

HEAVENLY SUNSHINE PRESCHOOL

PARENT HANDBOOK 2018-2019

License and Program Information	Page 1
Curriculum, Assessment, and Conferences	Page 2
Nap and Rest Policy	Page 2
Maltreatment of Minors Mandated Reporting	Page 3
Primary Referrals	Page 4
Behavior Guidance/Discipline Procedures	Page 5
Registration and Tuition Policies	Page 7
Attendance, Drop Off, and Pick Up Policies	Page 9
Snack and Lunch Policy	Page 10
Program Policies	Page 11
Medication Policy	Page 13
Health and Safety Policies	Page 14
Illness Exclusions and Contagious Diseases	Page 15
Emergency Policies	Page 16

License and Program Information

License

Heavenly Sunshine Preschool is licensed by the Minnesota Department of Human Services, Division of Licensing, in St. Paul, Minnesota (651-431-6500). Our license number is 801014. We follow all the statutes and rules outlined for child care centers in the DHS Rule 3 guidelines. We are periodically reviewed by a state licenser, which assures families that high standards have been met regarding our facility, equipment, program, and staff. We do not have the facilities to change diapers. Children must be potty trained.

Our present licensed capacity is 30 children per class day. The ages of children served are from 33 months to 6 years old. HSP has chosen to have no more than 10 students in a classroom at one time for 3-5 year olds and 9 students for 33 months-4 year olds.

Children must be supervised at all times. This includes but is not limited to drop off and pick up time.

Nondiscrimination Policy

Heavenly Sunshine has a policy to maintain an environment free of all forms of discriminatory behavior, including all forms of harassment directed toward individuals because of race, creed, gender, age, disability, national or ethnic origin, or source of payment. Therefore, disparaging terms, derogatory remarks, or displays of insensitive treatment, directly or indirectly related to individuals, will not be tolerated.

We recognize that children can be cared for by parents, guardians, grandparents, or other caregivers. For simplicity, we refer to the child's guardians as "parent" in this handbook.

Teachers

The lead teachers work in partnership with parents to determine the best way to meet the needs of each child while providing a warm, nurturing environment for all the children in their class. Teachers develop and implement an engaging, experiential curriculum. Teachers supervise classroom support staff and volunteers. All teachers, assistants, and aides have been trained in child development, first aid, and CPR.

Volunteers

Volunteers play a vital part in enriching classroom experiences under the direct supervision of our staff. Volunteers often share their talents, hobbies, and work experiences. We encourage parents, extended family members, friends, and community members to take an active role in volunteering at HSP. Volunteers are never alone with children.

Parents and Families

Parents are invited and encouraged to visit the center at any time during the hours of operation and will be allowed access to their child at any time while their child is under our care. They are encouraged to explore the classroom environment during drop off and pick up. They are also invited to be involved in our various classroom activities and to volunteer on a regular or occasional basis.

Faith Lutheran Church regards families of Heavenly Sunshine Preschool as part of its extended church family and welcomes them to worship services, seminars, celebrations, children's ministry events, and other family functions throughout the year. Further information on events will be made available through flyers, calendars, and other promotions.

Curriculum, Assessment, and Conferences

Partnership and Communication Between Home and School

Home and school are a child's two most important worlds. We strive to develop partnerships with families to ensure that children feel secure. We are eager to support, encourage and assist families with their parenting challenges. We seek your support, encouragement, and assistance as we face our teaching challenges. Together, we can support children's healthy development and learning.

HSP communicates at daily drop off/pick up time, monthly email and newsletters, and notifications of special events. We also use post pictures and updates on our Facebook page.

Curriculum

Heavenly Sunshine offers a hands on learning environment using Explorations with Young Children Curriculum. Learning is a hands-on process which includes trial and error as children experiment and grow. This promotes children's social, emotional, physical, language, and cognitive development. Teachers are intentional in writing theme-based lesson plans to support children's interest and help children develop a lifelong love of learning.

We practice an integrated learning center approach. Concepts relevant to all subject areas (math, science, language arts, health, social studies, etc.) will be explored through themes. Our weekly lesson plans include a thematic concept, language and literacy development, physical and motor development, sensory experiences, small and large group teachings and experiences, art, dramatic play, math, science, and spiritual emphasis.

Spiritual Worldview

As a Christian preschool, we naturally intertwine a spiritual worldview throughout our daily interactions and activities.

Assessment and Parent Conferences

Heavenly Sunshine Preschool uses the Work Sampling System as our instructional assessment program. The Work Sampling System uses research-based developmental guidelines and checklists to document and evaluate children's authentic skills, knowledge, behavior, and accomplishments throughout the year, thus placing each child's work within a broad developmental perspective. This process of on-going assessment enables teachers to gather information about each child, plan and ensure that each child is making progress, and tailor their instruction to each child's individual needs. This information is shared with parents in twice-annual summary reports.

Parent-teacher conferences will be held twice during the school year (around November and April). These conferences include a written assessment of the child's intellectual, physical, social, and emotional development, which is recorded in each child's file. Conferences are offered during the school day and early evening. A conference schedule will be posted so that parents can sign up for a time that best meets their needs. If the posted schedule does not meet a family's needs, we will make every effort to schedule a conference time that is more convenient.

Nap and Rest Policy

HSP classes are packed with important play every hour. Because of this, we do not offer a nap time for children. Extended day classes offer a quiet time for children to rest while calming their thoughts and bodies. This looks different every day, but generally involves a quiet rest time with calming music and individual activities such as books, puzzles, or manipulatives. If a child does fall asleep, the child is allowed to sleep as long as class schedule and supervision permit.

Maltreatment of Minors Mandated Reporting Policy

Who Should Report Child Abuse and Neglect

*Any person may voluntarily report abuse or neglect.

*If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

If you know or suspect that a child is in immediate danger, call 911.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-4316600.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Isanti County Child Protection at 763-689-1711 or Isanti County Sheriff's Office at 763-689-2141.

If your report does not involve possible abuse or neglect, but does involve possible licensing violations, you should call the Department of Human Services, Licensing Division at 651-431-6500.

What to Report

The definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether: (i) related policies and procedures were followed; (ii) the policies and procedures were adequate; (iii) there is a need for additional staff training; (iv) the reported event is similar to past events with the children or the services involved; and (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person/Position to Ensure Internal Reviews are Completed

The internal review will be completed by Heavenly Sunshine's director, Erika Zdon. If this individual is involved in the alleged or suspected maltreatment, Faith Lutheran Church Pastor Clifton Hanson will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14. The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

Primary Referrals

As a child care provider, Heavenly Sunshine continually monitors the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral and partner with them in the referral process.

Behavior Guidance and Discipline Procedures

The goal of guidance and discipline techniques at HSP is to help children develop safe and appropriate ways of interacting with others and with the environment. Developmentally, young children are working toward independence and self-control. They learn by experimenting, testing limits, and experiencing the consequences of their behavior. Teachers assist children by providing them with positive models of acceptable behavior, redirecting children and groups away from problems and toward constructive activity in order to reduce conflict, teaching children how to use acceptable alternatives to problem behavior, providing immediate and directly related consequences for a child's unacceptable behavior, and protecting the safety of children and staff persons.

Guidance begins with respect for each child and adult and the establishment of a warm relationship between individuals. It is based on the consideration of each child's developmental level, interests, needs, abilities, and physical status. Preferred discipline and guidance techniques include setting clear and enforceable limits, modeling acceptable behavior, structuring the environment and schedules to maximize good behavior, planning compelling activities and a well-paced curriculum, giving choices, recognizing children's efforts, anticipation and elimination of potential problems, using acceptable alternatives to problems and problem behavior, redirection, good timing of teacher intervention, and use of natural and logical consequences.

Under no circumstances will any member of our staff ever:

- *Abuse or neglect children.
- *Utilize cruel, harsh, unusual, or extreme techniques.
- *Utilize ANY form of corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
- *Subject children to emotional stress, which includes but is not limited to name calling, ostracism, shaming, making derogatory or sarcastic remarks about children and their families, or using language that threatens, humiliates, or frightens a child.
- *Punish children for failure to eat or sleep or for toileting accidents.
- *Withhold any food (including snacks or treats), light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- *Punish an entire group of children due to the unacceptable behavior of one or a few.
- *Delegate children to manage or discipline other children.
- *Isolate and restrict children from all activities for an extended period of time.
- *Physically restrain a child other than to physically hold a child for a short time, such as in a protective hug, where containment is necessary to protect a child or others from harm.
- *Use any mechanical restraints, such as tying.
- *Separate a child from the group except within rule requirements.
- *Place children in a locked room or confine children in any enclosed area or equipment.

This policy extends to ALL ADULTS while they are at Heavenly Sunshine Preschool, including parents/guardians of children, volunteers, any visitors, etc.

Separation

Children may be separated from the group temporarily if other less intrusive methods of guiding the child's behavior were tried and have been ineffective or if the child's behavior threatens the well-being of the child, other children, or staff. Occasionally children may also be temporarily and voluntarily separated from the group if they need time to regain their self-control and composure. If separated, the child will remain in an unenclosed part of the classroom

where he or she can be continuously seen and heard by a staff person. The child's return to the group is contingent on the child's stopping or bringing under control the behavior that precipitated the separation. As soon as the child does this, he or she will be immediately returned to the group.

Separation Report

All separations will be noted in the separation logbook. Each report must include the child's name, the staff person's name, time, date, information indicating what less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care. If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week or eight or more times in two weeks, the procedures for persistent unacceptable behavior must be followed.

Persistent Unacceptable Behavior

If persistent unacceptable behavior that requires an increased amount of staff guidance and time occurs, HSP staff will observe and record the child's behavior, the classroom environment and antecedents, and the staff response to the behavior. The behavior will be addressed with the parents by providing examples of the unacceptable behavior. If unacceptable behavior continues to occur, staff members and parents will write a behavior modification plan together.

Behavior Modification Plan

1. Parents will be notified using a separation form that the child needed to be separated from the group.
2. If the child has been separated 5 times from the group in one week, staff and parents will work together to create and enact a behavior modification plan. This plan will be individualized and focused on the recurring behavior and the child's needs. It will include the child's strengths and preferences, presenting concerns, communicative function of the behavior, and classroom management strategies documented by the teachers. The parents will include strategies that they are utilizing and an action plan will be created. The goal is to work with the child and family to have a positive impact on the child's behavior.
3. After the behavior modification plan has been in place for one week, staff and parents will meet to observe and discuss the results. The behavior modification plan will be changed as needed.
4. If the behavior does not improve, Heavenly Sunshine Preschool and the parents may choose to bring in other professionals or staff members. HSP reserves the right to terminate enrollment if it is determined that Heavenly Sunshine is not reasonably able to meet the needs of the child.

Registration and Tuition Policies

Enrollment

Heavenly Sunshine Preschool admits children of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the center.

Registration

There is a non-refundable registration fee of \$25. The registration fee guarantees the child's spot for the next year.

Tuition

Tuition is charged on a monthly basis. Tuition is due by the first day of each month. If tuition payment is not received by the 10th of the month, a \$10 late fee will be applied. If payment is not received by the 15th of the month, your child will not be able to attend class until your account has been paid or a payment plan has been enacted.

Please talk with us if your family is facing financial hardships so that we can help you before this occurs.

Tuition is based upon a nine month school year. Refunds are not given for student absences, holidays, or days when the preschool is not in session.

Required Forms

Each student is required to have on file a number of forms. These forms are given to families through email and at Parent Orientation or can be given by request in the director's office. These forms must be completed and returned to the school by the first day of class. All forms will be kept in your child's confidential file.

1. Registration Form
2. Contract for Services and Financial Agreement
3. Parent/Guardian Agreement
4. Child Emergency Form
5. Pick Up Authorization Form (located on back of Child Emergency Form)
6. Child Care Immunization Record (required on the first day of class)
7. Health Care Summary (required within 30 days of the first day of class) - An updated physical examination signed by the student's health care provider is required each year.
8. Food Allergy Action Plan or Dietary Needs (if needed)
9. Individual Education Plan (IEP) or Individual Child Care Program (ICCP) (if needed) (for children with allergies, health needs, dietary needs, or an IEP or ISP)

Emergency Information

Children's emergency information is stored in their confidential file in the director office. It is of utmost importance that this information be kept up to date and that all phone numbers are current and in working order. Please update this information with the director if anything changes.

Withdrawal from the Program

If withdrawal from HSP is necessary, a two week written notice is required. The student's responsible party shall pay the contracted rate for the rest of the month that notice is given. If the student begins another month before withdrawing, that month must also be paid.

Heavenly Sunshine reserves the right to terminate the enrollment of a child for reasons of non-payment or family non-compliance with the policies of the center. Additionally, the center may terminate enrollment if it is determined that the center is not reasonably able to meet the needs of a child. Heavenly Sunshine will be in communication with families in an effort to solve difficulties. Termination of enrollment is a last resort.

Special Needs

Parents/guardians have the responsibility to inform the center when their child has any special medical conditions, needs, or allergies so that we can provide appropriate care and support.

If your child has a special need and is eligible for case management through the state and has an Individual Service Plan (ISP), receives service through the local school district and has an Individual Education Plan (IEP), or is determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development, you will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs. This plan must be signed by you and your child's health care provider as listed above and be reviewed annually to ensure that necessary modifications are made to the plan of care.

If the special need requires that our staff be trained to perform a new skill, we will ask that you arrange for this training. If a child has been diagnosed with a developmental delay, all staff will be required to receive 8 hours of Core Training on Positive Supports Rule prior to the child being enrolled. Our program does not allow the emergency use of manual restraints (see Positive Support Rule Policy for alternative measures).

Attendance, Drop Off, and Pick Up Policies

Attendance

If your child will be absent, please notify HSP by phone at 763-444-7527 or email at Erika.heavenlysunshine@aol.com. If your child is absent due to an illness, please inform us of the illness at this time.

Drop Off/Pick Up

Parents must accompany their child to and from the classroom. We cannot be responsible for children who have not been signed in and welcomed to the classroom.

Children must go to the bathroom and wash hands at school before checking in.

We suggest that anything of value (purses, briefcases, and children) not be left in cars at any time.

Unauthorized Child Pick Up

A child will not be released to an unauthorized person. Anyone other than a parent picking up the child needs to present photo identification to the teacher of the class. This person must be listed on the Permission to Pick Up Form. This will ensure the safety of the child. We cannot release a child to anyone who is not a parent or on the Permission to Pick Up Form. Parents can add people to this form at any time.

Pick Up by a Person Who Is Incapacitated or Suspected of Abuse

Students will not be released to anyone who is unauthorized, incapacitated, or suspected of abuse. Staff are not expected to jeopardize their own safety or the safety of children in their care. If staff is threatened and/or forced to give up the child, the parent, the emergency contact person, or if necessary, emergency (911) will be called. If the person who is incapacitated or suspected of abuse is the parent, Child Protection or the police will be called.

If No One Comes to Pick Up a Child

If no one comes to pick up a child, the staff will call the parent, emergency contacts, and other individuals authorized to pick up the child. In the event that the staff is unable to contact any of these people and the child has not been picked up within 45 minutes of the end of the scheduled class time, the child will be considered abandoned. The Isanti County Sheriff (763-689-2141) and Child Protection Agency (763-689-1711) will be contacted. Under no circumstances will staff transport a child.

Late Pick-Up Fees

Parents are expected to pick up their child promptly at the end of the scheduled class period. Parents arriving ten minutes past the end of the scheduled class time will be billed an initial \$5.00 fee and \$5.00 for each additional five minutes. Parents must notify the preschool if they will be late, and late pick-up fees will still be in effect until the parent or authorized person arrives.

Transportation

Transportation to and from school is not provided by Heavenly Sunshine.

Snack and Lunch Policy

Snacks

HSP is required to follow USDA requirements for snacks and meals.

Heavenly Sunshine serves snacks to all enrolled children. When we serve snack, we offer food or beverages from two food groups.

We only serve water and milk.

Teachers and staff sit at tables with children during snacks and lunches.

Lunches

Students in extended day classes must bring a lunch to eat at school. Licensing/USDA requires that all lunches contain an ice pack. Please let a teacher know if an ice pack was forgotten so that we can refrigerate the lunch for you.

Lunches must be labeled with children's first and last names.

Licensing/USDA requires that all lunches contain a grain, protein, and either two vegetables or a fruit and a vegetable.

Licensing will cite us if your child's lunch does not contain all of these food groups.

HSP provides 1% milk, water and disposable cups for all children.

Please cut food as needed for your child. Grapes should be cut in half length-wise. Raw carrots and hot dogs should be cut into thin strips.

Allergies

Student allergies are posted where food is prepared and served with a child's full name so that all staff can work together to keep children safe.

If your child has a severe food allergy or food need (such as gluten sensitivity), please provide snacks for us to serve your child. We will keep these snacks separately in a labeled box to prevent contamination.

Birthdays

We celebrate every child's birthday!

Program Policies

Bathroom Accidents

Bathroom accidents are a normal occurrence in a preschool environment. Staff never berate or embarrass children who have had an accident. If your child has a potty accident, a staff member helps your child change from wet clothing into new clothing. The staff highly encourages the child to dress and change themselves. Soiled clothing is sent home in a sealed plastic bag.

Heavenly Sunshine is strongly discouraged against changing a BM accident. The child may be asked to do a table activity while his/her parent or an authorized person comes to change the child.

Children must be potty trained to attend HSP. After 3 BM accidents, the child will be asked to leave HSP and return when he/she is more fully potty trained.

Beverage Policy

Hot beverages are NOT allowed in the classrooms, even in a covered, spill-proof cup.

Confidentiality Policy

Information contained in children's records and staff files is privileged and confidential. The Department of Human Services Licensing Division requires access as needed to your child's confidential file to ensure program compliance. Unauthorized removal of records, unauthorized divulgence of confidential information, or discussion of confidential information in front of children or parents is strictly forbidden.

Field Trips

Families will be notified of all field trips with and are required to sign a written permission form for each field trip. Permission forms will be sent home with each student.

Grievance Procedure

Heavenly Sunshine Preschool is eager to meet the needs of families. The staff at HSP desire to provide an environment of open communication. If there is a concern, parents should first talk with their child's teacher. If, after talking with the teacher, parents need additional information or their concerns are not resolved satisfactorily, they should speak with Erika Zdon, the director of Heavenly Sunshine. If the grievance is still not resolved satisfactorily, the parents may bring their concerns to Clifton Hanson, the Pastor of Faith Lutheran Church. You can expect a response from the Pastor within one week. We are confident that through the efforts of the teaching staff, director, Pastor, and the family, all concerns will be resolved in a timely manner that satisfies everyone involved.

Personal Belongings

Clothing (coats, mittens, etc.) should be clearly marked with the child's name. It is requested that each child bring a complete set of labeled clothing to be left in his/her backpack for emergencies. Sometimes children will be asked to bring something from home for a sharing day. Items that are brought in should be clearly marked with the child's name. Bringing toys on other days is discouraged. Heavenly Sunshine is not responsible for lost toys, jackets, mittens, or any other item brought from home.

Research and Public Relations

HSP will never allow research, experimental procedures, or public relations activities involving your child without prior written parental consent for each occasion.

School Attire

We ask that students come to school dressed in comfortable play clothes. Although we do our best to protect children's clothing, we often use paint, glue, and other materials that may stain. We ask that students wear shoes that completely cover their feet and have non-slip soles, such as Velcro sneakers. It is important that children are able to put on and take off shoes independently. Sandals, flip flops, and dress shoes can be dangerous when the students are participating in large muscle time (gym or outside) and other activities.

Classes are encouraged to go outside daily if possible. Please dress your child for playing outside daily. Winter requires boots, snow pants, a jacket, hat, and mittens.

School Closing for Severe Weather

Heavenly Sunshine will close for severe weather when the Cambridge Isanti School District is closed. HSP will post the closing on its Facebook page and notify parents by email.

Sunburn Protection

Sunscreen is considered a medication by the Department of Human Services. Parents are responsible for putting sunscreen on their child before coming to school. If your child is at school more than 4 hours, you must complete a Sunscreen Consent Form. The teachers will apply sunscreen if children go out for more than 30 minutes in the afternoon during the months of June through August. Teachers must wear gloves when applying sunscreen.

Medication Policy

Heavenly Sunshine Preschool will administer medication to children with written approval of the parent and an order from a health care provider for a specific child or specific condition of any child in the facility for which a plan has been made.

Because administration of medication poses an extra burden for staff, medication administration in preschool will be limited to situations where an agreement to give medicine outside of the child care hours cannot be made. Any and all medications are stored out of reach of children in the preschool office. Medications that must be kept close at hand, such as EpiPens, are kept out of reach in the classroom backpack and kept with the class at all times.

The preschool director or lead teacher will administer medication only if the child's physician and parent/guardian has provided written consent and the medication is in the original labeled prescription or manufactured container. The facility must have on file the written instructions of a licensed clinician to administer the specific medication.

1. For prescription medications, parents/guardians must provide caregivers with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the medication's expiration date, and administration, storage, and disposal instructions.

2. Instructions for the dose, time, method to be used, and duration of administration will be provided to the child care staff in writing (by a signed note or prescription label) by a physician or other person legally authorized to prescribe medication. This requirement applies to prescriptions. HSP will not administer over-the-counter medication such as cough suppressants, Tylenol, ibuprofen, etc.

3. A physician may state that a certain medication (such as Benadryl) may be given for a recurring problem, emergency situation, or chronic condition. The instructions should include the child's name, the name of the medication, the dose of the medication, how often the medication may be given, the conditions for use, and any precautions to follow.

4. Medications will be kept at the temperature recommended for the type of medication in a sturdy, child-resistant, closed container that is inaccessible to children.

5. Medications will not be used beyond the date of expiration.

6. A medication log will be maintained by the facility staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medications will be noted in the log.

7. Medication errors will be controlled by checking the following five items each time medication is to be given:

- a. Right child
- b. Right medication
- c. Right dose
- d. Right time
- e. Right route of administration

If a medication error occurs, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will also be documented in the child's records at Heavenly Sunshine Preschool.

Health and Safety Policies

Health Consultant In compliance with state regulations, a health consultant reviews center practices, our health policies, and children's health records on an annual basis.

Safety Plan: Accident and Injury Prevention

HSP strives to provide a safe environment for both staff and students. A variety of procedures are in place to aid accident prevention. Each day a staff member checks the classroom and facility for safety concerns. All staff are report problems, repairs, or hazards to the director.

First Aid and Emergency Treatment

All Heavenly Sunshine staff members must be trained in first aid and CPR and maintain current documentation of this in their staff file. Trained staff are able to provide first aid for minor ailments such as scratches, bumps, and bruises and will verbally report this to the pick up person. In case of more severe injury, the staff notifies the parent and completes an Incident Report form to give the parents.

In any injury/illness situation, trained staff will administer first aid immediately. If it appears that the injury/illness may lead to future complications or in any way be serious, the parent will be called. The director or lead teacher will contact the parent to come and take the child for medical care if necessary.

If staff deem the situation to be an emergency, the staff will call 911 and then call the parent. If 911/EMS determine that the child should immediately be transported to a health care facility, the lead teacher or director will accompany the child to the hospital and take the child's confidential file. This staff member will remain with the child until the parent/authorized person arrives.

Allergy Prevention and Response

Heavenly Sunshine requires documentation of any known allergy from a child's parent or doctor before admitting the child for care. Current information of the allergy is maintained in the child's record. Staff will work with the child's parent to develop an individual child care program plan (ICCP) that includes a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. Each staff person who is responsible for carrying out the ICCP will be trained to follow the plan. They will document this training by signing the plan. The ICCP will be updated annually or following any changes made to allergy-related information in the child's record, and responsible staff will be informed of any changes, as documented by their signature on the plan.

Children's allergy information will be available at all times, including on site, when on field trips, and during transportation. Food allergy information is posted and readily available to staff where food is prepared and served.

The lead teacher or director will contact the child's parent as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. If epinephrine is administered to the child, 911 is called immediately, followed by the child's parent.

Universal Precautions

Staff and students must wash their hands when arriving at preschool before entering the classroom, before handling food, after toileting or assisting with toileting, and before and after water play. Standard precautions include good hygiene practices, use of protective barriers such as gloves, and appropriate handling and disposal of infectious waste.

Exclusion of Ill Children

HSP holds the right to determine if a child is not well enough to stay at school. The lead teacher greets children as they enter, observing any possible health problems. If a child exhibits any symptoms listed in the exclusion list, the parent will be asked to take the child back home. Occasionally a child becomes ill while at school. If a child becomes ill at the

center, the lead teacher or director calls a parent or authorized person to pick up the child. A staff member supervises the child until a parent or authorized person arrives.

Exclusion Guidelines

The Department of Human Services requires that we exclude a child with an illness or condition that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others. HSP follows the exclusion guidelines as outlined in Infectious Diseases in Child Care Settings: Information for Directors, Caregivers and Parents or Guardians, a document prepared by the Hennepin County Community Health Department. We must exclude a child with any of the following conditions:

Reportable Contagious Diseases

Parents are required to inform Heavenly Sunshine within 24 hours when a child is diagnosed by a health care provider as having a contagious reportable disease. We will in turn notify the parents of all exposed children by a written notice posted on the class bulletin board within 24 hours. We will also notify appropriate health authorities within 24 hours of receiving the parent's report and follow their recommendations.

General illness Child is unable to participate in routine activities or needs more care than can be provided by the staff

Chicken pox Exclude until after day 6 after the start of the rash, or sooner if all blisters have dried into scabs
Eye drainage Exclude until examined by a health care provider and approved for readmission, usually 24 hours after treatment begins if thick mucus, pus drainage, or eye pain is present (conjunctivitis or pink eye)

Diarrhea Exclude until 24 hours after diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form or watery, bloody, or mucus-containing stools.

Mouth sores with drooling Exclude until a medical exam indicates the child may return or until sores are healed
Fever Must be without fever for 24 hours.

Fever is defined as auxiliary (armpit) temperature of 100 F or oral temperature of 101 F or higher, before fever reducing medication is given, when accompanied by behavior changes or other signs or symptoms of illness

Impetigo Exclude until child has been treated with antibiotics for at least a full 24 hours

Lice (head) The student must not return until after the first full treatment and no live lice are seen for 48 hours

Rash with fever or behavior change Exclude until a medical exam indicates these symptoms are not that of a communicable disease (i.e. chicken pox, fifth disease, measles, rosella, rubella, shingles, strep throat)

Respiratory infections (viral) Exclude until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for mild respiratory infections without fever as long as the child can participate comfortably.

Ringworm (skin & scalp) Exclude until 24 hours after treatment has been started

Scabies Exclude until 24 hours after treatment has been started

Signs/symptoms of possible severe illness Unusually tired, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child. Exclude until the child's health care provider has done an evaluation to rule out severe illness

Streptococcal sore throat Exclude until at least a full 24 hours after treatment begins and child is without fever for 24 hours

Vomiting Exclude until 24 hours after vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

Emergency Policies

Emergency Telephone Numbers

Emergency.....911
Fire763-444-8019
Police..... 763-444-4761
Poison Control.....1-800-222-1222
Cambridge Medical Center.....763-689-8700

Tornado Drills

Tornado drills are conducted from March through September. Staff and students take shelter in the girls restroom across from kitchen. The lead teacher keeps a log of each drill in the class log book. The evacuation plan is followed during each drill.

Fire Drills

Staff and students conduct monthly fire drills. They follow the evacuation plan for their location and gather at the far southeast corner or the far southwest corner of the parking lot. The lead teachers keep a log of each drill in the class log book. The evacuation plan is followed during each drill.

Evacuation Plan (In Case of Fire, Natural Disaster, Bomb Threat, or Other Emergency)

Evacuation plans are posted at every exit.

The assistant teacher takes an accurate attendance list, emergency cards, first aid backpack with any necessary medication, and cell phone and follows at the end as the lead teacher leads the children out of the building.

The assistant teacher will contain fire by closing doors if possible to do so.

The lead teacher does a head count and checks students with the names on the attendance sheet.

When safe within the pre-designated area, all children and adults must be accounted for. The lead teacher dials 911 and notifies parents if necessary. Children are reassured of safety and first aid is administered if needed.

The building is not re-entered until permission is given by officials.

After an emergency, the director will coordinate an evaluation of the evacuation with all staff in order to spot areas of weakness or oversight that can be remedied for any future emergency.

Expanded Evacuation Plan

If there is an environmental emergency such as fire or toxic fumes, the children may need to leave the premises. The staff will walk the children to Isanti City Hall where staff will notify parents and emergency contacts of the situation. Staff will remain with children until all have been picked up.

In the event of exposure to toxic materials or gases, or when a physical examination is recommended, children will be transported by ambulance/police to Cambridge Medical Center 763-689-8700.

Further Information and Policies

Further emergency plans and policies are available for viewing in the preschool office. These include the center's Risk Reduction Plan, Lost Child Procedures, Unauthorized Pick Up Procedures, Blizzard/Tornado/Fire/Natural Disaster Plans.