



## **Child Care Center & Teen Parent Resource Center**

### **2024-2025 Handbook**

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I acknowledge that I have received and read a copy of the Browning Public Schools' Child Care Center & Teen Parent Resource Center's handbook. I understand that the policies and practices contained in the handbook govern the Center's procedures and expectations.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Child Care Center & Teen Parent Resource Center

(406) 338-3445

Rose Racine, Coordinator

[roser@bps.k12.mt.us](mailto:roser@bps.k12.mt.us)

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### **WELCOME!!!**

Welcome to the School District # 9 Child Care Center & Teen Parent Resource Center. In this handbook, you will find an easy guide to understanding our philosophy, program, and policies. Our center strives to provide early care while instilling the desire to become life long learners. We offer quality, stimulating childcare to children between the ages of 6 weeks and 5 years. Our curriculum is always age and developmentally appropriate. We recognize the value of parental guidance for our center. Therefore, we have an open-door policy to all parents. Please feel free to speak with the Coordinator or any one of the teachers to answer any questions you have. Parents are welcome to visit the center at anytime during regular scheduled hours of operation.

### **MISSION STATEMENT**

School District # 9 Child Care Center & Teen Parent Resource Center is dedicated to providing services that are in the best interest of the child and teen parent. The center shall support and nurture physical, emotional, social, cognitive and creative growth of all children and teen parents in a safe, caring and pleasant environment.

### **VISION STATEMENT**

The School District # 9 Child Care Center & Teen Parent Resource Center believes that children must be given many opportunities to express themselves and to socialize with peers. We believe that each child is a valuable individual with unique learning patterns.

It is our responsibility to provide an environment that will provide for the expansion of your child's developmental growth and will also stimulate their curiosities. Your child's environment has a formative effect on their development.

We believe that the parents/guardians are the child's first teacher. Families are valued for the bonds, traditions, and culture instilled in children. Our staff will work as a team with the parents/guardians to enrich the child's education. The team will be the facilitators, observers, and motivators who will continue to encourage the children to learn and grow in the community of dreamers.

## **ELIGIBILITY STATEMENT**

The School District # 9 Child Care Center & Teen Parent Resource Center is for teen parents and staff members of Browning Public Schools. The center gives teen parents priority enrollment to the slots at the center. We are a small center; therefore, the number of children we care for is minimal. Teen parents' needs will be met first before the children of staff will be accepted. A staff member's child may need to find alternative care at any given time if the center needs that slot for a teen parent. The Coordinator will assist the teen parent in finding care elsewhere before asking a staff member to find alternative care. In the event the teen parent can not find childcare they are eligible to receive, then the slot will be given to the teen parent. The center will allow staff members adequate time to find care elsewhere. Teen parents must follow the same rules and regulations as staff members. Teen parents will be responsible for payment of childcare by utilizing the programs available in the community. The Coordinator can assist with this need as well.

## **ENROLLMENT APPLICATION**

Prior to enrollment each year, the following paperwork must be completed:

### *Required by Licensing:*

- Emergency Contact and Parental Consent
- Infant Feeding Schedule (if child is under age 18 months)
- Child's updated Immunizations
- Pediatric Health Statement (children under age 2)
- Sleep/Nap Arrangement Consent (children ages 12-18 months)

### *Required by BPS Childcare Center*

- Enrollment application
- Parent and Provider Financial Contract Agreement
  - Payroll deduction (if applicable; original sent to BPS Payroll)
  - Block grant verification (if applicable)
- Signed Parent Handbook page
- CACFP income eligibility form
- Non-Ingestible OTC Authorization form

## **TERMINATION OF CHILD CARE**

The coordinator of the child care, or the parent/guardian of the child, can terminate the enrollment contract at any time. The coordinator may choose to terminate child care arrangements for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth here within
- Failure to comply with the enrollment contract
- Non-payment of childcare fees or late and/or recurring late payment of fees
- Failure to show up for 5 consecutive days without any communication
- Failure to provide completed required forms
- Blatant disrespect towards child care Director, Coordinator or staff
- If parents knowingly bring their child to care while ill

## **TEEN PARENT PROGRAM**

The School District # 9 Child Care Center & Teen Parent Resource Center firmly believes in the importance of teen parents completing their high school education. We have established BPS Child Care Center & Teen Parent Resource Center

our program as a Resource Center to provide various systems of support to our enrolled teen parents. Please visit with the coordinator to receive priority enrollment in child care, as well as access to transportation and other supportive services as needed. We have partnered with the Blackfeet Teen Pregnancy/Parenting Coalition to allow our teen parents access to a number of resources that will support them in achieving their high school diplomas.

## **OPEN COMMUNICATION**

We encourage regular two-way communication between parents and providers. In the event that a child will be absent from care please contact the center by 8:30 a.m. daily. Please feel free to speak with providers at any time. If you would like to arrange a conference about your child's progress, behavior, interests, and activities feel free to contact the coordinator at (406) 338-3445 to set up a time.

Providers understand that you also have a job to do as a district employee or student. We will limit calling you during working/school hours to cases of emergency, or in the event your child becomes ill while in our care. Please refer to the Health policy to better understand the instances in which we may call regarding illness. However, you are welcome to contact us at any time convenient to you.

Our center allows custodial and non-custodial parental access as well as access by legal guardians to our center at any time during which child care services are provided, unless there is a current court order preventing parent-child contact (ARM 37.95.115).

It is pertinent that open communication is practiced on a regular basis in order to provide the best opportunities for your child to excel in his/her early childhood setting. Active family involvement is encouraged through visits to the program and participation in child-family activities. We will provide a monthly newsletter/calendar with such scheduled activities.

## **X**

## **VOLUNTEERS**

The child care center welcomes parents, guardians, community members and high school students to volunteer. Everybody has skills and talents that are valuable to our teen parents and children enrolled in our center. Some of the ways you can contribute are to be a mentor to our teen parents, assist the childcare teachers with activities in the classroom, read to our children, play educational games with the children, help supervise outdoor activities, or help the children learn the Blackfeet language and other Blackfeet traditions.

All volunteers are required to complete a Volunteer Registration form and sign the Confidentiality Agreement. Volunteers must be supervised by staff at all times, unless they have completed a criminal background check and drug test. Volunteers must adhere to district sign-in/sign-out procedures, dress appropriately, wear a visible name tag, maintain communication with the child care Coordinator and staff, and adhere to all other District policies.

## **VISITORS**

As a matter of safety, any person entering a district school building will be considered a visitor. This includes school district employees on official school business when entering a different school, family or guests of staff, parents/guardians, and community members. Upon entering the Center, all visitors must check in with the Coordinator, or designee, and state your name, business, and register on the building visitor log. The Coordinator, or designee,

reserves the right to ask visitors to remain near the front entrance to meet with the staff person they are visiting.

### **VIDEO SURVEILLANCE**

The School District # 9 Child Care Center & Teen Parent Resource Center may use video equipment, which may include audio, in schools or on school property to safeguard district property and ensure child, student, staff, and visitor safety. Videotapes may be released to the proper legal authorities in compliance with appropriate state and federal laws.

### **CONFIDENTIALITY**

All staff and substitutes will maintain personal information about the child and the child's family as confidential. All paperwork, immunization records, assessments, and medication logs for each child will be kept in each child's personal file in a locked cabinet. Staff may only discuss and share information amongst each other when it is a case management meeting to meet the health, safety and education of the child.

### **MANDATED REPORTING OF SUSPECTED CHILD ABUSE & NEGLECT**

All staff members of this facility who has reason to suspect that any child is or has been abused or neglected is required to personally report the matter promptly to the Montana State Child Abuse Hot line at 1-866-820-5437. The report shall be made within 24 hours of receiving information concerning suspected child abuse or neglect. Individuals under the influence of drugs and/or alcohol are not permitted to pick up a child from Child Care. This is a form of abuse and neglect on a minor child.

### **BILLING/PAYMENT**

Upon enrollment into the center, you and the Coordinator will determine which payment package is suitable to your child care needs. Once an option has been selected it is recorded onto your child care contract and this amount is then noted as your monthly child care payment. Your child care payment will be due on the 15<sup>th</sup> and 30<sup>th</sup> of each month. All school district employees must have an automatic payroll deduction taken from their pay check every two weeks. Individuals eligible for Blackfeet CCDF is billed per slot. Best Beginnings assistance are billed for actual days present at the center. Parents are responsible to pay co-payments under the same conditions of the 15<sup>th</sup> and/or 30<sup>th</sup> of each month. It is the parent's responsibility to update as needed to avoid individual billing and payment of services not covered.

#### **Payment Plans**

The payment plans are all based on a fixed income plan. The center charges per slot rather than per day or hour. Your monthly childcare payment will not change as long as your child does not exceed your contracted hours and days. All options have accounted for vacations and holidays when the center is closed. The center follows the School District # 9 Academic Calendar. When your child is absent from the center, for whatever reason, your child care payment will not change unless you give up your child's slot. If you opt to discontinue child care services anytime within the academic school year, a two week notice is required. The Coordinator will then make sure that the correct amount has been paid to date before stopping payroll deduction. Parents are still responsible for payment of services rendered regardless of quitting date.

This is an example of how the childcare billing will work:

There are 180 days school is in attendance. You will be charged for 175 days; 5 days will be free days for the year.

$175 \times \$40.00$  (all ages) = \$7000.00/21 pay periods = \$333.34 every two weeks.

## CENTER HOURS

School District # 9 Child Care Center & Teen Parent Resource Center follows the BPS academic calendar and offers hours that should meet most working parents' and students' schedules. The center opens by unlocking the doors at 7:30 a.m. and closing at 4:30 p.m. on Monday, Tuesday and Thursday, at 5:00 PM on Wednesdays and 3:30 p.m. on Fridays.

- Parents are encouraged to pick their child up on time. Each provider has a family of their own they need to attend to also.
- Teen parents will be provided care during the time they are receiving **academic coursework or school to work only**. If the student is not in school that day, their child should not be at childcare.
- **The center can no longer provide care for children during after school hours. Teen parents will need to make alternative arrangements to attend extra-curricular activities and practice.**
- If your child has not been picked up by closing time, we will call an emergency contact listed on the application. In the event we cannot reach anybody, we will call Child Protection Services.

## DAILY SIGN –IN/OUT

Attendance records will be kept daily. Parents or other authorized persons must sign in/out their child using the designated sign in/out sheet. **There are three very important reasons for the sign-in/out sheets. First**, the sheets allow the staff to have a quick count of their enrollment. This is how we determine how many breakfast, lunch and snacks to order from the kitchen and how much reimbursement we will receive from the food program. **Second**, we refer to the sheets for billing purposes. **Third**, and most important, the sign-in/out sheets are essential during fire drills so that all children may be accounted for. *You must remember to sign your child in and out of the center.*

It is very important that parents enter the building to pick up or drop off their child daily. We discourage you from sending older siblings into the center to pick up your child. Sometimes the providers need to relay important information to the parent regarding their child. Providers cannot provide that information to another minor child.

Only those individuals listed on the Emergency Contact form will be allowed to pick up children from the center. All changes to this arrangement must be made in writing.

## CHILDREN'S CUBBIES AND PERSONAL ITEMS

- Each child will have his/her own cubby. Parents are asked to please check their child's cubby every day and take home any material in the cubby.
- Parents are asked to please keep a full change of clothes in their child's cubby at all times. Our creative activities are sometimes messy! Also, we are not allowed to wash clothing soiled by a potty accident; so please have extras "just in case."
- Weather permitting, the children always go outside. During the winter months your child will need a warm coat, hat, mittens or gloves, snow pants and boots. Please label all of your child's clothing.
- If your child needs diapers, please bring them to the center and store them in your child's cubby. The center provides these for teen parents as requested.
- Friday is "Show and Tell" day so please encourage your child to leave all toys at home until Friday. When toys are brought to the center they often become lost or broken. This is why we have reserved Friday as show and tell day. Please allow your child to bring a toy only on Fridays. If a toy is brought on any other day besides Friday, the toy will be taken away from the child until it is time to go home.
  - **Absolutely NO TOY GUNS will be allowed.**

### DAILY CLASSROOM SCHEDULE

Infant Room (3 month to 12 month/walking) Waddler Room (12-2)

7:30-8:30 - Arrival/Breakfast	7:30-8:30 Arrival/breakfast
8:30-9:00 – Clean up/diapers	8:30-9:00 - Clean up
9:00 –9:30 – Big room(M,W, F)	9:00- Diapers/free play
9:30 – 9:45 – Snack Time	9:30—Circle time
9:45 – 10:00 – Art Activities	10:00 -Art Activities
10:00 -11:00 – Nap	10:30 – Motor skills
11:00 – 11:30 – Lunch	11:00 –Lunch/clean up/diaper
11:30 – 12:00 – Bottle	12:00 -2:00 Nap/Quiet
12:00 – 2:00 –Free play (tummy time)	2:00- snack
2:00-2:15 – Snack Time	2:30-reading/Nursery rhymes
2:15-2:30- Motor Skills	3:00-4:00 clean up/home
2:30-3:00- music/story time	
3:00 – 4:00 – Bottle/Home	

Toddler Room (2yrs – 5yrs)

7:30-8:30 - Arrival/Breakfast
8:30-9:00 – Clean-up/bathroom
9:00 – 9:30 – Circle Time
9:30 –10:00 – Outdoor/Big Room
10:00 – 10:30 Bathroom/Snack
10:30-11:00 – Small Group art
11:00 – 12:00– lunch
12:00 – 2:00 – Nap Time/ Quiet Time
2:00 – 2:30 – Circle Time
2:30 – 3:00 – Snack Time
3:00 – 3:30 – Motor Skills
3:30 – 4:00 – Outdoor/Big room
4:00 – 5:00 – Clean-up/Pick up

### CURRICULUM

Our center strives to provide a quality early childhood curriculum that is grounded in research-based understandings of child development and developmentally appropriate practices. We believe that every child deserves an opportunity to explore their strengths and interests. Our intent is to provide these experiences in such a way as to address the "whole

child” in a nurturing environment that supports the emotional and social development of our children. Our curriculum is directly guided by the 2014 Montana Early Learning Standards.

### **Blackfeet Culture & Language**

Our children have an amazing opportunity to become dual-language learners of English and Blackfeet. Our center supports this by incorporating Blackfeet culture and language throughout our daily activities.

### **TRANSITION to 4-year-old program/Kindergarten**

School District #9 Child Care Center & Teen Parent Resource Center works directly with the Bullshoe Elementary staff in an effort to ease your child’s transition into either the 4-year-old program or Kindergarten. Transition is a smoother process when implemented gradually, over the course of the school year. Please communicate with your child’s teacher regarding your child’s transition plan as this may look different for each child. Daily goals for transitioning include such things as emotional self-regulation, learning to share, and independent toileting habits. Other transition activities include participating in Bullshoe Elementary activities, visiting classrooms for a specified period of time, and participating in an end-of-year “Moving Up” celebration.

### **POSITIVE GUIDANCE/ SELF CONTROL**

School District # 9 Child Care Center & Teen Parent Resource Center believes in a positive approach to discipline. Discipline shall include positive guidance, redirection, and the setting of clear limits that foster the child’s ability to become self-disciplined. It is never our intent to demean a child, attack their self-esteem or to embarrass them. We always focus on the behavior. The following techniques are incorporated into our daily approach:

- The child will be spoken to, explaining why the behavior is unacceptable. The child will be removed from the play area by explaining the reason for removal (“You may not play in the block area if you are going to throw blocks. You need to choose a different area to play”).
- Positive, open communication between the staff and the parents is a must if these disciplining techniques are to be effective.
- If a situation continues and warrants removal from the room, the Coordinator will be contacted and the child will be placed with the Coordinator.

Parental or guardian permission does not allow staff to use any form of physical punishment, including spanking or shaking. Forms of corporal punishment are strictly prohibited in child care facilities. Discipline shall not include any punishment which is humiliating, frightening or otherwise damaging to a child.

### **REST TIME POLICY**

All children will be provided with adequate opportunities for sleep periods during the day suited to the infant’s and toddler’s individual needs. Infants are offered sleep on demand. Should at any time an infant want to rest, they will be accommodated with an opportunity to sleep. All toddlers are scheduled for a two-hour napping period, between 12:00 PM and 2:00 PM. The center has cribs available to infants under one year of age, and mats available to children over 18 months of age. We require a signed permission statement from parents for



children between 12 months and 18 months to sleep on a mat. We do have blankets for the children, but feel free to send one with your child, as they may be more comfortable with a blanket from home.

Rest time gives children a midday chance to physically rest and emotionally unwind. It also helps children to stay healthy and alert during the afternoon. Should your child choose not to sleep, or wakes up earlier than two hours, there will be quiet activities planned for them.

### **Safe Infant Sleep Policy**

Providing the infants with a safe place to grow and learn is very important. For this reason, the School District # 9 Child Care Center & Teen Parent Resource Center has created a policy on safe sleep practices for infants up to 1-year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.”

### **Sleep Position**

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a notice will be posted at the infant’s crib without identifying medical information. The medical waiver will be kept in the confidential infant file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in until the child vocally requests.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on as needed basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever positions they prefer to sleep.

### **Sleep Environment**

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Crib slats will be less than 2 3/8” apart.
- Playpen weave will be less than 1/4.”
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from loose bedding, toys, and other soft objects (i.e. pillows, quilts, comforters, sheepskins, stuffed toys, etc).
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Bibs and pacifiers will not be tied around an infant’s neck or clipped on to an infant’s clothing during sleep.

- Blankets of any weight must be removed when infants 12 months of age or under are laid down for sleep; sleep sacks and similar safe sleep clothing may be used if the item does not restrict the infant's arms.
- Infants under 3 months of age may be swaddled if medical documentation is on file; infants over 3 months of age may not be swaddled.

### **Supervision**

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

When the Policy Applies:

- This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in the SD #9 Child Care Center.

### **HANDWASHING**

Good health habits, especially handwashing, will be taught to the children during everyday activities. Our staff will ensure that children wash their hands:

- Before eating;
- Before participating in food preparation activities;
- After using the toilet and;
- When hands are visibly dirty

Staff will model proper handwashing by washing their hands and exposed portions of their arms with a cleaning compound in a sink by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clear water, paying particular attention to the areas underneath the fingernails and between the fingers, at the following times:

- After using the toilet;
- After every diapering;
- After coughing, sneezing, or using a handkerchief or disposable tissue;
- Immediately before engaging in food preparation and before feeding any child; and
- After engaging in other activities that contaminate the hands.

### **POTTY TRAINING**

The staff will be happy to assist you with potty training your toddler. An important fact to remember is potty training has to be consistent. Therefore, how you work with your child at home should be the same as at childcare. Please communicate with the staff daily on your child's progress. Childcare providers cannot potty train your child by themselves at childcare. The following are policies we have adopted:

- No "Pull Ups" type underwear will be used. It is more beneficial to use cloth underwear, so the child can feel the wetness.
- Send five or six pair of underwear with your child each day.
- Soiled underwear will be sealed in a bag and sent home daily. Montana regulations prevent us from being able to wash any soiled clothing.

- We prefer the child be trained or beginning to be trained before going into the toddler room.

Some important tips to remember:

- Be patient – it takes time.
- Don't scold or tease your child.
- Plan to go through many changes of clothes.
- Plan to stay close to home when beginning the process.

## **BOTTLE POLICY**

Upon recommendations of pediatric physicians, dentists, and nutrition specialists the following policy will be implemented regarding bottles:

- Children 14 months of age and older will be given all liquids from a toddler cup, while sitting at the table.
- School Dist # 9 Child Care Center & Teen Parent Resource Center will use formula (or equal alternative), or breast milk in an infant's bottle.
- All infants **must be** provided with bottles for the child, **marked with the child's name.**
- Juices will only be served in a toddler cup at the table/highchair.
- Children will not be allowed to walk around with a bottle.

## **MEALS**

The Bullshoe Elementary kitchen prepares breakfast, lunch and an afternoon snack. Parents may send snack items providing there is enough for all children. We encourage parents to model healthy eating habits and provide snacks that are nutritious. However, we understand exceptions can be made for special occasions (ie. Birthdays, holiday parties).

The center provides iron-fortified infant formula to infants during their time at the center. It is ultimately the decision of the parents' and infant's health care provider as to what formula the infant is fed. Our center is also very supportive of breastfeeding mothers. We have a lactation room for your convenience to either breastfeed your baby, or to pump milk for our staff to bottle feed.

## **Food Service**

The School District # 9 Child Care Center & Teen Parent Resource Center is enrolled in the Child and Adult Care Food Program (CACFP). The CACFP provides assistance to the center in order to provide quality breakfast, lunch and snacks.

Every child enrolled in childcare will receive the same quality meals. The CACFP program will provide iron-fortified infant formula while babies are in care at the center. Parents can choose to either:

1. use the iron-fortified infant formula we provide;
2. decline the offered iron-fortified infant formula and bring your own infant formula;
3. provide breastmilk only, including breastfeeding your baby at our child care site;

4. provide breastmilk and supplement with the iron-fortified infant formula we provide;  
or
5. provide breastmilk and supplement with your own infant formula.

Each parent will be asked to complete a CACFP eligibility form. Although all children are eligible regardless of income, this form determines the reimbursement rate to the child care center.

If your child has a food allergy or intolerance, please make the Coordinator aware immediately so the proper documentation can be made to ensure that your child is not served any type of food that will create a problem for the child. Upon request, parents will be asked to complete a *Medical Statement to Request Special Meals and/or Accommodations* form. This form will ensure that your child's special food needs are met. The purpose of this form is to ensure that the kitchen staff and all staff are aware of your child's food allergies or intolerances and special accommodations can be made.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

## **IMMUNIZATIONS**

### **Purpose**

The purpose of this policy is to manage and maintain up-to-date immunization records in a child care facility.

### **Policy**

This policy follows Montana law regarding immunization of children (ARM 37.95.140) within child care facilities. It is essential that children who are too young to receive immunizations or have medical contraindications are protected.

Our policy is to receive children's immunization records upon attending, assess records, inform parents of non-compliance, and maintain 90% up-to-date immunization records. By maintaining 90% up-to-date immunization records, our facility can receive a “Certificate of Excellence” award provided by the Montana State Immunization Program.

### **Procedure**

When a child enters School District # 9 Child Care Center & Teen Parent Resource Center, a parent/legal guardian must provide a completed HES-101 “Blue Form”, or provide a complete up-to-date immunization record.

- a. If no record is received prior to the child attending School District # 9 Child Care Center & Teen Parent Resource Center, the parent/legal guardian will

receive a verbal warning and must bring an immunization record within 5 days.

- b. If no record is received by 5 days, the parent will receive written notification by the facility Coordinator, and will have 5 days to bring in the immunization record or the child may be excluded from School District # 9 Child Care Center & Teen Parent Resource Center. If no record is received, the child will not be allowed to attend School District # 9 Child Care Center & Teen Parent Resource Center.
- c. Before a child may attend School District # 9 Child Care Center & Teen Parent Resource Center, and is not up-to-date on immunizations according to ARM 37.95.140, the parent/guardian must provide one or some of the following:
  - Completed HES-103A “Conditional Attendance” form
  - HES-101 Section IV “Medical Exemption” form
  - HES-114 “Religious Exemption for Haemophilus Influenza type B form
  - DPHHS-115 “History of Varicella” form

School District # 9 Child Care Center & Teen Parent Resource Center will assess immunization records using the Montana State Immunization Status Report form (DPHHS-107) every 6 months to ensure every child attending has an up-to-date immunization record.

The facility Coordinator will send out notification to the parent/legal guardian reminding them the child is conditionally attending the facility and needs to stay compliant with the conditional agreement. School District # 9 Child Care Center & Teen Parent Resource Center may exclude a child from attending if he/she remains out of compliance according to ARM 37.95.140.

The facility Coordinator will also send out notification to the parent/legal guardian if the child has a religious exemption for Hib to be notarized annually. School District # 9 Child Care Center & Teen Parent Resource Center may exclude a child from attending if he/she remains out of compliance according to ARM 37.95.140.

## **HEALTH POLICY**

A designated staff person will check daily the health status of each child immediately upon that child’s entry into the child care setting. Children with the following symptoms will be excluded from childcare:

- Children must be without fever of 101 F or greater for 24 hours before they return to the day care facility, except that of children with immunization related fevers need not be excluded if they are able to participate in the routine of the child care facility.
- Children must be without vomiting and diarrhea for 24 hours before they return to the child care facility. Vomiting includes 2 or more episodes in the previous 24 hours.

Diarrhea is defined as an increased number of stools, increased water in the stool, and/or decreased form to the stool that cannot be contained by a diaper or clothing.

- Children with any of the bacterial infections listed below must be treated with antibiotics for 24 hours before they return to the child care center:
  - Strep throat
  - Scarlet fever
  - Impetigo
  - Bacterial conjunctivitis (pink eye)
  - Hoof & Mouth Infection
  - Skin infections such as draining burn or infected wounds
- Generalized rashes, including those covering multiple parts of the body, must be evaluated by a health care provider to determine their cause before the child can return.
- Children with chickenpox may not be admitted to the child care facility until their sores dry up, which usually takes 5 days.
- Children who are jaundiced must be excluded until a health care provider evaluates the cause and authorizes the child to return.
- Children with symptoms of severe illness, such as uncontrolled coughing, breathing difficulty or wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure, must be evaluated by a health care provider before they may return to the child care facility.
- Children with head lice may not return for 24 hours and proof of treatment is presented to providers.
  - As per the Browning Public Schools' Policy for Head Lice/Nits Detection, "if a student has three or more documented incidences of Active Head Lice...a Child Protective Services referral is done."
  - Blackfeet Community Hospital has shampoo to treat head lice. Please call 338-6191 to make arrangements for treatment.
- A child is excluded for shigellosis or salmonella. The child may be readmitted when the parent or guardian produces documentation that 2 stools taken at least 24 hours apart are negative for shigellosis or salmonella and a health authority has given written approval for the child to be readmitted to the facility.
- A child is excluded for hepatitis A virus infection. The child shall remain excluded until either 1 week after onset of illness or jaundice, if the symptoms are mild, or until immune globulin has been administered to appropriate children and staff in the childcare facility as directed by the local health authority.

Any suspected communicable disease will be reported the same day by telephone to the local health authority.

If a child develops symptoms of illness while at the center the staff will do the following:

- Isolate the child to the extent allowable to prevent spread of illness.
- Contact and inform the parents as soon as possible about the illness and request the child be picked up within 30 minutes.

**Under no circumstances** should you bring your child to care sick. Masking your child's symptoms with over-the-counter medications and bringing them to care is not allowed and could be cause for termination. It is also inconsiderate to all families involved. A sick child

should be allowed to recuperate fully at home after an illness so that the other children and staff do not risk unnecessary exposure.

Your child may be brought to care if they have the common cold (which means slight cough, sneezing, clear runny nose); however, you will be contacted to pick up your child if they are extremely whiny, excessively crying, or not feeling well enough to participate in our daily activities.

## **MEDICATION ADMINISTRATION POLICY**

- Any child needing prescription medication must have a **Medication Consent Form** signed by the parent or guardian. These are available upon request at the center. The child care providers will administer medication only if this form is completed. The medication must be in the original bottle with a child- proof top. Prescription medication must have the pharmacy label on the bottle with the child's name, dosage, doctor's name, name of medication, medication expiration date, storage and disposal instructions. Please give medication to one of the providers daily. **DO NOT leave medicine in child's bag.** A staff member will complete the checklist on the consent form and record the dosage, time, date and signature of staff when medication is administered. **If the parent does not take the time to fill out a consent form, the child will not receive medication.**
- In the event of an emergency and the parent cannot be contacted, a provider may administer medication if **verbally directed by a medical practitioner**, an emergency service provider or a 911 responder. This is the only time a provider can seek verbal approval to administer medication.
- Non-prescription Over the Counter medication must have a **Medication Consent Form** signed by the parent or guardian. These are available upon request at the center. OTC medication must be in their original child proof container that is labeled with the child's first and last name, specific legible instructions for administration and storage supplied by the manufacturer, and the name of the health care provider who recommended the medication. The child care providers will administer medication only if this form is completed. Please give medication to one of the providers daily. **DO NOT leave medicine in child's bag.** A staff member will complete the checklist on the consent form and record the dosage, time, date and signature of staff when medication is administered. **If the parent does not take the time to fill out a consent form, the child will not receive medication.**
- In the application process we offered parents the opportunity to grant annual permission to use **non-ingestible over the counter medication**. If you signed this form, providers can use these products on your child anytime throughout the year as directed on the container. *This is for non-prescription medication only.* OTC medications include, but are not limited to, diaper rash cream, insect repellent, and sunscreen.
- A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. The instructions for such a medication must include the child's name, the name of the medication, the dose of the medication, how often the medication may be given, the conditions for use, and any precautions to follow.

- Medication will be stored at the recommended temperature, in a child proof container, in a place inaccessible to children. Medication will be administered in a designated area near a sink and storage area of the medication.
- Medication will not be provided or stocked by the School District # 9 Child Care Center & Teen Parent Resource Center.
- Parents will be notified to dispose of expired medication.
- Parents will be notified immediately if their child suffers any side effects from medication, or if a medication error or incident occurred. A medication error/incident report will be completed by the staff person administering medication and co-signed by the Coordinator. In the event of an adverse effect or serious allergic reaction, staff will call 911 if the child is in distress.
- School District # 9 Child Care Center & Teen Parent Resource Center also follows all district adopted policies referring to Administration of Medication. Policy # 3416 and Policy #3416R.

### **STAFF TRAINING**

All staff at the School District #9 Child Care Center & Teen Parent Resource Center will receive 16 hours of training per year, including training on the following:

- Safe sleep practices
- First aid & CPR
- Discipline & Guidance techniques
- Emergency preparedness
- Mandatory Reporting

Substitutes will never be left unattended without a trained staff person present.

### **EMERGENCY PROCEDURES**

The Center follows Browning Public Schools' Emergency Operations Plan & Procedures. It is extremely important that you maintain updated contact information with the center so that we are able to reach you in the event of an emergency.

#### **Lockdown**

In the event of a lockdown, no one will be allowed to enter or leave the school until the lockdown is completed.

#### **Fire Drills/Evacuation**

Fire drills at regular intervals are required by law and are an important safety precaution.

In the event that a school building needs to be evacuated, a prearranged sheltering site will be chosen. However, for security reasons, if there is a bomb threat, alternate sites will be used on a random basis.

### **COMPLAINT PROCEDURE**

The Center follows Browning Public Schools' Uniform Complaint for concerns regarding violations against Montana Law, Federal Law, or School Policy. We encourage complaints to



be resolved at Level 1: Informal, which states “An individual with a complaint is first encouraged to discuss it with the appropriate teacher (ie. Childcare teacher), counselor, or building administrator, with the objective of resolving the matter promptly and informally.” If your complaint is not resolved at this level, the procedure is to then file a signed and dated written complaint. Please refer to BPS Policy #1700 for further instruction. A copy is available in the Child Care Coordinator’s office, or at the BPS Central Administration Human Resources Department.

If you have questions regarding the child care license or other day care regulations, we encourage you to call our Childcare Licensur, Jodi Linne, at the Quality Assurance Division of Montana DPHHS, at (406) 453-0526.