# Growing in Jesus... BEAUTIFUL SAVIOR LUTHERAN PRESCHOOL and MOTHER'S DAY OUT 13145 S. Blackbob Rd. Olathe, KS 66062 913.780.6889 preschool@bslcks.org www.bslcks.org/preschool



# Parent Handbook

2021-2022

(revised 7/2021)

So that the children may..."Grow in the grace and knowledge of our Lord and Savior Jesus Christ." (2 Peter 3:18)

Dear Parents,

Welcome to Beautiful Savior Lutheran Preschool and Mother's Day Out! We feel privileged that you have chosen to entrust your little ones to our care. We are looking forward to this year with your child.

I hope this parent handbook will be informative and answer your questions about our school. If you have further questions please do not hesitate to call the preschool office at (913)780-6889 or email me at <a href="mailto:preschool@bslcks.org">preschool@bslcks.org</a>. Please sign the Parent Handbook agreement on Brightwheel.

We are here to make your child's first learning experience a positive one. God's blessings on your year of growth!

In Christ,

Amy Schultz Preschool/MDO Director & The Beautiful Savior Staff

#### **Our History**

Beautiful Savior Preschool began in the fall of 2001 as an outreach ministry of Beautiful Savior Lutheran Church. At that time, we had two classrooms of 3 and 4-year-old preschool classes. In the fall of 2003, we added a Mother's Day Out program. Currently, we provide classes for children ages 18 months to 5 years old in five classrooms.

In August 2007, we received national accreditation from the NLSA, or National Lutheran School Accreditation. In August of 2014, we received notification that we have received full accreditation once again for our Preschool and Mother's Day Out programs. We are going through the accreditation process again in 2021.

Beautiful Savior Preschool reports to the church through the Preschool Board, which meets on a regular basis to consider issues related to the preschool.

### **Philosophy**

Beautiful Savior Preschool and Mother's Day Out exists to serve families of our congregation and community who wish to begin their child's education in a loving Christian environment. We are committed to quality education through play and a variety of hands on learning opportunities. Our program teaches a love of Christ and focuses on the whole child, cultivating each one spiritually, emotionally, socially, academically and physically by using developmentally appropriate practices.

So that the children may..."Grow in the grace and knowledge of Our Lord and Savior Jesus Christ" 2Peter 3:18

#### **Mission**

Connecting Children and Families to Jesus as we Gather, Grow, and Go!

#### Goals

- Children will increase their knowledge of and love for the Lord.
- Children will develop good self-esteem through a nurturing and safe environment with caring educated adults where self-confidence can be enhanced; independence encouraged; free choice decisions developed; social skills acquired; and individuality respected.
- Children will spend time with their friends in a variety of activities from the following curriculum: art, science, cooking, music and movement, dramatic play, language arts, gross motor, fine motor, math and religion.
- Children will prepare for a positive transition to future school years by utilizing their active curiosity about the world in which they live.
- Children will develop an enthusiasm for learning through play.

- Children will develop an awareness and acceptance of diversity through compassionate interpersonal contact and appropriate literature.
- Children will develop control of their bodies with gross motor and fine motor activities.
- Children will build important brain connections through singing, dancing, and creating in music.
- Children will gain self-regulation in an environment where they know the limits and expectations.

#### Curriculum

The curriculum, based on the Creative Curriculum model, is designed to implement the stated goal of providing a variety of stimulating experiences for the development of the child spiritually, emotionally, socially, academically and physically. The program is based on activities that are developmentally appropriate for young children and allow for uninterrupted child-directed play. Center wide activities and individual lesson plans and activities focus on positive experiences for the young child and are developed with individual needs in mind. The curriculum is designed to foster the development of a positive self-image and to develop a love for learning. Every class uses One in Christ or Little Lambs curriculum for Bible stories.

The Mother's Day Out program emphasizes social and personal growth. Children are exposed to language stimulation, music and movement, STEM, art, and large and fine motor activities.

The three-year-old programs emphasize the development of social skills. Children are exposed to music and movement, art, dramatic play, STEM, literature, math, science, and large and fine motor activities. Children work on listening skills and self-help skills.

The four-year-old programs continue to build upon skills developed in the three-year-old program. Classes are structured to provide pre-reading, writing, STEM, and math skills in a fun and creative manner. A positive attitude toward learning fostered at this age helps a child make a smooth transition into Kindergarten.

#### **Classes Offered**

Morning classes meet from 8:30-11:15 AM Afternoon classes meet from 12:15-3:00 PM Extended day hours 11:15 AM-3:00 PM

Monday, Tuesday, Wednesday, Thursday, or Friday

Mother's Day Out 8:30-11:15 or 8:30 – 3:00

Monday – Friday

After School Care for 2 ½ and older: 3:00 – 4:00

Monday - Friday

# **Calendar and Snow Days**

Beautiful Savior follows the Olathe Public School calendar for holidays and breaks with only a few exceptions. In addition, we will close on Good Friday. We will follow the Olathe School District decisions for snow days. All notifications will be through BrightWheel.

### First Day of School

Being left in a new place, with an unfamiliar adult, can cause anxiety for a child and a parent. Please help your child prepare for this new experience.

- Read books about school such as <u>The Kissing Hand</u> and <u>I'll Always Come</u> Back.
- Go over with your child what you will do as a routine for saying goodbye.
   Have your child suggest what they will do such as giving a hug, a kiss, a high five, or a secret signal.
- Talk over what activities your child might expect to be doing while at school.
- After saying good-bye, remind your child(ren) that you will be back for pick up after school is over. Avoid drawing out the goodbyes as that can cause anxiety in your child.
- Some children need a comfort item such as a picture of their family or a small stuffed animal. Please mark the item with your child's name.

If your child is crying when you leave, feel free to call or message us on Brightwheel to check how they are doing. The tears usually stop as soon as they get busy in the room.

#### **Our Preschool Day**

- Circle time: Children participate in a class meeting. They talk about the days of the week, months of the year, weather, and themes for the week.
- Story time: Teachers choose fiction and non-fiction books daily. The children listen and respond to stories from children's literature.
- Jesus Time: A Bible story is learned each week. The weekly Bible story sheet will be sent home for placement in their bible binder on the last class day of the week.
- Table time: Children work in small groups or individually at activities to promote writing, math, or fine motor skills.
- Center time: During this free choice play time, children choose from a variety of learning activity centers. These areas include art, science, writing, manipulatives, computer, dramatic play, music, STEM and literature.
- Snack time: A time for sharing a nutritious snack and learning table prayers.
- Outside: Children have outdoor time on the playground unless weather does not permit.

- Chapel: Once a week, children go to the sanctuary to sing songs, hear Bible stories and pray.
- Music program: Once a week, children go to Music class. They will play rhythm patterns with instruments and learn songs to reinforce classroom themes.
- Movement: Children participate in gross motor skills through fun theme-based activities both inside and outside.

#### **Admissions**

- Admission policies shall be non-discriminatory concerning race, color, religion, national origin, ancestry, physical handicap or sex in accordance with K.S.A. 44-1009.
- 2. The following forms must be completed and returned prior to the beginning of the school term: enrollment form, child information sheet, health form signed by a physician, and an emergency authorization form.
- 3. An annual NON-REFUNDABLE registration fee must be paid at the time of registration to guarantee a position in the class.
- 4. For enrollment in any class, the child must be the age of that class by August 31st. Children enrolled in 3's and Pre K must be potty trained.
- 5. If classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur.
- 6. An email is sent to each enrolled family in July with information about the dates of preschool orientation, supplies and the preschool class start date.

#### Tuition

Tuition is handled electronically through Brightwheel. Parents will use the app to enter banking information, set choices for tuition, and have access to printing receipts monthly and annually for tax purposes. Parents have the option of either paying with a credit card (adding a 2.9% processing fee) or by ACH starting on September 1<sup>st</sup> (\$.50 fee per ACH). All tuition payments will be set on Auto-pay for the 1<sup>st</sup> of each month.

A \$10 service fee will be charged on all returned debits. If a debit is returned, parents will need to go into their Brightwheel account and manually pay their tuition.

No refunds are given for a child's or a family member's illness or required quarantine after exposure, vacations or snow days. Those days will not be made up. If for some reason you find you are unable to pay the tuition, please contact the director. We are more than happy to work out a suitable arrangement with you.

If the school is required to close for **more** than 14 days, tuition charges will stop. During any closure, virtual support will be shared with families through Brightwheel. Starting with day 15 of a school closure, credits or refunds will be issued per parent request for the remainder of the month. Tuition will not be charged until we resume in person classes.

#### Arrival/Dismissal

# Consistent attendance and prompt arrival and pick up are essential.

# **Student Drop off Procedures**

MDO students will be dropped off at the preschool doors starting at 8:25 am using the QR code on the preschool door. Other class parents will check in using the QR code at the first parking lot island prior to entering the car line. Each class will line up in their class's assigned row or the class row of the oldest child. At five minute intervals starting at 8:20, each class will drive under the canopy from north to south for drop-off and pick-up. Parents will unbuckle the child's car seat before reaching the front of the line. While in line, parents will answer the health questionnaire on the Brightwheel App. Parents will remain in vehicles.

Staggered drop off times are as follows (younger siblings will be dropped off at the same time as the oldest child in the family):

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8:20-8:25 = Pre-K
8:25-8:30 = Three Year Olds
8:30-8:35 = Multi-Age
8:35-8:40 = Young Threes/Discovery Friday
8:40-8:45 = Late Arrivals –after 8:45 please come downstairs
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Children who arrive after the car line has emptied and staff are no longer at the door should report to the lower preschool doors for the check-in process. Please be patient with us the first couple of weeks as we get used to this new routine. Afternoon Class Students will have one drop-off carline starting at 12:10 pm.

# **Student Pick-up Procedure**

Prior to entering the assigned class row car line, please sign out your child using the QR code at the first parking lot island. Please display your child's name placard from your rearview mirror or on your passenger side visor. Families can request multiple name placards from the office as needed for additional approved pick-up people.

Pick up will have staggered times much like drop off: (younger siblings will get picked up at the older sibling's time)

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11:05-11:10 = MDO & Pre-K
11:10-11:15 = Three Year Olds
11:15-11:20 = Multi-Age
11:20-11:25 = Young Threes
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Staff will bring your child to your car. Please do not exit your car. Staff will load your child into the **passenger** side of your car. Please carefully pull forward to a parking spot to buckle your child into their car seat. Make sure each child is buckled before leaving the parking lot. Staff will not be responsible for buckling in any children. By law, all children enrolled in our program MUST be in a car seat or booster seat.

Parents who arrive for pick up after the car line has emptied and staff are no longer upstairs should report to the lower preschool doors for the check-out process and will receive a \$5.00 late fee per family.

Children in the After School Care program should be picked-up at the preschool doors.

Remember, children will become upset if their parent /caretaker has not arrived and all other children have left. There will be a charge of \$5.00 per family for children who are checked out (we will check the Brightwheel time stamp) after 3:00 pm. Late pick up charges will be added to your Brightwheel account and can be paid at any time through the app or will simply be added to your next month's tuition amount.

If someone other than the normal parent/caregiver is picking up your child, call or send a Brightwheel message to the director. The name of this alternate needs to be on your approved pick-up list on Brightwheel and/or in your child's file. At dismissal the alternate needs to show a picture ID before signing out your child. The alternate is also required to have the correct car seat with safety harness as required by the State of Kansas. Please help us keep your child safe.

In an emergency, please call the preschool office to make arrangements for your child's care and arrange a later pickup time. Our first priority is your child's safety and well-being and that you trust us to care for your child while you handle the emergency. When you call the office, be prepared to discuss when, where and who will be picking up your child. Students enrolled in Extended Day or Afternoon Classes will have a normal pick-up carline starting at 2:50 pm. After School Care children will be picked up at the Preschool entrance by 4:00 pm.

#### Illness

Any child who is sick with any of the following symptoms must be kept at home and must be symptom free for 24 hours before returning to school:

Red, watery or draining eyes

Drainage from the ears

Lice

Skin lesions

Vomiting

Diarrhea

A temperature of 100.4 degrees

Please call us when your child is ill and explain the nature of the illness. We are required to report certain communicable diseases to the Health

Department. Notification of a communicable disease will be given to other families attending the preschool. Your child's identity will be confidential. A doctor's permission for your child to return to school may be required after a communicable disease. Please check with the office before sending your child to school if they have been absent with a communicable disease.

Children becoming ill at school will be isolated from the other children and the parent/caregiver will be contacted to pick up the child as soon as possible.

No over-the-counter medication will be administered at preschool. Life-saving medication (i.e. EpiPen or inhaler) will be kept in a labeled, locked cabinet in the child's classroom. The child's name will be on the medication container. A doctor's order must be attached to the medication which includes the child's name, dosage, dosage intervals, name of the physician and date the prescription was filled. A state Authorization for Dispensing Medications form must be filled out by the parent.

# **COVID-related Health protocols**

Daily, you will be asked these questions electronically through the Brightwheel app. Admittance to school each day is dependent upon proper responses to these questions.

#### Health Screening Questions:

- Has there been travel within the last 14 days in a state or country identified as a hot spot for COVID-19? https://www.coronavirus.kdheks.gov/DocumentCenter/View/135/Travel-RelatedQuarantine-Table-PDF--- -
- 2. Has there been an exposure to someone diagnosed with COVID-19, either household or non-household contact?
- 3. Is anyone in the home showing signs of illness or who have the following:
  - a. fever greater than 100.4 degrees
  - b. cough
  - c. shortness of breath/difficulty breathing
  - d. sudden loss of smell or taste
  - e. other signs of illness (headache, sore throat, general aches/pains,
  - f. fatigue/weakness/extreme exhaustion
- \* We will be following the latest COVID regulations from the Johnson County Department of Health and Environment throughout the year. You will be notified of any changes in recommendations that affect our program. Any exposure, contact, or case of COVID needs to be reported to the preschool office. We will then notify the health department and follow their recommendations.

#### **Exclusion of Children**

Due to children having fevers for a variety of reasons (e.g., teething), fever has been moved to the secondary symptoms. COVID-19 testing for young children in Johnson County is limited, and generally reserved for those with severe illness. For this reason, a child who develops at least one primary symptom or two or more secondary symptoms is presumed to have COVID-19 and should be excluded from childcare for ten days after their symptoms began and 24 hours after their fever (if present) has resolved without the aid of medication and their initial symptoms have improved. If the child is tested for COVID-19, and tests negative, they can return to childcare 24 hours after their symptoms resolve. If a physician indicates the symptoms are due to a different diagnosis (e.g., allergies, asthma), a child can be re-admitted to childcare prior to their symptoms resolving. If a child has only one secondary symptom, JCDHE recommends they be excluded until at least 24 hours after the resolution of symptoms.

# Primary Symptoms (at least one)

- Cough
- Shortness of breath
- Difficulty breathing
- Loss of taste and/or smell

# Secondary Symptoms (at least two)

- Chills
- Muscle or body aches
- Headache
- Sore throat
- Diarrhea/nausea/vomiting
- Congestion/runny nose
- Extreme fatigue
- Fever (measured or subjective)

# **Safety and Cleaning Protocols**

- We do everything we can to ensure a safe and healthy environment.
- We have appropriate adult to child ratios established by the state of Kansas. No child is left unsupervised.
- Classrooms and the playground are inspected regularly to remove items that are broken and may cause injury. They are also disinfected daily.
- Emergency phone numbers are posted by the telephone in the office.
- Emergency evacuation plans are posted in every classroom. Fire drills are conducted monthly. Tornado drills are conducted in September, April, and May.
- The child's teacher, in cases of injury, will fill out an incident form. One copy will be placed in the child's file and parents will be notified through

Brightwheel. Incidents will be evaluated to see if preventive measures need to be taken.

- Children will be a part of a stable group avoiding co-mingling with other classes.
- Handwashing will take place at arrival, before and after the playground, before and after eating, after toileting or diapering, and prior to dismissal.
- Only 1 class at a time will have use of the playground and will enter and exit the playground through separate doors for no co-mingling.
- Our free choice centers are designed to allow for as much room as possible for children to play in small groups.
- Staff have a thorough cleaning checklist to accomplish each day and our professional cleaning company will be disinfecting each room in the evenings and then locking the doors until the next morning.
- Frequently touched surfaces will be cleaned and disinfected throughout the day.

# **Emergencies**

Emergency drills are performed monthly. In the case of fire, the children would be taken to the far North East corner of the upper parking lot. Parents should know to pick them up at that site, if we are unable to contact them by phone. A Brightwheel message will be sent to all parents for immediate notification of an evacuation.

The tornado shelters are the conference room and Mother's Day Out room.

All staff is trained in first aid and CPR. In the case of an extreme emergency, staff will contact 911 and the parent. If a child needs medical treatment, a staff member will accompany them until a parent arrives.

It is extremely important for parents to notify the preschool office of any changes in phone number and address. Medical information and emergency release forms must be on file with the most current information. Please notify the office of any additional shot dates or changes in health. For specific information on Emergency procedures, see the Emergency Preparedness Handbook that will be sent to you over Brightwheel in August.

#### Snacks, Water, Lunches, and Milk

Every child will have unlimited and easily accessible water throughout each and every day. All parents need to send in a daily water bottle (or sippy cup for MDO children). These are placed at a height where children can reach them any time they need a drink. Water bottles and sippy cups need to be labeled with your child's name.

All children who stay for lunch are required by the state of Kansas to have milk available to them (unless there is an allergy). We are requesting that parents of full day children take turns providing two gallons of 2% or whole milk

starting in September. This allows us to keep our tuition rates down without causing hardship on families. Full day families will receive an email and paper schedule for bringing milk before September.

All children staying for lunch are required by the state of Kansas to bring 1 fruit and 1 vegetable (or 2 fruits or 2 vegetables), 1 protein, 1 grain and 1 dairy (which the milk will cover). The state of Kansas has started regulating milk and lunches in licensed centers, including those centers where the parents provide the lunches. We certainly understand that children can be very "choosy" eaters, but the state's requirement is that we offer these healthy options to the children to help them learn healthy eating habits.

The state of Kansas requires that a nutritious snack from two food groups be provided for each child. Parents are assigned a week of responsibility on a rotating basis to bring snacks that include the food and drinks. Please consider nutritional value and low sugar content when you plan your snacks. Store-bought snacks must be in the original, sealed container with the expiration date intact. Contact your child's teacher if you are interested in sending in a Birthday treat for your child. Snacks should include at least two of the following food groups:

- 1) Milk or food made with milk,
- 2) Fruit, vegetable or 100% fruit juice
- 3) Protein
- 4) Bread or cereal

#### Some snack suggestions:

Drink: 100% fruit juice, milk, or water

#### Snack:

Bananas	Apple slices	Applesauce cups
Yogurt	Cheese cubes	String cheese
Raisins	Pretzels	Veggies and Dip
Saltine crackers	Goldfish crackers	Cheez-it crackers
Graham crackers	Teddy Grahams	Oranges
Strawberries	Grapes	Cantaloupe

We are a Nut-free school. Due to the high volume of nut allergies, we ask parents to please refrain from bringing snacks with nuts. Your child's classroom teacher will inform you of any other foods that will not be allowed due to allergies.

#### Dress

Children are encouraged to wear play clothes and rubber sole athletic shoes. Children should not have to worry about their clothes while participating in daily activities that include active and messy play. We ask girls who wear dresses to wear shorts underneath their dresses. For your child's safety no flip flops or backless sandals should be worn as ankle and foot injuries are more likely in that type of footwear.

We will go outside to play every day unless weather is severe. Children need to bring appropriate outerwear as the weather conditions dictate. All coats, jackets, backpacks and other belongings need to be marked with your child's name.

All Preschool and MDO children should have an additional outfit stored in the backpack to change into if needed. Soiled clothing will be given to you when you pick up your child. Please bring a replacement outfit the following school day.

# **Toys from Home**

Learning to share, take turns, and take care of toys and equipment are social skills that we develop here. We provide toys and equipment for this purpose. We discourage children from bringing toys from home unless the teacher requests them for show and tell or special days.

#### **Pacifiers**

Pacifiers will not be used during preschool classes. When a preschool child comes to class with a pacifier, it will be placed in their backpack until dismissal.

MDO children may use a pacifier during rest time only. If a child uses a pacifier at nap, parents must provide a pacifier and label it with the child's name.

# **Discipline Policy**

Discipline focuses on redirecting the child's behavior in a positive way. The philosophy of the discipline methods will reflect the idea of helping the child learn to control his or her own behavior. All discipline will be positive in nature. Staff will work to create positive discipline with the children, giving clear choices and consequences for the actions. Staff will send children to a designated "safe space" when a child is harming another child or self. Using Conscious Discipline principles, children will learn self-regulating techniques. Ridicule, placement in

a restraining device, hostile threats or coercion, public embarrassment, withholding of food, or corporal punishments in any form are prohibited as disciplinary techniques.

Examples of inappropriate behavior include use of obnoxious, offensive and disrespectful language, striking a child or staff member, throwing objects that injure a child or teacher, and destruction of toys or other materials used in school. If a child's behavior is detrimental to other children or staff, the school will follow the following procedure:

- 1. The first offense is a verbal and written warning to the parent and child. The teacher documents the details of the offense.
- 2. At the second offense, the child is removed from the classroom and sent home. The teacher documents the details. A parent/teacher/director conference will take place where a behavioral agreement will be written and signed by the parents, teacher, and director with expectations of improving appropriate behavior within a specific timeframe. Consequences if behaviors do not improve will also be stated.
- 3. At the third offense, all parties will follow the terms of the behavioral agreement.
- 4. At the director's discretion and with board approval, a child can be removed from the program at any time when the safety and well-being of the child, other classmates, and teachers or aides are compromised or when staff are prevented from implementing the preschool day without disturbance.

# Withdrawal of Child by Parent

We understand that sometimes a program may not be right for every child or parent or job changes occur resulting in a move. If a child needs to be withdrawn from preschool, two-week notice is required so that another child can fill the vacancy. Should a two-week notice not be given, you will be billed for that month.

# **Grievance Policy**

All grievances should be handled between the persons who are directly involved as taught in Matthew 18:15: "If your brother sins against you, go and tell him his fault, between you and him alone." If after an attempt has been made without success, the following serves to settle the grievance.

- 1. If a parent has a complaint or concern involving the teacher, the program, or the classroom, the parent should discuss it with the director.
- 2. If a teacher has a complaint or concern involving a parent or another teacher, the teacher should discuss it with the director.
- 3. If a parent has a complaint or concern involving the director, the parent should discuss it with a member of the Board.

#### **Parent Involvement and Communication**

We have an open door policy at Beautiful Savior Lutheran Preschool and MDO and we welcome parents to visit and help in the classrooms. We will have limited planned events where parents will be encouraged to attend. This is your child's preschool education and we want you to come find out what is happening!

If you plan to visit or help in the classroom, please pick up a visitor's badge when you enter the school. At larger planned events, a visitor's badge will not be necessary.

Teachers and administration also communicate on a regular basis about classroom activities with a monthly calendar, frequent Brightwheel updates, and a weekly school newsletter. Parent - teacher conferences, held twice a year for preschool children and in the spring for MDO children, keep parents aware of their child's development.

A quick comment to the teacher through the Brightwheel app before 8:30 am is appropriate in explaining a change in a child's behavior due to such things as birth of a new baby in the family, the death of a pet, or moving to a new home. The teacher will not be checking messages during class time, so Brightwheel messages received during class time will be addressed by the director. If you need to have a longer discussion with your child's teacher, please arrange a time to talk on the phone or share emails. Any discussion about your child with the teacher should be in private and should not be within your child's hearing.

Brightwheel has provided us with a convenient way to stay in close contact with our families. Please respect your child's teacher by avoiding late night or weekend messages and choosing appropriate times to send Brightwheel messages. All staff attempt to respond to messages within a 24-hour time period during the school week.

CCL. 037 Rev. 4/2020

#### Kansas Department of Health and Environment

Bureau of Family Health Child Care Licensing Program 1000 SW Jackson, Suite 200 Topeka, KS 66612-1274 Phone (785) 296-1270 Fax (785) 559-4244 Website: www.kdheks.gov/kidsnet



Guidelines for Exclusion of Children (or Staff Working With Children) Who Are III
As Recommended in Caring for Our Children: National Health and Safety
Standards: Guidelines for Out-of-Home Child Care Programs (Third Edition)

When formulating exclusion policies, it is reasonable to focus on the needs and behavior of the ill child and the ability of staff in the out-of-home child care setting to meet those needs without compromising the care of other children in the group.

Children with fever are managed differently in child care. The presence of fever alone has little relevance to the spread of disease and may not preclude a child's participation in child care. A small proportion of childhood illness with fever is caused by life-threatening diseases, such as meningitis. It is unreasonable and inappropriate for child care staff to attempt to determine which illnesses with fevers may be serious. The child's parents or legal guardians, with the help of their child's health care provider, are responsible for these decisions. Parents should be notified anytime a child has a fever.

A facility should not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

- 1) The illness prevents the child from participating comfortably in facility activities;
- 2) The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or
- 3) The child has any of the following conditions and poses a risk of spread of harmful diseases to others:
  - A. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility
  - B. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training.
  - C. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.

- D. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
- E. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
- F. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
- G. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- H. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- I. Untreated scabies, head lice, or other infestation.
- J. Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.
- K. Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A).