



PeeWee Patch Child Development Center
1796 South Lapeer Rd
Lake Orion, MI 48360
248/814-1010

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Health Care Services Plan **For Pee Wee Patch Child Development Center**

Our health practices and policies are as follows:

POLICY: HEALTH AND SAFETY

POLICY

NO.: 25

25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office before the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Pee Wee Patch. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Pee Wee Patch. The Physical Examination Form, indicating the child's fitness to attend Pee Wee Patch, must be completed by a licensed healthcare professional and returned to the Director within the first 30 days of enrollment. The physical is valid for one year. A new form must be completed annually.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's



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orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Pee Wee Patch from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Pee Wee Patch exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 COMMUNICABLE DISEASES

Pee Wee Patch follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children can be required to present a doctor's note stating they are no longer contagious and can return to the program. Pee



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Wee Patch reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea that occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Pee Wee Patch will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

25.4 BITING

Pee Wee Patch recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children for biting behavior; they will encourage the child who has bitten to help care for the child



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who has been bit, they will redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. The staff of Pee Wee Patch cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 DISPENSING MEDICATION

Pee Wee Patch will only dispense over-the-counter and/or prescription medication that is in original, labeled containers. Over-the-counter medication must be accompanied by a doctor's note with explicit dosage and administration instructions. Pee Wee Patch will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required.

Parents are required to complete a Medication Form weekly for the medication that is to be dispensed. Medication Forms can be found in each classroom. Medication Forms, doctor's notes and medication are to be turned into the office.

Pee Wee Patch will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the



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fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Before administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced before the expiration date.

Pee Wee Patch will store all medication in a locked cabinet. Medication that requires refrigeration will be kept in a locked container in the refrigerator of the kitchen. One trained team member will administer medication once a day at lunchtime.

Parents are encouraged to request the pharmacist provide to prescription labeled bottles when filling the prescription. For the convenience of the parent, this allows one bottle to stay at home and one to stay at the center.

25.6 FIRE/EMERGENCY DRILLS

Pee Wee Patch conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designate will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their



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child. All other parents or emergency contact persons will be notified by telephone of the situation.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

25.7 ALTERNATE SAFE LOCATION

Should the administration of Pee Wee Patch or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to King of Kings Church. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up, as stated before.

25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in family's mailbox.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. The parent may meet with the Director immediately. The parent may also schedule a telephone or face-to-face meeting at a more convenient time.



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Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the Director within 24 hours.

25.9 FOODS

Pee Wee Patch is responsible for providing baby food, breakfast, am snack, lunch, and a pm snack. There are many variations to the food menus and schedules.

Food may not be brought in from home.

Weekly menus will be posted on the parent communication boards.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (I.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Pee Wee Patch never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infants/Toddlers:

Children enrolled in the infant through 2 ½ year old classrooms must have all formula/breast milk bottles prepared and labeled each day the child is in attendance. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won’t run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a crock-pot of warm water before feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.



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Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just before feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome and encouraged to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Toddler and older classrooms:

Pee Wee Patch offers children breakfast at approximately 7:00-8:00 am, a morning snack at approximately 10:30 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to try a "no thank you bite" of each item served. The concept is that out of respect for the person who prepared the meal we will try one bite even though we believe we may not like it. Research indicates that it takes at least 10 exposures to a new food for a child to acquire a taste for that particular food. Pee Wee Patch strives to model and encourage healthy eating habits. Teachers are encouraged to eat with their students.

25.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

Health resources:



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Michigan Department of Public Health
Dr. Theresa Larsen
PDR Guide for prescription drugs
Kmart Pharmacist
American Academy of Pediatrics
Resource books on site
Guide to communicable disease

Staff Training

Health and Safety practices will be an essential component to our monthly staff meetings.

Outside speakers will be brought in to keep Pee Wee Patch Child Development Center's team up to date on all of the latest information in health and safety.

All staff members will be required to have up to date first aid, infant, child and adult CPR.

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