Actions That Will Be Taken In Order To Prevent Disenrollment

- I will try to redirect child from negative behavior.
- I will reassess environment, appropriate of activities, supervision.
- I will always use positive methods and language while disciplining children.
- I will praise appropriate behaviors.
- I will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child may be redirect to different learning/play area that will keep him/her safety.
- Child's disruptive behavior will be documented and maintained in confidentiality

Parent and Provider Procedure for resolving problem

- Parent/guardian will be given the opportunity to share their concerns at a scheduled meeting.
- Parent/guardian will be given opportunity to help with the different strategies to implement into their child's behavior plan
- Parent/guardian and I will have a follow up meeting to discuss the behavior plan.

Schedule of Disenrollment

If after the disenrollment plan actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's disenrollment .

Therefore, I will follow these plan of action for disenrollment:

- The Parent/guardian will be informed regarding the disenrollment.
- The parent/guardian will be informed if a behavioral plan will be implemented in order for the child to return.
- If, a behavioral plan is not implemented. The parent/guardian will be given a specific date that allows the parent an adequate amount of time to seek alternate child care (**approximately one to two weeks' notice depending on risk to other children's welfare or safety**).
- Failure of the child/parent to satisfy the terms of the behavior plan may result to permanent disenrollment from MACA Childcare.

Parents refuse consent for emergency transportation

No, I will not enroll a child whose parent/legal guardian denies consent for emergency transportation.

Observation And Assessment

MACA Childcare uses observation and assessment to help with learning about child unique qualities, as well as, how develop individual goals, and plan. Therefore, the findings can help with implement effective curriculum and lesson plans, and make the right referrals as appropriate for the child. MACA Childcare starts the assessment process upon enrollment asking for a family's input on their child's needs, interests, and development. Parents are asked to complete the Ages and Stages Questionnaire (ASQ-3) within the first thirty days of enrollment. The ASQ-3 is a developmental screening tool designed to identify a child's developmental strengths and needs.

MACA Childcare utilizes the Teaching Strategies GOLD assessment system, which aligned to The Creative Curriculum objectives for development and learning. These objectives relate to age- appropriate developmental milestones. I will share information informally with families through conversation, documentation displays and newsletters and meet formally with families at least twice a year for parent conferences.

Thank you for allowing MACA Childcare to care for your child(ren).