



Policy and Procedure Handbook

Guidelines for Quality Care

Revised: August 2020

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Mission Statement

To provide quality preschool and child care for all families in the community in a nurturing, loving and developmentally appropriate educational environment.

Respect

Red Door Learning Centers respect every individual. The Red Door Learning Center employee is honest, flexible, accommodating and inclusive in their decision. S/he is committed to a high level of professionalism.

Communication

Red Door Learning Center employees strive to create an environment of open communication with a willingness to listen with integrity. Each and every individual is encouraged to express her/his opinions and ideas taking into account the age and developmental stage of the children.

Children

Red Door Learning Center encourages and celebrates children's individuality. We consistently evaluate and strive for the most developmentally appropriate practices, which encourage exploration and growth in a home-like, nurturing environment.

Teamwork

Red Door Learning Center employees are team members that recognize that teamwork is essential. S/he develops partnerships with parents, faculty, children and clients in achieving our mission and in meeting their needs.

Quality

Red Door Learning Centers deliver outstanding quality service through innovation, creativity and sound business practice.

Philosophy of the Program

Red Door is dedicated to fostering educational development, building self-esteem, and sparking imagination in a safe and loving environment.

We bring our philosophy to life through our goals of:

- Providing a safe environment for children to grow as lifelong learners
- Encouraging developmentally appropriate, hands-on learning
- Supporting the whole child – from school meals to parent engagement
- Nurturing the community, in our school and across the wider community

Parent Participation Plan

Parents are always welcome to join in our program. We invite parents to participate in workshop meetings, parent groups and fundraisers. All parents are encouraged to share personal interests including: hobbies; talents; cultural backgrounds; favorite recipes; etc. If the center and parents are mutually able to work together to provide a setting that best meets the child's growth needs, then the child will most surely benefit.

Prior to transition into the center, parents will be provided a family profile form to complete. This will serve as an opportunity for families to provide information about their child that will assure a smooth transition from home to center. The intake/profile form is specifically designed for the teachers to learn about the new child in her/his care and plan accordingly for integrating the child into the classroom.

In addition to the intake paperwork, held prior to each transition, parents and teachers are encouraged to communicate on a regular basis. This includes but is not limited to:

- **Parent Conferences:** Conference time must be available for parents at least twice a year. This time should be used to review the child's progress and experiences. In addition, the conference is an opportunity for caregivers and parents to decide on program goals for their child. These conferences will be an information sharing session that allows each to express her/his feelings and concerns about progress or problems that the child might be experiencing. The parents and the caregivers, together, will jointly decide on goals for the child.
- **Home/School Transition:** The child's home and our program should offer continuity. Parents and teachers must openly communicate pertinent information about the child on a daily basis. This should include the child's developmental achievements, illnesses, changes in sleeping or eating, medication given at home, elimination habits, teething, and so forth. Such information is shared through verbal communication and/or the "Daily Report".
- **Center Resources:** Parents should use the Center as a resource. Staff members are trained professionals in the area of child development and can provide families with invaluable information about children.

- Open Door Policy: Parents are welcome to come to the Center at any time during program hours. Parental involvement is valued and encouraged. Parents should be made to feel comfortable in the Center. We encourage and appreciate family involvement and invite them to bring special interest activities to the Center.

Staff/Child Ratio and Group Size

Red Door Learning Centers strive to provide the best child to staff ratios possible and always maintains compliance with New York State regulations. Red Door Learning Centers strongly believe that the ratio of children to caregivers directly affects the quality of the early learning experience. In a mixed age group, ratios and group size for the youngest group present must be maintained.

Infant

NYS 4 children to 1 adult
Maximum group size 8 infants per class

Toddler

NYS 5 children to 1 adult
Maximum group size 10 toddlers per class

OR

NYS 4 children to 1 adult
Maximum group size 12 toddlers per class

Preschool

NYS 7 children to 1 adult (3 year olds)
Maximum group size 18 preschoolers per class

8 children to 1 adult (4 year olds)
Maximum group size 21 preschoolers per class

Kindergarten

NYS 9 children to 1 adult (5 year olds)
Maximum group size 24 kindergarteners per class

School-Age

NYS 10 children to 1 adult (6-9 year olds)
Maximum group size 20 school-age children per class

15 children to 1 adult (10-12 year olds)
Maximum group size 30 school-age children per class

In order to maintain these ratios, it may be necessary for staff to shift to other classrooms. Children cannot be left without competent supervision at any time.

Competent supervision includes awareness of and responsibility for the ongoing activity of each child. It requires that all children be within a teacher's range of vision and that the teacher be near enough to respond when redirection or intervention strategies are needed.

Competent supervision must take into account the child's age emotional, physical, and cognitive development.

Supervision of Children

Children cannot be left without competent supervision at any time. Competent supervision includes awareness of, and responsibility for, the ongoing activity of each child. It requires that all children be within a teacher's range of vision and that the teacher be near enough to respond when redirection or intervention strategies are needed. Competent supervision must take into account the child's age emotional, physical, and cognitive development.

Red Door Learning Centers employ staff who will promote the physical, intellectual, social, cultural and emotional well-being of the children.

Red Door Learning Centers will provide supervision of the staff responsible for the care of children. Workloads and assignments must be arranged to provide consistency of care to children and to allow staff to fulfill their respective responsibilities.

No person other than a director, group teacher or assistant teacher may supervise a group independently, even for brief periods of time, except in an emergency.

No person under 18 years of age may be left alone to supervise a group of children at any time, including in an emergency.

A group teacher, meeting the qualifications of section 418-1.13, is required for every group of children.

An additional group teacher or an assistant teacher is required when the number of children in the group dictate that a second teacher be present to meet the teacher/child ratio.

Whenever the child day care center is in operation and the director is away from the premises, there must be a staff person designated to act on behalf of the director, who is knowledgeable about the programs operation and policies.

A staff person who is qualified to perform the duties of an absent staff member must be provided when needed to comply with the applicable teacher/child ratios.

In other than emergency situations such as illness or accident, parents must be notified in writing 2 weeks prior to any long-term absence of the teachers. This notice must include specific start and end dates of the absence and who will be taking the teacher's place in the day care program.

When a child day care center is in operation, an adequate number of qualified teachers must be on duty to insure the health and safety of the children in care.

- (1) Group size refers to the number of children cared for together as a unit. Group size is used to determine the minimum teacher/child ratio based upon the age of the children in the group.
- (2) Group size must be maintained in common areas of the day care center building and grounds.
- (3) Groups of children may not be mixed together to use outdoor play areas, exercise areas, gym rooms or other common areas of the center unless, the space is large enough to accommodate multiple groups which must be kept separate.
- (4) Any child who is 18 months or older who may not be developmentally ready to advance to the next age group setting may be retained for a period of up to three months.
 - a. A written agreement concerning this retention between the parent and the center is required.
 - b. If this time period is expected to exceed three months, the center, in consultation with Early Intervention or Special Education staff and the parent, may exercise greater discretion in the placement of the child with a developmental disability or delay based on consideration of such factors as the child's developmental readiness, appropriateness of the classroom environment, the level of care the child requires and the needs of the other children in care.
 - c. A written assessment of the child's need for further retention must be kept on file.
 - d. In consideration of a child's developmental readiness, appropriateness of the classroom environment, the level of care the child requires and the needs of the other children in care, the center may move a toddler to the next age group when that child is within three months of their third birthday.
 - e. A written assessment of the child's developmental readiness is required to be kept on file.
 - f. When preschool children ages three years to five years are cared for in one group throughout the day, the teacher to child ratio and maximum group size applicable to the age of the majority of children must be followed.

When toddlers are cared for with preschool children in a mixed age group at the very beginning or very end of the day, the teacher/child ratio and maximum group size applicable to children aged 18 months to 36 months must be followed.

When preschool children are cared for in school age groups at the very beginning or very end of the day, the teacher/child ratio and maximum group size applicable to the youngest child in the group must be followed.

School-age children may only mix with pre-school children at the very beginning of the day and the very end of the day. School age children may never be mixed with preschool children for the entire period of time they are in care at the center.

When school age children are mixed with pre-school children at the beginning and end of the day, toddlers may not be mixed in these groups. School age children may not be mixed with children under age three at any time.

There must be a director, group teacher or assistant teacher supervising all applicants, volunteers and persons in the process of approval.

The use of any type of personal electronic media device for social or entertainment purposes, including but not limited to, listening to music on headphones, playing screen games, surfing the internet, sending e-mails, or making personal calls while supervising children is prohibited. The use of mobile phones is permitted as necessary to promote the children's safety and ensuring the orderly operation of the program.

The director must approve all plans for field trips, including the type of activity, development needs of children and whether there is the need for additional staff to provide adequate supervision. Such plans must take into consideration the developmental needs of the children.

Any and all OCFS regulations that apply to groups and supervision when on premises will also apply to group while engaged in field trip excursions.

Releasing Children from Care

No child can be released from the child day care center to any person other than:

- (i) his or her parent,
- (ii) a person(s) currently designated in writing by such parent to receive the child,
- (iii) or another person authorized by law to take custody of a child.

No child can be released from the child day care center unsupervised except upon written permission of the child's parent. Such permission must be acceptable to the child day care center and should take into consideration such factors as the child's age and maturity, proximity to his or her home, and safety of the neighborhood.

When transportation is provided as a service by the program, no child can be released from the day care program directly to the child's home or other destination without first verifying that the parent or person(s) designated by the parent to receive the child is present at that destination to receive the child.

Visitor Control Procedures

Red Door Learning Centers shall require any and all visitors to the facility to:

- (i) sign-in upon entry to the premises;
- (ii) indicate in writing the date of the visit and the time of entry to the facility; and
- (iv) clearly state in writing the purpose of the visit
- (v) show identification

Outside Employment

Red Door Learning Centers does not encourage its employees to provide after hours, off-site care for the children enrolled in the program without express written permission of the director/designee. Red Door Learning Centers does not approve of outside employment that may be deemed a conflict of interest for teachers that are employed by Red Door Learning Centers.

Teaching Staff

All staff, prior to employment, must have completed and submitted the following documents:

- A statement or summary of the applicant's employment history including, but not limited to, any relevant child-caring experience.
- A copy of the education qualifications necessary for their position, including degrees and transcripts. This is not required for applicants to volunteer at the child care program.
- The names, addresses and daytime telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history and at least one of whom can attest to the applicant's character.

- A sworn statement by the applicant indicating whether, to the best of their knowledge, such applicant has ever been convicted of misdemeanor or felony in NYS or any other jurisdiction and fingerprint images as required to comply with the criminal history review requirements.
- The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment.
- The information needed to determine if applicant is listed on register of substantiated category one cases of abuse/neglect maintained by the Justice Center for Protection of Persons with Special Needs.
- A satisfactory medical statement prior to being allowed work or volunteer in the program. The program will use OCFS-6004 Form for this purpose.
- Completion of an I-9 form, and supporting documents as needed.
- Completion of a W-4 form, and any required payroll paperwork.
- Any other documents or forms deemed necessary for the specific position hired.

The program will review and evaluate the background information for applicants by verifying all information on all required documents listed above, and will complete clearances, review and retain results on file.

Teachers and Assistant Teachers

Teachers and Assistant Teachers are hired based on their qualifications, ability to perform required duties and desire to learn and grow in the field of Early Care and Education. In an effort to provide the quality of care that Red Door Learning Centers strive to offer, teaching staff must be flexible and dedicated.

- Staff members are hired to fill a position, not a time slot. Therefore, your schedule may change to meet the needs of the Center.
- Red Door Learning Centers are respectful of, and encourage, ongoing education. Staff members who are enrolled in courses that may interfere with the program schedule must provide a copy of their school schedule. The director or designee reserves the right to accommodate the school schedule. Employees are encouraged to register for classes that will not interfere with their work schedule.
- In addition to the information provided in this document, it is the responsibility of employees to familiarize themselves with any information that may be noted as site-specific, as well as the *Employee Handbook*.

Staff Meetings

To assure that all staff are well informed and can openly communicate with one another, staff will attend staff meetings and conferences as they relate to their positions.

- Whenever possible staff will be given at least one week's written notice.
- Meetings that infringe on an employee's personal time will be paid time.
- Full staff meetings will be held on a quarterly basis, or as needed. Full staff includes teachers, teacher assistants and office personnel.
- Lead Teachers' and assists' meetings will be held on a monthly basis, days to be determined, by the director or designee.
- Individual staff supervision meetings will be established on a regular basis, as determined by the staff member and the designated supervisor.
- Classroom/Grade-Level planning sessions will be held on a weekly basis. Planning will be based on observations of children to determine developmental needs and interests. Teachers and Teacher Assistants will contribute to the development of appropriate plans. The director, assistant director, or educational supervisor/coordinator may also attend.
- All meetings and planning sessions will be documented in writing and shared, as requested, by a supervisor.
- Individual parent/teacher conferences, for those families enrolled in our early childhood programs, will be held twice a year as scheduled between the parent and at least one member of the classroom team.
- Staff members who attend outside workshops, conferences, and training paid for by the center will be required to do a brief evaluation of the event. A copy of the participation certificate is given to the director and placed in the employee's file.

Staff Development and Training

Red Door Learning Centers provide training opportunities for staff to develop professional skills that will assure a nurturing, stimulating, healthy and safe environment for all children.

- During the first 6 months of employment **each staff member** must acquire a minimum of 15 OCFS approved training hours.
- In subsequent years of operation, the center will ensure that all early childhood staff receives a minimum of 30 hours of staff training, every two years. All staff training hours must be logged on their personal files, using the OCFS Individual Training Tracking Form (OCFS Form 4880), which documents the 9 required categories: (1) principles of childhood development, focusing on the developmental stages of the age groups for which the program provides care; (2) nutrition and health needs of infants and children; (3) child day care program development; (4) safety and security procedures; (5) business record maintenance and management; (6) child abuse and maltreatment identification and prevention; (7) statutes and regulations pertaining to child day care; (8) statutes and regulations pertaining to child abuse and maltreatment; (9) education and information on the identification, diagnosis and prevention of shaken baby syndrome.
- Child Development Associate (CDA) training is required for all employees who do not have a minimum of an Associate's Degree in Child Development or equivalent. Individuals who hold a B.A. or B.S. in anything other than Early Childhood Education

are required to take the CDA training. It is each employee's responsibility to ensure their CDA is current, and to fund any requirements associated with obtaining or renewing this certificate

- A CPR workshop will be made available once every two years and will be conducted by a certified instructor to train as many staff as possible in infant/child CPR and the Heimlich maneuver. All staff will be required to acquire and update this certification as needed.
- A Child Abuse and Neglect, and a Shaken Baby Syndrome Workshop for mandated reporters will be made available once a year and will be conducted by a certified instructor to train staff on a yearly basis. All staff must complete workshops on the topics of Child Abuse and Neglect, Shaken Baby Syndrome, and SIDS Workshop including staff who only work with school-age children.
- All program staff must be instructed in the function and operation of fire alarm and detection systems used in the child day care center. All such instruction must be conducted by personnel qualified to perform such training.
- All staff must be instructed in the function and operation of fire suppression equipment and systems used in the child day care center. All such instruction must be conducted by personnel qualified to perform such training.
- The director or designee will provide staff with information regarding off-site workshops and conferences. The director or designee will determine whether the costs of the off-site workshops and conferences are the responsibility of the center or the employee. The director or designee will determine the feasibility of staff attending off-site workshops and conferences during regular center hours.
- All on-site workshops and in-service sessions will be scheduled at the most convenient time for appropriate staff to attend as determined by the director or designee. These may be scheduled during the working day or during hours when the center is not open. Staff will receive at least one week's notice for any scheduled training, workshop or conference whenever possible.
- Red Door Learning Centers will provide MANDATORY trainings throughout the year, including, but not limited to, three full-day trainings when the program will be closed. All employees MUST attend these trainings and requests for time off that coincide with mandatory trainings will be denied. In the event that extenuating circumstances prevent you from participating in mandatory training, you must receive prior approval from your director or designee. In addition, it is the employee's responsibility to seek similar training on their own time and at their own expense.

Red Door Learning Centers provide each full-time staff member with a copy of the curriculum relevant to the age group with which you will work. It is the responsibility of the individual staff member to read, understand and follow this curriculum. Training will be provided on an ongoing basis.

Evaluation

New employees will be evaluated by the Director or Assistant Director at the end of the introductory period.

Each staff member will be evaluated once annually. The annual Performance Appraisal requires input from both the employee and the director. In addition to reviewing performance, the staff member and director will establish goals for the upcoming year.

- Evaluations will be based on classroom observations and discussions between the employee and the designated supervisor.
- The designated supervisor, at any given time, may include a member of the Administrative Staff, or Educational Consultants.
- The director or designee will determine the frequency of formal evaluations beyond the annual evaluation.

Classroom Observations

The director or designee on at least a monthly basis will do formative classroom observations. Classroom observation results will be shared with the classroom staff in an effort to provide support and plan future goals for the classroom team. Classroom observations will be used as a learning and growth tool for classroom personnel. In addition to observing interactions between adults and children, the observer may use specific observation tools including but not limited to: ITERS, ECERS, NAEYC Observation Tool, Creative Curriculum Environmental Checklist.

Classroom observations may be done at the discretion of the director, designee or Educational Coordinator. In addition, classroom staff may request that an observation be done if there are any issues or concerns with either classroom staff or children in care.

Arrival, Departure and Daily Routines

Classroom Opening Procedures

Daily routines are designed to foster a secure, encouraging learning environment. It is important to plan and prepare for the children's day before the day actually begins. Each day, before your children arrive, the following needs to occur:

- Prepare the clear, labeled spray bottle with bleach and water solution
- Ready the sign in sheets and/or daily forms for children's arrival
- Gather breakfast and/or snack food and materials
- Prepare opening room activities
- Plug in bottle warmers (if applicable)
- Sanitize tables with appropriate procedures
- Open blinds (if applicable)
- Complete environmental safety checklist to ensure all classroom equipment is in safe working order

Your classroom should indicate that you are prepared for the day and ready to welcome others. The room should be prepared with the same care that is given to other activities throughout the day.

Children should have choices and activities of interest should be displayed to ease the transition.

Arrival of Children and Families

Greeting children and their families sets the tone for the entire day and provides you, the teacher, with vital information about your children. Each child and family member should be greeted individually and verbally in a courteous, friendly manner. In addition to offering a warm welcome, it is your responsibility to:

- Conduct a daily health assessment on each child and record results on attendance log.
- For early childhood families, exchange information with the parent concerning the child's experiences at home.
- Remind parents and children to wash hands upon entering classroom. Provide assistance as needed.
- Help with separation when needed.
- Assure that each child's attendance is recorded upon arrival, and that (when applicable based on age) a daily report is filled out by the parent/guardian.

Sign In/Sign Out of Children

Each staff member must ensure during greeting that each child is signed into the classroom. You must also ensure that every child is signed out upon departure.

- It is the policy of the center to only release children to authorized persons.
- Each classroom must have a list of authorized pick-ups.
- Parents may take their child out at any time but staff must **always** sign the child if a parent is leaving the classroom with the child.
- If a child leaves a class to participate in other activities in the building (i.e. an aquatics center class or a therapy appointment) the staff must note the transfer of the child on the attendance sheet, indicating that they left the staff's room and supervision.
- The attendance and emergency cards will remain with the class at **ALL TIMES**, including but not limited to walks, playground time, field trips, fire drills and other emergencies. The last classroom staff member to leave the room upon closing is responsible to see that all children in the room have been signed/logged out.

Meal Time

Meals and snacks are opportunities to promote good nutritional habits, autonomy, self-help skills and cooperation.

- Red Door Learning Centers are committed to following CACFP Guidelines. Staff will be trained in proper food handling and storage procedures. Staff must follow the guidelines set forth by CACFP and the USDA when handling, preparing, serving and storing food.
- Meals and snacks are planned to meet the child's nutritional requirements as recommended by the Child and Adult Care Food Program of the United States Department of Agriculture in proportion to the amount of time the child is in the program each day.
- Red Door Learning Centers will ensure that each child in care for more than four hours a day will receive a nutritious meal. For any child in care for more than ten hours a day will receive a minimum of two nutritious meals.
- Menu information is provided to families each month.
- Feeding times and food consumption information is provided to families of infants and toddlers at the end of each day via the Daily Report.
- Mealtime and/or snack time promote good nutrition habits.
- Children are encouraged to serve and feed themselves, and assist with cleaning.
- Chairs, tables, and eating utensils are suitable for the size and developmental levels of the children.
- Tables are to be cleaned before and after each meal with soap, water, and bleach and water solution.
- Meals and snack time are pleasant social and learning experiences for children, while respecting families' cultural preferences.
- Adults sit with children during meals, providing assistance and encouraging appropriate social interaction.
- Adults should only eat what children are eating during the child's meal time and should model appropriate mealtime behaviors.
- Liquids and foods hotter than 110 degrees are kept out of children's reach.
- Keep sharp utensils out of child's reach.
- Wear food handling gloves when preparing or serving food.
- Check for food allergies and see that they are posted.
- **There are no nut products permitted in the Center at any time. Any and all foods provided by families for shared consumption MUST be either whole fruits or commercially prepared foods in factory-sealed containers.**
- Children (except infants) are not to bring in food from the outside unless it is documented for medical or religious reasons. In the event that food is being provided by the family, all items must be clearly labeled with the child's name and date. Such foods must follow CACFP guidelines and meet the nutritional needs of children. Information will be provided to families by the program to aid them in meeting these standards.

- The program will store additional food to supplement meals as needed. Meals will be provided for ALL children aged 2 and over who are enrolled in the program.
- Milk should be offered at breakfast and lunch time to all children, unless a parent or doctor specifies no milk or dairy.
- 100% fruit juice may be offered to children at snack only. (4oz. max)
- Children under the age of 12 months are not fed cow's milk.
- Children ages 12-24 months should be given whole milk.
- Children over the age of two should be given 2% milk unless a parent requests in writing that their child be given something else.
- The following foods are considered to be hazardous to children under the age of four (4) years old and therefore may NOT be served in the program:
 - Hot dogs, whole or sliced into rounds
 - Whole grapes
 - Popcorn
 - Raw peas
 - Chunks of raw carrots
 - Meat, larger than can be swallowed whole
- Older Infants, Toddlers and Preschoolers should be seated at a table with an appropriate sized chair allowing their feet to touch the floor and comfortable access to the table.
- Children are NEVER to be fed in strollers, buggies or while engaged in physical activity. If a child became thirsty while out on a walk, a beverage may be given.

Infant Mealtime (in addition to above)

- Red Door Learning Centers support breast feeding mothers by accepting, storing, and serving expressed human milk for feedings in ready to feed sanitary containers, labeled with the infant's name and date. Red Door Learning Centers do not allow for overnight storage of food. Parents should be reminded to take all unused portions home each evening.
- Breast feeding mothers are welcomed in the facility at any time to breast feed their child. Nursing mothers may use the teen lounge, with comfortable seating, to feed.
- Infants that are in a high chair/feeding table should be buckled in and should be removed from the high chair after eating. High chairs should not be used as restraints to modify behavior or in lieu of proper supervision.
- Bottle feedings must not contain solid foods unless a health care provider supplies written instructions and a medical reason for this practice.
- Children under 6 months are fed according to CACFP guidelines. They are not provided solid foods or fruit juice without express written consent by health care provider and approval from families.
- No foods or liquids provided to infants may be warmed in a microwave.
- Bottles should be warmed in water no hotter than 120 degrees and for no longer than 5 minutes.
- Formula and human milk that has been served and not completely consumed must be discarded after one hour. In addition, formula and human milk that is not refrigerated must be discarded after one hour.

- High chairs/feeding tables should be positioned to face the staff while in use and the child's face should be visible at all times.
- Each bottle and food item will be warmed appropriately. Microwaves will not be used to warm food or bottles.
- Infants under 6 months of age are held in an inclined position while bottle-feeding. There are no propped bottles.
- When providing food for infants, new foods should be introduced to children at home.
- Infant parents may choose to participate in the meal plan provided by Red Door Learning Centers in accordance with CACFP guidelines. Parents who do not opt in, and choose to provide their own food for infants, must label all containers with first name, last name, and date. NO food should be accepted into the program without this information on the food.
- Participating infants will be provided specific foods according to the monthly menu. Additional food may be provided by parents to supplement the program menu if needed. All food must be labeled with the child's first and last names as well as the date. NO food should be accepted into the program without this information on the food.

Rest Time

Each child is given the opportunity to rest during the day.

Other than for school age children, sleeping and napping arrangements must be made in writing between the parent and the program. The center's napping agreement can be found in the student application file. Such arrangements shall include: the area of the program where the child will nap; whether the child will nap on a cot, mat, bed or a crib; and how the napping child will be supervised:

- Infants will rest according to their individual schedules.
- Infants are not to be given bottles in the crib.
- Bibs are to be removed from children before placing them in the crib.
- All infants **must** be placed on their backs when sleeping. Infants who demonstrate a consistent ability to turn from back to belly and belly to back may be allowed to assume any comfortable sleep position after the caregiver places them into the crib on their back.
- Each child will be assigned her/his own crib or cot for sleep time at the center.
- Cribs will be set apart from active sections of the classroom to allow children a quiet place to sleep.
- Cribs, cots, and mats should all be placed 2 feet apart from each other when occupied.
- Crib mattresses should be on the lowest bracket.
- When an infant is placed in their crib to sleep, recordings must be documented on daily sheets for each infant. Infants must be observed by sight & sound at all times.
- Infants are **NOT** allowed to sleep in swings, strollers or infant seats without a note from a health care provider.
- Cribs should not be used as restraints. If a child cries for more than 10 minutes s/he should be removed from the cri
- No blankets, pillows, stuffed toys or other soft items are placed in a crib with a child.

- The infant's head must remain visible during sleep.
- Lighting should be adequate enough so that sleeping children can be seen.
- Toddlers and preschool children will be given an opportunity to rest after lunch time or on an as needed basis
- Children who do not wish to sleep will be given quiet toys to play either at a table or while lying on their cots.
- Accommodations must be made for school-age children who wish to have a quiet and/or rest time.
- Staff members may rub children's backs, read stories, and offer comfort to encourage them to sleep.
- Staff is NOT permitted to lie on the floor with napping children.
- Cots or mats are **NOT** to be placed on the floor until lunchtime is complete and the floors have been swept.
- Each child is to bring a sheet and/or blanket that is labeled & fits into her/his cubby.
- Quiet age-appropriate rest time music is playing.
- Each child will have a labeled cot that s/he uses on a daily basis.
- Cots and cribs will be cleaned with bleach/water solution on a weekly basis, and as necessary.

Outdoor Play Time

The daily schedule provides for all age groups to play outdoors daily, if conditions protect children's health and safety. We will refer to the Child care Weather Watch Grid, which includes wind chill and heat index guidelines, as a guide to appropriate climates for outdoor play time.

- The outdoor environment is safe, clean, attractive, and spacious.
- A playground schedule should be developed for each play space to assure that the maximum number of children is not exceeded and that different age groups are not using a shared outdoor area at any given time.
- Children are dressed appropriately for weather conditions during outdoor activities.
- All pieces of playground equipment are surrounded by a resilient surface (fine, loose sand; wood chips; wood mulch; fine gravel) of an acceptable depth or by rubber mats manufactured for such use, consistent with the guidelines of the Consumer Product Safety Commission and the standards of the American Society for Testing and Materials, extending beyond the external limits of the piece of equipment for at least four feet beyond the fall zone.
- Play equipment is constructed and installed in such a manner as to be safe for use by children.
- There are no pinch, crush, or shear points on or under the equipment.
- Outdoor play space is prepared before the children arrive.
- Outdoor play equipment is put away by a designated staff member.
- Each staff member is assigned a "supervision" area during outdoor play time to ensure that all children can be seen and heard.
- Head counts for children are done upon arrival to the outdoor play space as well as before going back indoors.

- A classroom staff member is never to be left alone outdoors with children.
- Gates are always closed.
- Interact with children while supervising.
- Before going outdoors, the classroom should be clean and toys and equipment should be put away.
- Attendance sheets, emergency contact list, authorized pick up list, and emergency bags should always accompany the classroom.
- Only one group of children is allowed in each play area at one time.
- Each classroom is required to take their first aid bag as well as their attendance sheet out to the playground.

Diapering

Children's diapers will be checked and documented at least every two hours and will be changed on an as needed basis. Diapering is handled in a relaxed, reassuring, and individualized manner based on developmental needs of the child. Teachers plan with families to make diapering a positive experience for children. The diapering procedure should be posted in each classroom where applicable.

- Prior to diapering, check to make sure all needed supplies are ready and within easy reach of the diapering table such as clean diapers, any ointments or creams used, pre-moistened towelettes, disposable gloves, a plastic bag for discarding soiled items and any clothing that may be needed. Ensure that diapering materials, are not placed above the child's head where they could fall and cause potential injury.
- Place one fresh sheet of changing paper on the table where the child will be changed, lay a second sheet of changing paper on top of the first.
- Wash your hands and put on disposable gloves.
- Conversation should be shared with the child throughout routine care giving. Children should be told what is occurring and what to expect.
- Children should be respected at all times, avoiding statements such as, "You are stinky." Or "You made a stinky poop." Also, avoid lifting children to sniff their diaper area.
- Lay the child on the paper. Never leave a child unattended on the diapering table. Never take your eyes or hands from the child while he remains on the table.
- While changing, interact with the child by talking softly, singing, playing or cooing to him.
- Remove pants or open snap outfit. Open the tabs on the diaper and remove the soiled diaper, put it in the covered plastic lined receptacle or place it in the plastic bag and tie. If clothes are soiled, put them in a plastic bag, sealed, for parents to take home.
- Clean the child by wiping front to back, **NEVER BACK TO FRONT**, with a pre-moistened disposable towelette. Discard the used towelette in the covered plastic lined receptacle or plastic bag.
- Remove the top sheet of changing paper that was placed under the child and discard it in the lined plastic lined receptacle or plastic bag. The child is now on a clean piece of changing paper.
- Remove gloves. Dispose in the plastic lined receptacle.

- Wipe the child's hands with a wipe. Then staff should wipe their hands with a clean wipe. Then, if ointment cream is required, staff should put on one clean glove to apply the topical ointment.
- If applying topical ointment, an OCFS parental consent form must be on file.
- Diaper and dress the child.
- Wash the child's hands with soap and water.
- Return the child to his group or activity.
- Wash your hands with soap and water.
- Use a spray bottle with soap and water to wash the surface of the changing table, then spray water to rinse, and then use a bleach solution to clean and disinfect the diapering area including, pad, table, equipment and supplies that were handled. The sink, crib or cot should also be disinfected if necessary.
- Wash your hands thoroughly with soap and water. Dry them with paper towels. Use this procedure with each diaper change.
- Soiled cloth diapers are put in individual plastic bags and sent home on a daily basis.
- In the event that bodily fluids spill onto carpeted surface, the area is to be disinfected with bleach and water solution and request for maintenance (spot cleaning or carpet shampoo) should be made to the administrator.
- Wearing gloves is NOT a replacement for hand washing but rather to be used in addition to hand washing.

Toileting

Routines such as toileting are handled in a respectful, relaxed, reassuring, and individualized manner based on developmental needs. Teachers plan with families to make toileting a positive experience for children.

- Preschool children will be supervised by sight and sound while toileting.
- School-age children are permitted to use the facilities on their own, but staff must be aware of and responsible for the child at all times, even while out of their direct line of vision.
- Staff aware of school-age children who are using the rest room facilities will be sure to check on children after 3 minutes.
- Allow privacy if requested. Children must be supervised primarily by sight. Supervision for short intervals by sound is acceptable as long as teachers check frequently on children who are out of sight.
- Your role with children who are toilet learning is to be encouraging while allowing children to approach the toilet and to go at their own pace.
- Regular staff will not allow substitutes to accompany children to the bathroom, unless the director or designee has approved it.

- Staff will assist children in washing and drying of hands, while teaching the proper procedures.
- Accept all “accidents”.
- Prior to use by children, check that the bathroom is supplied with toilet paper, soap, and paper towels.

Building Cleanliness/Maintenance

It is your responsibility to maintain your environment in a clean and sanitary manner. Each director or designee will be responsible for designing and implementing procedures to assure this objective is met. The following guidelines will be incorporated in each center’s procedures.

Each staff member is personally responsible to perform the following routine cleaning chores:

- Using bleach and water solution, clean tables, chairs and floor areas surrounding tables after meals and snacks.
- Keep sink and counter and closet areas of classrooms clean and tidy at all times.
- Children’s cots or cribs will be washed and sanitized weekly and as necessary.
- Keep the classroom and closets neat and orderly at all times.
- Clean the kitchen area and all utensils, bowls, etc. used after each project.
- Discard diaper pail bags and classroom garbage bags as necessary.
- Infant toys will be cleaned and sanitized as needed and at a minimum on daily basis.
- Classroom toys for older children will be cleaned and sanitized as necessary and at minimum on a weekly basis.
- Toys that come in contact with bodily fluids, such as saliva, are sanitized with bleach and water solution and left to air dry before use by another child.
- Classroom staff is responsible for maintaining a safe environment for children and adults. Any potential hazards should be brought to the attention of the Administrator immediately. All necessary precautions should be taken to reduce hazards including:
 - all outlets must covered with safety covers,
 - floors must be dry,
 - area rugs must lay flat and secured,
 - any chipping paint must be covered and reported
 - blind cords must be secured in a fashion so as to make them inaccessible to children
 - the following items must be stored in a manner that is inaccessible to children: handbags, backpacks or briefcases belonging to adults; plastic bags; and toys and objects small enough for young children to swallow.

A Sanitation Frequency Chart is posted in each classroom. It is the responsibility of the classroom staff to ensure that all required cleaning routines are followed according to this chart and in addition to the above.

Daily Reports

Daily reports are the main system for daily written communication between the parent and child care center for children in our infant, ones, and full-day two programs. These forms are legal documents and must convey your sense of each specific child's management of her/his day.

- The top portion of the daily report is filled out in the morning by parents of an infant or toddler child. Parents should be reminded to include pertinent information about the child's previous evening, morning, medicines and food consumption. In addition parents may use this space to share any other non-emergency information with classroom staff.
- Each staff member should review the Daily Report for pertinent information upon start of their shift or as they are completed by parents.
- Feeding times and food consumption is reported to parents of infant and toddler parents.
- Diapering and toileting habits are reported to parents of infants and toddlers.
- Any services received by children should be documented on the child's daily report. In addition, a notation should be made as to where services were provided, either in the classroom or out of the classroom.
- An overview of the child's day is reported to parents using descriptive language.
- **Daily reports should be individualized for each child.**
- Staff members that work mid-day shifts will read each daily when they arrive to familiarize themselves with the child's daily activities.
- Daily reports are confidential documents.

Children's Departure at the End of the Day

The goal of the teacher at the end of the child's day is to facilitate a smooth transition from the center to the care of the parent. Employees will greet parents and authorized escorts in a courteous, friendly manner.

- Children should be reasonably well groomed with hands and face washed.
- Children should be engaged in activities that are quiet and calm to prepare them to leave.
- Parents and children should be helped with the transition to home by staff talking to each parent in a reassuring manner about their child's experience.
- Children's work and other materials will go home with the child on a daily or as needed basis.
- Children must be signed out by a staff member when an adult who is authorized to pick up the child takes them.
- Professional conduct goes a long way to instilling confidence in parents. Staff must maintain confidentiality at all times, discussing only that parent's child and doing so in a respectful and private manner. **CONFIDENTIALITY IS IMPORTANT!**
- Classroom staff will model the appropriate language and behavior for parents and children.

- Parents will be encouraged to gather their child and their belongings and depart from the center in order to protect the safety of all children.

Closing the Classroom

Closing staff will close the classroom and prepare it for the next day after all children have left the room. In addition to site-specific routines, closing staff have the following responsibilities.

- Supplies and materials will be restocked.
- All toys and equipment will be put away.
- Clean cribs of sand and dirt
- Put food in sealed containers
- Wash all dishes left in sinks
- **Attendance sheet will be verified and initialed.**
- Attendance sheet will be put out for the next day.
- All windows will be closed and locked.
- Toys and equipment will be cleaned and sanitized on an as needed basis.
- Wash and sanitize tables
- Unplug bottle warmers.
- Classroom will be left in a neat, organized, and safe condition.

Health and Safety

Hand Washing Procedures

Staff will follow proper procedures during hand washing:

- Wash with liquid soap and warm, running water for at least 30 seconds.
- Hands must be rubbed vigorously including back of hands, wrists, between fingers, under and around jewelry, under fingernails.
- After rinsing well, use single use or disposable towels.
- Avoid recontamination from faucets by turning off faucets with disposable towel.
- Hand washing procedures are posted in each classroom and bathroom by the hand washing sink.

- Wearing gloves is not a replacement for hand washing. After removing gloves, hands must be washed.
- Hand washing sinks may not be used for bathing children or removing smeared fecal matter.

Child and Adult Hand Washing

Children and staff will wash their hands with liquid soap and water at the appropriate times which include but are not limited to:

- On arrival for the day,
- After diapering or using toilet,
- After handling bodily fluids,
- Before meals and snack, before preparing or serving food or after handling raw food that requires cooking,
- Before and after playing in water that is shared by two or more people,
- After handling pets and other animals or materials such as sand or dirt, when moving from one group to another that involves contact with infants and toddlers/twos
- After handling garbage or cleaning
- Upon arrival to the classroom from visiting another area of the program
- After contact with any potentially infectious materials, including bodily fluids

Staff also must wash their hands:

- Before and after administering medication,
- After handling garbage or cleaning
- Before and after feeding a child,
- After assisting a child with toileting

Children wash hands after toileting/diaper changing, before meals, after nose blowing or wiping and after contact with any potentially infectious materials, including bodily fluids.

Children's Hand Washing:

- Staff will assist infants and toddlers with face and hand washing as needed.
- Educate children concerning hand washing procedures: use of running water, liquid soap, rubbing of hands, single use or disposable towels, and turning faucets off with disposable towel.

Storage of Potentially Dangerous Products

All chemicals and potentially dangerous products such as pocketbooks, medicines, cleaning supplies, and suntan lotions are stored in original labeled containers in locked cabinets inaccessible to children (does not apply to diluted bleach solutions which must be inaccessible to children, but not locked).

Emergency Evacuation

- Upon evacuating the building for a fire alarm or other condition, Staff must take attendance sheets, emergency bag, emergency contact information, cell phone, first aid kit and emergency medications if applicable.
- It is also advisable to take at least one portable walkie talkie radio from the Center.
- Remain calm, count the children before leaving the building, and close all doors as you exit.
- Infants and Non- Walkers will be evacuated via rolling crib to the primary meeting area; Walkers on foot assisted by staff to the primary meeting area; Ambulatory Pre-Schoolers will be assisted by staff to the primary meeting area.
- The Director or designee will ascertain all rooms are empty and that all staff and children are accounted for.
- Parents or guardians will be notified of the evacuation via telephone and/or email.
- When determined by responding fire department officials and staff that the building can be reoccupied, the all clear will be given to Child Care staff by the Director.
- If the severity of the situation is such that the Center cannot be reoccupied immediately, the children will be relocated to our emergency evacuation site.
- The Director or designee will ensure that attendance sheets and parent emergency contact information are relocated along with the staff and children, and that all children are accounted for upon arrival at the relocation site.
- When possible, a sign will be placed at the main door of the center indicating that the children have been relocated and the location of the site.
- Notwithstanding parent notification at the time of an evacuation, as above, details and address of emergency relocation sites will not be published.
- Child Care Center staff will be responsible to notify parents or guardians as to the location of their child for pickup:

Written emergency-evacuation procedures are posted in conspicuous places.

Red Door Child Learning Centers Emergency/Unusual Incident Plan, which includes Response & Notification Procedures, and has been approved by OCFS will be kept on file in key offices and available to parents upon request. Staff will be provided with copies of this plan.

Fire Safety Documentation

- Fire drills are done at least monthly and are logged by the Site Administrator in an alarm log. Primary means of egress and secondary means of egress must be used at various times during fire drills. Times of drills must be varied.

- Monthly fire safety logs will be completed by the Director of Facilities, and kept on file in his office for review upon request.

Emergency Contact Numbers

Emergency numbers including but not limited to 911, State Central Register (Child Abuse Reporting), poison control and main office should be displayed by each phone.

Emergency contact numbers for each child should be kept with each group in their emergency bags, and travel with groups at all times, both on-site and off-site.

Accident/Incident Reports

An Accident/Incident Report (OCFS Form 4436) will be completed when a child receives an injury while in the care of the child care center that requires first aid or medical attention.

- Report will be completed within 1 hour of the injury.
- The most senior person in charge of the classroom that witnessed the injury will complete the form.
- If the person completing the form is not the Lead Teacher, the Lead Teacher must initial the form before being signed by the Director.
- The Director, Assistant Director or their designee must be informed of the accident/incident at the time of the accident/incident, before a parent is called.
- The parent must be called at the time of injury.
- The Director or designee must sign the form.
- The parent, or authorized escort/pick-up person, must sign the form.
- In the event that the accident/incident is minor and the parent is notified by phone and wishes not to come in to sign the report (i.e. bus child), a notation of this verbal request will be made in lieu of a parent signature.
- The parent must receive a copy of the completed form with all signatures.
- The completed incident report is forwarded to the Director or designee.

Emergency Procedures

- First aid kits/materials are located in the Early Childhood Office, as well as in each classroom. These first aid kits will be checked at least monthly by the most senior person in the classroom to assure that ample supply of items are available. In addition, senior classroom staff are responsible for replenishing items as needed.
- A list of children and staff members including their home and emergency numbers are in each classroom. This information is taken with the class any time they leave the room. Each child and staff member's emergency medical release is in the file cabinet. This information must go with them if they are taken to the doctor or hospital.

- If there is a serious emergency involving a child, the Center will phone 911 and parents/guardians immediately. As soon as the situation is stable, OCFS must also be contacted. In the event that a staff member is involved in a serious emergency, the Center will contact 911 and the listed Emergency Contact on file.
- If a child or staff member is involved in an accident, the Center staff will fill out the appropriate accident report form.
- If a child exhibits any of the symptoms described in the Center's Health Plan, relating to infection control, the parents/guardians will be notified and will need to pick their child up within one hour. The exclusion policy applies to staff members and children enrolled in the program.
- The Center has installed fire extinguishers throughout the area for adult use.
- Doors in the Center are marked clearly for fire exit. Fire drills are held monthly involving the staff and children.
- Staff members are trained in First Aid and Infant/Child CPR.

Medication Administration

Red Door Learning Centers will not permit the administration of any medication, including over-the counter orally administered drugs and prescription ointments, to any child without proper procedure. Only those individuals who have successfully completed and maintained the required requisites for the approved New York State Medication Administration Training (MAT) may administer medications. There are NO EXCEPTIONS to this policy.

Staff Must:

- be at least 18 years old
- have current first aid and CPR certificates
- have successfully completed the OCFS approved Medication Administration (MAT) course or be a registered nurse, practical nurse, certified first responder, EMT, physician, physician's assistant or nurse practitioner.

Procedure:

- When a parent requests that an employee administer any medication to their child, the parent and the child's doctor must fill out a "Written Medication Request Form". This form must be filled out by the child's healthcare provider and the child's parent and must be signed by both. This form must include the date, the child's name, the name of the medication, the required dosage, the number of times medication is to be administered in a day, the route to be given, the licensed healthcare provider's name, telephone number and signature, the date the medication shall be discontinued or length of time in days the medication is to be given, reason for medication, most common side effects, special instructions and any circumstances under which the medication should **not** be given. The parent will indicate the

specific time of day the medicine should be given. **EMPLOYEES WILL NOT ADMINISTER ANY MEDICINE WITHOUT THIS FORM BEING FILLED OUT COMPLETELY.** Parents may administer medication to their own child at any time.

- When an employee administers medication, the date, time administered, dosage and any side effects must be noted on the administration log. Completed forms are filed in each child's file.

In Order to Give Medicine Safely:

Wash your hands before giving medicine.

- Be gentle, yet firm, when giving a child medicine. He or she may not want to take it. Never force a child to take a medication. Call the parent if the child refuses to take the medication. This must be documented as a “medication error” on the appropriate forms.
- Be sure to follow written instructions.
- Follow MAT training guidelines for the administration of all medications.
- Medications must be in the original pharmacy container with the child’s name, medication name, authorized prescriber’s name, date, date of expiration, pharmacy name and phone number, dose, how often to give the medication and when the medication is to be discontinued.
- **It is the responsibility of the individual administering medication to check that they are administering medication to the:**
 - **RIGHT CHILD** with the
 - **RIGHT MEDICATION** through the
 - **RIGHT ROUTE** in the
 - **RIGHT DOSEAGE** at the
 - **RIGHT TIME**
- Over the counter medication must be in the original container and be labeled with the child’s first and last name.
- All medications must be kept in a locked container.
- When a medication is finished or expires, return the unused portion to the parent for disposal.

It is the responsibility of the individual providing medication to be aware of and follow any updates in process or procedure provided by the New York State MAT program.

If a child needs an INDIVIDUAL Health Care Plan, staff will refer to the requirements of that section of this policy handbook.

Policy on Communicable Disease Management

If a child exhibits signs of having a communicable disease, the teacher will notify the Director or Assistant Director of the center and a determination will be made whether to call the parent and have the child picked up from the center. Parents are informed of this policy via the Parent Handbook.

- A. Staff members complete a daily health assessment each morning on the children. The majority of the staff will have been trained through First Aid courses to help them recognize the common signs of communicable diseases. The signs the staff member will recognize as signals of a possible illness are listed under “Guidelines for Exclusion of Children from Day Care.”
- B. No staff member will administer any medication or vitamins without physician permission in writing. No medication or vitamins may be put into a bottle or cup brought from home.
- C. Any child, suspected of having a communicable disease, is isolated in either the Early Childhood or Second-Home Daycare office, within sight and hearing of an adult. The child is given a cot/blanket for use. (When the child is discharged, these are sanitized.) The parents or emergency contacts are telephoned to pick the child up from the Center. If no signs of disease are present for 24 hours, or upon receipt of a doctor’s note, the child will be re-admitted to the Center.
- D. Any child suspected of being mildly ill (a child experiencing minor cold symptoms or who does not feel well enough to participate in activities but does not exhibit any of the symptoms specified in “Guidelines”) will be cared for within the child's group. The child will be observed carefully for signs of any worsening condition.
- E. When a staff member exhibits any sign of communicable disease, s/he leaves the Center. A substitute replaces the ill staff member.
- F. Other classroom/group parents will be notified via email with the type of illness, what to look for, side effects and the duration of incubation/recovery time.

Guidelines for Exclusion of Children from Child Care

- Signs of possible moderate or severe illness; including unusual lethargy, irritability, persistent crying, difficulty breathing and/or inability to participate in a group setting.
- A child exhibiting a fever of > 100 F or above, taken using an electronic forehead thermometer, must be excluded for a minimum of 24 hours.
- Persistent, frequent cough that interferes with the child’s activities.
- Uncontrolled diarrhea defined as an increase in the number of stools, compared with the child’s normal pattern with increased stool water and/or decreased form (diarrhea that cannot be contained within diapers or toilet use) to be excluded until the diarrhea stops.
- Effortful vomiting; unless the vomiting is determined to be non-disease related and the child is not in danger of dehydration, excluded until vomiting has ceased for 24 hours.
- Rash with fever or behavior change or a rash that is possibly infectious to be excluded until cessation of fever and a health care professional determines the condition to be noninfectious.
- Chicken pox excluded for 6 days after onset of rash or until all lesions have dried and crusted.
- Strep throat/scarlet fever excluded until 24 hours after treatment has been initiated.
- Impetigo excluded until 24 hours after treatment has been initiated.
- Scabies/head lice allowed to return to child care the morning after their first treatment.
- Purulent conjunctivitis (pink eye) defined as pink or red conjunctiva with white or yellow eye discharge often with matted eyelid after sleep and including a child with

eye pain or redness of the eyelid or skin surrounding the eye excluded until 24 hours after treatment has been initiated.

- Mouth sores associated with an inability of the child to control his saliva excluded until a health care professional determines the condition to be noninfectious.

Child Abuse and Neglect

The child care center will not allow any child to be abused, neglected or mistreated by any employee. All employees are responsible for the well-being of all children enrolled in the center. All employees are aware that as an Early Childhood Professional they are MANDATED REPORTERS of child abuse and neglect. Mandated Reporter Hotline phone # 1-800-635-1522. Director must be informed of incidents when SCR is notified.

As the witness or suspicious party, you must make the call to SCR. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation or other disciplinary action for that reason alone unless it is proven that the report is made with malicious intent.

- Corporal punishment is prohibited. Corporal punishment is defined as physical abuse inflicted directly on the child's body and includes but is not limited to spanking, biting, slapping, pinching, kicking, shaking, shoving, twisting or choking. It also includes demanding a child to perform excessive physical exercise, using prolonged periods where there is a lack of movement or motion, implementing strenuous or bizarre postures, and compelling a child to eat or have in his or her mouth, soap, hot spices or foreign substances. Forced feeding is prohibited.
- Verbal abuse includes, but is not limited to, the use of profane or inappropriate language while in the presence of children or the use of such language directed at children to frighten, demean or humiliate them.
- No employee will neglect a child's needs. Neglect is defined as any action in which a child's needs are denied, withheld or ignored. These needs include but are not limited to the withholding of food or drink, denial of a rest period, and denial of diapering or toileting needs. In addition, a child will never be isolated in a darkened area or closet.
- Caregivers will be made aware of the common behaviors shown by abused children. All staff members are required to participate in Child Abuse Recognition, Shaken Baby and SIDS training once during every two year licensing period.

In the event that an incident occurs involving a staff member, the following procedure will be followed IMMEDIATELY following the incident:

Any staff member who is present or witness to incident must:

- As appropriate, render or intervene to stop the incident
- As necessary, call for assistance from other staff members

- Report incident immediately to Director or designee.
- In the case of suspected abuse, neglect, or maltreatment notify New York State Registry of Child Abuse of the suspected abuse or incident by calling **1-800-635-1522**.
- Preserve all physical evidence, such as clothing, involved items, drugs, medications, etc., in a secure place.

The director or designee will assist staff and:

- Immediately respond, observe, and designate staff to provide necessary services to the child
- If necessary, arrange for medical exam or treatment through appropriate community emergency care resources and ensure that the child receives appropriate treatment or other required services
- The director or designee will notify the child's parents by telephone explaining the incident or physical condition of the child and arrange an appointment to meet with the parent. If the parent is unable to be reached by phone then a message will be left with an emergency contact person. Attempts to contact the parent must continue until the parent is reached.
- If a crime is suspected, notify the appropriate law enforcement authorities.
- Document the incident on the Child Protective Services (CPS) forms DSS 2221 and place a copy of the report in the child's file and applicable staff file. Forward the form to the local CPS office.

Upon notification of an incident, the director and/or Executive Office staff may:

- Suspend the employee with pay until appropriate steps are taken to define facts
- Based on the information obtained, will either reinstate or terminate employee(s) involved in the incident
- Meet with all staff and/or parent group concerning the incident as deemed necessary

Red Door Learning Centers' Emergency or Unusual Incident Response & Notification Plan

Introduction

This plan provides information, instruction, and procedures to assist Child Care Staff in responding to a variety of emergencies. As a child care provider entrusted with the safety of children, it is important to be familiar with the plan and to always keep the following critical information in mind:

- Evacuation Routes, Exit Points, Assembly Areas
- When and How to Evacuate the Building
- Locations of Manual Fire Alarm Pull Stations
- Procedures for Notifying Security and other Emergency Responders

- Procedures for Applicable Post-Event Notification

Emergency Notifications

Police/Ambulance/Fire	911
Director, Child Care Center	516 385-2323
Poison Control	800-222-1222
OFCS	631 240-2560

In the event of a serious incident the NYS Office of Children and Family Services (OCFS) should be notified in accordance with NYS Regulations 418-1.15 (a) (14). OCFS should be notified after 9-1-1, the Child Care Center Director, and parents/guardians have been notified. A live person must answer. Ask to speak to a supervisor if licensor is not available.

Each staff member must carry a cell phone when taking children out of the Center for all on-campus field trips. The Emergency Notification numbers listed above must be programmed into the cell phone and must also be placed in the emergency bags for easy access.

Other Communications

- Intercoms are in place at the Child Care Center and should be with your group at all times. They may be used to notify Security, the EC Office, and other Department staff for critical situations and emergencies.
- Each staff member must carry a cell phone when taking children out of the Center for all field trips. The emergency numbers above should be programmed into the cell phone.
- Intercoms are also located in each classroom, and communicate directly to the EC Office. These devices should be used when an issue arises in the classroom that requires assistance, or when staff is unable to communicate an emergency situation via other means.

Building Fire Alarm System

The Child Care Center's fire alarm system consists of a combination of smoke detectors and manual fire alarm pull stations that when activated will sound an evacuation alarm (horn) and activate flashing strobes. Manual pull stations are located at or near the exits. The fire alarm system is monitored by an off campus central station alarm company that will receive the alarm via phone lines and contact the fire department.

Fire Alarm Procedures

- The first person observing any fire or smoke condition will activate the nearest manual fire alarm pull station.

- Immediately upon hearing the fire alarm, staff will evacuate children via the nearest exit.

Evacuation Procedures

- Upon evacuating the building for a fire alarm or other condition, Staff must take attendance sheets, emergency bag, emergency contact information, cell phone, first aid kit and emergency medications if applicable.
- Remain calm, count the children before leaving the building, and close all doors as you exit.
- Infants and Non- Walkers will be evacuated via rolling Evacuation crib to the bus loop area; Walkers via approved transportation equipment or on foot assisted by staff to the bus loop area; Ambulatory Pre-Schoolers will be assisted by staff to the far edge of the playground areas.
- The Director or designee will ascertain all rooms are empty and that all staff and children are accounted for using the face-to-name attendance sheets.
- Parents or guardians will be notified of the evacuation via telephone and/or email.
- When determined by responding fire department officials and MIY staff that the building can be reoccupied, the all clear will be given to Child Care staff by the EC Director.
- If the severity of the situation is such that the Center cannot be reoccupied immediately, the children will be relocated to our emergency evacuation site, the Atria Senior Center.
- The Director or designee will ensure that attendance sheets and parent emergency contact information are relocated along with the staff and children, and that all children are accounted for upon arrival at the relocation site.
- When possible, a sign will be placed at the main door of the center indicating that the children have been relocated and the location of the site.
- Child Care Center staff will be responsible to notify parents or guardians as to the location of their child for pickup:

Shelter in Place

Shelter in Place is a response to an emergency that creates a temporary situation in which it is safer to remain in the building rather than to evacuate. There may be some situations which include locking all doors, closing all windows and window shades, remaining in a room away from large windows or turning off heat and air conditioning systems.

Situations may include:

- Severe Weather Conditions or Extreme Hot or Cold Temperatures
- Chemical or Biological Spill
- Rabid Animal Sighting
- Intruder or Criminal Activity/Incident on Campus

In a real emergency, parents may not be able to pick up their children necessitating an overnight stay and the need to have a variety of supplies on site including non-perishable food, water, first aid and other safety equipment.

Required Items include:

- First Aid kit
- Telephone
- Flashlights and extra batteries
- Food and Water
- Infant Supplies when applicable
- Face-to-name attendance sheets

***Needed supplies will be reviewed during each shelter in place drill, by the director or designee, to ensure health and safety needs of children.

Other Items to Consider:

- Toileting/Diapering supplies
- Battery Powered Radio, Games and Books
- Materials to cover windows and vents (duct tape)
- Medications (if applicable)

Shelter in Place/Additional Information:

- The primary room to be used for Shelter in Place situations is the _____.
- Shelter in Place Drills will be conducted twice a year and documented on the form provided by OCFS.
- Parents must be notified in advance of all Shelter in Place Drills.
- Supplies will be kept in the main office and inspected monthly.
- Child Care Staff and children will be alerted to Shelter in Place by the Director, designee in person or by phone in each room.
- If necessary the Director or designee will call 911 via land line, cell phone or portable radio.
- Parents or guardians will be notified of Shelter in Place Drills in advance via e mail.
- Parents or guardians will be notified of actual emergencies entailing Shelter in Place by email.

- Activities will be provided by staff to occupy the children and include, battery powered radio for music, games, reading, and art activities.
- Staff will closely monitor the children's health, safety and emotional needs by reassuring and comforting them and by remaining in frequent contact with Director and administrative staff for updated information regarding the situation.

Medical Emergencies

In the event a child incurs an injury or becomes ill:

- Stay calm. Assess the child's injury or symptoms. Check for life-threatening situations (choking, severe bleeding, or shock).
- Do not move a seriously injured child.
- Based on the severity, call 911 and notify Red Door Learning Centers Director/Administrative Staff
- Render First Aid and CPR if necessary.
- Ensure that other Center Staff are aware of the situation and that other children in the class are secure and supervised.
- Notify the parents or guardian as soon as possible.
- In the event of a serious injury or illness the NYS Office of Children and Family Services (OCFS) should be notified at 631 240-2560 in accordance with NYS Regulations 418-1.15 (a) (14).

Missing Child

In the event a child is discovered missing from the Red Door Learning Centers or during a provided service (i.e. bussing), the below procedures must be followed by Child Care Staff:

- Immediately call 911 and inform them of your location and provide a detailed description of the child including name, gender, race, age, eye and hair color, height, weight, clothes worn (including shoes), any distinguishing characteristics and location and time last seen.
- While maintaining NYS Regulations, ensure that all other children in the group are secure with another member of Child Care Staff and conduct an immediate search of the building and/or surrounding area last seen.
- Notify the Director of the Child Care Center of the situation. The Director will be responsible to notify all authorities as required by state regulation.
- Notify the parents or guardian that the child is missing and confirm that the child has not been picked up and is not in their custody.

Upon receiving a call from Child Care Staff that a child is missing from the Child Care Center or from another related service, the following procedures

Immediately respond to the scene, confirm that 911 has been called and that police are responding, obtain any additional information relevant to the circumstances involved, and continue to conduct a search for the child in the area last seen.

- Transmit a detailed description of the missing child over the portable radio to all available Facilities Department staff. Facilities staff from various areas may be mobilized as a force multiplier and directed to assist in the search.
- Upon their arrival, provide responding members of law enforcement with any additional information relevant to the investigation and search as necessary. A photo of the missing child should be also provided to law enforcement when available.
- Notify the PreSchool Director, Director of Facilities, and the Chief Executive Officer as soon as possible. The PreSchool Director (or above mentioned if unavailable) will be responsible for the coordination of the investigation and search with law enforcement and ensure that members of Red Door Learning Centers administration are notified and remain updated as to the situation.
- Once the child is found it will be the responsibility of the PreSchool Director or designee to inform the parents/guardian and all parties involved to discontinue the search.
- The PreSchool Director or designee will be responsible to organize a debriefing with all parties involved as soon as practical to and examine and document the circumstances of the incident.
- In the event of a serious injury or endangering situation, the NYS Office of Children and Family Services (OCFS) should be notified at 631 240-2560 in accordance with NYS Regulations, and if applicable, a Mandated Reporter Call should be placed to NYS Child Protective Services.

Power Failure

- In the event of a power outage, staff should notify the Director
- If a fire alarm sounds, staff should notify the Facilities Department and follow the Center Evacuation Procedures.
- The building is equipped with emergency lighting and flashlights are available in each room. Staff and children should remain in the classroom and if possible, proceed with activities as usual until power is restored. If power cannot be restored within a reasonable amount of time, the center will close (under direction of the Facilities Department) and parents will be contacted. Lead teachers are responsible for contacting parents to inform them of closing and of the need to immediately pick up their child.
- The NYS Office of Children and Family Services (OCFS) must be notified at 631 240-2560 in the event the center loses power for longer than one hour, or if power will not be restored within a reasonable amount of time and a decision has been made in consultation with the Facilities Department that the center should close.

Flooding

- In the event of a flood, cease using all electrical equipment.
- Keep everyone away from the water.
- Notify Director.

Intruder/Suspicious Persons

- Staff should immediately notify Director/Administrative Staff in the event an intruder or suspicious person attempts to gain entry to the center, is observed in the vicinity of the center.

Bomb Threat Procedures

- If you receive a bomb threat by phone:
 - stay calm,
 - take notes, and
 - try to be attentive to the details in order to obtain as much information as possible (when, where, what, who?)
- Observe the caller's speech patterns, accent, tone, emotional state, background noise, age and gender.
- Call 9-1-1

Suspicious Packages

Child Care Center Staff should be alert to the below listed characteristics of a suspicious package:

- Restrictive markings such as "CONFIDENTIAL" or "PERSONAL".
- Excessive postage, weight, tape or string.
- Oily stains or discoloration on package.
- No return address or incorrect titles.
- Handwritten or poorly typed address and misspellings of common words.
- Rigid, lopsided, or uneven envelopes.

In the event a piece of mail or package with the above characteristics is received Director/Administrative Staff and follow directions below

- Do not open or shake it.
- Do not carry or show to others
- Do not sniff, touch or taste.
- Do not alert others in the area.
- Leave the immediate area, close doors and prevent others from entering by using signs or guarding.
- Distance and separation are the safest precautions to take.
- Wash hands with soap and water.
- If ordered to do so by Red Door Learning Centers, Security or first responders, follow the Child Care Center Evacuation Procedures.

Behavior Management

The program staff should, at all times, seek to remediate challenging behaviors, help children to solve problems, and encourage acceptable behaviors in developmentally appropriate ways. At no times should “time-out” be used, but instead redirection and positive guidance should govern the approach.

The staff must use acceptable techniques and approaches to help children solve problems.

Discipline is a learning process that encourages independence and self-control, develops a child’s self-concept and encourages appropriate behaviors in any given situation. Our goal is to teach children to self-regulate, not to punish.

The program must provide copies of behavior management guidelines to all staff and parents of children in care at the program.

Behavior management must promote self-esteem in children and guide children in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care.

Any discipline used must relate to the child's action and be handled without prolonged delay on the part of the staff so that the child is aware of the relationship between his or her actions and the consequences of those actions.

Isolating a child in a closet, darkened area, or any area where the child cannot be seen and supervised by a teacher is prohibited.

Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group, but only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where s/he is in the view of, and can be supervised and supported by, a teacher. Interaction between a teacher and the child must take place immediately following the separation to guide the child toward appropriate group behavior. Separation of a child from the group in a manner other than that provided for herein is prohibited.

Physical restraint is prohibited. Physical restraint is the act of using force to extremely limit a child's body movements for a lengthy period of time. It involves holding a child against her/his will and putting pressure on the child's chest and/or extremities in an effort to significantly restrict her/his movement, thereby making it extremely difficult for a child to move. It may also involve holding a child flat on the ground and restricting her/his body from movement.

Physical intervention is permitted. Physical intervention is the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others. It may involve:

- picking a child up and moving him or her away from danger or conflict,
- holding the child's hands or gently touching the body to direct their movement,
- rocking a child to soothe them,
- blocking a child's path when they are about to injure themselves or others or destroy property.

This technique allows the child to regain self-control as quickly and safely as possible. A consultation with a child's parent is required if the child is not receptive to physical intervention.

Corporal punishment is prohibited. The term corporal punishment means punishment inflicted directly on the body including, but not limited to:

- physical restraint, spanking, biting, shaking, slapping, twisting or squeezing;
- demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures;
- and compelling a child to eat or have in the child's mouth soap, foods, hot spices or irritants or the like.

Withholding or using food, rest or sleep as a punishment is prohibited.

A child may only be disciplined by a director, group teacher or assistant teacher.

Methods of discipline, interaction or toilet training which frighten, demean or humiliate a child are prohibited.

Staff will acknowledge children's feelings, guiding them to identify and express these feelings in an appropriate way. At no time will staff ridicule, humiliate or frighten a child

Rules and routines will be stated in positive terms to clarify what is expected of the child. For example, “Feet are for walking, we don’t run inside the classroom.”

Classroom rules and routines will be consistent and will reflect the developmental levels of the children. Staff will provide and model appropriate language and behavior.

The classroom team will address all discipline problems and concerns with support from the director or designee

Biting & Young Children (Infants & Toddlers)

Biting is a common behavior among older infants and toddlers in group care. Biting is not viewed as a “bad” behavior, but rather as an inappropriate behavior. While biting is a developmentally appropriate response for infants and toddlers, it is viewed as a socially unacceptable reaction. When it occurs, staff has a responsibility to both the child who bites and the child who is bitten. Our primary goal is to support each child and each family as we move through this developmental period.

With this philosophy in mind, we practice many preventive strategies within the classroom. These strategies include but are not limited to: providing an age-appropriate room arrangement and curriculum, multiples of toys, close supervision and observation, and redirection.

When biting occurs:

- The child who has done the biting is told, “No biting.” and redirected to another activity.
- The child who received the bite is comforted. The area is washed with soap and water.
- An accident/incident report is completed for both the child who has been bitten and the child who bit.
- The parents of each child are notified immediately.
- Information about the biter and bite is confidential. Names are not provided to either parent by the staff.
- The staff that works with these children meets to discuss the biting report and to evaluate the incident and develop an intervention plan.
- If repeated incidences of biting occur from the same child, an outside person is asked to observe in the room and join the staff team in developing a plan for the biter.

Our goal is to find solutions that recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child.

Swim Plan

No child shall participate in aquatic activities without a certified lifeguard present.

The certified lifeguard can be either a staff person from the day care center, or an employee of the venue.

If provided by the center, the certified lifeguard must be certified for the body of water they are supervising children in or near.

No child shall participate in activities at or near a body of water, without a person who is certified in cardio-pulmonary resuscitation and first aid present.

The program shall at all times keep track of the location and maintain safety for all children during swimming and other off-site activities.

Each teacher will have a list of children who are present at the pool, and will do a "face-to-name" recognition check upon:

- entry into the locker room,
- upon arrival on the pool deck,
- as each child enters the pool, and
- as each child exits the pool/pool area.

When exiting the locker room area, another name to face attendance check will occur.

For children opting not to swim, a staff member must be available and present to conduct direct competent supervision.

In the event of a lost swimmer, staff will search the pool, pool deck area, and locker room immediately. An "all-call" emergency alert message including a description of the child will be made over communication channels. All entrances and exits will be locked immediately, with our program entering "lock-down" mode. The program will immediately then follow missing child procedures, as outlined in the applicable sections of our emergency response plans.

All staff attending the aquatic activity must review the aquatic activity plan before departing for the activity.

Each child shall have a signed statement of permission from the parent in order to participate in our swim program. Permission notes must include the following:

- (i) Name and age of the child;

- (ii) Address where the pool is located;
- (iii) The depth of the pool at its deepest and most shallow point;
- (iv) Dates or months the child is permitted to swim in the pool; and
- (v) Signature of parent and date signed.

A sample signed statement of permission is included below.

SAMPLE PERMISSION STATEMENT

I hereby give Permission to Red Door Learning Centers for my child, born on _____, to participate in an instructional swim program at the Aquatics Center. The pool depth at its deepest end is 12 feet, and the pool is 3 feet at its most shallow point. The maintenance of the pool is overseen by the Nassau County Department of Health, and maintenance records are kept on file at the Aquatics Center. S/he may participate in the swim program from *June 1, 2016* through *August 31, 2016*.
Signature of parent and date signed

Shared Space Policy

Group size refers to the number of children cared for together as a unit. Group size is used to determine the minimum teacher/child ratio based upon the age of the children in the group.

Group size must be maintained in common areas of the day care center building and grounds.

Groups of children may not be mixed together to use outdoor play areas, exercise areas, gym rooms or other common areas of the center, unless the space is large enough to accommodate multiple groups which must be kept separate.

If/when multiple groups are using the gymnasium and/or auditorium spaces of the building, classes must be kept separate and defined through the staff's use of temporary dividers, placed in the rooms to ensure separation of groups.

Staff/ratios and maximum group size must be maintained at all times.

In the event of a shelter in place event, each classroom will have a designated space in Aid A/B, with each class area labeled with the classroom name. Teaching staff must make every effort during these times to keep their classes separate and distinct from each other.

Weather Policy

We will use the Child Care Weather Watch Chart, which is posted in each of our classrooms and the Early Childhood & Second-Home Daycare Offices, and which can be found online at <https://www.umass.edu/ofr/pdfs/weatherwatch.pdf>, to determine the safety of the use of the outdoor play spaces.

We will engage in outdoor play at “green” indicated times, never engage in outdoor experiences during “red” times, and make daily judgment calls during periods of “yellow.”

While we do encourage teaching staff to take children outside to play and/or learn in the snow, for safety purposes, our children will not make use of outside play areas if there is more than 3 inches of snow on the ground, or heavy active snow or rain.

Staff and Volunteer Health Requirements

Staff and volunteers must each submit a medical statement on forms furnished by OCFS or an approved equivalent from a health care provider:

- (i) at the time of initial day care center application;
- (ii) before such person has any involvement in child care work;
- (iii) when an event/condition reasonably calls into question a person’s health

The medical statement must give satisfactory evidence that the individual is physically fit to provide child day care and has no diagnosed psychiatric or emotional disorder which would preclude such individual from providing child day care.

All staff and volunteers must be free from communicable disease unless her/his health care provider has indicated that the presence of the communicable disease does not pose a risk to the health and safety of the children in care, or volunteer’s ability to provide safe and suitable child care.

The initial medical statement for staff and volunteers must include the results of a Mantoux tuberculin test or other federally approved tuberculin test performed within the 12 months preceding the date of the application.

Consumption of, or being under the influence of, alcohol by any staff person or volunteer is prohibited during child day care hours.

Consumption of or being under the influence of an illegal drug by any staff person or volunteer is prohibited during child day care hours.

Consumption of or being under the influences of a controlled substance by any staff person or volunteer is prohibited during day care hours, unless the controlled substance is prescribed by a health care provider, is being taken as directed, and does not interfere with the person's ability to perform his or her child day care functions.

Smoking in indoor or outdoor areas in use by children and in vehicles when children are occupying the vehicles is prohibited.

The director and all teachers must have knowledge of and access to children's medical records and all emergency information.

The director and administrative staff must have knowledge of and access to staff and/or volunteer's emergency medical contact information.

Permissions needed from parent and/or health care provider in order to administer medications.

Over-the-counter products, including but not limited to over-the-counter topical ointments, lotions, creams, sprays, including sunscreen products and topically applied insect repellent can be administered by the program for one day only, with verbal permission of the parent. If an over-the-counter product is to be administered on a subsequent day or an ongoing basis, written permission from the parent must have been provided to the program.

For children less than eighteen months of age, prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays, can be administered by the program for one day only, with verbal permission of the parent and verbal instructions directly from the health care provider or licensed authorized prescriber.

If prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays are to be administered on a subsequent day or an ongoing basis, written permission from the parent and written instructions from the health care provider must have been provided to the program prior to such administration.

For children eighteen months of age and older, prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays, can be administered by the program for one day only, with the oral approval of the parent. If prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays are to be administered on a subsequent day or an ongoing basis, written permission from the parent and written instructions from the health care provider must have been provided to the program prior to such administration.

A staff person cannot administer medication to any child in care, if the parent's instructions differ from the instructions on the medication's packaging, until the program receives permission from a health care provider or licensed authorized prescriber on how to administer the medication.

The program must immediately notify the parent if the program will not administer medication due to differing instructions related to the administration of medication.

Field trip

The director must approve all plans for field trips, including the type of activity, development needs of children and whether there is the need for additional staff to provide adequate supervision. Such plans must take into consideration the developmental needs of the children.

Each child must have a signed permission slip that includes mode of transportation, the trip destination, approximate time of departure, approximate time of arrival back to the program, cost if any), and closest medical facility to the destination that an ambulance would transport to in an emergency.

Assuming the mode of transportation for the field trip will be a bus, a transportation consent form must also be signed and kept on file.

At all times during the trip, at least minimum staff/child ratios shall be maintained, and groups will be formed to ensure group size and ratios are preserved.

As part of the director's approval of the trip, s/he will consider children's ages, developmental needs, and the type of activity expected to be engaged in on the trip. These factors will determine if additional staff is needed.

The following items must accompany each class/group on the trip:

Emergency contact information for each child

Any required child medications

First aid/emergency bags

At least one staff cell phone (for emergency use only)

Each staff member must be aware of the health care plan for the program.

All written medical statements from health care providers, required for each child enrolled, must also state whether the child is a child with special health care needs and,

if so, what special provisions, if any, will be necessary in order for the child to participate in child day care.

When the written statement from the health care provider advises the day care program that the child being enrolled is a child with special health care needs, the day care program must work together with the parent and the child's health care provider to develop a reasonable health care plan for the child while the child is in the child day care program. OCFS form LDSS-7006 will be used for this purpose.

The health care plan for the child must also address how the day care program will obtain or develop any additional competencies that the staff will need to have in order to carry out the health care plan for the child.

Health care plans and any associated medications will be kept on site, following the protocols established in the agency's health care plan.

Curriculum

The curriculum engages children actively in the learning process, provides a variety of developmentally appropriate learning experiences, and encourages children to pursue their own interests in the context of life in the community and the world. In addition:

- The center will have the Red Door Learning Centers philosophy and goals for children available to all staff and families.
- The center has written curriculum plans based on knowledge of child development and learning, and assessment of individual needs and interests.
- The learning environment and activities for children reflect the program's philosophy and goals.
- Teachers have clearly defined goals for individual children that guide curriculum planning.
- Teachers formally document in writing, children's development.
- Teachers identify children who experience difficulties in behavior or development, and develop a plan to help children acquire acceptable behavior or develop skills needed.
- Teachers adapt plans in response to the needs, strengths, or interests of individual children.
- The program is designed to be inclusive of all children, including children with identified disabilities and special learning and developmental needs.
- Family members are involved in development and use of individual education plans.
- The daily schedule provides a balance of activities in consideration of the child's total daily experience
- All age groups play outdoors daily, if conditions protect children's health and safety.
- The schedule provides for alternating periods of quiet and active play.
- A balance of large muscle and small muscle activity is provided.
- More than one option for group activity is available to children most of the day.

- Infants and toddlers are not expected to function as a large group.
- A balance of child-initiated and teacher-initiated activity is provided.
- The amount of time spent in teacher-initiated, large –group activity is limited.
- Each infant 6 months of age or less in care must have a minimum of 15 minutes of “Tummy Time” per day
- Teachers provide a variety of developmentally appropriate activities, experiences, and materials that are selected to engage children in active meaningful learning and to achieve the following goals:

Material and Equipment

Must be developmentally appropriate for each age group. These are minimum requirements for each age group

Infants and toddlers

- Simple, lightweights, open-ended, easily washable toys such as containers, balls, pop-beads, nesting cups
- Rattles, squeak toys, action/reaction toys
- Cuddle toys
- Toys to mouth such as teethers, rings
- Pictures of real objects
- Crawling areas with sturdy, stable furniture to pull up self

Toddlers

- Push and pull toys
- Manipulatives such as stacking toys, large wooden spools, beads, cubes, pounding bench, simple puzzles
- Sturdy picture books, music
- Toys for pretending, such as play telephone, dolls
- Large paper, crayons
- Sturdy furniture to hold on to while walking
- Sand and water toys

Preschoolers

- Active play equipment for climbing and balancing
- Unit blocks and accessories
- Puzzles, manipulative toys
- Picture books, audio recordings, tapes, musical instruments
- Art materials such as finger and tempera paints, crayons, safe scissors, and paste
- Dramatic play materials such as dolls, dress-up clothes and props, child-sized furniture, puppets

- Sand and water toys

School-agers

- Active play equipment and materials such as bats and balls for organized games
- Construction materials for woodworking, unit blocks, accessories for blocks
- Materials for hobby and art projects, science projects
- Materials for dramatics, cooking
- Books, audio recordings/tapes, musical instruments, computers with appropriate software
- Board and card games
- Complex manipulative toys (connecting or interlocking toys), jigsaw puzzles

Cultural Diversity

Teachers treat children of all races, religions, family background and cultures with equal respect and consideration. Teachers provide children of both sexes with equal opportunities to take part in all activities. Teachers make it a firm rule that a person's identity (age, race, ethnicity, language, or disability) is never an acceptable reason for teasing or rejecting. Teachers initiate activities and discussions to build positive self-identity in each child and also teach the value of differences. Teachers talk positively about each child's physical characteristics and cultural heritage. In addition teachers will:

- Build a sense of the group as a community, bringing each child's home culture and language into the shared culture of the center so each child feels accepted and gains a sense of belonging.
- Provide books, dolls, puzzles, materials, images, and experiences that reflect diverse cultures that children may not likely see, as well as those that represent their family life and cultural group.
- Cook and serve foods from children's various contemporary cultures.
- Display photos of children and their families.
- Invite families' participation in all aspects of the program.
- Infuse all curriculum topics with diverse cultural perspectives, avoiding a "tourist" approach.

Assessment and Individual Plans

It is the goal of the child care center to provide a quality program for all children. Our goal is to ensure that children are developing at an age appropriate rate. **Red Door Learning Centers assess children within forty-five (45) days of enrollment and subsequently two additional times each year.** The staff will use a variety of methods to assess each child including but not limited to photographs, work samples, parent input and anecdotal observations. These observations are to be updated a minimum of one time per week for each child and are stored in a locked cabinet in the classroom to ensure confidentiality.

Individual descriptions of children's development and learning are written and compiled as a basis for planning appropriate learning activities, facilitating optimal development of each child, identifying children who may be in need of more systematic diagnosis of a learning or developmental problem, and for use in communications with families. Staff members are responsible for recording observations of their Primaries. Observations are to be correlated to the Goals and Objectives of The Creative Curriculum and are used as the primary source for completing formal assessments.

Children are assessed in four general areas: social/emotional, language development, cognitive development and physical development. Using the ongoing observations, teachers are responsible for placing children on the Developmental Continuum using the Individual Child Profile, creating a Family Conference Form and sharing information with families during the family conference. The formal assessment and reporting takes place two times during the year, once mid-year and once prior to transition. The Individual Child Profile is used to generate a report for families. However, it is not intended to be shared directly with families. Families will be given a copy of the Family Conference Form after the conference has been completed. The Individual Child Profile will be stored in the child's file.

Children with Special Needs

Children with special needs are integrated within the child care setting to promote education in the least restrictive environment.

Steps Prior to Enrollment of Special Needs Students

- Integration shall be assisted by the preparation of children without disabilities, parents, and staff to facilitate having the children with special needs participate at the facility.
- A written multidisciplinary evaluation of the child and family shall be conducted prior to the child's attendance at the facility. This evaluation is conducted by the CPSE (Committee on Preschool Special Education), Early Intervention through the Department of Health, or a private outside agency. This evaluation shall consist of a minimum of results of:
 - Medical and development examinations
 - Assessments of the cognitive functioning and/or
 - Assessment of the child's overall functioning
 - Evaluations of the family's needs, concerns and priorities
 - Any other evaluations that were deemed necessary
- The family assessment and subsequent discussions shall focus only on those aspects of family functioning that are relevant to the provision of services to the child and that optimize the child's development.
- The Director or her designee is responsible for coordinating care in the facility and with any caregiver or service provider as written in the Individual Family Service Plan (IFSP) or the Individual Education Plan (IEP).

Staff Training

The director or designee shall ensure that staff has been oriented in understanding children with special needs and in ways of working with these children in group settings. Orientation training may include, but is not limited to:

- Positioning for feeding and handling techniques of children with physical disabilities
- How different disabilities affect the child's ability to participate in group activities
- Methods of helping the child with special needs to participate in the facility's programs, behavior modification techniques, positive rewards for children and promotion of self-esteem
- Intervention for children with special health care challenges

Access to the Facility

The center shall be accessible to children who use wheelchairs and for other children with several motor disabilities. Special provisions shall also be made, whenever possible and/or as needed, for the child with health, vision or hearing impairments.

Program

Providers of special services who come into the facility to provide intervention services to a child must also communicate at each visit with the lead teacher of the classroom and/or the director. Such discussion shall be documented in the child's written record. The special needs child shall follow any and all of the classrooms daily activities with modifications made only to better ensure the child's participation in the class program. Wherever and whenever possible, the child's "team" shall meet to review the child's educational plan. The team shall include, but not be limited to the:

- Teacher
- Classroom teaching staff
- Director or designee
- Parent
- Related service providers (speech, occupational, and physical therapists, psychologist and social workers).

Professionalism

Visitors

Visitors are welcome in the program. However, staff should notify director or designee in advance of visits they may arrange. To ensure the safety of the staff and children:

- All visitors will sign in at the early childhood or youth office.
- All visitors must be accompanied by a staff member and/or parent into the center areas.
- A member of the administrative staff, the director or the designee will accompany all visitors requiring a tour of the facility. Such visits may be spontaneous; however, when possible, arrangements will be made in advance.

- Staff guests will not be allowed to wait for the employee in the children's areas (classroom, gym, playground, etc.). Should a visitor need to wait for an employee to finish their required shift time, they may wait in one of the office areas.
- Staff members who request to bring their children to visit must submit a current medical for the child.

Telephone Calls

Employees are allowed a reasonable use of the telephones that may be available, during their lunch or break time. At all other times, the center telephones are to be used for conducting center business except in cases of emergency when personal call are permissible. Reasonable usage will include local calls to school, home or places of business. Calls should be limited to a few minutes, especially during break time. All incoming personal telephone calls of non-emergency nature will be recorded and messages will be delivered at the individual staff member's break time. No non-emergency call will be transferred to the classrooms. When placing a personal call, children are not to accompany staff members to the telephone. The company reserves the right to limit or discontinue employee telephone usage should it become a financial or programmatic issue. **Personal cell phones ARE NEVER to be used in the classroom. Text messaging is also prohibited in the classroom. Cell phones must be turned off during work hours.**

Presentation

Red Door Learning Centers pride themselves on providing the best care and education for young children. Follow the NAEYC Code of Ethics and make decisions based on knowledge of child development and the best interest of the children in care.

The teaching and administrative staff is expected to uphold the expectations of Red Door Learning Centers and present themselves in a professional manner. This includes, but is not limited to, hygiene, dress, written and oral communication. Please refer to *Employee Handbook* for specific dress code.

Bring Your Own Device

The Bring Your Own Device (BYOD) section of Red Door Learning Center's Acceptable Use Policy is meant to provide general guidance for the use of personally owned devices by students under the supervision of Red Door staff. BYOD applies to all students and may not cover every potential situation. Staff should contact their immediate supervisor with any questions or concerns.

Unless specifically approved by Red Door, only **one device** will be allowed per student. Devices must be registered with Red Door. As applicable, in general, students are strongly advised to maintain a separate email account for educational purposes, i.e., students should not mix personal accounts with school-based usage.

The school is not a charging station or a repair center. Personal devices must be fully charged for usage prior to attending Red Door. Technological problems encountered by an individual on their personally owned device or support equipment are not the responsibility of the teacher or Red Door personnel.

Red Door assumes no responsibility or liability for ownership, storage, or oversight of any personally owned device or any supplemental equipment used in conjunction with a personally owned device such as, but not limited to, carrying cases, charging wires, adapters, batteries, flash drives, card readers, CDs or DVDs.

Students are never required to bring in outside technology to Red Door.

A. Definition of BYOD

Bring Your Own Device (BYOD) refers to any personally-owned device such as, but not limited to, smart phones or other mobile/cell phones, tablets, music/app players, e-readers, laptops/notebook computers, netbooks, PDAs, or other personally-owned devices capable of connecting to a network.

B. Educational Purpose

Red Door recognizes that new technologies emerge and existing technologies evolve, and these technologies can provide many opportunities for students to engage as 21st century thinkers and learners using personally-owned devices. As such, this section of Red Door's Acceptable Use Policy states the policy and procedures for school-based use of personal devices by staff and students. Such use must adhere to all federal, state and local laws, including but not limited to the Children's Online Privacy Protection Act (<http://www.coppa.org/coppa.htm>), the Family Educational Rights and Privacy Act (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), laws governing intellectual property, and all guidelines of Red Door's Acceptable Use Policy:

All BYOD usage must be in compliance with the state's Dignity for All Students Act (DASA).

This policy applies to any hardware, related software, and supplemental support equipment used by the student for educational purposes.

Access to Red Door's network is a privilege, not a right. Red Door reserves the right to access, view or monitor any information or communication stored on or transmitted over the company's network, or on or over equipment that has been used to access the company's network, in the event a user is suspected of being involved in inappropriate use.

C. Personal Safety and Security

1. Students and staff are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. This extends to all reasonable precautions to avoid the spread of viruses.
2. Students will not attempt to gain unauthorized access to another person's account.
3. Students will not post personally identifiable information about themselves or others. Personally identifiable information includes but is not limited to name, photo, address, telephone number, age, Social Security number, personal passwords, and student ID number. Students must promptly disclose to a teacher or staff member any inappropriate message, language, illegal activity, or outside user attempt to contact or meet them while using their device on company grounds, and to a parent or guardian at all other times.

Students will notify a teacher or staff member if they identify a possible security problem with the network or the company's peripheral computers.

D. School-Based Use by Students

1. When using a personal device on school grounds, school transportation, or during a school-sponsored event or trip, students must conduct themselves according to the highest standards of expected behavior, personal integrity, and honesty, and be in compliance with the Dignity for All Students Act (DASA) policy.
2. Students will use appropriate technology and have access to web-based applications at teachers' discretion. All such use must be consistent with the educational and administrative goals of Red Door Learning Centers.
3. When not in use under the direct supervision of a teacher or staff member, all personally owned devices should be turned off and put away. The Company will not store any personally owned devices and support equipment brought to school. Personally owned devices and support equipment are the responsibility of the student user.
4. Students will use appropriate educational applications on their device during the school day. Performance of non-school related tasks and functions are prohibited during the school day.
5. Unless otherwise directed by a teacher or administrator, students are not permitted to call, text message, email, or electronically communicate with others from their personal device during the school day including other students, parents, guardians, friends, and family.
6. Students are permitted to access only the school's secured network through personal devices, not private networks or connect to the Internet using 3G, 4G or other content service providers while on school grounds.

7. Students are not permitted to use any electronic device to record audio or video, take pictures, and/or transmit/post recordings of any student or staff member without their permission.
8. Use of personal devices in locker rooms, restrooms, and the Nurse's Office is strictly prohibited.
9. Students will not read, move, rename, edit, delete, or in any way alter files that have been created or organized by others.
10. Students will not plagiarize the work of others accessed on their personal devices including but not limited to writings, art work, photographs, graphic designs, and all other types of work which are not one's own.
11. Red Door is not responsible for loss, damage, misuse, or theft of any personally owned devices and supplemental support equipment brought to school. The student is responsible for the proper care of any personally owned device and support equipment including maintenance and repair, replacement or modifications, and software updates as necessary.
12. Students are not permitted to physically connect any personal device to existing Ethernet ports, or in any way interfere or disrupt Red Door's network.
13. Red Door reserves the right to confiscate, monitor, inspect, copy, and review a personally owned device, support equipment and/or file if there is reason to suspect a violation of BYOD policy.

Acceptable Use Policy

Red Door Learning Center offers Internet and network access for student and staff use. This document, named the Acceptable Use Policy, states the policy and procedures for using the company's network, Internet resources, electronic devices and technology resources. It applies to all authorized users (Board, employees, students and guests) who use Company technology resources or access the Company's network using Company owned or personally-owned equipment, including wireless devices.

Educational Purpose

1. The technology resources at Red Door Learning Centers (e.g. all networking, hardware and software, Internet, email, telephone equipment, digital still and video, fax machines and supporting telephone lines, phones, pagers and all communication equipment, etc.) are provided to support the educational and administrative activities of the company and should be used only for those purposes. Use of the Company's technology resources is a privilege, not a right. Incidental personal use of the Company's technology resources must not interfere with the user's professional or academic performance. Use of the

- Company's technology resources may not interfere with other user's ability to use the resources for professional and academic purposes nor violate other school policies or standards of professional behavior. Use should always be legal, ethical and consistent with the Company's Anti Bullying and Harassment Policy, policies on honesty and integrity and general standards for behavior.
2. Red Door Learning Centers has the right to place reasonable restrictions on the material user's access or post through the system. Furthermore, for network security and safety of students and staff, the entire network is monitored. Users are expected to follow the rules set forth in this policy and the law.

Authorized Use

1. Authorized users include members of the Employees, Administrators, Supervisors, Faculty, Staff, Students, Board members, and any other person who has been granted authority by the Company to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Company's network, using Company-owned or personally-owned equipment, users consent to the Company's exercise of its authority and rights as set out in the Policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
2. Students and their parents/guardians must sign an Account Agreement to be granted permission to use the Internet at Red Door. These Agreements must be renewed when a student enters a new school. Parents/guardians may withdraw their approval at any time in writing.
3. At the commencement of their employment, Faculty and Staff must sign and return the Acceptable Use Agreement to the Personnel Office or the Business Office, respectively.

Privacy Expectations

1. The Company's network resources, including all telephone and data lines, are the property of the Company. The Company reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, Company devices or on or over equipment that has been used to access the Company's network and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance and monitoring or mis-delivery.
2. Users must recognize that there is no guarantee of privacy associated with their use of Company technology resources. Users should not expect that e-mail, voice mail or other information created and maintained in the system (even those marked "personal;" or "confidential") are private, confidential or secure.

Responsible Use

1. All users must not act in ways that invade the privacy of others, are unethical or fail to comply with all legal restrictions regarding the use of electronic data.

2. All users must maintain the confidentiality of student information in compliance with federal and state law and to the extent applicable.
3. Disclosing and/or gossiping (including but not limited to via e-mail, voice mail, Internet instant messaging, texting, social networking sites, chat room or on Web pages) about confidential or proprietary information related to the Company is prohibited.
4. All users must refrain from acts that waste Company technology resources or prevent others from using them. Users will not access, modify or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of a Company computer system, telephone system or network or to deprive authorized users of access to or use of such resources are prohibited.
5. Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to: creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the Company, "chain letters" (which proffer incentives to relay them to others) inappropriate messages (including discriminatory or harassing material), and billable services. Sending spams (unnecessary or annoying messages to a large number of users) that does not contain Company related information and/or material is strictly prohibited.
6. Altering electronic communications to hide a user's identity or impersonate another person is considered forgery and is prohibited.
7. Users will abide by all copyright, trademarks, patent and other laws governing intellectual property. No software may be installed, copied or used on Company equipment except as permitted by law and approved by the Technology Department. All software license provisions must be strictly adhered to.
8. Students may not send broadcast e-mail or broadcast voice mail without prior permission from the company.
9. All users are prohibited from engaging in any activity that violates the Company's policies, including, but not limited to, the Company's Anti-Bullying and Harassment Policy.
10. All users are prohibited from downloading applications onto Company-issued devices and/or signing up for applications using their Company account unless authorized by the Human Resources Department.

Inappropriate Materials

1. The Company prohibits faculty, staff and students from keeping pornography in any form at school, including but not limited to, magazines, posters, videos, electronic files or other electronic materials.
2. Accessing the Company's network or equipment to create, access, download, edit, view, store, send or print material that violate any of the Company's policies, including but not limited to, its Anti-Bullying and Harassment Policy, and/or are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit, graphic, pornographic, obscene or are otherwise inconsistent with the values and general standards for community behavior of the Company is prohibited. The Company will respond to complaints alleging that its technology resources were used to bully, harass, and/or discriminate in accordance with its Anti-Bullying and

Harassment Policy and Anti-Discrimination Policy. These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative functions.

Security

1. Each user is responsible for the security and integrity of information stored on his or her account, computer or voice mail system. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. Red Door Learning Centers, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and all of their contents. By accessing the Company's system, users consent to the Company's right to do so.
2. Removing or relocating Company-owned technology resources requires prior authorization from Human Resources and/or the company CEO/COO.
3. Unless approved by the Technology Department modem use is prohibited on computers that are directly connected to the Company network.
4. Users may not attempt to circumvent or subvert the security provision of any system. Without authorization from the Human Resources and/or the company CEO/COO no one may attach a server to, or provide server services on, the Company network.

The Internet

1. There are risks involved with using the Internet. To protect personal safety, Internet users should not give out personal information to others on bulletin boards, blogs, chat lines or other systems. The Company cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with e-mail, information that a user places on the Internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators in this Company and elsewhere.
2. Users must be aware that some material circulating on the Internet is copyrighted and subject to all copyright laws. Materials taken from the Internet must be properly footnoted.
3. Users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the Company's system to download illegally distributed material.
4. Users are cautioned not to open e-mail attachments or download any files from unknown sources in order to avoid damaging their computers and bringing destructive viruses into the Company's system.
5. With permission, students, faculty and staff may create or modify web pages on the Company web servers. To ensure the integrity of these sites, users must abide by the Company's web practices. It is the user's responsibility to update and maintain all links and content, keeping in mind the Inappropriate Materials section and the copyright requirements in this policy.

Policy Enforcement and Sanctions

1. All users are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions including, but not limited to, the loss of computer privileges, telephone or network access privileges, disciplinary action, and dismissal/termination from the Company. Some violations may constitute criminal offenses as defined by local, state and federal laws and the Company may initiate or assist in the prosecution of any such violations to the full extent of the law.
2. Any suspected violation of this policy should be reported immediately to Human Resources and/or the company CEO/COO.

Student/Employee Signature

Parent/Guardian Signature Page

I have read and agree to the terms of the Policy and Procedure Handbook. I have addressed any questions or concerns the director or designee.

Parent/Guardian Signature: _____ Date: _____

