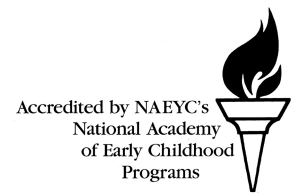


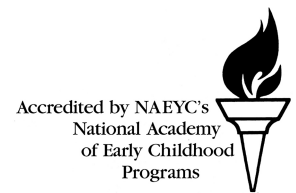
## HEALTH GUIDELINES

- ♥ Under section 2164 of the New York State Public Health Law, it is required that all children attending a day care center must be immunized in accordance with New York State Health Department regulations. Prior to the first day of attendance, all parents must produce documentation showing proof that each child they are enrolling has been immunized in compliance with New York State regulations. Your Pediatrician should have the required New York State Immunization Record (NYSDOH Form 2302) which would serve as satisfaction of immunization requirements. **UNDER NO CIRCUMSTANCES WILL ANY CHILD BE PERMITTED TO ATTEND HAPPY TOTS CHILD CARE CENTER WITHOUT PROOF OF IMMUNIZATION.**
  
- ♥ Under Part 418 Section 418.17 Subdivision (e) of the Social Services Law it is required that all infants under six (6) months of age receive a complete medical examination within fifteen (15) days prior to their admission to a day care center. Children over the age of six (6) months are required to receive a medical examination within 30 (thirty) days prior to their admission to a day care center. Happy Tots Child Care Center will provide parents with the Department of Social Services form (DSS-4433) which must be completed and signed by a physician licensed to practice in the State of New York as evidence of a timely medical examination.
  
- ♥ It is the responsibility of Happy Tots Child Care Center to maintain a healthy, sanitary environment for ALL of the children in our care. As all parents are aware, young children are very susceptible to common illnesses like colds and flu and it is quite conceivable for a single child to infect many others who come in contact with them in confined areas such as classrooms. For that reason Happy Tots has adopted the following policy:
  - ✓ No child will be permitted to participate in the Center's activities if, upon arrival, they are deemed by the Administration to be ill. Some of the things we will be looking for are any signs of a fever (if your child has had a fever within the last 24 hours keep them at home, even if they "seem to be okay" in the morning); has been vomiting, has diarrhea, jaundice, or roseola. Common sense is the rule here: A single sneeze or cough would not be considered an indication of the onset of a cold while sneezing or coughing for long periods of time would. Keep in mind, however, that all children will participate in the daily outdoor activity. If they are too ill to go outdoors, then they should be home. Consideration towards all concerned, children, parents and staff, is appreciated.
  
  - ✓ In the event that a child becomes ill in a manner which is deemed not to be an emergency, an administrator from Happy Tots will contact either or both of the parents and they will be expected to pick-up their child at the earliest possible time. With rare exception, we will expect to see one of the parents within two hours of our contacting you. Please do not expect for us to act as an infirmary for your sick child. Until you arrive, we will remove your child from their group and take them to an area where they can rest comfortably, under supervision, and we will do our best to provide comfort and sympathy. For most children though, when they get sick they want their Mommy or Daddy!
  
  - ✓ In the event of a true medical emergency, the procedures outlined in the **MEDICAL EMERGENCY RELEASE** will be followed.



## HEALTH GUIDELINES

- ♥ In the event that you request the Center to administer medication of any kind to your child, the following procedures must be adhered to:
  - ✓ All medications must be received in their original containers with all original labeling intact.
  - ✓ All medications must be accompanied by a TYPEWRITTEN OR NEATLY PRINTED set of instructions from the prescribing physician on their letterhead. These instructions MUST include all information pertinent to the administration of the medication as well as the prescribing physician's phone number. The instructions must be signed by both the physician and the parent.
  - ✓ Happy Tots Child Care Center, Inc. reserves the right to refuse to administer any medication to any child after consultation with its own medical consultant, at its sole discretion.
  
- ♥ For children who require ANY form of special dietary considerations, a written set of instructions must be provided and signed by the physician. These instructions must clearly state the dietary restrictions and considerations. Additionally, these instructions must describe the symptoms which would indicate that inappropriate foods have been ingested by the child. If the physician is one other than the listed pediatrician, then we also require the address and telephone number of this physician. The instructions must be received a MINIMUM of one (1) business day prior to the child's next attendance and the physician must be available to speak to our medical consultant. As children are prone to trade or share foods, Happy Tots reserves the right to refuse to permit any child to attend if, upon the advice of our own medical consultant, there is a significant risk involved should the child receive foods which are contrary to their dietary restrictions. For example: If your child has developed a MILD allergy to a food which can result in a minor skin irritation then Happy Tots may elect to allow the child to attend. If, on the other hand, the child has a SEVERE allergy to a food which can result in death or a serious medical condition, then Happy Tots may elect to refuse to allow the child to attend.
  
- ♥ It is part of our job at Happy Tots to help identify children with potential special needs. Usually this is revealed through consistent observation of behaviors or lack of milestones that may seem atypical to the age group at large. Although the administration and staff at Happy Tots are well-trained in a variety of fields, we are not equipped to handle (on our own) emotional, behavioral, psychological, developmental, mental, or physical handicaps, ailments or problems which require individual or specialized care. We do, however, work closely with families if a special need reveals itself either by our keeping a record of observations and/or behaviors that may yield a pattern which we then use to inform parents of our concerns, or by parents who choose to provide that information to us once it is known to them. With parents and their selected resource professionals, we will develop an Identified Special Needs Plan. If the child's needs are beyond what can reasonably be accommodated at the Center, Happy Tots reserves the right to refuse to accept such a child into its care. In the event that a child who has been enrolled develops such problems, Happy Tots reserves the right to refer the family to an alternate, suitable child care setting. Finally, Happy Tots reserves the right to refuse to allow any child to attend its programs if, in the sole opinion of the administration, the child's behavior is such that it is deemed to be disruptive to the Center's daily operation of its various programs.



## HEALTH GUIDELINES (Amended April, 2002)

*We strive to maintain a healthy, sanitary environment for all the children in our care. NEW YORK STATE REGULATIONS have been revised and include the following:*

**GENERAL:** We cannot allow any child to stay at the Center if, upon arrival, they are obviously ill. This includes any signs of a fever, vomiting, diarrhea, jaundice or roseola. We truly do not want to expose other children to illness. Also, the children aren't necessarily comfortable in our care when they are sick and our staff must be able to tend to all the children with equal attention.

If you are aware that your child has had a fever within the last 24 hours, please do everything possible to keep them at home, even if the "seem to be okay" in the morning. If the fever recurs, unfortunately, you will be called to pick up your child.

Our children play outdoors every day. If you feel they are too sick to go outdoors with their group, then they should truly be at home.

If your child becomes ill during the day, we will call you and ask that you pick-up within two hours of our call. During that time your child will be kept comfortable and resting.

**FEVER:** Under 101 degrees we will call for parent instruction. 101 to 104 degrees we will call parents for permission to administer whatever fever relieving medicine you have provided and we will keep your child comfortable until you arrive. 104 degrees and above we administer medication, call parents and, if the child begins to display any seizure-like symptoms, we call 911.

**MEDICATION:** Based on New York State regulations, Happy Tots MUST ASK YOU TO FOLLOW THESE SPECIFIC INSTRUCTIONS or we WILL NOT be able to give your child any medication - prescription or otherwise.

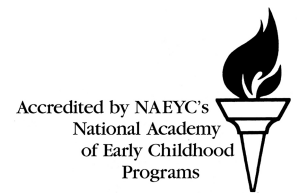
- Provide the medicine in it's original container with all original labeling intact and the proper dosage dropper, spoon or cup in a zip-lock bag.
- Insert a paper or index card inside the bag with your child's name, medication instructions and your signature.
- Use permanent marker, a label or tape to put your child's name and full date (month/day/year) on the outside of the bag.

The bag will either be placed in the child's cubby or refrigerated. We will check these bags each month. Any expired medications will be sent home.

**DIARRHEA:** After three episodes in the course of a day we will call and ask you to pick-up your child. Our concern is dehydration and, most often, it will be necessary for the child to visit the physician. If fever accompanies the diarrhea we will follow the procedures listed above.

**CUTS/SCRAPES:** When it's a superficial wound we clean with antiseptic and bandage with hugs and kisses. Anything other than a superficial wound we call the parents and, if necessary with more serious injuries, 911.

**BROKEN BONES:** We are trained to administer immediate first aid. When possible, we will first call parents and then 911.



## HEALTH GUIDELINES (Amended April, 2002)

**INSECT BITES:** We use ice and a topical, over-the-counter, antiseptic ointment. If an allergic reaction of any type appears (rash, hives, hyperventilation), we call parents and 911 (unless the allergy is known and the parents have provided the appropriate medication to be administered).

**HUMAN BITES:** We clean the area with soap and water; apply an over-the-counter, topical antiseptic ointment, along with plenty of hugs and kisses. Parents are always called whether the skin is broken or not.

**FOOD ALLERGIES:** We will follow parental written instructions. Instructions will be posted in the child's room and all room staff will be alerted.

**CHOKING:** At least one person in each room is trained in appropriate and immediate response to children who are choking. We will call 911 within seconds if our first efforts to clear the airway are unsuccessful and will continue administering proper procedures to dislodge the item until emergency services arrives.

**EARLY DEVELOPMENTAL INTERVENTION:** If we see a child struggling to succeed in any areas of cognitive and/or motor development it is our responsibility to bring these concerns to the parents' attention. Happy Tots staff can only bring these matters to your attention. It is the parents' decision whether or not to seek further consultation. Happy Tots maintains a network of qualified professionals that will be referred at parent request at any time. If an individual child program is put in place, Happy Tots incorporates the program into the child's regular daily schedule, including any visits by outside professionals.

*All our health care policies are based on approved New York State first aid procedures for child care programs as well as policies outlined by the Federal Center for Disease Control.*