



Twin Spring Farm Infant and Toddler Center

1632 E. Butler Pike
Ambler PA 19002

215-646-2665
info@twinspringfarm.com

Parent Handbook

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Acknowledgement

The Twin Spring Farm Toddler Center parent handbook is used to outline the Facility's expectations, policies, and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at the Twin Spring Farm Toddler Center. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you. Thank you for being a part of the Twin Spring Farm Family.

Who Are We?

Mission Statement

At the Twin Spring Farm Toddler Center we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with the student and the family, we as a facility can create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our student's development and growth occur every second of every day. Our mission is to provide a safe, nurturing, exciting, and high-quality learning environment for all our students. Our love for children is the reason the facility first opened, and the reason we remain open to this day. Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers. Children deserve to feel special and cherished. They deserve to participate in experiences that will change their lives for the better and the Twin Spring Farm Toddler Center promises to provide the environment to make this come true!

Our Values

Our vision is to provide a community where all students feel respected, loved, and encouraged to become the best person they can be. Our vision is the backbone of our business, supporting children to develop into their fullest and greatest potential.

Our values consist of the following, but are not limited to:

- ❖ **Quality** – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.
- ❖ **Inclusion** – All students will be included in our learning environment, regardless of age, race, gender, or learning level. Twin Spring Farm welcomes all children with open arms and love in our hearts.
- ❖ **Respect** – Respect is essential in building long-lasting relationships with our students and their families. This key component helps us to optimize and highlight the talents and diversity we bring into the facility as partners in the children's growth and development.
- ❖ **Accountability** – We strive to provide open communication with all partners in our business. This allows us to be transparent, open, and honest with one another, and in turn, provides the best environment for our students at home and at the facility.
- ❖ **Teamwork** – The combined action of the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we can provide the best care for our little ones!

Our Goals

The Twin Spring Farm Toddler Center goals provide us a path to desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

- ❖ To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from but also enjoy.
- ❖ To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.
- ❖ To set clear expectations for all students and encourage their independence.
- ❖ To meet the physical, emotional, and social needs of our students.
- ❖ To provide an atmosphere of respect for self and one another.
- ❖ To provide opportunities for cooperative play.
- ❖ To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.
- ❖ To support a caring staff who show genuine respect, love, and encouragement for the children.
- ❖ To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.
- ❖ To ensure the safety and welfare of all children.

A Look Into Our Program

What We Do and What We Believe

The Twin Spring Farm Day Camp was founded in 1945 & TWIN SPRING FARM DAY SCHOOL was founded in 1953 by Mr. and Mrs. Richard N. Hood. The Twin Spring Farm Toddler Center was established in 2007. The entirety of the organization is in operation 12 months a year, for 12 months a licensed Child Care Center with a school philosophy, for 10 months a fine and reputable day school and for 2 months an excellent and superior day camp. Mrs. Hood still plays an active part in the organization they established, and have been joined by a second generation.

The Hood Family ownership and involvement, and their long history, produces two significant factors affecting the overall environment of Twin Spring Farm. First, there truly exists a family atmosphere throughout the school. This atmosphere is sensed by our students, their parents, and by the staff. The family atmosphere helps to accomplish our goal of making Twin Spring Farm the most enjoyable Day School and Toddler Center in which to work. Second, our long and successful history has provided us with a base necessary to evaluate all aspects of our curriculum, scheduling, and the overall physical facility.

Description of Age Groups

Infants

This age group begins at 3 months old to 12 months old (1 teacher to 4 infant ratio)

In our infant classroom, we have a daily flow that your little one is sure to love. No matter what their individual needs are, we come together as a team to ensure that every baby is nurtured, cuddled, and adored throughout the day. We love spending time together for story time, outside walks, and learning circles. Our little explorers also get to indulge in sensory exploration and creative art, which encourages their natural curiosity and creativity. And, of course, we can't forget about the daily music classes with our full time music teacher! Our weekly themes are always exciting and engaging, allowing your baby to learn about colors, shapes, animals, and people. We are here for your little ones whenever they need us, and we can't wait to share all these wonderful experiences with them!

Younger Toddlers

This age group begins at 12 months old to 2 years old (1 teacher to 5 children ratio)

Our little ones are always on the go, eager to explore and learn through their senses. We provide a daily schedule that includes group time, daily music classes, outdoor play, meals and snacks, nap time, and the most exciting part of the day - playtime! Our group time is filled with age-appropriate books and discussions about our day and feelings. We embrace nature during outdoor playtime and enjoy the beauty around us on our 30 acre campus. Our weekly themes encourage the exploration of homes, families, pets, and animals and a myriad of other topics that align to the PA curriculum frameworks. We love to sing and play, making our room full of warm energy and positivity. Come and join us in our bright and welcoming classroom where learning is fun and stimulating for our little ones.

Older Toddlers

This age group begins at 2 years old to 3 years old. (1 teacher to 6 children ratio)

At our center, we see our older toddlers as little explorers. It is also an age group that starts to learn about the exciting world of social-emotional growth. We focus on exploring who we are and how to work together to conquer objectives by ourselves. We believe that every little thing around them can be a source of excitement and learning. From dancing to counting numbers and recognizing letters, we inspire our toddlers to embrace the world around them. We incorporate music and movement into our daily schedule as well as many opportunities for sensory and dramatic play. Socialization is a key element in this age group as we encourage sharing, using manners, and taking turns. We have fun singing songs that teach us about the day, month, and year. Little hands enjoying art projects and having the freedom to create something new with an abundance of materials fills our hearts with joy. Science projects are always a hit with our little ones too, watching their eyes fill with surprise when they see a new discovery is what makes it all worth it. And of course, we never miss a chance to enjoy the outdoors and play. Getting outside to move our bodies and strengthen our fine and gross motor muscles is also a top priority for us. We're here to nurture, inspire, and create lifelong learners.

Our Curriculum

Developmentally Appropriate Curriculum

At the Twin Spring Farm Toddler Center we provide our students with a developmentally appropriate curriculum that is based on Pennsylvania standards. NAEYC, which is the National Association for the Education of Young Children, defines developmentally appropriate curriculum as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning. We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our student's interests and what grabs their attention. We do our best to meet every child's individual cognitive and development level and encourage and inspire them to progress.

Language Development

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, and games present meaningful learning opportunities that incorporate early literacy concepts in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities foster your child's pre-literacy skills, social and pragmatic language skills, social/emotional skills, and overall readiness skills.

Cognitive Development: Science, Math, and Social Studies

Cognitive development is how children gain knowledge, skills, and problem-solving, which help them to think about and understand the world around them.

◆ **Math**

Early math skills involve children learning the basic concepts of numbers, counting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

◆ **Science**

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses in order to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At the Twin Spring Farm Toddler Center our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

◆ **Social Studies**

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the facility into the neighborhood and around the world. Here at the Twin Spring Farm Toddler Center, we explore different cultures, places, foods, music, and backgrounds of all of the beautiful people around the world. We celebrate all of the different Holidays and ask families in our community to share insight into their traditional customs and culture with the children to encourage the children's sense of wonder and cultural inclusivity.

Social Emotional Skills

We integrate the Social Emotional Conscious Discipline Curriculum into our program with the staff, children and families at Twin Spring Farm. The Conscious Discipline curriculum believes that by equipping adults who are capable of responding rather than reacting to conflict, creates a safe home, safe school, and safe planet. We believe that children learn when they are in a safe environment and are assisted in regulating their emotions.

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their friends. Children are learning to talk about their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting more with peers than just verbal communication, engaging in meaningful relationships, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, in the facility and home experiences, and for their overall positive self-growth.

Physical Development: Fine and Gross Motor Skills

- ◆ **Fine Motor:** Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children learn how to control the muscle movement in their hands to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having your child use color, play with blocks and puzzles, draw pictures, and more. These skills can turn into more advanced ones later, for instance when your child decides he/she wants to knit, play the guitar, or type on the computer!
- ◆ **Gross Motor:** Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at the facility, at home, and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

Sensory Exploration

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world. Here at the Twin Spring Farm Toddler Center the students participate in activities that allow them to explore different types of materials and enhance their senses through music and dance games, and sensory bin exploration. They learn about a variety of materials that smell, feel, and taste very differently!

Art, Music, and Creative Expression

At the Twin Spring Farm Toddler Center we encourage and provide opportunities for our students to explore creative expressions such as art and music. Creative arts engage children's minds, bodies, and senses and allow them to explore their imagination, sense of movement, and rhythm. In addition to daily music classes with our full time Music Teacher, our teachers plan activities to introduce children to different kinds of art media, music, culture, and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items on the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

Admissions

Enrollment Requirements

To enroll your child at the Twin Spring Farm Toddler Center your child must be between the ages of 3 months to 3 years old.

Registration Documents

The following forms must be completed to reserve your child's spot at the Twin Spring Farm Toddler Center.

- Enrollment Application
- Check for \$250.00
- First Month's Tuition Check
- Child's Medical Information and Child Health Form
- Emergency Authorization Forms
- Parent Contact Information Form
- Proof of Immunizations

Enrollment Fees

- \$250 registration fee
- \$25.00 Home and School Association Fee (per family)

Waitlist Information

To enter the Twin Spring Farm Toddler Center Waitlist, parents/guardians must complete a waitlist application. A fee of \$250.00 is due when the application is submitted to hold a spot on the waitlist. \$200 is held in escrow for the child's last payment. \$50 is the yearly processing fee.

Classroom Playdate and Facility Visitation

The Twin Spring Farm Toddler Center allows a one-hour scheduled playdate onsite prior to the child's start date if scheduling allows. This must be confirmed and scheduled with the administration. The parent is responsible for scheduling the playdate so that the administrator can confirm the proper day and time.

Annual Processing Fee

There is a \$50 annual processing fee charged every September.

Items To Bring on Your Child's First Day - **All Items need to be labeled**

Your child must have the following items on their first day at the facility:

- * Closed-toed indoor shoes
- * Extra set of clothes brought in a Ziplock bag or rubber made shoe box container
- * A blanket for nap time
- * A soft toy if desired for nap time
- * Proper outdoor wear
- * Diaper and wipes if required
- * Pacifier, if needed
- * A week's worth of diapers and wipes
- * Diaper Cream
- * Sunscreen
- * Seasonally appropriate accessories- hat, sunglasses, scarf, mittens, etc.
- * Two snacks (an am and a pm snack) and a lunch
- * Water Bottle and Juice Cup
- * Bottles (formula or breast milk) All bottles should be labeled.

Updating Forms for Your Child's File

The Twin Spring Farm Toddler Center requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the parent's responsibility to ensure all facility forms are current. The administration has the right not to allow the student into the facility if any forms are missing from their file after two notices from the administration.

Payment Policies**Program Options**

The Twin Spring Farm Toddler Center offers the following programs:

Infants 3 months-12months		3-day program If space is available		5-day program
Younger Toddler	2-day program if space is available	3-day program if space is available		5-day program
Older Toddler	2-day program if space is available	3-day program if space is available		5-day program

Requesting a Change of Enrolled Days

If you wish to change the days your child is enrolled in the program, you must do so with approval from the director. Adding days to your current program and/or switching the day of the week your child is enrolled depends on our current availability. Please allow for thirty days notice if possible.

Rate for Added Date

The Twin Spring Farm Toddler Center allows for an occasional request for your child to add a day. This is contingent on availability and approval from the director. Contact the office for the daily rate assessed for adding a day.

Monthly Tuition Fee

Current Financial Responsibilities are posted on the Twin Spring Farm Website and distributed in the enrollment packet.

- Tuition is due at minimum on last day of month prior to month attending.
- Tuition can be paid by check, cash, or credit card
- Late Fee will be added to your payment after 7 days
- Return Check Fee will be charged for any returned checks
- Yearly receipts are available for tax purposes by contacting the office.

Evaluation Of Tuition Rates

All families will be notified of any changes in tuition rates at least thirty days prior to when they will become effective. By notifying our families well ahead of time, we help prepare them for the changes in pricing, and with the necessary time to contact administration with any questions.

Absence Fee

The Twin Spring Farm Toddler Center does not offer tuition refunds or make-up days.

Vacations

We encourage our families to schedule their vacations during one of our optional sessions such as the Summer Preview Session or Spring Break Session.

Late Pick-Up Fee

The latest a child is able to be picked up is 5:30pm. If a parent/guardian is late to pick up a child a \$1 a minute late fee will be charged. If the child's teacher is unable to stay to watch the child a member from administration will be called to go to the classroom.

Twin Spring Farm Toddler Center Calendar

The Twin Spring Farm Toddler Center Calendar is attached to this document and a hard copy can be obtained from the office at your request.

Weather Policy

The Twin Spring Farm Toddler Center may close due to harsh weather conditions. No discounts will be given for closures caused by unpredictable weather. The director of the facility will monitor local news to address when the facility must close early or cancel operations for that day, and the parents will be notified through email, constant contact, or our one call system.

Withdrawal and Discharge Policy

Withdrawing From the Center

If you wish to withdraw your child from the Twin Spring Farm Toddler Center, a 30-day written notice is required. If you fail to provide a 30-day notice, the initial enrollment deposit will be forfeited.

Discharge Policy

The Twin Spring Farm Toddler Center has the right to terminate a child's enrollment if deemed in the best interest of the child and the Center. This includes any child who, after numerous attempts from staff to remedy the behavior, does not progress in their behavior and whose behavior is negatively impacting other children's experience. This also includes any child whose needs cannot be met by the facility's philosophies and resources. Many attempts will be made to help the child thrive in our environment. This includes observational notes, therapy referrals, and tactics to be used at home and onsite at the facility.

The following measures may occur before dismissal of a student from the facility:

1. The teacher will document the student's behavior by providing detailed notes of the incident, including dates and insights into the why the incident occurred.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Plan for the child will be created and agreed on by all parties, including staff, parents/guardians, and administration. Therapists and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the plan.

Once these efforts have been made and resources have been exhausted, parents/guardians and the director will meet to determine the next course of action. The facility and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

Attendance

Twin Spring Farm Toddler Center cannot overstate the importance of students attending school. Regular attendance is an important element of the learning process. Arriving on time each day is important to your child's program at any level. Promptness is the beginning of a lifetime concept of responsibility. Parents are requested to contact the office when their child will be absent. If calling the office, please leave a message with your child's name, date of absence, and reason for absence. Administration or the Nursing Staff may follow-up with parents to confirm reason for absence and/or illness. After two days of absence without previously notifying the office, the nursing staff or administration will contact parents to confirm absence. Please be advised that a doctor's note may be required for an extended illness or communicable disease.

Arrival and Departure

Arrival Procedure

Upon arriving at the facility, parents must park in the designated Toddler Center parking spots. Parents must walk their children to child's assigned classroom door and ring the door bell. The classroom door will be locked at all times. The teacher will be ready to sign the child in and assist the child with putting away their belongings. Drop-off time is between 7:30 a.m. and 9:00 a.m.

If your arrival is anytime after 9:00 am, we ask that the parents communicate that to the director and/or office. Learning time begins at 9:00 am each day. Please also communicate any late arrivals due to doctor appointments to the director as well.

Departure Procedure

The allocated pick-up time is from 4:00 p.m. to 5:30 p.m. daily. If you plan to pick up your child earlier, please notify the director and/or office through email or phone. Upon picking up your child, please note that once they are signed out of the classroom they are under your care and supervision.

Pick-Up Authorization

For the child's safety, the only people authorized to pick up a child are those listed by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick-up must be received prior to pick-up time.

Pick-Up Authorization Process

- ◆ Parents/guardians must inform the Twin Spring Farm Toddler Center (call, leave a note at drop-off) of the name of the person who is picking up their child on any day when they themselves will not be able to.
- ◆ The "Authorized Pick-Up Person" must be at least 18 years old and may be asked to provide a photo ID to the staff.
- ◆ This authorization shall remain in force until edited or rescinded in writing by the signer of this authorization.

General Employee Information

Staffing at the Twin Spring Farm Toddler Center

The Twin Spring Farm Toddler Center always provides enough staff for the capacity of each classroom. This means that the student-to-teacher ratios are always followed. A detailed staffing plan is maintained and kept in the office.

What Makes Our Staff Special?

Our staff can demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors that contribute to the attainment of this standard include:

- ❖ Emotional maturity when working with children
- ❖ Cooperation with the purposes and services of the program
- ❖ Respect for children and adults
- ❖ Flexibility, understanding, and patience
- ❖ Physical and mental health that do not interfere with childcare responsibilities
- ❖ Good personal hygiene
- ❖ Frequent interaction with children
- ❖ Listening skills, availability, and responsiveness to children
- ❖ Sensitivity to children's socioeconomic, cultural, ethnic, religious backgrounds, and individual needs and capabilities
- ❖ Use of positive discipline and guidance techniques
- ❖ The ability to provide an environment where children can feel comfortable, relaxed, happy, and are able to be involved in playtime, recreation, and other activities.
- ❖ Overall passion and drive
- ❖ Education and Training in Early Childhood Development

General Employee Classifications

The Twin Spring Farm Toddler Center has the following employees on staff to ensure proper supervision and a safe learning environment for children.

- * Director: The childcare director is responsible for the planning and supervision of the program and activities of the children, orientation to newly employed staff, on-site supervision of all staff, and in-service training.
- * Lead Teacher: A lead teacher is responsible for the academic, social-emotional growth, and development of children in their care. The focus for our lead teachers is to work with parents, administrators, and other teachers to improve students' experience and meet teaching goals. Additionally, lead teachers plan, evaluate, and improve the physical environment of the classroom to create opportunities that meet the changing needs of their students.
- * Assistant Teacher: The assistant teacher will:
 - support the lead teacher in general supervision of the class and overall classroom management
 - assist in planning and implementing activities to meet the physical, emotional, intellectual, and social needs of students
 - assist in teaching social-emotional management and independence
 - assist in the creation and planning of activities, class projects, and other program activities
 - stay on task and following the daily schedule
 - and help to communicate with parents
- * Floater and Substitutes: The floater/substitute position supports all teachers in the classroom. This person is required to have all the same qualifications as an assistant teacher and have the correct paperwork on file.

Mealtimes

The Infant and Toddler Center has the following Mealtime schedule

Employees are not to heat up any Toddler Food per licensing.

- Morning Snack: 9:00am (snack provided by the parents)
- Lunch: 12:00pm (lunch is provided by the parents)
- Afternoon Snack: (snack provided by the parents)
- Infants follow individualized feeding schedules as set by the parents/guardians.
- Twin Spring Farm provides Cheerios for snack as needed.

We pledge the flag daily and say a universal grace before meals.

Water Intake

Drinking water is always freely available to all children at Twin Spring Farm. The water is supplied from North Wales Water and is tested regularly to meet safety and licensing standards. All children should have a water bottle sent to school daily that will be refilled throughout the day.

Children With Allergies or Special Diets

If a student has allergies or dietary restrictions, please inform the facility immediately. Parents/guardians must notify the administration in written form, the facility will keep the information in the child's file. This information is also posted in each Toddler Center classroom as well as at the Nurse's Station for all to be aware. Food Trays for Toddler Chairs will be made available if needed.

Depending on the seriousness of the allergy parents will be asked to complete a Food Allergy Information form and provide an Allergy Action Plan from their Pediatrician. Twin Spring Farm is not a nut free facility however we will make necessary accommodations if able.

Facility Celebrations

The Twin Spring Farm Toddler Center loves to celebrate your little one on special occasions! Parents/guardians must confirm this with the administration one week prior to the celebration to go over any allergy restrictions the facility has, and the amount needed to satisfy the classroom's capacity.

We also love when parents volunteer to read a book, share a family tradition, or help out with various programs. Please note that all parents must have their Volunteer Clearances on file in the Office as well as Director Permission to volunteer.

Meals Provided by Parent/Guardian

Parents are responsible for providing any foods needed for a special diet. The parents and the administration must agree upon this. Perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child's name, date, and identity of the food, and will not be shared with other children. It is the parent's responsibility to ensure the student has food at the facility every day.

General Facility Policies

Smoking Policy

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at the Twin Spring Farm Toddler Center or on the property. Parents/guardians who smoke are strongly encouraged not to do so before picking up their child from the facility, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking before arriving at the facility.

Alcohol Policy

If at any time we feel that a parent, guardian, or anyone authorized to pick up or drop off the child is under the influence of alcohol and or any other toxic substance, the facility may refuse the release of the child, and the facility will contact another authorized person to come and pick up the child, explaining the circumstances. In some cases, an incident of this nature could lead to a referral to our governing bodies and a call to social services.

Child Neglect and Abuse

All Twin Spring Farm employees will be screened by the appropriate law enforcement agencies. All employees are required to have their PA State Police Clearance, PA Child Abuse Clearance, FBI Fingerprinting, and their National Sex Offenders Registry (NSOR) certificate. Adults will never be alone with children on the premises unless they can be observed by others. All staff or volunteers ARE NOT TO EVER physically, verbally, or emotionally abuse or punish children.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the Director who will determine the action to take. An immediate report will be made to the Childline system within the Pelican Program of PA. A written report, as a backup to the phone report/electronic, will be completed and filed with the director or owner.

Social Media

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other communication apps.

Upon enrolling a child into the center, all parents who are guardians must complete the social media consent form. This form is used as approval for allowing a parent or guardian's child to be seen on our social media platforms. In addition, it is the Twin Spring Farm Toddler Center's policy that teachers are not on Social Media platforms with enrolled families.

Confidentiality

Childcare programs maintain confidentiality on a "need-to-know" basis. This information is shared only when it is necessary. This is important, especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian, or individual.

Hazardous Items

The Twin Spring Farm Toddler Center has clear guidelines on identifying, using, and storing dangerous products, plants, and objects. This policy aims to protect employees, children, families, and visitors from the risks associated with chemical products, medicines, other dangerous substances, and dangerous equipment used in the facility's outdoor and indoor environments.

Toy Policy

We request that all toys from home be left at home unless your child's teacher has indicated otherwise. An exception to this would be a transitional object or lovey that young children often bring to the facility when they are learning to comfortably separate from a parent. When a very young child is attached to a special blanket or stuffed animal, bringing it to Facility often aids in the transition from home. All toys must be washed and returned to the facility clean. All lovey's should be labeled.

Biting

Biting is a behavior that is often unexpected and can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times, it is a temporary behavior and one that is seen between the ages of 11 months and 24 months. Toddlers bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive, and lack strong self-control, and it is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly, and be shocking to observe. Our primary concern at the Twin Spring Farm Toddler Center is the safety and health of the children and our staff. We take all biting situations seriously and use our knowledge as educators to handle these tough situations in positive, constructive, and meaningful ways to stop them from occurring.

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve it immediately. The Facility will encourage the children to "use their words" if they become angry or frustrated. The staff members will always maintain close and constant supervision of the children.

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. For every biting incident, two actions will occur:

1. Parents will be contacted by phone call.
2. An accident report will be completed and signed by the parent/guardian at pick-up for both the child who bit and the child who was bitten.

If the biting becomes excessive and the Facility's techniques have been exhausted, Twin Spring Farm Toddler Center has the right to discharge the student. Please note, many measures will be taken prior to help the student prior to it getting to this point.

Please note, the Twin Spring Farm Toddler Center will do its best to integrate and teach appropriate behavior choices for children who bite or harm others, but in some situations, the environment may not be the best for this child, and the teachers may have exhausted all resources.

Diaper Changing

Proper diapering procedures are posted at each changing table. Changing tables are impervious, non-absorbent surfaces. The tables are sturdy and adult-height. The changing area is never located in food preparation areas and is never used for the temporary placement of food. Hand-washing sinks with liquid soap dispensers are within arm's length of each changing table. A closable, foot-pedal-operated, plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull-ups, wipes, and liners.

Transitioning A Student to The Next Age Group

Students will transition to the next age group when they are age appropriate, there is space available, and all parties including the parents, teachers, and administration agree it is the right time for the child. Most transitions occur at the start of the new facility year, which is in September, but some may be able to occur during the facility year if a space becomes open. The Director will be in communication with the teachers and parents if transitions are possible.

At the Twin Spring Farm Toddler Center the transitioning schedule is based on how the students reacts to the new environment. Visits to the child's new classroom will be scheduled and the child's current teacher will conference with the new teacher to ease the transition as much as possible.

Parents will be notified with detailed messages on the students' progress. We believe that slow and steady wins this race, and positive energy from both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

We believe in Continuity of Care at Twin Spring Farm Toddler Center and ensure that the children build rapport and relationships with their teachers and that they transition with familiar peer groups.

Transitioning to the Day Camp Program and/or Day School Program

Children turning 3 years old by the start of the Day Camp program each year and who are fully potty trained are eligible to enroll in the Day Camp program. If a child is not fully potty trained they may remain in the Toddler Center for the Summer.

Children who turn 3 by December of the upcoming School Year Session are eligible to enroll in the Day School Program. The students who are eligible by their birthdate will be identified and the Toddler Center Director will contact the families. The Day School Director will also contact the families and undergo the enrollment process for the Day School Program.

Parents will be notified of their children's progress with messages through daily communication sheets. We believe that slow and steady wins this race, and positive energy from both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

Screens And Media

Twin Spring Farm Media Usage

- Infants and Toddlers 0-3 years of age will not have screen time.
- The use of visual media, such as short music clips and educational content, shall be limited to developmentally appropriate programming. Media may be used as a special event, or to achieve a specific goal, but not be used as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack time.

The director must approve any screen time for the 0-3 age group and it must be related to educational programming developed by the center.

Attire For Children

Your child must wear clothing that is easy to manage and safe for the activities they will be participating in while at the facility. Dress your child in simple, comfortable clothing that is washable. Please remember when choosing their clothing that children paint, glue, and participate in large movements daily. Children must also be dressed appropriately for the weather. Children must wear comfortable, closed-toed shoes. No flip-flops are allowed for safety reasons.

Don't forget to include a change of clothing to be left in your child's classroom in case of emergency. All clothing items must be labeled with the child's name. The Facility is not responsible for any lost or damaged clothing items. Teachers will make parents aware when new seasonally appropriate clothing is needed for the classroom.

Special Events

The Twin Spring Farm Toddler Center participates in the Twin Spring Farm Home and School Association with the Day School Program. The Home and School Association hosts special events throughout the facility year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified via various modes to upcoming events.

Your participation in these events brings a feeling of connectedness and collaboration to our Community.

Lice Policy

If a student is found to have head lice (insect and/or nit) , we will notify their parent/guardian by phone and provide them with information on head lice when they pick up their child. The student must be picked up promptly, and they cannot return to the facility until 24 hours after they've used a medicated lice shampoo treatment. The student **MUST** be nit-free in order to return to the facility.

Potty Training and Diaper Changing

Stages of Potty Training

The Twin Spring Farm Toddler Center believes there are three steps to potty training or toilet learning. These stages are:

- ◆ First Stage: Interested in the Potty!
 - * This stage occurs when the child communicates that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!
- ◆ Second Stage: Toilet Trained with Adult Support
 - * This occurs when the child can use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do frequently occur in this stage. This stage focuses on getting the child used to going the bathroom, being aware of this new and exciting adventure, and assisting them to do it correctly!
- ◆ Third Stage: Potty Training
 - * The student can use the toilet, mostly independently, and express the need to go potty on the toilet. They are communicating interest and acting. The child shows signs of readiness and feels independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

Signs of Readiness

Verbal Signs:

- The child can speak in three-to-four-word sentences.
- The child can speak when their diaper is wet.
- The child can say they need to go potty or is wetting their diaper.
- The child tells you that they need to go to the bathroom.

Physical/Psychological Signs:

- The child stays dry for longer periods
- The child can hold urine or bowel movements.
- The child has a somewhat consistent bowel movement schedule at regular times.
- The child can pull down and pull up pants and underwear.
- The child asks and wants to wear underwear.
- The child initiates using the toilet by walking to it.
- The child can learn and initiate the following actions of going to the bathroom: pee, wipe, flush, and wash hands.

General Notes on Potty Training

The following notes are important to remember while potty training your child:

- ◆ Make potty training a POSITIVE EXPERIENCE for everyone!
- ◆ Never make the child feel bad for having an accident. Remember, it is a process!
- ◆ Positive reinforcements are beyond helpful in training.
- ◆ Make sure to pay attention to the child's signs of readiness and be ready yourself
- ◆ Remember that all children potty train at their own speed.

The Potty-Training Process at Home and at the Facility:

The Twin Spring Farm Toddler Center requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated and there are not a lot of changes in the child's life. Please note that if a Toddler Child who is eligible to transition to the DAY CAMP program must be fully potty trained in order to enroll in that program.

The Process at Home:

1. Notify the teacher of a scheduled weekend that you plan to start the process. Ensure that the teacher is aware and can start working with your child at the facility around the same time.
2. We recommend your child to stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child to wear comfortable, easy to remove clothing during this process.
5. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.
6. Read books throughout the process and watch clips to support this new and exciting milestone.
7. Staying consistent with the procedure at home is the most important step in this process.

The Process at Facility:

A successful weekend at home is defined by the child having 3 or less accidents and remaining excited about the process. If your child goes more times during the weekend on the toilet than in their underwear, this is a sign of success! We ask that you provide Pull ups with **refastenable** sides to make the changing process easier

1. Notify the teacher that it was a successful weekend through a note in the app or a face-to-face conversation.
2. Successfully maintain accident free for two weeks in pull-ups at Childcare prior to wearing underwear.
3. Bring extra clothes and underwear in case of accidents.
4. Walk the child to the bathroom and show them how it looks just like the one at facility. Stay a minute at the facility to have the child sit down and become comfortable with a toilet outside of their home.
5. Talk with the child about how excited you are for them to use the potty at facility.
6. The teachers will bring the student to the bathroom every 1.5 to 2 hours.
7. Notes on the potty-training process at the facility will be provided to the parent.

The following Guidelines must be followed when children are potty training at facility/ wearing underwear:

- ◆ No Overalls, pants that have a belt, pants that snap or any clothing that is hard to get out of quickly.
- ◆ Bring an extra pair of shoes if possible as they can get wet too.
- ◆ ALWAYS have extra clothes and underwear onsite at the facility.
- ◆ Inform the teacher if your child prefers to sit or stand when using the toilet.
- ◆ Keep a small supply of pull-ups (refastenable) for nap time at the facility.
- ◆ It is your responsibility to take home any soiled clothes to be cleaned and sanitized - not the facility's!

Outdoor Play Policies

Students will be provided with a safe outdoor environment to allow for creative and constructive play. To keep students safe while they enjoy the outdoors, the following guidelines must be followed:

- ◆ Preparation for Outdoor Play:
 - Parents will ensure students are dressed properly for the weather.
 - Parents will ensure students have appropriate shoes for the weather and outdoor activity.
 - This includes ensuring students are wearing closed toed shoes and that shoelaces are tied when applicable.

Sunscreen and Insect Repellent

The container must be labeled with the child's name. The parents must have the item logged at the front office. It will be kept in the locked cabinet in the child's classroom and the teachers will use it as needed. The product will not be applied after its expiration date and will be either disposed of or returned to the parent.

Animal Handling and Policy

Animal Policy

Animals may occasionally be present at the facility to support children's learning and development. Interacting with animals can promote responsibility, respect, empathy, and engagement in learning.

Only healthy, vaccinated domestic animals that have been cleared by a veterinarian are permitted. The following are not allowed: reptiles, amphibians, rodents, ferrets, wild or dangerous animals, venomous or poisonous animals, animals at high risk for spreading rabies, and stray animals.

Children will be taught how to interact safely and respectfully with animals and will always be supervised during animal visits. Animals are not permitted in food preparation or dining areas, and proper handwashing and sanitation procedures will be followed after all animal interactions.

Parents are responsible for informing the school of any allergies, asthma, or other health conditions that may be affected by the presence of animals. Reasonable accommodations will be made to minimize exposure.

If a child is injured by an animal, staff will provide appropriate first aid, seek emergency medical assistance if necessary, and notify the child's parent or guardian promptly.

Discipline Policy

The Twin Spring Farm Toddler Center has made praise and positive reinforcement the backbone of our discipline policy. Many studies have proven that a positive approach to behavior management helps children develop critical thinking skills, self-discipline, and higher self-esteem. Our disciplinary methods are based on these findings and are used for the betterment of your child.

Positive Discipline Techniques

- ☐ Use positive statements and affirmations when speaking to children.
- ☐ Use terms and phrases the children understand.
- ☐ Talk with children in a calm manner at a normal speaking volume.
- ☐ Explain and demonstrate which behaviors are unacceptable and why.
- ☐ Apply rules and consequences consistently.
- ☐ Model appropriate behavior.

- ☐ Praise and encourage the children for positive behaviors.
- ☐ Set up the classroom environment to prevent misbehavior.
- ☐ Redirect children to the appropriate activity or behavior, providing alternatives if needed.
- ☐ Allow children to make choices.
- ☐ Help children talk out problems and think of solutions.
- ☐ Reason with and set limits for children.
- ☐ Listen to children and respect their needs, desires, and feelings.
- ☐ Provide appropriate words to help solve conflicts.
- ☐ Use stories, songs, games, etc., and discussions to work through common conflicts.

Techniques We Avoid

- ☐ Inflict any type of corporal punishment upon a child, including any physical force.
- ☐ Use any strategy that hurts, shames, or belittles a child.
- ☐ Use any strategy that threatens, intimidates, or forces a child.
- ☐ Use food as a form of reward or punishment.
- ☐ Use or withhold physical activity as a punishment.
- ☐ Shame or punish a child if a bathroom accident occurs.
- ☐ Compare children to one another.
- ☐ Place children in a locked and/or dark room.
- ☐ Leave any child alone, unattended, or without adult supervision.
- ☐ Allow discipline of a child by other children.
- ☐ Criticize, make fun of, or otherwise belittle a child's parents/guardians, families, or ethnic groups.

Serious And Habitual Behavior

When more serious or habitual misbehavior occurs, a conference will be scheduled with the teachers of the classroom and the student's parents/guardians. Observations, accident reports, and other important documentation relating to the events will be presented and used as evidence. We will work together to develop a Behavior Plan and determine the next steps.

Challenging Behavior Process

The Twin Spring Farm Toddler Center has found that repeated misbehavior can cause stress and disruption to the classroom. Consistent misbehavior also indicates that the student needs extra support to develop their social and emotional skills.

If serious concerns arise, the Twin Spring Farm Toddler Center will work with the student's parents/guardians and professionals who specialize in supporting children's social-emotional development.

The Twin Spring Farm Toddler Center has made praise and positive reinforcement the backbone of our program.. Many studies have proven that a positive approach to behavior management helps children develop critical thinking skills, self-discipline, and higher self-esteem. We are also cognizant of the Developmental age of the children we serve. Our methods are based on these findings and are used for the betterment of your child. We believe that an adult must be able to be present and able to regulate their own emotions in order to meet the needs of the children.

Methods and procedures we use to help students with behavior concerns:

- Safe or quiet space: When a student disrupts the class, they will be encouraged and asked to go to a dedicated space in the classroom. In this space, the teacher will supply calming tools (i.e., calming sensory bottles, breathing technique tools, books, etc.) to help the child regain control of their emotions and display appropriate behaviors. The teacher's role is to talk with the student about their behavior after they have calmed down and to show them that they are there to support and to give love and care while the child experiences these emotions. After this discussion has occurred and the student is calm, the student will rejoin the classroom.
- Walk or change of environment: If a student's misbehavior continues, they will be encouraged to join a teacher on a walk or participate in an activity that helps the child's mood and encourages positive behavior.
- Director Visit: If the disruptive behavior continues the director will visit the classroom to observe the behavior. The director will decide the next course of action based on the student's state at that time.
- Notifying Parents/Guardians: Parents/guardians will always be made aware of the student's day through the daily reports. If there was a time when the student had an emotional outburst or were moments where the staff could not calm the student, the director may decide the student needs other support and/or a discussion with their parents/guardians at home. The director will then call to notify the parents/guardians and provide as much detail as possible.

If further support is needed, actions will be taken that are specific to the child's needs. These actions will be implemented quickly and consistently, and these actions will be age-appropriate and be at the child's level of understanding.

If the behavior continues to be disruptive to the classroom, constitutes an immediate danger to the child, staff, or other students, or is considered uncontrollable and the facility's techniques for behavior management have been exhausted, the following will occur:

- The student's parents/guardians, teachers, and facility administration will attend a meeting to discuss what the facility needs to help the child and the steps that the parents/guardians must take to support the child and the facility.
- With the facility's support, the parents/guardians will call special education services in the local area. (If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.)
- Staff will document the outcomes of the incident, the subsequent conference, and the plan developed, including appropriate intervention strategies. The purpose of the conference is to develop a plan jointly with the family and available resources to address specific behaviors that are disruptive and/or pose an imminent danger (recurring violence, behavior, or aggression).

If after 3 months of continuous outside support for the child, the facility does not see any progress in the child's behavior, the director may decide to discharge the child from the Facility.

Assessments, Observations, Evaluations

Assessments At the Twin Spring Farm Toddler Center

The Twin Spring Farm Toddler Center reserves the right to conduct developmental assessments of children's growth and progress to determine appropriate placements and programming.

Professional Evaluations

The Twin Spring Farm Toddler Center may ask parents to share professional evaluations when necessary to determine how best to meet their child's needs. This information helps us provide the best care possible for your child's unique growth and development.

Parent-Teacher Conferences/Child Service Reports

Parent-Teacher meetings/Child Service Reports occur at least every 6 months. The Lead Teacher collaborates with their fellow teachers to complete a Child Service Report for each child in their classroom. The reports are sent to the parents and a copy is placed in the child's file. Some parents may also request in person meetings. These meetings provide parents with insight into their child's growth and development while enrolled at the facility, and insight into what parents can do at home to support what is occurring at the facility. They also provide a chance for the teacher and the parents to form a more personal relationship to ensure the facility is meeting the family's standards and so that the teacher can understand the family setting the child has outside of the facility's doors.

Parents also may request conference calls or be patched into the classroom to speak with their child's teacher or the Director.

Emergency Preparedness

Emergency Consent Forms

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is in every classroom and the main office.

Emergency Handbook Onsite

The Twin Spring Farm Toddler Center has an emergency procedure handbook to define policies and protocols in emergencies. This handbook is reviewed often, and all staff will be trained on these policies upon hire.

Cameras

Cameras are located around the entirety of the campus for the safety and security of the staff and students. Footage can be saved and played back as needed and is monitored in real time.

Emergency Procedures

Immediate Medical Attention

If a child or a staff member receives an injury while at the facility, an accident report will be completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and the signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook.

Fire

Fire drills will be practiced at random times of the day. Evacuation maps are posted throughout the facility and are easy to access during a drill so that all parties are prepared! It is important that all staff and students remain calm during any emergency drill.

Tornado

Tornado drills/weather drills will be scheduled throughout the year, most times during the spring and summer as tornados occur during the warmer months. Evacuation maps are posted throughout the facility and are kept easy to access. All Twin Spring Farm Toddler Center employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all staff and students remain calm during any emergency drill.

Illness Policies

The following criteria will be considered in determining if your child must go home:

- * a fever of 100.00 degrees or more

***please note: if a child has a temperature of 99.5, you will be notified. The child will have a temperature re-check within an hour. An informed decision will be made at that time as to whether your child will need to be picked up.**

- * inflammation of the eyes (excessive redness, glassy or discharge)
- * vomiting (must be 24 hours vomit free to return to care)
- * diarrhea or loose stool *see additional section regarding diarrhea
- * communicable disease as defined by the Department of Health Services/Center for Disease Control
- * unknown rash
- * excessive nasal discharge
- * pain

If your child is sent home due to illness, they cannot return to the facility until they have been free from symptoms for 24 hours without using a prescribed or over-the-counter medication. This allows your child time to recover and stop the spread of illness to other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining if your child is ready to return to the facility.

- * Mood, appetite, behavior, and activity are again normal
- * No fever for 24 hours without a prescribed or over-the-counter medication
- * Antibiotics (have been used for a full 24 hours)
- * Vomiting cleared for 24 hours (without aid of medication)
- * Diarrhea cleared for 24 hours (without aid of medication)
- * Frequent coughing excessive nasal discharge resolved
- * Pain resolved

Diarrhea Policies

Diarrhea is a sudden increase in number and looseness of stools. If a child presents with symptoms of diarrhea, the nursing office or administration will contact parents.

Infants or children will be sent home for the following symptoms:

- * Infant or child has had 3 very loose or watery stools within a 24 period
- * In a toilet-trained child, 3 "accidents"
- * One watery stool accompanied by at least one other symptom, including: vomiting, fever, blood in stool, decreased appetite, abdominal pain, baseline behavior changes

It is your responsibility to notify the facility if your child has a communicable disease or infestation such as measles, mumps, chickenpox, or head lice. A child may be readmitted without a statement from a physician only if the child has been absent for a period equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all infectious diseases, and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center.

Children returned to the center with signs of illness, or communicable disease will be refused entry into the facility. Please consult with your director if you need additional information.

Medication Policies

This policy was written to encourage communication between the parent, the child's healthcare provider, and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

Important General Notes:

- * Whenever possible, medication should be given at home. Dosing of medication can frequently be done so that the child receives medicines before going to childcare and again when returning home and or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. The parents must notify the childcare provider of the dosage that was given at home and at what time it was administered to the child.
- * Medication will only be accepted into the facility if the proper documentation is completed and all policies and procedures for accepting medication are followed.
- * Medication will only be used for the student whose name is documented, and the medication has been approved for.
- * Medication will not be shared.
- * Medication will always be kept in a locked container.
- * Medication will be administered in a manner that protects the child's safety.
- * Medications given in the Center will be administered by a staff member designated by the Center Director. The designated person will be fully briefed on the child's health needs related to the medication and will have had training in the safe administration of medication.

Communication Agreement Between Parents and Facility Regarding Medication

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

The Director or Director Designee is always authorized to contact the pharmacist or healthcare provider for more information about the medication the child is receiving and if a situation arises that requires immediate attention to the child's health and safety, particularly when the parent/guardian cannot be reached.

Accepting Medication

- * All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- * Medication will not be used beyond the date of expiration.
- * Consent forms from parents and doctors will be completed prior to arriving at the facility.
- * The child's name must be written on all items.

Storing Medication

- * Medications will be safely stored away from children in the Nurse's Station in the Main Office
- * Medication containers must have child-protection caps.
- * Medications will be kept in a well-lit area.
- * Medication will not be kept in rooms where food is prepared or stored unless refrigerated in a separate locked container.

Empty/No Longer Needed Medication

- * When a child no longer needs the medication, the unused portion or empty bottle will be returned to the parent.
- * If a medication is near expiration, the nurse or director will notify the parents to bring in new medication prior to the official expiration date.
- * All medication lids will be closed and locked, whether the medication is empty or full.

Prescription Medication

Forms Required to Administer Prescription Medication

- * Parents must complete a consent form to allow the facility to administer medication to their children.
- * The facility must receive a doctor's note. This can be in the form of a letter, labeled on the container/bottle, or labeled on the packaging.
- * Medication administration will be recorded in a log with the date, times administered, dosage given, prescription name, and signature of the person who administered the medication.

Receiving the Prescription Medication:

- * Prescription medication will ONLY be accepted in its original container.
- * Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.
- * The pharmacy label must clearly state:
 - physician's directions for use
 - physician's name and phone number
 - child's first and last name
 - the date the prescription was filled
 - the expiration date
 - specific instructions for storing the medication

Administering Prescription Medication:

- * Only the Nurse or designated staff member will administer medication
- * Prescription medication will be administered as instructed and prescribed by a physician
- * Prescription medication will be used only for the child named on the label
- * The administration of all medications will be recorded in a medication administration log.

Non- Prescription Medication

Forms Required to Administer Prescription Medication

- * Parents must complete a consent form to allow the facility to administer medication to their child.
- * The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of administering the medication.

Receiving Non-Prescription Medication:

- * Non-Prescription medication shall be accepted only in its original container. Medication not in its original container will not be accepted into the facility.
- * Non-Prescription medication shall be clearly labeled with the child's first and last name.
- * The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

Administering Non-Prescription Medication:

- * Only the Nurse or designated staff person will administer medication.
- * Non-Prescription medication shall be used only for the child who is confirmed to receive it.
- * Non-Prescription medication may be dispensed in accordance with the manufacturer's instructions.
- * The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of administering the medication.