

Helping Hands Childcare Daily Procedures

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Daily Schedule

7:30-8:30: Welcome

*Children/parents placing items in cubbies, children coming to the playroom to find an activity to do with staff and peers

8:30-9: Morning breakfast

9-10:30: Morning play time

9:15-10:30: Morning nap for infants

10:30-11:15: Outside time

*Children can play outside in yard or go for a walk with staff

11:15-11:30: Wash Hands, Quiet activity at lunch table

*Children wait at table to be served, staff serving meals and other reading book/or singing a song to children while they wait

11:30-12: Lunch

*Children wash hands and prepare for nap when done eating

12-12:15: Quiet activity preparing for nap

*Staff getting nap time items out and ready for children

12:15-2: Nap time/quiet time

2-3pm: quiet activity waiting for everyone to wake up

3:00pm: Afternoon snack

3:30-4:15: Afternoon play time

4:15-5:30: Free play and get ready to go home!

*Staff begin cleaning duties at 5pm

Activity Plans

In this section the schedule shown above will be broken down into specific activities that could be being done during the scheduled times. Please note that most of these activities are for the older aged children. The infants will be provided with toys, sensory items, bouncers and other age appropriate activities throughout the day. Infants will be brought outside during scheduled outside time. Infants will eat and nap according to their needs.

Welcome time: During welcome time staff will be spread out in the building to assist parents in dropping off children and welcoming children into the space. One staff member will be in the larger playroom , one in the infant room and the third in the entryway (see floor plan for location in building). Staff stationed in the playroom and infant room will be finding activities for the children to do. These activities will include sensory toys for the infants, and puzzles and books for the older children. The staff member in the entryway will assist parents in putting items in the child's cubby, talk with parents about any important information that staff need to know about the child, and assist the child in going to their room to join the group. Once all the children are settled in, staff will begin transitioning into the next scheduled activity.

Breakfast: One staff will prepare food and sanitize tables before placing food on them. Staff will assist children with washing hands and then finding their seats. Children will sit at their spots around the table or in highchairs, staff will serve a snack and children will eat it. Children will then wash hands again to clean off any food residue. Staff will again wash and sanitize tables.

Morning Group: Each day staff will supervise children in an activity that teaches them skills needed to grow, meet developmental milestones and learn pro-social behaviors. The activities will rotate daily and will include a wide variety of games, books, experiments, and other fun ways to learn about life skills.

Outside time: Children are allowed to go outside and free play with the toys and playground equipment. Staff could take children for a walk around the neighborhood or do some type of structured game with the children such as using the parachute, balls and bubbles. If weather does not permit children to be outside an alternative indoor activity will be planned such as a game, dancing or other large motor activity.

Preparation for Lunch and Meal Time: One staff will begin preparing lunch while children are outside with other staff members. Staff will sanitize tables and assist children in washing hands before meal time. Staff will assist children in finding their spot at the table and then serve the child. One staff will continue to make and serve food, the second staff will assist children in washing hands and the third will be at the table reading a book, singing a song or some other type of attention grabbing activity while the children prepare to eat. The children will eat and then wash their hands after eating. Staff will clean up from the meal and sanitize tables again. The third staff will assist in the children gathering their nap items.

Nap Time: Quiet music will be playing as children begin to settle down for nap time. Staff will assist children in gathering nap items and going to their nap time spot. Older children will be sleeping in the larger playroom and the infants will be in their assigned cribs in the infant room. Staff will assist children in laying down and getting comfortable. Children will sleep until around 2pm or until they wake up on their own.

Afternoon Snack: Once children wake up from their nap they can wash their hands with staff. Staff will sanitize the tables and prepare the snack. Once children are washed and sitting in their spots, snacks will be served. Staff will assist children in washing hands when they are done eating and then they can get ready to go outside.

Outside time: Children are allowed to go outside and free play with the toys and playground equipment. Staff could take children for a walk around the neighborhood and do some type of structured game with the children such as using the parachute, balls and bubbles. If weather does not permit children to be outside an alternative indoor activity will be planned such as a game, dancing or other large motor activity.

Afternoon Group: Each day staff will supervise children in an activity that teaches them skills needed to grow, meet developmental milestones and learn pro-social behaviors. The activities will rotate daily and will include a wide variety of games, books, experiments, and other fun ways to learn about life skills.

Free play: Children are allowed to play with any item they would like. Staff will assist parents in gathering their child's items and will update parents on how their child's day was and any concerns that might have happened. The third staff will begin cleaning duties before leaving.

Rules and Policies

Supervision and Ratio: Throughout the day all ratio requirements set by the Department of Social Services must be met.

(1) For children up to three years of age, one staff person to every five children, or fraction thereof;

(2) For children three to six years of age, one staff person to every 10 children, or fraction thereof; and

(3) For children six years of age or older, one staff person to every 15 children, or fraction thereof.

Discipline: Use of humiliating or frightening punishment such as the following are prohibited:

- (1) Spanking, hitting, pinching, biting, shaking, or inflicting any other unusual physical punishment;
- (2) Verbal abuse, threats, or derogatory remarks about self or family;
- (3) Restriction of movement or confinement. A child may not be isolated in a locked room or closet;
- (4) Punishment for lapses in toilet training;
- (5) Withholding or forcing of meals, snacks, or naps to correct behavior; and
- (6) Use of substances such as soap, pepper, or hot pepper sauce for punishment of undesirable behaviors.

Helping Hands Childcare staff should use teaching and label emotions and feelings when correcting a child's behavior. If a child needs to be separated from the group or other children, staff can utilize the reading room (see floor plan for details). Staff should stay with the child until they are calm and ready to return to the group. To help regulate the child staff can read a book, use breathing techniques, sensory items, and other calming methods. Staff should encourage the child to apologize and return to the structure of the group.

Sleeping and Nap Time: In day care programs where only short naps or rest periods are scheduled, the facility must provide a minimum of 3 feet between each child. The child must be provided with or must bring a pad, blanket, or rug for this purpose. A facility must change the crib sheets between use by different children. Cribs and mattresses must be maintained in good repair. Soft bedding materials that could pose a suffocation hazard may not be used in cribs or playpens. Infants must be placed on their backs for sleeping.

Diapering: The table must be cleaned after each use with a solution of one ounce of household bleach to one quart of water. Soiled disposable diapers must be kept in a leakproof, nonabsorbent container which is kept covered with a tight-fitting lid and disposed of.

Sanitizing and cleaning: Equipment, utensils, kitchenware, dining tables, and food contact surfaces of equipment must be washed, rinsed, and sanitized. Manual sanitization must include immersion in a solution of one ounce of household bleach to two gallons of water after each use and following any interruption of operations during which contamination might have occurred. Single-service articles may be used only once and must be discarded after use. Dining tables must be sanitized after each meal and, if used in the meantime, before the next meal by washing with a solution of one ounce of household bleach to two gallons of water. Toys capable of being placed in a child's mouth must be washed, rinsed, and sanitized daily by the method described in this section.

Hand Washing: Staff members shall wash their hands after using the restroom, after changing a diaper, after working with soiled clothing or bedding, and before handling food. Helping Hands staff shall ensure that a child's hands are washed before and after meals and after the child has used the bathroom.

Emergency situations: In the event of an emergency situation such as fire, severe weather, health crisis, or any other immediate risk all staff must be notified of the event immediately.

Fire: Staff should follow the emergency evacuation plan that is posted in the entryway. Staff should get all children out of the building immediately using the nearest exit. Staff should meet in the

driveway to count all children and then move across the street to the parking lot so emergency personnel can enter the building.

Severe weather: Staff should listen to the radio or weather station to be notified of all severe weather happening in the area. If needed, staff should move all children to the basement using the stairway through the kitchen to enter the basement safely without exiting the building. Once in the basement staff should gather all children in the back part of the basement away from the door. If needed, staff should have children get down and shelter themselves from any falling objects.

Health Crisis: Staff should utilize all learned techniques from CPR and first aid training to attend to the child's condition. If needed, staff should call 911 as soon as possible to get help for the child. Staff should remove the child from the presence of other children and wait for emergency personnel to arrive.

After all emergency situations parents should be notified of the state of their child(ren) and what steps might need to be taken by them.

Nutrition requirements: If a child is at the program during the program's regular meal time, the program shall offer the child a meal which consists of a variety of foods and supplies at least one-third of the child's daily nutritional needs. Nutritious midmorning, midafternoon, and evening snacks must be served between meals. Breakfast may be substituted for the midmorning snack. A program preparing food must meet the food service requirements contained in chapter 67:42:11. A program may serve food prepared in another facility if that facility complies with the food service requirements of chapter 67:42:11 and a copy of that facility's current food service license issued by the Department of Health is kept on file. The program must post a weekly menu which indicates the meals to be served that week. The program must record on the weekly menu the food actually served. Each weekly menu must be retained for inspection for six months after the week for which it was prepared. Infants must be fed according to their individual schedule and must be held while bottle feeding. Meals, snacks, and formulas which are prepared by the child's parents and served by the program must be stored according to § 67:42:11:16 until consumed and disposed of. Staff must be informed and stay updated on all child allergies and food sensitivities. Staff must provide a different alternative for children during meal times if the scheduled meal contains their allergen or food they are sensitive to.

Health standards and immunizations for daycare children: Before a child may be admitted to a program, the program shall require a child's parent or guardian to submit a written statement signed by a licensed physician, physician's assistant, certified nurse practitioner, or community health nurse or an immunization record from the South Dakota Immunization Information System showing that the child meets the minimum immunization requirements as recommended by the Department of Health. The day care center shall ensure that immunization levels of all children are current. For children who begin the series late or are more than one month behind in immunizations, the immunization levels of these children must show current progress toward achieving adequate immunization levels as recommended by a licensed physician, physician's assistant, certified nurse practitioner, or community health nurse. The Department of Health may verify immunization levels during an annual audit. If a child suffers an illness during the day, the child must be separated from other children and the child's parents must be notified. The program shall notify the Department of Health if any child in the day care center contracts a communicable disease. The program shall follow the Department of Health's recommendations for addressing a situation involving a communicable disease. The program shall have on file the name,

address, and telephone number of each child's source of regular health supervision as well as other emergency medical information. A child is exempt from meeting the minimum age-specific immunization levels if the child's parent or guardian has certification from a licensed physician stating that the physical condition of the child is such that a test or immunization would endanger the child's life or health or if the child's parent or guardian has signed a written statement that the child is an adherent to a religious doctrine whose teachings are opposed to such tests and immunizations. Written permission from parents or guardians allowing for the child's emergency medical care must be obtained and maintained by the director.

Medications. Medications may only be administered with the written consent of the parent or guardian and only if the consent lists the name of the medication and the date or dates the medication is to be administered. Any medication administered to a child must be documented to include the dose, name of child, time and date administered, and signature of the person administering the medication. This written documentation shall be available to the child's parent or guardian and must be kept for six months following the administration of the medication. Medications must be kept in their original container with the original label. The label for prescription medications must contain legible directions for use, the expiration date, the child's name, and the physician's name. Medications must be stored in a place which is inaccessible to children. Medication requiring refrigeration must be placed in another nonabsorbent container and labeled "medications."

Reporting Changes: All pertinent individuals that need to be notified of changes within the program will be notified in a timely manner as the program director sees fit. During emergency situations the program director, all staff and parents must be notified as soon as possible when it is safe to do so. In the event of involvement with law enforcement or child protective services the program director, staff and parents will be notified to the extent that is necessary, any confidential information will remain so. In the event that a staff member has been deemed a danger to children, parents, or other staff all individuals will be notified to maintain safety. All other matters within this category will be evaluated by the program director and a best course of action will be decided.

Handling and storage of hazardous materials and disposal of bio contaminants: All hazardous materials such as cleaning chemicals must be stored in a child safe location such as a cabinet with child locks or in the basement of the property where the children do not go. These products should be monitored by staff when in use so that children do not come in contact with them. Once staff is done using they must immediately place back in the child safe location. When disposing of bio contaminants they must be thrown in the garbage outside of the property additionally outside of the fenced in backyard to ensure that children do not have access to the waste.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma: All staff members must adhere to the rule in regards to discipline. No physical punishment is permitted in any situations. Staff must not shake, hit or drop infants in efforts to prevent shaken baby syndrome or abusive head trauma. Infants should be placed on the floor, crib or highchair in efforts to prevent accidents from happening. Staff should be mindful of the infant's ability to move such as sitting up, pulling themselves up, and standing in effort to prevent accidents from happening in these situations. Staff will take mandatory training on this topic provided by DSS to learn more and stay up to date on the best methods of prevention.

Transportation: Helping Hands staff will never transport children in a personal vehicle. If transportation is required HHC will utilize Ride Line services.

