**HEALTH CARE SERVICE PLAN**

**Hand Washing Policy:** After each diaper change or bathroom use and before each meal, staff and children are required to wash their hands to avoid the spread of germs or bacteria using soap and running water. Hand washing is extremely important to avoid the spread of illness from one child to another. Staff must sanitize diapering and toilet area after each use.

**Handling of Bodily Fluids:** Gloves must be worn when handling any bodily fluids to avoid the spread of any blood pathogens from one person to another. Gloves will be changed after each child with proper hand washing. All bodily fluids must be disinfected and disposed of properly with blood fluids being put into the biohazard container located in the office. When cloth diapers or training underwear are used there is no rinsing of the contents at the center. Children should wear a water proof outer covering that is to be changed and not reused with each accident.

**Food Preparation and Storage:** We will provide breakfast, lunch and onevsnack per day for our 12 months to pre- kindergarten children.

**Sleeping Equipment and Bedding:** Your child will be offered a cot for rest each day at the center and will be kept for your child only and cleaned as required or if needed by another child. All bedding is washed daily.

**Toys and Equipment:** All toys and equipment will be sanitized on a daily basis when necessary, and on a weekly basis to avoid surface germs.

**General Health:** Be courteous to other classmates by keeping your child home if they have a fever over 99 degrees, a continuous green runny nose means infection and your child should remain home. Please keep your child home if there is any communicable disease such as pink eye, chicken pox, measles, mumps, hand foot and mouth, etc. Your child will be sent home if there is an undiagnosed rash of any kind until cleared by a doctor. We will do our best to keep an ill child comfortable and away from the healthy children until the parent can pick them up.

**Medications and Health Surveillance:** Medication will not be administered unless it is prescribed by an authorized health care provider. Prescription medication must be in its original container with your child’s name on it with a parental permission slip to administer. Motrin or Tylenol will not be given to bring down a fever, as the child must be kept home when there is a fever.

* Our Child Care & Parent Institutes are responsible for reporting to the parent any changes in the child’s health or observed accidents that take place at the center as well as any accidents that are noticed while entering the center that may have taken place at home. Any minor bumps bruises or cuts will be maintained with proper first aid and a written accident report.
* Any injury that causes us concern, but not an emergency, will be discussed with the parent over the phone, and we will discuss an action plan together.
* In case of an emergency we will contact the local E.M.S and have your child transported to the nearest hospital. We will then and call you to meet us there. (Please note that in case of an emergency you give our Child Care & Parent Institutes the right to seek emergency medical treatment. This is found on the emergency card you submit to the center.)

**Physical Form:** Updated physical forms are required each year for children under age 3. Physical forms are due every two years for children over age 3. To ensure the health and safety of your children our staff is required to have a physical and TB test prior to employment at our center.

Along with our Center and staff, please follow these guidelines for good health and safety practices.

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| PARENT, LEGAL GUARDIAN OR RESPONSIBLE ADULT |
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Signature Printed Name