

NMCDC Lincoln Center Policies

Head Start Classes

Effective Aug. 30th, 2017

Thru May 30th, 2018

Table of Contents

SCHEDULED HOURS OF NMCDC EXTENDED CARE PROGRAM:	3
REQUIRED MANDATED REPORTERS	3
DISCIPLINE	4
DAILY SCHEDULE	4
HEALTH STATUS REQUIREMENTS	4
SICK CHILD POLICY AND PROCEDURE	5
HEAD LICE (Pediculosis Capitis) POLICY	6
FOOD	6
TOILET LEARNING	7
ADMINISTRATION OF MEDICATION IN THE CLASSROOM	7
OUTDOOR POLICY	8
NAP/REST TIME:	8
RELEASE AUTHORIZATION	8
TRANSPORTATION	9

SCHEDULED HOURS OF NMCDC:

Aug. 30th, 2017 – May 30th, 2018

Tuesday – Friday (If there will be a class day on a Monday your child's teacher will inform you)

Jen's Class **8:00 am – 3:00 pm**

Francis' Class **12:00 pm – 4:00 pm**

Leanna's Class **8:00 am – 12:00 pm**

Michaels's Class **9:30 am – 1:30 pm**

- **Program Closures for Head Start**
 - **Labor Day** (first Monday of September)
 - **Thanksgiving Break** (Nov. 22nd, 23rd, & 24th, 2017)
 - **Christmas Break** (Dec 22nd, 2017 – Jan. 2nd, 2018)
 - **Martin Luther King Jr. Day** (Jan. 15th, 2017)
 - **Presidents Day** (February 19th, 2018)
 - **Spring Break** (Mar. 30th – Apr. 3rd)
 - **Memorial Day** (May 28th, 2018)

Parents are required to call when their child will be absent. Daily attendance is documented by the Head Start Teachers. If a child is absent without NMCDC being notified, the Family Advocate will call the family. NMCDC is required by Montana Child Care Center Regulations to inquire as to the reason for the child's absence for the health and safety of the other children and staff. In some cases, a doctor's note may be required for admittance back to the center.

REQUIRED MANDATED REPORTERS

NMCDC staffs are mandatory child abuse reporters and are subject to local, state, federal, and tribal laws regarding child abuse and neglect.

DISCIPLINE

Positive guidance and redirection will be utilized. It is not our policy to use corporal punishment or time outs. If inappropriate behaviors continue, parents/guardians may be called in to discuss the behaviors.

DAILY SCHEDULE

Arrival – short circle

Transition – wash up for meal

Meal – family style

Books, puzzles or writing – while others finish eating – begin tooth brushing

Outdoor play – 45 minutes to 1 hour (depending on weather)

Story time

Free play – small group time activity – 1 hour

Clean up

Transition – wash up for meal

Meal - family style

Outdoor play time – 45 minutes to 1 hour (depending on weather)

Story time

Free play – small group time activity – 1 hour

Clean up

Transition – wash up for snack

Snack – family style

Departure – books or writing while others finish eating

Weekly Lesson Plans are posted in the classroom for each class.

HEALTH STATUS REQUIREMENTS

NMCDC Staff will work with you to help you accomplish health requirements for your child.

- ✓ All Immunizations must be current.
- ✓ Each family must be linked to a Medical Home where each child will be on a Montana State Well-Child Health Care and Screening Schedule.

SICK CHILD POLICY AND PROCEDURE

If staff observes any of the following symptoms of illness in a child, Parent(s)/Guardian(s) will be contacted to pick up their child. According to the Montana Department of Public Health and Montana State Child Care Licensing Requirements a child **MAY NOT** come to the Center if he/she has any of the following:

- **FEVERS:** 101 degrees or more. Children should be without fever for 24 hours after the last pain reliever (Tylenol, ibuprofen, acetaminophen) was given before returning to NMCDC.
- **DIARRHEA:** Any changes from the child's usual stool pattern: abnormally loose stools, increased frequency, loose/watery, or child can't get to the bathroom in time. Child must be diarrhea-free for 24 hours after the last episode before returning to NMCDC. It is at the discretion of the Child's Medical Provider to determine if certain infectious diarrhea is suspected and to ultimately decide on an action plan.
- **VOMITING:** Child has forcefully vomited two or more times in the past 24 hours. Child must be vomit-free for 24 hours after the last episode before returning to NMCDC, as stated above.
- **INFECTIOUS CONJUNCTIVITIS/PINK EYE:** Symptoms include: red eyes, red swollen eyelids, pus-like discharge resulting in crusty eyelids, or eyes stuck shut in the morning; he/she should be seen by a Medical Provider. Antibiotics must be administered for 24 hours before returning to NMCDC.
- **OTHER BACTERIAL INFECTIONS:** (Strep throat, Impetigo, Scarlet Fever, skin infections). Children must be treated with antibiotics for at least 24 hours before returning to NMCDC.
- **CHICKEN POX:** Child will not be permitted to attend NMCDC from the first signs of symptoms until all sores are scabbed over (approximately one week).
- **HEAD LICE:** If Head Lice is discovered the Head Lice Policy will be followed.
- **RASHES:** Children with rashes, spots, or infected skin patches must be evaluated by a Medical Provider before returning to NMCDC.
- **Persistent symptoms of the following should be examined by a Medical Provider:** Breathing Difficulty, Wheezing, Persistent Cough, Ear Pain, Eye Drainage, Seizures, Stiff Neck, Poor Food/Fluid Intake, Sore throat or trouble swallowing, Irritability (unusually fussy or cranky crying more than usual), Thick Green/Yellow Nasal Drainage, or unusually dark urine.

Children will be re-admitted to the center with a doctor's note.

HEAD LICE (Pediculosis Capitis) POLICY

Exposure to Lice: The Hill County Health Department supports the ‘Caring for our Children’ Standard 6.038 regarding attendance of children with Head Lice. The following procedures are to be followed at Northern Montana Child Development Center:

1. Lice infestation shall be identified by the presence of adult lice or nits (eggs) on a hair shaft 3-4 mm from the scalp.
2. Children shall be excluded immediately or sent home early because of head lice. Parent(s)/Guardian(s) of affected children shall be notified and informed that their child must be treated properly by using Lice-Free Shampoo and combing out nits (eggs) before returning to the classroom.
3. Lice Free Shampoo may be provided by NMCDC to all family members, when available.

FOOD

CACFP - Child Adult Care Food Program

CFR 45 1304.23(a) through 1304.23(e)(2)

Northern Montana Child Development Center works with the Child and Adult Care Food Program*. To provide nutritious meals for enrolled children (1304.23(b)(1)). NMCDC practices the division of responsibility in feeding, according to Ellyn Sat, (2000) in Child of Mine: Feeding with Love and Good Sense. That means we are responsible for the what,

when and where of feeding; children are responsible for the how much and whether of eating. If you would like further information, go to www.ellynsatter.com or contact a NMCDC Staff Member for more education on the feeding relationship.

- All food will be provided at the facility at no additional cost. This will include breakfast, lunch and afternoon snack. Please do not bring food from home. This is a **NUT FREE** facility.
- Ensure your child’s Head Start teacher is aware of any food allergies your child has.

**This center participates in the U.S. Department of Agriculture Child and Adult Care Food Program and is open to all eligible participants regardless of sex color, age, race, national origin or disability. If you believe you have been discriminated against in receiving food services because of sex, color, age, race, national origin or disability, write immediately to the Secretary of Agriculture, Washington, D.C.. 202050. or the USDA-FCS Office of Civil*

TOILET LEARNING

- NMCDC will work cooperatively to support the parent and child in the toilet learning process.
- To help with the toilet learning process, NMCDC has a private child-sized toilet in each classroom (we do not use potty chairs).
- If your child is just learning to use the toilet please send extra clothes.

ADMINISTRATION OF MEDICATION IN THE CLASSROOM

45 CFR 1304.22(e)(1)(2)(3)

Northern Montana Child Development Center requires all medications to be given at home whenever possible. Under certain circumstances, when it is necessary for medication to be administered to a child at NMCDC, parent(s)/guardian(s) will be encouraged to come to NMCDC and give the medication during lunch, break, etc. If this is not possible, Permission for Administration of Medication form must be filled out by the Medical Provider and Parent(s)/guardian(s), and the following procedures must be followed:

- Parent(s)/Guardian(s) are to give the first dose of any medication at home in order to observe the child for possible side effects or adverse reactions to the medication
- The parent/guardian **MUST** instruct and train teacher(s) regarding administration of medication before any dosage is given, including potential emergency medication such as Epi-Pens for severe allergic reaction (anaphylaxis)
- All medication, including over the counter medication, must be in its original container and an expiration date. It must be labeled with the child's first and last name, date prescribed, name of medicine, dosage, expiration date of medication, medical provider's name and pharmacy name and telephone number.
- NMCDC will not administer over the counter medication without a documented recommendation by a Medical Provider.

OUTDOOR POLICY

45 CFR 1304.21(a)(5)(i)

Spending time outside is an important part of early childhood. In order for us to support the growth and development of each child, we incorporate outdoor play into their daily schedule.

- In the winter, if the weather is below zero (including wind chill factors), children will not be taken outside.
- Please send your child with the appropriate clothing for outside play.

NAP/REST TIME:

(For 7 hour Class Day)

All children are required to lie down at Nap/Rest Time 12:30 pm – 1:30 pm. No exceptions. The child does not have to sleep but does need to be quiet during this period. Quiet activities may be provided to the children at the teacher/caregiver's discretion.

RELEASE AUTHORIZATION

Children will only be released to those listed on the signed release authorization form,

- Be sure to **bring your photo I.D.** and let anyone that is on the authorization release form know to bring their photo I.D. if they are picking up your child.
- Unless we have a copy of legal documentation stating otherwise, we will release the child to either parent listed on the birth certificate or adoption record.
- If, at the sole discretion of Head Start Personnel, the person authorized to take custody of the child is suspected to be intoxicated, under the influence of drugs, or exhibiting inappropriate behavior, the child will not be released.
- If you wish to add someone to pick up your child this must be done **in person** by the legal parent or guardian.

TRANSPORTATION

Bus transportation is available to transport children to and from the facility. Under special circumstances, the teachers may take the children on a field trip; in this case transportation will be provided using the NMCDC bus, a NMCDC bus driver, and all children will be in an age and size appropriate child restraint system. Parents will be notified in advance on field trips and are required to sign a permission form in order for their child to participate.