

THE MISSION OF ARCHILD

Archild is dedicated to assisting all children to develop to their fullest potential, in a nurturing early childhood special education environment. It is the mission of Archild to passionately serve children in a culturally sensitive environment by providing the best quality of care and education in a safe, mainstreamed setting, while embracing the uniqueness of every child and family.

SECTION ONE: General Center Information

Message To Parents

Welcome to Archild. We are pleased to have the opportunity to provide quality services to both your child and entire family. Here are some things we would like you to know:

Archild opened in 1971 and has been serving children every year since the day we opened. In the spring of 2016, we moved to our new location on Colonel Glenn Road.

The goal of Archild and its staff is the provision of a safe, positive growth atmosphere for all children accepted into the program, while preparing them to enter a standard Kindergarten program.

Every attempt will be made to provide your child with a stimulating environment that will enhance your child's strengths and promote learning to develop his/her potential in every developmental area.

A low ratio of children to staff is maintained to achieve excellence in training as well as a safe environment. One-on-one teaching is done if a child needs extra stimulation.

Skills are chosen daily from a developmental curriculum, and the tasks selected match the child's specific needs in areas such as self-help, gross and fine motor, cognitive, language, and socialization. Progress charts are maintained daily for children enrolled in the Early Intervention Day Treatment (EIDT) program. Monthly and quarterly progress notes are sent home. We utilize the Arkansas Early Childhood and Infant/Toddler frameworks.

Archild does not discriminate in hiring or accepting children; we provide equal opportunity and services regardless of race, sex, age, religious preference and national or ethnic origin.

Archild receives funding through the Developmental Disabilities Department of Human Services, State of Arkansas, and Medicaid.

If your child receives assistance through the Developmental Disabilities Department or Medicaid, your share of fees, if any, will be determined by a fee scale.

GENERAL CENTER INFORMATION

Web Site: www.archildschool.com

Office: (501) 280-9195

Fax: (501) 214-4904

ADMINISTRATION

EXECUTIVE DIRECTOR: Marti Dush

mdush@archildschool.com

Assistant Director/Preschool Coordinator: Melvin Dennis

mdennis@archildschool.com

Therapy Director: Heather Franks

hefranks@archildschool.com

Early Childhood Special Education Teacher: Brantley Lewis

blewis@archildschool.com

Intake Coordinators:

Alyssa Hill (3-5)

ahill@archildschool.com

Kyasia Branch (0-2)

kbranch@archildschool.com

Human Resource Manager: Antwanette Martin Thomas

Amartin-thomas@archildschool.com

Receptionist/Director of the Food Program: Amanda Edmondson

aedmondson@archildschool.com

Compliance/Quality Assurance Coordinator: Jane Lee

jlee@archildschool.com

Billing Coordinator/Before care & Extended Care Coordinator: Kathleen Sullivan

kasullivan@archildschool.com

Assistant Billing Coordinator/Marketing: Lukas Dush

ldush@archildschool.com

Accounting Clerk: Darnisa James

djames@archildschool.com

Nurse: Chiquita Sigears

csigears@archildschool.com

HOURS OF OPERATION

Archild is open Monday through Friday from 7:00AM to 5:30PM. The daily schedule is as follows:

7:00 am to 7:30 am	Before Care ($15.00 per week)
7:30 am to 8:30 am	Drop Off
8:00 am to 4:30 pm	Programming Hours
8:00 am to 8:30 am	Breakfast
3:00 pm to 4:30 pm	Pick Up
3:00 pm to 3:45 pm	Car Ride Pick Up
4:30 pm to 5:30 pm	Extended Care ($30.00 per week)

The center is closed for the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving (2 days)
Memorial Day	Christmas (2 days)
Independence Day	

If the holiday is on a Saturday, Archild will be closed on Friday.
If the holiday is on a Sunday, Archild will be closed on Monday.

Archild is closed two days per year for professional development. Adequate notice will be provided.

Funding Resources

Medicaid

Tefra

Private Insurance

Private Pay

PASSE

Funding sources for your child may change during their enrollment at Archild. The Intake and Billing Coordinators will work with you to gather necessary information, in order to avoid any disruption in services.

Voucher and Regular Daycare

Regular day care rates are the following:

Birth-17 months	$34.00 per day=$170.00 per week
Toddlers 18-35 months	$32.00 per day=$160.00 per week
Preschool 3-5 years old	$30.00 per day=$150.00 per week

Voucher rates are the following:

Birth–17 months	$35.00 per day=$175.00 per week
Toddlers 18-35 months	$34.00 per day=$170.00 per week
Preschool 3-5 years old	$32.00 per day=$160.00 per week

***VOUCHERS MAY REQUIRE A PARENTAL CO-PAY**

Array of Services

Archild, Inc. offers the following services for children enrolled in our program, based on eligibility:

Day Habilitation/Preschool	Speech/Language Therapy
Regular Daycare Services	Audiological Evaluation
Occupational Therapy	Arkansas Food and Nutrition
Physical Therapy	

Arrival/Departures

Children are expected to arrive on time (no later than 8:30), clean and fed unless arriving before a meal or snack time. We will always try to send your child home with a clean diaper and would appreciate the same consideration at drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and reassuring word that you will be back is all that is needed. The children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick up times, as well. This is an important time to transition for your children. There are two authority figures present and often children will test to see if the rules still apply. We do want to hear if you have any questions or concerns regarding your child's programming, however it may be best to schedule this discussion at a time other than arrival or departure.

Safety during Arrival and Departure

Although Archild cares for your child when you are away, you are the most important person in your child's life. Continuing to act as your child's primary caregiver during arrival and departure eases the transition and reinforces your connection with your child.

- Parents are responsible for their children during arrival and departure, and any other time they are on the center premises. Please keep your child in sight to ensure your child's safety and that his/her interaction with other children, toys, and equipment is safe and appropriate.
- For the safety of everyone, do not leave your vehicle's engine running while you are inside the center, and be sure to keep your keys with you.
- Under no circumstances may a child be left unattended on the premises; this includes a child on foot, in a stroller or wagon, in a car or other vehicle, or any other situation.
- To keep your child safe, we will only release a child to his/her parents and to persons provided by the parent/guardian. If anyone other than the child's parent or a person listed on the enrollment form is to pick up a child, we need to be notified in advance in writing or by phone call. Any person other than a parent may be required to show a picture ID before the child will be released to his/her custody. It is Archild policy that **nobody under the age of 18** may pick up the children.

Cell Phone Policy

Cell Phones are a wonderful invention. They can also be a great distraction. Transitions are made easier when your child has your full attention at drop off and pick up, and your focus allows for better communication between teachers and parents. We are asking that your telephone calls be made outside the Preschool building so that your full attention is with your child. Please turn off or mute your phone while you are on the premises.

DISCIPLINE

Archild promotes and trains our staff in the use of Conscious Discipline. Conscious Discipline leads teachers, providers, schools and programs through a transformational process that promotes permanent behavior change. The change is from an unconscious, traditional, compliance model of discipline to a conscious, relationship-based, community model. Conscious discipline is built on the premise of developing discipline within children rather than applying discipline to them.

Archild also uses a positive reinforcement system. This may include tokens, praise and edibles. This type of reinforcement is used in conjunction with Conscious Discipline, however, when these are not effective, we sometimes must use other techniques for discipline. These may include verbal reminders, and/or removal from group/activities. In the event your child places themselves or others at risk, brief restraining (holding the child) may be used. (page 27 Minimal Licensing Requirements 1/1/2020)

TRANSPORTATION

Archild does not provide transportation. Our staff can assist you with arranging Medicaid transportation. Medicaid transportation is an arrangement between the parent and the Medicaid transportation provider. Archild is not responsible for this service, or responsible for any injuries that may occur to my child while with an outside transportation company.

Archild staff will transport my child/children in one of their vehicles in case of an **EXTREME** emergency requiring evacuation.

CLOTHING/SUPPLIES

A backpack or bag must be sent with your child every day.

While at Archild your child will be involved in many activities indoors and outside. Please dress your child in comfortable clothes that are appropriate for weather and play. Your child will get dirty as they explore messy material and play outside. **Please do not dress your child in expensive clothes that should** be used for special occasions. Since the children do spend time outside (weather permitting), each child should have outerwear suitable for the season. Childcare Licensure requires that there must be a total of at least one hour of outdoor play per day in suitable weather **(SECTION 401 # 15).** Children spend time outside each day where the temperature is 40 degrees or above and 100 degrees or below (heat index and wind chill) are taken into consideration.

As the weather gets cooler it is important that all children have jackets or coats. Your child will also need a complete change of seasonal clothes at school. **Please label all clothing.** Archild is not responsible for lost or stolen items.

As a safety precaution, children **must wear closed toe shoes**. No Flip flops and/or sandals as they are unsafe when the children are outside and playing. Sneakers and rubber soled shoes are best. This will help prevent injury.

It is strongly recommended that children not wear jewelry to school. This can present a safety concern. Archild is not responsible for damage or loss of any jewelry or clothing worn to school.

If your child is in diapers and/or drinks from a bottle, the parents must supply the necessary items, such as:

Diapers/Pull-ups	8-10 per day (full package is accepted)

*If your child is 3 or older and continues to wear diapers/pull-up, ask about a TMS application. *

Bottles	4-6 per day
Wipes	1-2 per week (preferred)

SEVERE WEATHER

The Executive Director will post closure on Channel 4, Channel 7, Channel 16, and the Archild website.

www.archildschool.com

CHILD PHOTO/VIDEO CONSENT

During the school day your child/children and our staff experience many fun learning opportunities, and periodically we like to catch these moments on video or in a picture. We are asking your permission to give Archild full rights to use these images resulting from the photographs/video filming, and any reproductions or adaptations of the images for fundraising, publicity, or other purposes to help achieve the organization goals. This might include (but is not limited to), the right to use them in our printed and/or online publicity, social media, press releases and funding applications (grants). **You have provided consent by signing the parent handbook checklist.**

SECTION TWO: POLICIES AND PROCEDURES

LICENSING

Archild is licensed by the Arkansas Department of Human Services. A copy of the licensing regulations is available in the office of both the Executive Director and Assistant Directors and on the web at humanservices.arkansas.gov.

CLASSROOM AND RATIOS

There are 7 classrooms at Archild. The Hummingbirds, Bears, Gingerbreads, Bluebirds, Panda, Peacocks, and Robins.

Required classroom ratios are as followed:

0-18 months	1:4
18-38 months	1:6
3 to 4 years	1:8
4 to 5 years	1:9

Non-Discriminatory Policy

Archild offers services to individuals without regard to race, color, religion, sex, national origin, medical condition, disability, and/or other legally protected status. Further, Archild does not discriminate against adults or children with HIV/AIDS. Individuals with HIV/AIDS/Hepatitis B have the right to receive services and have a right to confidentiality. All Archild direct care employees are trained in the use of universal precautions, and staff members are also trained regarding the confidentiality policy.

Solicitation statement

Archild has maintained a long history of collaboration and positive relationships with other community providers. Some of these providers offer similar services as those offered by Archild, while others may offer an array of completely different services.

Archild believes that there is a need for the whole continuum of services and that a wide base of service providers is necessary to meet the needs of a diverse group of families in the community, each with unique needs. Archild advocates for parent choice.

Therefore, Archild does not condone, nor participate in, solicitation from other businesses.

Archild will promote its services to the public, as well as those services offered by the Arkansas First Connections Early Intervention Program, and the Early Childhood Education Cooperatives, all of which provide informed parent choice.

Evaluation

Beginning in the spring of 2018 all children referred to Archild must receive a developmental screening through a third party to determine the need for further developmental testing. If results of the developmental screening show a need for further testing, the staff at Archild will complete the necessary evaluations to determine eligibility for enrollment in our EIDT program.

If your child is enrolled in a voucher or private pay slot you will be provided with a copy of a developmental screening named Ages and Stages Developmental Screening. This is a requirement of all Better Beginnings Centers. The Screening provides information in 5 areas of development: cognitive, communication, adaptive, social-emotional, fine and gross motor skills.

As the parents you are the primary reporters for the information obtained on the screening tool. A copy of the assessment will be provided at your initial conference. Please complete the survey and return it to your child's classroom. The results will be reviewed by qualified staff, and you will be informed of the results. If there is a need for further assessment, Archild staff will guide you through this process.

Right to Refuse Services

Parents have the right to refuse any or all services for which their child is eligible.

Attendance

1. Charges for regular childcare are payable on a weekly basis, regardless of attendance.
2. In our EIDT program, which begins at 7:30 a.m. and extends through 4:30 p.m., children have individual education programs that are designed to use their strengths and to improve weak areas that may cause academic problems once the child enters public school.
3. It is important children be here by the beginning of programming time 8:30 a.m. Late passes are required if arriving **after** 8:30 a.m**.** Archild's tardy policy allows **two tardies per month**. Tardiness involving physician appointments, WIC appointments etc. will not be counted, however, documentation is required. No child is admitted past 11:00 a.m. due to the lack of programming your child will receive. Any family/child having a pattern of lateness (i.e., after 8:30 a.m.) may be asked to seek services elsewhere. This is in the best interest of the child. Please call the office by 8:30 a.m. if your child cannot attend the day.
4. To ensure your child receives the maximum benefit of their classroom programming and therapy it is important they remain in school until at least **3:15 p.m.** every day and pick up no later than **4:25 p.m.**
5. If you know your child will be picked up before 3:15 p.m. please notify the office. This information assists with scheduling classroom programming and therapy.
6. **Our attendance policy requires a child to attend 80% of each month.** If you have a problem with attendance, please contact the Food Program Coordinator or Intake Coordinator to see if there is something we can do to help. Therapy and Preschool services may be affected if a child's attendance continues to drop below 80%. We understand situations occur that may prohibit your child from attending school. In the event of an absence, the office must be notified no later than

8:30 a.m. (501-280-9195). If your child **misses 2 consecutive days**, a doctor's note must be provided. This is required whether your child becomes sick at Archild or at home. If your child is sent home due to illness, this day is considered day 1. Illnesses include fever of 101 degrees or greater, diarrhea, vomiting, etc.

7. You may elect to remove your child at any time. We would like to be informed of your intentions and request two weeks' notice. We must pay a teacher for your child's presence whether he or she is in attendance or not. Notice will also allow us to begin admitting another child who is in need of our services.
8. Staff are responsible for electronically signing the child into the classroom each morning and out of the classroom each afternoon through deTASO.

Food Program

Archild participates in the Arkansas Special Nutrition Food Program. As a participant we are required by the Food Program policies and procedures. This includes staying on schedule for meals, not making unapproved substitutions, serving the required items even if there is additional food available. Foods Provided by the Arkansas Special Nutrition Food Program should NEVER be taken off the Archild campus. If the classroom does not have the food that is listed on the menu, the Food Program Coordinator in the office should be notified.

****WE ARE A NUT FREE AND FISH FREE CENTER****

1. Each child is fed breakfast, lunch and snack daily. Special diets are prepared with the parent's help for those children having allergies etc. if a special diet is required for your child, you may be asked to provide medical documentation of food allergies for the Food Program to approve and provide substitutions. If appropriate accommodations cannot be arranged, you may be asked to provide your child's lunch if so, please refrain from bringing items that may contain nuts (i.e., peanut butter, Nutella, almond/cashew milk, granola bars, trail mix, peanut M&M's, almond Hershey's, etc.) or fish (i.e., tuna, halibut, salmon, shrimp, sardines, sushi, fish stick/nuggets, etc.).
2. If your child is not coming to school on any given day, you must call BEFORE 9:00 a.m., as we must have an exact count for meals and snacks. If you are not at school BEFORE 9:00 a.m. your child will not have a lunch, and you must provide a lunch for that day.

Naps

Each child has the opportunity to take a nap in the afternoon, following lunch. (Infants nap on individual schedules). You are welcome to supply your child with a sheet and blanket.

Classroom and Birthday Parties

Archild encourages parental participation in planned classroom parties. A list of items needed will be posted prior to scheduling classroom parties.

Parents may provide one special snack for birthday celebrations. This snack, such as a cupcake, cookie or a small bag of chips may only be served during the classroom's scheduled snack times and must be purchased at the store and brought in their original containers with the label ingredients listed. Archild will provide the beverage approved by the Food Program that day. This process is in compliance with Food Program Guidelines. **No balloons are allowed per Archild policy.**

Visitors' Policy Statement

OPEN DOOR POLICY

Archild has an open-door policy, excluding scenarios where staff/children are disrupted. You may look in on your child at any time, however, we ask that you check in at the office before going to the classroom. Staff would appreciate your taking the schedule into consideration when dropping in and remember that visitors usually cause children to react in an excited manner. We believe that a total team effort of teaching benefits all children. We encourage you to ask questions about your child and for your assistance in teaching skills at home.

We welcome visitors and professionals from outside agencies or children's services offering support to our children and staff.

Procedures

The preschool staff are responsible for the safety and security of all the children in their care. It is important that all staff adhere to the procedures always outlined below:

- All visitors should enter through the front door of the preschool.
- If a parent makes a verbal request to add or delete someone from the authorized pick-up list, they must follow up the request in writing the next day.
- Any person who is not on the authorized pick-up list who comes to pick up a child will be asked to show identification, regardless of the fact the child's parent has called to inform the staff.
- All visitors who are not parents or guardians must sign the visitors' book in the Children's Services Office. Any time a parent, guardian or anyone is visiting a classroom other than for pick up they should sign in to the office and get a pass.

SPECIAL SERVICES AND CONFERENCES

1. Besides the regular classroom/ teaching program, special services are available, such as speech, occupational and physical therapy. Please feel free to talk to the service/Intake Coordinator or the Therapy Director if you feel your child needs to be evaluated in any of these areas.

2. You will be asked to attend conferences with regard to educational and therapeutic planning for your child. You are required to attend all scheduled conferences. Forms that need to be in our office before services can begin for your child are completed at your conference which occurs either prior to your child's first day or is held on the morning of their first day of school.

3. Paperwork is routinely sent to parents that must be returned within a specified time in order for our center to be incompliance with the law. **For your child to continue to attend Archild, these papers must be returned in a timely fashion**.

Rules of Conduct

The following list represents the rules by which Archild operates. Please read these carefully. These behaviors are not allowed either from parents or guardians. Failure to comply with these rules may be grounds for dismissing the family from our program. Staff members are subject to the same or similar rules.

a. Cursing in front of the children, staff or other parents, or other disorderly conduct which interrupts the classroom.
b. Drinking or ingestion of drugs, being under the influence of drugs or alcohol or possession of on these premises.
c. Aggression with the intent to hurt or cause pain.
d. Rudeness or belittling towards a child or staff member.
e. Demonstrating a pattern of being late/tardy getting a child to the center. The program begins at 8:30 a.m.
f. Failing to pick the child up on time.
g. Failure to attend conferences. Archild may be able to reschedule your conference, however, failure to attend two meetings could be justification for dismissal of your child.
h. Absence from school for more than 5 days per month for reasons other than severe illness or justifiable cause. We believe that we are unable to provide quality programming for children who are not here.
i. Disturbing the peace.

We would be happy to have your suggestions. Perhaps the Archild staff has overlooked, in our rules, other ideas that would benefit all of us in providing quality services for our children. There is a suggestion box in the hallway across from the Children Service's office for your convenience.

PARENTS-CHILDREN'S RIGHTS

These rights include, but are not limited to, the following:

1. The child is not restricted in the practice of his/her religion; neither is the child required to participate in activities that conflict with his/her religious beliefs.
2. Children and families are free from physical and psychological abuse or neglect, retaliation, and humiliation.

3. Children and families are free from the inappropriate use of physical or chemical restraint, medication, or isolation as punishment. (page 27-Mininal Licensing Standards:1/1/2020)
4. The child will have an unrestricted right to communicate but must use appropriate language. (I.e., no cursing, etc.)
5. The child has rights to the possession of his/her own clothing and personal effects.
6. The child has the right to dignity.
7. The child has the right to social interaction.
8. Children have the right to privacy.
9. Parents have been informed of the confidential nature of all client information and the right to approve or deny the release of identifiable information.
10. A parent or guardian must voluntarily sign a release for any child to participate in campaigns or publicity efforts either to raise funds for the facility or for other purposes.
11. A parent or guardian has informed consent (provided information in your native language of services available to your child). Parents also have the right to refuse services and to express their choice of service providers, and to choose the composition of the service delivery team.
12. Children and families have the right to due process and access or referral to self-help or advocacy support services.
13. Parents must follow the Rules of Conduct.
14. Parents will be given written or electronic notification of conference dates.
15. Parents will be informed of their legal responsibilities and rights in the Parent Rights handouts.
16. **The following procedures/rules are called to the parent's attention:**

    Parents have the right to attend all Archild Board Meetings. Notice of these meetings is found posted at the office entry and on our website, archildschool.com

    Parents have the right to refuse services.

    Parents have the right to view any evaluations completed by any agency sharing information with Archild.

Conflict Resolution

Unfortunately, it is difficult to avoid conflict in the workplace. Conflict is often caused by communication problems. A lack of information, poor information, and misinformation can often cause conflicts between co-workers, families and supervisors. Sometimes when adults receive poor information or good information that is poorly expressed it can create conflict. At Archild we have clearly established in our policies and procedures, acceptable standards of behavior. We strive to create an environment where we acknowledge all our different abilities, needs, values and expectations.

Conflict 101

A conflict is more than just a disagreement. It is a situation in which one or both parties perceive a threat.

Conflicts continue to fester when ignored.

We respond to conflicts based on our perceptions of the situation, not necessarily on an objective view of the facts. Our perceptions are influenced by our life experiences, cultures, values, and beliefs.

Conflicts are an opportunity for growth. When you are able to resolve conflict in a relationship, it builds trust. You can feel secure knowing your relationship can survive challenges and disagreements.

The ability to successfully resolve conflict depends on your ability to:

Manage stress quickly while remaining calm and alert.

Control your emotions and behavior.

Pay attention to the feelings being expressed as well as the spoken words of others.

Be aware of and express differences. Avoid disrespectful words and actions.

Healthy responses to conflict:

The capacity to empathize with another person's viewpoint.

Calm, non-defensive, and respectful reactions

A readiness to forgive and forget, and to move past the conflict without resentment/anger.

The ability to seek compromise and avoid punishment.

A belief that facing conflict head on is the best thing for both sides.

In case of conflict, we encourage staff to initially attempt to work it out with the co-worker or parent with whom the conflict exists. If the conflict is not resolved, then they should contact their supervisor to identify the issue and develop a plan to solve the problem. At this point, open, honest communication can decrease emotion and allow for a productive discussion between all parties involved. If following a face-to-face discussion and an agreed upon time for a planned resolution, a conflict still exists a formal grievance can be completed.

If we all maintain open communication and mutual respect for each other's strengths, weaknesses, values and beliefs we can maintain a safe and happy work environment.

PARENT-CHILD GRIEVANCE PROCEDURE

Archild is committed to providing a positive, trust-based climate for children and families. Part of this commitment is encouraging an open discussion in which any problem, suggestion, or question, receives a timely response from Archild supervisors and management. Family members of the children we serve are encouraged to offer positive and constructive criticism.

No parent/guardian, or child, will be penalized, formally or informally, because of the parent/guardian choosing to voice a concern with a staff or supervisor in a reasonable businesslike manner, or for using these problem-solving procedures outlined below:

- Parents are encouraged to alert the Assistant Director to any concerns as soon as possible so that they can be dealt with immediately. If the Assistant Director is not immediately available

Children's Services staff in the front office can document your concern(s) and relay them to the Assistant Director when she becomes available.

- If the issue is not resolved at this level, or is of a more serious nature, the parent may pursue their concern as a more formal grievance.
- Formal written grievances must be submitted to the Assistant Director within 2 days of the initial verbal concern.
- The Assistant Director will begin investigating the concern the next school day. If consultation is needed with classroom or therapy staff, this will occur within two school days.
- The Assistant Director will document activities related to the investigation and present the actions or proposed solution, to the parent via face-to-face or telephone conference, within 5 days of the initial verbal complaint.
- If the parent continues to be dissatisfied with the outcome, the Assistant Director will notify the Director. The Director will review all the documentation, consider the problem, and inform the parents of their decision within 2 business days. The decision of the Director is final.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and courteous discussion can the parent/guardian and Archild management, develop a positive professional relationship, which is important to providing children with a positive learning environment.

MANDATED REPORTING POLICY

By law, our staff members are Mandated Reporters. This means there are certain circumstances when a child comes to school with bruises or marks, we are required by law to report this to the proper authorities. Mandated Reporter information is anonymous, and we are required to comply with DHS. In the event a parent is worried about bruises or injuries received at Archild, the parent is encouraged to discuss the matter with the classroom staff or make an appointment to discuss their concerns with the Assistant Director.

Parents shall be informed in writing upon enrollment of their child that children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent. DCCECE/Child Care Licensing Unit: 200.4

HEALTH AND SAFETY POLICIES

ILLNESS

General Health Requirements (per Child Care Licensing)

1. No child or staff shall be admitted who has contagious or infectious disease.
2. The parent or legal guardian shall be notified as soon as possible when a child has any symptom that requires exclusion from the center. The child shall be separated from other children and closely monitored until the parent arrives to pick the child up.

3. The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the childcare staff can provide without compromising the health and safety of other children or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from childcare if the child has:

*Sudden change in behavior, such as

*Lethargy or lack of responsiveness
* Unexplained irritability or persistent crying
*Difficulty breathing
* a quick-spreading rash

*Fever over 101 degrees/oral, 100/axillary (or equivalent method) in a child who also has pain, behavior changes, or other symptoms of illness.

* An infant younger than 2 months with any increased temperature shall get urgent medical attention, within an hour.

* An infant younger than 6 months with any increased temperature shall be medically evaluated.

* Diarrhea is defined as watery/runny stools, if frequency exceeds 2 or more stools above normal for that child and is not related to a change in diet or medication. Exclusion from the center is required if diarrhea cannot be contained in the diaper or if diarrhea is causing soiled clothing in toilet-trained children.

*Blood or mucus in stools (unless caused by hard stools)

* Vomiting illness (2 or more episodes of vomiting in the previous 24 hours)

*Abdominal Pain which lasts more than 2 hours

* Mouth sores with drooling

* Rash with fever or behavior change

* Conjunctivitis or “pink eye” with white, yellow, or green discharge and red “bloodshot” eyes

* Pediculosis (head lice), until after the first treatment

* Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend childcare

* Impetigo, until treatment has been started

*Strep throat, until 24 hours after antibiotic treatment has been started

* Chicken pox, until all lesions have crusted (usually 6 days after the rash appears)

* Rubella, until 6 days after onset of rash

* Pertussis (whooping cough); until 5 days of antibiotic treatment

* Mumps, until 5 days after onset of gland swelling

* Measles, until 4 days after onset of rash

* Hepatitis A, until 1 week after onset of illness or as directed by the health department.

*COVID-19 is a respiratory illness with symptoms that include fever (100.4 degrees or above), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, and/or diarrhea.

*Archild follows Arkansas Department of Health/CDC guidelines pertaining to COVID-19 regulations as this is something that is changing.

4. Any child who is injured shall have immediate attention. Parents shall be notified of all injuries.

5. Parents or guardians of all children shall be notified of contagious illness in the center as soon as possible.

6. Authorized staff administer medication. Medication shall be given to children only with signed parental permission which includes date, type, drug name, time and dosage, length of time to give medication and what the medication is being given for. The medication must be in the original container with a child resistant cap. **We do not give medication once a day or twice a day. These can be given before and after school**

7. We do not give over the counter medications unless it is children's Tylenol, Ibuprofen, and Benadryl (allergic reactions only).

8. Children with special health care needs (asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given as needed (Benadryl, EpiPen, rescue asthma medication etc.) shall have a care plan. Care plans shall be updated as needed, but at least yearly.

9. If you would like your child to have sunscreen and/or bug spray applied during the warm weather months you will be asked to provide the sunscreen/bug spray and to give written consent in accordance with DCCECE/Child Care Licensing Unit: 1101.27. **You have provided consent by signing the parent manual checklist.**

10. If your child becomes ill at school, you will be notified immediately. If you cannot be reached, we will notify the person(s) you have designated to contact in case of emergency. Please make sure that individuals on your emergency contact list are available to come to Archild if you cannot be reached and their assistance is needed. We do not have staff to accommodate isolation for more than an hour on any given day. If possible, please have your child picked up within 30 minutes of the initial call.

Children may not return to school until they have fever, diarrhea and vomit free for 24 hours, unless accompanied by a note from your doctor. If there is a question about your child's illness and whether he/she should, we may request a note from your doctor.

11. We are a nut, fish and latex free center.

Archild Security

Archild has installed security cameras to ensure the security and safety of our families, children and staff.

Video surveillance cameras are located in offices, all of the classrooms, and hallways throughout the facility. Cameras are not installed where anyone would expect an expectation of privacy. (i.e.: bathrooms) there is no public access to the video feed. If at any point a concern requiring viewing of the footage arises a formal written request must be submitted in writing to the Executive Director or an Assistant Director. The video footage will not be available for parents to view. Only the Executive Director, an Assistant Director, DHS employee, and law enforcement may view the footage to ensure the confidentiality of all parties.

The front door to both sides of the building can only be opened by staff with the use of a 5-digit access code. This code is to be kept confidential and may not be shared with any other staff member or member of the community.

All Archild families and children will gain access to the preschool by ringing a doorbell. Families and visitors to Archild will be buzzed in by Archild Staff.

Mandatory Safety Drills

Archild complies with licensure requirements regarding emergency preparedness by conducting fire and tornado drills each month. A map is posted in each classroom with escape routes clearly indicated for caregiver and child. Each drill is documented showing the date of the drill, time drill performed, and how long it took to complete the drill.

Archild Disaster Preparedness

Archild complies with licensure requirements regarding emergency preparedness by conducting fire and tornado drills each month.

Fire drills are conducted by sounding the alarm indicating a fire. The caregivers then have the children line up and WALK outside to the furthest point away from the building. Each caregiver then counts heads to ensure all of the children have arrived safely at their designated area. Infants and toddlers who

are unable to walk independently are assigned a caregiver responsible for carrying the child outside to the designated area.

A map is posted in each classroom with escape routes clearly indicated for caregiver and child.

Tornado Drills are conducted by sounding the air horn indicating a tornado. The caregivers then assist each child to the hallway, instructing them to kneel facing the wall and place their hands over their bent neck. The caregivers then call the roll to assure all the children are safely out of the classroom. After all clear signal is given to the children and their caregivers return to the classroom.

After each drill documentation is turned into the Quality Assurance Coordinator. This documentation records the date of the drill, the time the drill was performed and how long it took to complete the drill.

Other disasters are noted below and guidelines to follow:

Bioterrorism

- Do not touch, smell or taste unknown substances
- Cover unknown substances with paper, trash bin, or clothes
- Evacuate and close off the room.
- Mark the room as “dangerous”
- Wash hands thoroughly
- Call 911
- Make a list of all staff/children present in the room to provide to local authorities

Lockdown

When Archild is notified that we should be on lockdown due to a dangerous situation:

- A member of the front office will notify the Executive director or an Assistant Director.
- A member of the front office will lock the front door.
- A member of the front office will notify each classroom, and the following procedures should be followed:
    - Everyone is to stay in their classroom
    - Place children against the wall, away from doors and windows (safe Corner)
    - Turn out lights and computer monitors
    - Keep students as quiet as possible
    - Law enforcement or an administrator will signal all staff when lockdown lifted.
- If an evacuation is required, all staff/classrooms will be directed by law enforcement officer or administrator to a safe location

Evacuation Plan

The objective of this plan is to reduce the possibility of harm to the center, the children and staff in the event of an emergency. Care must be taken to ensure that all occupants are aware of the following basic procedures.

In the event of an emergency which requires the staff and children enrolled at Archild to evacuate the building for a longer than the length of a standard drill, all children and staff will be transported in staff vehicles to **St. Mark's Baptist Church**

5722 West 12th Street
Little Rock, AR 72204
501-663-3955
Upon direction/instruction of the Executive Director or designee, immediately evacuate the building. The Director or emergency personnel will identify an assembly area.

Once each classroom has reached the assembly area staff will immediately take attendance to ensure everyone is out of the building.

Once each classroom has completed their head count the children will be taken to a staff member's vehicle.

A center designee will carry the emergency bag with emergency information and medications.

Once all the children have reached St. Mark's the parents will be called and given information about how and when to pick up their children.

Kindergarten Readiness checklist

The website for the Kindergarten Readiness Project.

https://humanservices.arkansas.gov/wp-content/uploads/Getting_Ready_for_Kindergarten_Calendar._Print_Version_-1.pdf

Shaken Baby Syndrome and Safe Sleep Practices

Archild will distribute materials developed or approved by the Department of Health on prevention of Shaken Baby Syndrome to all parents of infants, upon enrollment. Written documentation or receipt of this information by the parent, with signature, shall be placed in the child's file. (Carter's Law, Act 1208 of 2013). The handouts can be found in the addendum.