

Child's name _____

Burbee Place Emergency Medical Plan

1. Medical conditions such as loss of consciousness, semi consciousness, breathing difficulties, severe bleeding, unequal pupils, seizure, neck or back injury, severe headache, stiff neck or neck pain when head is moved, hives that appear quickly, very sick children who seem to be getting worse quickly, repeated forceful vomiting, vomiting blood, sever abdominal pain that causes a child to double over, possible broken bones and shock would require immediate medical care by a health care professional
2. Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention
3. Call the child's parent / guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care
4. Call the person(s) listed as the emergency contact if parents cannot be reached
5. Provide CPR / First Aid until the emergency medical personnel arrive
6. The director to CMC Pineville will transport Child if parents cannot be reached and if emergency medical team is not needed. Emergency information for the child will be taken with the child to the hospital or emergency room **OR**
7. Emergency medical team will transport the child to CMC Pineville if necessary
8. The director of the center will go with the child to the hospital and stay with the child until the parents arrive
9. The center's emergency person, floaters, or any extra staff will remain at the center and handle any issues that arise
10. Report to DSS within 24 hours any accident or injury involving any child occurring at the center requiring professional medical help

I give the Burbee Place permission to provide emergency medical treatment for my child _____.

Signature _____ Date _____

Transportation, Field Trips, and Swimming

I hereby give permission that my child can be transported to and from school. I understand that special field trips, including swimming, will require separate permission slips. My child will not be allowed to participate unless individual permission slips are completed for each trip. All children must be checked on and off the bus with the bus log. After all the children have exited the bus driver will walk to the back of the bus and make sure that no one has been left on the bus. The bus driver will then enter the time and initial the top of the bus log. The bus driver will then exit the bus leaving the doors open and the Director or another staff member will enter the bus and check to make sure all children have gotten off the bus. This person will then initial and enter the time at the bottom of the bus log and exit the bus and close and lock the doors.

Signature _____ Date _____

Care for Mildly Ill Children

This center does not care for mildly ill children. I understand that if my child reaches **a fever of 101.0, is vomiting, a rash develops (not diaper), a persistent cough, or a persistent running nose with green mucus** my child will have to be picked up from the center. My child will be able to return with **written documentation** from a doctor. **A child will not be able to return without a doctor's note.**

Once returning to the center, if any medication is to be given to my child, it must be brought in it's original container and clearly labeled. Individual medication sheets must be filled out weekly in order for medication to be given. Dosage will be given as directed on the medication.

Signature _____ Date _____

Pick up authorization

Note- Photo identification is required prior to the child being release. Parents are welcome in the center at anytime.

The following people are authorized to pick up my child, _____

Name _____ Driver's License # _____

Name _____ Driver's License # _____

Name _____ Driver's License # _____

Name _____ Driver's License # _____

Name _____ Driver's License # _____

Name _____ Driver's License # _____

Policy on the release of children

Children are to only be released to their parent or legal guardian unless otherwise specified by parent or legal guardian in their file. All individual must be on the Pick-up authorization list and ID's must be checked to match the pick-up authorization before they are released. Identified biological parents will not be denied from picking up children unless a court order prohibits them from doing so. In the event someone who appears to be under the influence of drugs or alcohol picks up your child, law enforcement will be called.

Signature _____ Date _____

Confidential

Staff and children's files will be kept in a confidential manner. All files will be kept in a locked cabinet in the office.

Signature _____ Date _____

Tracking Policy

All children must be accounted for as they enter and exit the building, move throughout the facility, and enter and exit the transportation vehicles. This will be done through tracking sheet as they enter each classroom or the bus

Center Policies

In order to assure that new parents clearly understand the procedures and policies of the center, we ask that all parents read the policies enclosed and check off the following important items.

___ 1. Parents are responsible for payment of fees on time. A late fee of \$10.00 will be added to bills not paid within 2 days of due date. Payments are due on Monday for that week of childcare.

___ 2. There is no reduction of fees in absences or vacation except in the case of extended illness. You must notify the director in this instance. After 1 year of service you receive 1 vacation week and if the child misses 1 full week the rate is half rate.

___ 3. I understand that I must walk into the building with my child each day and make certain that my child is signed in and a teacher is aware they are there. Older siblings cannot drop off or pick up a child. I will walk into the building to pick up my child and sign my child out as well as inform a teacher that I am leaving with my child.

___ 4. I give my consent for my child to be transported on public transportation from school and to ride on the center's school bus to go on field trips.

___ 5. My child must stay home with the following; those with fever greater than 101.0 degrees, diarrhea, or vomiting within the previous 24 hours. Children too sick to participate in the full program including outside time need to be kept home.

___ 6. All preschool children must have a complete change of clothes in the center at all times. If they do not a parent will be called to bring them clothes. Their name must be written on every item they bring into the center.

___ 7. Parents need to inform the center of changes of address, phone number, employment, emergency information, or any changes to family situations.

___ 8. Parents are expected to pick up their children before 6 pm. There will be a late charge of \$1.00 per minute their child is cared for after 6 pm.

___ 9. No medication is to be administered to the child without written consent and instructions from the doctor.

___ 10. The director is to be notified at least 2 weeks in advance before a child is to be withdrawn. Parents are required to pay for those weeks regardless of when the child leaves the center.

___ 11. If, after a reasonable period of time, it is found that a child is unable to adjust to the center, the center reserves the right to request withdrawal of the child. The decision is left to the discretion of the director.

I agree to abide by these rules and regulations

Signature _____ Date _____

ABC Child Care Providers DISCIPLINE POLICY

The Burbee Place

The use of corporal punishment is strictly prohibited on the premises of this facility or away on any facility sponsored field trip. Any staff found guilty of administering corporal punishment as a representative of this facility will be dismissed, Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes but is not limited to spanking, slapping, biting, and/or shaking.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self concepts, problem solving abilities, and self-discipline. Based on this belief, a positive approach to discipline is used and this childcare facility will practice the following discipline and behavior management techniques. If a time out is needed to correct a behavior that child will be in time out for 1 minute per their age.

WE DO:

- ◆ Communicate to children using positive statements on their level
- ◆ Talk with children in a calm quiet manner
- ◆ Explain unacceptable behavior to children
- ◆ Give attention, praise and encouragement to children for positive behavior
- ◆ Reason with and set limits for the children
- ◆ Apply rules consistently
- ◆ Model appropriate behavior
- ◆ Set up the classroom environment to prevent problems
- ◆ Provide alternatives and redirect children to acceptable activity
- ◆ Give children opportunities to make choices and solve problems
- ◆ Help children talk out problem and think of solution
- ◆ Listen to children and respect the children's needs, desires and feelings
- ◆ Provide appropriate words to help solve conflicts
- ◆ Use storybooks and discussion to work through common conflicts

WE DO NOT:

- ◆ Inflict corporal punishment in any manner upon a child's body.
- ◆ Spank, hit, shake, bite, pinch, push, pull, slap or otherwise physically punish children.
- ◆ Use cruel, harsh, unusual, humiliating or frightening methods of discipline, including threatening the use of physical punishment.
- ◆ Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- ◆ Shame or punish the children when bathroom accidents occur.
- ◆ Embarrass children in front of others.
- ◆ Compare children.
- ◆ Deny food or rest or physical activity as punishment.
- ◆ Relate discipline to eating, resting, or sleeping.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave the children alone, unattended or without supervision.
- ◆ Allow discipline of children by children.
- ◆ Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

My signature below indicates that I have received a copy of the discipline policy and the policy has been reviewed with me. I have read and understand the policy and the consequences of violation of the policy.

Signature _____ **Date** _____

Please circle as appropriate: STAFF PARENT

If parent, name of child _____

ABC Grow Healthy Level B
Child Care Nutrition Policy

Policy Statement

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, **The Burbee Place** has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a lifetime.

The Burbee Place follows the childcare nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits and Vegetables

- √ We serve fruit at least 2 times a day.
- √ We offer a vegetable other than white potatoes at least once a day.

Grains

- √ We serve whole grain foods at least once a day.

Beverages

- √ We limit juice intake to once per day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice.
- √ We do not serve sugar-sweetened beverages.
- √ We serve only skim or 1% milk to children age 2 years and older.

Fats and Sugars

- √ High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- √ Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- √ We limit sweet food items to no more than two times per week.

Role of Staff in Nutrition Education

- √ Staff provide opportunities for children to learn about nutrition 1 time per week or more.
- √ Staff act as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food.

Weekly Menus

Our weekly menus are carefully planned to follow childcare nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our childcare menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on a **two-week** basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Nutrition and Punishment

Staff will never use food as a reward or as a punishment.

Celebrations

If you would like to recognize your child's birthday, we request that you inform the teacher or director. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom sign in sheet.

Professional Development

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

My signature below indicates that I have received a copy of the nutrition policy, it has been reviewed with me, and I have read and understand this policy.

Signature _____ Date _____

Please circle as appropriate: STAFF PARENT

If parent, name of child _____

ABC Grow Healthy Level B
Childcare Physical Activity Policy

Policy Statement

The Burbee Place recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day The Burbee Place will:

Daily Outdoors Play

- Encourage a least restrictive, safe environment for infants and toddlers at all times.
- Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- Provide toddlers (ages 1 through 2 year olds) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide preschoolers and school age children (ages 3 through 12 year olds) with at least 90-120 minutes of daily outdoor active play across 2 or 3 separate occasions.
- Increase indoor active playtime so the total amount of active playtime remains the same if weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity

Role of staff in Physical Activity

- Will encourage children to be physically active indoors and outdoors at appropriate times
- Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and olds

Screen time Limitations

We will not permit screen time (television, movies, video games, and computers) for infants and children two years and younger.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g. not being permitted to play with rest of class or being kept from physical play time), except when a child's behavior is dangerous to himself or others. Staff never uses physical activity or exercise as punishment, e.g. doing push up or running laps. Playtime or other opportunities for physical activity are never withheld to enforce completion of learning activities or academic work. Our center uses appropriate alternative strategies as consequences for negative or undesirable behaviors.

Appropriate Dress for Physical Play

We at The Burbee Place have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor and outdoor play. Therefore, play clothes and shoes that can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. For safety, children should not wear open-toe shoes, sandals, or flip-flops. In winter please provide a warm jacket. You may also want to bring mittens, a cap, and / or boots.

It is our expectation that children will go outside everyday! Outdoor play will be on a daily basis if weather permits. If you feel your child is too sick to go outside then he is too sick to be at the center. WE ask that you keep them home until they are well enough to go outside.

Professional Development

Annual training on promotion of children's movement and physical activity is required for all staff

My signature below indicates that I have received a copy of the nutrition policy, it has been reviewed with me, and I have read and understand this policy.

Signature _____ Date _____

Please circle as appropriate: STAFF PARENT

If parent, name of child _____

Burbee Place Rates

6wks	\$195 per week
1 yr	\$190 per week
2 yr	\$180 per week
3 yr	\$165 per week
4 yr	\$155 per week
After school	\$11 per day (During school) \$12 per day(if pick up)
After school	\$100 per week (Full Time) \$20(Daily)

Part time

1 days

6wks – 2	\$ 60.00
2-4	\$ 55.00

2 days

6wks – 2	\$ 115.00
2-5	\$ 105.00

3 days

6wks – 2	\$150.0
2-4	\$140.00

20 hrs

6wks – 2	\$115.00
2-4	\$105.00