

# KIDS WORLD

## FAMILY HANDBOOK



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## **ABOUT US**

### ***Our Mission***

*Kids World Child Care & Preschool is committed to providing a clean, loving, safe, affordable, high quality and developmentally appropriate environment for infants, toddlers, preschoolers and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's individual pattern and timing of social, emotional, moral, physical and cognitive development, taking into special consideration that each child is an individual with a diverse background which governs each child's pace. We are dedicated to supporting all children's desire to be life-long learners through a "hands-on" approach which fosters creativity and self-expression.*

### ***Certification***

Kids World is licensed by the Office of Child Development and Early Learning (OCDEL) and our Preschool and Pre-K programs are licensed by the PA Department of Education. We are at Star 4 level in the Keystone Stars Program.

### ***Hours of Operation***

6:30am – 6:00pm, Monday through Friday, year-round.

### ***Holidays***

KIDS WORLD will be closed on, **but not limited to**, the following holidays:

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day.

If we are open on Christmas Eve and New Years Eve, we close at 3:00pm. When Christmas and New Years Day fall on a Tuesday, we will close the Monday as well. Respectively, if they fall on Thursday, we will close the Friday as well.

A calendar of days closed is prepared and available by the first of the year.

### ***Definition of Family***

In this handbook, we refer to **family** as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### ***Admission & Enrollment***

All admission and enrollment forms must be completed and enrollment fee paid one week prior to your child's first day of attendance.

A registration fee of \$100 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children 6 weeks to School age.

Children must be enrolled a minimum of 3 full days / week to be considered "active".

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## ***Inclusion***

### ***Non-Discrimination***

Kids World is an equal opportunity care provider (EOCP). At Kids World, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### ***IEP/IFSP***

Kids World's goal is for children with disabilities to participate and succeed in the same learning environments as their same age peers.

If your child has an identified special need and has an Individualized Education Program or Individualized Family Service Plan (IEP/IFSP), you must provide a copy of this plan. This is beneficial so that family and staff can work together to ensure that the guidelines are put into practice. Regardless of whether or not your child has an IEP/IFSP, the parent/guardian must sign and return the IEP/IFSP information form.

### ***English as a Second Language / ESL***

ALL children can learn best when challenged by high standards. Language and cultural diversity can be assets for teaching and learning.

Staff will work collaboratively with families with non-English speaking children to incorporate items into the facility such as books, clothing or any other items from their culture to help them to feel more comfortable.

Staff can use visuals, props, hand gestures, and facial expressions as communication tools.

### ***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### ***Staff Qualifications***

Staff members are chosen not only for their scholastic background and child care experience, but for their love of children. Sensitivity to the needs of young children is a must in this "home away from home". Staff members must obtain State Police, Child Abuse, and FBI fingerprint clearances; as well as written references and child care experience verification. Preschool and Pre-K teachers must have a degree in Elementary Education, Early Childhood Education, or Child Development. First-aid and CPR training opportunities are offered to the yearly, as there is always someone on site that is certified in each. Staff members are required to have at least 24 hours of continuing education annually.

### ***Child to Staff Ratios***

We maintain the following standards for child to staff ratios:

<b>Age</b>	<b>Child to Staff</b>
0-12 months	4:1
13-23 months	5:1
24-35 months	6:1
3 - 5 years	10:1
6 + years	12:1

## ***Communication & Family Partnership***

**Daily Communications.** Details on your child's meals, diapering or pottyng, naptime and activities in which the children participated will be indicated on the Child Pilot Parent Portal.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, announcements, etc.

**Newsletters.** monthly newsletters provide center news, events, announcements, etc.

**Today's News and Parent Info.** Upcoming events, important messages, and illness alerts will be posted on the entryway door and large windows.

**Email.** We encourage you to provide an email address

Child Pilot Parent Portal: We encourage you to utilize the portal regularly for announcements, event invitations, newsletters, and general updates.

**Parent Resource Center.** Our parent resource center located in the entryway provides a great deal of resource material.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, or come along on a field trip.

**Family Engagement.** Input and suggestions on Kids World's policies and procedures are always welcome! Suggestions may be submitted in person, via email or phone, or in writing via the payment mailbox.

**Child Developmental Screenings:** Child developmental screenings will be conducted for each child enrolled. The developmental screening will be within the first 45 days of enrollment. Children will receive developmental assessment three times a year, unless there is a reason to do so sooner. These will be used as teacher tools to help them see how they need to adjust their program to better meet the children's needs. This information will be made part of the child's file to follow them through their years at the center. This information is available for viewing during teacher conferences and as needed.

**Conferences:** Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

**Referrals:** Kids World may refer parents to appropriate social, mental health, educational, wellness, or medical services. We will only contact the service on behalf of the family with their written consent. All suggestions of referrals will be kept confidential.

## ***Publicity***

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

## ***Stakeholders***

As a member of the "Keystone STARS" Program, Kids World is required to provide a list of stakeholders, groups or individuals who are significantly impacted by children and families that a facility services. Below you will find our current list. If you utilize a stakeholder that is not listed, please inform the director so that we may make the addition.

- Families enrolled at the center
- Employees of the center
- Owners of the center
- Early Intervention (EI)
- Intermediate Unit (IU)

- Washington Greene County Blind Association
- Canon McMillan School District
- Chartiers Valley School District
- Peters Township School District
- South Fayette School District
- Upper St Clair School District

## **CURRICULA & LEARNING**

### ***Learning Environment***

Kids World follows the Active Learning Curriculum which maintains age-appropriate learning standards. The entire center follows a “theme” and “letter” of the week for the months of September through May. Each lead teacher creates her/his lessons to incorporate these into her classroom activities at the appropriate age level, according to PA Early Learning Standards.

Lesson plans can be obtained from your child’s teacher.

### ***Transition***

Your child’s transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

**Transition from home to center.** Prior to your child’s first day, you will have an opportunity to tour the center, meet with your child’s peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

**Transition between learning programs.** Children are transitioned to the next classroom based on age, developmental readiness, state licensing requirements, and space availability. Families are notified in a transition letter, along with a schedule of daily routines for the new classroom, teacher introduction letter, a sample lesson, and any pertinent information about the classroom.

**Transition to a new educational setting.** Should a transition to a new educational setting occur, families are able to have their child’s records and developmental progress evaluations released by signing a release form from Kids World.

**Transition from school age to self-care.** Since there is no specific age when a child is considered “ready”, parents must consider both the maturity level of the child and the conditions under which the child will be left alone.

### ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Due to potential food allergies, families who wish to provide Birthday or Holiday treats are strongly encouraged to provide non-food items. If you wish to send a food item, it needs to be pre-packaged and brought to the center with a label that identifies the ingredients. Nut-allergies are common; therefore, please avoid classroom treats that contain nuts and peanut butter.

### ***Rest Time***

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, pretoddlers, toddlers and preschoolers participate in a quiet rest time. Children are not required to sleep but are encouraged to rest quietly on their own cots.

## ***Toilet Training***

“Potty training” is not part of our curriculum. Once a child has been successfully trained at home, that child may begin to wear “Pull-up”- type training diapers and they will be taken to the restroom as needed.

## **GUIDANCE**

### ***General Procedure***

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### ***Discipline***

Kids World strives to build the staff’s capacity in all (but not limited to) the following:

- Promoting children’s social-emotional and behavioral health and appropriately addressing challenging behavior;
- Forming strong, supportive, nurturing relationships with children;
- Conducting ongoing developmental monitoring;
- Employing self-reflective strategies and cultural awareness training to prevent and correct all implicit and explicit biases, including racial/national origin/ethnic, sex, or disability biases

Children are guided to treat each other and adults with self control and kindness.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions.

The center has a universal discipline policy; “redirection” is the general method of preventing an unfavorable situation. Redirection will enable the child to regain self-control. The classroom teacher decides what behaviors are considered disruptive.

Teachers may choose a sticker chart or a green-light system to chart the children’s behavior focusing on positive behavior.

### ***Notification of Behavioral Issues to Families***

If a child’s behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child’s individual needs and challenges. We will work together to evaluate these needs in the context of our program.

### ***Suspensions and Expulsions***

Staff members are adequately trained, supported, and prepared to help all children excel which limits the center’s need to remove a child from our program. Steps to correct undesirable behavior may include: redirection, behavioral chart, and a family meeting. If a family meeting results in the decision to refer to a medical doctor or outside behavioral resources, the parent/guardian must schedule the appointment within one week. Within one week of the appointment, the family and staff will meet again to discuss the plan of action. As a last resort, a child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.

- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## **TUITION AND FEES**

### ***Payment***

Payment is always due in advance, **BEFORE SERVICE IS RENDERED**, with **no deduction for any absences, holidays**, or closures due to inclement weather, power outages, or other situations beyond our control. Amount due is outlined in your *Agreement*. Cash or Check made payable to Kids World are to be placed in the payment mailbox at the entrance or via the Child Pilot portal by the Friday prior to the week of service. Payment is due by the 1<sup>st</sup> of the month for families that pay monthly.

CCIS participants' payments are due the Friday prior to the week of service.

### ***Late Pick-up Fees***

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. A \$15 late fee will be charged for every 15 minutes after 6:00pm. Continual late pick-ups will not be tolerated.

### ***Late Payment Charges***

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$5.00 will be added for each day that it is late.

### ***Returned Checks/Rejected Transaction Charges***

All returned checks will be charged a \$25.00 fee.

### ***Additional Fees /Credits***

- **Vacation** - to retain your child's spot during vacation, 50% of your regular tuition is due. Vacation days can be used if written notice is given 2 weeks in advance for the days the child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return. Families will be granted a maximum of 15 vacation days per calendar year.
- **Maternity Leave** - to retain your child's active enrollment status during maternity leave, 50% of your regular tuition is due. Credit will be applied if written notice is given 2 weeks in advance for the days the child will not be in attendance. Tuition must be paid prior to going on maternity leave. These fees are non-refundable if you choose not to return.
- **Seasonal Work** - to retain your child's active enrollment status during lapse in employment (i.e. Teachers, Landscapers, etc...), 50% of your regular tuition is due. Credit will be applied if written notice is given 2 weeks in advance for the days the child will not be in attendance. Tuition must be paid prior to the absence. These fees are non-refundable if you choose not to return.
- **Sibling Discount** – a discount will be applied to the oldest sibling attending the center full time. (this does not apply to the before/after school program).
- **Credit will not be given for Sick Days** – there are no credits for sick days.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

## **ATTENDANCE AND WITHDRAWAL**

### ***Absence***

If your child is going to be absent or arrive after 9:00AM, please notify us by phone call, email, or the Child Pilot parent portal.

### ***Withdrawal/Termination***

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

Services may be terminated if:

- A child is continually disruptive
- Tuition is unpaid
- A current health assessment is not provided

### ***Transfer of Records***

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

### ***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via the Child Pilot parent portal.

If it becomes necessary to close early, we will contact you via the Child Pilot parent portal.

Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### ***General Procedure***

Families must come into the center to drop off and pick up their children. We ask that your vehicle is turned off and keys are removed from the ignition. Please use the main entrance.

Children are to be escorted to their classroom teacher by their parent or guardian. Older siblings of infants are not to accompany in the drop off / pick up in the infant room. (to limit the number of folks in and out of the infant room)

### ***Cell Phone Usage***

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the center.

## ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

## ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### **Infants need to bring:**

- Change of weather appropriate clothes (at least 2 extra outfits)
- Diapering supplies (diapers, wipes, creams, etc)
- Formula and baby food (unless you choose to use food from Kids World's supply) (Kids World provides formula, cereal and jar food for infants at no cost)
- Crib sheet

### **Pretoddlers and Toddlers need to bring:**

- Change of weather appropriate clothes
- Diapering supplies (diapers, wipes, creams, etc)
- Crib sized sheet and blanket for cots
- Sippy cup (pretoddlers only)

### **Preschoolers need to bring:**

- Change of weather appropriate clothes
- Crib sized sheet and blanket for cots (and a pillow, if preferred)

### **Pre-Kindergarteners need to bring:**

- Change of weather appropriate clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost.

### ***Cubbies***

Upon enrollment each child will be assigned a "cubby" or "locker". The classroom teacher will show these to you.

### ***Toys from Home***

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## **NUTRITION**

### ***Food Prepared for or at the Center***

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (CACFP) <https://www.fns.usda.gov/cacfp> and the state requirements for food service.

### ***Food Allergies***

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

### ***Meal Time***

At meal time the dining table is set with disposable plates and flatware. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

## **HEALTH**

### ***Immunizations***

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org).

### ***Physicals***

A child's health assessment shall be conducted and a report written and signed by a physician or CRNP. Immunization records must also be included.

An initial health assessment is due **one week prior** to the child's start date. Health assessments are required: For Infants and PreToddlers: At least every 6 months. For Toddlers, PreSchool, Pre-K, and School age: At least every 12 months.

Assessments must be written and signed by a physician, physician's assistant or a CRNP. The signature must include the individual's professional title.

Assessments must include the following information:

1. A review of the child's health history
2. A list of the child's allergies
3. A list of the child's current medication and the reason for the medication
4. An assessment of an acute or chronic health problem or special need and recommendations for treatment or services, including information regarding abnormal results of screening tests for vision, hearing, or lead poisoning.

5. A review of the child's immunized status according to ACIP recommendations
6. A statement of the child's medical information pertinent to diagnosis and treatment in case of emergency.
7. A statement that the child is able to participate in child care and appears to be free from contagious or communicable disease.

### ***Illness***

Our Child Illness Policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics. Kids World understands that it is difficult for a parent/guardian to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. Exclusion from the center is sometimes necessary to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child. Children should be excluded from the program if your child exhibits any of the following symptoms. This is not an all-inclusive list.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever 101 degrees (100 in children less than 6 months) or higher accompanied with behavior change or other signs and symptoms, ex. Sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying, difficulty breathing.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Rubella, until 6 days after the rash appears.
- Scabies until 24 hours after treatment has been started.
- Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).
- Pertussis (Whooping cough) until 5 days of appropriate antibiotics.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Hepatitis A virus until 1 week after onset of illness or jaundice or as directed by the health department (if the child's symptoms are mild).
- Tuberculosis, until the child's medical provider or local health department states the child is on appropriate treatment and can return.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak

Children need to remain home for 24 hours without symptoms before returning to the program. For example, the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day, unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. The child should be able to participate comfortably in all usual activities.

### ***Medications***

All medications must be kept in the Director's office and a Medication log with dosing information must be completed and signed by the family. Medications should never be left in the child's cubby or with the child to administer on their own. (This includes rescue inhalers and cough drops).

Medication must be in its original container, prescription and OTC.

Please see the Director for more specifics.

### **Communicable Diseases**

Parents will be notified if there is a serious contagious disease at the center.

## **COVID-19 Health and Safety Plan**

This Health and Safety plan is in response to the COVID-19 pandemic. It has been created in consultation of guidance and policy issued by Office of Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Preventions (CDC) guidelines. It overrides the existing illness policy in the Kids World Family Handbook.

Kids World stakeholders should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a child care population. The goal is to keep transmission as low as possible to safely continue child care activities.

### **SCREENING PROCEDURES**

We ask that staff and parents check themselves and their child(ren) for fever before arriving. Kids World will not check for fever upon arrival but will conduct our typical “morning health check”: Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.

As parents sign-in their child(ren) upon arrival via Child Pilot Parent Portal, they will see the following message:

*“By signing in your child, you agree that they, and all household members, have not shown any signs of illness in the last 24 hours”.*

### **CHILD DROP-OFF AND PICK-UP POLICIES**

EVERYONE (Adults AND Children) is to wash their hands with soap and water in one of the two portable sinks upon entering the building.

To limit traffic in and out of the building, ONLY ONE (1) ADULT may accompany the child(ren) at drop off / pick up times. SIBLINGS that are not enrolled are NOT to enter the building to accompany at drop off / pick up times.

Ideally, the same parent or designated person should drop off and pick up every day.

Parents and staff are urged to practice social distancing in the lobby area while entering and exiting the building. Parents exiting the infant and toddler rooms shall exit through the main (front) door. Parents exiting the pretoddler, preschool, and pre-K / School age rooms shall do so through the “back” hallway door near the playground.

## **SICK POLICIES**

Persons who have a fever of 100.4 degrees F or other signs of illness will not be admitted to the facility. Be on the alert for signs of illness in your family; keep your child home if anyone in your family is ill or if they have been exposed to someone who is ill.

If a child should become ill while in our care, the parent will be called to come pick them up within 30 minutes. The child will be isolated to the best of our ability while still maintaining proper child: staff ratio.

## **MASK POLICIES**

All adults (staff and parents), as well as children in the Preschool, Pre-K, and School Age classrooms are to wear masks. The teachers in these classrooms will periodically have an age-appropriate lesson on preventing the spread of germs along with how and when we will wear masks while at Kids World.

The child's name will be written somewhere on the mask. Children will place their masks in their cubbies during meals and naptime. Parents are encouraged to work with their child at home to get used to wearing a mask.

## **CLEANING / DISINFECTING PROCEDURES**

Although it is already part of our routine, we will intensify our cleaning and disinfection efforts: Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched.

The number of soft toys and materials have been limited in each classroom.

## **HANDWASHING**

All staff and children will practice handwashing with soap and running water for at least twenty seconds frequently throughout the day.

## **SOCIAL DISTANCING AND OTHER SAFETY PROTOCOLS**

Non-essential visitors such as special guests, therapists, Soccer shots, Gymagic Bus will be prohibited. Order to further reduce the potential for viral spread.

Field trips will not be planned during the pandemic.

If possible, at nap time, children's mats or cots are spaced out as much as possible, ideally 6 feet apart, and placing children head to toe.

Outdoor play will be a priority

## **DEALING WITH CONFIRMED POSITIVE COVID-19 CASES AND EXPOSURE TO COVID-19**

The following pertains to all child care staff and children at a child care facility.

### **For confirmed positive COVID-19 cases:**

- If the child is in care when the test results are confirmed positive, the child should be isolated until the appropriate party arrives to pick them up.
- Follow the "Discontinuing at home isolation" guidance below for time lines on returning to the child care setting.

- The facility should close for a period of 48 hours following the confirmed positive COVID-19 case of child or staff member in attendance so that the facility can be cleaned and disinfected properly.
- The operator shall inform parents of enrolled children when there is a suspected outbreak of communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code 3270.136(b), 3280.136(b), and 3290.136(b).
  - An outbreak is defined as a single positive COVID-19 case.
- The facility must report positive COVID-19 cases to the Department of Health (DOH) as per 55 Pa. Code 3270.136(d), 3280.136(d), and 3290.136(d). The facility must also report positive COVID-19 cases to the PA Department of Human Services (DHS).
- The facility will inform child care staff of positive COVID-19 cases.

**Exposure to a person who tests positive for COVID-19:**

Exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).

If a staff person or a child is exposed to an individual who tests positive for COVID-19:

- It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance.
- The facility must report when a staff person or child is exposed to a positive case to the DHS and DOH.
- The facility will inform child care staff of possible exposure to a positive COVID-19 case.

**Discontinuing as home isolation**

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under one of the two different strategies outlined in the OCDEL ANNOUNCEMENT: C-20-06 (revised date: 07/08/2020). Strategies include Symptom-Based or Test-Based.

**For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation**

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under one of the two different strategies outlined in the OCDEL ANNOUNCEMENT: C-20-06 (revised date: 07/08/2020). Strategies include Time-Based or Test-Based.

**Reporting**

In all instances when reporting to DHS, the facility shall provide:

- The name of the facility and address, including the county
- The number of cases
- Identify if the positive case is a staff person or child

DHS: Western Region OCDEL (412) 565-5183

DOH: 1-877-PA-HEALTH or 1-877-724-3258

## **SAFETY AND EMERGENCY**

### ***General***

The entrance door is secured with an electronic combination lock for which only authorized persons have a code. An electronic tone sounds as the entrance door is opened.

A video monitoring system includes cameras in all the areas of the center. The monitor is located in the office.

First Aid kits and emergency procedures are located in each classroom.

Staff in each classroom has immediate access to a telephone within the building.

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside heat index is over 90 degrees or the wind chill is below 25 degrees.

### ***Injuries***

First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury needs medical attention, you will be contacted immediately.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. The Director will accompany the child to the hospital until the family arrives.

### ***Smoking***

Kids World is a smoke-free zone.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the

child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### ***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. The Director will immediately notify the police, the family, and other authorities as required by state legislation.

### ***Fire Safety***

A fire drill is conducted at least every 60 days. Smoke detectors are tested at least every 30 days.

### ***Emergency Operations Plan***

Kids World is required to have an Emergency Operations Plan. This plan provides for the safety and welfare of all children in our care, and includes plans for response to all types of emergencies. The Director will decide which course of action is best depending on the nature of the emergency (take immediate shelter, evacuate, modify operations, etc). If there is an emergency, we ask that you please not call the center so that the main telephone line can be kept free to make emergency calls and relay information. We will call to let you know if we need to take protective actions and will let you know when we have resolved the situation and it is safe to pick up your child.

A full copy of this plan is available in the office should you wish to read more about the specifics.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Kids World Family Handbook**. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Family Handbook** that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date