

# First Steps Learning Center



## First Steps Learning Center Parent Handbook 2017-2018

200 Holiday Rd  
Coralville, IA 52241  
Phone 319-351-1695

[Firststepslearningcenter200@gmail.com](mailto:Firststepslearningcenter200@gmail.com)

Owner/Director: Nicole Aman

“Where children take their first steps to success.”

## **History**

Nicole and Dean Aman opened First Steps Learning Center in May of 2017. Nicole, helping at her mother's in-home daycare for many years, knew children were her passion and pursued her degree in Early Childhood Education. She taught pre-k for 6 years and ran a BASP for three years before becoming Assistant Director for a childcare center in Coralville. After a year, she became Director at the facility. It has been a lifelong dream to own and operate her own center and, in the fall of 2016, she and her husband decided it was time to make that dream come true.

First Steps is in the former Grant Wood AEA building on Holiday Rd., which was built in the 1980's. They had outgrown their space and the building sat vacant until it was purchased in January of 2017. Renovations started in February and turned the existing office space into a childcare center.

## **Mission Statement**

First Steps Learning Center Inc. believes in providing a quality child care program for all families in the community. From infants through school age children, our program provides a safe and nurturing environment to foster kids' social, emotional, cognitive, and physical development through their daily activities. We are committed to our families, to give them the peace of mind that comes from knowing their kids spend their time in a great child care facility.

## **Personal**

Nicole and Dean Aman own First Steps Learning Center and Nicole is the Director. Emily Hansen is an office manager. She is in charge when Nicole is out of the office.

First Steps has one full-time lead teacher in every classroom. Each lead is required to have child care experience or have a degree in early childhood/elementary education. The leads are responsible for planning and implementing the daily lesson plans. All lesson plans are posted in the parent information area in each classroom. Teacher Assistants are under direct supervision of the Lead Teachers. The Teacher Assistants are responsible for assisting with the daily activities in the classroom and substituting for the Lead Teacher in their absence.

## **Programs**

*The child care component of the program is for children infants to two years of age.*

### ***Infant Program***

The infant room follows each child's eating and napping schedule provided by the parents. Play times are stimulating and interactions are provided to meet each child's developmental needs. All infants are given tummy time throughout the day, read to, and are provided with toys to help develop their grasping skills and hand eye coordination.

### ***Toddler-One's Program***

In these classrooms, they follow a more structured routine and incorporate some group times into their daily schedule. Daily lesson plans are developed to help foster the social and emotional skills needed to succeed. They have a variety of toys to help build their vocabulary, small and large motor skills.

### ***Two Years-Pre-K Program***

Starting at age two, children are introduced to a preschool curriculum. Lesson plans are designed by the lead teachers of each room and are developmentally appropriate, focusing on school readiness and social/emotional development. Learning centers are made available to help teach children about themselves and their world and group times are incorporated into the daily schedule.

### ***School Age Program***

A school age program for children in Kindergarten through sixth grade is available. We provide care on all no school days, breaks, and holidays that First Steps is open. We provide transport to and from the following schools: Wickham, Central, Van Allen, and Garner.

### **Program Activities**

All classrooms will have a written daily schedule that includes both structured and unstructured time. Schedules will be flexible to allow children to make choices in their activities to help promote decision-making and independence.

### **Enrichment activities**

Throughout the year, First Steps Learning Center will offer a variety of classes that parents can choose to sign up for. Some of the activities will be out of pocket costs if you choose to sign up. Examples of activities may include, but not limited to:

- Little Sports Torts

- Tippi Toes

- Kids in the Kitchen

- Brown Deer Buddies

Our School-age program will be partnering with the Brown Deer Nursing Home through the school. Children will be visiting once a week to read and play games to help promote a sense of community and cultivate/foster giving back.

## Room Size and Ratios

<u>AGE</u>	<u>Ratio</u>
6 weeks to 2 years	1:4
2 years	1:6
3 years	1:8
4 years	1:12
5 years to 12 years	1:15

First Steps Learning Center's total capacity is 141 children. Classrooms are divided by age and the following is what each classroom is licensed for:

Room:	Age:	Licensed:	Room:	Age:	Licensed:
Infants	6wks-6M	9	Junior Pre-K	3-4-year old's	24
Toddlers	6M -1 year	8	Pre-K	4-5-year old's	30
Ones	1 years	12	School Age	5-12-year old's	39
Preschool	2-3-year old's	20			

## Volunteers

All volunteers must complete all paperwork as required by licensing. First Steps Learning Center welcomes volunteers to come help in our classrooms and on fieldtrips and special activities. Please stop in the office if you would like to volunteer.

## Confidentiality

To protect each family's confidentiality, First Steps will not share information about a child or a child's family with anyone who is not authorized to receive this information.

## Access

All parents and guardians have unlimited access to the center. We encourage parents to drop in and visit or play with their children throughout the day. If there is a parent that is prohibited from picking up the child or visiting the child a court order must be in the child's file. If the parent shows up the court order allows us to contact the police and get them involved. If there is not contact order in the child's file, we cannot prevent the parent from taking the child. We will contact the primary parent so they are aware of the situation.

*Restricted Access (individuals without background checks)* There are times when First Steps will have visitors in the center that do not have a background check. Examples would be instructors that come in to teach specific lessons (Kids Fit, Music, Soccer Shots, Photographer, etc.) These individuals will be under the direct supervision of the director and/or lead teacher of the room the lesson is being done in and will never be left alone with the children. Parents will be notified when they are here by each room's daily schedule.

## **Enrollment**

*First Steps Learning Center does not discriminate on the bases of race, color, age, gender, disability, religion, or political beliefs.*

The following forms must be filled out and returned to the office 24 hours prior to the start date: ○ Physical

- Immunizations
- Emergency contact
- Dietary Restriction form
- Field Trip form
- Photo release and social media form

The following paperwork and fees are due to hold your child's spot:

- Enrollment contract
- ACH form

\$100 non-refundable registration fee per family is due to reserve your spot in First Steps Learning Center. If we cannot guarantee you a spot, no registration fee will be taken, and your family will be placed on a waiting list for your desired room. If a spot becomes available, you will be contacted and given 24 hours to decide if you would like the spot.

After one week of care, an informal meeting will be scheduled between the office staff and the parents to touch base on your child's care and discuss and questions or concerns you may have.

All forms must be updated annually and failure to do so in a timely manner can result of termination of care from First Steps Learning Center.

## **Hours of Operation and Closings**

First Steps Learning Center will be open Monday through Friday from 6:30 am to 6:00 pm. We will observe the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas eve
- Christmas Day

New Year's Eve-closed at 5:00 pm

If a holiday falls on a Saturday, we will be closed the Friday before. If the holiday falls on a Sunday, we will be closed the following Monday. When Christmas eve and Christmas Day fall on Wednesday/Thursday First Steps will be closed on that Friday the 26<sup>th</sup>.

Full tuition is due for all center holidays.

First Steps Learning Center’s goal is to be open for your convenience, therefore, we do not follow any school system for inclement weather. If the center would need to delay opening, cancel opening or let out early, it will be posted on the First Steps Learning Center Facebook page and KCRG. (For early closing, parents will be contacted by staff members via telephone or email.)

**Drop off and Pick up**

We ask that all children be dropped off to their rooms by 9:00 am. This will help with meal preparation and daily activities the teachers have planned. Parents must notify the center prior to 9:00 am if they will be dropping off later to be guaranteed a spot for that day as staff will be sent home if ratio needs have been met.

Children must arrive during meal times if you would like your child to eat at the center for breakfast, lunch or snack. We cannot save food past the designated mealtime.

All children must be picked up and out of the building by 6:00pm. Families that pick up after 6:00pm will be charged a late pick up fee of a \$1.00 per minute per child. This will be added on to the weekly tuition. If children are not picked up by 6:30 pm the Department of Human Services will be contacted.

**Absences**

If your child will be gone for a day, please let the office know immediately for staffing and meal preparation.

**Tuition and Fees**

*All tuition and fees are paid through ACH.*

Age:	Weekly	Monthly (with no discounts)	Part Time-limited spots per room
Infant and Toddler	\$260	\$1,125.80	\$60/day
Ones	\$260	\$1,125.80	\$60/day
Twos	\$230	\$995.90	\$50/day
Threes	\$220	\$952.60	\$50/day
Junior Pre-K	\$220	\$952.60	\$50/day
Pre-K	\$220	\$952.60	\$50/day
School Age	AM: \$30 PM: \$60 BOTH: \$90	NA	NA

1. School age non-school days are \$30 per child and they must bring a lunch. There is no charge if schools are delayed or let out early due to weather if you are signed up for that time frame. (Example: If you are signed up for both is there is no additional charge. If you

are signed up for just am or pm we cannot guarantee we will have spots available and parents will be charged and extra \$10.)

2. A yearly supply fee of \$50 per family will be added every July 1<sup>st</sup> to your tuition. This helps cover field trips expenses, special days, trainings for staff, etc. If enrolling after December 31<sup>st</sup> of the current year a \$25 activity fee will be added to your first week of tuition.
3. Tuition will be pulled every Friday for the following week if paying weekly and the fifth of every month of paying monthly.
4. Non-sufficient funds (NSF) will result in a \$30 fee. Repeated NSF charges may lead to termination of care.
5. Each family will receive one week of vacation credit and one week of vacation where 60% of tuition is due. Vacation time must be used in one-week increment of Monday through Friday. **No credits will be given for tuition if tuition has already been pulled for the following week and/or month.**
6. A \$50 weekly fee will be charged to hold your families spot if gone for four or more consecutive weeks. If taking longer than 11 weeks' families will need to re-register and all fees will be due again. We cannot guarantee openings at that time.
7. A 2.5% discount will be given off full time tuition if paid monthly.
8. A 10% discount for each additional full-time child will be given.  
\*Only one discount can be used and only on full time children. School age children must be enrolled in both AM and PM to receive the monthly or multi child discount.
9. Full tuition is due regardless of attendance and for all holidays or weather-related closings.

## **Withdrawal/Discharge**

A two-week written notice must be turned in to the office to terminate care from the Center. If a two-week notice is not given, tuition will be charged for those weeks. ***No credits will be given if paying monthly and your child's ending date is before the month is up.***

We understand that not every child is suited for daycare. If there are any issues that are brought to our attention by our staff, parents/guardians or by your child, a meeting will be scheduled to address the concerns. The meeting will involve the director, lead teachers, and the parent/guardians. The concerns will be discussed in a calm manner and a plan will be set in place. Examples of why a child may be asked to leave could include: failure to adhere to the center's policies, late payments, behavioral problems, etc. Potential solutions will be determined, and a plan will be designed to solve the issues. A second meeting will take place after 2 weeks to reassess the situation. If the issues are still not resolved to the satisfaction of everyone involved, a one-week written notice of termination of services will be issued.

## **Personal Belongings**

The following are items needed for your child and must be clearly labeled with your child's name. If items are not provided you will be notified to pick up your child or bring the items needed within one hour.

- Infants and Toddlers: Diapers, wipes, ointments in their original containers, enough bottles for the day and multiple extra outfits. All food must be provided until your child can eat what we provide. This includes: formula/breast milk, cereal, baby food, etc.
- Ones: Diapers, wipes, ointments in their original containers, sunscreen, sippy cup for water only (sent home each Friday to be washed), items for nap and two extra outfits.
- Twos-Threes: Diapers or pull ups for potty training, wipes, ointments in their original containers, sunscreen, several sets of extra clothes and items for nap.
- Junior Pre-K and Pre-K: One extra outfit, sunscreen and a small nap time item. Blankets are provided for the Pre-K class only.
- ***Note: Twos and up do not need a sippy cup/water bottle for water as there are drinking fountains in the rooms.***

## **Non-Center Activities**

Sometimes children need to leave the center for an activity at another location (Examples: Doctor Appointment, swim lessons, speech, etc.). Parents must notify their child's teacher or the office before this occurs with the time of pick, who will be picking up, and the when the child will be returning. Once the authorized person has picked up the child and signed them out, First Steps Learning Center is no longer responsible for their care. Once they are returned and signed in, First Steps will resume responsibility for that child.

## **Field Trips**

It is required by DHS that every child have a signed Field Trip permission on file. However, at First Steps Learning Center only children in Pre-K and School Age will participate in field trips away from the center.

A separate permission slip is required for each activity and must be turned in with the parent's signature for that child to attend that field trip. All center transportation policies will be followed, and center vehicles will be used to transport the children to and from the designated field trip. Field trips require an extra staff member or a volunteer. All volunteers will be required to complete a volunteer statement before attending the activity.

## **Transportation**

First Steps Learning Center's vehicles are used when transporting children to and from school and on field trips. All children must be fastened in an approved safety seat, seat belt, or harness that is appropriate for that child's age and/or weight and is installed and used in accordance to the manufacturer's instructions for the car seat and motor vehicle. It is each parent's responsibility to provide an appropriate restraint system to the center on the day of each field trip or for transporting to and from school.

The following rules will be followed in First Steps Learning Center's Vehicles:

- There is no eating, drinking, or chewing gum while in the vehicle.
- Children must wait until the vehicle comes to a complete stop and the driver gives the "ok" before unbuckling themselves.

- Children will refrain from loud voices, fighting, inappropriate language, and acting rudely or abusive towards other children, the driver, or the vehicle.
- Children must immediately find a seat and buckle themselves in, using the appropriate restraint.

## **Discipline Policy**

We believe that children learn through their environment and by the example of their teachers/caregivers. We understand that children are not perfect and will misbehave and test their limits. With this in mind, we have carefully set up each classroom's environment to ensure each child will succeed and anticipate problems before they occur. Lead Teachers have a clear, set policy for the rules of their room and encourage positive behavior. We encourage the children to work on their problem-solving skills and help them to use words to solve conflicts.

Each room will have a calming area with both pictures and words as strategies to calm down. This area is a safe place where children can go, when they start to feel frustrated and need a break from their normal routine. Children can look at books, talk it out, or draw it out to help get them back on track.

- First Steps Learning Center will never use any form of corporal punishment. Corporal punishment means punishment inflicted directly on the body, including but not limited to: hitting, spanking, shaking, slapping, twisting, pulling, squeezing hurtfully, demanding excessive physical exercise that most children cannot pleasurably do, forced rest, adoption of bizarre positions, compelling a child to eat or put soap/food/spices/foreign substances in the child's mouth, exposing a child to extreme temperatures without proper clothing or protection, isolating a child in an adjacent room/hallway/closet/dark area/play area/any area where the child is not supervised, trying to restrict movement by binding or strapping in a seat except in a car seat when traveling in a vehicle, taping, using or withholding food as punishment or reward, or taking away physical activity/outdoor time as punishment.
- Staff will not punish, demean, or humiliate children that are learning to use the toilet.
- Any form of emotional abuse including rejecting, terrorizing, extended ignoring, isolating, or corrupting a child.
- Abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks about the child or their family.
- Any form of public or private humiliation, including threats of physical punishment.

There may come a time that a child will need to be suspended from the program to assure that we can provide a safe and nurturing environment for all children and staff. If a child is continually aggressive towards other children or staff, and this results in removal from the group or injures, the child will be suspended. The child will be permitted back into the program once a behavior plan is established.

No child will be discharged from our program until we have exhausted all our resources. Staff members will work closely with the parents to improve the behavior problem. If unacceptable behaviors continue, the family will be given a warning of dismissal. If at any time the behavior threatens the safety of the other children or staff and prevents the other children from learning, the director will contact the parents and have the child removed immediately.

## **Biting**

Even in the best childcare programs, periodic outbreaks of biting occur among infants and toddlers, sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. Children bite for a variety of reasons, including teething, sensory exploration, stress, attention, hunger, and frustration. Biting can be frustrating and stressful for the children, parents, and teachers, and is not something to blame on the children, parents, or their teachers.

When biting occurs, it is important that the teachers remain calm and not show anger or frustration towards the child. Teachers will calmly let the child know that biting is not ok and will remove the child from the situation so that the focus of attention can be on the child that was bitten. The child who bit will be talked to about different strategies they can use the next time such as using words, get a teacher for help.

When biting becomes an ongoing issue, it is important to find out the reason behind it. Teachers will do observations and work closely with the parents to determine the reason behind the biting. Once a reason is determined, teachers can work on strategies to prevent the biting from occurring.

Parents will be notified of a biting incident through the incident reports filled out for the biter and the child that was bitten. No other names will be mentioned on either report to respect confidentiality of both parties involved. Staff will not be able to tell either parent the other children involved in the biting incident as well.

## **First Aid for biting**

1. Wear gloves and clean the bite mark with soap and water. Run water over the area for 5 minutes.
2. Apply an ice pack to help minimize swelling and pain.
3. Apply a Band-Aid if the skin was broken.
4. If skin was broken parents will be notified.
5. Write up a detailed incident report for both children involved. A copy will be given to the parent and one will be kept in the child's file.

All information is confidential, and names of the children involved in the incident are not shared between parents.

## **Universal Precautions**

First Steps Staff will use universal precautions when exposed to blood and body fluids containing blood. Staff will wash their hands immediately with soap and warm water if exposed. Single use disposable gloves will be worn, and hand washing will be done after removal of gloves. For vomit, urine, feces, blood, or other body fluids the center staff will clean and disinfect all areas.

## **Diapering**

Latex free gloves will be worn during diaper changes and discarded after the diaper has been removed. Following the diaper change, the soiled diaper will be placed in a plastic-lined, foot operated diaper can. Wet or soiled clothing will be put into a plastic sack. Hands of the both the child and the staff will be washed with soap and water. Changing tables will be cleaned and disinfected after each child.

## **Nutrition**

First Steps Learning Center serves breakfast, lunch, and afternoon snack. All meals are prepared on-site by our kitchen staff and meet the guidelines for the Child & Adult Care Food Program. Children will be encouraged to try the foods on their plate, but they will not be forced to try something or make a “happy” plate. Food will never be withheld as a form of punishment. Mealtimes should be enjoyable and a time for children to work on their social skills and manners. Teachers are expected to sit with the children and model these behaviors. Menus are posted for the current week outside the kitchen and all rooms. Copies of the menus will be available up by the office for parents to take home as well.

Infants to two-year old’s will be served breast milk, formula, or whole milk and children over two years will be served 1% milk. A doctor’s note must be provided to serve milk other than those specified, and it must meet the nutritional guidelines of the Child and Adult Food Program. Special treats brought from home for holidays, parties, or birthdays are allowed. Please check with your child’s teacher for any allergies in the room.

Parents with children that cannot eat the center’s food must provide us with breast milk/formula, cereal, or baby food until the child is ready to eat the center’s food. Infants are fed on their own schedules provided by the parents. However, infants do not benefit from rigid feeding schedules.

All formula and breastmilk bottles are good for one hour from the start-time of feeding. If a bottle is not finished, any remaining milk will be thrown away.

## **Dietary Modifications/Children Needing Special Accommodations**

All children with a special dietary need must have a dietary modification sheet on file at First Steps. This sheet must be filled out by the parent and doctor, if applicable. If child has food restrictions, First Steps Learning Center will substitute out the offending item on the menu.

Food from home is discouraged, but if it must be brought from home it must meet all the nutritional requirements for the intended meal and any leftovers will be thrown out. We will not be able to store the food in the fridge or freezer or warm up the food. It must go straight from the child's cubby to the table. If a child has a special dietary need, an Allergy Action Plan must be completed by their physician and placed in the child's file.

\*First Steps will accommodate children needing special care to the best of our ability and will make every effort to provide the care that they need. A meeting between the parents, director, and lead teacher will take place before enrollment to make sure all special accommodations can be met.

## **Illness Policy**

### ***Admission & Exclusion due to illness***

Criteria for excluding children who are acutely ill or injured:

1. Ability to participate: the child's condition prevents them from participating comfortably in activities that the facility routinely offers or well children or children who are mildly ill or injured.
2. Need more care: The condition requires more care than the teachers can provide without compromising the needs of the other children in the group.
3. Risk to others: Keeping the child in care poses an increased risk to the child or other children or adults with whom the child comes in contact with as defined in Managing Infectious Diseases in Child Care and Schools

### ***Admission & Permitted Attendance***

Children with certain health conditions may be permitted to attend early childhood education care programs if they can:

1. Participate in the usual daily activities with other children and the early childhood education;
2. Or the care provider is not leaving the other children unattended to care for the ill child.

Children with the following conditions may be permitted to attend:

1. Infants and young children may have as many as six respiratory illnesses each year. These diseases include-the common cold, croup, bronchitis, pneumonia, respiratory syncytial virus (RSV) and otitis media (ear infection). Exclusion of children with these illnesses from early childhood education and care has not helped in preventing these infections;
2. Children who are carriers of an infectious disease in their stool or urine that can cause illness, but who have no symptoms. Exceptions include E. coli O157:H7, Shigella, or Salmonella typhi;
3. Children with conjunctivitis (pink eye) who have a clear, watery eye discharge and do not have any fever, eye pain, or eyelid redness;
4. Children with a rash, but no fever or change in behavior;

5. Children with cytomegalovirus (CMV) infection, parvovirus B19, HIV or carriers of Hepatitis B;
6. Shingles (herpes zoster), children shall keep sores covered by clothing or a dressing until sores have crusted;
7. Children with influenza may return to early childhood education and care when the child feels well enough;
8. Children with Methicillin-resistant Staphylococcus aureus (MRSA) do not need to stay home as long as the wound is covered, and drainage is contained;
9. Children with norovirus infection who have no diarrhea and are not otherwise ill, may remain in the program if special attention is paid to handwashing, proper diaper disposal, and maintaining a clean environment. See part II for children who have had diarrhea and/or vomiting.
10. Children who have ringworm. Children with ringworm should not go to the gym, swimming pools, or play in contact sports. Treatment may take at least four weeks;
11. Children with viral meningitis may return to child care when the child feels well enough.

### ***Part II: Exclude Children with the Following Conditions***

To ensure the overall health and safety of all the children, we ask that you not bring your child to the child care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in child care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without risking the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health care professional indicates that you can include the child in the child care center's activities:
  - a. Fever of 101, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included in the facility;
  - b. Symptoms and signs of possible severe illness like, i. Lethargy that is more than expected tiredness, ii. Uncontrollable coughing. iii. Unexplained irritability, fussiness, or persistent crying, iv. Difficult breathing v. Wheezing vi. Other unusual signs for the child.
4. Blood in stools not explainable by dietary change, hard stools, or medication that may cause gastrointestinal damage such as ibuprofen, naproxen, or aspirin;
5. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of vomiting is not contagious, and the child is not in danger of dehydration;
6. Persistent abdominal pain (continues more than two hours) or intermittent pain associated with fever or other signs or symptoms;
7. Mouth sores with drooling, unless a health care provider determines that the child is noninfectious;

8. Rash with the fever or behavioral change, until a health care provider determines that these symptoms do not indicate a communicable disease;
9. Diarrhea, defined as loose, watery, and frequent stools. Children with diarrheal illness of infectious origin generally may be allowed to return to child care once the diarrhea resolves, except for children with diarrhea caused by Norovirus, Salmonella typhi, Shigella, or E. Coli 0157:H7. For Salmonella typhi, three negative stool cultures are required. For Shigella or E. Coli o157:H7, two negative stool cultures are required taken at least 24 hours apart. If treated with antibiotics, samples should not be taken less than 48 hours after therapy is done;
10. Norovirus, children not in diapers and child care center staff with diarrhea and/ or vomiting should remain home until 24 hours after diarrhea and/or vomiting cease, and until stools are formed. Children in diapers should remain at home for three days following cessation of diarrhea and/or vomiting and until stools are formed;
11. Erythema infectiosum (5<sup>th</sup> Disease), keep child at home if fever is present;
12. Pink eye (conjunctivitis) with purulent discharge (defined as pink or red conjunctiva with white or yellow eye discharge), child may go back to child care when all symptoms are gone;
13. Scabies, until after the first treatment;
14. Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend care;
15. Impetigo, until 24 hours after the child started medicine from the health care provider;
16. Strep throat or other streptococcal infection, until 24 hours after antibiotics are started;
17. Varicella-Zoster (Chickenpox), until all sores have dried and crusted;
18. Pertussis, until five days of appropriate antibiotic treatment have been completed or 21 days of cough if no antibiotics are given;
19. Mumps, child can go back to child care five days after start of symptoms or until symptoms are gone, whichever is longer;
20. Hepatitis A virus, until one week after start of symptoms;
21. Measles, until four days after onset of rash;
22. Rubella, until six days after onset of rash;
23. Herpes simplex, children with herpetic gingivostomatitis, an infection of the mouth caused by the herpes simplex virus, who do not have control of oral secretions, shall be excluded from the child care. Children with mild cases who do have control of their mouth secretions may not have to be excluded; or
24. Meningitis (bacterial), child may return to child care 24 hours after starting antibiotics.

### ***Part III: Illness while in Child Care***

If a child becomes ill while in child care and it is determined that the child should be excluded:

- Contact immediately the parent, legal guardian, or other person authorized by the parent;
- Care for the child apart from other children;
- Give appropriate attention and supervision until the parent picks up the child; and

- Give extra attention to hand washing, diaper changing, disinfecting surfaces;
- Use Universal Precautions.

### **Minor Injuries/Accidents**

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur that does not require immediate medical attention, an accident report will be completed by the staff member that witnessed the incident and signed by office staff. The parent or guardian will receive the accident report at pick up and a copy will be placed in their file after it is signed.

If the incident is minor but requires first aid the staff member will assess the situation and administer first aid as required.

If at any time throughout the day a staff member notices changes in your child health and/or behavior, a report will be filled out for parents to sign at pick up and the parents will be given a courtesy call as to how their child is doing.

### **Serious Injuries/Accidents**

If at any time your child should injure themselves that requires immediate attention a staff member will call 911 immediately. If they are taken by ambulance to the hospital a staff member will accompany the child to the hospital. The child's registration form containing medical information will be brought as well. Staff will stay with the child until a parent can arrive.

### **Administration of Medications**

All staff must take an Administration of Medication class per DHS before they can administer any medication including diaper creams and sunscreens. A medication form must be signed and filled out by the parent for each medication to be given to the child. All medication will be stored in the child's classroom and the teacher must document each time the medication is or isn't given. To insure compliance with DHS and the Health Department regulations the following procedures must be followed:

*Over the Counter Medication:* Must come in the original container and not be expired. Medication must have written dosage for the age of the child being given the medication. If bottle states it is for 2 years and older, you must have a physician statement of dosage for children younger than 2 years.

*Prescription Medication:* Must come in the original labeled prescription container. For long-term medication, do not send more than one month's supply. Medication forms must be signed by the parent prior to giving the medication and are only good for 30 days. We will not provide any medications such as Tylenol etc.

*Devices (Epi Pen, Nebulizer, Inhaler):* Parent or health care provider will provide written instructions on indications for use that include signs and symptoms that medication is needed.

The parent will demonstrate the use of the device and special care after use to all staff who will be using the medication.

## **Medical Emergencies**

If a serious medical emergency would arise staff will administer first aid and notify emergency personal (911) immediately if needed and parent will be called. If an ambulance is needed a staff member will ride with the child to the designated hospital marked on the emergency contact form and staff with them until the parent arrives. If we are unable to contact either parent, the emergency contacts listed will be called. Staff will share all information regarding doctor and dentist with emergency personal. If a dental emergency should arise the child's dentist and parents will be contacted immediately, and first aid will be given to the child.

## **Mandatory Reporter**

All staff are Mandatory Reporters and must complete a two-hour class that is renewed every five years. Reporting of Suspected Child Abuse, Neglect, or Exploitation First Steps Learning Center will report to the Department of Human Services, as required by state and local laws, any instance where there is reasonable cause and believe that child abuse, neglect, or exploitation may have occurred. Failure to report any suspected case of abuse could result in revocation of our license, immediate termination or suspension of employment and/or individuals could be criminally charged for failing to report.

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, bestiality in the presence of the child, manufactures a dangerous substance or is in possession of a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services. IF the person making the report has reason to believe that immediate protection of the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report by law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. Names and home address of the child and his parents or other persons believe to be responsible for his care;
- b. Child's present whereabouts if not the same as the parent's or other person's home address;
- c. Child's age;
- d. Nature and extent of the child's injuries, including any evidence of previous injuries;
- e. Name, age, and condition of other children in the same home;

- f. Any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child;
- g. Name and address of the person making the report.

*Legal sanctions for failure to report are as follows:*

- a. Any mandatory reporter who knowingly and willfully fails to report a suspected care of child abuse is guilty of a simple misdemeanor.
- b. Any mandatory reporter who knowingly fails to report is civilly liable for damages proximately caused by such failure (Legal Reference 232.75). Any mandatory reporter who, in good faith, makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil, or criminal. Records and/or information pertaining to the abuse may be release to the child's abuse investigator without release required in other situation (Legal Reference 232.73)

### **Abuse Allegations against an Employee**

If an employee is being investigated for an abuse allegation by DHS, First Steps Learning Center administration will take the following steps:

\*Cooperate with and review the allegation statements with the DHS investigator;

\*Take action concerning the employee's work status. The specific action will depend on the individual situation but will likely fall within one of the following options:

- 1.The employee may continue working during the allegation investigation with or without modifications to job duties/responsibilities;
- 2.The employee could be suspended with pay until the investigation is complete;
3. The employee could be suspended without pay until the investigation is complete.

Dear parents: The people who care for your child have a special status under the law. They're mandatory reporters. They don't really report "child abuse". What they must report is their suspicion that someone may have purposely hurt your child. They have no choice under the law. Trained investigators decide whether or not abuse actually took place. All children get bumps, bruises, scrapes as part of growing up. It is important however that you tell your child's teacher/caregiver about any unusual injuries or conditions. Sincerely, Child Care Consultant

To Report Child Abuse Anytime, Call: TOLL FREE STATEWIDE (1-800-362-2178). You may call collect.

Licensing Consultant  
Heidi Brown  
855 S. Dubuque Street, Suite 102  
Iowa City, Iowa 52240  
319-688-5733

A copy of the licensing standards is available on the Department of Human Services website.  
(Chapter 109 of Administration Rules)

*\*Copy of all emergency preparedness plans can be given at the request of the parent.*