

Gun Lake Child Care and Preschool Health Plan for Parents

MEALS / SNACKS

Tables will be washed using the three step process before and after each snack/meal (soapy water, water, bleach solution). Children must wash their hands with soap and water before they eat snack. Extra snacks will be stored in the cupboard. We will label and date all food that is put in the refrigerator.

Child Care: We provide two snacks a day, one in the morning and one in the afternoon. Children bring their own lunches. A designated staff person will be assigned each day for snack preparation and clean up.

Preschool: Parents take turns providing snacks on designated days. The snack will be posted in the entryway and will consist of one snack item and juice. The teacher's assistant will help set out the snack during snack time and will clean up afterwards.

Snack Clean up: We will wash the tables and dishes will be put away as well as all food put in its assigned spot. All opened packages are sealed in Ziploc bags or secured tightly. Any perishable, leftover food must be stored in covered container, labeled with its contents and the date of opening, and stored in the refrigerator for no longer than 24 hours. Perishable food, juice and milk should not be left out on the counter for more than a few minutes. We will disinfect the counter and sink using the three step process when finished.

We will wash all dishes in the dishwasher located in main kitchen.

HANDLING CHILDREN'S BODILY FLUIDS

Cleaning: Hard surfaces will be cleaned using the three step process including bleach and water solution. Carpet will be cleaned using the disinfectant kit, carpet cleaner with carpet sanitizer. Cleaning will be done promptly and children will be moved to another area of the room until cleaning is complete. Blood will be soaked up with disposable towels and placed in a Blood Borne Pathogen bag and a bleach water solution will be poured onto the infected area. Gloves will be worn by the staff member as a barrier in the prevention of spreading infectious diseases.

PRIMARY CAREGIVER RULE

Gun Lake Child Care arranges its staffing patterns in the Infant and Toddler classrooms, so that each child has a primary caregiver to provide continuity of relationship, continuity of care, and appropriate social interaction. Some important factors of implementing the primary caregiver role in our facility would be to establish trust and consistency between staff and child relations and to be the communication between staff and parents.

Primary caregiver responsibilities:

- Checking diapers every two hours.
- Fulfilling needs regarding feedings.
- Checking cribs/cots every 15 minutes when child is sleeping.
- Recording information on the notes home sheet and checking periodically to ensure they are updated.

Children will develop a close relationship with their caregivers/teachers throughout the year. Gun Lake Community Preschool staff are committed to teaching the same classes all year. Some important factors of implementing the primary caregiver role in our facility would be to establish trust and consistency between staff and child relations along with communication between staff and parents.

HEALTH AND SICKNESS POLICIES

Each child must have an immunization record on file before they attend GLCC and GLCP. This form must be updated yearly for children under the age of 3 and bi-annually after 3 years of age. To protect the health of all children, families and staff, GLCC & GLCP cannot care for children who are ill. If a child becomes ill while at the center, we will isolate the child and make him/her as comfortable as possible. Parents will be notified immediately and must pick up their child within an hour.

Children who contract a contagious disease will be excluded from care until symptoms and contagious period have expired. The center will post a notice to all parents that their child may have been exposed to the disease, and what symptoms to look for. It is imperative that all parents contact the center when their child is absent because of a contagious illness.

Parents and staff must notify the center and stay at home if any of the following symptoms or conditions is present:

- Fever of 100 degrees or above. Children must be fever free without the use of fever reducers for 24 hours before returning to GLCC & GLCP.
- Nausea, vomiting and/or diarrhea. Must remain out of the programs for 48 hours after the last occurrence.

- Any rash that is contagious. If rash is not contagious, written documentation must be submitted by a physician.
- A cold that produces yellow or green discharge from nose, eyes, or ears.
- Red, draining, or crusty eyes. The child may return after 24 hours of treatment.
- Impetigo or ringworm of the skin or scalp. Child may return after 24 hours of treatment.
- Unusual paleness or clamminess of the skin.
- Any contagious disease such as measles, mumps, chicken pox, or strep throat.
- Head Lice. Children may return after complete treatment of hair, bedding, and clothing. Children also must be nit free before returning.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Consistent complaints of ear or stomach pain.
- Bleeding other than minor cuts or scrapes.

A child that is too ill to play outside is too ill to attend Child Care and Preschool. Outdoor time is a daily requirement (depending upon the weather conditions).

GENERAL CLEANING GUIDELINES

If a child is sick with a contagious infection all toys that the child touched will be cleaned using the three step process or put through the dishwasher.

All toys that have been in the mouth of a child will be put in the sink immediately and cleaned using the three step process before returning to the shelves or through the dishwasher.

Routine toy/surface/furniture cleaning will take place weekly using the three step process or dishwasher.

Daily cleaning will include the tables, bathrooms, sinks, and door knobs using the three step process or proper sanitizing methods for items unable to be completed with the three step process. Floors will be swept, mopped, and vacuumed daily or as needed.

HAND WASHING PROCEDURE

- Use soap and running water
- Rub your hands vigorously
- Wash all surfaces including :back of hands, wrists, between fingers, under finger nails
- Rinse well
- Dry hands with a paper towel
- Turn off water faucet using a paper towel instead of bare hands

Children will wash hands after using the bathroom, after craft time (if needed), before snack time etc.

Staff will wash their hands after using the bathroom, after craft time, after using cleaning products, before snack preparation, after helping a child blow their nose, etc.

DIAPERING PROCEDURE

- Organize needed supplies within reach.
- Lay child on changing table and put on gloves (if B.M.). Keep one hand on the child at all times.
- Remove soiled diaper and clothing if necessary. Drop soiled diaper into lined, covered trash can. Place any wet or soiled clothing into a sealed plastic bag.
- Wash child with wipes until clean (front to back).
- Take used wipes, soiled diaper and wrap with gloves into a ball and throw away into a covered trash can. Diaper and dress child.
- Wash child's hand with soap and running water.
- Place child in classroom
- Spray changing area using the 3 step process
 1. Spray area with soapy water and wipe with a clean paper towel
 2. Spray area with rinse water and wipe with a clean paper towel
 3. Spray area with bleach solution and let air dry
- Wash hands with soap and running water following hand washing procedure
- Put away supplies
- Record diaper change on daily sheet

CHILD ABUSE PREVENTION

Caregivers and Teachers are required by law to report any signs of child abuse. All volunteers and staff must have background checks through ICHAT and the DHS before working with children.

ACCIDENTS AND INJURIES

There will always be at least one staff member present with a current Red Cross First Aid and CPR certification.

Minor cut or burn: Red Cross First Aid guidelines will be followed and a formal incident report will be filled out. Parents will be informed of all injuries.

Minor Bumps/Bruises: Staff will fill out an incident report for the parents to sign.

Life Threatening Accident: Child will be treated according to the Red Cross First Aid or CPR procedures. 911 will be called and the parents notified. An incident report will be filled out, and reported to the State of Michigan Licensing.

Illness: Child will be made to feel comfortable as they wait with their caregiver/teacher until parent arrives to pick them up.

Poisoning: All cleaning supplies are kept out of reach from children however poison control center (1-800-632-2727) will be called and parents contacted to decide course of action if this should occur.

CHILD SUPERVISION

A caregiver/teacher must always be present when children are in the room.

Caregiver/Teacher/child ratio: For children 6 weeks to 33 months, there shall be 1 caregiver for 4 children or each fraction of 4. For children 3 to 4 years of age, there shall be 1 caregiver for 10 children or each fraction of 10. For children 4 to 5 years of age, there shall be 1 caregiver for 12 children or each fraction of 12.

1. If a caregiver/teacher leaves the room, another caregiver/teacher, director, or administrator must be present to watch their class.
2. The children must always be in the caregiver's/teacher's view.
3. If a child needs a drink or leaves the room to use the restroom, the caregiver/teacher must be in a position so they can see both the class and the child.
4. Children are not to be left with parents. The class is the responsibility of the caregiver/teacher, director, or administrator only.
5. Caregivers/Teachers need to position themselves where they can see the entire class.
6. Caregivers/Teachers need to count their class periodically. The count should be watched extra carefully during drop off and pick up times and during transitions.

MEDICATIONS

If your child is taking medication, please give it to them before arriving to Child Care or Preschool. We do not give out medication at Preschool.

If your child is attending Child Care and needs medication a form must be completed, dated, and signed by the parent. The medication must come in its original container with the original label and dosage directions.

STAFF AND PARENT RESOURCES

Some online sites include: www.perpetualpreschool.com, www.songs4teachers.com, www.makingfriends.com, www.abcteach.com, www.teachingheart.com, and www.funlessonplans.com, www.parenting.com

Some phone numbers include:

- Allegan County Health Department @ 269-673-5411
- Allegan Great Start Collaborative @ www.allegangreatstartcollaborative.org
- Barry County Health Department @ 269-945-9516
- Child Care Resources @ 269-394-3296
- Early On of Barry County @ www.earlyonbarrycounty.org
- Kent Regional 4C @ 616-451-8281