

Basic Guidelines and Regulations of Nursery

Our Staff Members' Childcare Goals

- Make sure your child or children are safe at all times.
- Provide an enjoyable atmosphere for all children, e.g. playing games with the children, reading books and comforting them if they are distressed.
- Maintain cleanliness of the Nursery.
- Make parents or guardian feel comfortable leaving the children in our care.

In order to maintain a safe atmosphere, staff will follow the guidelines outlined below:

Distressed Children

If child is, or becomes distressed and cannot be comforted within 10 – 15 minutes, staff will make contact with the parent/guardian.

Incidents

First Incident:

First form of discipline is a verbal warning by staff. (Incident Form must be filled out – Staff (based on their judgment of the individual situation) may sit the child in the “time-out” chair, if needed. If a child is placed in the “time-out” chair, staff is required to fill out an incident form and forward it to their Supervisor at the end of the shift, and notify parent when the child is picked up. If “time-out” is not effective, staff may get parent or guardian to remove child from Nursery for the day.

Second Incident:

Fill out Incident Form; give a copy to the parent and one to the Facility Manager. F.M. will send parent a letter informing the parent that if another Incident occurs, the child may be suspended for 30 days.

Third Incident:

Staff fills out an incident report and calls Supervisor and or Coordinator to inform them. Pages parent with coordinator and/or supervisor present. Supervisor and/or Coordinator informs parent that their child has been suspended for 30 days, and can return after that time.

Unacceptable Behaviors

- Hitting, punching, biting, pulling hair, pinching and kicking staff or other children.
- Destroying toys and/or supplies.
- Being verbally loud and/or disrespectful.
- Taking toys from others.

Miscellaneous Information

- The maximum amount of time your child or children are permitted to stay in the Nursery is 2 hours.
- The Nursery does not accept children with rashes, fever, running nose, diarrhea or vomiting. (This is for the health and safety of all the children concerned.) If the staff determines a child is sick (ill), employee(s) may get parent or guardian to remove child from Nursery.
- If your child cannot be quieted from crying within reasonable time period (15 minutes) and appears distressed, you will be informed. If your child is crying as you enter the Nursery, please try to comfort him/her before you leave.
- If a child is hurt or injured, staff will get parent or guardian and fill out the appropriate Accident Report Form.
- Staff is not permitted to administer any medication at any time.
- Children may not eat in the Nursery or chew gum.
- Staff may elect (due to attendance number) to place infants in swings or walkers.
- We are not able to accommodate turning off the TV due to parents not wanting a child to watch DVD's or specific television shows.