

WISH UPON A STAR



Accredited Child Care Center

321-726-1580

<http://www.wishuponastarinc.com>

PARENT HANDBOOK

Mission and Vision Statements

The mission of Wish Upon A Star is to provide a safe, affordable, and quality learning environment for all children in our community during the hours they are away from home by fostering their cognitive, creative, social, emotional and physical growth and development. We strive to make every child and family feel accepted and appreciated regardless of their race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, economic or citizenship status.

Wish Upon a star offers a developmentally appropriate early childhood education program that meets the needs of the "whole child" with an emphasis on play. Our classroom arrangement and lesson plans are implemented using the "Creative Curriculum" and "Developmentally Appropriate Practices" with respect both to the age and individual needs of each child in addition to stimulating an excitement for learning. Our classrooms are strategically designed to allow the ultimate opportunities for personal growth. Infants and toddlers are separated into classrooms based on their development (such as immobile or mobile infants, and diapering or potty training toddlers). Each classroom is arranged with centers and materials that allow children opportunities to experience various activities including solitary/quiet play (library, writing, art, and computers) or loud/group play (blocks, dramatic play, or music and movement). Children with individualized education needs (or IEPs) are given additional development activities outlined in the classroom lesson plan that coincide with their personalized goals. Our desire is to assist in developing a happy, well-rounded, disciplined child.

We provide a safe, healthy learning environment that will advance your child's physical and intellectual competence, communication and creativity. Social and emotional development is encouraged to nurture self-esteem, social responsibility and social skills. Our physical environment is well organized and allows for various opportunities of fine and gross motor development with both indoor and outdoor equipment. Our program offers four separate outdoor playgrounds with developmentally appropriate equipment for infants/ toddlers, preschoolers and school age children in addition to a "village" of little houses, play vehicles, and a garden. In order to allow our children physical activities regardless of weather conditions, we also offer an indoor playground. Safety and nutrition are incorporated into the developmental curriculum. We attempt for each child to learn good personal manners, as well as healthy eating habits.

Daily activities encourage learning and problem solving, as well as logical thinking skills such as classifying objects, pattern recognition, sequence concepts, and early math skills. Opportunities are given to encourage symbolic thought either through creative expression (art) or unstructured opportunities for dramatic play. Language activities encourage oral self-expression, through conversation and open-ended questions. Early reading and writing skills are also introduced, with story time and discussions, print and phonic concepts, use of emerging reading skills to make meaning from print, and

writing lines, letters and words. Activities are introduced in an elective, fun, creative manner and include both large and small group settings.

All employees are pre-screened with a background check through the Department of Children and Families “Clearing House” and must complete their required 40-hour training and First Aid/ CPR certification. Additionally, at least one teacher in every classroom holds a valid Child Development Accreditation or higher degree. Employees are provided in-house training regarding our code of ethics and discipline policy, as well as spend a probation period training directly under a lead teacher before they become established in a classroom. Teacher-child interactions communicate acceptance, respect, and trust with each child as well as their families. Positive guidance strategies using “The Conscious Discipline” method are utilized to encourage respect, care, and social responsibility for each other. We stress the importance of positive interactions and the appreciation of one another.

Wish Upon A Star takes pride in the moral and integrity of the employees in our family.

We have confidence in our employees to represent our facility to the highest regard while out in the community. Our employees appreciate that while in our care all families and children are treated as equals and given no special treatment; regardless of personal friendships, family ties, past experiences, gifts or any other biases.

Wish Upon A Star is licensed by the State of Florida, contracted with the Early Learning Coalition of Brevard and accredited by both NECPA (National Early Childcare Program Accreditation) and APPLE (Accredited Professional Preschool Learning Environment).

As a licensed meal provider, we are committed to establishing the expectations and enforcement of ethical conduct required by federal regulation for the Child Care Food Program.

Hours of Operation:

Monday-Friday
6:30am to 6:00 pm

New Child Orientation:

Parents and children are welcome to tour our facility at any time without an appointment. We encourage each child to explore the classroom and meet the teachers before their first day to establish a sense of familiarity with our center. Families are asked to bring a family photo to display in their child's classroom for added comfort. Parents/Guardians are also welcome to call or visit any time with our Open Door Policy.

Open Door Policy

We have an open door policy for our parents. This means that parents are welcome to participate and observe in our classrooms and on our playground without an appointment. This also means that parents are invited to become involved in field trips.

Attendance

Please note that even when your child/children do not attend, you are still responsible for payment for that week. Holidays and days we are closed are included in the weekly rate. You will still be charged the full tuition for the week.

Parents are allowed a 2 week vacation per year where tuition is waived.

Wish Upon a Star will experience closures during hurricane season if all Brevard County Schools are closed or if there is any damage brought to our facility.

Arrival and Pick Up

On arrival, please accompany your child/children into their classroom. Use the main entrance of the facility only for safety measures. Be sure to sign in on the computer at the front desk. Before departure, sign out as well. They will also be signed in/out by their teacher, but it is extremely important that you sign them in/out as well due to regulations by environmental health. Any person picking up a child from the facility suspected to be intoxicated/ impaired will be required to have alternate pick up or transportation for their child.

Home transportation may be requested and will be accommodated based upon on family need and center availability.

Tuition and Fee Policy

There is a non-refundable annual registration fee of \$50 per family. This is due upon registration and again in January of each year.

A *Materials & Activity* fee of \$10.00 will be added to each families account weekly. We utilize this fee to ensure that your child has the greatest selection of materials on hand. We also put this fee toward updating toys and equipment as they become worn out. We appreciate your support in ensuring our children have the supplies needed to stir their creativity and the toys needed to engage their imagination.

Fees are to be paid on Monday of each week. If payment is not received by Tuesday of the week, parents will be charged a late fee of \$15 and the child will not be allowed to return until payment is made in full unless arrangements have been made. Tuition for the first three weeks must be paid by cash or money order. After this point you may also begin paying by check.

NO PRORATING OF WEEKLY FEES.

A fee of \$29 will be charged for all returned checks and payments from then on must be made in cash. NO EXCEPTIONS.

Promotion Policy

Classroom promotions are essential to ensure each child reaches their maximum potential both academically and physically. Children are promoted to new classrooms based not only on their chronological age; but also their social-emotional and physical development or individual needs.

When your child is ready for a room promotion, you will be notified and included in the transition.

Due to limited ratios in our toddler classrooms (two and under), tuition will be charged according to the classroom your child is assigned.

However, once a child reaches the age of three, tuition will be adjusted based on their birth date.

Withdrawal

If you decide to withdraw your child from Wish Upon a Star, please provide the administration with a two week notice of intent **OR** a two week payment will be due at the time of withdrawal.

Wish Upon A Star will not issue refunds of weekly tuition payments. It is the responsibility of the parent to collect all personal belongings that are at the center. After one week any uncollected items will be considered a donation.

Holidays

These holidays are subject to change based on Early Learning Coalition approval.

- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas
- New Year's Eve
- New Year's Day

School Age Transportation

If being transported by Wish Upon a Star, children must arrive at the center by 7:00 am.

Enrollment Requirements

Please allow yourself enough time to fill out and submit the proper required forms. You have 2 weeks from the date of enrollment to bring the physical and shot records. All other forms listed below are due at time of enrollment or before.

- Enrollment Packet
- Authorization Form
- Parent/Guardian Photo ID (copy)
- USDA Free and Reduced Food Form
- Influenza Virus Information Brochure
- Know Your Child Care Facility Brochure
- Current Physical and Shot Records (can be obtained from your child’s physician).
*All children must have a *current* physical and shot record on file per state law. Failure to comply with these requirements will result in dismissal of your child from the center until information is completed.

It is our policy that enrollment forms are updated annually. Please be sure to make any changes in phone numbers or emergency contacts immediately. We need to be able to reach you should an emergency arise with your child.

Suspected Child Abuse Policy

All child care professional are mandated by Florida law to report any suspected child abuse to the Florida Child Abuse Hotline. Suspicions will be documented and reported to the Florida Child Abuse Hotline. We are not required to inform you of our suspicions. Signs of abuse may be physical or based on things a child has told to us.

Confidentiality

It is our intention to respect the privacy of children and their parents, while ensuring that they access high quality care and education. We will not disclose information unless it is necessary for the safety and well-being of a child. An employee of Wish Upon A Star may in the course of his/her duties gain knowledge of or have access to personal information relating to children and families and/or other members of staff. It is a condition of employment that all staff and volunteers understand the importance of respecting this information in a discreet and confidential manner.

Staff

We believe that the teaching team is the cornerstone of our philosophy. Therefore all of our staff have completed the state screening and background checks through the county offices as well as at the local police departments. Most of them are certified by the state department and have either a Florida Child Care Professional Credential (FCCPC, formerly Child Development Associate or CDA) degree or degree exceeding or meeting the requirements set by the local child care agencies. They receive additional training during the course of their employment every year.

Wish Upon A Star upholds the staffing ratios as set forth by the accrediting agencies, APPLE and NECPA, at all times in order to ensure the utmost safety of all children. This includes while children are napping, on the playground, and being transported by Wish Upon A Star vans.

Volunteering

Our parents are welcome to volunteer their time and talents in our classrooms, at special activities, on field trips, or on the playground.

Curriculum

All of our classrooms use the Creative Curriculum Program and Conscious Discipline for character development. Each classroom has a program designed specifically for the children's needs. However, we will not force a child to do an activity if they choose not to participate. The curriculum may vary due to the class ability or individual ability. Teachers are encouraged to take advantage of any learning opportunities that may arise throughout the day.

Staff and Parent Interaction

You are welcome to have a brief conversation with your child's teacher at pick up or drop off times. Our first priority is to *all* of the children in our care, and we cannot be distracted from them to talk, therefore, if a lengthy conversation is necessary, please let us know and we will be happy to set up a conference time that is convenient for everyone.

Late Pick Up Policy

Our staff is not available to supervise your child/children before or after the scheduled hours of operation. Please make arrangements to pick up your child by 5:50 pm daily. There is a \$1 per minute late fee for every minute after 6:00 pm that you are late. If you are late, a phone call is appreciated, but the late fee still applies.

Field Trips

Our Pre-K and VPK classes may occasionally participate in an off-site fieldtrip. Parents will be notified of the details in advance of the trip and asked to sign a permission form before child will be permitted to attend. Parents or family members can volunteer to attend the field trip, but may not transport any children.

Our school age children attend field trips daily during the summer and school breaks. A schedule for these trips will be posted for parents to view.

Parent Conferences

We encourage parents to speak with teachers on a daily and ongoing basis concerning the progress and development of their child/children.

Parent conferences will be scheduled twice a year, in the spring and fall, to discuss your child's development on a more formal and extended level. You will be given notification a week before your scheduled conference to be sure it has been scheduled for a time you are able to attend. You may request a conference at any other time throughout the year as well.

Parking

The south wing of our parking lot is designated for parent parking while our north wing is designated for staff. Please do not block our front entrance. The right side of our covered entrance may be used for "quick" visits. Please be respectful of our other parents and do not park in the covered area if you plan to spend more than a few minutes in the building. The left side of our covered entrance is a NO parking zone. Please be considerate to this facility and others.

Drugs and Smoking Policy

The unlawful possession, use, distribution, sale or manufacturing of illicit drugs and alcohol on center grounds is strictly prohibited. Smoking is also prohibited in all center buildings or areas of the center. Please deposit any cigarette butts in receptacle before entering facility.

Weapons

In order to keep our children safe, no one may bring or use weapons of any kind on the premises for any reason. This includes firearms, ammunition, and any other object that could reasonably be perceived as a weapon. Persons attempting to bring a weapon on the premises will be asked to leave. Failure to comply will result in a 911 call to the police. Possession of weapons of any kind by staff, parents or children may be cause for immediate termination

Custody

If there is custody issue please notify the administration of the potential for the problem. The administration will post a notice in the front office and with the child's teacher. We require court orders for any changes regarding the parents or primary guardian of a child.

Complaints

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our center and will give prompt and serious attention to any concerns. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff (for example your child's teacher). If this does not achieve the desired result, a meeting with the administration can be arranged.

Fire Drills

Fire drills are held monthly. Every room has an evacuation plan located by the exit door. If you happen to be in the building during a fire drill please follow the evacuation plan located in the classroom you are in. It is very important your child stays with their class and teacher during fire drills as each teacher is accountable for their children and will be conducting head counts. Stay and wait for the "all clear" sign prior to returning inside the building.

Hurricanes

The center will be closed for a hurricane if the school district closes their schools. If a storm should occur during the day, parents will be called to pick up their children and the center will close as soon as possible.

Emergency

Accidents happen, especially with children. In case of an emergency, staff will make every effort to contact you at the numbers you have provided in our child's registration packet. If your contact numbers change, it is your responsibility to update your child's registration forms. In the event a child has an accident or incident on a day when the child's parent or legal guardian does not pick up, the teacher will sign the accident or incident report and write parent or legal guardian did not pick up on this day. The parent or legal guardian will be notified by telephone of the accident or incident and asked to sign the report the next time they drop off or pick up the child.

In the event of an emergency or injury that requires immediate medical care, Wish Upon A Star will contact 911 first and establish a plan for the child. The parent/guardian will immediately be contacted after 911 is aware of the situation.

Wish Upon a Star is not responsible for expenses incurred for transportation to the hospital, and/ or medical bills.

Emergency Policies

An evacuation agreement has been established between our facility and The Palms Rehabilitation next door. In the event our building has to be evacuated, we will relocate here.

5405 Babcock Street NE
Palm Bay, FL 32905
Phone (321) 722-0660

Tornadoes/Flood/Lockdown/Outside Smoke

We will also conduct tornado, flood, lockdown and outside smoke drills periodically. If you are in the building during any emergency drill please follow the evacuation procedures. It is very important your child stays with their teacher and classroom during these drills.

Suspicious Individual

If you should see a suspicious individual in or around our center, contact the director or a staff member immediately. If there appears to be emanating danger, call 911.

Health

We accept only well children. We are depending on you to help us maintain a policy that will ensure the health of all children. If your child/ children show signs of illness the night before, such as fever, sore throat, coughing, vomiting, diarrhea, rashes, inflammation of the eye, etc. the child should be kept home until symptoms have improved. Should your child become sick while at Wish Upon a Star, we will call you and we expect the child/children to be picked up immediately. A written note from the doctor must be provided upon return for certain contagious illnesses (see exclusion policy). We are obligated to enforce this policy under the Brevard County HRS regulations. Should your child/children have a contagious disease, please notify us so that we can inform other parents.

Birthdays

Your child's birthday is a special day at WUAS! Parents are welcome to bring a special snack in to share with your child's class to celebrate. Due to allergies, all snacks must be store bought with an ingredients label. Please arrange with your child's teacher ahead of time so they may plan accordingly and update you on how many children are expected that day.

Medication

No medication (over the counter or prescribed) will be given to a child at Wish Upon a Star. The ONLY EXCEPTION will be a nebulizer, inhaler or Epi-Pen as these are for life threatening illnesses.

Discipline & Expulsion Policy

All Wish Upon a Star staff members abide by Chapter 65-C of the Florida Administrative Code Child Care Standards which prohibits any child from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest and toileting.

We believe in positive discipline and pride ourselves on developing encouraging behaviors and attributes in your child's behavior. We feel children need to learn inner control and our staff members are trained in Conscious Discipline as well as "calming techniques" to provide the children with guidance throughout the day.

If a child should lose control, we use positive redirection and support verbalization of feelings. Even infants and young children without verbal skills will benefit from their caregivers describing conflicts and solutions. If a child cannot regain control by this method, we then use a "safe place." This gives the child a chance to calm down and regain control. While calming techniques and verbal processing are our preferred techniques, we will utilize our strengths towards providing the best behavior modification for each child's unique temperament and needs. This may include consulting with early intervention specialists. There will be no corporal (physical) punishment or humiliation used. Discipline will be age appropriate, respectful, and within appropriate developmental expectations.

Our first priority is to ensure the safety and wellbeing of ALL children in our care; therefore, biting, kicking, spitting, or disrespect to other children or staff will not be tolerated. Children with behaviors such as these that are an endangerment to others will be supervised away from other children. If our discipline methods and behavior modifications do not work, the child will be sent home for the remainder of the day. If a child displays chronic behavior, our team will meet with the family to develop an action plan. Family support is vital to a child's success. If we feel we are not getting adequate family support or the child's behavior continues/worsens it may result in dismissal from our center. It is our intention to work with each family and child to provide the best possible solution for everyone involved.

Typical* Discipline Process

- Initial (Verbal):** Classroom Redirection and Calming Techniques - Verbal Warnings
- Level 1:** Classroom Behavior Modifications (Safe Place) – Behavior Reports with Parent Acknowledgment
- Level 2:** Continuous Classroom Behavior Modifications – Informal Conference (Teacher and Family)
- Level 3:** Removal from Classroom – Formal Conference & Action Plan (Administration, Teacher and Family)
- Level 4:** Removal from Center – Formal Conference & Action Plan Revision (Administration, Teacher and Family)
- Level 5:** Removal from Center – Expulsion

The administration reserves the right to immediately expel any child who poses a severe threat to self, other children and/or staff without prior notice

Diaper Changing and Potty Training

Wish Upon A Star follows the diaper procedure guidelines approved by the Department of Children and Families and our accrediting agencies. These procedures are posted near the changing stations in all classrooms.

Wish Upon A Star teachers work directly with parents to assist children with potty training. Children are never forced to participate with potty training and are encouraged as signs of readiness develop. Communication with parents remains open throughout the process. Potty Training is a big deal for not only the child and parents but also the teachers, and we love to celebrate it together!

Napping

Infants less than 12 months of age are placed on a firm, tight-fitting mattress for sleep in a crib. Unless the child has a note from a physician specifying otherwise, infants are placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS). All pillows, quilts, comforters, bumpers, stuffed toys, and other soft products will be removed from the crib. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. Cribs are never shared and are sanitized after each infant's use.

Children older than 12 months of age are placed on sleep mats during nap times. All mats must be covered with a crib sheet and children are permitted to have a separate blanket to cover themselves for comfort. Children are assigned a mat for use during their enrollment and mats are sanitized after use. Mats are placed throughout the classroom so that teachers may have adequate supervision at all times.

Child Hand Washing

Children are encouraged to wash their hands continuously throughout the day. Wish Upon A Star offers touch-less faucets, soap dispensers, and paper towel holders to help prevent cross-contamination. Hand-washing times include before and after meals, before and after using the potty or diaper changing, before and after outdoor play, and before and after art.

*"Wash, wash, wash your hands ~ Wash them well today
Soap and water does the trick ~ It keeps the germs away!"*

Meals

We prepare and serve breakfast, hot lunches, and an afternoon snack that is included in the tuition. Children must be in the center before the cutoff time of the meal being served. Breakfast time stops at 9:00 am. Children who wish to eat breakfast must arrive prior to that time. We do not encourage parents to bring or send food in the center with their children. If your child is allergic to any kind of food, please notify the center in writing as per the Alternate Meal Plan agreement.

Infant Feeding

Proper nutrition is very important to an infant/toddlers growth and development. Close attention to the general and individual nutrition needs of the children in our care is our goal. Please be sure to supply enough filled bottles each day for your child's needs.

- All bottles will be labeled with child's first and last name.
- Any breast milk provided must be labeled with child's name and dated.
- Infants will be held or fed sitting up. Bottle propping, feeding in cribs, car seats, or swings, or carrying of bottles by children will not be permitted.
- Infants will be fed "on demand" as much as possible, but at least every 4 hours and usually not more than hourly.
- Formula or breast milk will be the only milk product served to children younger than 12 months of age unless medically indicated by the child's health care provider.
- No medication or cereal will be added to the bottle unless medically indicated by the child's health care provider.

Food Handling

All employees and volunteers who handle food share the responsibility to maintain acceptable levels of hygiene, health and safety with respect to food.

Employees must:

- Maintain a high standard of personal hygiene (wash hands thoroughly and use a clean disposable towel throughout the day)
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhea, eye, ear or throat infection or any untoward discharge;
- Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.
- Tie back long hair
- Food handler should not display any bad habits (lick finger to open bag, scratching etc.)
- Fridge temperatures should not reach more than 5 degrees Celsius and should be checked and recorded daily

Withdrawal/ Termination/ Center Departure

A two week notice of intent to withdraw or two week payment is due at the time of withdraw.

NO REFUNDS WILL BE ISSUED.

Wish Upon a Star reserves the right to suspend and/or terminate children from the program.

ALL ELC PARENTS: In order to receive a ZERO BALANCE letter in the event of a transfer, final payments must be made by either cash or money order, Thank you for your understanding and cooperation.

ALL PARENTS: will be required to have all payments current and any outstanding balance paid by money order or cash before a tax receipt can be given.

The following examples are reasons a child or family may be suspended or terminated, but does not constitute a complete list:

- Non-payment of tuition
- Behavior of a child that threatens the safety of other children or staff
 - Excessive late pick ups (after 6:00 pm)
- Incomplete paperwork or missed deadlines for paperwork
 - Non-compliance with Health Care Policies
- Incomplete Immunization and/or health care records
- Interference with Wish Upon a Star's ability to conduct business
 - Inability of the program to meet the child's needs

If any child is terminated from the program, initiated by the program or the parent, the child shall be prepared for termination from the program in a manner consistent with the child's ability to understand. Whenever possible, a two week notice of termination is given.

Regardless of the reason for a child to leave our program, the child would be well prepared for this transition as is developmentally appropriate. As a staff, the teachers have developed an entire curriculum devoted to creating a seamless transition for any child who leaves our center for any reason. This involves preparing all the children for the change and celebrating the child leaving in a myriad of ways. The child leaves the center secure in the knowledge that he/she was a vital member of the group, will be missed when he/she has left, and moves on with all of our best wishes.

IF YOUR CHILD WITHDRAWS FROM OUR FACILITY FOR ANY REASON: PLEASE GATHER ALL OF YOUR CHILD'S PERSONAL BELONGINGS ON THEIR LAST DAY OF ATTENDANCE. WISH UPON A STAR IS NOT RESPONSIBLE FOR ANY MISSING ITEMS AFTER AN EXTENDED TWO DAY PERIOD.

Other Important Notes

- For safety reasons, and in order to ensure your child's precious items do not get lost or broken, please refrain from sending your child to school with toys from home or wearing gold/jewelry/beads.

Wish Upon A Star is not responsible for any lost or damaged items.

- Please remember that while children are in our care they will be enjoying a variety of fun activities which may include playing with other children, going outside, painting or cooking. Therefore, we ask you to dress your child/ children in comfortable *play* clothes that they can open/close themselves and which are appropriate for the program activities. NO OPEN TOED SHOES.
- At least ONE COMPLETE set of extra clothes is to be left at the center at all times. Please check your child's cubby daily to ensure clothes are available and weather appropriate.
- Please label your child/children's items as they are brought to the facility. This includes all backpacks, extra clothes, etc. so there will be no confusion. We will do our best to locate any missing items.
- A sheet and blanket is also required for all children. All sheets and blankets are to be brought home once a week for washing.
- Due to schedules in the classroom, we ask the parents not to bring the child/ children between 9:30 am – 2:00 pm.
- Fire drills are conducted once a month. A complete evacuation plan is posted in each classroom.
 - All visitors must be checking in at the front desk.
- Some classrooms do have pets. Pets are required to be, and have been immunized, as per Florida child care center laws.
- TV and video is only used for a limited time. It needs to coincide with the curriculum and will be approved by the owner if acceptable. This is not a recommended practice.
- If you have any concerns or questions about the program or the facility please contact the Director

Exclusion Policy

Your child will not be allowed to attend or cannot remain in class with:

VOMITING

(2 or more times in the past 24 hours)

IMPETIGO

(until 24 hours after treatment is started; must have doctor's note upon return)

QUESTIONABLE RASH

(with fever or behavioral change; must have doctor's note upon return)

UNCONTROLLED DIARRHEA

(3 abnormally loose stools within 24 hours)

HEPATITIS A VIRUS/JAUNDICE

(yellow skin or eyes, excluded until symptoms are gone)

SIGNS OF POSSIBLE SEVERE ILLNESS

(unusual lethargy, irritability, persistent crying, difficulty breathing, uncontrolled coughing, stiff neck, unusually dark urine, and gray/white stool)

PINK EYE/CONJUNCTIVITIS

(redness of the eye(s) with drainage; may return to school after symptoms are no longer present 24 hours after beginning antibiotics or with a doctor's note)

HEAD LICE/SCABIES

(24 hours after treatment has begun and no live lice or nits are present; scabies requires a doctor's note)

CHICKEN POX

(6-10 days after onset of rash and until all lesions are dried and crusted)

RINGWORM

(must be able to be covered, if on scalp oral medication is needed; may return to school 24 hours after treatment has begun and it must be covered at all times while at school)

FEVER

(oral temperature over 101 degrees; under arm temperature above 100 degrees)

OTHER

(lesions that cannot be covered; child cannot participate in normal activities; child has greater need for care than caregiver can manage without compromise to the care of other children in the group; if child has been hospitalized, child must have a doctor's note to return)

If children are found to have any of the previous ailments, parents will be contacted immediately. Children will be isolated in the front office until they are picked up.