

CARING FOR KIDS

Policy Manual



"Those who care help us grow"

The following policies are provided for the betterment of the center and those who are served by it. The policies are listed and compiled in alphabetical order.

Accident/Incident Reporting

Grievances

Late Pick-up of Children

Medicine Distribution

Parent Advisory Board and Contract Manager

Releasing of Children

Sexual Harassment

Sick Children

Tuition Payments

For additional information concerning these policies, please contact the center director.

CARING FOR KIDS
POLICY FOR
TUITION PAYMENTS

Purpose

To establish uniform guidelines with regard to the on time payment of tuition and possible changes in tuition rates.

1.0 Policy

- 1.1 It is the policy of Caring for Kids to encourage parents to pay tuition on time. It is also the policy to provide a course of action in the event of continuous violation of said policy.
- 1.2 It is the policy of Caring for Kids to review the budget annually. Any tuition increases/decreases will be made to coincide with the Department “125 Cafeteria Plan.”

2.0 Tuition

- 2.1 Tuition rates are effective January 1 for all students regardless of days attended:
- 2.2 The rate is determined by the actual age of the child rather than the room in which he/she is placed.
- 2.3 An exception to 2.2, above, is made if a child moves from the toddler room to the two-year old room with the approval of the parent. In this case, the tuition rate would be decreased at the time of the move.
- 2.4 A non-refundable \$30.00 materials /supplies fee will be assessed at the time of enrollment. A \$20.00 materials/supplies fee will be assessed on an annual basis, on the anniversary date of enrollment, after the first year of enrollment.
- 2.5 A “summer camp” fee will be assessed in June of each year to cover the cost of special summer activities, field trips, etc. This amount will vary from year to year, dependant upon the activities planned, cost for transportation, etc.

3.0 Payment

- 3.1 Tuition may be paid on a monthly or bi-monthly basis.

- (a) For those paying monthly, payments are due on or before the 5th of each month. A \$15.00 late fee will be assessed after the 5th day past the due date.
 - (b) For those paying semi-monthly, payments are due on or before the 5th and 20th for county employees and the 1st and 15th for non-county employees. Grandparents are considered non-county employees. A late fee of \$5.00 will be assessed after the second day past the due date, and a \$15 dollar fee after the 5th day past due date.
- 3.2 A \$25.00 service charge will be assessed for any returned check.
- 3.3 A \$25.00 collection charge will be assessed if collection procedures are started in the form of a mailed letter indicating the past due nature of the account. An additional 40% of the outstanding balance will also be assessed for collection fees if the account goes to court.
- 3.4 A third violation of this policy in one-year period may result in the director permanently removing the child from the center.

CARING FOR KIDS
POLICY FOR
ACCIDENT/INCIDENT REPORTING

Purpose

To establish guidelines with regard to reporting accidents that occur while a child is at the center or participating in off-site activities conducted by Caring for Kids. This includes incidents between children as well as individual incidents.

1.0 Policy

- 1.1 It is the policy of Caring for Kids to properly notify parents when an accident/incident occurs.
- 1.2 It is the policy of Caring for Kids to care for children who have suffered an accident/incident at the center in the most effective way possible.
- 1.3 It is the policy of Caring for Kids to provide safety and security for children who have suffered an accident/incident away from the center in the most effective way possible.
- 1.4 It is the policy of Caring for Kids to assist in an appropriate manner if children are deliberately causing accidents/incidents to one another.

2.0 Accidents/Incidents Occurring at the Center

- 2.1 Anytime a child suffers an accident/incident at the center, it is the responsibility of the staff who witnessed the accident/incident to complete a written Accident Report form (copy attached) and provide it to the director.
- 2.2 The director will review the report and provide it to the parent for signature. A copy of the report will be retained by the director in the child's file.
- 2.3 If the accident/incident is serious in nature, it is the responsibility of the director to call 911 for assistance.
- 2.4 The director may take a child/staff member who has suffered an accident/incident to the Health Clinic. Clinic staff will provide assessment only, unless the situation is deemed an acute medical emergency requiring medical attention.

3.0 Accidents/incidents Occurring Away from the Center

- 3.1 If a child comes to the center with bruises, cuts, etc., which are not explained by the parent prior to leaving a child, it is the responsibility of the staff member observing such, to complete a written Accident Report form (copy attached).
- 3.2 The director will review the report and provide it to the parent for signature. A copy of the report will be retained by the director in the child's file.

4.0 Notification of Protective Services

- 4.1 If suspicious or unexplainable circumstances occur on a frequent basis, it is the responsibility of the director to notify protective services.

5.0 Repeat Accidents/Incidents Between Children

- 5.1 If a child(ren) repeatedly causes accidents/injuries to another child(ren) in the class, it is the responsibility of the teacher to notify the director of such.
- 5.2 The director will then observe the class and make an assessment of the situation.
- 5.3 Upon assessment, the director will either try to work with the perpetrator individually or a conference will be arranged with the parent options and suggestions for alleviating the problem.

CARING FOR KIDS
POLICY FOR

PARENT ADVISORY BOARD and CONTRACT MANAGER

Purpose

To establish parameters with regard to the interaction of the Parent Advisory Board and the County Contract Monitor and the daily operations of the center.

1.0 Policy

- 1.1 It is the policy of Caring for Kids to actively participate in the established Parent Advisory Board. It is also the policy to utilize the designated contract monitor whenever appropriate.
- 1.2 It is understood and agreed by the parties of the contract that neither the Department nor the Parent Advisory Board shall have control over the means, method, techniques or procedures employed by Caring for Kids, it being clearly understood that the Department is interested only in the results obtained under the contract with the manner and means of obtaining those results being under the sole control of Caring for Kids.

2.0 Parent Advisory Board

- 2.1 As stated in the contract between Caring for Kids and Salt Lake County, there is established a Parent Advisory Board.
- 2.2 The purpose of the Board is to “encourage communication and support of and input into the operation of the child care center.”
- 2.3 Member ship on the Board shall be compromised of parents of children enrolled in the childcare center.
- 2.4 The Board shall meet as determined by the chair(s).
- 2.5 The Board may establish a bank account for the purpose of depositing fund raising revenues and paying bills incurred by the Board.
- 2.6 The Board shall hold elections on an annual basis to fill the positions of the Executive Committee. Members elected to serve shall do so for a one-year period.
- 2.7 The Executive Committee of th4 Board shall consist of two co-chairs, and a treasurer.

2.7.1 The co-chairs shall be responsible for setting the meeting schedule, reserving a meeting location, notifying parents and appropriate county personnel of meetings, preparing minutes of the meetings, acting as co-signers on the Parent Advisory Board fund raising account, and other duties as determined by the Board.

2.7.2 The treasurer shall be the custodian of the Parent Advisory Board fund raising account. This duty includes the depositing of funds collected during fund raising campaigns, the payment of bills incurred by the Board, etc.

3.0 Contract Manager

3.1 As stated in the contract between Caring for Kids and Salt Lake County, there is designated a Contract Manager.

3.2 The purpose of such a person is assist in the administrative management of the contract to ensure that the entire scope of work is completed by Caring for Kids and to assist in obtaining information and assistance from various County departments if necessary and if requested.

3.3 The Contract Manager shall assist the County in coordinating, monitoring and evaluating the contract to its completion.

3.4 The Contract Manager will be notified of all Parent Advisory Board meetings and may attend such of those as s/he finds necessary or appropriate as a representative of Salt Lake County, but shall have no vote on any matter before the Board.

CARING FOR KIDS
POLICY FOR
GRIEVANCES

Purpose

To establish guidelines with regard to grievances between the management of Caring for Kids, teachers, parents and the Department.

1.0 Policy

1.1 It is the policy of Caring for Kids to handle grievances as timely as possible, in a manner that is to the benefit of all parties concerned.

2.0 Parent Grievances

2.1 If there is a problem with the center in general, the parent should notify the director.

2.2 If a problem occurs with a child, it should be discussed with the child's teacher. If the parent feels uncomfortable discussing the problem with the child's teacher, then it should be discussed with the director.

2.3 If necessary, a conference will be arranged with the parent, the child's teacher and director. At this conference goals and deadlines will be set.

2.3.1 If goals are set for the child, the parents and the child's teacher must follow through with such goals.

2.3.2 If the parents do not follow-through, or if the child becomes a threat to other individuals, or him/herself, the parents may be asked to remove the child from the center.

2.4 If a problem is reported to the director, and a satisfactory solution has not been reached within fifteen days, the parent reporting the problem may notify the co-chairs of the Parent Advisory Board.

2.5 If there is a problem with Caring for Kids or the center in general, relative to the contract between Caring for Kids and Salt Lake County, the parent should notify the Contract Manager.

3.0 **Staff Grievances**

3.1 If a problem should arise among staff members or between staff members and the director, it should be handled solely by Caring for Kids with no Department participation

**CARING FOR KIDS
POLICY FOR
LATE PICK-UP OF CHILDREN**

Purpose

To establish uniform guidelines with regard to picking up children from the center after hours.

1.0 Policy

- 1.1 It is the policy of Caring for Kids to encourage parents to pick-up their child(ren) on time. It is also the policy to provide a course of action in the event of continuous violation of said policy.

2.0 Hours of Operation

- 2.1 The center will be open and begin accepting children at ----- A.M., Monday through Friday, excluding holidays.
- 2.2 The center will close at 6:00 P.M. each day. All children must be picked up from the center by 6:00 P.M.
- 2.3 The center will operate from ----- A.M. to 6:00 P.M. Monday through Friday providing a maximum of ten (10) hours care per child per day, not to exceed fifty (50) hours per week, per child.

3.0 Special Circumstances

- 3.1 The teacher will note the time of pick-up in the presence of the parent. If there is a disagreement between the parent and the teacher regarding the pick-up time, it is the responsibility of the parent to call the “time and temperature number” for verification.
- 3.2 The center director will bill the parent for any time past 6:00 P.M. The rate at which the parent will be billed is \$1 per minute unless prior arrangements have been made. All funds collected in this manner will be remitted through the director to the teacher.

4.0 Children Remaining at the Center after 6:00 P.M.

- 4.1 If any children remain at the center after 6:00 P.M., and no arrangements have been made with the director/teacher on duty prior to such, the teacher is responsible to notify the director of the circumstances within 24 hours.

- 4.2 If any children remain at the center after 6:30 P.M., and no arrangements have been made with the director/teacher on duty prior to such, the teacher is responsible to notify the director immediately.
- 4.3 At such time, the director will return to the center if need be to allow the teacher to leave.
- 4.4 After 6:30 P.M., the director/teacher will begin calling all those individuals listed on the child's registration form as "emergency contacts."
- 4.5 If no contacts are made and no one has arrived to pick-up the child by 7:00 P.M., it is the discretion of the director as to whether or not law enforcement or protective services should be notified. This will depend greatly on the past history of the parent and current circumstances.
- 4.6 At no time will a teacher take a child from the center.

5.0 Violations/Penalties

- 5.1 The first time a parent violates this policy, he/she will be issued a verbal warning from the director.
- 5.2 A second violation will be noted in written form in the child's permanent file.
- 5.3 A third violation, within a one-year period, may result in the director asking the parent to permanently remove the child from the center.

CARING FOR KIDS
POLICY FOR
MEDICINE DISTRIBUTION

Purpose

To establish uniform guidelines with regard to the dispensing of medication, both prescription and over-the-counter, by center staff to children while they are at school.

1.0 Policy

- 1.1 It is the policy of Caring for Kid to restrict the dispensing of medication by center staff as much as possible. It is also the policy of the board to provide a mechanism by which confusion can be avoided, teachers can be made aware of the need of the child in an appropriate manner, and parents can be assured that medication was distributed properly. If your child shows any reaction to his/her medication, it is not CFK's liability.

2.0 Medication Slips

- 2.1 Each classroom, as well as the sign-in area, will have available a supply of the medication distribution form.
- 2.2 Any child needing to receive medication during his/her time at school will need to have the form filled out and signed by the parent prior to the disbursement of any medication.
- 2.3 Upon dispersing the medication, the teacher will initial the form, noting the time of day.
- 2.4 It is the responsibility of the parent to obtain the form for verification at the time when the child is picked-up.

3.0 Labeling of Medication

- 3.1 All medication should be properly labeled as to content.
- 3.2 All medication should be contained in childproof bottles, packages, etc.
- 3.3 In addition to the pharmacy label with the child's name on it, parents should identify their child's medication by some other means, e.g. large print stickers, color labels, etc. This will help the teacher to prevent possible confusion with medication of similar color bottle shape and size, etc. belonging to another child.

- 3.4 Each child must have his/her own prescription. There shall be no “sharing” of medications between siblings.

4.0 Dispensing of Pain Reliever by Director

- 4.1 CFK will not dispense pain reliever without parent medication form signed. This will okay us to give your child pain reliever with your discretion.

- (a) known recurrent ear infection;
- (b) known teething discomfort;
- (c) known immunization discomfort;
- (d) upon a doctor’s written instructions.

- 4.2 The director will not dispense pain reliever under any other circumstances. This includes verbal permission by the parent given over the telephone.

5.0 Parental Dispensing of Medication

- 5.1 It is recommended that parents make a conscious effort to administer medication before or after bringing the child to school.

- (a) If the medication needs to be given twice a day, no doses should be given by the teacher. Morning and evening doses should be given at home, or by the parent leaving the child and upon picking-up the child, respectively.
- (b) If the medication needs to be given three times a day, only the mid-day dosage should be given by the teacher. Morning and evening doses should be given at home, or by the parent before leaving the child and upon picking up the child, respectively.
- (c) If the medication needs to be given four times a day, only the mid-day dosage should be given by the teacher. Morning, early evening, and bedtime dosages should be given at home, or by the parent before leaving the child and upon picking-up the child, respectively.

6.0 Violations/Penalties

- 6.1 The first time a parent violates this policy, he/she will be issued a verbal warning from the director.

- 6.2 A second violation will be noted in written form in the child's permanent file.
- 6.3 A third violation may result in the director asking the parent to permanently remove the child from the center.

CARING FOR KIDS
POLICY FOR
RELEASING OF CHILDREN

Purpose

To establish uniform guidelines with regard to releasing children from the center.

1.0 Policy

- 1.1 It is the policy of Caring for Kids to provide consistency, safety and security with regard to the releasing of children from the center.

2.0 Procedure

- 2.1 A child will only be released to those individuals who are designated on the registration form signed by the parent.
- 2.2 If one of the child's parents is not on the form and there is no court order on file restricting that parent from contact with the child, the director has no recourse but to allow the child to be released to that parent should they provide proper identification and request such.
- 2.3 If someone other than the parent/designee will be removing a child from the center, written notification must be provided to the director. Verbal consent, either in person or on the telephone, will not be accepted.
- 2.4 In the case of an emergency, verbal consent from the parent/designee may be accepted, at the discretion of the director, with verifiable identification provided at the time of release.

3.0 Denial of Release to Parent

- 3.1 A parent/designee may be denied the release of a child if the director observes clear evidence that said person is under the influence of alcohol or drugs.

4.0 Alternatives to Release of a Child

- 4.1 If release to a parent/designee is denied, the director will try to contact any and all other individuals listed on the registration form as emergency contacts.
- 4.2 If none of the emergency contacts are available, the director may contact protective services.

CARING FOR KIDS
POLICY ON
SEXUAL HARASSMENT

Purpose

To establish guidelines with regard to sexual harassment of staff, students, parents and others.

1.0 Policy

- 1.1 It is the policy of Caring for Kids to insure that all employees, students, parents and others have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964 and also is against the law.
- 1.2 Caring for Kids will not tolerate or permit sexual harassment in any form, and such conduct may result in action up to and including discharge of staff or removal of children/parents.

2.0 Explanation

- 2.1 Sexual harassment may take various forms and may be verbal, physical or visual.
- 2.2 Sexual harassment may include repeated offensive sexual flirtations, advances or propositions, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, and/or pictures or objects in the work environment.
- 2.3 A manager's, supervisor's, co-work's, or parent's threat or insinuation, either explicitly or implicitly, that a staff member's refusal to submit to sexual advances will adversely affect the person's work environment or any conditions of employment may also be sexual harassment.
- 2.4 While deemed to be sexual harassment under the law, it is the hope of Caring for Kids that any harassment problems will be avoided if actions are taken in a professional manner and people treat each other with respect.

3.0 **Course of Action**

- 3.1 Caring for Kids will not permit any conduct, which interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.
- 3.2 If any such individual believes that s/he has been sexually harassed, or harassed in any way, s/he should notify the director, or the Contract Manager.
- 3.3 The person who brings a complaint in good faith will not be adversely affected.
- 3.4 The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

CARING FOR KIDS
POLICY ON

SICK CHILDREN

Purpose

To establish uniform guidelines with regard to the care of sick children. To outline a course by which to judge the nature of an illness and determine when a child should not be admitted to school.

1.0 Policy

- 1.1 It is the policy of Caring for Kids to accept only those children who are not contagious to other children. It is also the policy to provide standards by which parents can determine if and when they should make other arrangements for children whom are sick.

2.0 Specific Infections/Ailments

2.1 Chicken Pox

- (a) The child was already contagious to classmates the day before the sores appeared.
- (b) Even though it probably was caught at school or day care, children are required to stay home until they have stopped breaking out in new sores, with dry scabs on the old ones.

2.2 Colds

- (a) Children should be kept home if they have a fever, are too uncomfortable to pay attention, or have such a severe cough that classroom activities would be disrupted.

2.3 Conjunctivitis (Pinkeye)

- (a) Pinkeye is highly contagious and is spread by the finger soiled with discharge from the eye.
- (b) Infected children should be isolated for at least one day of treatment. However, if discharge persists, the child must remain at home until such discharge has discontinued.

- (c) Teachers should be especially careful to wash their hands after handling children who have contracted conjunctivitis and should keep such children's towels and linens separate.
- (d) Older children should be careful to wash their hands frequently.

2.4 Diarrhea

- (a) At least half of infected children excrete the viruses, which cause diarrhea up to five days before they even get sick. Loose stools can last several weeks, and infectious particles can be shed as late as the second week after recovery.
- (b) The major factor in the spread of diarrhea in centers that care for infants and toddlers is staff members who don't wash their hands between diaper changes and food preparation.
- (c) Careful hand washing at school may be more effective in controlling the spread of diarrhea than keeping infected children home.
- (d) If a child experiences diarrhea while at school, he/she will need to be taken home after the second occurrence unless the condition is directly related to the ingestion of medication or teething. The child must remain at home until the condition has subsided.
- (e) If vomiting accompanies the diarrhea, children should be kept home until they can take fluids and a little food. Once they are reasonably comfortable they may return to school.

2.5 Ear and Sinus Infections

- (a) Ear and sinus infections are not contagious, although they are often uncomfortable complications of a cold.
- (b) Children may return to school as soon as the pain and fever are gone.

2.6 Pin Worms

- (a) These little threadlike worms cause intense itching around the child's anus or vagina, often at night. They are harmless, although not very aesthetic, and are so common among younger children that even if you treated each infected child in one group simultaneously, pinworms would still recur.

- (b) Treatment is simple. Usually one or two chewable tablets will do.
- (c) There is no reason to isolate a child with pinworm, or to notify anyone at school about it.

2.7 Strep Throat

- (a) If a child has a sore throat, fever, swollen or tender glands in the neck and/or foul odor from the mouth first see a doctor immediately.
- (b) If strep is diagnosed, wait 48 hours from the first antibiotics before returning the child to class.

2.8 Skin and Hair Infections

- (a) Impetigo, live, ringworm and scabies are spread by direct, person-to-person contact or by sharing contaminated object such as combs, brushes and towels.
- (b) A child with impetigo can return to school as soon as he/she stops getting new sores, the old ones stop getting bigger, and there is no more oozing.
- (c) The same guideline applies to scabies and ringworm, which may take several weeks to disappear completely.
- (d) Similarly, with live, little egg cases are often left on the hair even after effective treatment, but they are empty and not infectious to others.

2.9 Fever

- 2.9.1 If a child has an auxiliary fever over 100 degrees F while at school, the child's parents will be notified by staff and appropriate action will be taken according to parental instruction.
- 2.9.2 If a child has an auxiliary fever over 100 degrees F before coming to school, parents are advised to administer fever-reducing medication and check for other symptoms.
 - a. If teething causes the fever, the child may attend school unless he/she is noticeably uncomfortable and/or irritable.

- b. If the fever is caused as a result of immunizations, the child may attend school unless he/she is noticeably uncomfortable and/or irritable.
- c. If the fever is accompanied by symptoms such as vomiting, aches, pains, rash, diarrhea, etc., the child should be kept home.
- d. If the child is taken home from the center as a result of the above symptoms, he/she must remain at home for at least 24 hours.

3.0 Doctor's Slips

- 3.1 Anytime an illness or condition may be considered questionable in nature as to whether or not the child should be in school, it is recommended that a doctor be consulted and written documentation be provided to the director describing the child's condition and approving his/her attendance at school.

4.0 Pick-up of a Sick Child

- 4.1 In the event that a child becomes sick or develops one of the above mentioned conditions while at school, the teacher or director will notify the parent immediately.
- 4.2 It is the responsibility of the parent to pick-up the child and take whatever steps are appropriate before returning the child to school.
- 4.3 Once a parent has been notified by the director as to the child's condition and the need for the child to be taken home, the parent will have one hour from the time of personal notification to pick-up the sick child.

5.0 Violations/Penalties

- 5.1 The first time a parent violates this policy, he/she will be issued a verbal warning from the director.
- 5.2 A second violation will be noted in written form in the child's permanent file.
- 5.3 A third violation will be grounds for the director to ask the parent to permanently remove the child from the center.
- 5.4 CFK will follow the Health Department Guidelines. Their guidelines are above CFK.

CARING FOR KIDS
POLICY ON

VIOLENCE

Purpose

To establish guidelines with regard to violence between children and between adults and children.

1.0 Policy

1.1 Caring for Kids will not tolerate or permit violence in any form. Such conduct may result in action, up to and including discharge of staff for removal of children/parents.

1.2 Violence as used in this policy includes: loud yelling, use of foul language, threatening body motions, etc.

2.0 Violence between Children

2.1 If violence persists between two or more children on a regular basis, the director will meet with the children's parents to discuss the situation.

2.2 If the violence continues, outside resources will be consulted for referral.

2.3 If assistance from outside resources does not modify the behavior of the child(ren), the parent may be asked to permanently remove the child from the center.

3.0 Violence between Staff Members and Children

3.1 No staff member is permitted to use physical punishment.

3.2 If a child becomes violent, the staff member shall call for the director to assist with the situation. It is the responsibility of the director to remove the child from the room or otherwise defuse the situation.

4.0 Violence between Parents and Children

4.1 No parent may exhibit physical violence toward a child(ren) while in the center.

4.2 Any unlawful exhibition of physical violence toward a child will be, at the discretion of the director, reported to the proper law enforcement/protective service agency.

5.0 **Violence between Director/Staff and Parents**

- 5.1 No parent may exhibit physical violence toward another parent, teacher, or the director while in the center
- 5.2 When children have continuous behavior problems and become “out of control”, the Director will call the parent to come to the center to help calm their child. If the outbreaks continue resulting in a loss of respect for our staff and/or hurting other children or themselves, the parent will be given a warning letter. If the behavior is not corrected after 3 warning letters the parent will be asked to remove the child from the center.

I _____ have read the Caring for Kids Policy Manual and I agree to abide by the procedures set out in such. I understand any specific consequences associated with violation of the policies. I agree to contact the center director if I have questions regarding any policy. I understand that this signature page will be kept in my child's permanent file for future reference.

signature

date

PERMISSION TO MOVE UP YOUR CHILD

Your child _____ has been visiting the class _____.

We are planning to move him/her on _____.

Your child's teacher will be _____.

Your tuition will decrease from _____ to _____.

If you have any question or concerns please call the director or Mavy Ghavim.