



Supplemental CCD Mildly Ill Program Parent Handbook



3900 Piper Street
Anchorage, AK 99508
Phone 907-212-3075
Fax 907-212-3195

Table of Contents

MILDLY ILL PROGRAM POLICY	4
ENROLLMENT	5
ADMISSION REQUIREMENTS	5
ADMISSION PROCEDURE	5
PARENT REPORTS	6
CENTER FOR CHILD DEVELOPMENT ADDRESS.....	6
TELEPHONE INFORMATION.....	6
CCD WEB SITES.....	6
DAYS AND HOURS OF OPERATION.....	6
HOLIDAYS.....	6
NON-DISCRIMINATION POLICY.....	6
FEES	6
PROFESSIONAL STAFF	7
SUPERVISION PLAN.....	7
NUTRITION/MEAL SERVICE.....	8
OUTDOOR ENVIRONMENT	8
GUIDELINES	9
CLOTHING AND PERSONAL BELONGINGS	9
EMERGENCIES DISASTER PLAN.....	9
HEALTH PRACTICES.....	9
ALLERGIES.....	10
EMERGENCY MEDICAL CARE	11
ADMINISTRATION OF MEDICATION.....	ERROR! BOOKMARK NOT DEFINED.
HEALTH CONSULTANT	13

Welcome



Dear Parents,

We would like to welcome you and your child to the Mildly Ill Program at the Center for Child Development. We understand that mildly ill children want to rest one minute and play the next. Our Mildly Ill Child Care Program was designed with this in mind. We are dedicated to helping your child recover from minor illnesses in an environment that helps the child feel comfortable.

The CCD team is available for you to share your thoughts or concerns. Partnerships between staff and parents provide the children with the most optimal climate in which to develop their fullest potential while feeling sick.

Sincerely yours,

The Center for Child Development
Management Team

Mildly Ill Policy

The purpose of this policy is the protection of the health, safety and well-being of sick children cared for in our Center. Our Center is licensed by the Municipality of Anchorage Child Care Codes 16.55 to have a maximum of 7 children on any given day, infants, eight weeks, through school-age children, 12 years of age.

The room designated for use by sick children is physically separated from other components of the Center. The physical space designated for use by the sick children shall not be used by children or staff from any other component of the center. The administrator is exempt from this requirement, when not providing direct care.

Our Center is categorized as a Level I care and meets all of the following requirements by the Municipality of Anchorage:

1. Licensed for no more than seven sick children
2. Serving only children with minor illnesses and those recuperating from acute episodic illnesses
3. The manager of early childhood operations will be designated as the administrator of the mildly ill program

A Center providing child care for sick children shall have an agreement for continuing medical/nursing consultation from a licensed physician or a licensed registered nurse with experience in pediatric or community health nursing with a backup arrangement with a licensed physician.

The medical/nursing consultant shall perform the following duties:

1. Oversee the development, review and approval in writing, of the center's written policies and procedures and review and update the process annually.
2. Provide at least quarterly on-site monitoring of the implementation of the written policies and procedures in the program.
3. Provide ongoing consultation to the program in its daily operation and the management of illness in individual children.

A Center serving sick children may care for children with illnesses or symptoms which exclude them from another child care and educational center, except as prohibited in the following diseases.

Our Center will not admit a child with the following symptoms unless the center has written approval or verbal approval with written follow-up, from a licensed physician:

- Diarrhea continued beyond 3 days
- Vomiting lasting over a six-hour period
- Difficult or rapid breathing
- Asthmatics with upper respiratory infections and coughing interfering with the child's ability to drink, talk or sleep
- Undiagnosed rash or
- Fever over 103 degrees F

Our Center shall not admit any child with the following illnesses or symptoms:

- Contagious stages of pertussis, measles, mumps, rubella, diphtheria, tuberculosis, shigella, giardiasis or chicken pox, or
- Untreated scabies or head lice

Enrollment

Enrollment is required before using the Program. The enrollment packet includes health history, immunization records, physical and emergency card.

Admission Requirements

- PHSA employees and physicians with privileges at PHSA
- Enrollment form and fee contract
- Current physical and immunization record
- Emergency contact information for parents/guardians
- Phone call to determine eligibility 212-3075

Admission Procedure

Contact the Center for Child Development to request a space for your child. You will be asked a series of questions about your child's condition. A determination will be made regarding care at that time. Space is limited and is allocated on a first come, first serve basis. The Mildly Ill Program provides care to children recovering from minor illnesses or having non contagious conditions that prevent them from participating in a group environment.

The Program's Management will conduct a screening interview with parents/guardians regarding the condition of their child. The information gathered during this interview will determine if the child is eligible for care. A written physical assessment of the child by our administrator or designated management will determine the appropriateness of the child's attendance that day or the need for a medical evaluation prior to admission. The administrator shall determine admission given a child's history, symptoms and general condition. The Program administrator shall have the authority to require a written medical evaluation for a child, to include diagnosis, treatment and prognosis, if such evaluation is necessary to verify the appropriateness of the child's attendance.

Prior to admitting a child to our Mildly Ill Program, the center shall require:

- ♥ An emergency card
- ♥ Current physical
- ♥ Current immunizations records
- ♥ Current status of flu shots
- ♥ Health History
- ♥ Fee Contract

The Program will also require a description, written and signed by the parent/guardian, of the child's current and recent illnesses, special diet, medication needs and symptoms requiring notification of parent or health care provider.

Parent Reports

Parents are informed of the feeding, sleeping, diapering, toileting and activity patterns of their child through documentation. Parents are encouraged to call CCD at any time for an update on their child's status. Each parent will be provided with a daily parent report.

Center for Child Development Address

Mildly III Program
3900 Piper Street
Anchorage, Alaska 99508
Building #14

Telephone Information

CCD direct phone number is 212-3075. The internal phone extension for the Mildly III classroom is 43226. **CCD fax line is 212-3195.**

CCD Web Sites

The Center for Child Development has an intranet and internet site with more information on the Mildly III Program:

<http://in.providence.org/ak/facilities/anchorage/ccd/Pages/default.aspx>.

<http://www.providence.org/alaska/worklife/ccd/ccd.htm>.

Days and Hours of Operation

The Mildly III Program is licensed to operate 6:30am-6:30pm Monday through Friday.

Holidays

The Mildly III Program is closed on the designated, observed holidays:

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

Non-Discrimination Policy

The Mildly III Program accepts children ages 8 weeks through 12 years of age regardless of race, color, religion, national origin, sex, age, marital status, pregnancy, parenthood or disabilities.

Fees

PHSA employees and physicians currently enrolled in CCD will pay the following fees:

- ♥ \$40 per day For Infants, Toddlers, Preschool and School Age
- ♥ No charge for the first 60 minutes

PHSA employees and physicians **not** currently enrolled in CCD will pay the following fees:

- ♥ Infants \$50 per day
- ♥ Toddler \$50 per day
- ♥ Preschool \$50 per day
- ♥ School Age \$50 per day
- ♥ \$25 annual enrollment fee

Professional Staff

All of the staff working in the Mildly Ill Program will meet the qualifications of the MOA licensing Code 16.55.200 and 16.55.240.

Our Mildly Ill Program will document orientation and training for each employee, including the administrator and substitutes. Substitutes will consist of the CCD management team which will receive the appropriate orientation and training prior to working in the Mildly Ill Program. All of the staff working in the Mildly Ill Program are currently certified in CPR/First Aid.

Each staff member will receive a total of 40 hours of training which includes the following:

- ♥ Preventing the Spread of Disease
- ♥ Hand Washing
- ♥ Cleaning and Sanitizing
- ♥ Diaper Changing
- ♥ Food Handling
- ♥ Daily Health Inspections
- ♥ Wonders of Water
- ♥ Taking Temperatures
- ♥ Managing Illnesses
- ♥ Medication Administration
- ♥ Signs and Symptoms of Infectious Diseases
- ♥ Call for Medical Assistance
- ♥ Communication with parents of sick children
- ♥ Program policies and procedures

Supervision Plan

Children will be supervised at all times in the designated classroom and on the Mildly Ill Program playground according to the following ratios:

- ♥ 8 weeks through 11 months 1:3
- ♥ 1 through 3 years 1:4
- ♥ 4 years and older 1:5

For mixed aged groups with children under 24 months of age, the staff-to-child ratio shall be for the age of the youngest child present.

Nutrition/Meal Service

The Mildly Ill Program follows the standards of the Municipality of Anchorage Childcare Licensing nutrition regulations and the NAEYC health standard and nutrition criteria. Our snack menu is designed according to their guidelines.

Breakfast is served between 6:30am and 8:00am which includes cereal, fruit and milk. Two snacks (9:30am and 2:45pm) will be served daily. All children must bring their own lunch in a lunchbox. Please label your child's lunchbox with his/her name. CCD is not set up to offer lunches. In an emergency when a child does not have a lunch, CCD will provide food from our snack menu and the parent will be charged \$3.00. CCD is not able to refrigerate or warm lunches. Please bring hot foods in thermoses and cold foods with ice packs. CCD will provide milk for lunch. Lunches should contain the basic food groups according to the USDA Food Guide Pyramid for Young Children. Avoid sending foods from the tip of the Pyramid such as high fat foods, especially with Trans Fats in them, high sugar snacks and drinks (Food without nutritional value)

Our center practices family style dining. The staff sits at the table with the children to act as role models for the children, carrying on conversations, keeping the children on task and enabling the children to experience a pleasant and relaxed time.

All foods and beverages from home must be labeled with the child's name and the current date. This includes infant bottles of formula, baby food jars/containers which must be in factory sealed containers and foods brought from home due to allergies. Breast milk must be labeled with the child's name and date.

Children younger than four years of age may **not** bring the following in their lunches:

- Hot dogs, whole or sliced into rounds
- Whole grapes
- Nuts
- Popcorn
- Raw peas
- Hard pretzels
- Chunks of raw carrots
- Chunks of meat larger than can be swallowed whole

Infant foods should be cut no larger than ¼ inch squares and ½ inch squares for toddler/twos, according to each child's chewing and swallowing ability.

Outdoor Environment

There is a separate playground for the Mildly Ill Program. It is located right outside the mildly ill classroom back door. Going outside is always driven by weather conditions and individual children's tolerances. Sick children will be encouraged to obtain fresh air and light exercise. On days that the children cannot play outdoors, they will participate indoors in large motor activities if they are well enough to participate.

Children are encouraged to play outside twice a day. All children in the Program will remain inside during inclement weather conditions, such as a rain downpour, a weather temperature of 0 degrees or lower, a wind chill factor of 0 degrees or lower and poor air quality having an

index of 100 or higher. Infants will remain inside during a weather temperature of 15 degrees or lower. All children are to be dressed appropriately for the weather conditions. On rainy days children should be wearing water boots and a raincoat to keep them dry. On cold winter days, children should be wearing winter gear, such as a warm jacket, snow pants, gloves or mittens, hats and winter boots.

Guidelines

- Staff members will be on the playground at all times when a child/children is outdoors, maintaining the appropriate staff-child ratios. Ratios must be met at all times. The ratio must be appropriate for the youngest child on the playground.
- All parts of the playground must be supervised. Teachers must position themselves so that all areas are being observed. Staff is to remain alert to the total situation outdoors, while supervising a particular area. Staff needs to interact frequently with the young children to enrich their play environment.
- When a child is injured and needs attention indoors, management must be notified.
- Staff will periodically walk around the playground area checking for broken glass, equipment out of place, general safety.

Clothing and Personal Belongings

Please dress your child appropriately for the weather conditions. For safety, children are required to wear closed-toe shoes.

Children are required to bring in 2 changes of clothing in a back pack. Children can bring in a favorite blanket, stuffed toy or a picture of their family. All personal items must be taken home daily. CCD is not responsible for lost or broken items.

Emergencies Disaster Plan

In the event of an earthquake, power outage, severe storm or other natural or man-made disaster, the Center will continue to stay open and provide care for the children until parents arrive. In the event that there are mass casualties at the medical center, CCD will support necessary emergency medical staff by continuing the operation of CCD beyond our normal operating hours. CCD will accept and care for children not otherwise scheduled or enrolled. Only children enrolled in the Mildly III Program will be allowed in the Mildly III classroom.

Health Practices

The Mildly III Program shall use a room which is physically separated by floor-to-ceiling walls from other components of the center. Our outdoor area is physically separated from other play areas with a solid fence.

Children will be given opportunities to nap or rest without distraction or disturbance from other activities in the classroom. Mats will be placed on the floor at least 3 feet apart when in use.

The Mildly III classroom does not have any carpet in it, so it will be easier to keep clean by regular sweeping, mopping, and sanitizing.

Our program ensures that only soap from a liquid soap dispenser is used for hand washing. All staff will receive training in hand washing. Our program ensures that all washable toys, equipment and furniture used for one group of children are washed and disinfected before used by another group. All of our staff in our program will receive training on cleaning and sanitizing.

Water will be available to the children in the mildly ill classroom at all times. There will be a pitcher filled daily with fresh drinking water available for the children to drink. Paper cups will be used for drinking and thrown away after each child's use. There are no drinking fountains in the classroom. Our Mildly Ill Program follows the guidelines of the child care food program, but will modify the menus to meet the individual physical condition of each child in care.

We are concerned with the health and well being of all children and adults who have contact with your child throughout the day. The Mildly Ill Program will notify parents of all occurrences, or exposure to communicable diseases or conditions in the center.

We will immediately notify parents of any significant change in the child's illness or symptoms or any injury in the facility and obtain instructions for action to be taken. We will make prompt arrangements with the parent for obtaining medical evaluation or treatment for a child, if necessary, as determined by the program policies.

Our program administrator or designee shall obtain emergency medical treatment without specific parent instruction in cases where the illness or symptoms or injury warrant no delay in medical treatment.

Each child's condition will be monitored periodically throughout the day as appropriate to the child's illness and plan for care. Each child's status of his/her condition will be documented on a daily inspection report.

To meet the needs of sick children, quiet and active indoor and outdoor activities, shall be modified according to the developmental level, ability and physical condition of each child. Individual activities for use by children in the contagious stage of disease shall be modified and children not physically well enough to participate in group activities will not be required to participate in said activities. Toys and equipment must be either disposable or able to be sanitized.

Allergies

The Program supports children's allergies and adjusts to special needs or requirements when possible as an advocate for children. CCD protects children with food allergies from contact with the problem food.

Due to severe nut allergies, **the Center is a nut free facility**. Staff is offered continuing education from the Asthma & Allergy Foundation of America, Alaska Chapter. "Essentials for Child Care Providers" is the course offered at the Center.

Please help the Mildly Ill Program maintain a nut free environment by NOT bringing any nut products into the Center.

The following web sites contain information helpful to understanding those with nut allergies and a resource guide for bringing food into the Center:

Asthma & Allergy Foundation of America

www.aafa.org

The Food Allergy and Anaphylaxis Network

www.foodallergy.org

Emergency Medical Care

A minor injury to a child while in the Mildly Ill Program will be treated accordingly. First Aid supplies are available in the classroom. When an injury occurs an accident report will be completed and given to the parent. Parent also may be notified by phone.

In the event of an accident or injury that warrants sending the child home, the management will perform the following procedures:

- The parent/guardian will be called at work
- The parent/guardian will be called at home and/or cell phone
- Every effort will be made to locate the parent/guardian
- The two (2) emergency numbers reported on the child's emergency card would be called

In the event the staff is unable to locate a parent/guardian or the two (2) emergency persons, they will use their discretion in contacting the child's doctor/clinic/hospital as listed in the enrollment information. The management will obtain emergency medical treatment when necessary.

If the child has a compound fracture, deep laceration, severe trauma of any kind, or convulsion, the Providence Alaska Medical Center Emergency room services will be used and the parents will be notified immediately.

An emergency requiring transportation of a child will be conducted according to the following procedure:

- A call will be placed to 911
- Upon arrival of EMS, the child will be released to their care
- CCD staff will accompany the child
- Emergency contact card will be taken with the child
- Parents will be notified of emergency procedure

The parent/guardian is responsible for the cost of emergency care.

If your child has a known medical or developmental condition that might require special care in an emergency, the child will have an individual emergency care plan.

Medications

The Center does not stock nor provide any medications. Medical authorization forms are required for all medications, including non-prescription medications, and are available in the classrooms. The Center staff will not administer any medications without specific written directions from the parents including specific times and doses.

All medications are stored in a locked cabinet out of the reach of children. Medications requiring refrigeration are stored in the lounge refrigerator. A daily temperature log is kept on this refrigerator. Because of accessibility to other children, please do not store any medications in diaper bags or children's cubbies.

Only staff that is certified to administer medication can give medication to the children in the center. Documentation is kept on the administration of all medications in the child's file.

Unused medication will be returned to the parent at the end of treatment, at the expiration date, or when the child is disenrolled, whichever comes first.

Non-prescription medications

Over the counter medications include but not limited to non-aspirin fever reducers, naturopathic remedies, and vitamin and mineral supplements, must be in the original container with the original manufacturer's label intact, must be labeled with the child's name and *may only be administered with a signed daily medication authorization form* up to four days unless prescribed by a physician.

The CCD management reserves the right to question the routine use of acetaminophen, antihistamines, cough suppressants and expectorants.

CCD only gives over-the-counter medications if a parent provides written permission that matches the manufacturer's label directions. If the manufacturer's label does not include dosing recommendations for the child based on the child's weight or age or if the label directs the parent to consult the child's health care provider, the medication cannot be administered without a written prescription from the child's health care provider. If an over-the-counter medication label reads do not give to children under the age of 4, CCD cannot administer the medication to a child under the age of 4 unless there is a written prescription from the child's health care provider.

Parents and staff are to be aware of the risk for serious illness or fatal overdose from administration of cold and cough medications to children less than 4 years of age. Due to anti-tussive effects, risk for adverse events and potential overdose in children of this age group, our center requests that parents consult with a health care provider for instructions on administering over-the-counter cold and cough medications that includes antihistamines, cough suppressants and decongestants. Parents and staff should only administer cold and cough medications to children under 4 years of age when following the exact advice of a health care provider. It is our policy to give children under 4 years of age, cold and cough medications only WITH A WRITTEN PRESCRIPTION FROM A DOCTOR.

An alternative to pseudo ephedrine and other nasal decongestants are available. Parents might consider clearing nasal congestion in infants with a rubber suction bulb. Secretions can be softened with saline nose drops or a cool-mist humidifier.

Some over the counter medications do not require daily authorization. Parents must complete a “preventative products authorization” form for **preventative medications**. These forms should be updated quarterly by the parent. The following items are interpreted as **preventatives**:

- Sunscreens
- Insect repellents
- Hydrogen peroxide
- Neosporin
- Calamine lotion
- Baking soda
- Diaper creams
- Chapstick
- Baby wipes



Prescription Medications

All prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals, name of prescribing physician and date the prescription was filled. Sibling's prescriptions will not be administered to another sibling. Medications in sample containers or pre-drawn syringes will not be administered at CCD. **Medications will not be administered "AS NEEDED". You must indicate a time to administer the medicine.**

Parents must fill out a prescription medication form authorizing staff to administer the medication to their child. Staff will not accept any medication without this authorization form. Medication forms can be found in the classrooms.

Long Term Medications

Long-term medications (those being administered for longer than 10 days) require a *Long Term Medication* form to be completed by the prescribing physician.

Parents need to sign this form giving staff permission to administer the long term medication to their child.

Health Consultant

The Mildly Ill Program at the Center for Child Development has an agreement for continuing nursing consultation with a licensed registered nurse with experience in pediatric nursing.

Our health consultant is Mary Dawson, Clinical PAMC Manager of Pediatrics, RN. Her credentials are: BSN, CCRN (critical care registered nurse), PALS (pediatric advanced life

support), PEPP Instructor (Pediatric Education for Pre-hospital Professionals). Mary graduated from Seattle University in 1990 with a BSN. She is currently enrolled in Saint Louis University MSN graduate program with graduation estimated early 2011 as a Pediatric Nurse Practitioner.

The nursing consultant shall perform the following duties:

- ♥ Oversee the development, review and approval in writing, of the center's written policies and procedures, and review and update the process annually
- ♥ Provide at least quarterly on-site monitoring of the implementation of the written policies and procedures in the program
- ♥ Provide ongoing consultation to the program in its daily operation and the management of illness in individual children

Back-up Plan:

The Mildly Ill Program also has an agreement with a licensed physician in case Mary Dawson is unavailable or recommends a licensed physician care. The licensed physician is Willow Monterossa, a Pediatric specialist.