

## **HIDDEN POTENTIALS POLICIES SAFETY & HEALTH OF CHILDREN IN SUPER STARS CAMP**

**SCOPE:** These procedures affect the Hidden Potentials Super Stars Camp program enrolled children and employees.

### **PROCEDURES:**

#### **Sign in and out:**

1. Every child must be signed in and out of his/her classroom daily by a parent/guardian or authorized adult, as specified on the child's registration form.
2. A staff member will initial sign in sheet, acknowledging child was signed in and signed out by a parent/guardian or other person as noted by the parent.
3. Children will not be released to any person who is not authorized in writing.
4. If a staff member has not met the person picking the child up, he will make sure that person is specified on the registration form AND ask for a form of picture identification prior to releasing the child.

#### **Medication:**

1. An authorization form must be completed by the parent/guardian when a child is in need of medication during the day.
2. All medicine must remain in the original container with written administering instructions on the label.
3. The SUPER STARS CAMP program will not administer any over the counter medicine unless prescribed by a physician.
4. The staff member will document the time of each dose of medication given.
5. Once medication is completed, or child no longer is in need (upon parent report), forms are filed in the child's chart.

#### **Diapering:**

1. Non-latex gloves (one on each hand) will be worn when diapering a child.
2. Child will be placed on diapering surface, which is only used for that purpose.
3. Soiled diaper will be disposed in the diaper pail.
4. The surface area will be sanitized and gloves thrown in diaper pail.
5. All employees must wash their hands thoroughly with warm water and antibacterial soap prior to leaving the diaper changing area.
6. Employees will assist children in hand washing after diapering/toileting.

### **Health and Illness:**

1. Parents are asked to keep their children home when they exhibit signs of a communicable disease or illness. Children who exhibit the following symptoms will not be allowed in class:
  - Fever of 100 F or higher, Sore throat, Vomiting, Diarrhea, Unexplained rash, Respiratory/Breathing difficulties
2. Re-admittance Policy for the following illnesses:
  - Chicken Pox: all lesions are dry and crusted
  - Conjunctivitis (Pink eye): 24 hours or more after medication has begun
  - Strep throat: 24 hours or more after medication has begun
  - Lice: follow medical treatment. Head must be free from all lice and (nits) eggs.
  - Impetigo: 24 hours or more after medication has begun
  - Pertussis (whooping cough): 5 days after antibiotic treatments are started
  - Mumps: 9 days after onset of gland swelling
  - Hepatitis: physician's statement required
3. If a child becomes ill during the day, demonstrating one or more of the symptoms listed above, the parent/guardian will be contacted to come and pick up the child. The sick child will be separated from the other children while waiting to be picked up.

## **HIDDEN POTENTIALS POLICY FOR TOY WASHING SUPER STARS CAMP**

**PURPOSE:** To ensure SUPER STARS CAMP classroom toys and equipment are adequately disinfected for daily client use.

**SCOPE:** These procedures affect the Hidden Potentials Super Stars Camp program enrolled children and employees.

### **PROCEDURES:**

1. On a weekly basis, all toys and furniture in the classroom that have been handled by the children will be wiped down with Sani-Cloth Plus Germicidal disposable cloths.
2. On a daily basis, any toy that is visibly dirty with food, art and craft materials, or other foreign materials, will be washed with warm bleach water. (Mixture of 1 part bleach to 10 parts water). Antibacterial concentrated soap may also be added.
3. On a daily basis, any toy that has been placed in a child's mouth will be placed in a container and washed out with warm bleach water. The toys will be air dried overnight prior to use the next day.
4. The teacher/teacher assistant will "spot sweep" and/or vacuum up big pieces of food/art materials/etc. that have been left on the floor by the children. The PMC Housekeeping Department will be responsible to thoroughly sweep, vacuum, mop the floors on a nightly basis.
5. All toys and equipment will be evaluated for safety, proper function and damage. When equipment is in need of repair, contact Hidden Potentials management.

**PLEASE READ & SIGN the following:**

**I have read the TOY WASHING and the SAFETY & HEALTH policy.**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature**