



Child's Play School Parent Handbook

(Revised November 2022)

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A Note from our Founder

Welcome to Child's Play School! We are delighted to welcome you into our school community.

At Child's Play, we believe that children grow, learn, and thrive by exploring the world around them. It is our goal to provide an environment that engages children with developmentally appropriate activities and materials. In our program, children feel empowered to follow their own interests in a safe space.

The information below has been developed to provide parents with information on policies and procedures of Child's Play School. Please read carefully and contact us to discuss any new ideas, concerns, or questions you may have.

Warmly,

Kaamil Bey Isles
Founder/CEO

SECTION 1: OUR PROGRAM

About Child's Play School

At Child's Play, we believe that children grow, learn, and thrive by exploring the world around them. It is our goal to provide an environment that engages children with developmentally appropriate activities and materials. In our program, children feel empowered to follow their own interests in a safe space.

Child's Play offers an all-inclusive play-based child care program for infants (ages 12-24 months) and preschoolers (ages 2-5.5 years). Our program includes all food (i.e., formula, lunch, two snacks) and diapers, wipes and cream.

Child care is offered 8:00am to 5:30pm (Monday through Thursday) and 8:00am-4:30pm (Friday).

Our Mission Statement

Immersing children in learning experiences that are rooted in play and curated with their unique developmental levels in mind.

SECTION 2: RHYTHM OF THE DAY

Meals, Snacks and Food Allergies

We provide nutritious lunch and snacks throughout the day. Meals are developmentally appropriate for each child and of sufficient proportion and nutritional value to meet each child's health needs. Sample menus are posted for your reference. We have the discretion to change menu items. Meals and snack times are scheduled according to our group's age and developmental level.

Although we have scheduled mealtimes along with individual needs and services plans, if a child is hungry, we will feed on demand.

When preparing bottles, we do not allow rice, food or medicine in the bottles.

Please alert the staff concerning any special dietary needs or food allergies. *See Record of Food Allergy & Anaphylaxis Care Plan*

Nut-Free

Child's Play is a nut-free school. This means that foods containing peanuts, almonds, Brazil nuts, walnuts, hazelnuts, macadamias, pistachios, pecans and cashews are not allowed at school. The rationale has to do with the unique nature of nut allergies. Most people with food allergies can manage their allergies by simply not eating foods that have their allergens in them. However, with nut allergies, it is possible for children to react to traces of nut dust in the air. Also, nuts are full of natural oils that leave residues that are difficult to clean.

Rest Time

Rest times are scheduled in the middle of the day after lunch for most children. Rest times will vary according to the group's age and developmental level. Children are not required to sleep but must rest quietly as to not disturb other children who are sleeping.

We do not allow stuffed animals and pacifiers with animals attached in cribs.

Outside Play

We have two outdoors spaces for the children to play. During a normal daily routine and weather permitting, children will play on the playground at least two times per day, in the morning and again in the afternoon. If weather conditions do not permit outdoor play, other gross motor activities will be substituted.

Sample Schedule

The following sample schedule is presented here to give you an idea of what your children will be doing throughout the day. Schedules are designed to be appropriate for the age and developmental level of the group.

Sample Rhythm of the Day

08:00-09:00	Drop Off and Free Play
09:00-09:30	Community Circle
09:30-10:00	Morning Snack
10:00-11:00	Outdoor Play
11:00-11:30	Guided Activity
11:30-12:00	Storytime
12:00-12:30	Lunch
12:30-01:00	Diapering and Transition to Nap
01:00-03:00	Nap
03:00-03:15	Diapering and Transition from Nap
03:15-03:30	Quiet Play
03:30-04:00	Afternoon Snack
04:00-04:30	Guided Activity
04:30-05:30	Free Play and Pick Up

SECTION 3: IN RESPONSE TO COVID-19

As a result of the COVID-19 pandemic, Child's Play has had to rethink how we operate as an organization, as a team and as educators/caregivers. What we are faced with is a dramatic and important shift to how we operate in order that children and staff are kept healthy to the greatest extent possible while ensuring we are meeting children's needs and forming deep connections.

As the pandemic becomes endemic, Child's Play will continue to defer to the Center for Disease Control (CDC), California Department of Public Health (CDPH) and California Department of Social Services (CDSS) to update our policies.

Use of Face Masks

Although universal masking in child care settings terminated on March 12, 2022, the California Department of Public Health (CDPH) and California Department of Social Services (CDSS) **strongly recommends** that individuals in these settings continue to mask in indoor settings. See [Updated Guidance for Child Care Providers Regarding Coronavirus Disease](#) (PIN 22-10-CCO).

Based on this guidance, Child's Play will continue to require teachers to wear KN95 masks indoors when interacting with children and families. We will also continue to strongly encourage children 2+ years of age to wear surgical/KN95 masks indoors. Use of cloth masks have been discontinued.

Outdoor Drop Off/Pick Up

Drop off and pick up happens outside, one family at a time. Ideally, families assign one family member to drop off and pick up to minimize exposure to multiple people. Families that arrive around the same time must stand at least six feet away from each other.

Wellness Checks

We administer a visual/wellness check, which includes a temperature check. **Children with a temperature at or above 100.4 degrees F will be excluded from the program.**

No Contact Check In

Parents can securely check their child in/out from their phone. Using the Brightwheel app and the unique four-digit code assigned to them, parents scan the QR code posted on the building to complete the check in/out process.

Cleaning/Sanitizing Toys and Frequently Touched Surfaces

Teachers frequently clean high contact surfaces (i.e., doorknobs, gates, shelves) and toys. In addition, mouthed toys are removed from the classroom and cleaned and sanitized at the end of the day.

Frequent and Thorough Hand Washing

Children and teachers wash hands with soap and water before and after eating, drinking, touching eyes/noses/mouth, toileting or diapering and physical contact with each other.

Socially Distanced Naptime

Cribs and cots will be spaced 3-6 feet from each other, as the space allows, and arranged in opposite directions.

COVID Testing Before Returning from Extended Breaks

Child's Play requests families administer one rapid test to your child three days before returning to school and another test one day before returning to school. Results from both tests should be uploaded to Brightwheel. **Children are not allowed to return to school after an extended break without proof of two negative COVID tests.**

Since insurance companies are now offering free rapid antigen tests, Child's Play will provide testing kits to families that specifically request them.

Quarantine and Isolation Guidelines

We thank you in advance for your support and patience. We have a duty to the entire school community and are doing our best to balance guidance that is ever changing/evolving and lived experiences in our program over the last more than two years since the pandemic.

Known Exposure to Household Member

Per the CDC, "...instead of quarantining if you were exposed to COVID-19, wear a high-quality mask for 10 days and get tested on day 5." Child's Play will follow this guidance EXCEPT in the case where the exposure was from a household member.

If historical data tells us anything, of the six of our families whose parents (or parent) contracted COVID first, **100% of their children** contracted it subsequently. So, if a household member tests positive for COVID-19, we **will** require that the child quarantine for five full days and test on day 6. If the child has no symptoms and tests negative on day 6, they are welcome to return to the program.

Known Exposure to Classmate

Moving forward, we will keep the program open if a child tests positive. We will likely ask for daily rapid antigen testing for the next five days as a precaution. If a child becomes symptomatic in those five days, **the discretion is ours** to require that that child isolate for the remainder of the five days. For example, if a child is exposed on day 0 and becomes symptomatic on day 3, we may ask that the child be picked up and stay home for days 4-5 and provide a negative test on day 6 before returning to the program.

Child Testing Positive

Per the CDC, "If after 5 days, you are fever-free for 24 hours without the use of medication and your symptoms are improving, or you never had symptoms, you may end isolation after day 5." **In addition,** Child's Play will require a negative rapid antigen test to return to the program anytime days 6-10.

If your child is still testing positive after day 10 but is symptom free, they may return to the program. If, however, your child is still having symptoms and testing positive after 10 days, a doctor's note must be provided clearing your child to return to school.

SECTION 4: ENROLLMENT AND TUITION

Admission

Admission to Child's Play is based on availability and the age of your child. When a classroom no longer has open enrollment positions, a waiting list will be established. Priority will be given to siblings of currently enrolled children. Child's Play does not discriminate against any race, religion, nationality, gender or sexual orientation.

Licensing/Enrollment Forms

Parents are required to return the following information prior to your child's start date. This includes an updated immunization record signed or stamped by the child's physician.

1. Signed Admissions Agreement
2. Identification and Emergency Information (Child Care Centers) (LIC 700)
3. Consent for Emergency Medical Treatment form (LIC 627)
4. Child's Preadmission Health History – Parent's Report (LIC 702)
5. Notification of Parents' Rights form (LIC 995)
6. Personal Rights form (LIC 613A)
7. Parent Notification of Additional Children in Care (LIC 9150)
8. Individual Sleeping Plan (LIC 9227) – For children under 2 years of age
9. Immunization Report
10. Parent Handbook Acknowledgement of Receipt
11. Infant/Toddler Needs and Services Plan – For children under 2 years of age
12. Family Questionnaire
13. Photo/Video Waiver
14. Permission to Apply Sunscreen
15. Parent Consent for Administration of Medications and Medication Chart (LIC 9221) – For children with allergies
16. Food Allergy & Anaphylaxis Emergency Care Plan – For children with allergies

Deposit and Enrollment Fees

In order to secure your child's spot in the program, a **non-refundable** deposit of one month's tuition (which will be applied to the first month's tuition) and an enrollment fee of \$250 is due. Payment is submitted via ACH or credit card through Brightwheel Billing.

Proration of Tuition/Fees

We do not pro-rate tuition or enrollment fees for partial months except in the case of a new child enrolling or termination of enrollment (with 30 days written notice). For mid-month starts, your child's first month's tuition will be adjusted according to their start date. If you terminate your child's enrollment mid-month, you are expected to pay tuition for the 30 days after notice is given, regardless of whether your child is receiving care.

Tuition Schedule

Tuition for infants (ages 0-24 months) is as follows:

5 days per week	\$2,755 per month
3 days per week	\$2,100 per month
2 days per week	\$1,565 per month

Tuition for preschoolers (ages 2+ years) is as follows:

5 days per week	\$2,520 per month
3 days per week	\$1,915 per month
2 days per week	\$1,430 per month

Tuition Payments

Payment is based on the days you agree to bring your child (i.e., 2, 3 or 5 days), not on actual days of attendance. You are responsible for payment if your child is sick and does not attend in a given week, when the school is closed for a holiday/vacation break and/or when the school is shut down due to a public health emergency.

Families are required to enroll in Brightwheel Billing and participate in Auto Pay. Tuition can be paid via ACH or credit card.

Monthly tuition is due on the 25th of the month, for the month following. All monthly tuition payments received after the 25th of the month will be charged a **10% late fee**.

A discount of 5% and 10% is offered if tuition is pre-paid 6 and 12 months in advance, respectively.

Fees

There is a 10% late fee for tuition payments received after the 25th of the month.

There is a \$5 per minute late pick up fee for children picked up after 5:30pm. Excessive tardiness creates an undue burden on the staff and may be cause for termination. We close at 5:30pm daily. Please plan accordingly.

Rate Change

Child's Play agrees to give parents at least 30 days' advance notice prior to any tuition rate change.

Termination Policy

Termination by Child's Play

Child's Play has the right to terminate services in its sole and unfettered discretion if:

- A child or parent's behavior threatens the safety of our program
- A child or parent become abusive towards any child, parent, visitor or staff member
- Immunizations are not kept current
- The parent is not supportive of the policies and procedures of the Parent Handbook
- The staff is treated in an abusive or derogatory manner
- The child is unable to adjust to the program or its schedule

Termination by Parent

Child's Play understands that situations may arise for which a parent may have to terminate services with our program. We request a **minimum of 30 days written notice** for termination by the parent. This notice should be submitted to Kaamil (Founder/CEO) so all files, accounting and any other miscellaneous items can be done before your child's departure.

Refund Policy

If Child's Play terminates services, any pre-paid amounts will be returned to the parent on a pro-rated basis. Payment will be issued via cashier's check within 30 calendar days from Notice of Termination.

If a parent terminates service, assuming 30-days written notice has been provided, parents will be required to pay tuition for the 30 days after notice is given, regardless of whether the child is receiving care.

If tuition has been pre-paid (6 or 12 months), a refund will be computed on the full annual tuition rate.

SECTION 5: GENERAL POLICIES AND PROCEDURES

Drop Off and Pick Up

Hours of Operation

Child's Play is open 8:00am to 5:30pm (Monday through Thursday) and 8:00am-4:30pm (Friday). On Fridays, the teachers have their weekly staff meeting 4:30-5:30pm.

Absences and Late Arrivals

If your child will be absent, arriving later than 9:00am, or being picked up before 4:30pm, we ask that you send a message via Brightwheel so we can prepare for adequate staffing.

Signing In/Out Procedures

Signing in and signing out your child is required by law for the safety and supervision of the children and for program fiscal accountability. Licensing requires that you or an adult (over the age of 18 years) authorized by you, sign your child in and out of the center each day using a full legal signature and the time of arrival or departure. If you forget to sign your child in or out, you will be called to come back and do so.

Each approved adult will receive their own unique 4-digit code to sign in/out of Brightwheel. If you've yet to receive your Brightwheel invitation or have forgotten your 4-digit code, please contact the Director.

Drop Off Form

When dropping off your child in the morning, please click **Add Info** and, at a minimum, provide when your child **Woke Up** and when they **Last Ate**. You can also share when your child had their **Last Potty** (if applicable) and a **Pick Up Time** (especially if before 4:30pm). This information is key to planning for the rest of your child's day and also ensures this information is available to the entire Child's Play team.

Feel free to include any additional information that you feel will help the team. This may include a note about a child having a rough night, a reminder that grandma is picking up early, etc.

Release of Children Policy

If someone other than a parent will be picking up your child more frequently, please log into your Brightwheel account online and add them as an **Approved Pick Up**. They will be assigned their own unique four-digit code. It will be helpful to give the Child's Play team a heads up the day before/of so they can anticipate their arrival.

If someone needs to pick up your child for any unanticipated/unplanned reason, please inform your child's teacher in writing (e.g., email, text, Brightwheel). You will be asked to provide the name of the individual along with a photo of their driver's license.

Late Pick Up

At Child's Play, we work to build a culture of respect and timeliness.

There is a \$5 per minute late pick up fee for children picked up after 5:30pm. Excessive tardiness creates an undue burden on the staff and may be cause for termination.

We close at 5:30pm daily. Please plan accordingly.

What to Bring

At Child's Play, we've designed a program with both children and parents in mind. We provide all food (i.e., Earth's Brand Organic formula, home-made lunch and two snacks). We also provide all diapers, wipes and creams along with bottles/sippy cups and a cot and nap companion for the toddlers/preschoolers.

For your convenience, we do ask that you bring the following, clearly labeled with your child's first and last name:

- **Change of Clothes** – Three (3) complete changes of seasonal clothing including socks and underwear (if applicable) plus one sweater/hoodie
- **Family Photo**
- **Special Lovie** – For nap
- **Prepared Bottles** – For nursing mothers, breast milk brought in pre-made bottles, ready to warm and serve. These will be refrigerated immediately until feeding time. Any unused milk will be returned at pick up

New Student Mandatory Transition Period

For new children, the transition period generally takes several days. The length of time depends on the child's age and familiarity with child care. Children who have been in care since infancy may transition differently from children for whom this is their first child care experience.

We require that all new children build up to a full day in our care **over the course of a week**. If you have a part-time care schedule (2 day/week or 3 days/week), it makes sense to build up to a full day over the course of about two weeks.

Sample Transition Schedule for Full-Time Child

Day 1 –	1 hour family visit*
Day 2 –	8:00am-10:00am (2 hours), includes AM snack
Day 3 –	8:00am-12:30pm (~4 hours), includes lunch
Day 4 –	8:00am-2:30pm (~6 hours), includes nap
Day 5 –	8:00am-4:00pm (~8 hours), includes PM snack
Day 6 –	8:00am-5:30pm (full day)

*On your child's first day, we will schedule a 1-hour family visit/play date, which will include, parent, child and primary caregiver. Parent will stay with the child throughout the entire visit. We find that this is a great way to introduce the new space and new face of your child's caregiver with the comfort of parent being there. On the second day, parent can stay up to the 15 minutes (as needed) and leave the child in our care for the remainder of the time.

Please plan your child's start date with this transition period in mind. If your child's current start date is when you will be back at work full-time, we suggest your child start a week (or two) earlier so they can make a successful transition into our program. Please reach out to Kaamil (Founder/CEO) if you'd like to adjust your child's start date.

Infant/Toddler Needs and Services Plan

The purpose of the Needs and Services Plan is to help the primary caregiver learn more about your family and gain a better understanding of your child. This will allow us to provide the best individualized care we can. This Needs and Services Plan includes questions around feeding, diapering, sleeping and special needs.

The Infant/Toddler Needs and Services Plan is completed at the time of enrollment and **updated every three months until the child is two years of age**. Parent/guardian and teacher initial and date every change and update to the original plan.

Communication

Communication is a top priority for us. Through the Brightwheel App, we provide daily updates regarding your child's activities, behavior and needed items (e.g., clothing). We also provide details about meals (i.e., bottles – when, how much) and nap times (i.e., start time, length). **We ask that all messages to teachers be sent via Brightwheel.** Please do not send text messages.

Parent Teacher Conferences

Formal conferences are administered bi-annually to discuss your child's development. This is also an opportunity to address any questions or comments you have. Conferences may be held at any time throughout the year, at either the request of the parent or the teacher.

Please remember that drop off/pick up times are considered transition times for children and can be busy. These transition times are not the best time to address your child's growth or development. Please let the Director know your question(s) or request to schedule an appropriate time to discuss your child's needs.

Child "Assessments"

Child's Play has adopted the **Desired Results Developmental Profile (2015) A Developmental Continuum from Early Infancy up to Kindergarten Entry**. The DRDP assessment instruments are designed for teachers to observe, document and reflect on the learning, development, and progress of children. The assessment results are intended to be used by our teachers to plan curriculum for individual children and to guide continuous program improvement.

The DRDP (2015) is made up of eight domains. The focus of each domain is on the acquisition of knowledge, skills, or behaviors that reflects each domain's developmental constructs. The eight domains are as follows:

1. Approaches to Learning – Self-Regulation (Infant/Toddler, Preschool)
2. Social and Emotional Development (Infant/Toddler, Preschool)
3. Language and Literacy Development (Infant/Toddler, Preschool)
4. English-Language Development (Preschool)
5. Cognition, Including Math and Science (Infant/Toddler, Preschool)
6. Physical Development – Health (Infant/Toddler, Preschool)
7. History-Social Science (Preschool)
8. Visual and Performing Arts (Preschool)

Confidentiality Policy

Teachers will have conversations with parents concerning only their child. We will not discuss other student's progress, behavior, or accidents with anyone other than the appropriate parties.

Personal information is NOT sold or shared.

Parent Involvement

Parent Participation

Children benefit immensely when their home and school experience are integrated. At Child's Play, we welcome parent participation. Opportunities for classroom participation included reading in your child's class, sharing special family traditions or cultures, assisting with parties and open houses, and volunteering in the class.

Diapers and Toilet Training

Diaper Changes/Cloth Diapers

As part of our all-inclusive program, Child's Play provides Honest Brand diapers, wipes and creams. For children still in diapers, cleanliness is an essential factor of maintain an appropriate level of care. Therefore, diapers will be changed when soiled or at a minimum every hour and a half to two hours.

If you choose to use cloth diapers for your child, we ask that you have a plastic cover with insert over them and bring a sealable bag to enclose them in. We cannot discard human waste from cloth diapers as per state regulation.

Toilet Training

Children do not have to be potty trained to enroll at Child's Play.

When you are ready to start toilet training your child, we ask that you let us know what routines you are using at home so the teacher can do the same in the class. Consistency is key when toilet training. Please bring any supplies such as a few pairs of extra clothes, including socks and shoes, to put in the child's cubby for any accidents.

Discipline and Behavior Policy

During the early childhood years, children are learning to be in charge of their own behavior. At Child's Play, we believe in establishing consistent, easy-to-understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

Discipline Strategies

Positive Direction

Describe the behaviors you expect children to do (rather than what you don't want them to do).

“Please use your walking feet.”

“Feet on the ground please.”

“Remember to ask when you want something.”

“Paper towels go in the trash can, please try again.”

Redirecting

Change the activity or focus of the child to an acceptable one. This technique calls for the teacher to make an accurate assessment of what the children really want to do. When it's the wrong place or timing, help them understand what *will* work.

“It looks like you two are enjoying dropping things from up there. Let's figure out a way to do that without damaging the books.”

“It's dangerous to climb on shelves, but you can climb when we go outside. Would you like to climb on these big blocks or ride the car until it's time to go out? / Are you ready to go out now?”

Reporting

Describe what you see or describe the problem.

“Uh-oh, there is a jacket on the floor.”

“I see a problem here. Both of you want to work on this puzzle now, but we only have one. What could you do...?”

Giving Choices

Provide children some control so they don't always feel dominated by their teachers. We are aware of the following principles when using this strategy:

- We must make sure the child understands the choices
- Suggest two choices when there is a possibility of resistance (This way or that way, this time or that time)
- The choice must be valid (i.e. Only ask "Are you ready to...?"/ "Do you want to...?" when you're truly willing to hear "no" as a response)
- Children should be aware of the consequence of the choices they are making

Acknowledge Feelings/Teach Expression

Validate their feelings and help children to express their emotions/channel their feelings through acceptable social means.

"It looks like you're angry -- is that right? Hitting hurts, so I can't let you do that. Next time, you can say 'I don't like that! Please give me the toy back.'"

"I know you are upset because you want to use the guitar, and waiting is hard. You can tell your friend 'I want a turn! Can I have it when you're done?'...Let's find something to do until it's your turn."

Positive Reinforcement

Children will tend to repeat behavior that results in desired outcomes. Positive reinforcement promotes healthy self-esteem. Let them know you **see** them engaging in pro-social behavior and following rules.

Nonverbal Examples:

Smiling, paying attention (eye contact and full presence), showing interest, hugging, touching, hand gestures

Verbal examples:

Name the skills they're using (give specific, informational comments vs. evaluative praise like "good job")

"You walked to the table and remembered to sit down with your feet on the floor."

"I see your friend is smiling and feeling happy after you handed the magna-tiles to them."

"You did it! You put all the pieces into the puzzle!"

Knowledge of Corporal Punishment

NO CORPORAL PUNISHMENT/VIOLATION OF PERSONAL RIGHTS

(CCR, Title 22, Section 101223.2)

All staff are prohibited from using any corporal punishment. Some examples include spanking, slapping, tapping, pulling ears, arms or hair, pinching and/or tugging an arm. In addition, children will not be humiliated, intimidated, ridiculed, threatened, mentally abused, nor will there be interference with toileting, sleeping or eating. There will be no withholding of shelter, clothing, medication, or other aids to physical functioning.

Child Abuse and Neglect

All Child's Play team members are mandated child abuse reporters. We are required by state law to report any incidence of suspected child abuse. Our number one priority here at Child's Play is the safety of the children. Suspected cases of child abuse or neglect must be reported to Child Care Licensing as well as to a Child Welfare Agency (Child Protective Services).

School Closures

Holidays and Breaks

We will observe and be closed for the following holidays and breaks:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving Day and the Friday following
- Christmas Eve and Day

Child's Play is also closed one week for Spring Break, two weeks for Summer Break and two weeks for Winter Break.

Teacher Professional Development

We will be closed 3-4 days per year for Teacher Professional Development. On these days, children will not come to school, but our teachers will still come to school to work.

Unexpected School Closures

Normal hours of operation are subject to change at any time to ensure the safety and well-being of your children and our staff. Due to the unavoidable occurrence of emergency weather conditions, power outages, wildfires, and public health emergencies, please remember any closure is to protect the wellbeing of the children in our care.

Planned Power Outage Action Plan

Given planned power outages in years past, we have outlined our plan of action in four scenarios:

#1 – No Extenuating Circumstances

Assuming no extenuating circumstances (i.e., excruciating heat, unhealthy air quality, end of Daylight Saving), **Child's Play will be open regular hours during a planned service outage.** Our approach will be as follows:

- **Snacks/Lunch** - We will keep meals simple. That is, we will serve food that does not require cooking, re-/heating or toasting. And we will keep food that needs refrigeration (e.g., milk, yogurt) in a cooler with ice. A sample snack might include whole grain Cheerios, yogurt and mandarin oranges. A sample lunch might include turkey sandwich, real vegetable chips, apples and milk.
- **Naps** - We will use battery-operated sound machines to ensure an environment conducive to sleep.
- **Ventilation** - We will keep windows and sliding doors cracked or open and run battery-operated camping fans at full power. (Note: We will be unable to run our HEPA air purifiers)
- **Digital Updates** - Since the internet will be down, teachers will limit Brightwheel updates to only those that they deem necessary. Teachers will use their discretion.

#2 – Excruciating Heat

If a planned service outage coincides with an extremely hot day, Child's Play will close at 12:30pm. By closing at 12:30pm, we will still be able to serve the children lunch before you pick them up in time to be home for nap.

We will do our best to keep the space cool. With 15 bodies moving about the classroom and no AC/power, this will certainly present a challenge. We will keep windows and sliding doors cracked or open and run battery-operated camping fans at full power. Where needed, we will strategically place two battery-operated fans in a single space. We will also think through water play activities that will help keep the children cool.

#3 – Unhealthy Air Quality

If a planned service outage coincides with a day where air quality is unhealthy (AQI of 151 or above), **Child's Play will be closed.** We will be unable to keep windows or sliding doors open or run HEPA air filters. While we *will* have battery-operated fans, given we are still in the thick of a global pandemic, it is not a safe environment for a classroom of 15 children and teachers if we cannot provide proper ventilation.

#4 – End of Daylight Saving

If a planned service outage happens after the end of Daylight Saving (after November 7, 2022 and before March 13, 2023), **Child's Play will close at 4:30pm.** In the past, we found that it was fairly dark around 5:00pm. By closing at 4:30pm, teachers will have sufficient time to clean and tend to their closing duties.

Unhealthy Air Quality

If wildfires make it unhealthy for children to be outside (AQI of 151 or higher), we will keep children indoors and run our HEPA air purifiers and fans at full power. Worse case, if the air quality **indoors** gets to an unhealthy level (which has happened on only two occasions), we *will* need to close the facility temporarily.

Transportation

We do not provide transportation.

Parents' Rights and Personal Rights

Parents' Rights

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

Personal Rights

Each child receiving services from Child's Play shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and

telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), domestic partner(s), or guardian(s) of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

SECTION 6: HEALTHCARE AND EMERGENCY POLICIES AND PROCEDURES

Illness and Medical Records

Illness Policy

Child's Play will communicate with you about any health issues that are noted while your child is at the program. As a courtesy to all children and teachers, please keep the teachers informed about any health issues your child may have. In order to protect the health and wellbeing of all children and teachers within our program, the following health procedures and policies will be followed:

Please keep your children home if they are ill, not feeling well, or have any diseases that might be contagious to other children. **We cannot admit a child who has any contagious illnesses or symptoms**, including but not limited to:

- Beginnings of **runny nose** or discharge from nose
- Severe or persistent **cough**
- A **fever** of 100.4 degrees or more (taken orally in the mouth)
- **Vomiting** occurring one or more times in 24 hours
- One or more **watery stools** in 24 hours
- **Body rash**, especially with a fever or itching
- **Lice** or nits
- Thick mucus or pus draining from the **eye**
- **Sore throat** with fever or swollen glands
- Open sores or **mouth sores**
- Unusually tired, pale, lack of appetite, confused or cranky
- Conjunctivitis (or Pink Eye), Lice, Whooping Cough, Hand Foot and Mouth (HFMD)

If your child becomes ill with any of the above while at the program, we will notify you and the child must be picked up within one hour of contact. Child's Play reserves the right to require a child to be picked up immediately for a suspected Communicable Disease.

Your child must be symptom and medication free for 24 hours before returning to the program.

We reserve the right to request a physician's statement prior to readmitting a child to the program.

Child's Play does not administer medication to a child unless required by a physician to be medically necessary. *See Medication Policy*

Child's Play Communication Policy Around Illness

Child's Play will communicate with you about any health issues related to your child that are noted while your child is at our program.

If there is a **single instance** of a Communicable Disease (see list of Communicable Diseases Reportable in California), Child's Play will...

- **Send Notice of Exposure to Communicable Disease** to parents. The Notice will let parents know that an unnamed child (confidentiality of the ill child will be maintained) has or is suspected of having a Communicable Disease. The Notice will also provide information about the disease – including how the disease is spread, symptoms, prevention, what Child’s Play is doing to reduce the spread and what you can do at home to reduce the spread as well.
- Reach out to the **Alameda County Public Health Department** to request additional information, guidance and literature on the Communicable Disease to share with teachers and families.

If there are **two or more instances** (considered an outbreak) of a Communicable Disease, Child’s Play will...

- **Call Community Care Licensing** to report outbreak by next working day
- **Complete and submit an Unusual Incident/Injury Report (LIC 624)** to Community Care Licensing within seven days of occurrence

Parent Communication Around Illness

Just as Child’s Play has an obligation to report when children in our care are exposed to a Communicable Disease, parents have the same obligation to report Communicable Diseases to Child’s Play within 24 hours of a diagnosis, even if you keep your child at home. This way, Child’s Play can alert other parents to watch for signs of that illness in their children and seek medical advice when necessary. We will absolutely keep confidential names of children/families.

Incidental Medical Services

Minor Injuries and Illness

Safety is an important part of our jobs. We believe it to be our top priority to keep your children safe each day. Although we have many procedures in place to prevent accidents, sometimes accidents are unavoidable. In the event your child has a minor injury such as a bump, scrape, bite, etc. we reserve the right to treat your child with the proper First Aid Care and will contact you to inform you. An Accident Report will be completed in Brightwheel.

Emergency Medical Procedures

In the event that your child requires emergency medical treatment, program staff will call 911 immediately. If your child requires emergency ambulance transportation, the ambulance drivers will transport your child to the closest local hospital at their discretion and depending on the speed with which your child must be treated. Decisions as to the necessity of emergency medical treatment will be made by the Director, or another staff member standing in their position. Parents or legal guardians of the child will be notified as soon as possible and will be responsible for any and all medical expenses related to the child’s injury including any medical transportation. It is the parent or legal guardian’s

responsibility to provide insurance information to medical personnel. Our employees are not responsible in any form for medical or transportation expenses.

Medications

Please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour dosages from your physician or health care provider.

In the event that prescription medications, nonprescription medications and topical nonprescription medications need to be dispensed at school, parents must complete a Parent Consent for Administration of Medications Form (LIC 9221), indicating the beginning and ending date the child is to receive the medication. In addition, parents are required to:

- Provide information on possible side effects of the medication
- Bring medication **in its original container** in a clear bag
- Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current date
- Do not store medications in lunch bags, backpacks or any other personal belongings
- Provide a physician's written instructions any time the manufacturer's instructions require physician dosage to differ from the age and weight information on the label

A log will be kept at Child's Play indicating who administered the medication, and the date and time given.

EpiPen and EpiPen Jr.

If the child has a medically prescribed EpiPen/Jr., the Child's Play staff will:

- Use it in accordance with the directions, and as prescribed by a physician, an in emergencies only. The EpiPen will only be used in the event of an allergic emergency as prescribed by a physician and will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child. The use of the EpiPen is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.
- Keep the EpiPen ready for use at all times.
- Protect the EpiPen from exposure to light and extreme heat
- Note the expiration date on the unit and request a replacement from parents prior to that date
- Call 911 and the parents, or authorized representative immediately after administering an EpiPen
- (If 911 is called) Notify Community Care Licensing Division within 24 hours. An Unusual Incident Report (LIC 624) will be sent to CCLD within 7 days. Copies are given to the parents and placed in the child's file.

Immunizations

An Immunization Report is required upon enrolling and must be obtained before your start date. Immunizations must be kept up to date according to California State Law. Your child will not be allowed to remain in the center without up-to-date immunization records.

Lice

Children must have proof of treatment and be nit free before returning to Child's Play. Director will check to make sure child is free of lice upon return to school.

First Aid Supplies

Supplies will be stored out of reach of children.

Medical Training of Staff

All teachers have up-to-date adult and pediatric CPR and First Aid training certification.

Record of Food Allergy & Anaphylaxis Care Plan

Parents are asked to communicate fully with the teachers and Director about their child's allergies. If the child requires medication during school hours, a completed Food Allergy Action Plan must be on file in the office before the start of the school year. The child's doctor's name, phone number and specific written instructions are required as well. The child's medication will be kept in a Ziploc bag and must be clearly marked with the child's name.

Special Medical Needs

As a general policy, Child's Play staff does not administer injections. The only exception is the EpiPen/Jr. and only in the case of extreme allergic reactions.

In Case of an Emergency

Man-Made Disaster Plan

In the event of a man-made disaster, such as a chemical spill, gas leak, etc., the children will be evacuated by Child's Play staff and transported to an alternative location. All parents will be contacted and informed of the evacuation. Parents will be given instructions on how they can pick up their children. An Unusual Incident Report will be filed with the Community Care Licensing Division within 24 hours of the incident.

Natural Disaster Plan

In the event of a natural disaster (e.g., earthquake), the children will be moved to an inside room or area of the school in accordance with the school's approved emergency action plan. A radio will be maintained at all times for updates on threatening conditions, as well as flashlights, first aid kits, and other necessary items. In the event the situation requires evacuation, the same procedure used for a man-made disaster will be followed. An evacuation plan is posted in all classrooms. Parents will be notified as soon as possible. An Unusual Incident Report will be filed with the Community Care Licensing Division within 24 hours of the incident. Child's Play will also follow a schedule of safety drills, such as fire and earthquake drills, throughout the year to maintain preparedness for any emergency.

SECTION 7: MISCELLANEOUS

Social Media Policy

Follow us on Facebook! We do not allow teachers to put pictures of your children on their personal Facebook. We ask that you do not post pictures of children other than your own in social media without consent from that child's parent. Upon enrollment, you will need to complete and sign a photography/video waiver.

Sunscreen Policy

Children are frequently outside exploring and learning. During the spring and summer months, the weather can be very hot and sunny, and the children need sunscreen in order to prevent sunburn. Child's Play will provide sunscreen for your child. In order for Child's Play to apply sunscreen on your child, when needed, parents must sign a consent form. You can also provide your own sunscreen.

Policy Changes

Policies are subject to change at any time. Every effort will be made to notify parents in a timely fashion of any changes to the policies or procedures.