

INJURY & PARENT NOTIFICATION

Although we closely supervise the children in their activities, some accidents inevitably occur during the course of normal play. Every caregiver is certified in First Aid and has been trained on how to handle various types of injuries. A written accident report is filled out for all types of injuries. For minor injuries, this written report will be presented to parents at the end of the day for a signature. Serious injuries are always reported to the parent immediately, detailed written reports are made, and any appropriate medical attention will be given as stated in the Emergency Information and Release you signed in your child's enrollment packet. In an emergency, we will call 911.

IMMUNIZATIONS, PHYSICIAN'S STATEMENT, ALLERGIES, & SPECIAL NEEDS

- a. In compliance with the requirements of the State of Texas, we must have on file a copy of the current immunization record for each child in our care. Every child must be current on the following: Polio, DPT, HIB, Hepatitis A & B, MMR, and Varicella. A current TB test will be required when specified by the Lubbock Health Department.
- b. An annual physician's statement of good health must be on file for every child enrolled in our care.
- c. For the safety of your child, we ask that you provide us with a physician's statement in regards to any allergies your child might have. This statement should include the nature of the allergy, the possible allergic reaction your child might have (i.e. signs and symptoms), and what care should be provided in the event of an allergic reaction.
- d. In order for us to be able to provide the best care possible for every child, it is important that parents notify us at the time of enrollment of any special needs required for the care of their child. We ask that you provide us with a physician's statement detailing the type of care needed for your child's special needs. Depending upon the nature of your child's special needs, our facility might not be the right environment for your child.

MEDICATION & ILLNESS POLICY

Please take note of our Medication Policy:

- a. All medication is kept in a secure location and is administered by office staff.
- b. Medication is given around 12:00 noon. Medications needed at other times are the responsibility of the parent.
- c. Parents **must** complete written instructions on the medication form prior to medication being given.
- d. All medication (over-the-counter or prescription) **must** be in the original container with the child's name clearly marked along with specific directions for use.
- e. Any over-the-counter medications to be given **must** be accompanied by written authorization from a doctor.

Our Illness Exclusion Policy is as follows:

- a. Any child who is contagiously sick should not be brought to the facility for care. Please find alternative care until your child is no longer contagious, has been symptom/fever free for 24 hours, or has been released by a physician to return to group care, and feels well enough to actively play with other children.
- b. If your child becomes ill while at school (e.g. develops a temperature registering 100 degrees or higher, vomits, has diarrhea, etc) we will notify you at once and you will be expected to make arrangements to have your child picked up from the facility within 30 minutes. If your child has not been picked up within 30 minutes, in accordance with the policies in the Financial Agreement in your child's enrollment paper work a late pick up fee will be charged to your account.
- c. If your child has been sent home ill, your child should not return to the facility for care until his/her temperature has registered normal for 24 hours without the aide of medications or has been released by a physician's statement.

Our Medication and Illness Policies help protect the safety and health of all of the children and the staff.