

# **Policies**

## **Admissions & Mandatory Paperwork**

Ba-lagan Daycare serves a broad spectrum of the Jewish community. In order to register for our program, all families must submit a completed application form to the school office and any associated fees. The Ba-Lagan Daycare does not discriminate or turn families away on the basis of race, color, creed, national origin or gender. However, if, in the opinion of the Director of the Early Childhood Center, the program will not meet the needs of the child and/or family, then the Director reserves the right to deny admission to the School.

Each child must have a current Immunization Record and Health form on file. Children will not be admitted to school until these papers are on file.

Additionally, all parents must complete an Emergency Form in order for their child to attend our program

## **Inclusion Statement**

Ba-Lagan Daycare welcomes all children and is committed to providing developmentally appropriate early learning experiences that support the full access and participation of each and every child. Children with and without special health care needs, disabilities or delays have access to the same routines, play and learning experiences. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. The School will make every attempt to implement necessary adaptations or modifications in order to meet the needs of the child. However, the Director of the Early Childhood Center reserves the right to remove the child from the School if the child's needs cannot be met. If this is the case, the Director will meet with the family to recommend other, more appropriate programs to better meet the child's needs.

## **Outdoor Play**

We are required by the Maryland State Department of Education to take our children outside once in the morning and once in the afternoon, unless the weather is inclement. Inclement weather includes rain, heavy snow, gusting winds or extreme heat. In the winter, all classes will go outside if the temperature is above 32 °F. When it is below 32 °F, it will be at the discretion of the individual classroom teachers whether or not the class will go outside. The wind chill factor will be taken into consideration. If the children are taken outside, it will be for no more than 15 – 20 minutes. If it is a snowy day, children will go outside in the snow. In the spring and summer, if the temperature is above 95 °F, the children will be taken outside early in the day, for up to 30 minutes. Air quality will be taken into consideration.

With this policy in mind, please make sure that you send in appropriate seasonal clothing with your child; a warm jacket, gloves or mittens, a hat and boots for when it is snowy in winter, and t-shirt, shorts in summer

As with our illness policy, if you feel your child is unable to participate in the program 100%, including outdoor play, please do not bring them in that day.

### **School Closing & Weather Policy**

From time to time it is necessary to close school due to inclement weather or other unforeseen emergencies. In such cases, Ba-Lagan Daycare will make an independent decision on whether or not to open during inclement weather. If we feel we need to have a delayed opening, Ba-Lagan Daycare will open at 9:15 am and there will be no early drop care. Early closing will be made at the discretion of the BDC Director. Parents will be notified of any closings by text alert and email.

### **Positive Discipline & Behavior Expectations**

At Ba-lagan Daycare we use positive discipline strategies to help children grow socially and emotionally, to get along with others and to feel good about themselves. Positive discipline strategies not only include interventions to be used with children when they misbehave, but also techniques to create a respectful, fair, consistent program. All children deserve to feel emotionally and physically safe within their classroom and school. Child guidance through positive discipline is a process of assisting children in understanding and using positive behaviors. The teachers seek input from the children, whenever possible, to develop clear rules and expectations for the classroom. Children are encouraged and helped to reflect upon their behaviors so that they understand the consequences of their actions. Reflection helps each child and the entire class, understand their emotions and the impact that their behaviors have on themselves and others.

To accomplish these goals, the following strategies, among others, are used as appropriate:

- Set children up for success. We develop routines, schedules and planned activities with a back-up so children are involved in constructive activities and interacting positively.
- Establish simple, clear, consistent rules and expectations. Simplicity and consistency are key elements to preschool children learning appropriate behavior. The children have input into the rules.
- Offer choices. Offering several choices is a good way to teach decision-making, while allowing children input into their day.
- Ignore negative attention-seeking behaviors. We do not address negative attention-seeking behaviors. We understand that rewarding negative behaviors would reinforce them.
- Reinforce positive behavior. We give lots of attention to children who are behaving in ways that are appropriate.

- Redirect. We create another activity or event to draw a child's attention away from inappropriate behavior.
- Show appropriate ways of seeking attention. Biting and hitting often indicate a need to communicate. We demonstrate appropriate ways to communicate and get attention, like a gentle tap on the arm.
- Offer alternatives to undesirable behaviors. We model appropriate behaviors such as negotiating for a toy instead of grabbing it.
- Reward children for achievement. When a young child has several triumphs at changing a behavior, we take a moment to tell the child that we noticed the change. When the child makes an effort to do the right thing, we recognize the effort with a kind word, sticker or hug.
- Conflict prevention. We identify the right combination of classroom materials, play equipment, structure, and space. We understand that the overall classroom environment can help prevent conflict;
- Teach problem-solving skills and moral reasoning. We help children understand the natural consequences of their actions.

An individualized school behavior plan will be developed for any child who displays uncontrollable, inappropriate and frequently aggressive behavior and who does not respond to the above strategies. To develop the individualized behavioral plan, a learning needs specialist may be consulted to design a plan to best meet the child's needs. The cost of additional staff, if deemed necessary, will be the responsibility of the parents. If, after the implementation of an appropriate individualized behavior plan, a child continues to be a threat or a danger to himself/herself or other students, Ba-Lagan Daycare reserves the right to temporarily or permanently dismiss the child from the school.

### **Biting**

Children sometimes bite other children. Although not all toddlers and two year olds bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child. Young children may bite for any of the following reasons:

- Teething: Toddlers are often cutting teeth and it hurts. Chewing on something might relieve the pain
- Sensory Exploration: Toddlers and 2s are very good at using all of their senses to learn about the world. The "oral mode", an important style of learning for infants, and continues into the twos.

- Cause and Effect: Toddlers and 2s are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.
- Self-Assertion: This is probably the most common reason toddlers and 2s bite. It is a way to express frustration when they don't yet have the language skills to do so.

When a child is bitten, that child is immediately comforted and the bite is washed with antibacterial soap and a band-aid is applied if skin is broken. The biter is told very firmly, but without anger, something like "Teeth are not for biting. Biting hurts very much." The teacher encourages the child who was bitten to express his/her feelings. "It hurts" or "Don't bite me" are sentences teachers will model for the child to repeat.

Parents are informed about what happened by receiving an 'Incident Report' on the day of the incident for each child involved. In order to preserve the dignity and confidentiality of those involved, the report does not include the name of the child who was bitten or the name of the child who did the biting.

If the biting persists, the Director should be notified and a plan of action will be put into place by the Director, parents and teachers.

### **Reporting Abuse**

All Ba-Lagan staff are required by law to report any suspected incidents of physical or emotional child abuse to the proper authorities.

## **Health and Safety Procedures & Policies**

The health of our children is a primary concern for both the parents and school professionals in our community. When children are feeling well they are happier and more open to new information and experiences.

### **Immunization Policy**

Maryland State law requires that all children registering for school be up-to-date with their childhood immunizations. The American Academy of Pediatrics recommended immunization schedule is available for review in the school office.

Ba-Lagan Daycare requires all children to be immunized before entering our program. We do not accept religious exemptions.

## **When to Keep a Child Home**

The school must rely on parental judgment and discretion in deciding whether children are ill and unable to attend school. We want to emphasize that a child who is ill is not an effective learner. In addition, schools can be breeding grounds for contagious infections unless parents exercise reasonable caution in monitoring the health of their children. If a child is brought to school and is unable to appropriately participate in the day's activities, the child will be sent home immediately.

**Fever** – Defined as 100.0° or higher; a child should be free of fever and associated symptoms for 24 hours prior to returning to school.

**Rash or Eye Inflammation** - The condition should be diagnosed by a physician prior to sending a child to school.

**Nausea/Vomiting/Diarrhea** - A child who is nauseated or has vomited/had diarrhea must be kept home for at least 24 hours after the last episode.

**Colds** - A child who exhibits the early symptoms of a cold should be monitored at home before returning to school. Cold symptoms, especially sneezes and coughs, can easily transfer germs among children. Frequent hand washing is important to avoid spreading colds.

**Antibiotics** - A child whose doctor has prescribed antibiotics should be on the medication for a *minimum* of 24 hours prior to returning to school. Often, while the child is no longer contagious at this point, they are not prepared for the rigors of a classroom setting. Please consider your child's best interests when deciding when it is appropriate to re-enter school.

## **Illness During the School Day**

If a child becomes ill at school, or requires medical assistance due to an accident, parents will be contacted immediately. In the event that a parent cannot be notified, the emergency numbers listed on your child's Emergency Form will be called. It is our expectation that our parents (or those authorized by parents) will pick up the sick or injured child promptly. Please keep emergency numbers current, and inform people whom you designate as contacts of their responsibilities.

# Updated BDC Covid-19 Policies for Students

(effective January 12, 2022)

## Positive Covid-19 Test Policy:

**Positive Test Result Due to Covid-19:** A child who has a positive test result must be isolated for a full 10 days. Day 1 is the day **AFTER** the positive test or onset of symptoms. After Day 10, the child may return to school, if symptoms have resolved and are expected to wear a well-fitting mask (mask exception for children in our Toddler Classes). If symptoms continue, the child must stay home until they are fever and symptom free for 24 hours.

Day 0	Positive test result or symptoms
Day 1	First day of isolation
Day 10	Last day of isolation
Day 11	Return to school

## Unvaccinated Exposure Policies:

Unvaccinated exposure is defined by someone who has been within 6 feet, for at least 15 minutes, in a 24-hour period, of someone who tested positive.

**Unvaccinated Close Contact/Exposure:** Unvaccinated children should quarantine for 5 days after the last close contact with the person who tested positive for Covid-19. Day 1 is the first full day **AFTER** the contact. On day 5, your child must have a PCR test. **IF** negative, the child may return to school and must continue to wear a well-fitting mask when around others. **IF** positive, please refer back to **Positive Test Results Due to Covid-19** policy.

Day 0	Date of exposure
Day 1	First day of quarantine
Day 10	Last day of quarantine(PCR TEST REQUIRED)
Day 11	Possible return to school (NEGATIVE PCR REQUIRE)

## Vaccinated Exposure Policies:

**Vaccinated Close Contact/Exposure:** A vaccinated child that has been exposed does not need to quarantine. However, the child should continue to wear a well-fitting mask around others. On day 5, a rapid antigen test is required (PCR recommended).

### **Dispensing Medication in School**

If a child will be taking medication in school, parents are required to bring the medication to the office in an original container with a pharmacy label. Most pharmacists will issue two containers upon request at no additional charge (one for home and one for school). **The school will also require a signed Medication Dispensing Form, from both the parent and the student's physician, before we can administer medication.** NO medication, either prescription or over the counter, will be dispensed unless these conditions are met. Forms are available in the school office. Parents must give children the first dose of a medication at home. Only one dose of non-prescription medication can be dispensed in school per day.

Parents of children with chronic medical problems such as asthma, severe allergies or diabetes, must discuss these conditions with the child's teachers and the Director prior to the start of the school year so that appropriate action can be taken should a problem arise. Special medications or devices should be made available to the school by the parent with specific instructions from the child's physician or health care provider.

### **Pediculosis Policy (Head Lice)**

One health issue that is of great concern to parents is Head Lice, also known as Pediculosis. If your child should contract head lice, it is no reflection on the level of cleanliness of your child or home. Head lice has become the most widespread childhood illness after the common cold.

Precautionary and preventive measures can avoid a full-scale infestation. Parents should check the hair and scalp of their children every few weeks for lice and nits (egg cases). It is particularly important to check after a visit to a household where there are other children.

Should a child's hair become infested, the family physician or health care provider can advise one of the recommended treatments, which may involve a chemical shampoo and will require a THOROUGH combing of your child's hair. Metal combs are often more effective in removing nits than plastic ones. In addition, other measures, such as treating your linens, stuffed toys, pillows, etc., must be taken. If a child is found to have Pediculosis while at school, the child will be removed from the classroom in a pleasant and non-threatening way. That child **MUST** be picked up immediately and treated at home. All members of the affected child's class and the child's siblings will be checked at school as well. Following treatment, children will be re-examined at school and **MUST BE NIT FREE** at that time. Parents or guardians must remain at school until the child is readmitted. It is the decision of the school as to whether the child will be readmitted.

### **Pets in Property**

I acknowledge the presence of a child-friendly chihuahua (Mili) in the property of Ba-Lagan Daycare. I understand that while the dog does not have access to daycare areas during daycare hours, She does have access to the children per their request with the permission of their parents. My child may come into contact with the dog briefly during the day.

### **Screen Time**

Ba-Lagan Daycare following the Maryland Health Regulation regards screen time, Allows not to be permitted to view more than 30 minutes of age-appropriate, educational and religious education purposes per week, . A child in attendance who is younger than 2 years old may not be permitted to view any passive technology. **Md. Code Regs. 13A.15.09.01(B)(4).**

### **School Dismissal**

Any changes in your child's pick up schedule must contact Adi Smith the owner of Ba-Lagan Daycare via Phone call, text, or email.

### **Special Situation Pickups**

It is extremely important that we maintain the highest level of safety for our children. We therefore request that you observe the following procedures when a change in your usual dismissal routine is required.

Contact Adi Smith the owner of Ba-Lagan Daycare/ via Phone call, text, or email if pick-up is during school time.

### **Late Pickups**

Your child expects you and looks forward to seeing you at the end of each day. Lateness can cause uneasiness, especially in younger children, so please be prompt. Parents who pick up their children late will be assessed a late fee of \$1.00 per 1 minute of tardiness, after a 5 minute grace period.

**I acknowledge that I've read and understand all of the policies set forth in the parents handbook**

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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