

EMMANUEL KIDS KORNER



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Policies & Procedures

About Us

Emmanuel Kids Korner is located at 21630 Ridgetop Circle, #160, Sterling, Virginia 20166. We are licensed to provide services to 53 children in the age range from 6 weeks through 12 years. Our goal is to provide excellence in our academic program, a safe environment, and enjoyable activities every day. We believe our center will help your child develop academically, emotionally, and socially. We are equally committed to the safety and well-being of each child here at our center.

Curriculum & Activities

Our center utilizes STREAMin3 curriculum which is a Department of Education approved curriculum for VA preschools. It is innovative, engaging, and interactions-based curriculum model for children ages birth through preschool. It focuses on 6 STREAM and 5 Core Skills to promote children's development and early learning.

We utilize a variety of childcare and preschool activities to accomplish these goals. While also promoting multiculturalism, community awareness, social skills, and problem solving. In addition to our preschool curriculum we have DigIn, a supplementary Christian curriculum which is fully customizable and child-appropriate curriculum that equips kids with a solid faith foundation. We also emphasize Music as we have found that music helps to develop young brains and plays a strong role in learning. Other learning and development activities will include tactile and sensory activities a range of Montessori materials. All children will be involved in age appropriate cleanup activities as well as some occasional light chores/responsibilities as studies have shown that these types of activities nurture a sense of wellbeing and belonging in children and contribute dramatically towards the development of self-esteem.

We begin teaching infants by exposing them to books, sensory activities, song & dance, and helping them reach first-year milestones.

We prepare our toddlers for pre-school by introducing them to the CAC curriculum. Toddlers enjoy a daily group-time which focuses on reading stories and learning colors, shapes, numbers, and letters.

Pre-school & Pre-K classes are divided into learning centers which children explore, learn, and play. Three-year and four-year olds are taught the preschool & DigIn curriculum. Some of the subjects include language and development, phonics, reading, writing, numbers, art, and once a week gathering to share a themed Bible story (a form is provided if you wish to have your child opt out of this activity).

Other activities that the children participate in, include, but are not limited to, the following: books and story-time, Legos, circle-time, tumbling, music & dancing, dress up, Montessori materials for work period, practical life activities, puppet theaters & finger puppets, transport centers, arts & crafts, puzzles, flash cards, balls, dolls, various learning toys, various games, manipulatives, blocks, coloring & painting, fun with food and nutrition, and independent play. If you do not want your child participating in an activity e.g paint because of allergies, please let us know.

All children participate in daily outdoor recreation and activities (weather permitting). Activities include: climbing, sliding, swinging, jumping, running, balls, racing, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, safe water toys, various games, and exploring nature/weather

Other skills we will be introducing include pre-math, pre-reading, and pre-writing, science, community awareness, geography/cultures, art/color, spatial concepts, and more. We are continuously researching new ideas to add and taking classes to further my knowledge in early childhood education.

We want our children to learn, play, and grow in a safe, loving environment. The main goals of this preschool are to improve social skills and to encourage creative expression while learning.

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Admission Requirements

Emmanuel Kids Korner accepts children ages six weeks to 12years old. We operate year-round, Monday through Friday, 6:30 AM to 6 PM. **Each family has contracted hours. Please note- In order to make sure we are in ratio for Licensing, Childcare is not based on open hours but on your contracted hours.** We strongly discourage the younger ones being in care for more than 9.5hours as that makes for a long day for them.

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To enroll parents and guardians must provide the following documents: completed and signed enrollment forms, current immunization record, and the registration fee of \$75.

If during a child's enrollment with us, there is a change of parent's or legal guardian's employment (including phone number and address), home address, or any contact telephone number, it is the parent's or legal guardian's responsibility to notify the daycare management in writing of such changes. Our management must be able to

always contact responsible parent/guardian during the normal hours of operation of the daycare center.

If you need to terminate care, a 2 weeks' notice is required. If you decide to leave before the 2 weeks, tuition will still be due. Please note, we have a 3 week trial period upon joining our center.

Emmanuel Kids Korner admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate based on race, color, sex, or national and ethnic origin in administration of its educational policies or admission policies.

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Holiday Closings

We are closed for the following holidays: **All federal holidays** including - New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, and Thanksgiving Day; and the Friday after. We are also closed for the week between Christmas and New Year's Day (announced every year as the exact dates differ). If the holiday falls on a weekend, we will close the Friday before or Monday after per Federal Government policy. If a major holiday falls on a weekday, for example Thanksgiving, Christmas, New Year's Day, and Fourth of July, we will close at 3pm on the day before to allow staff members who are travelling to make their travel plans. Although very rewarding, child care is also a highly time and concentration intensive occupation. For our staff to be the best teachers that they can be, they also need time to take care of and relax with their families to avoid getting burnt-out. **It is the responsibility of the parent to find alternative care.**

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Inclement Weather and Other Issues

We follow the Federal Government for inclement weather closings. If the Federal Government closes, we will also be closed. We will also leave a message on the answering machine at the center and post it on our Facebook page. There may be times when Loudoun County has local weather-related (or other) delays or closures that are not mirrored by Federal delays or closures. In such cases, we pledge to give as much notice as possible to help your planning and scheduling.

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Policy for Drop Off and Pick-Up

Please make sure your child is at the center by 9:00AM. We have this time as our cut off time to avoid disruptions in our day. This helps facilitate the learning process and enables the Center to ensure appropriate staffing and it establishes a routine for the child for school and life. Imagine a child coming in at 10:30a.m, has not eaten and the teacher halts the schedule and attends to the child. Due to staff ratio requirements, changing depending upon the attendance level for different age groups and activities, if a parent does not notify the Center of a late arrival the Center reserves the right to not allow the child's attendance that day. As a suggestion, we ask you make appointments for the end of the day or first thing in the morning and produce a doctor's note when coming in late. (Please inform us in advance if this is the issue.) For appointments, the cut off time will be 11:00a.m. **Please be respectful of our cutoff time.**

Upon arrival, it is the responsibility of the adult dropping off the child to check-in the child and hand the child over to the appropriate staff who will walk them to their classroom. Children are not to be dropped off in the parking lot and may not enter unescorted. This is a state regulation.

Parent(s) of a child shall, at any time the child is in attendance, be permitted access to the Center. Parents shall make his or her presence known to Center Staff upon arrival. Parents must inform Center staff acknowledgement prior to removing the child from the Center. Please be mindful of early pickups as some times may be especially disruptive (for example nap-time pickups).

Each parent/legal guardian will document in the enrollment papers the people authorized to pick-up his/her child. If you want a person who is not identified as an emergency contact or authorized person to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The provider will require photo identification from anyone who is not recognized. Please notify your pick-up person of our policy.

A child will only be released to a person with proper identification, such as a valid driver's license or similar picture identification. Please keep in consideration that although someone may be on the pick- up list, staff may still ask for I.D if the person picking up is not recognized. We thank you for your help in this matter. We must focus on your child's safety.

In order to protect your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of a child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the other contacts listed as emergency and authorized pick-ups. Provisions will be made for someone to stay with your child as long as

possible, but if after 1 hour we have not been able to reach you or a person listed on as emergency and authorized pick-up, we will call the local child protective services agency.

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Current Drop Off, Pick-Up, and Operations

In the event of a pandemic, the Center will follow Virginia's Department of Health recommendations, governor's guidance on operations, and the CDC's recommended guidelines to prevent the spread of illnesses. If there is a conflict or confusion between these guidelines, the Center will choose the guidance it deems most appropriate. These guidelines may include but are not limited to;

- Posting a door sign at all entrances to the facility.
- Limiting access for pickup & drop off to lobby only.
- Only allowing children and staff who are required for daily operations and ratio inside the building and classrooms.
- Modifying sign-in/sign-out procedures. Parents sign children in and out of the facility by a QR code provided for families.
- COVID-19 and other Variants – Effective immediately children ages 2 and older are **encouraged** to wear masks.
- Daily temperature checks and health screening of all staff and children upon arrival. Further, excluding all visitors, staff, and children if they have a fever above 100 degrees Fahrenheit or exhibit respiratory symptoms, including cough or shortness of breath. Staff conducting daily health screenings using the appropriate PPE.
- Staggering arrival and drop off times and/or plan to limit direct contact with parents as much as possible. No more than 3 parents in the lobby at a time.
- Staff walking children to their classroom, and at the end of the day, walking them back to their parents or cars.
- Hand hygiene stations set up, so that staff and children can clean their hands before they entering classrooms.
- Following proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water:
 - upon arrival in classroom in the morning
 - before and after eating meals and snacks
 - after blowing noses, coughing, or sneezing or when in contact with body fluids after toileting or changing diapers
- limiting or reducing the number of children in each classroom and playground.
- Routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched.
- Cleaning and sanitizing all toys and surfaces at the end of the day.

- No toys from home

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PERSONAL BELONGINGS

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away if they are the cause of disagreements among the children. Exceptions to this policy will be toys may be brought for show and tell activities. We also have a no electronics policy, this includes watches, phones, iPads & tablets from home. We cannot be responsible for any loss or damage of personal items.

Please provide a pair of plastic shoes/crocs for outside play. The children will put on outside shoes for playtime so they do not spoil the shoes sent from home. The crocs can be taken home periodically to be washed.

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Payment and Late Fees

Emmanuel Kids Korner accepts most credit cards, and ACH payments through the Brightwheel app, as well as Zelle. Payment is due the Friday before the week of care. If tuition is not paid by Sunday evening, children will not be allowed to attend the following Monday unless the tuition due balance is paid in full. No account will be held for more than one week. We do not carry balances. Payments may be paid bi-weekly or monthly as long as tuition is paid in advance. If for any reason you decide to withdraw your child from our center, a two week written notice is required.

A charge of **\$35** for late fees is charged should tuition not be paid on time. Our center has a No-check Policy. In the event you are given special permission to pay by check and the check is returned for insufficient funds your account will be charged a **\$75** fee and your check cashing privileges will be withdrawn and you will be required to use another mode of payment for the remainder of the calendar year. The necessity of legal action to collect accounts due will obligate the responsible parent or guardian for 100% attorney, court fees, and other collection costs incurred while attempting to recover due funds. The necessity to place an account with a third-party collection agency will obligate the above responsible guardian to pay, at a minimum an additional 30% in collection fees in addition to the debt owed.

In the event a parent withdraws their child from the center without the agreed upon 2 full paying weeks written notice the parent is still obligated to pay tuition fees for the additional time that would normally be paid for that period. Notice must cover two full paying weeks. A two weeks' notice should be given for children enrolled in all classrooms.

A late charge of \$2.00 per child, per minute will be charged to all parents who do not have their children picked up by their contracted time. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence.

Deposit & Registration Fees: If a deposit or registration fees is made to secure a spot, this is **non-refundable** as a spot would have been held for your little one.

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Closings/ Absences

No reduction in rates will be made for health-related, federal holidays, or emergency closings and absences. Please understand we have reserved a place for your child that cannot be easily filled on a short-term basis. Payments need to be made even though the Center is closed, or your child is absent. Continuous payment is necessary for us to be able to provide for the success of the business and our staff. Thank you in advance for your cooperation on this matter.

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Guidance and Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, 'time-in', love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The rules of our center are explained frequently to the children, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children who are not adept at communication may have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to solve problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges. An example might be a child misusing a toy, then (s)he will not be allowed to play with the toy for a period. We will also use "time outs/time ins/redirection" for behavior that is not acceptable. Sometimes when children are fighting, or throwing toys, I will put the toy in a short time out, and then bring it back into circulation a little later. Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, or name-calling. If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. **You may be called to remove your child if**

his/her behavior prevents staff from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child must be made, for the safety and wellbeing of all.

Our goal for the classrooms is that children be well cared for. We strive to make each day a fun, safe, nutritional, and an educationally balanced experience for every child. Our parents are encouraged to discuss any questions or concerns with the Director.

The staff is not allowed to shake, jerk, pinch, or handle roughly any child. Our staff will not verbally abuse or humiliate a child including, but in not limited to, the use of threats, profanity, or belittling remarks about a child or his/her family. Children are not isolated in a dark room, closet, or in any unsupervised area. Mechanical or physical restraint devices to discipline children are prohibited. If for any reason, an employee of the center is caught doing any of the offenses listed, they will be automatically dismissed and reported to the authorities.

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Child Abuse

The Code of Virginia § 63.2-1509 specifically identifies Daycare Providers as mandatory reporters of suspected child abuse, child neglect, exploitation, or deprivation. Pursuant to Virginia Administrative Code 22VAC40-705-40 we must report suspected abuse to the Department of Social Services, Child Protective Services.

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Meals

Our Center provides both a light breakfast/morning snack, and snacks during the day. Parents have a choice to either pack lunch for their children or buy the hot meals catered by School House Grill. Please label the child's lunch with their name and the date every day as this is a Licensing requirement. Milk or juice or water will be offered. The children are offered food, but they will not be forced to eat. It is our goal to offer nutritious snacks to the children in our care, as nutrition is a vital part of a child's health.

Please note that we are a peanut free facility so that means absolutely no peanuts and tree nuts whatsoever.

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.

Weekly menus are posted on the bulletin board and are available at the beginning of every week. All food products are purchased weekly, bi-weekly, or monthly. The perishable products are bought fresh weekly. Our mealtimes are as followed:

Breakfast: 9:00 AM – 9:30 AM

Lunch: 12:00 PM – 12:30 PM

Snack: 3:30 PM – 4:00 PM

Please feed children that will be dropped off at the center after 9:40am.

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Special Needs

If your child has any type of special needs, please notify the front desk or Director. As a Center we provide for special needs children whenever possible, but please note we are not a specialized “special needs center” with staff specifically trained to handle **all** special needs. Please bring a written statement from the doctor that states the type of special needs the child requires, and we will do our best to accommodate.

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Infant Care

We provide care for infants starting at 6 weeks of age. Parents are required to bring all infant bottles pre-made with formula daily. Bottles are to be labeled with the child's name and the current date. If a child eats baby food or cereal, the parent must supply all baby food with their child's name on the jars or containers. The infant's parent/legal guardian must complete an infant information form and always keep an updated form in the infant area. Left over formula and baby food that has been opened is returned home each day. We cannot retain this overnight.

Parents must bring at least 1 change of clothes for each child in case of accidents or soiled clothes. Parents must provide diapers and wipes for their children. Diapers and wipes can be brought in bulk. Diapers will be changed every 2 hours or as needed when soiled.

If a child has a pacifier, please mark the pacifier with your child's name or initials. Children will not be allowed to have pacifiers attached to their clothing or around their neck.

Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors, and mobiles. Only sleepers, sleep sacks, and wearable blankets provided by the parent/guardian that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Individual crib bedding will be changed daily, or more often as needed. Infants who arrive at the Center asleep or fall asleep in other equipment, on the floor or elsewhere, will move to a safety-approved crib for sleep. Swaddling will not be permitted. Wedges and other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided.

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Toddler Care

Parents must provide diapers and wipes for their children ages 12 months - 24 months. Diapers and wipes can be brought in bulk. Diapers will be changed every 2 hours or as needed when soiled. Parents must provide pull-ups for their children ages 24 months – 36 months who are not potty trained.

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Potty Training

When you feel, your child is ready for toilet training, we ask that you begin this training at home, so they feel comfortable. We will follow through and encourage your child while in our care and encourage you to continue at-home efforts. Toilet training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2.5 yrs. old and showing signs of readiness. When a child is ready, the process should go quickly. The child must be kept in pull-ups/diapers or 5-ply training pants always. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. When we are trying pants, in the first weeks we request a diaper or pullup over the pants, to 'catch' any accidents that may occur. This is our usual practice until a child can approach provider and ask to use the restroom. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups/ diapers until your child can and will announce that (s)he must use the bathroom (not just at home, but will announce it here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. Parents need to supply training pants/ pull-ups/diapers, whichever is developmentally appropriate plus a couple of extra changes of clothing each day (don't forget the socks!). Children must wear pull-ups/diapers during naptime until (s)he has naptime and bedtime control established. During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a

hurry". All children will need at least 1 change of clothes kept at the center in case of accidents.

Please note, a child cannot move to the Preschool Room before they are fully potty trained as we do not have changing tables in that room.

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Bitting / Hitting/Scratching

Bitting is a normal stage of development that is common among infants and toddlers and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Supervision and prevention will be the number one way we help change the behavior. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each child to keep them informed and to develop strategies for change.

We want our environment to be a safe space for all. We understand that at this age children tend to go through the 'mine' stage. Emmanuel Kids Korner will do our best to redirect the children to another play area and/or remove the toy that is causing the altercation. We focus on safe touches to show the appropriate way to play and touch our friends without causing harm. We do this through songs, books, and being good role models. We ask parents to partner with us in teaching the kids to treat each other with kindness.

It might be necessary to call a family to come in and pick up for a restart if a child over 2 bites, hits or harms a staff member or child and has more than 2 incidents in a day.

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Nap Time

Nap time is scheduled from 12:30p.m for younger ones and 1p.m – 3p.m for older children. Infants will nap at various times throughout the day. All children must nap, or rest, quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, and cranky. Also, some children come in earlier than others, so we ask all the children to respect their friends who need a nap as children can get cranky if they do not have their much-needed nap. Children also need a break from each other. As providers, we are on the job non-stop, so quiet time is also a time for the providers to take breaks (within our ratios), eat, and re-energize for the rest of the day. Children will be expected to remain quiet and on their cots until rest time is over and not disrupt their peers who are sleeping. While at the

Center, we provide each child with a bed or cot with sheets during nap times. Parents must provide a blanket and take it home weekly to be washed and returned on Monday.

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Television

Television viewing (shows) is only on Fridays when we watch Veggie Tales or our 5 – 10 minute Bible story. This is limited to no more than half an hour. Occasionally we will have pajama & movie day and parents will be informed in advance of such. On some occasions, a teacher may need to share a short video that is in line with the current theme with the children, parents will be advised of such. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities. It may be necessary to have music or Emmanuel Kids Korner Read Aloud videos playing at the end of the day as they wait for pickup.

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Postings

We have posted for public viewing the following items:
Emmanuel Kids Korner License
Communicable Disease Chart
Statement of Parental Access
Current weekly menus
Emergency plans for severe weather and fire
Statement for Visitors.

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Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff will pass criminal history records check and have current CPR & First Aid certification. All staff will be TB screened and tested. All staff will participate in orientation 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. All staff have an attestation from their doctors that they are physically healthy to work with children.

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Our Director and some staff is trained to administer medicine only with written authorization and instructions from the child's physician. An authorization form is

provided for any medicine that should be taken. Medicine should be in the original container with the child's name clearly marked on the container. Prescription medicine will be given only to the name listed on the label. If the medicine is for more than one child in the family, it should state both names separately on the bottle. Parents must hand the medicine to the Director or the designated Manager in charge when bringing the child to the Center and must take the medicine home each night. Medicine is not allowed in the child's bag or classroom. We will be glad to administer over the counter medicine according to the directions on the label if a medicine form is completed by a physician. We will not administer fever reducer or any medicine containing fever reducer, reduces diarrhea, or cause may cause diarrhea. **Please note sending in medicine to mask symptoms of illness will not be tolerated.**

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Adverse Reaction to Medication:

If your child's teacher notices any type of adverse reaction to any medicine or your child has any type of allergic reaction to food or to insect stings, you will be notified as soon as possible, and you will be asked to pick up. A form will be filled out by our staff indicating reactions and you will receive a copy.

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Immunization and Vaccinations

Vaccination and Immunization is required according to the Virginia Department of Health vaccination and immunization schedule. All children who attend daycare must have a Certificate of Immunization and parents must submit a Physical Health form at time of enrollment. This is a state requirement and will be strictly enforced. We ask that each time your child has an immunization; you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician, local health department or the Virginia Department of Health

On days that infants and toddlers require vaccines, please keep them home. If they must come in please make the appointment for afternoon and keep them home for the rest of the day. Some infants or toddlers do not take shots well and may react with fevers, fussiness, and may need the extra one-on-one TLC that only a caregiver can provide.

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Exclusion of Sick Children

Parents must notify us each morning that the child will not be in attendance due to illness, or any other reason. It is mandatory that we receive this information so that we may make the necessary adjustments to meals, sleeping arrangements, and any changes in activities that may occur.

Please note that providing a child medicine to mask symptoms of illness will not be tolerated. Such medicine is temporary in duration and when it wears off, the child is often in worse shape than before. Providing medicine to facilitate bowel movements, mask runny noses, to disguise lethargy, etc. (this list provides examples and is not a complete list) will not be tolerated and may constitute suspected child abuse.

SYMPTOMS REQUIRING REMOVAL FROM CHILD CARE:

- Fever: Fever is defined as having a temperature of 100 or higher. A child needs to be fever free (without the aid of Tylenol, or any other fever reducing substance) for a minimum of 24 hours before returning to child care.
- Diarrhea: runny, watery, or bloody stools. We send home at the 3rd diarrhea diaper (Please note this includes diarrhea after administering MiraLAX.) If a caregiver believes it is necessary, we suggest using it on weekends to avoid us calling to pick up said child.
- Hand, foot & mouth
- RSV
- Vomiting
- Unusual nasal discharge, green nasal discharge which indicates respiratory infection, constant runny nose
- Sore throat, difficulty swallowing, swollen glands, loss of voice
- Uncontrolled coughing
- Eye discharge, pink eye
- Difficulty breathing, wheezing, not breathing well and therefore not comfortable sleeping
- Headache or stiff neck.
- Earache, ear discharge
- Persistent abdomen pain
- Convulsions
- Rash, spots on the skin that resemble childhood diseases, frequent scratching of body or scalp, lice, ringworm.
- Significant tiredness, irritability, crying, or requires more attention than we can provide without hurting the health, safety or wellbeing of the other children in our care.
- A child who has just started an antibiotic or antifungal medicine should be home for at least 24hours so it kicks in and side-effects if any, become known.
- **Any COVID-19 related symptoms**

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This is a "Well-Child Care Facility". Contagious diseases must be brought to our attention immediately. All families involved will be notified. The following illness policies will be strictly enforced, for the health, wellbeing, and safety of all concerned.

Under no circumstances may a parent bring a sick child to child care. "Sick" means a child shows any signs of illness, is unable to participate in the normal routine and regular child care program. Sick children expose other children, as well as our staff, to the spread of their illness and require additional care and attention that we are unable to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because (s)he was returned to child care before full recovery or because (s)he was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. If staff become ill due to exposure of a sick child, all the child care children will need to arrange alternate care. This is disruptive to other children and their families. Your cooperation on this issue is extremely important. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene). If your child is unable to participate in the normal activities of the child care, then your child **MUST** stay home. Children will be screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up; the parent(s) will be called and are expected to come pick the child up within one hour. If the parent(s) cannot be reached or cannot arrive within an hour, the emergency contact person (will be called and asked to come pick the child up. For the benefit of all, a sick child will not be permitted to return to care for 24 hours after his/her condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received enough doses of an antibiotic and remain symptom free.

Please inform us about doctor visit results, diagnosis, and prognosis. This can help us catch spreading symptoms early and prevent the spreading of illness to other children. Currently parents test children for COVID19 at home. That is great, but please be reminded that prior to this pandemic, we have always excluded sick children from childcare and a negative COVID test does not guarantee readmission because COVID tests do not screen for other equally common flu viruses. Readmission is at the Director's discretion. **A child may return once they have no symptoms as outlined in our sick policy. A doctor's note stating the child may return to daycare will not always be honored.**

Just a note: Many times preschools are blamed for the illness of a child, implying that we have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our Center, our staff and other children are also at risk of exposure. **WE STRESS this again -- if you are not sure if it is okay to bring your child, please call ahead to ask. We require a doctor's note as to whether the child is contagious. We appreciate your cooperation in this matter and our apologies for the inconvenience. Please remember, by protecting all children, this policy protects your child from other children.**

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Communicable Diseases

A communicable disease chart is posted in the foyer on the bulletin board for your viewing. The chart contains recommendations for the exclusion of sick children and their readmission. This is the course that our state recommends we follow and will be followed. Should we have cases of these communicable diseases, we will report to the Health Department as we are required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parent's responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our center will notify the appropriate parents/guardians that their child may have been exposed as well and recommend proper action be taken.

Initial _____

Medical Emergencies

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if a questionable or serious injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to a local accredited emergency medical facility or hospital where you will be asked to meet him or her. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

Initial _____

Prohibited Substances

No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operating hours. We will not hand over a child if parent or guardian seems to be under the influence of a substance.

Initial _____

Emergency Plans

The Center shall conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months.

We have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or a natural disaster which may occur at the Center. The Center has in place procedures for evacuation, relocation, shelter-in place, lock-down, communication and reunification with families, and continuity of operations. A copy of our emergency plans are available upon request.

Initial _____

Termination Policy

If you decide to leave us, notify Emmanuel Kids Korner in writing, a minimum of 2 weeks prior to your child's last day. You are still responsible for paying the tuition during that two-week notification period.

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the child care after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with Emmanuel Kids Korner policies
- Serious illness or condition of child that we are not able to work with

Initial _____

COMMUNICATION

Communication between us is very important. Please come to us with any concerns you may have involving your child's care, so we may work them out. We do our best to make sure all children in our care and their parents are comfortable with the care the child is given. Sensitive issues should be discussed in private. For this relationship to work, we both must be involved (parent – provider), if this trust is broken, the relationship does not work effectively. For this reason, if important information is not conveyed, for example, masking illness by medicating your child and not informing us or not disclosing a child's illness at drop off, these are reasons for termination. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. Please leave a message; we will call you back as soon as possible. If your call is an

emergency or you need to speak with us immediately, please continue to call and ask us to please pick up the phone in your message until we answer the phone, or we call you back.

An important area of communication is for you to let us know all that is going on with the child or family at home. Examples include a death in the family, if a pet dies, that grandma is coming, etc. Knowing these details about your child's home environment helps us tune into your child's feelings and know if there is anything happening that might be affecting their behavior and helps us be prepared for their moods. Remember, in many ways we are raising the child together. We look forward to working with you to ensure your child's wellbeing is protected and that (s)he feels content in our care. We will do our best and ask the same in return.

Initial _____

By signing, the parent acknowledges they have read and agree to adhere to Emmanuel Kids Korner Policies.

Parent Print Name _____ **Date** _____

Parent Signature _____ **Provider Signature** _____