

He tends his flock like a shepherd: He gathers the lambs in His arms and carries them close to His heart; He gently leads those that have young.

Isaiah 40:11

As a ministry of Kerrville First United Methodist Church, the Children's Ark seeks to care for children and their families through Jesus Christ.



## I. Purpose and Philosophy

Children's Ark is an extended ministry of First United Methodist Church of Kerrville (FUMC) that teaches basic Christian principles to children. Children's Ark is planned carefully around the idea that children need full, happy and flexible experiences. There are quality programs with emphasis placed on the individual child's need to develop self-confidence and independence through successful learning experiences and Christian teachings. The needs of the child are always given the highest priority. An attitude of love and caring to the children is demonstrated by all people involved with Children's Ark.

As an extended ministry of FUMC, the administration of Children's Ark is accountable to and is supervised by the Children's Ark Board. The Children's Ark Board is accountable to the Pastor and the Executive Committee of FUMC. .

## II. The Children's Ark Board

### Section A: General Duties of the Children's Ark Board

The business and affairs of this childcare center shall be governed and managed by the Children's Ark Board (the Board).

## **Section B: Number and qualifications**

The number of members of the Board shall be neither fewer than five nor more than fifteen and shall include other officers of the Board and the FUMC pastor. Board members must be member of FUMC and are elected by an annual charge conference. Vacancies on the Board shall be nominated by the Ark Board and approved by the Pastor.

## **Section C: Regular Meetings**

The Board will meet once a month. Notice of the meeting will be sent to the Board members.

## **Section D: Voting**

Each Board Member is entitled to one (1) vote.

## **Section E: Officers**

The officers of the Board shall be a Chairperson and a Secretary elected by the Children's Ark Board.

1. The Chairperson, or his/her designated representative, shall represent the Board at Executive Committee meetings. The Chairperson shall be responsible for carrying out the directions of the Ark Board.
2. The secretary shall: (a) keep the minutes of the current year's Board meetings and file the past nine year's minutes; (b) file copies of all correspondence and documents relating to the Board; and (c) perform all duties as from time to time may be assigned by the Chairperson or by the Board.

## **Section F: Grievance Procedure**

The Children's Ark Board will be a part of the personnel grievance procedure as outlined in Appendix 1 of the Kerrville First United Methodist Personnel Manual.

## **Section G: Fiscal Year**

The fiscal year of Children's Ark shall begin on the first day of January and end on the 31<sup>st</sup> of December.

## **Section H: Responsibilities of the Board**

1. Secure Staff
  - a) Hire a qualified Director using state certification guidelines;

- b) The Director will keep the Board informed of the hiring of Children’s Ark staff. The Board will assist in the hiring of Children’s Ark staff if the Director requests it;
  - c) The Director will keep the Board informed of the involuntary termination of any Children’s Ark staff. The Board will assist in this process if the Director requests it; and
  - d) Set and operate within the Children’s Ark’s personnel policies, updating those policies as required.
2. Maintain School Finances
- a) Approve the following year’s budget by October;
  - b) Tuition fees and salaries for the staff and Director are approved by the Board;
  - c) Set policies for parent payment; and
  - d) Set policies for the Director to apply for outside funding to provide for special needs.
3. Conduct all other necessary business
- a) Set operating policies for Children’s Ark within the guidelines of Texas Department of Family and Protective Services (TDFPS), Minimum Standards for Child-Care Centers, Child and Adult Care Food Program, all other applicable local, state and federal laws and FUMC doctrine;
  - b) Oversee Children’s Ark operations;
  - c) Keep proper records of Board meetings;
  - d) Secure facilities for Children’s Ark; and
  - e) Appoint committees as needed.

### **III. Program Policies**

#### **Section A: Licensing**

The Texas Health and Human Services Department provides our license for childcare and we comply with each of their Minimum Standards. We participate in and comply with the USDA (CACFP) Child and Adult Care Food Program, and all other applicable local, state and federal laws and policies of FUMC.

A copy of the state minimum standards and past licensing inspection reports is available for review in the Director’s office. Parents may also request a copy of the standards from the local child-care licensing facility. A list of these offices may be found on the Texas Health and Human Services website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or by calling the Child Care Information Line at 1-800-862-5252.

**\*See Addendum: Attention Parents, for a list of documents available for parent review.**

#### **Section B: Affirmative Action Statement**

The Ark accepts applications for enrollment without regard to ethnicity, religion, color, sex, national origin, marital status or political belief. Children with disabilities are accepted and special needs are accommodated.

### **Section C: Enrollment Process**

Children who are six (6) weeks old through twelve (12) years old are eligible to enroll in Children's Ark.

1. Classes are filled on a first-come/first-served basis according to the date of enrollment with the Director.
2. If the classes are filled when a parent calls, the parent can request the child's name to be put on a waiting list to fill vacancies as they occur.
3. As vacancies occur during the year, they will be filled from the waiting list, or from the new registrations according to the above procedures.
4. The Director will meet with the parents or guardians of a child with special needs at the time of enrollment. A planning session will be held with the child's parents or guardians, health and/or education specialists, and the Director and the classroom staff. The same committee will meet as needed to reevaluate the child's progress.

### **Section D: Calendar Year and Holidays**

Children's Ark is a year round program. Summer Day Camp for school-age children begins the day after the last day of KISD Schools. Children's Ark observes the following holidays: Labor Day; Thanksgiving Wednesday through Friday, Christmas Eve and Christmas Day; New Year's Eve and New Year's Day; Good Friday; Memorial Day, the 4<sup>th</sup> of July and a Teacher Workday in August. Each year a holiday schedule will be published.

### **Section E: Day and Hours of Operation**

1. Hours of Operation: Children's Ark is licensed to operate from 7:30 a.m. to 5:30 p.m., Monday through Friday. No child is to be brought before 7:30 a.m., nor picked up after 5:30 p.m. If a child is left beyond 5:30 p.m. with no arrangements made, a late pick-up fee of \$25 for the first ten minutes, and \$5 every minute thereafter, will be assessed when the child is picked up. If parents or emergency contacts cannot be contacted, local authorities will be called after 30 minutes.
2. Arrival and Release of Children: For safety's sake, children must never be left without direct transfer to a staff member. Therefore, children must always be brought directly to the classroom. Parents must return to the classroom to pick up their children.

The child will only be released to parents or guardians unless otherwise instructed by the parents or guardian. If a child is to be picked up by someone other than the parent, the name of the person must be listed on the child's

application form with the person's driver's license number or the Director must be notified. Anyone picking up a child must be prepared to show his or her driver's license as identification.

However, no child will be released to the care of a parent, guardian or designated person that appears to Children's Ark staff to be incapable of driving for any reason. The Director will contact another parent or alternate person on the child's application form and request he/she pick up the child.

3. Inclement Weather: If KISD schools close, due to inclement weather, Children's Ark will also close. If KISD opens late due to inclement weather, the Children's Ark will open one hour prior to KISD's starting time. For weather closures or late starts, see KISD's official website: [www.kervilleisd.net](http://www.kervilleisd.net) If KISD is not in session (Christmas holidays, summer vacation) an announcement will be made on the Children's Ark Facebook page no later than 7:00 a.m. Tuition is not affected by inclement weather closures.

## **Section F: Program**

It is the philosophy of Children's Ark that early childhood should be a time of fun, warmth, security, exploring, and discovery in a Christian atmosphere. Preschool children are creative and receptive; the program strives to nurture and encourage these qualities in its students.

Children's Ark's purpose is to provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development of the child as a whole.

Planned within the framework of philosophy and purpose and the United Methodist Church, the curriculum includes sharing and conversation time; Chapel with Bible stories, songs and finger plays; creative art activities and crafts; games and large muscle activities, field trips; food preparation; science and nature activities; exposure to shapes, colors, numbers and letters; and celebration of birthdays and holidays.

## **Section G: Fees**

Tuition: Tuition is calculated as a weekly fee and is determined by the operation cost of the center. Tuition fees are reviewed annually. Tuition is to be paid in advance. Individuals are expected to submit payment by the Monday of each week of care provided. Individuals paying bimonthly: need to submit payment by the first and third Monday of the month receiving care. Individuals paying monthly: need to submit payment by the first Monday of the month receiving care. The weekly tuition payments remain the same regardless of absences, bad weather days, holidays or vacations. One week's notice before withdrawal is required to avoid unnecessary charges.

Discounts: Families with more than one child will receive a \$10 discount on the second full-time child's tuition. Infant (0 to 18 months) rates will not be discounted.

Delinquent Accounts: Payments not made by the Friday after the due date will result in a \$20.00 late fee. The business manager will also be contacting the parents about their delinquent account. If the account is not brought current by the second Friday after the due date and an alternative payment plan is not in place, a second \$20.00 late fee will be added to the account and the child(ren) will not be allowed to attend the program until the account is brought back into good standing. Persons having financial difficulties can speak with the business manager any time about arranging a payment plan to bring their account into good standing as well as the availability of scholarship funds. Accounts not in good standing are subject to review by the Board of Directors for resolution of the situation. Delinquency resolution actions may include, but are not limited to, late fees, dismissal from the program, and referral of accounts to an outside collection agency. Parents are responsible for returned check fees.

Other fees: At registration, the annual non-refundable registration fee, which is paid by each student, is due. In addition, Summer Day Camp children are required to pay a summer activity fee, which is due no later than May 15th.

Scholarship Program: If a family is unable to pay tuition due to economic conditions, they may apply to the Board for consideration for the scholarship fund. The Board will consider applications for all scholarship funds on a case-by-case basis.

## **Section H: Confidentiality of Student Records**

Student records are open only to the particular child's teacher, the Director, the Business Manager, an authorized employee of the licensing agency or Child Protective Services, the child's parent or legal guardian.

## **Section I: Discipline and Guidance Practices**

1. Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.
2. Redirection or restriction of an activity is the next tactic used for a child who continually demonstrates unacceptable behavior. "Time-out" is used as a last resort, which is limited to no more than one minute per year of child's age. The child may be asked to sit away from the group for a short "cooling off" period and decide for him/herself when he/she is ready to rejoin the group with appropriate behavior.
3. Corporal punishment is not allowed on Children's Ark property by either Children's Ark staff or parents/legal guardians. Children will not be hit, slapped, or spanked in any manner while attending Children's Ark. Humiliating language will not be used with the children.

4. If behavior problems persist, the parents are asked to a conference to discuss what may be helpful in motivating their child to behave in an acceptable way. Parents are encouraged to share their discipline techniques from the home. Whenever possible, the same approach will be used by Children's Ark.
5. Suspension and Termination  
Children's Ark strives to provide the best care possible for each child. In the event a child's negative behavior cannot be changed through positive interactions, we will follow the below steps:
  - Parent notification of negative behavior by the child's teacher
  - Parent / Director conference will be scheduled if the behavior persists
  - Suspension for 2 days if the behavior doesn't change after the Parent / Director conference
  - Termination of care could occur if the behavior continuesDiagnosed behavior concerns will be treated on a case-by-case basis. If we are not able to provide adequate and safe care for the child, parents will be notified and will be asked to make appropriate arrangements.

#### **Section J: Communications with Parents**

1. Weekly Activities and Curriculum: Parents are informed of the activities of Children's Ark through the weekly lesson plans. Information on field trips and other special events will be sent home as needed and will be posted in each classroom.
2. Conferences: Parents or teachers are encouraged to request a conference at any time they believe a conference would be beneficial to the child.
3. Parents/Guardian Visits: Parents are invited to visit Children's Ark at any time during the center's hours of operation to observe their child, the child-care center's operation, and program activities. No advance notice of a visit is required or requested. Parents may participate in a wide variety of activities including field trips, celebrations, special projects, reading books or other events. If a parent has a special talent or something to share with the children, they are encouraged to make arrangements with the Director.

#### **Section K: Children's Dress**

Children are encouraged to wear play clothes and tennis shoes. Boots are unsafe and therefore prohibited. Because daily activities may include active and messy play, the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed in all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes. All children should have an extra set of marked clothing, in case of accidents.

Special Day Camp logo T-shirts are available and paid for through the summer activity fee. Children's Ark requires Day Camp children to wear their t-shirts on all field trips, or they will not be accepted for the day.

## **Section L: Infant Care**



Because the needs of infants are so varied, Children's Ark does not supply wipes, diapers or other infant needs. These must be supplied by the parents or guardians. Children's Ark supplies formula with the USDA CACFP Infant Feeding Preference Form, linens, bibs, bowls and spoons. The parent or guardian may request table food and milk from Children's Ark when the infant is ready. All bottles must be pre-made. Children's Ark staff may not mix formula. Breast milk may be stored frozen for emergencies, but a sufficient number of breast milk bottles should be supplied, without need for any staff preparation. All bottles must have lids. All bottles,

lids, and pacifiers must be labeled with child's first and last name.

A supply of 6-8 diapers should be provided each day or if preferred, a bag of diapers may be stored at Children's Ark. The staff will notify the parent or guardian when the supply is low. At least one change of clothes needs to be available each day.

Children's Ark follows the Safe Sleep Policy for infants. Infants not yet able to turn over on their own must be placed in a face up sleeping position, unless the child's parent presents written documentation from a health care professional stating that a different sleeping position is allowed or will not harm the infant. Infants, under 12 months, cannot have blankets, pillows, bumpers, or stuffed toys in their cribs at any time. Sleep sacks are allowed.

## **Children's Ark Childcare Center Breastfeeding Policy**

Because breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. Children's Ark subscribes to the following policy:

### **1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**

Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk

### **2. A refrigerator will be made available for storage of expressed breastmilk.**

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

### **3. Sensitivity will be shown to breastfeeding mothers and their babies.**

Children’s Ark is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby.

**4. Staff shall be trained in handling human milk.**

All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

**5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks.

**Section M: Meals and Food Service**

All children should have eaten breakfast before they arrive in the morning, including infants. Snacks are furnished mid-morning and mid-afternoon. Snacks are used as a part of the curriculum. A nutritionally balanced lunch is served each day. Meal menus (including lunch and snacks) are posted for the current week. With advance notice, children may bring special treats for their birthday or any time of the year. We participate in the USDA food program, so no outside food may be substituted for our meal program items.

**\*See addendum: USDA Non-Discrimination Statement and Complaint Filing Procedure**

**IV. Safety and Health Policies**

The staff is informed of safety rules, special hazards and commonly occurring accidents. They receive periodic detailed instruction on evacuation procedures, use of fire extinguishers and how to report an accident. All staff members involved in direct care of the children are trained in first aid and CPR with periodic re-certifications and all administrative staff have had Safe Gatherings training.

**Section A: Prevention**

1. The children are under direct adult supervision at all times. Fighting is not allowed; running and throwing of objects are not allowed except as a supervised part of the curriculum.



2. All poisonous substances are stored in an area out of the reach of children. Medications are not stored in the same cupboard as poisonous materials.

3. Only age appropriate toys are allowed in each classroom.

4. All sharp objects are stored out of reach of the children. Such objects as scissors are used only under direct supervision. The classroom equipment is observed continually for stability and smoothness of wood objects.
5. The play yard is fenced and no child is allowed outside to play unless there is a staff member present.
6. All electric outlets are capped. Electrical appliances are used by staff members only. Whenever cooking is done as a part of the curriculum, the children are cautioned and under the direct supervision of staff. Electrical appliances and matches are stored out of reach when not in use.
7. At any time the children leave the building as a group, they are required to walk in an orderly fashion and are accompanied by the staff and other adults if deemed necessary. A parent or guardian is required to bring their children into the building, leaving them with a staff member, and pick them up inside each day. No child is to go out to a car alone.
8. Sunscreen and Insect Repellent Policy Sunscreen and Insect Repellent, with name, must be: 1) safe for the age of the particular child; 2) in the original container; and 3) within the expiration date noted on the product. Prior to use at the Children's Ark, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the center. \*Sunscreen may not be used on infants under 6 months of age unless accompanied by a doctor's note.  
\*Insect repellent may not be used on an infant under 2 months of age. Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian.

## **Section B: Weapons on the Premises**

To help ensure our facilities are safe, not only for the children and parents, but also our employees, weapons are not allowed anywhere on Children's Ark property. This includes Children's Ark and FUMC buildings, lockers, and playgrounds.

## **Section C: Gang Free Zones**

In accordance with House Bill 2086 passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code, section 42.064, effective September 1, 2009, Children's Ark is a gang free zone. This statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. This information may be posted at your child care operation or copies may be provided to parents.

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. Any area within 1000 feet of a child care center is a gang free zone. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## **Section D: Emergency Preparedness Plan**



1. Staff are trained in basic emergency procedures. Issues regarding natural disasters (floods, tornadoes, etc.) and fire escape routes are covered in staff training. Fire drills are conducted monthly, and bad weather drills are held as required by child care licensing. In case of gas leak or other condition, your child will be relocated and you will be notified immediately to pick your child up. A copy of the Emergency Preparedness Plan is available for review.

### **2. Transportation – Special Events, Field Trips and Afterschool Care**

Children’s Ark has developed the following procedures for transporting children to special events, field trips, and afterschool care.

- a) Children must agree to abide by the following safety rules:
  - 1) Listen and follow all instructions given by the teacher and driver;
  - 2) Enter or leave the vehicle without instructions from Children’s Ark staff;
  - 3) Seatbelts must be fastened securely and remain so during transportation; booster seats, when age appropriate must be in place and secured.
  - 4) Children must sit politely without bothering others;
  - 5) Horseplay or yelling cannot be allowed;
  - 6) Eating or drinking on the vehicles is not allowed.
- b) Parents of Afterschool program children must sign a transportation release form that details additional transportation policies relating to transportation from area schools.
- c) Children’s Ark requires Day Camp children to wear their day camp T-shirt on all field trips.
- d) Staff will perform the approved loading and unloading procedures as designated by the Director including, but not limited to, taking attendance roll before leaving the facility, upon arrival at the destination, several times throughout the field trip, when leaving the destination and upon returning to the facility.
- e) If there is more than one vehicle, the drivers stay together as much as possible and watch out for each other. If a vehicle should break down, all the vehicles shall stop. One adult shall telephone for help, while the others

remain with the children. The Director shall be called to arrange alternative transportation. All adults shall then remain with the children until such transportation arrives.

## **Section E: Health Polices**



The Director is responsible for observing the health and development of children, handling illness, implementing accident prevention and emergency procedures, keeping health records complete and current and informing parents of community resources. Some or all of these duties may be share with, or delegated to, other staff members.

### **Staff Health and Fitness for Duty**

Any employee who contracts a communicable disease that presents a health hazard to the children is put on immediate sick leave according to Article V. Personnel Policies, J.3. Benefits. Following any medical leave, a signed statement from the employee's doctor stating fitness for duty is required to return to work.

### **Children's Health**

1. Each child is required to have on file a health statement, which includes a record of up-to-date immunizations, and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment or within one week after enrollment, the child will be excluded from the program.
2. Each child who has not had a physical examination within the last year must have one before entrance into the program. This physical may be done by a physician, public health nurse or preschool screening clinic.
3. Each child upon turning four years old must have a vision and hearing screening test and provide the center with the date the test was administered.

### **Daily Arrival Health Checks/Exclusion of Sick Children**

1. When children arrive, a staff member will check to see if he/she appear to be in good health in order to attend the center for the day. If a staff member determines that the child is unable to participate, the parent will be instructed to take the child home at that time. Children who become ill during child care hours will be subject to the below referenced policy regarding illnesses or accidents. Health Checks may include, but are not limited to staff observing:
  - (a) Breathing difficulties, severe coughing, discharge from nose or eyes, changes in skin color, bruising or swelling, cuts, sores, rashes, and/or child unusually warm, cold or clammy, or with a fever greater than 100 degrees axillary.

- (b) If such observations are seen, staff will discuss with parent/guardian about any possible issues of concern. Staff may document each child's daily Health Check based on classroom procedures in place with special notation regarding changes in child's behavior or appearance since last day of attendance.
- (c) Should a child become ill during the day, the child will be isolated to the extent possible from the other children and remain under adult supervision until a parent or authorized person arrives to take the child home. The child must be picked up within one hour of the parents being contacted. A form detailing the child's symptoms, including fever, will be sent home with the parent. As required by state regulations, the child will not be readmitted the following day without a note from the doctor stating the child is not contagious. If the parents choose not to see a doctor, the child must stay home the following day and until symptoms subside, and the child has been fever-free without the use of fever reducing medication. Children must also be able to participate fully in the class schedule.
- (d) In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted and parents will be notified when they pick up their children. The sick child will not be allowed to return to school until the period of contagion has passed.

**\*See addendum for Diseases Requiring Exclusion from Schools**

### Emergency Authorization

Children's Ark must have on file for each child a signed *Permission for Health Care* authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person shall also be on file.

### Emergency Procedures

1. Staff members have first aid and CPR training through an accredited course. Staff members are also trained in emergency procedures.
2. The child's parent, guardian or authorized person shall be notified immediately in the event of a serious accident or illness requiring emergency care. First aid shall be administered by a qualified staff member.
3. The 911 and emergency numbers are posted on the telephone. The local rescue squad or ambulance service shall provide emergency transportation; the local hospital shall provide emergency care.

4. In the event that a child is transported to the hospital, his/her health summary and signed *Permission for Health Care* shall be sent with the emergency response caregivers. A staff member shall accompany the child until the arrival of the parents, guardian or authorized person.
5. An *Accident Report* shall be completed for each accident except minor scratches and abrasions. The report shall be made as soon as possible following the accident and no later than the same day. The report shall be signed by the child's parent or guardian. The original shall be given to the child's parent and the copy filed in the child's records.

### Medications

1. Medications are kept in the classroom, out of reach of the children. Medication that requires refrigeration is kept in the refrigerator separate from the food.
2. Any nonprescription medication to be administered at the school, such as fever reducer, cough syrup or allergy medicine, must be accompanied by the parent's written permission and instructions for use. Instructions different than those on the box of nonprescription medication must be accompanied by a note from the physician. Medication MUST be indicated for the child's age.
3. Any prescription medication to be administered by a staff member must be in its original container and be labeled. The label is to contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date and expiration date if applicable. This information is checked when receiving the medication from the parent. A *Medication Form* is signed by the parent/guardian authorizing its administration.
4. Medication is **administered once per day at lunch**.
5. A staff member shall triple check the label before administering the medication – one before opening, once after opening and once after closing the container. After the medicine has been completed, the *Medication Form* shall be filed with the child's health record.
6. Any drug container having a detached, excessively soiled or damaged label is returned to the parent for relabeling by the pharmacist. Any contents of any drug container without a label or with an illegible label are returned to the parent. Any unused portions of prescription drugs are returned to the parent.
7. Medications having a specific expiration date are not used after the date of expiration.
8. The parent must be informed when any medication is given.

9. Medication may NOT be added to any formula or food. Bottles containing medication will be discarded.

### General Cleanliness

Children are encouraged and helped to keep themselves clean. Soap and paper towels are provided for their use. Children are supervised in toileting and washing hands. They receive age-appropriate training in personal hygiene to include proper hand washing methods, a time to wash hands, proper toileting procedure and proper hair care.

### Pediculosis (Head Lice)

Children's Ark policy requires any child that is found to have head lice be excluded from school until the child has been treated. All eggs (nits) must be removed from the child's hair prior to returning to the center. The parent/guardian and child must visit with a staff member prior to being readmitted. Periodic classroom checks will be conducted. Parents/guardians can help minimize the problem by checking their own children on a regular basis and treating the hair if necessary. Information regarding lice detection and treatment is available in the center director's office.

### Child Abuse

1. Children's Ark staff is required by law to report any possible abuse or neglect. Should staff suspect possible child abuse or neglect, observations and dates must be documented. The staff member must inform the Director.
2. In addition, any suspected child abuse/neglect may be reported to the Child Abuse Hotline at 1-800-252-5400.

## V. Statement of Operations

This policy and procedure manual supersedes and rescinds all previous policy and procedure statements or operation manuals. This statement becomes the official policy and procedure statement of Children's Ark.



