**Step by Step Chinese Learning Center HEALTH POLICY**

**Emergency telephone numbers:**

**Fire/Police/Ambulance: 911**

**Poison Information Center in Mass: 1800-6829211**

**Plan was reviewed and approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Doctor or Licensed Practitioner**

Step by Step Chinese Learning Center  
P. O. BOX 1193  
Andover, MA, 01810-1193

Telephone: 978-2288320, 978-2288321

Website: [*www.bbgchinese.com*](http://www.bbgchinese.com)

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**Health Policy**

Step by Step Chinese Learning Center is like a large family in that both adults and children are continuously exposed to each other’s germs. Fortunately we also develop some immunity to the common communicable ailments such as colds and stomach flus. The first few months of group contact may include exposure to more illness than your family is accustomed to.

Our Health Policy has been designed with both adults and children in mind. One of your biggest dilemmas is care for a child who becomes sick while at Step by Step Chinese Learning Center. In many cases it is not in the best interest of an individual or the group for the child to remain at Step by Step Chinese Learning Center Afterschool program, but at the same time we understand that it is difficult for the parent to miss work. While there is no entirely satisfactory solution, we will ask you to take your child home or keep him/her home if we feel he/she needs to see a doctor, is contagious and increases the risk of illness to the group, or the child requires prolonged individual staff attention which interferes with the safety and normal functioning of the group.

1. **Criteria used for sending a child home**

* Moderate to high fever and the child seems uncomfortable
* Vomiting or diarrhea
* Certain suspected contagious diseases: for example conjunctivitis, ringworm, or pin worms
* Illness which seriously prevents participation in group activities
* head lice

Because the criteria are not black and white, it is often difficult to make a judgment. Sometimes we will call you and enlist your help in making a decision. **\* Parents will always be called immediately if there is any type of head, face or eye injury.** If we ask you to pick up your child, please arrive promptly.

1. **Criteria used for sending a formerly ill child back to program**

* Fever free for 24 hours
* Free of diarrhea for 24 hours
* Free of vomiting for 24 hours
* When medication for communicable disease is required, child must have been on medication for 24 hours after first dose
* Head lice must be treated and the child’s head examined by Administrator or school nurse

If there is any doubt, please check with us.

**WE REQUEST THAT YOU CALL US IF YOUR CHILD WILL BE ABSENT FOR ANY REASON.** This helps us in planning our daily program, we will not be worried when your child doesn’t arrive from school, and it also aides the staff in identifying similar symptoms. Also, notification of your child’s exposure to a contagious disease (chicken pox, head lice, pinworms, strep) is very important to us. If your child has been exposed to anything here at Step by Step Chinese Learning Center, we will post notification for your information.

Children often tell parents that they really want to come to school following an illness, fever, vomiting, or sleepless night. We insist that you, the parent, make that medical judgment.

Please do not send your child to Step by Step Chinese Learning Center if you do not wish him/her to go outside. We all go outside every day (unless the temperature is below 20).

1. **Medications**

Prescription medication may be administered by Step by Step Chinese Learning Center if the label indicates the child’s name and a Step by Step Chinese Learning Center parental authorization is signed. Non-prescription medication requires a written doctor’s order and parental authorization. Instructions from the physician must appear on the label or on a separate sheet of paper. If your child requires frequent medicine for a chronic problem, you may obtain a doctor’s note allowing Step by Step Chinese Learning Center to administer the medicine at our discretion which will cover us and you for the entire year.

It is always helpful information for the teacher to know if your child is taking any medication so she can be aware of any side effects reflected in his/her behavior (drowsiness, irritability, excitability etc.)

**\*\*\*  ALL MEDICATIONS MUST BE HANDED TO A TEACHER AND AN AUTHORIZATION FORM MUST BE SIGNED IN ORDER FOR Step by Step Chinese Learning Center TO ADMINISTER ANY MEDICATION. NEVER send any medication in your child’s lunch box or pocket.\*\*\***

1. **Allergies**

The staff should be informed in writing of any allergies (food, medication, bee sting etc.). An antidote may be left with the staff following the procedures described above.

Step by Step Chinese Learning Center does not provide any snacks which contain tree nuts or peanuts. We are also asking that if you send any treats into Step by Step Chinese Learning Center that they not contain any type of peanuts or tree nuts. If you do bring any food items into Step by Step Chinese Learning Center, please bring them to your child's teacher and inform him/her about the ingredients. Tree nuts and peanuts are contained and sometimes disguised in many foods; it is very important to check ingredient labels.

1. **Emergency Procedures**

In the event of a severe accident:

If a parent CAN be reached:

* Administer first aid
* Call parent
* Parent pick up or secure medical treatment and/or send child to hospital of choice if advised by parent.

If a parent CANNOT be reached:

* Administer first aid
* Secure medical attention as needed and transport by ambulance to hospital of choice if warranted.

The child’s Step by Step Chinese Learning Center file and a Step by Step Chinese Learning Center educator would accompany the child to the hospital.

**Fire drills** are conducted every other month. In the event of a fire, children and staff would evacuate to A Children's Place, located on the front corner of this campus at the corner of School St. and Abbot Street. Staff would attempt to call you to notify you and someone would be posted at this site to redirect you.

**Gas leak, loss of power or heat** (when it is dark in the afternoon or when the temperature in the building falls below 65): The Step by Step Chinese Learning Center Afterschool program children would go to the Kid’s Club building or the SHED Building until parents could be called. If there were a need to evacuate the entire site, the Administrator or Site Coordinator would walk the children to A Children's Place, on the other side of the campus, to wait while parents are called. A sign would be posted on the SHED and Kid’s Club buildings to be sure any unreached parents would know where to find their children.

**Hurricane:** Parents would be called at first report of an impending hurricane. In the event that some children were not picked up before the storm, they and the staff would assemble in the lower classroom in the SHED building away from windows and wait for the storm to pass.

**Tornado:** Staff would probably not have time to notify parents. Staff and children would get under sturdy furniture in the lower classroom of the SHED building.

**Earthquake:** Staff would not have time to notify parents. Those indoors would assemble in the lower level classroom of the SHED building or in the Great Room in Kid’s Club building. Those outdoors would assemble in the center of any playing area away from trees and the building.

**Nuclear Disaster:** When notice was received, all children and staff would assemble in the Great Room in Kid’s Club building with all windows and doors closed and would listen to the radio for further instructions.

1. **Reporting Suspected Child Abuse**

It is the policy of Step by Step Chinese Learning Center (as a mandated reporter) to report any and all suspected or alleged incidents of child abuse or neglect to the Department of Children and Families (DCF) immediately by telephone and to follow up in writing within 24 hours the information as reported by telephone. Should an allegation involve a staff person, it would also be reported immediately to the Department of Early Education and Care (EEC) and the staff person would be suspended immediately pending the results of the investigation conducted by EEC and the Department of Social Services.

1. **Head Lice Information**

Head lice continue to be a problem in many school and child care situations. Lice are highly communicable and are difficult to prevent. Many people associate lice with unclean people or homes. This is not true in the case of head lice.

Our main defense is communication: if you find your child has head lice, **you must tell us.** This is the only way we can take the necessary precautions to prevent the lice from spreading.

**Transmission:** Head lice are incapable of hopping, jumping or flying and are usually acquired by coming in direct contact with an infested person or by wearing an article of clothing (hat, scarf, coat) worn by an infested person, using an infested comb or brush, or by lying on infested carpeting or bedding. Even fallen hairs from an infested person

with viable nits attached may be a vehicle of transmission.

**Symptoms:**  Lice are difficult to spot and are often detected by finding the nits attached to the hair shafts. Nits are tiny, yellowish oval specks which are the eggs from the lice. They will not wash off nor can they be blown away.

They may be found throughout the hair, but especially at the nape of the neck, behind the ears or on the crown of the head. Sometimes small red bites may be found on the back of the neck, but usually a very itchy head is one of the first clues.

**Treatment:** In the event that we find that your child has contracted a case of head lice, you would be notified immediately and would have to pick up your child. We would give you the information about special shampoos and the procedures to follow. Before your child would be allowed to return to school, all evidence of infestation must be removed from his/her hair and your child would be checked by both the school nurse and the Step by Step Chinese Learning Center Administrator.

1. **NO SMOKING” POLICY**

Staff will not smoke in the presence of children or parents while at work.

There will be no smoking on site or in outdoor areas immediately adjacent to any buildings (not within 25 feet of an entrance, exit, or ventilation intake of the building) where there are classrooms regardless of whether or not children are on the premises. (Rationale: residual toxins from smoking can trigger asthma and allergies when children do use the space). There is no smoking allowed in any vehicle that children are transported in.

If staff members smoke, they must do so away from the school property, and out of sight of parents and children. They should make every attempt to not smell of smoke when they return to the classroom. Wearing a smoking jacket that is not brought into the building is helpful.