

## Health and Safety Practices

Hilltop maintains stringent health and safety practices. Our health and safety policies and practices are based on childcare guidance protocols and a joint collaborative project of the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education.

Faculty members undergo a thorough screening and hiring process, including a state-required background check. All faculty members are certified in first aid, CPR, and bloodborne pathogens (infection control) and water safety training. Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, each center has an individual emergency response plan in place which has been developed under that guidance of our licensing agency. If an emergency requires the center to evacuate and leave the premises, families can call an emergency hotline number to receive information about the safety and location of their children.

### Immunizations and Health Exams

State law requires a health history and record of immunizations for each child prior to admission. We are also required to have the date of your child's last physical exam, which must have been completed within one year prior to admission. We also ask for the name and address of the family physician and dentist, who to contact in case of an emergency, and any conditions of the child which may require specific attention.

Children must have all immunizations that are recommended for their age by the State of Washington. A licensed physician may grant medical exemptions to immunizations; personal or religious exemptions can be claimed by families. In the event that your child is not immunized against a particular disease and an outbreak of that disease occurs, your child may be excluded from care. Hilltop is required to have a doctor's signature on all exemption forms.

Each year we are required to file an immunization report with the state. At the end of each school year, we will send out a form asking for updates of your child's immunizations records. Your cooperation in doing this is greatly appreciated and will be facilitated if you keep a record of immunizations in a safe place. King County Department of Health provides free immunizations for children.

### Allergies

If a child has an allergy when enrolled or develops one at a later date, the center must be provided with a statement from the doctor indicating the type of allergy, symptoms, and foods to be avoided and anything else the child should not be exposed to. In the case of food allergies, the Program Supervisor and families will decide whether or not the family should bring supplemental food. For severe, life-threatening allergies, an "emergency action plan" will be drafted and posted. For other food issues, there is a Child Care Nutritionist available through the Seattle/King County Health Department when needed.

## Medication

In order for faculty to administer **ANY** medication to a child (including sunscreen and lip balm), we must have written authorization from the family. Check with the Administrative Coordinator for the correct form. This form must be filled out for prescription and non-prescription medications every 6 months. Fill it out completely and return it to the Administrative Coordinator.

Please inform your child's primary educator when you have completed this paperwork and they will tell you where to store the medication. It is helpful if families remind educators **EACH DAY** that the medication is to be administered. Each time medication is administered, the faculty person will record the date, time, and amount given on that form.

The following types of non-prescription medications may be administered by Hilltop faculty with written family permission: antihistamines, non-aspirin analgesics, non-narcotic cough suppressants, anti-itch ointments or lotions, lip balm, diaper ointment, sunscreen. Medications must be provided by the family and be in the original container labeled with child's FULL name. We can only administer medications according to the dosage and age recommendations on the packaging. Any exceptions must be accompanied by a signed note from your child's physician.

All prescription drugs must be in the original container with the original prescription label on the container, including the child's first and last names, date prescription was filled, medication's expiration date and legible instructions for use. Hilltop cannot administer sample medications, medications prescribed for a sibling, or medications packaged in any container other than the original. For us to be able to administer these drugs to your child, we will need our Medication Authorization Form to be signed by both the child's family and doctor. Hint: Ask your pharmacist for 2 labeled bottles so that you can keep one at home and one at Hilltop.

## Child Abuse and Neglect

All faculty of Hilltop are Mandated Reporters as required by the state of Washington. Hilltop (all faculty and staff) is required by law to report any suspected physical, sexual, emotional abuse, neglect, or exploitation to Child Protective Services (CPS) immediately. We are not required to notify family of a call to CPS. If a person in the Hilltop community reports concerns of the mistreatment of a child to any faculty (educator or administrator) or staff member, Hilltop is required by law to report the concern to CPS. It is outside of Hilltop's scope to determine whether or not the concern is accurate or true. The social workers at CPS are specifically trained to identify child abuse and/or neglect and, if possible, to support families in creating a safe environment for their child(ren) if they determine there is a concern that requires further action.

If Hilltop faculty or staff are concerned that a family or other authorized pick-up person might be intoxicated at the time of pick-up (or any other time Hilltop perceives the safety of a child might be in jeopardy, including drop-off), Hilltop will ask the intoxicated person not to leave with the child and will seek another pick-up person for that child from the Emergency Contact Form. Hilltop is required to report this concern to CPS. If a family member does leave with a child and is perceived as intoxicated by Hilltop faculty or staff, Hilltop will call 911 and file a report with CPS. Hilltop takes these actions not only because we are required to by law, but also because we take seriously the wellbeing of children.

## Injuries

If your child is injured while in our care, an incident report form will be filled out, noting the time of the injury, what happened, how the injury was treated and by whom. We are limited to standard first aid procedures and we will not apply anything other than soap and water to a cut and ice to a bump or bruise.

If you do not find an explanation for an injury, do not hesitate to ask a classroom educator. If an injury requires treatment beyond what can be provided in the center, you will be contacted. In the event that a family member or approved pick up cannot be contacted, we will call the people that you have listed as an alternate in case of emergency on the Emergency Contact Form, and if we are unable to reach this person, we will call your physician. If medical attention by a physician is required and we have been unable to contact any of the people you have listed, we will call 911. In the event of a more serious, or life-threatening injury we will always call 911 first, then attempt to contact you or your list of available contacts.

Hilltop is required by licensing to report injuries that result in a doctor's visit to licensing and Child Protective Services (CPS) the day the injury occurred (if possible). Please help us comply with this regulation by keeping us informed of any necessary follow up. Hilltop is unable to comply with requests from families to cover medical costs in the case of injury, regardless of a family's medical insurance status.

If your child has an injury that requires, follow up attention (eg. stitches, a cast, concussion, etc.), regardless of whether or not the injury occurred at Hilltop, we will need a note from a doctor or nurse describing any factors we might need to be aware of or behavior restrictions while your child is in the center. For example, if your child has an arm cast, the note might say: the child should not get the cast wet or use his/her hand for fine or gross motor activities until X date. However, X activities are fine for the child to participate in. Or, if there are no restrictions, the note can state that.

## Biting

Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even among preschoolers. It is something that almost all young children will try at least once. It is a natural phenomenon and not something to blame on children, families, or faculty. Still, when it happens, it's scary, frustrating, and very stressful for everyone involved. Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It simply indicates that your child is going through that particular stage in his or her development. As with developmental stages, biting soon ends. In all cases of biting, our response will be to care for the child who was bitten, to help the biter learn a more appropriate behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.

Child's bite will be cleaned with soap and water and ice will be applied.

## Animal Policy

To ensure children's health and safety, we follow state childcare licensing guidelines regarding pets. Any pets at Hilltop are kept in well-managed, clean cages and containers. Fish tanks are maintained by family volunteers or faculty make it part of their weekly routine to ensure that pets are well cared for and that the space is kept clean and free of germs. On the rare occasion that children touch animals, they are asked to wash their hands with soap and water and immediately afterward. We understand the desire to bring family pets into the classroom, however prior approval from the office must be obtained before doing so. Please leash your family pet safely away from where children play.

## Pesticide Free Policy

For children's safety, we do not routinely use pesticides at Hilltop. Although we hope never to have the need for pesticides in our center, in the event we needed to use them we would follow the Integrated Pest Management Policy recommended by the Public Health Department of Seattle that includes posting a notice and a myriad of other safety precautions. These policies are also used by the SPU play field maintenance group and in other areas along the canal. If our landlords notify us of any pesticide use in or around our building, we will notify families in the following ways:

1. Notify families and any other interested parties forty-eight hours in advance of the application of pesticides; and require the pesticide applicator to provide a copy of the records required within twenty-four hours of when the pesticide is applied.
2. Your notification must include a heading stating "Notice: Pesticide Application and..." at a minimum must state the:
  - a. Product name of the pesticide being used;
  - b. Intended date and time of application;
  - c. Location where the pesticide will be applied;
  - d. Pest to be controlled; and
  - e. Name and number of a contact person at the facility.
3. To notify people that a pesticide has been used, you must place a marker at each primary point of entry to the center grounds. The marker must be:
  - a. A minimum of four inches by five inches;
  - b. Printed in colors contrasting to the background; and
  - c. Left in place for at least twenty-four hours following the pesticide application or longer if a longer restricted period is stated on the label.
4. The marker must include:
  - a. A headline that states "This landscape has recently been sprayed or treated with pesticides";
  - b. Who has treated the landscape; and
  - c. Who to call for more information.

## Parking Lot Safety

Our parking lot can be a busy place at certain times of the day. Please help us in maintaining a safe environment. We offer the following tips and ask for your cooperation.

- Hold your child's hand in the parking lot.
- Make sure your child doesn't run ahead of or behind you upon arrival or during pick-up.
- Walk your child to their classroom or designated drop-off or pick-up area. Let the teacher know you are dropping your child off or picking them up. Help your child with their personal items.
- Please do not leave your car running in the parking lot while unattended.
- Park in the designated parking areas.
- Drive slowly in our parking lot.

## Fire Drills

Fire drills are practiced regularly with all faculty and children. All children are evacuated from the building and directed to designated location of the playground. Attendance is taken by the administration team once outdoors. The centers is equipped with a smoke and fire alarm system along with carbon monoxide detectors.

## Anti-Bullying

Hilltop recognizes that a center that is physically and emotionally safe and secure for all children promotes good citizenship, increases child attendance and engagement and supports academic achievement. To protect the rights of all children enrolled for a safe and secure learning environment, Hilltop prohibits acts of bullying, harassment and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interfere with both a center's ability to educate its children and the child's ability to learn. All faculty and families, volunteers and children are expected to refuse or tolerate bullying and harassment and also demonstrate behavior that is respectful and civil.