

COMMUNITY CHILD CARE PROGRAM POLICIES

Withdrawing from the program: Parents must notify the program director two weeks in advance before withdrawing. Our program bills in advance and you will be responsible to bring your account up to date upon withdrawing whether or not the child attends.

Discipline Guidelines: Spring Lake Community Child Care strives for positive guidance and discipline.

Working with parents, these steps are our course of action:

- Step 1- A friendly reminder will be given and the child will be redirected
- Step 2- The child will be removed from the group, redirected and a solution will be discussed between the teacher and student
- Step 3- The child will once again be removed from the group and asked why he did not follow the last 2 steps that were given. They will also be asked to sit quietly for 3-5 minutes.
- Step 4- A conference will be scheduled with the Director and parents
- Step 5- A one day suspension will be enforced and a parent may be notified to pick their child up
- Step 6- Student will be dropped from the program

*Physical discipline will be avoided unless there is a threat of personal injury to one's self or others. Some of the steps listed above may be skipped if the behavior is violent or severe.

Personal Injury: Our staff is certified in CPR and First Aid. In the event of an emergency, staff will follow all emergency guidelines and parents will be notified by phone. An accident report will be filled out by the staff on duty out and will be filed with the school. A copy of the report is available upon request. If a child is seriously injured, someone will remain with the student while another staff member calls 911 and contacts parents. If we are unable to make contact with either parent, the child will be taken to the nearest hospital.

Illnesses: The Community Child Program has developed a health policy to help control the spread of communicable diseases. If any of the symptoms listed below are present while your child is in our care, you will be notified immediately. Please keep your child at home if they experience any of the following symptoms:

- Fever of 100 degrees or higher
 - Severe cough/hacking
 - Sore throats for they can be very contagious
 - Discharge from the eyes, nose or any other openings
 - Rashes/Itching... please keep at home and consult a doctor
 - Head Lice... a staff member will check before returning to program
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- A child will be required to be picked immediately if fever, vomiting, diarrhea or other symptoms of illness are present. We will remove from the group and keep them as comfortable as possible until someone arrives. Antibiotics, if prescribed, should be taken for 24 hours before returning to school or the program. A doctor's note may be required for confirmation.

Field Trips: A field trip form, found on the state emergency card, must be signed upon enrollment. For each trip (whether by bus, foot, or public transportation) you will be informed in advance of the destination and specifics regarding the trip. Some trips may incur additional fees.