



PARENT HANDBOOK

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DISCLOSURE STATEMENT: **WELCOME TO STEPPING STARZ** We are excited to welcome you and your children to Stepping Starz Learning Center. We are a State Licensed facility that is here to provide you with both top-rated dependable childcare at the spur of the moment, and first rate run for your child, or flexible full-time care. If you need full-time or consistent part-time care, we can help! We offer an early childhood curriculum that meets Ohio Early Learning Content Standards. Our center is licensed for full-time care.

ABOUT OUR CENTER/STAFF

Stepping Starz is a single owner location. We are located at 580 Craig Drive Suite 8, Perrysburg in Perrysburg Junction. All our staff are experienced childcare givers who are certified in CPR, First Aid, Child Abuse Recognition, and Communicable Disease Recognition. Most staff members have an early childhood education background or a university degree in Early Childhood, or related program. Police background and fingerprint checks and reference checks are conducted on all staff. We pride ourselves on providing a safe, loving, and friendly atmosphere for your child to play and learn. Our staff members strive to make your children feel welcome at our center and are confident that your children will enjoy themselves so much that they will beg to come see us again! Administration can be reached 24/7 at 419-601-0515.

TYPES OF SERVICE

Full time care packages are available and allow you 25 to 50 hours of care in one week. Weeks run Monday to Friday, and the packages are only available for those days and cannot be carried over from week to week.. Part Time Care Part time care packages allow you up to 24.9 hours of care in one week. Again, weeks run Monday to Friday, and the packages are only available for those days and cannot be carried over from week to week. Payments are made at the beginning of the week and it does not carry over to the next week, and it is **not refunded** if your child is ill. If you do not pay by the first day of attendance, an automatic payment from the *Tuition Express Authorization* will be processed. We will provide two weeks of complimentary vacation time per year, running from September 1st to the last day of August. You are welcome to take additional vacation time as needed; however, regular rates will apply for any time beyond the complimentary two weeks to secure your child's spot. State Assistance families: You have 20 absent days per 6 months (Jan 1st-July 1st) once these are used up, we no longer receive payment, therefore any remaining cost will be your responsibility.

DAYS OF OPERATION

We are open as early as 5:30AM to 5:15PM, Monday through Friday. Please watch for postings as depending on the date of the holiday, we may close. Snow days remain open unless there is a Level 3 warning issues.

RATIOS

We are committed to the safety and well-being of your child. The following staff: child ratios as noted in the ODJFS rules regulating Stepping Starz: 1:5 Young Infants (6 weeks to 12 months) 1:6 Infants (12 months to 18 months) 1:6 Young Toddler/Toddlers

(18 months to 2 years old) 1:8 Toddlers (2 ½ to 3 years) 1:12 Young Preschool (3 years) 1:14 Preschool (4 years or 5 years) *NOTE: Group size shall not exceed twice the maximum number of children allowed per childcare staff member. Children are only combined in one group when there are 12 kids or less in the early morning and late evening, otherwise they are with their specific age group and assigned teacher. Children will always be supervised. We are very conscious of our ratios to ensure the safety of children in our care. We maintain a roster of “on-call” staff members in the event we are busier than expected and have a “floater” who helps in rooms that need extra hands. We also reserve the right to turn children away if we are at capacity. Please note that a reservation is required for Infants as we are limited on space. If you make a reservation for an Infant that you cannot keep, you must call as soon as possible to cancel. After 30 minutes of failure to cancel or “No Show”, we reserve the day of service. Failure to show up or cancel an appointment results in a loss of the reservation and a fee of \$15.

ASSESSMENTS

We do annual ASQs for each child in our building. We visually assess and create three individual goals for each child to work on each month.

TRANSITIONING

Since we are a small center, the children get to know all the children, teachers, and staff. Transitioning is easier for children at our center. Infants and Toddlers have their own areas and as they get older, they have opportunities to participate in activities with children of the next age group. All children are evaluated on a case-by-case basis to determine if the child is ready to move up.

PICK UP/DROP OFF POLICY

Arrival: Children and families are greeted by a staff member. Parent/guardians need to sign in using the electronic QR code. Anyone on your pickup list will be required to have a photo ID and register their device in order to be able to pick up your children. After you have signed in, please take your child to their classroom/area or you may give them to a teacher in the lobby.**Departure:** Children shall be dismissed only to parents or an authorized pickup person, unless the Administrative or Child Care Staff Member in charge has been informed of a change. When children are signed in, be sure to let us know if someone other than you will be picking your children up. You will need to add this person to your authorized pick-up list in your file. The pickup person will be required to have a photo ID upon pick up. Photo ID is required on first time visits. Parents must pick up by the scheduled-out time or parents will be charged a late fee of \$1.00 per minute.

CANCELLATION POLICY

We require a cancellation notice 30 minutes upon your scheduled arrival, otherwise we will charge you a cancellation fee of \$15.00. The total amount for the week will be charged if you do not notify us about your cancellation or any changes. You must text/call 419-601-0515 for any cancellations, or in person you must notify Administration and fill out the proper cancellation log. Failure to notify Stepping Starz will result in a cancellation fee of \$15.00, or for Part time and Full time families the total amount for the week will be charged. **Stepping Starz does not honor any refunds.** Thank you!

RELEASE OF CHILD RECORDS POLICY

If you wish to have your child's records released, we will need the information listed below presented in a formal letter... A. Program Name B. Program Number C. Date of Transfer D. Child's Name E. Name of New Program to which the records are to be released F. Parent/Guardian's Name G. Parent/Guardian's Signature H. Date Signed

PARTICIPATION

Parents are welcome to visit, watch, and/or participate at Stepping Starz when sign up sheets are presented. We have seasonal festivities and parties that you may want to be a part of. Please speak to the Administrator on site or email us at steppingstarz@yahoo.com if you have any questions or concerns, or suggestions. Any issues will be dealt with promptly. Parents are encouraged to discuss their child's needs with the caregivers on duty. We are here to make your children's Stepping Starz experience a happy one, so let us know what we can do to help your child adjust. Staff and parents can discuss concerns with the Administrator or leave a message for the Administrator and the call will be returned promptly. *Help your child adjust by promoting the idea of coming to Stepping Starz at home so they are excited about coming. You will have the greatest influence on your children and set their experience up for success. If you are positive and excited, they will be too. Bring your children for a visit prior to the first time you drop them off to help them adjust.

ENROLLMENT

Each child must have on file the *Child Enrollment and Health Information for Child Care*, *Child Medical Statement for Child Care*, *Tuition Express Authorization*, *Admission Form Agreement*, and emergency transportation information no later than 24 hours prior to

the child's first day of attendance. These forms must be received and updated annually. You must also provide all up to date contact information, including cell phone numbers and email addresses (if you have them).

Child Medical for Child Care

Each child attending the center shall be examined by a licensed physician prior to the date of admission or within **2 weeks of their first day of admission**. Each child under the age of 5 years (or not yet eligible for Kindergarten or above) needs to fill out a medical form annually. The medical form shall affirm that the child has had the immunizations required by Section 3313.671 of the Revised Code for admission to school or has had the immunizations required by the state department of health for Infants and Toddlers. The medical statement must bear an exam date within the last 12 months. The exam will also affirm that the child is in suitable condition for enrollment in a childcare center. If the child is exempt for religious reasons or personal reasons, the form must still be completed by a licensed physician.

LICENSING

The Stepping Starz Licensing record, including compliance report forms from ODJFS, and evaluating forms from the Health, Building, and Fire Departments that inspected the center are available upon request. The license is posted in the Main Lobby bulletin boards. Stepping Starz is licensed to serve 19 children under the age of 2 ½ and 27 over 2 ½. *Please note that we do not discriminate in enrollment of children upon basis of race, color, religion, sex, or national origin.

CUSTODY AGREEMENTS

According to Rule 5101:2-12-30, "Any custodial parent or guardian of a child enrolled in a childcare center shall be permitted unlimited access to the center during hours of operation for the purpose of contacting their child(ren), or evaluation their care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent, unless there is court documentation limiting access and conditions of the non-residential parent. Upon entering the center, the parent/guardian shall notify the Administrator or Designee of their presence."

ABUSE AND NEGLECT REPORTING

Stepping Starz is in full compliance with state and federal laws which mandates the reporting of all suspected cases of neglect, sexual, and physical abuse to the proper authorities.

MEALS Full Time/Part Time Children Breakfast and snacks will be included for full time and part time families. Lunch will be provided by parents daily. Meals provided by parents shall include, at minimum, one food from the meat/meat-equivalent group, the bread/bread-alternatives group, the mild group, and two foods from the fruit/vegetable group. Please note that according to Ohio Administrative Code, “A meal which meets the requirements of Rule 5101:2-12-39 (nutritional requirements of one-third of the child’s recommended daily dietary allowances) shall be served to any Toddler, Preschool, or School age child who is in attendance.” Refer to Appendix A attached.

TOILET TRAINING

We are more than happy to work with your child to help transition them during the potty-training phase. Just let us know what stage your child is at and we will make every effort to accommodate their needs. However, until they are fully trained, it is advisable to send them in a pull-up and with extra clothes. Children will often be so busy playing that they do not want to take a break to go potty. Children age 3, **MUST** be fully potty trained **BEFORE** moving up to preschool. We recommend that you begin this training process at home in order to maintain consistency for the child.

OUTDOOR PLAY POLICY

Stepping Starz will provide outdoor play each day for any child in attendance for more than 4 consecutive daylight hours, weather permitting. We will not go outside if the temperature is below 32 degrees, taking wind chill factors into account. In the event of rain, lightning, ice, hail, ect., children will remain inside and participate in large muscle play with games led by staff. Staff members will actively supervise children while outside to prevent injury. An attendance list of children is also taken out. Please be sure to send your child with appropriate clothes for the weather such as hats, mittens, boots, and coats in the winter, and jackets or sweaters in the fall. Staff will assist the children in preparing to go outside. The playground is located in the adjacent grass area to the complex and is fenced in. First Aid supplies are readily available with a travel First Aid Kit or inside Stepping Starz. Please complete a sunscreen medication form so we can ensure your child is adequately blocked.

FIELD TRIPS

If we decide to take a field trip, each parent will be responsible for filling out a field trip permission form for **EACH** child attending. Each child will be required to wear an identification card on their shirt or around their neck. We will have each vehicle that is

responsible for transporting children inspected by a professional. A documentation will be signed and kept on file for all approved vehicles.

BEHAVIORAL PROBLEMS/DISENROLLMENT POLICY

Fostering trust and respect between teachers, children, and their peers is a key part of our program. Children need to feel safe in their environment in order to have a great learning experience. Our teachers work to create this trust and a positive experience by establishing clear, simple, and consistent rules, modeling the appropriate behavior, assisting in interactions with children, and helping them foster communication and problem-solving skills. Children learn to develop self-control and manage impulses. Safety is our first priority at Stepping Starz. If a child demonstrates behavior that endangers the safety and wellbeing of others (i.e biting), their behavior will be documented and a meeting will be set up with parent/guardians to come up with a plan of action. If, after attempting to work with the child and they are still endangering other children, Stepping Starz will notify the parents and the child may be suspended of privileges. Other reasons for disenrollment include, but are not limited to: failure to pay for services upon check-out, parent non communicating with the staff regarding child's care, parents not being accessible if necessary (i.e not answering cell phone), and parents not complying with Stepping Starz policies and state day care rules. Disenrollment is documented in the child's file.

Biting Policy Biting is a natural part of child development that many children experience. It is normally a temporary behavior that is most common for older Infants and Toddlers. Biting occurs for many different reasons. A child may be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers are also just developing verbal skills and self-control. Sometimes biting can occur for no apparent reason. At Stepping Starz, we will encourage children to "use their words" and staff will always maintain constant supervision and interaction with the children. We have a special handout for parents about biting that is available for anyone who requests it. Safety is a concern for children at Stepping Starz and the following policy addresses the action and we will take if a biting incident occurs: The biting will be interrupted with a firm "No, we do not bite people!" The biter will be removed from the situation. Staff will comfort the bitten child and assess the wound for the proper first aid. The bite will be washed, and a cold press applied, if needed. An incident report will be filled out and the parents of both children will be notified of the biting incident. Confidentiality of the children involved will be maintained. If there are more than three bites in one day, the child will be sent home for the remainder of the day but can return the next day.

STEPPING STARZ SAFETY POLICY

The safety and wellbeing of the children in our care is our top priority at Stepping Starz. Prevention is the key to a safe environment. Staff are trained to be alert and concerned about the children in our care. The following is our safety policy: No child shall be left alone or unsupervised. Two staff members will always be on if over the minimum ratio. Extra staff will be on call to ensure the center meets ratios. At least one staff member trained in CPR, First Aid, Communicable Disease, and Child Abuse Recognition will be on duty at all times. The front door is locked at all times. No one is given access into the center that does not appear to have business there. No one is allowed inside the center unless they are there to drop off, pick up, or take a potential customer tour. Repairmen should have an appointment, and their appointment needs to be verified with the Owner/Administrator. Only the legal guardian of the children and their designated pick-up people may pick them up. The pick-up person must be specified at drop off to the staff. If we are not sure of the identity of the person picking up a child, (i.e during a shift change), you will be asked to present a photo ID. **Please have your photo ID ready.** Please do not leave your car running with children in it while you drop off or pick up a child. Bring them in with you. Children need to be wearing an appropriate safety belt in the vehicle please!

The doors leading from the classrooms to the front door must stay closed when not in use. Children are not allowed into the reception area between the front door and classrooms if a staff member is not present, except when checking in or out, or in the event of an emergency where children must exit the building. Parents will be greeted by a staff member upon arrival and departure of the children from the premises in order to be sure of the child's presence. Children must be checked in and out by their parents on the software system. If a child is scheduled to arrive at Stepping Starz from another program (i.e comes on the bus from school), and does not arrive, the Administrator or Designee will attempt to determine the child's whereabouts by calling the parents and the program or school or place they are coming from. Children will be engaged in appropriate activities. We want them to have a safe, fun time at Stepping Starz. Children must not climb on or over any shelving. Children are not allowed outside the center unless they are with the person who is authorized to pick them up. Food for small children must be cut into small pieces. If using a highchair, the child must be strapped properly. Staff members must keep all areas of the center under observation. The telephone for emergency calls or calling parents is located at the front desk or the main office. The line must remain open in case of emergency. Fire drills will be conducted monthly. The fire emergency and weather alert plan is posted both at the front door and

in each classroom. The back doors must remain locked and closed at all times, except in the event of an emergency. All clients, repair people, etc. must use the front entrance.

GENERAL EMERGENCY

In the event of a general emergency, such as an environmental threat, or threat of violence, the following action will be taken: **Threat of Violence:** Children will be moved to the rear of the center away from any windows. The front door will remain locked (it is always locked – parents need to be “buzzed” in), and police will be called. **Fire Emergency:** Monthly fire drills are conducted and reviewed with staff to follow procedures in case of a fire. In the event of a fire, parents are notified as soon as possible of the situation. The sign-in and attendance sheets exit the building with the staff to ensure all children have been evacuated. **Tornado/Weather/Flood:** Children are moved to the designated safety area of the center away from any windows according to posted plans. They can remain in the center until it is safe for parent/guardians to come to retrieve their children. In the event of a flood, children are evacuated from the center. Parents are called immediately. **Evacuation:** In the event that we are required to evacuate the building, staff will take children to SOTO Signature Salon & Spa or McDonald’s. **Power Failure:** In the event of a power failure, the Administrator will contact the power company to determine if it can be restored quickly. Families will be notified if the power cannot be restored within an hour and the center will be closed. For any of the above emergencies, a plan is posted in each classroom and by all exits. Staff have been trained in emergency situations and have a cell phone readily available in the event that the center lines are down. If children are evacuated from the center, they are evacuated to SOTO Signature Salon & Spa or McDonald’s.

INCIDENT/INJURY REPORT

Incident Report Incident reports are completed when an accident or injury occurs. One copy will be given to the parents, and the other place in the *Incident Report* binder to be kept on file. All children will have on file an emergency transportation form, which must be filled out prior to the child staying in the center and the center has obtained consent from the parent or guardian to transport the child (the child’s records shall be transported with the child). The Administrator or staff member accompanying the child to a source of emergency care shall remain with the child until the child’s parent or guardian assumes responsibility for the child’s care. Stepping Starz will notify the parent or guardian immediately in the event of any accident, injury, or illness. The medical and dental emergency plan is posted in the Main Lobby and in each classroom, as well as all emergency phone numbers. **Serious Incident, Injury, or Illness** A serious incident, injury, or illness is defined as any situation occurring while a child is in the care of the center that requires emergency medical treatment or professional consultation or

transportation, by emergency services only, for emergency treatment. Stepping Starz does not provide transportation. The following action steps are taken: An incident/injury report shall be completed by the child care staff member in charge of the child when an illness, accident, or injury which requires first aid treatment; any bump or blow to the head; emergency transporting of the child; or any unusual or unexpected event which jeopardizes the safety of the children or staff such as a child leaving the center unattended. The completed report will be given to the parent or guardian or person picking up the child from the center. In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within at least twenty-four (24) hours following the incident/injury. Copies of the forms shall be kept on file at the center for at least one year and shall be available for review.

Notification to ODJFS. The center Administrator or Designee shall speak with a representative from the appropriate licensing office within 24 hours in the event of the following: death of a child at a center; serious incident, injury, or illness that requires emergency transporting; and any unusual or unexpected event as defined in number 1 above. Written notification on the incident/injury form shall follow within 3 days of the occurrence to the licensing office via fax or mail. If a child is transported by ambulance to the hospital a staff member will go with the child and bring the child's enrollment and health information. This staff member will stay with the child until the child's parent or guardian assumes responsibility for the child's care. The parent or guardian are notified immediately in such an event.

COMMUNICABLE DISEASE POLICY/INFECTION CONTROL

Stepping Starz staff member are trained in First Aid and CPR, and at least one staff member on duty has been trained by the American Red Cross in infectious diseases and Child Abuse Recognition, in addition to the First Aid and CPR. Staff are also trained by the American Red Cross in hand washing techniques and disinfecting procedures. The center implements the following preventative practices for the management of communicable disease on a daily basis: Stepping Starz will immediately notify the parent or guardian by phone of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall immediately be isolated and discharged to his or her parent or guardian: ◦ Diarrhea (three or more abnormally loose stool within a 24 hour period) ◦ Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound ◦ Difficult or rapid breathing ◦ Yellowish skin of eyes ◦ Redness of the eye, or eyelid, thick and purulent (puss) discharge, matted eyelashes, burning, itching, or eye pain ◦ Evidence of untreated lice, scabies, or other parasitic infestations ◦ Temperature of 100.4 Fahrenheit taken by the auxiliary method when in combination with any other sign of illness (thermometers are sanitized after each use) ◦ Untreated infected skin

patch(es), unusual spots or rashes ◦ Unusually dark urine and/or grey or white stool ◦ Stiff neck with elevated temperature ◦ Sore throat or difficulty swallowing ◦ Vomiting more than one time or when accompanied by any other sign or symptom of illness

◦ The child suspected of having a communicable disease shall be isolated on a cot/mat (depending on age of the child) in the office, where they are within sight and hearing of an adult at all times. All linens and blankets used by the ill child shall be laundered before being used by another child. The cot/mat shall be sanitized with an appropriate germicidal agent, or if soiled with blood, feces, vomit or other body fluids, the cot/mat shall be cleaned with soap and water, then sanitized with an appropriate germicidal agent.

A child shall not be readmitted to the center if they have had any of the following symptoms within the last 24 hours: Diarrhea Nausea or vomiting Fever Rash Inflamed or matted eyes Signs of parasitic infection (scabies, lice, etc.) A child must remain home for 24 hours AFTER a fever has returned to normal WITHOUT TYLENOL Staff must not come to work if they are showing signs of a communicable disease The *Child Day Care Center Communicable Disease* chart shall be posted for reference A mildly ill child is defined as the following: ◦ A child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified above, OR ◦ A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified above Any child who is mildly ill can be cared for within the child's group at the center, and shall be observed for signs and symptoms of worsening condition. If symptoms occur as listed above in #2, the child will be isolated and discharged from the center. A notice will be posted for parents on the sign in desk if e have any one child with a case of a communicable disease and/or a note will be sent home (i.e. Chicken Pox).

MEDICATION

We do not accept any over the counter medication. Prescription medications must have a pharmacy label. If a school age child requires the immediate availability of emergency medication such as an inhaler, the center staff must be notified by the parent upon check in that the child has the medication and the appropriate forms must have been completed. It is preferable that all medications be turned into the staff for safe keeping upon arrival.

DISCIPLINE POLICY

Children are coming to our center to have fun in a learning environment. The safety of the children is our top priority and the first role of the staff is to ensure safety. Prevention is key to success. Staff will take care to keep children involved in appropriate activities,

and to emphasize respect and care for others. Staff will use developmentally appropriate techniques suitable to the child's age and circumstance. Constructive methods, such as redirection, separation from the problem situation, talking to the child about the situation, and positive reinforcement, or praise for appropriate behavior are sample techniques used by Stepping Starz staff. Our goal is to model the correct behavior, encourage children to control their behavior and learn to cooperate with their peers. Clear guidelines and limits are explained and taught to the children. If a time out is used, the separation will last no longer than one minute for each year of age of the children and time outs are not used with Infants. A teacher explains and reviews the reason the child is in time out with the child and discusses appropriate behavior before the child returns to the group. We will always communicate and consult with the parents regarding behavior issues and work together with the parent to come up with a behavior plan that will be documented and signed by the parent. If the child becomes a danger to the staff or other children, parents will be called immediately. The discipline methods are restricted as follows and rule 5101: 2-12-22 of the Administrative Code, staff shall not:

- Abuse or neglect children
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for short period of time, such as in a protective hug, so that the children may regain control
- Place children in a locked room or confine children in any enclosed area
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten, or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food (including snacks and treats), rest or toilet use
- Punish an entire group of children due to unacceptable behavior or one or a few
- Isolate and restrict children from all activities for an extended period of time

INFANT CARE

Please note that the center is limited to the number of Infants allowed on premises. The following are guidelines for Infants in our care: Infants must stay in the Infant area unless they are with a caregiver. Infants shall be removed from their crib for all feedings, and for individual attention. No Infant shall be placed in his or her crib with a bottle for feeding and at no time shall a bottle be propped. Each Infant shall be allowed to safely and comfortably sit, crawl, toddle, walk, and play according to his or her stage of development in the Infant area. **Infant Formula and Food:** We will not heat the formula in the microwave, but we use a bottle warmer. Parents please leave written instructions on how your infant prefers their bottle (warm, room temperature, col, etc.) If the parent or guardian provides breast milk, it shall be labeled with the child's name and date of preparation and immediately refrigerated. It cannot be stored for more than 24 hours. The unused portion of formula, breast milk, or food remaining in the container from

which the infant has been directly fed shall not be reheated or served a second time. If no instructions are left for service of food to their child, the infant shall be served formula and/or food in sufficient amounts to meet the most current recommended dietary allowance. Food heated in a microwave oven shall be stirred or shaken during heating to avoid uneven heating. An infant or child of any age shall be permitted to nurse at will from a bottle during feeding times or when the child is hungry. **Nursing Policy:** Because breastfeeding has been shown to be the superior form of Infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. Stepping Starz subscribes to the following policy. 1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair, and nearby access to running water. 2. A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date. The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Universal precautions are not required in handling human milk. 3. Sensitivity will be shown to breastfeeding mothers and their babies. The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped. 4. Staff shall be trained in handling human milk. All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. 5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used, or the employee can come in a little earlier or leave a little late to make up the time. 6. Breastfeeding promotion information will be displayed. The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center. **Cribs** Cribs are used by one child at a time and cribs are assigned to each infant. If an infant uses a crib during their stay, the crib is thoroughly cleaned with a germicidal agent and sanitized before use by another child. The crib sheet shall be changed whenever another child uses the crib. Only children measuring less than 35

inches can sleep in the crib, or until they are 12 months of age. Older Infants, Toddlers, and Preschool children are provided with a cot/mat during rest time.

HANDWASHING/DIAPER CARE STANDARDS

All employees and children shall wash their hands with soap and running water upon arrival at the center. Staff shall wash hands after each diaper change, after assisting a child with toileting or personal toileting, after using a cleaning agent, before preparing or eating food, and before feeding any child. Children shall wash hands after diaper changes, toileting, after sneezing or coughing on their hands, and before and after eating. Changing diapers will be handled conformity with the following methods: Hands of the adult caring for the child shall be washed with soap and water after each diaper change. Place a separation sheet (provided by Stepping Starz) between the child and the changing surface. The separation material shall be disposed of and replaced with a clean separation material after each diaper change. The diaper changing station shall be disinfected after each diaper change with a germicidal agent. If the diaper changing station is soiled after the diaper change, it shall be cleaned with soap and water, then sanitized. Any product used (i.e. diaper rash cream), which is used on more than one child shall be used in such a way that the container does not touch the child. Any product obtained from a common container and applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled. Diapers or clothing used during diaper changing brought from the child's home shall be stored in their cubby. Place soiled clothing in a tightly sealed bag, and store out of reach from children and away from the rest of their belongings. They do not need to be rinsed first. Soiled diapers are to be immediately placed in the diaper genie. Disposable wipe will be used and discarded immediately.

PANDEMIC PROCEDURE

We will follow all protocols and procedures listed by the CDC

DISCLOSURE STATEMENT

Your children are very important to us, and we look forward to having them visit. Do not hesitate to call us if you have any questions or concerns. We are here to be a service to you. Please call the Director, Taylor Maher 419-601-0515 or email us at steppingstarz@yahoo.com if you cannot reach your center Administrator.

