



Colleen's Child Care

Policy and Handbook

License # 503904282

(209) 402-0253

1. Philosophy / Mission Statement

- Colleen's Child Care believes that children should be allowed to be children.
- Colleen's Child Care believes that from birth to three years of age is a vital time for learning and molding a child to become a successful adult.
- Children need hands-on experiences and the chance to explore their surroundings. Simply said children learn through play and although what a child does may or may not produce what we think is a "perfect" product they are still learning. There are no right or wrong answers in a child's play.
- It is my goal to provide age-appropriate experiences using various materials both indoors and outdoors.
- Colleen's Child Care will work on learning our shapes, colors, numbers to 10 all while we socialize with our peers.
- Colleen's Child Care will also work to teach and model socially acceptable manners in play, mealtimes, and everyday interactions with peers.

2. My Qualifications

- I have a high school degree from Santa Teresa High School in San Jose, CA. I graduated in 1989.
- I have an undergraduate degree from Modesto Junior College in Family Consumer Sciences with over 30 units in Child Development. I graduated in 2009.
- I have taken classes on the following topics:
 - Child Growth and Development
 - Infant and Toddler Development
 - Planning for Play
 - The Child, Family and Community
 - Guiding the Young Child
 - Relationships and Mentoring in School Settings
 - Supervision and Administration 1 and 2
 - Overview of Family Child Care
 - More as well as the General Education requirements outlined by Modesto Junior College for an AS Degree.
- I was accredited by the National Association for Family Child Care from October 2003 to October 2006.
- I have a clear criminal record and child abuse index check as required by the State of California.
- I have an up-to-date certification in CPR and first aid.
- I am a member and was Vice President for the Stanislaus County Family Child Care Association from 2005 to 2010.
- I started working as a family childcare provider in 2000.

3. My References

- References are always available by request.

4. Licensing and Liability Insurance

- I am licensed by the Department of Social Service Community Care Licensing Division and operate a family childcare home in compliance with the laws of the state of California.
- A summary of the licensing requirements / family child care regulations for my business is available at <http://www.dss.cahwnet.gov/ord/PG296.htm>
- You may see a copy of my license as it is always posted above the time clock near your child's cubby.
- My license capacity as specified by state regulations is no more than 8 children following the outlined age groups in Title 22 of the Family Child Regulations.
- You may contact the Department of Social Services Community Care Licensing at 1-844-LET-US-NO (1-844-538-8766) with any questions you may have regarding my license to provide childcare.
- I do carry business accidents / liability insurance for my childcare business.

5. I Am a Mandated Reporter

- I am a state-mandated reporter and am required to report any suspected cases of physical or sexual abuse or neglect.
- If I have reason to believe that your child has been abused or neglected, I will report the situation to my licensor or to the local child protection office.
- To report a suspected case of child abuse or neglect, you can call Child Protective Services at (209) 558-3665.
- I participate in Mandated Reporter Training every 2 years as required by licensing.

6. California Car Seat Laws

- The California Vehicle Code (V.C 27360) states that all children under 8 years or 4 feet 9 inches in height be properly restrained in a car seat or booster seat while riding in a vehicle.
- Colleen's Child Care has information regarding car seat laws and can even give you a list of resources to contact with questions.
- All children must be buckled in an appropriate care seat when arriving and leaving Colleen's Child Care.
- Colleen's Child Care does not offer transportation to and from school nor for field trips.

7. My Privacy Policy

- I will do all that I can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.
- You may contact me during the hours that my business is open, Monday through Thursday 7:00AM to 5:30PM and Fridays from 7:00 AM to 5PM.

8. I Do Not Discriminate

- I do not discriminate based on race, color, sex, disability, national origin, sexual orientation, or public assistance status.

9. My Home

- The childcare children are not allowed to play any of the bedrooms or the living room.
- The door to the garage is locked during childcare hours.
- Please respect my family's living space by not allowing your child to freely explore my home or run through the house at pick up or drop off times.
- Cameras are present both inside (in childcare room and den space) as well as outside around the exterior of the home.
- Cameras INSIDE the home DO NOT RECORD and are used for nap time supervision or when preparing meals for the children.
- None of the cameras are accessible to anyone else except myself and those who live in my home.

10. Open Door Policy

- You are more than welcome to show up unannounced during our day to see your child.
- I want to emphasize the need for open communication amongst us. Feel free to pick up the phone, stay a moment longer at pick - up or drop - off time, or even send me an e-mail to ask a question or make a comment. My e-mail address is colleenstephansen@comcast.net
- Please be aware that depending on the time of day I may ask to call you back if you phone me or ask that you call me later so that I do not take time away from the children in my care.

11. Our Partnership Agreement

- Colleen's Child Care will strive to ready your child to enter formal Preschool setting using play.
- It is encouraged that children ages 3 ½ to age 4 enter a formal preschool setting.
- We agree to communicate regularly about the child's physical, emotional, social, and intellectual growth.
- You will keep me informed about any change in the child's schedule, routine, or home environment. I will do the same for any changes in the childcare business that affect the child.
- You will notify me about any allergies or other health issues that the child is experiencing.
- You will provide any information about the child that will allow me to provide quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- I will provide you with age-appropriate written materials for the child.
- You agree to follow the policies of my childcare program.

12. My Records for Your Child

- I will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:
 - your emergency contact information, including the name of a backup person in case I am unable to reach you, and the phone numbers of the child's doctor and dentist.
 - a list of everyone who is authorized to drop off and pick up the child.
 - a signed and completed enrollment form.
 - any special care or health requirements for your child
 - a signed consent form to obtain emergency medical or dental care.
 - all forms required by the Department of Social Services Community Care Licensing and the childcare food program sponsor.
 - Up to date immunization records

13. Backup Child Care

- You will be responsible for finding backup childcare if I must close my business or am unable to care for your child for the day. This may include, but is not limited to, the following reasons:
 - I take vacation time.
 - I have a sick day.
 - I take a personal day.
 - There is an emergency in my family (death, serious illness, accident, etc.).
 - Bad weather closing or problems with plumbing, heating, or cooling of my home.

14. Supplies for Your Child

- I ask you to provide the following items labeled with the child's name to keep in your child's cubby:
 - Disposable diapers - typically a child who is full-time goes through roughly 4-5 diapers a day.
 - At two complete changes of weather appropriate clothing.

15. Dependent Care Plans

- I will participate in any dependent care plan that is offered by your employer. You must provide me with the required forms and instructions and keep me informed about the deadlines required by your plan.

16. Bad Weather Closings

- I will notify you as soon as possible if my program will be closed because of inclement weather - extreme heat / cold and if my air conditioning or heating system fails in my home making it unsafe for children to attend before a repair is made on the system. I may provide this notice the night before or in the middle of the day.

17. Activities/Curriculum

- I will conduct the following activities with the children:
 - literacy and language development activities
 - expressive or sensory art activities
 - health, safety, or nutrition projects
 - puzzles, games, or manipulatives
 - outdoor play
 - large-muscle activities
 - free play
 - construction and blocks
 - music
 - individual quiet activities
 - dramatic play
- My program provides age-appropriate activities for infants, toddlers, and young preschoolers.
- I will conduct activities that are within the abilities of each child.
- I will conduct activities that challenge each child's creative talent and imagination.
- I will conduct activities that include teachable moments.
- The activities in my program are provided in both a structured and an informal format.

18. Birthday and Holiday Celebrations

My program follows these guidelines for celebrating birthdays and holidays:

- Children's birthdays are celebrated on the birthday or a day close to it.
- You may pass out home birthday party invitations at my program.
- I will celebrate the following holidays with the children: Valentine's Day, Easter, Halloween, Thanksgiving, and Christmas.
- I will celebrate the changing seasons with the children.
- If you wish to bring a special treat to celebrate a birthday or holiday, please speak to Colleen prior due to food program regulations.
- Please no cupcakes for celebrations – cookies or brownie bites are preferred. The USDA Food Program seriously limits the number of sugary items we are allowed to serve so please consult with Colleen before bringing a treat to childcare.

19. Clothing

- You must leave an extra set of clothing for your child at my home that is appropriate for the season, including a shirt, pants, underwear, and socks.
- You are required to bring a clean change of clothing for your child each day.
- If a child is being toilet-trained, you will need to provide several sets of clothing each day.
- During the winter, you will bring clothes for outdoor play including a jacket.
- During the summer, you will bring a swimsuit, a towel, and sunscreen.
- All clothing left at my program must be labeled with your child's name.
- If your child requires a change of clothes and you have not left any clothing, I will call you to bring clothing for your child.
- Play shoes with covered toes and heels are highly encouraged. No Crocs or flip flops allowed for safety reasons. Velcro shoes are greatly appreciated.

20. Food and Nutrition

- I participate in the Child and Adult Care Food Program; you must sign a form to participate and must cooperate with any requests for information from my Food Program sponsor.
- My program includes the following meal schedule:
 - breakfast: 8 AM to 8:30AM
 - lunch: 12 noon
 - afternoon snack: 3:00PM to 3:15PM
- At mealtimes, I will offer the food to the children but will not require them to eat it. I will inform you if I notice any change in your child's eating habits.
- Special dietary requests will be considered in a case-by-case situation as to whether I can accommodate the request. The food program has rules and regulations for some situations and a doctor's note may be required.
- If your child has an allergy to any food or beverage, you must notify me in writing and in some cases a doctor's note may be required.
- Children may not come to childcare eating food from home. Please encourage your child to finish it in the car or at home.
- I will post copies of my menus near the sign in sheets.
- The Child and Adult Care Food Program requires the following.
 - Unflavored milk to be served at breakfast and lunch (whole milk to those under 24 months of age and 1% / skim milk to be served to those age 24 months and older)
 - A fruit and a vegetable to be served at lunch.
 - At least one whole grain item to be served once per day
 - If juice is served, it can only be 100% non-diluted juice and may only be served one time per day per child.
 - Cereals must contain less than 6 grams of sugar per serving and yogurt 23 grams or less of sugar per 6 ounces per serving
 - No dessert items are allowed to be served – cupcakes, donuts, pop tarts, granola bars etc.
 - If you wish to bring an item to celebrate a birthday or holiday, please speak to Colleen prior so I can be sure it will meet the regulations.

21. Naps and Quiet Time

- All the children will lie down to take a nap or rest each day.
- There is a daily nap or rest period, between 12:30PM and 2:30PM.
- At naptime, each child will have clean and separate bedding.
- Infants under the age of 12 month will be laid down to sleep on their backs, to reduce the chance of sudden infant death syndrome (SIDS).
- Colleen is not allowed to wake children from a nap. Children will be allowed to sleep for as long as they wish to.
- Infants will be on their own sleep schedule until they are ready for a single nap per day.

22. Infants / Toddlers Who Sleep in Crib or Pack n Play

- Colleen's Child Care follows the Safe Sleep guidelines as outlined in Title 22.
- Swaddling is not allowed per licensing regulations.
- Seep sacks or weighted sleepers are not allowed per licensing regulations.
- Nothing may be attached to a pacifier – not a stuffed animal, blanket, or pacifier tether.
- Nothing may be in the crib or pack n play with the infant or toddler who is sleeping – not even a blanket.
- Infants are not allowed to sleep in a car seat, swing, or any type of other seat – again per licensing regulations.
- I cannot physically hold a child while they sleep, they must be able to be laid down in a crib or pack n play.

23. Learning to Use the Toilet

- I will help a child learn to use the toilet once the child has success at home and I agree that the child is physically ready.
 - I will use the following verbal praise as rewards for going.

- I do not ask the child if they need to use the toilet as that opens the opportunity for the child to say no. I take the child to the toilet.
- You will supply me with extra clothing and training pants while I am helping your child to use the toilet.
- Children are encouraged to be self-sufficient in pushing down and pulling up his or her pants, must be able to physically get on and off the toilet with little assistance and they will be encouraged to wipe themselves before I assist.
- No onesies, overalls, bodysuits, or clothing with snaps between the legs are appropriate during toilet training

23. Toys

- Children may not bring toys from home.
- I do not allow any toy weapons in my program.
- The children may bring books from home for us all to enjoy.
- I will teach the children to pick up their toys.

24. Behavior Guidance

- I will use behavior guidance that is fair, reasonable, and suited to the age of the child.
- I will not use any corporal punishment (spanking) in my program.
- I will impose a "time-out" only if it is age-appropriate for the child, using a guideline of one minute per year of age.
- I will remove a child from the play group to redirect his or her behavior.
- I will use natural and logical consequences for misbehavior if appropriate.
- I will use distraction and redirection to guide the behavior of toddlers.
- I will identify the behavior that I wish to reward, rather than reinforcing negative behavior.
- If a child persists in problem behavior (hitting, biting, breaking toys, etc.), I will ask you to come and pick up the child from my program.
- If I must call you three times within 3 months to pick up your child because of behavior problems, I may terminate our contract.
- If behavior becomes a problem and the child is continually disruptive to the childcare environment; termination of services can and will occur at will depending on the severity of the behavior.

25. Sick Child Policy

The State of California Department of Social Services – Child Care Licensing Division released new guidelines (PIN 23-18-CCP) in accordance with the California Department of Public Health and the latest recommendation from the CDC regarding illness and communicable diseases that a licensed facility MUST follow. This has been written in accordance with these new guidelines and will be updated anytime there is an update that we must follow.

To help prevent the spread of children's diseases, it is expected that everyone follows these exclusion guidelines and keep their child home with any signs of illness. Colds, flu, RSV, allergies, and Covid-19 all overlap when it comes to symptoms. **It is not my job to decide whether it is an allergy, cold, flu, or something else but IT IS MY JOB to keep the childcare environment healthy per Licensing regulations which read as follows:**

- Providers must take action to exclude or isolate any child, parent, caregiver, or staff showing symptoms of a contagious disease or illness as required pursuant to Title 22 CCR sections [101216\(h\)](#), [101226.1\(a\)\(1\)](#), [101226.2](#), [101426.2](#), [101526.1](#), [101626.1](#), [101626.2](#), and [102417\(e\)](#).
- Isolated children must continue to receive adequate care and supervision and the health of the child must be continually observed while in the facility according to licensing requirements.

Children MUST stay home or will be sent home from childcare when:

- **Illness or symptoms prevent the child from participating meaningfully in activities.**
- **Illness or symptoms result in a need for care that is greater than the staff can provide without compromising the health and safety of the other children.**

Under California law, a child may be required to stay home or go home from childcare in circumstances where an apparent illness presents a significant risk to other children or staff. (Education Code 49213; Education Code 49451).

Face masks will be used when a child presents with symptoms of ANY respiratory illness to reduce transmission of the illness. Face masks will only be used when the child is age 2 years or older and will never be worn during meal times or sleeping.

Fever

- A child with a fever of 100.0 or higher must stay home or will be sent home.
- Child may return only when the fever has broken for a full 24 hours WITHOUT the use of fever reducing medications, other symptoms have improved AND the child can comfortably participate in routine activities.

Colleen's Child Care utilizes a digital thermometer that I use under the child's arm. The under-arm reading is typically 1 - 2 degrees lower than the standard under the tongue readings. When deciding if a child has a fever when using the under-arm method, 1.5 degrees will be added when the thermometer beeps at the end.

Respiratory Symptoms

(includes RSV, COVID, uncontrolled allergy symptoms, viruses, and colds)

- May include any of the following runny / stuffy nose, sore throat, sneezing, congestion, body aches, and / or cough.
- Children with runny noses that require constant wiping will be sent home.
- Coughs that are persistent to the point the child cannot participate in activities or rest at naptime and / or so severe to the point the child is unable to catch their breath or causes vomiting will be sent home.
- Excessive drooling will be considered a sign of a sore throat.
- Breathing – any signs of labored breathing or wheezing. If a child is wheezing and has not been diagnosed with asthma or does not have a medication plan on file, the child will be sent home. Other signs that will be watched for include skin or lips that appear purple, blue, or grey and / or a fever.
- Respiratory symptoms lasting longer than 10-14 days without improvement will need to see the child's doctor to make sure there is not an underlying infection.

A child with seasonal allergies must have a doctor's note on file stating the allergy and what season to expect symptoms. It is highly recommended that the child be treated with Claritin or Zyrtec to treat the symptoms.

All children two years and older will be asked to wear a face mask when any signs of respiratory illness are present regardless of the cause.



Earache / Ear Infections

The child may attend childcare if the child is fever free and has been for a full 24 hours without the use of fever reducing medications. It is advisable that the child be on antibiotics at least 24 hours before returning to care after being diagnosed with an ear infection.

Eye drainage and Pink Eye

Any persistent drainage from a child's eyes will be cause for concern especially if the drainage is cloudy, yellow, or green in color. The child will be sent home if the drainage returns quickly after being cleaned away. The child may return when the drainage has stopped, or the child has been treated for conjunctivitis for a full 24 hours.

Vomiting and Diarrhea

- Children who are vomiting will be sent home and or stay home. The child may return to childcare 24 hours after the last incidence of vomiting occurred and the child is eating / drinking normally.
- If Norovirus is suspected by your child's doctor, the child should not return to childcare until 48 hours after the last incidence of vomiting occurred and symptoms have resolved.
- Children with diarrhea will be sent home after 2 runny stools while at childcare regardless of what may have been the cause may be.
- Children diagnosed with E-Coli, Salmonella or other contagious diarrhea illnesses will remain at home until cleared with a doctor's note to return and only if / when symptoms are improved, and the child is no longer contagious.
- Child will be allowed to return after 24 hours if stools are back to a soft formed stool that is normal for the child.

Hand, Foot, and Mouth Disease (HFMD)

Hand, foot, and mouth disease, otherwise known as Coxsackie Virus, is a highly contagious viral illness that presents a fever, sore throat, painful blisters on the tongues, gums, inside of the cheeks, hands, bottom of feet and sometimes on the buttocks. It also comes with fussiness and loss of appetite. The rash (blisters) appears as tiny bumps that depending on skin tone might look red, white, grey, or only appear as tiny bumps and may not appear until one to two days after the

fever begins. Children with hand, foot, and mouth disease (HFMD) may only return to childcare once all the blisters have scabbed over and no new ones are appearing. The child must also be feeling better overall.

Medications

Colleen's Child Care does not and will not administer medications without a written doctor's note and a signed permission slip from the parent. Medications that do need to be given while the child is at childcare must be in its original container and labeled with the child's name.

Please do not give your child medications to mask symptoms just so they can attend childcare as it just spreads the illness to the other children in care.

If a child is prescribed antibiotics, they should remain at home for 24 hours once medication is started to ensure there is no reaction and so that the child has a chance to feel better before returning.



26. Incidental Medical Services Plan

- Children requiring care for asthma, diabetes etc. Please refer to the incidental medical services plan for more information as to how they are handled.

27. Immunizations

- You are required to keep your child current with all immunizations. Each time your child is immunized, you are required to promptly give me an updated copy of your child's immunization record or notify me so that I can update my record of your child's immunizations in my files.
- A current immunization record is required BEFORE your child can be enrolled.
- A child who falls behind in his or her immunizations will be suspended from care until they are up to date.
- Colleen's Child Care is NOT allowed to enroll a child who is not immunized or behind on immunizations per state law.

28. Emergency Policy

- To reduce the risk of fire, I follow the fire safety rules and state laws regarding smoke detectors and fire extinguishers.
- In case the power goes out, I keep a first aid kit, flashlights, and extra blankets.
- I teach the children about household safety and about personal safety.

- I keep near my phone a list of emergency numbers (police, hospital, and ambulance) and the emergency contact numbers for all my clients.
- You must keep me informed at all times of how you can be reached in an emergency, and then check your pager, voice mail, and cell phone often. If you leave work early, go to another location for the day, or vary your normal routine, you must let me know how I can contact you that day.
- If your child is involved in a serious or life-threatening emergency, I will call 911 and get immediate medical care, and then I will call you as soon as possible.
- If your child is involved in an emergency that is not serious or life-threatening, I will call you as soon as possible.
- My emergency plan includes:
 - a fire escape plan
 - an emergency meeting place away from the home
 - fire drills as required by state law
 - a general emergency plan to respond to accidents
- I am required to report any childcare accident that requires treatment by a physician to the Department of Social Services Community Care Licensing Division as well as my accident / liability insurance carrier.

29. Pets

- My family does have pets – currently three cats.
- The children are taught to respect the animal's space and treat them kindly.
- The cats are up to date on all the required annual immunizations as well as the Rabies vaccine.
- The children are NOT ALLOWED to pet or touch my cats unless an adult is present and sitting with the child to supervise. This is to protect both the child and my cats.

30. Water Hazards

- There is no swimming pool, lake, river, or body of water on or adjacent to my home.

31. Smoking, Drinking, and Drugs

- My home and property are a smoke-free environment. No one is permitted to smoke in my home or on my property, either during or after childcare hours.

32. Transporting Children by Car

- I will not transport children by car.

33. Field Trips

- I do not offer field trips and will not transport your child by car.
- We do go on walks around the local neighborhood several times a week as long as the weather permits. All children under age 4 years are put into a stroller or wagon and strapped in for safety.

34. Persons Authorized to Pick Up and Drop Off Your Child

- You will notify me immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from my care.
- Any authorized person who arrives at my program to drop off or pick up a child must bring a picture ID.
- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, you must give me a copy of that court order.
- No one under the age of 18 years of age can pick up a child from care.
- Only people on your emergency contact form are allowed to drop off or pick up your child.

35. Pickup and Drop-off Policy

- All children must be signed in / out daily.
- My first responsibility is protecting the health and safety of the children in my care. When you drop off and pick up your child, I need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use an appropriate car seat creates an unsafe situation.

- When you transport your child to and from my program, you must comply with state law regarding appropriate car seats and infant carriers.
- If you drop off a child at my program and have not transported the child in an appropriate car seat or carrier or are driving under the influence of alcohol or drugs, I may immediately terminate our contract.

36. Business and Operating Hours

- Colleen's Child Care is open Monday through Thursday from 7am – 5:30pm and Fridays 7am – 5pm.
- Please respect the non-business hours so that Colleen can care for her family's needs and spend time with her own family.
- Phone calls and text messages will not be responded to after business hours, on weekends or during any time off.
- The childcare is in my home BUT it is only a place of business during the days and times the childcare is open.

37. Termination of Childcare Services

- Parents may terminate services with a written two-week notice.
- The provider may terminate this contract at will and for any reason especially if the child's behavior is disruptive to the childcare environment or the child jeopardizes the health and safety of others in care.

Incidental Medical Services Plan

The providers at Colleen's Child Care prefer not to administer any medications while a child is in our care. We do realize sometimes it is necessary to do so for the health and welfare of the child and will do so only if the following guidelines are met.

Prescription Medications

- Prescription Medications will be administered only if the medication is in its original container with a prescription label attached.
- The doctor recommended dosage must be on the label as well as the child's name. A consent form must be filled out.
- Consent forms will be placed in your child's file.
- If a change in dosage occurs, a new label must be obtained.
- Only current prescriptions will be given with a current doctor's note.
- Parent Consent for Administration of Medications and Medication Chart (LIC 9221) must be filled out by the parent before any medications will be given.

Over the Counter Medications (Advil, Tylenol, Cold Medications, Orajel)

- Over the counter medications will be administered only if the medication is in its original container.
- A consent form must be filled out and will be placed in your child's file.
- OTC medications also require a doctor's note with the following information. During the time the child will be taking the medication, start date, stop date, amount to be administered, and a time schedule of when the medication is to be administered. The note must be on the prescribing doctor's letter head with a phone number, doctor signature, and an office stamp.
- Doctor notes for OTC medications for teething will ONLY be good for a period of one year and will have to be renewed if necessary.
- Parents must supply the OTC medications and they must be labeled or placed in a Ziploc with your child's name.
- Parent Consent for Administration of Medications and Medication Chart (LIC 9221) must be filled out by the parent before any medications will be given.
- Vitamins will not be given at childcare. This is a parent's responsibility to give at home.

Blood Glucose Monitoring / Glucagon

- Before any blood glucose monitoring can be done at Colleen's Child Care, the staff of the childcare and the parents will sit down together and discuss the child's needs and any behaviors or signs we should be aware of if the child should experience high or low blood sugars.
- Parents are to supply all necessary equipment to monitor blood glucose levels.
- Written instructions from the child's doctor must include directions for testing, possible side effects, expected responses, actions to be taken if a reaction should occur and how medications and equipment should be stored as well as phone numbers for the child's doctor.
- Equipment for blood monitoring will be stored out of reach of the children and per the guidelines the child's doctor provides in his / her written instructions.
- Parents will provide a container for the disposal of used needles and lancets and will take them home weekly for proper disposal.

- A phone call to 911 will be given anytime Glucagon is administered.
- Form LIC 9222 – Blood Glucose Testing Consent / Verification form – will be filled out for each person authorized in the facility to perform the blood glucose monitoring.
- Form LIC 9221 – Parent Consent for Administration for Medications and Medication Chart will also be filled out for each diabetes medication needed for the child.
- A notebook will also be kept listing the date, time and blood sugar levels with a signature of the person conducting the test.

Asthma / Inhaled Medications

- Before any administration of asthma or inhaled medications can be given at Colleen's Child Care, the staff of the childcare and the parents will sit down together and discuss the child's needs and any behaviors or signs we should be aware of.
- Parents are to supply all necessary equipment to monitor asthma or give inhaled medications.
- Written instructions from the child's doctor must include directions for the asthma / inhaled medications, possible side effects, limitations if any the child may have, expected responses to treatment, actions to be taken if a reaction should occur and how medications and equipment should be stored as well as phone numbers for the child's doctor.
- Equipment such as nebulizers, medications or inhalers will be stored out of reach of the children and per the guidelines the child's doctor provides in his / her written instructions.
- LIC 9221 – Parent Consent for Medications and Medication Chart will be filled out by the parent for each medication.
- LIC 9166 – Nebulizer Care / Consent / Verification form will be filled out for each staff member authorized to give treatment.

Epi-Pen / Epi-Pen Jr.

- Before the Epi-Pen or Epi-Pen Jr. medications can be given at Colleen's Child Care, the staff of the childcare and the parents will sit down together and discuss the child's needs, allergies and signs of allergic reactions we should be aware of.
- Written instructions from the child's doctor must include directions for the Epi-Pen / Epi-Pen Jr. medications, possible side effects, limitations if any the child may have, expected responses to treatment, actions to be taken if a reaction should occur and how medications and equipment should be stored as well as phone numbers for the child's doctor.
- Epi Pens require an allergy list that is to be kept in a child's file with a list of reactions to look for.
- A list of known allergies will also be posted on the refrigerator in clear view.
- The Epi-Pen / Epi-Pen Jr. will be stored out of reach of children but also be readily accessible if an allergic reaction should occur. The Epi-Pen / Epi-Pen Jr. will be stored on the top shelf of the upper cabinet of the pantry in the kitchen.
- A phone call to 911 will be given anytime the Epi-Pen / Epi-Pen Jr. is administered.
- LIC 9221 – Parent Consent for Medications and Medication Chart will be filled out by the parent for each medication.

Application of Diaper Creams

- Colleen's Child Care keeps a few over the counter diaper rash creams on hand.
- Colleen's Child Care also keeps cornstarch-based baby powder on hand.

- Colleen's Child Care will apply diaper rash creams / powder with parental consent if the parent selects the cream below which is preferred. The cream / powder will only be applied in accordance with the directions on the container.
- Colleen's Child Care will not apply diaper rash creams on a child who toilet trained.
- As the parent of _____, I give Colleen's Child Care permission to apply the following diaper rash cream on my child.
 - Original Formula Desitin
 - A&D Ointment
 - Butt Paste Diaper cream
 - Aquaphor
 - Cornstarch based baby powder

Treatment of Diaper Area Yeast Infections

- Medications to treat a yeast infection in the diaper area will require a doctor's note even if the medication is purchased as an over-the-counter medication (Monistat, Lotrimin etc.)
- Parent Consent for Administration of Medications and Medication Chart (LIC 9221) will need to be completed by the parent.

Sunscreen

- Colleen's Child Care purchases a child friendly sunscreen each year and is more than happy to apply what I have on hand. Care will be given when applying sunscreen to the face in order to avoid the eyes.
- Sunscreen will be applied according to the directions on the bottle.
- As the parent of _____, I give Colleen's Child Care permission to apply sunscreen to my child by selecting one of the below options:
 - No, please do not apply sunscreen to my child.
 - Yes, use the sunscreen Colleen purchases annually.
 - No, please use the sunscreen I will supply from home for my child.

Sunscreen name: _____

Other Incidental Medical Procedures

At this time, Colleen's Child Care is not comfortable in providing care for Other Incidental Medical Procedures such as but not limited to the care of Gastrostomy tubes or Ileostomy bags. The staff of Colleen's Child Care is willing to discuss these procedures with the child's parents to see if this is something myself and or my staff could handle but there is no guarantee of enrollment.

If Colleen's Child Care should enroll a child with other Incidental Medical Care needs that are NOT listed on this document, then a plan will be developed in accordance with licensing guidelines and be submitted for approval prior to the child's first day of care.

Precautions

- Gloves will be worn while administering medication to insure no potential exposure to blood or body fluids.

- Hands will be washed immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- A note will be attached to your child's daily sign in sheet if an incidental medical service was provided for your child.

Storage of Medications

- Medications will be stored in accordance with the directions either on the label of the medication or in the detailed directions provided by the child's doctor.
- Medications will be locked in a medication bag during childcare hours.
- Non-refrigerated medications will be locked in the medication bag and be placed in a kitchen cabinet out of reach of the children.
- Refrigerated medications will be locked in the medication bag and be placed on the top shelf of the refrigerator.

Reporting

- The Department of Social Services will be notified in writing via e-mail or by phone any time an unusual medical incident arises. The notification will include the type of medication, the dosage, how long medications are to be given and the child's name.
- Parents will be given a daily report in writing anytime medication is given for all situations covered in these procedures. This written notification to the parent will include the medication name, dosage and the times the medication was given. If medication was given to prevent a more serious situation such as the use of the Epi-pen, emergency glucose dosing or Asthma medications kept here for such situations, the parents will also be notified with a phone call as soon as the medical situation is under control.

Field Trips / Emergency Evacuation of the Child Care Home

- Colleen's Child Care does not offer field trips as a part of the curriculum.
- If this should change in the future, this procedure will be updated and submitted to licensing.

I have read and understand the Incidental Medical Services Plan

Parent Signature _____ Date _____

Mosquito Bite Prevention / Treatment

I, _____ (parent name) give Colleen Stephansen of Colleen's Child Care permission to apply the following to prevent or treat mosquito bites on my child _____ (child's name).

Repel Insect Repellent containing 40% Deet Yes No

(Will not be applied to faces)

Hydrocortisone Cream to treat itchy bites Yes No

Signed _____ Date: _____

Colleen's Child Care

Potty - Training Readiness Information Sheet

Is Your Child Ready to Use the Toilet?

"You can lead a toddler to the toilet, but you can't make him or her pee."

Author Unknown

Colleen's Child Care believes there are two stages or steps to potty training or toilet learning. These stages are:

1. Trip Trained - The child can use the toilet BUT it is the adult who is trained to get the child to the bathroom on time by putting the child on the toilet at certain times or on a schedule. At this stage the child often needs assistance with the whole toileting process - this includes pulling pants up and down. Accidents occur frequently in this stage.

2. Toilet learned (learning) or potty training (training) - The child is not only capable of using the toilet BUT has the developmental ability to express the need to go (both urine and bowel movement). In this stage the child will demonstrate all or most of the readiness signs as listed below. Accidents occur but very infrequently. I will assist you in potty training or toilet once your child has reached this stage.

Verbal Stages of Potty-Training Readiness

Basic verbal skills - the child can speak in three-to-four-word sentences.

1. The child tells you when he or she has wet his/her diaper (recognizes he or she is wet).
2. The child tells you when he or she is wetting his / her diaper (recognizes the sensation of wetting a diaper)
3. The child tells you that he or she needs to wet (can control self and go to use the toilet)

Physical and Psychological Signs of Potty-Training Readiness

1. Child stays dry for a long time - able to hold their urines or bowel movements.
2. Has bowel movements at regular times. The child chooses when to have a bowel movement.
3. Adult can recognize when the child is having a bowel movement.
4. The child can undress and pull up their own clothing / pants.
 5. Child initiates using the toilet and asks to wear underwear. This is also a sign of wanting to be independent, which is very important.
6. Emotionally ready and open to learning.
7. Can follow three to four step instructions. This is critical to learning to pee, wipe, flush and wash hands.

Potty training should be a positive experience for everyone involved. It should only take a short period of time when your child is truly ready. Problems arise when the adults (parents and caregivers) do not pay attention to the child's lack of readiness. There is no right or wrong age to potty train a child. It is an individual learning to walk. No two children will potty train in the same time frame or even in the same manner.

Potty Training / Toilet Learning Policy

It is the belief of Colleen's Child Care that potty training or toilet learning should begin at home with the child's parents or caregivers and at a time when there are not a lot of changes in the child's life. Life must be fairly stress free during this time for the child. Colleen's Child Care will assist your child in becoming potty trained once the signs of readiness as outlined in the potty-training readiness information page are or have been observed by the parents as well as the childcare provider.

It is encouraged that the first steps towards potty training begin at home and on a long weekend when you, the parents, can devote your weekend to helping your child. Once the child begins to have success at home then I can begin to work on potty training here at childcare. Once there has been some success at home then the provider will gently remind your child from time to time (not on any set schedule) to remember to go in and use the potty. Please remember when one has 6 to 8 children by his or herself it is nearly impossible to remember to remind a child every half hour to hour to go in and use the potty. For that reason, your child needs to be able to communicate the need to go potty his or herself without reminders from an adult. There are times in the daily schedule where I do remind the children to go in and go but again it is not at a set time or schedule - the reminders come naturally throughout the day such as after breakfast, lunch or after naptime. Children CANNOT attend childcare in underwear until they have been dry and have gone potty for a week remaining dry between trips. Lastly, I use the full-size toilet here with an adaptor seat - no potty chairs that sit on the floor. Your child needs to be comfortable sitting on a full-size toilet for there to be any success here at childcare.

During this time, Colleen's Child Care requests that the following guidelines are followed:

1. Your child **MUST** wear loose-fitting clothing that is easy for the child to pull up or down. This step is a **MUST** as once the child is consistent an adult does not always follow the child to the bathroom. We need to promote independence in the toileting area.
2. NO overalls, pants that require the use of a belt, T-shirts with snaps between the legs or dresses or tights (girls cannot see to pull down their underwear) be worn.
3. A supply of clothing with no less than 3 changes of clothing including socks be kept at childcare in case of accidents every day.
4. Bring an extra pair of shoes if available.
5. 5 to 6 pairs of training pants (the thick 5-layer underwear are preferred) or a supply of underwear when we reach this stage.
6. If your child is male, it is recommended that boys first learn to sit and pee in the potty and once they are consistent then can be taught to stand and go. This will also lessen problems with learning to put BMs in the toilet and will also avoid constipation issues.
7. Keep a small supply of pull - ups available at childcare until the child has shown naptime dryness for a week. Your child will be in a pull-up during naptime until I see that she or he has shown me that they can stay dry for that time.
8. Colleen's Child Care does not rinse out or wash soiled clothing so any clothing that becomes soiled during the day will need to go home that afternoon.

Please keep in mind that often children will show readiness and have success for potty training at home before the signs are seen at childcare. There may be a period where your child is potty trained at home and not at childcare. That is perfectly normal and has been seen quite often! If your child comes to childcare with underwear on and has 2 accidents in a short period of time, I will put a diaper or Pull -Up on your child and we can try again another day when he or she shows signs of being ready at childcare. I cannot emphasize enough that patience is the key thing here! Potty training occurs for all children sometime in their life - there is no right or wrong age!