

# Parent Handbook



PANDA Early Education Center, Inc.

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# About Panda Early Education Center

## Our Philosophy on Childhood Education

We respect the unique nature of each child's development and tailor our educational programs to your child's needs. The activities and interactions that our teachers will have will be appropriate for your child's age. We are both working toward the same goal, to help our children become the happiest and most successful person that he or she can be. **OUR CHILDREN COME FIRST.**

## Relationship Between Home and Center (372)

Panda Early Education Center encourages parents, guardians and family members to become active members in their child's educational and social development. Take the time to share in your child's growth through observation, participation and communication. Stand and watch, stay and play, sit and chat. Talk to your child's teacher, drop them a note and be involved. Please feel free to tell the management if you have any comments, positive or negative that may help us to improve the quality of our facility or staff. We will work together to help your child develop to their fullest potential.

Frequently your child's class will be involved in a special project, field trip or special meal. You are invited and encouraged to attend any special events. Take the time to spend some quality time with your son or daughter during the week.

## Teacher Child Relations

We stress to our staff, the need for equal treatment, respect and acceptance of **all** children. We feel this is important in developing high self-esteem and appropriate social behavior. In return, the staff expects the appropriate level of respect from our children. We emphasize to our staff the need to set fair guidelines, redirect unsafe or unhealthy behavior and most importantly, listen to the child as an individual.

## Governing Body

Panda Early Education Centers are operated by Panda Early Education Center Inc. Sole ownership of the corporation belongs to Dan and Lesley frost of Bear, DE. Their terms of office are for an indefinite period of time. They can be reached at (302) 832-1891 or on by cell phone at (302) 753-5272.

## Positive Behavior Management (As provided in our Employee Handbook)

PEEC staff members are not permitted to use any form of physical punishment, including spanking. Staff members may not single out a child for ridicule, threaten harm to the child or the child's family, and may not specifically aim to degrade a child or a child's family. They may not use harsh, demeaning or abusive language in the presence of children. We use the following disciplinary techniques where they are age appropriate:

- Giving Choices
- Problem Solving
- Natural and Logical Consequences
- Ignoring
- Redirecting
- Time Out

"Time-out", if used, shall be employed as a supplement to, not a substitute for, other developmentally appropriate, positive methods of behavior management. "Time-out" shall be limited to brief periods – no more than one (1) minute for each year of a child's age. Before using "time-out", the staff member shall discuss the reason for the "time-out" in language appropriate to the child's level of development and understanding.

- i. The first step for “time-out” shall be to remove the child from the group but keep the child within eyesight of the group that continues to participate in the activity. If this step is ineffective, the child may be removed from the room so that he/she is unable to participate, observe or hear the activity. A child removed from the group or room shall remain under visual supervision at all times. Children shall never be left unattended behind closed doors.
- ii. “Time-out” shall be in an area that comfortably accommodates the child. “Time-out” shall be seen as a positive opportunity for the child to regroup and focus on appropriate behavior. Before rejoining the group or returning to the room, staff shall talk to the child about alternatives to the inappropriate behavior in a way that shows faith in the child’s ability to make more positive decisions in the future.

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. **The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children in the Center. The limits may be set at times in order to keep children from losing control or causing harm to themselves or others. Time Out is only one way to handle a situation and allows the child to regain control of his/her actions and feelings.**

**Positive ways to channel children's emotions and handling misbehavior include:**

- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
- Ignore the behavior.
- Help children understand consequences to behavior.
- Limit choices.
- Use humor.
- Use the resources available at the Center or ask for assistance with specific situations you are uncomfortable handling.

Remember never to humiliate, frighten or abuse a child. Respect their feelings and let them know whatever they are feeling is okay - but it is the way they express it that we want to help them control. Let the children know your feelings. Tell them you are not upset with them, but with their actions. Communicate with the children and model positive behaviors for them to imitate. Make sure what you are asking the child is appropriate for his or her developmental level. Make sure all classroom rules are clear and understood at the child’s level.

Consult with parents since they know their child best. Emphasize the partnership between caregiver and parent in an attempt to defuse a tense situation involving a problem with the child's behavior.

## Curriculum

Whether your child is just learning to walk, talk, cut or say the A,B,C’s, it is our responsibility to provide a safe, nurturing, secure and stimulating environment for learning. Children need first hand experiences. They need the time and space to explore their world and trusted adults to help guide them. Our curriculum features age and individually appropriate activities that combine art, language and movement to meet your child’s physical, social, emotional and cognitive needs.

We have a Curriculum Coordinator on staff at both locations that check for developmentally appropriate curriculum that includes activities in each of the following areas: Arts & Crafts, Math & Manipulatives, Science & Sensory, Dramatic Play, Blocks & Building, Language Arts and Large Motor. Regular progress reports will be provided and are referred to throughout the year to ensure children are reaching appropriate goals. Portfolios are kept for each child. Please feel free to ask anytime for additional feedback.

## General Policies

### Arrival and Departure

The center is open from 6:30 a.m. to 6:00 p.m., Monday through Friday. **Children must be signed in and out daily by parent/guardian or authorized pickup person who is 17 y/o or older.** Children must be escorted to their classroom or appropriate staff member. **Children are not to be dropped off at the door.** Tuition rates assume a child's stay will not exceed 10 hours per day. If you require care beyond this please see the Director to make special arrangements. Please notify us if your child will be absent.

We'd like the children to be in by 9:30 at the latest so the children do not miss the toddler and preschool curriculum. Exceptions for appointments can be made. Please talk to the Director for any special arrangements.

**Important – Also see Pick-up procedure below**

### Infant Room Hours (Christiana Center)

Due to the low child to teacher ratio for infants (4 to 1) required by the State of Delaware, Infants may not be dropped off sooner than 7:00 a.m. and must be picked up by 5:30 p.m.

### Late Pick-up Fee

**A late fee will be charged if a child is picked up after 6:00 p.m.** The late fees are listed below. Calling to inform us that you will be late does not exempt you from this charge. All late fees should be paid to the staff member on duty within twenty-four (24) hours.

Late pick-up fees will apply for **infants** being picked up after 5:30 p.m.

### Late Fee Schedule

6:02 – 6:15 p.m.	\$7.00
6:15 – 6:30 p.m.	\$14.00
6:31 – 6:45 p.m.	\$20.00
6:46 – 7:00 p.m.	\$25.00

**After 7:00 p.m., add \$10 for each additional 15 minutes. If by this time contact with the parent or guardian has not been made, we reserve the right to contact the appropriate authorities. For families who habitually pick-up their children late, we reserve the right to double the late fees listed above.**

### Pick-up Procedure (For Your Child's Protection)(412-415)

**Children will only be released to persons authorized on the Emergency Data card. Please keep this form up to date. Please make all changes to this data in person.** All authorized persons who pick up your child must have photo identification and must be at least 17 years of age.

A **non-custodial parent** will not be permitted to pick-up a child without written permission from the custodial parent. The police will be notified if the staff deems it necessary.

A person not known to the center staff may pick up a child if:

1. They appear on the Emergency Data card or one time pick-up allowed in an emergency after permission is received from a custodial parent. The parents identity must be verified by the center staff.
2. A copy of the authorized person's license is provided to the center at time of pick-up.

**Please sign out your child prior to leaving.**

In the event that a child is being picked up by a person whom the staff believes is under the influence of drugs or alcohol, the staff is directed to:

- Try to persuade the individual to make other transportation arrangements.
- If other than the child's parent or guardian, the staff will not release the child prior to calling the parent or guardian.
- If the pick up person is the parent or guardian and leaves with the child, the staff is directed to call the Police to report the driver as potentially "under the influence".

Delaware law requires children through the age of 6 to be in car seats and all others to be in seat belts. Remember you should never allow a child to sit in the front seat of a vehicle that has passenger side air bags.

**Emergency Evacuation Procedure**

Emergency exits are located in the front and rear of the building. In the event of fire or other emergency requiring evacuation of the building, the following procedure will be followed:

1. Teachers and aids will have children lineup in a quiet and orderly fashion.
2. Ensure that all children in your class are accounted for.
3. Walk children out of the building using the nearest, clear exit.
4. If exiting from the front of the building, assemble your children by the PEEC sign.
5. If exiting from the back of the building, assemble your children in the field.
6. Once again, take a role call to account for all children.
7. If all children are not accounted for, immediately inform the Director or Chief Administrator.
8. Wait for further instructions.

Fire / evacuation drills will be conducted periodically

**Key Cards (Christiana Center Only)**

The following applies to the key cards which are available at the Christiana Center.

- Upon registration, a single key card is issued with a signed key card agreement. One additional card may be obtained, at time of registration for a cost of \$5.00. Any additional cards issued after initial registration will require verification of your existing card. No family may hold more than two cards.
- If a card is lost, report it to the center as soon as possible. Replacement cards will be \$20 each (refundable if your original card is found).
- If the card becomes defective from normal use, it will be replaced by Panda Early Education Center, Inc.
- Upon leaving Panda Early Education Center, Inc., turn in your key cards to one of the Directors or you will be billed \$20 for each card in your possession.
- Key cards should only be used by the individual that it is issued to.
- Key cards will only function for parents during normal business hours.

**Children's Records**

All following files are updated annually. **This includes a current physical examination form and updated immunization records required by the State of Delaware. Please ensure that all requests for updated health records are taken care of as soon as possible.**

**It is important that you also keep your emergency data up-to-date.** Inform us in any change of address, home, cell and work phone numbers, doctors and persons authorized to pick-up your child.

## Holidays

**Panda Early Education Center will be closed for the following holidays:** New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, The Day after Thanksgiving and Christmas Day. We close by 2 p.m. on Christmas Eve. If a holiday falls on a Sunday, we will be closed on Monday. If it falls on a Saturday, we will be closed on Friday. These are paid holidays for our staff that qualify; therefore tuition remains the same during these weeks. Part time students whose normal day falls on a holiday closure day may attend on an alternate day at no additional charge.

## Bad Weather

In case of bad weather, every attempt is made to remain open. If we are forced to close the center or open late, we will post a message on our website at [www.pandaearlyed.com](http://www.pandaearlyed.com) (click on the snowflake on the left hand column of the homepage). The center will be closed in **all** cases where a **STATE OF EMERGENCY** is declared for Delaware. If in doubt please call Lesley at 302-753-5272. **ALSO LISTEN TO WSTW, 93.7 FM or WDEL 1150AM FOR SCHOOL CLOSINGS.**

## Outdoor Playground

In accordance with Delaware Requirements for Day Care Centers, outdoor time each day shall be included if weather permits. Please ensure your child is dressed properly for cold or hot weather as applicable. We do not go outside if temperatures are 32° F and lower or 95° and higher. Outdoor times will be shortened as necessary when the weather is very cold or very hot.

## Parent Information

Informational bulletin boards, menus, notices and calendars are located at the front of the building and in classrooms. Please take time to read this information.

## Birthdays

If you wish to bring in cupcakes, cake or a snack for your child's birthday, please let your child's teacher know a few days in advance.

## Special Events

The center or classes will occasionally have special events, parties or special visitors. Family members are welcome to attend their child's class for these events.

## Clothing

Outside activity is an important part of a child's development. Be sure that your child has appropriate dress available for each season (for example; boots in winter). **Children should have a complete set of extra clothes in his or her cubbie/locker in case of an accident or spill.** Please mark extra clothing with your child's name.

The center does have a limited supply of extra clothing for emergencies. **PLEASE RETURN ALL BORROWED CLOTHES TO THE CENTER AFTER WASHING.**

## Cubbies, Lockers and Personal Items

Each child will be assigned a cubbie or locker. Children not yet attending elementary school are asked to bring a small blanket (a small pillow is also suggested). Please provide a bag for storage of these items. **Please help to keep your child's cubbie orderly. State law does not permit clothing or bedding used by a child to come into contact with that used by other children. Blankets, sheets and pillow cases should be brought home weekly to be washed.** Please see the director for items that can be brought in for **infant's** crib.

Your child may wear non-skid slippers while in the Center if he/she wishes.

If you decide to keep cereal at the Center for your child, please provide an airtight cereal container such as Rubbermaid or Tupperware to be kept in the kitchen area.

Please label all personal items with appropriate name.

## Field Trips

Your child's class may go on field trips during the year. A permission slip or sign-up sheet will be available for each trip and must be filled out in order for your child to go on the trip. You are welcome and encouraged to come along with us on any field trips. Please see our written Transportation Policy for more information.

## Safety and Sanitation Policies

The center follows the safety and sanitation policies as set forth by the State of Delaware in the Delacare Rules For Early Care and Education and School-age Centers., dated January 2007.

Rules #197-296 are available for review in the office or online at the Delaware Health and Human Services website, [http://www.state.de.us/kids/occl/occl\\_resources.shtml#occl\\_links](http://www.state.de.us/kids/occl/occl_resources.shtml#occl_links).

# FOOD AND NUTRITION

## 339. Description:

Due to the differences in the available space at the two centers, the food program at each center is different.

### **Christiana Center**

We will provide healthy hot and cold snacks with juice or milk for your child at approximately 9 a.m. and 3 p.m. daily. Covered in your tuition cost also is a lunch time meal. Lunch is between 11:00 and 12:30. Early arrivals, (before 7:45 a.m.) not having breakfast at home can join the "breakfast bunch". Ask the Director for details.

If you decide to provide food for you child then the following apply:

- A. A written statement has been signed by a parent/guardian and is kept on file at the center indicating that the parent/guardian has chosen to provide food for the child
- B. The State of Delaware requires that each lunch is to have a protein, grain, and fruit or vegetable. If any one of these items is not included with your child's lunch, we will provide it at the cost of \$1.00 per item. Please also see Delacare Rules for Early Care and Education and School-Age Centers, **Appendix, CACFP Meal Pattern Requirements for Infants** and **CACFP Meal Pattern Requirement for Children** available at: [http://www.state.de.us/kids/occl/occl\\_resources.shtml#occl\\_links](http://www.state.de.us/kids/occl/occl_resources.shtml#occl_links) for more information.

## New Castle Center

We will provide healthy snacks with juice for your child at approximately 8:30 a.m. and 3 p.m. daily. Because of our limited space you are to provide lunch for your child. Lunch is between 11:00 and 12:30. The center will provide milk at lunch time. If you forget a lunch, we will provide a balanced lunch at a charge of \$3.00 per day.

- C. The State of Delaware requires that each lunch is to have a protein, grain, and fruit or vegetable. If any one of these items is not included with your child's lunch, we will provide it at the cost of \$1.00 per item. Note: a protein can be meat, fish, peanut butter, cheese etc. Grain can be bread, rolls, rice or cereal. Fruit or vegetable may be carrot stick, apple, bananas, celery etc. Please also see Delacare Rules for Early Care and Education and School-Age Centers, **Appendix, CACFP Meal Pattern Requirements for Infants** and **CACFP Meal Pattern Requirement for Children** available at: [http://www.state.de.us/kids/occl/occl\\_resources.shtml#occl\\_links](http://www.state.de.us/kids/occl/occl_resources.shtml#occl_links) for more information.

Early arrivals, (before 7:45 a.m.) not having breakfast at home can join the "breakfast bunch". Ask the Director for details.

## Other

- A. The Directors will work with families in order to reasonably accommodate children with food allergies, religious dietary requirements and other special needs;
- B. Food brought from home that is subject to spoilage should be brought in an insulated lunch box with a cold pack. Food not consumed need to be thrown away or taken home every day. No food should be left in the cubbies or lockers overnight.
- C. This policy is available on our website, [www.pandaeearlyed.com](http://www.pandaeearlyed.com) or a printed copy will be provided upon request.
- D. If the parent(s)/guardian(s) requests any modification of basic meal patterns **due to a child's medical need(s)** such as food allergies or food intolerance, the parent(s)/guardian(s) provide the Center with written documentation from the child's health care provider permitting the modification.
- E. If the parent(s)/guardian(s) requests any modification of basic meal patterns **due to a family's food preferences or religious beliefs**, the parent(s)/guardian(s) provide the Center with written documentation specifying which foods are unacceptable and the food substitutions allowed within the same food group.

## Infant Food and Nutrition

360.

- A. A written statement specifying food including specific formula or breast milk, and a feeding schedule shall be obtained from the parent(s)/guardian(s) for each infant at least on a monthly basis or as needed;
- i. Mixing formula with cereal, fruit juice or any other foods in a bottle shall be considered a modification of a basic meal pattern and require written documentation from an infant's health care provider permitting the modification;
- B. Introduction to all new foods shall be made only with the parent(s)/guardian(s)' permission. New foods shall be introduced one at a time on a gradual basis with the intent of ensuring health and nutritional well being;
- C. For infants four (4) to seven (7) months of age, semi-solid foods may be introduced as requested by parent(s)/guardian(s) and shall be required once an infant is eight (8) months of age;
- D. Formula provided by parents/guardians or by the Center shall come in a factory-sealed

- container;
- E. Each infant's bottle shall be individually labeled with the infant's name and refrigerated immediately after preparation by Center staff or upon arrival if prepared by a parent/guardian;
  - F. Cow's milk shall not be served to infants unless a written request is provided by parent.
  - G. Juices shall not be offered to infants until they are able to drink from a cup in order to develop behaviors that may prevent baby bottle tooth decay;

## Payment Policies

The following policies have been put into effect in an effort to provide quality, cost-effective childcare for all of our families. We value your support as we strive to offer the best care at a reasonable price.

The contract period is generally for 1 year from the date of enrollment and is automatically renewed each year for families in good standing. **Children may be withdrawn during this period without penalty provided 2 weeks notice is given.** (See Withdrawals, below) **For infants, please provide 4 weeks notice of intention to withdraw.**

### Registration Fee and Reservations

A \$30.00 individual (\$40.00 family) application fee will be collected upon registration. Reservation of a spot can be made (if available) with a non-refundable payment of the child's last weeks tuition. A copy of the parent / guardian's license or other photo I.D. is required and will be kept in the child's file.

### Tuition Fees

Billing is on a monthly basis, determined by the number of Mondays in a given month. ***Tuition is always to be paid in advance.*** Monthly tuition paid in full by the first Monday of the month will receive a 2% discount (not applicable to P.O.C.). Payments may also be divided into weekly installments. **Weekly payments are due by Friday for the upcoming week. Payments received after 9 a.m. on Tuesday of the current week are subject to a \$10.00 late fee.** The late fee will be assessed weekly until tuition is brought up to date.

Tuition may be paid by check provided you fill in the areas on the registration form for license number, social security number and complete address. PLEASE MAKE CHECKS PAYABLE TO "PANDA EARLY EDUCATION CENTER" OR "P.E.E.C."

Tuition may also be paid by credit card. This service is provided by PayPal and Google Checkout and is available online only at [www.Pandaearlyed.com](http://www.Pandaearlyed.com). Because of the wide variety of tuition rates available, the credit card purchase is set up to allow you to buy a certain dollar amount of "tuition credits". All tuition credits will be applied to your account. Any overpayments will be applied to future week's tuition.

Occasionally we are forced to raise our rates in order to maintain the quality of the staff and the facility. Notice will be given prior to a change in your current rate.

A 10% (approximate) discount will apply for each additional student within the same family. The discount will apply to the lower tuition rate child. This policy does not apply P.O.C. recipients.

### Before/After School Program

This applies to students in first grade and up. (Note: A ½ day Kindergarten student is billed at a higher rate.) This program is billed at a weekly rate. Full day rates will apply during summer, winter and spring vacations. Tuition rates remain unchanged for snow days, in-service days and public school holidays not exceeding 2 consecutive days.

Students suspended from elementary school and attending the Center for a full day will be charged at the rate of \$10 per day in addition to normal full day weekly tuition.

## Drop-in Care and Extra Care

Drop-in care is care of a child not normally in attendance at the center. A daily rate applies. Registration paperwork must be completed before leaving your child. Payment is to be made in advance. Extra care is defined as any care in addition to regular contracted time. Fees will be charged at the same rate as drop-in care.

## Deposits

Tuition deposits for new students must be made at the time of enrollment. The deposit amount will equal 2 weeks tuition. Half to be applied to the child's first week at the center and half to be applied toward the child's last week at the center. This deposit is not applicable for children enrolled prior to January 25, 2000. This deposit is also not applicable for those families enrolled at the Christiana Center prior to November 30, 2001.

## Returned Checks

Due to a growing problem with bounced checks, that costs the center thousands of dollars per year, the following changes are effective immediately concerning the processing of BAD CHECKS:

1. First Bad Check: \$20 fee applied. **No admittance** 1st day unless the **\$20** fee is paid in **CASH**. **No admittance** the next day unless the Bad Check is covered in **CASH** or by **PayPal**. Once these conditions are met normal attendance and payment methods may resume.
2. Second Bad Check: \$30 fee applied. **No admittance** 1st day unless the **\$30** fee is paid in **CASH**. No admittance the next day unless the Bad Check is covered in **CASH** or by **PayPal**. Once these conditions are met normal attendance and payment methods may resume.
3. Third Bad Check: \$40 fee applied. **No admittance** 1st day unless the **\$40** fee is paid in **CASH**. No admittance the next day unless the Bad Check is covered in **CASH**, or by **PayPal**. **ALL FUTURE PAYMENTS MUST BE IN CASH, MONEY ORDER OR BY PAYPAL.**
4. There are no exceptions to this rule unless specifically approved by the Chief Administrator, Lesley and verified by a Director.

It is unfortunate that just a few people can cost the center thousands of dollars per year. This policy will hopefully help to ensure that everyone pays for services that they have used and **help keep our prices affordable for everyone.**

## Withdrawals

**We require 4 weeks written notice for infants and 2 weeks written notice for all other withdrawals.** Without proper notice of withdrawal we assume your child is still enrolled and you will be billed accordingly. This allows us to make necessary classroom adjustments and inform others on our waiting list.

## Overdue accounts

Families, which are more than a week overdue, will be notified. Accounts not brought up to date within 5 business days of notification are subject to termination. Re-admittance will be possible only after all past due balances and a 2-week security deposit are paid. You are liable for all collection and/or legal fees charged to the center in relation to settling your overdue account. In addition, a finance charge of 1.5% per month (18% per year) will be assessed against overdue balances. In cases of extreme hardship, arrangements for payback can be made with the Chief Administrator, Lesley Frost.

## Purchase of Care - P.O.C. (for families qualified by the State of Delaware)

P.O.C. Plus is available at Panda Early Education Center, Inc. in accordance with the State of Delaware rules and regulations. Upon enrollment and periodically as P.O.C rates change, a family's portion of tuition will be calculated. This portion will be the family's responsibility to pay in accordance with the guidelines specified in this handbook.

Any late charges, late pick-up fees, returned check charges, meal charges etc. are your responsibility. It is our policy to turn in any outstanding balances to the State of Delaware on our P.O.C. report at the end of each month. It is the policy of the State of Delaware not to approve P.O.C. for another center until all past payments are made to any previous daycare facilities that your child has attended.

## Vacations (not applicable to traditional P.O.C)

Your child is eligible for vacation tuition rates. **After your child(ren) have attended the Center for at least six months**, a two week vacation may be taken per year at no charge. Clients with past due accounts are not eligible for this offer until account balances have been brought up-to-date. **PROVIDE NOTICE OF VACATION IN WRITING AT LEAST ONE WEEK PRIOR TO THE START OF YOUR VACATION.**

Children that attend the center during the school year only (not during Summer vacation) are eligible for one week vacation during the school year and will not be charged the registration fee when returning for the next school year.

## Sick Day and Holiday Payment Policy

The tuition fees are based on annual operating cost. No adjustments to tuition will be made if your child is out sick, on vacation (except as explained above) or for closings due to holiday, bad weather or other circumstances beyond our control. Students may temporarily withdraw, however, his or her **re-admittance can not be guaranteed**. Re-registration and applicable fees will apply for all children who have been temporarily withdrawn.

# Health and Medication

## Illness

The center has limited provisions for caring for sick children. We follow health exclusion guidelines as required by Delaware childcare licensing requirements (see section below). If your child becomes ill during the day, you may be asked to take your child home immediately. Please call with any questions you have regarding the return of a child who has been ill.

## Children with Disabilities

It is Panda Early Education Center's policy to accept children in compliance with the Americans with Disabilities Act (ADA), its implementing regulations, and any other applicable local, state or federal laws pertaining to the provisions of services to those with disabilities. We review each situation on a case-by-case basis. Please discuss your child's needs with the Director prior to enrollment.

## Health Care Plan

230. A licensee shall ensure that a Center has a separate area where children who are exhibiting illnesses/symptoms requiring exclusion from the Center are cared for until they can be removed from the Center or are diagnosed as posing no risk to themselves or others.
- A. The separate area shall be furnished with rest equipment provided with clean bedding.
  - B. This area shall not be located in the kitchen or toilet areas.
  - C. All items used by an ill child, including rest equipment, bedding, utensils and toys shall be cleaned and disinfected prior to being used by another child.
  - D. While in this area, staff shall ensure that the child is supervised and the child's individual needs for rest, comfort, food, drink and activity are met until the child can be picked up by a parent/guardian or suitably cared for elsewhere.
315. Each staff member shall receive a copy of this plan and be trained in its implementation during staff orientation. A copy of the plan is also provided in the Parent Handbook.

### Procedures to be Followed in Case of Illness or Emergency:

- A. CPR and first aid is to be administered by qualified staff members. The Director or Assistant Director should be consulted as soon as practical.
- B. Using the information on the Emergency Card the parent or guardian should be contacted as soon as practical. Maintain a record of when the parent(s)/guardian(s) were notified or of attempts to notify the parent(s)/guardian(s).
- C. Medical advice can be sought by calling the child's pediatrician listed on the Emergency card. The center's Health Care Consultant should be contacted if the child's physician is not available.
- D. For medical treatment, a child should be transported by the parent or guardian if possible. Additionally, the parent or guardian may authorize transportation by ambulance. In a rare emergency and with parental permission a staff member over the age of 21 with a valid driver's license may transport a child for emergency medical care.
- E. In an emergency where the parent or guardian can not be reached call the local Fire Department or 911 for emergency assistance.
- F. In all cases 911 can be dialed for immediate emergency assistance.
- G. Maintain an injury report for each incident in the child's file.
- H. Report to the Office of Child Care Licensing as required in Rules #119B & 120. An injury report shall include name of child, date, and description of injury, how it occurred and first aid or medical care required.
- I. Staff members should note in the records of a child and advise the parent(s)/guardian(s) of the occurrence of any health problems, such as diarrhea, vomiting, continuous hunger, refusal to eat, nosebleeds, skin rash or high temperature

### The Center's Policy Regarding the Administration of Medication:

327. Only trained staff members authorized in accordance with State Law, or health care providers, nurses or other qualified medical health personnel administer medication to children in a Center.
328. Medication is not administered to a child unless written permission from the child's parent(s)/guardian(s) is obtained for each medication to be administered.
329. The parent(s)/guardian(s) of a child shall provide the following information for each medication given:
- A. The name of the child;

- B. The child's date of birth;
  - C. Medication allergies;
  - D. Doctor's name and phone number;
  - E. Pharmacy and phone number;
  - F. Name of medication;
  - G. Dosage (amount given);
  - H. Time (when given);
  - I. Route of administration (oral; eye, nose or throat drops; topical; or vaginal or rectal suppositories);
  - J. Expiration date;
  - K. Start date;
  - L. End date;
  - M. Reason for medication; and
  - N. Any special directions.
330. **Prescription medication** is to be kept in its original container, properly labeled, has not expired, and is authorized by the child's health care provider.
- A. Medication shall only be given to the child whose name appears on the prescription.
331. Ensure that all **non-prescription medication** is in its original container, properly labeled with directions for its administration, has not expired, and is labeled with the child's name.
- A. Any deviations from the label instructions shall be in writing from the child's health care provider.
332. Do not allow the administration of prescription or non-prescription medication that has expired and immediately contact the parent/guardian of a child whose medication has expired to inform that parent/guardian of the situation.
333. Ensure that all medication in the Center is stored so as to be secure and inaccessible to children.
- A. Medication requiring refrigeration shall be kept in closed containers separate from food.
334. Unused medication is returned to the parent(s)/guardian(s) when no longer needed by the child.
335. Record the administration of medication to children including medication dosage, time administered, by whom administered and any adverse effects observed.

### Plan for the Management of Communicable Disease

#### HEALTH EXCLUSION

320. A child shall, who has symptoms of illness specified below, shall not be admitted to the Center or remain at the Center unless written documentation from a health care provider, or verbal with written follow-up, states the child has been diagnosed and poses no serious health risk to the child or to other children. The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:
- A. **Temperature: infants** four (4) months old and younger, equivalent to 100 degrees or greater even if there has not been a change in behavior;
  - B. **Temperature:** children older than four (4) months, equivalent to 101 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness - until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children

- younger than four (4) years (or younger than three (3) years if a digital thermometer is used). Rectal temperature shall be taken only by a licensed health care professional;
- C. Symptoms and signs of possible **severe illness** (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) - until medical evaluation allows inclusion;
  - D. **Uncontrolled diarrhea**, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper - until diarrhea stops;
  - E. **Blood in stools** not explainable by dietary change, medication, or hard stools;
  - F. **Vomiting** illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours) until vomiting resolves or until a health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration;
  - G. **Persistent abdominal pain** (continues more than two (2) hours) or intermittent pain associated with fever or other signs or symptoms;
  - H. **Mouth sores** with drooling, unless a health care provider determines that condition is noninfectious;
  - I. **Rash with fever** or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
  - J. Purulent **conjunctivitis** (defined as pink or red conjunctiva with white or yellow eye discharge), until after twenty-four (24) hours after antibiotic treatment has been initiated;
  - K. **Scabies**, until twenty-four (24) hours after treatment has been initiated;
  - L. **Pediculosis (head lice)**, until twenty-four (24) hours after treatment has been initiated;
  - M. **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend care;
  - N. **Impetigo**, until twenty-four (24) hours after treatment has been initiated;
  - O. **Strep throat** or other streptococcal infection, until twenty-four (24) hours after initial antibiotic treatment and cessation of fever;
  - P. Varicella-Zoster (**Chicken pox**), until all sores have dried and crusted (usually six (6) days);
  - Q. **Shingles**, only if sores cannot be covered by clothing or a dressing; if not exclude until sores have crusted and are dry;
  - R. **Pertussis**, until five (5) days of antibiotic treatment;
  - S. **Mumps**, until nine (9) days after onset of parotid gland swelling;
  - T. **Hepatitis A** virus, until one (1) week after onset of illness, jaundice or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff;
  - U. **Measles**, until five (5) days after onset of rash;
  - V. **Rubella**, until six (6) days after onset of rash;
  - W. Herpetic gingivostomatitis (**cold sores**), if the child is too young to have control of oral secretions; or
  - X. **Unspecified illness** if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without comprising the health and safety of other children.
321. A child may return to the Center when the symptoms are no longer present or a health care provider indicates the child poses no serious health risk to the child or to other children.
322. A child with a reportable communicable disease, as specified by the Division of Public Health website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>, shall not to be admitted to or remain at the Center, unless:
- A. Written documentation from the child's health care provider states the child has been evaluated and presents no risk to the child or to others;
  - B. The licensee has reported the illness to the Division of Public Health and has been advised the child presents no health risk to others; or

- C. If there is conflict in the opinions of the health care provider and the Division of Public Health regarding the exclusion of a child, the licensee shall follow the instructions of the Division of Public Health.
323. The Director shall report any reportable communicable disease to the Division of Public Health in accordance with Division of Public Health procedures. For current information on reportable communicable diseases, the licensee shall contact the Division of Public Health or refer to the website - <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>.
324. Ensure that when a child has been diagnosed as having a reportable vaccine-preventable communicable disease, all children who have not been immunized against the disease are excluded from the Center in accordance with Division of Public Health procedures.
325. Ensure that if a child who has already been admitted to a Center manifests any of the illnesses or symptoms specified in Rules #320 and 322 above, the licensee will remove the child from the group of well children to a separate area as specified in Rule #230 until:
- A. The child can be picked up by the parent(s)/guardian(s) or suitably cared for elsewhere; or
- B. A health care provider indicates verbally or in writing that the illness/symptoms pose(s) no serious health risk to the child or to other children.
326. Ensure that while a child is cared for in the separate room/area, the child is supervised and the child's individual needs for rest, comfort, food, drink and activity are met.

## Health Appraisal

### Children's Records

All children's files are updated annually. **This includes a current physical examination form and updated immunization records required by the State of Delaware. Please ensure that all requests for updated health records are taken care of as soon as possible.**

**It is important that you also keep your emergency data up-to-date.** Inform us in any change of address, home, cell and work phone numbers, doctors and persons authorized to pick-up your child.

316. **Within one (1) month following admission**, an age-appropriate health appraisal conducted within the last twelve (12) months prior to admission must be on file for each child in attendance. Health appraisals shall be certified by a health care provider and **updated yearly** or in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. The health appraisal shall include:
- A. A health history;
- B. A physical examination;
- C. Growth and development;
- D. Recommendations regarding required medication, restrictions or modifications of the child's activities, diet or care;
- E. Medical information pertinent to treatment in case of emergency;
- F. Documentation of any recommended or required screening or testing such as for blood-lead or tuberculosis; and
- G. Documentation of the immunization status, with a listing of day, month and year of administration for each immunization required by the Division of Public Health as specified in the **Delacare Rules Appendix, Recommended Childhood and Adolescent**

**Immunization Schedule.** For current contact the Division of Public Health or refer to the CDC website - <http://www.cdc.gov/nip/recs/child-schedule.htm>.

- i. The center is not allowed to admit a child who is not age-appropriately vaccinated according to the most recent directive from the Division of Public Health unless a written plan has been established (see below).
  - ii. If a child has not received immunizations as required for the child's age, a written plan for updating the immunizations within a reasonable time frame is to be submitted by the parent or guardian to the Early Childhood or School-Age Administrator within fourteen (14) days of the child's admission.
  - iii. If the additional required immunizations are not completed within the time frame specified in the written plan, the child shall be excluded from the Center until the immunizations have been obtained and written documentation of such has been submitted to the Early Childhood or School-Age Administrator.
317. For school-age children, a copy of the health appraisal required by the child's school is also required to be on file at the Center.
318. A child whose parent(s)/guardian(s) objects to immunizations on a religious basis or whose health care provider certifies that such immunization may be detrimental to the child's health will be exempt from the immunization requirement provided that the parent(s)/guardian(s) submits to the Early Childhood or School-Age Administrator a notarized statement explaining the exemption is in compliance with State Law.

## Terms

Full time – A Student who attends the center 4 or 5 days per week during any hours of operation.

Part time – A student who attends 2 or 3 set days per week. Accepted upon availability.

Pre-schooler – A student who attends the center 2 or 3 days during the week during established pre-school program hours.

Full day – For billing purposes, any more than 4 hours a day in the centers care unless covered under the Before/After School program.

Before/After program – Student attends full day school. Before/After covers hours prior to bus pick-up and after bus drop-off.

## **Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement**

In consideration that children do on rare occasion get injured as a result of their activities either inside or outside of the day care center, as parent or guardian of the child or children who have been admitted to Panda Early Education Center, Inc (PEEC). I accept the terms of the following on behalf of myself, my minor child or children, my personal representatives, assigns, heirs and next of kin all for the purposes herein referred to as the student:

1. Hereby releases, waives, discharges and covenants not to sue PEEC, it's owners, it's employees or it's customers and their children all for the purposes herein referred to as "Releasees" for any and all loss or damage, and any claim or demands therefore on account of injury to student person or property.
2. Hereby agrees to indemnify and save and hold harmless the Releasees and each of them from any loss, liability, damage, or cost that may incur arising out of or related to the student injury.
3. Hereby assumes full responsibility for any risks arising out of or related to attendance in a day care center environment and interactions with Releasees.
4. Hereby acknowledges that children do occasionally become injured during the course of normal activities and play within a day care center environment and that injuries may become compounded or increased as a result of rescue or treatment operations or procedures of the releasees.
5. Hereby agrees that this Release and waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all legal actions by the releasees including rescue and treatment operations and is intended to be as broad and inclusive as is permitted by the State of Delaware and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

By signing the Registration Form for Panda Early Education Center, Inc. I acknowledge having read the Release and Waiver of Liability, Assumption of Risk and Indemnity agreement, understand its terms, understand that I have given up substantial rights by signing, and have signed it freely and voluntarily without any inducement, assurance or guarantee being made to me and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.