

ARRIVAL AND DISMISSAL:

Children are greeted and dismissed individually by the classroom teachers for safety reasons. Please respect this policy and wait patiently in the hallway for your turn.

Children will be released only to persons authorized by parents/guardians on the emergency form and photo ID may be requested. Written or verbal authorization (in person or over the phone) is required for any changes. A written note of car pool arrangements should be given to the Head Teacher and Director.

If there is anyone who is specifically not to have contact with a child (as in custody situations, court orders or Protection from Abuse Orders), please notify the Director. The staff has specific instructions in the event an unauthorized person attempts to pick up a child.

Please remember to park your car and turn off the ignition and to use caution in the parking lot. PLEASE DO NOT LEAVE CHILDREN UNATTENDED IN THE CAR.

CHILD ABUSE:

The staff members of Triple C Nursery School are required by Pennsylvania State law to report any suspicion of child abuse.

Criminal Record Checks and Childline Clearances are required for all staff members.



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Triple C Nursery School

Health And Safety Policies



HEALTH AND SAFETY POLICIES

The health and safety of Triple C students is a matter of primary importance to us. Please note the necessity of the following policies and procedures to help ensure the well-being of all our students.

SICK CHILDREN:

Any child who displays one or more of the following symptoms should be kept at home or will be sent home:

- Fever (no fever within 24 hours)
- Diarrhea
- Thick, yellow/green nasal secretions
- Sore throat or throat spots
- Constant cough
- Vomiting or nausea (no vomiting within 24 hours)
- Eye drainage
- Unusual rash
- Lethargic behavior and/or unusual crying
- Symptoms of a communicable disease (acute conjunctivitis, head lice, chicken pox, etc.)

PLEASE NOTIFY THE DIRECTOR AT ONCE IF YOUR CHILD HAS A COMMUNICABLE DISEASE. We will notify all parents and give you guidelines for when your child may return to school.

CHILDREN MAY RETURN TO SCHOOL WHEN:

- Fever has been broken for 24 hours.
- Nausea, vomiting or diarrhea has subsided for 24 hours.
- At least 4 doses of an antibiotic have been given over a 24 hour period for infectious diseases.
- The child is feeling well again/normal behavior has returned.

FIELD TRIPS:

Parents will be notified in advance of upcoming field trips. A separate permission slip is required for each field trip. Parent drivers are required to provide insurance information.

INFECTIOUS COMMUNICABLE DISEASES:

When a physician diagnoses a child as having a communicable disease or it is known that a child has been exposed, please notify the Triple C Director. All Triple C Staff and parents will be notified. Communicable diseases common in pre-school children today are:

- Head lice
- Chicken pox
- Pinkeye or Conjunctivitis
- Hand, foot and mouth disease
- RSV
- Fifth Disease
- Strep Throat
- Hepatitis

HEALTH AND IMMUNIZATION REQUIREMENTS:

Health information is on file for each Triple C student. All students are required to be up-to-date on immunizations unless a waiver has been requested.

It is also important to note all allergies to foods and medications on all personal information forms. Teachers keep that information handy in the classrooms.

If special medication is required for asthma, seizures, bee stings or other allergies, please see the director for a Permission to Administer Medication form.

Triple C has adopted a policy for the health and safety of children with food allergies. Please see our Handbook for our extensive policy regarding allergies.

EMERGENCY PLANS:

All staff members are instructed in emergency procedures. Fire drills are practiced with the students monthly throughout the school year. Emergency exits and smoke alarms are located in each classroom. Automatic fire doors will come down in the hallway to shield the classrooms in the event of fire in other parts of the building.



SANITATION PROCEDURES AND PERSONAL CARE:

Classroom surfaces and bathrooms are cleaned and disinfected daily.

Protective gloves are used by staff in treating injuries and “bathroom” accidents. Triple C is not equipped for diaper changing. Although we can change children who have occasional accidents, a caregiver needs to be available to change children who are still in pull-ups or diapers.

All children are instructed to wash hands after using the toilet and all children wash their hands prior to snack. All provisions have been made for staff and children to practice appropriate personal hygiene (antibacterial soap, paper towels, etc.)

ACCIDENTS OR INJURIES:

Every effort is made to provide a safe environment for the children. When an accident occurs, the staff will ensure that the injured child is properly cared for.

Emergency information and instructions regarding doctors and hospitals are on file for each student. In case of accident or injury, we will make every attempt to contact the parents or family physician. In the event that neither can be reached, the Director or Head Teacher is authorized to contact emergency medical care.

PARENTS: PLEASE KEEP THE SCHOOL UP-TO-DATE ON PHONE NUMBERS, EMERGENCY INFORMATION AND INSURANCE.

Staff members are trained in CPR and First Aid. Emergency procedures are posted in the classrooms and in the gym. First aid kits are well stocked and taken on field trips along with Emergency Forms. The playground has been designed for safety and is inspected often.

Any accidents or incidents will be documented and parents will be notified.