



**2023-2024  
AFTERSCHOOL CHILDCARE  
PARENT HANDBOOK**



**EL CERRITO COMMUNITY CENTER  
7007 MOESER LANE, EL CERRITO, CA 94530**

**PHONE: (510) 559-7000  
FAX: (510) 528-9413**



## STAFF DIRECTORY

<b>Childcare Site*</b>	<b>Address</b>	<b>Staff</b>
Fairmont School	715 Lexington Ave	Anthony Billups, Community Services Coordinator Phone: (510) 559-7031 Email: <a href="mailto:abillups@ci.el-cerrito.ca.us">abillups@ci.el-cerrito.ca.us</a>
Harding School	7115 "C" Street	Lila Banuelos, Community Services Coordinator Phone: (510) 559-7030 Email: <a href="mailto:abillups@ci.el-cerrito.ca.us">abillups@ci.el-cerrito.ca.us</a>
Madera School	1500 Devonshire	Sheryl Shute, Community Services Coordinator Phone: (510) 215-4392 Email: <a href="mailto:sshute@ci.el-cerrito.ca.us">sshute@ci.el-cerrito.ca.us</a>

\*Each school operates a licensed clubhouse childcare and a non-licensed school-based afterschool recreation program.

<b>Site</b>	<b>Address</b>	<b>Staff</b>
Recreation Department	7007 Moeser Lane	Susan Ortega, Recreation Admin. Specialist Phone: (510) 559-7006 Email: <a href="mailto:sortega@ci.el-cerrito.ca.us">sortega@ci.el-cerrito.ca.us</a>
		Andrea Dwyer, Recreation Supervisor Phone: (510) 559-7003 Email: <a href="mailto:adwyer@ci.el-cerrito.ca.us">adwyer@ci.el-cerrito.ca.us</a>



## **PROGRAM INFORMATION**

### **PROGRAM GOALS**

The Recreation Department strives to help each child reach their potential by planning and implementing a safe, structured, and nurturing recreation program at facilities that serve each of the three WCCUSD Elementary Schools in the City of El Cerrito.

### **CITY FEE POLICIES**

Fees are established to ensure that afterschool care recreation programs are 100% self-supporting, including overhead costs. Our fees are comparable to private and non-profit organizations in the community. We provide reduced rates for families that apply by completing the Childcare Discount Application available at [www.el-cerrito.org/childcare](http://www.el-cerrito.org/childcare). The Park and Recreation Commission reviews fees and makes recommendations to the City Council as needed. Third party payments are accepted from organizations that subsidize the cost for those families that qualify such as [CoCo Kids](#) and [Bananas](#).

### **RIGHT OF CALIFORNIA STATE LICENSING AGENCY**

The City of El Cerrito operates two programs at each school; a school-based recreation program which both take place at the school location, and a licensed childcare program that takes place in the licensed Clubhouse. The California State Licensing Agency has the following authority: To interview children or staff, and to inspect and audit child or facility records, without prior consent; To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect of inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

### **PROGRAM RATIO**

The minimum ratio of adults to children is 1:14. While these are the required ratios for the licensed programs we operate, we follow these guidelines across all programs. Our ratio provides even greater adult supervision when possible.

### **PARENT COMMUNICATION**

The Community Services Coordinator from each site will email seasonal newsletters and event calendars, providing parents and guardians with information regarding upcoming events and activities. Parents and guardians are welcome to email site Coordinators directly with specific questions, concerns, or feedback. Other tools such as the Remind App may be utilized to facilitate communication between parents/guardians and staff.

### **PARENT INVOLVEMENT**

Your involvement in the program is essential. Guardians must cooperate with all policies and procedures and are responsible for respecting staff and handling their concerns in a professional manner. Please refrain from interacting with any children other than your own, and make sure that your involvement does not distract children from participating.



### **PLAYGROUND WEAR**

Students will have outside play time unless inclement weather exists. All students should wear athletic clothing for running around and getting dirty, as well as close-toed athletic shoes.

### **SNACK**

Afternoon snack is between 3:00pm and 3:30pm. Snack menus are posted at each site for your reference. Our goal is to provide a fresh fruit or vegetable each day as well as a second item such as whole-grain crackers or cheese stick. Families are encouraged to pack additional snacks in their child's lunch, please remember our sites are nut-free. Any children who are showing signs that they are still hungry will be encouraged to look for additional nut-free food in their lunch box. If your child has life-threatening allergies, or wheat or gluten allergies, we ask that you provide your own food. Please do not pack items that need to be refrigerated or heated, as we cannot provide that service.

### **ITEMS FROM HOME**

Children should not bring toys or other items from home. When possible, we will plan special days and activities where children can bring special toys. We cannot take responsibility for lost personal items, though every effort will be made to assist children in looking after their personal belongings. We strongly recommend labeling all your child's belongings.

### **HOMEWORK**

We ask children if they have homework, they need to be doing it during our homework time. Children who do not have homework are asked to keep up on their silent reading during this time.

### **LOST ITEMS**

If your child has lost an item, please check the site's lost and found each week. Items left over after one week will be donated.

### **NONDISCRIMINATION POLICY**

We have a policy of nondiscrimination based on race, religion, color, creed, gender, sexuality, ethnic background, or disability.

### **CHILDREN WITH SPECIAL NEEDS**

Children with special needs are welcome in our childcare programs provided there is no adverse effect on other children enrolled in the program (through direct behavior of the child or the need for one-on-one attention). Prior to enrollment, the family and the Site Director will meet to discuss.



## **PAYMENT AND REGISTRATION INFORMATION**

### **PROGRAM DAYS**

You may register 2, 3, 4 or 5 days per week however registration is prioritized for participants registering for 5 days per week.

### **REGISTRATION FEE**

An \$82.00/child non-refundable registration fee will hold a registration space for the school year.

### **REGISTRATION**

Registration opens online Tuesday, April 11 at 9:00am. Families must complete the registration packet available at [www.el-cerrito.org/childcare](http://www.el-cerrito.org/childcare) and pay the registration fee at [www.el-cerrito.org/onlinereg](http://www.el-cerrito.org/onlinereg). Registration is not complete until both steps have been completed.

- Registration is prioritized for families requiring care 5 days per week.

### **PAYMENT**

Fees must be paid through the automated billing system. If you do not have your account login information, please call (510) 559-7000 or email [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) for your username and password.

- There are a total of 10 bills which have equal amounts and cover the full school year (August 21, 2023, through June 4, 2024).
- You will be charged on the 15th of the month from August 2023-May 2024, unless a cancellation request is submitted in accordance with the below requirements.
- Payments will be charged to the Visa/MasterCard/American Express card which was used to pay the registration fee, unless otherwise updated. To update your payment method, please log into your account [www.el-cerrito.org/onlinereg](http://www.el-cerrito.org/onlinereg).
- If your payment method is declined, your receipt will indicate this information. It is your responsibility to notify us and update your payment method by the 20th of the month. If no payment is received, a late fee of \$24.00 will be charged.
- If your payment declines, you may pay your balance online [www.el-cerrito.org/onlinereg](http://www.el-cerrito.org/onlinereg). Once logged in, click on "Cart" and then "Pay old balances". If you are using a new card, please link your new card. To link a new card, please log-into your account and then click "Update Credit Card". Paying and updating your payment method are two separate steps.
- We do accept payments from third-party agencies such as Coco Kids. Please work with the Recreation Admin. Specialist to set up this process.

### **CANCELLATIONS**

If your bill is past due, we reserve the right to cancel your child's enrollment and send any past due balances to a collection agency. Each month billing statements are sent to households' email, and this includes all outstanding balances. The City is not required to make any additional contact regarding past-due accounts. Accounts that are sent to collections will not be able to participate in any programs offered by the City of El Cerrito until the amount due is paid.



## **RECEIPTS**

Paperless billing is utilized. Households will receive receipts through email to the primary account holder's email when the auto-debit payment goes through on the 15th of each month. Please make sure to review the PDF attachment to confirm that your payment was successful. If your payment declines this will be indicated. If you do not receive a receipt by the 20th of the month, please call the Recreation Department.

## **APPLYING FOR FREE/REDUCED LUNCH RATES**

If you qualify for reduced lunch rates, you will pay 30% less than the full fee, and if you qualify for free lunch rates, you will pay 50% less than the full fee. If you are committing to the non-discount fees until you have submitted paperwork and been approved for a reduced rate. To apply for discounted fees please go to [www.el-cerrito.org/childcare](http://www.el-cerrito.org/childcare). Applications must be submitted at the time of registration or within 48 hours (about 2 days) of your registration.

## **REFUNDS/CREDITS**

There are no refunds for City of El Cerrito Childcare activities unless the activity is cancelled due to lack of enrollment or the child is out for a medical reason lasting 5 days or more with a doctor's note provided.

- Credits/Refunds will not be given if a child does not attend the program.
- No credits/refunds are provided for family vacations or days off, etc.

## **PROGRAM CANCELLATION**

The City of El Cerrito reserves the right to cancel any programs that do not reach the minimum enrollment.

## **ADDRESS/PHONE CHANGE**

Contact the El Cerrito Community Center via email ([recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us)) if home address, phone numbers, or emails change during the school year. In the event of an emergency, staff must always have the most current contact and emergency information.

## **WAITLIST**

If space or days are not available in the program, you may register for the waiting list. Parent/guardian will be called when space becomes available at the site they have requested and are provided 48 hours to respond. The waitlist expires on the last day of the school year and does not carry forward to the following year. The non-refundable registration fee must be paid for placement on the waitlist. Please note that all past due balances must be paid prior to enrollment from a waitlist.



## SCHEDULE INFORMATION

### ATTENDANCE

When your child is enrolled, we reserve space in that program for your child. While we understand that absences occur for a variety of reasons, refunds will not be provided for non-attendance (including family vacations or illness). For all absences, please contact the clubhouse site before your child is due to arrive at the program.

### SCHEDULE CHANGES

- No schedule reduction requests (dropping days) will be permitted prior to or during the first two billing cycles so that we can properly prepare for and evaluate staffing and supply needs. Schedule change requests to increase number of days in program will be processed as space becomes available.
  - Note: If registering early, do not sign up for time that you are not prepared to utilize and pay for. During registration, you are committing to the number of days selected through mid-October.
- All schedule change requests are subject to program availability and must be submitted via email. Requests must be submitted in accordance with the below timeline, and the exact effective date will be provided if your request is approved.
- A \$24.00 schedule change fee will be charged to the card linked to your afterschool childcare for all approved requests.

### PROGRAM CANCELLATIONS

- Cancellations requests will be accepted prior to August 1, 2023. Cancellation requests received on August 1st or later will not be effective until mid-October if submitted by the October 1st deadline (see chart below).
- Cancellation requests must be submitted via email ([recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us)).
- A cancellation fee of \$24.00 will be charged to the card linked to your afterschool childcare.

Deadline to Submit Request	Dates Covered	Payment Date	Effective Date
7/31/2023 (Cancellation Only)	8/21-9/14	8/15/2023	
No Requests accepted	9/15-10/11	9/15/2023	
10/1/2023	10/12-11/7	10/15/2023	10/12/2023
11/1/2023	11/8-12/11	11/15/2023	11/8/2023
12/1/2023	12/12-1/22	12/15/2023	12/12/2023
1/1/2024	1/23-2/15	1/15/2024	1/23/2024
2/1/2024	2/16-3/19	2/15/2024	2/16/2024
3/1/2024	3/20-4/22	3/15/2024	3/20/2024
4/1/2024	4/23-5/16	4/15/2024	4/23/2024
No Requests Accepted	5/17-6/4 (NO 6/5-7)	5/15/2024	



## IMPORTANT DATES & INFORMATION

### **PRIORITY REGISTRATION**

Registration is prioritized for families requiring care 5 days per week. Completing the registration steps will commit you to paying 10 payments of the fees for the program. Once you complete the registration process you agree that you will not drop any days of service for at least 2 billing periods.

### **HOLIDAY BREAK CAMPS**

Your childcare enrollment does not include coverage during school breaks. Programs will be available during the Thanksgiving Break (first 3 days only), December Winter Break, Presidents' Week Break, and Spring Break. Parents/Guardians may register their child for these Camps at an additional charge.

### **STAFF DEVELOPMENT DAYS**

Special "Fun Days" are sometimes offered as one-day camps on any West Contra Costa Unified School District (WCCUSD) staff development days. However, the WCCUSD calendar may utilize those days as "bad air quality" days and change plans.

### **PROGRAM HOLIDAYS**

There will be no program on the following days:

8/15/23-8/18/23	First Week of School
9/4/23	Labor Day
10/9/23	Reserved School Day
11/10/23	Veteran's Day
11/20/23-11/24/23	Thanksgiving Break
12/18/23-12/22/23	Christmas Break
12/25/23-1/1/24	New Year's Break
1/15/24	Martin Luther King Jr. Day
2/19/24-2/23/24	Presidents' Week
3/29/24	Reserved No School Day
4/1/24-4/5/24	Spring Recess
5/24/24	Reserved No School Day
5/27/24	Memorial Day
6/5/24-6/7/24	Last Three Days of School





## **GENERAL PROGRAM POLICIES**

### **DROP-INS**

If space is available, children registered in our programs may attend the program on a day they are not regularly scheduled by coordinating the drop-in with the recreation office.

- Parents are responsible for requesting a drop-in in writing by email to the Community Services Coordinator at least 48 hours in advance.
- Drop-in fees will be charged to the credit/debit card linked to your account.

### **SIGN-IN/SIGN-OUT AUTHORIZATION**

Only those authorized by the parent/guardian in writing will be allowed to sign-in and sign-out a child from the program.

- The authorized person must be 18 years or older to sign out the child.
- If an unfamiliar person comes to pick up the child, staff will ask for identification to verify that they are authorized to pick up the child.
- Staff must prohibit a person showing signs of intoxication from picking up a child in care.

### **LATE PICK-UPS**

Anytime a child is picked up after their regularly scheduled ending time in the program the account will be charged a late pick-up fee.

A late pick-up will result in an automatic \$20.00 flat rate and an additional \$1 per minute.

EXAMPLES:

- Being 5 minutes late results in  $\$20.00 + \$5.00 = \$25.00$
- Being 8 minutes late results in  $\$20.00 + \$8.00 = \$28.00$
- Being 17 minutes late results in  $\$20.00 + \$17.00 = \$37.00$

The parent or person picking up the child will be asked to pay the late pick-up fee when the child is picked up with a check (no cash accepted) or with a credit card on file with your account and to sign our late pick-up slip. Late fee charges cannot be billed or invoiced for later payment.

Parents should always contact the site when they are going to be late. Staff are paid a 30-minute minimum, and you will still be charged the late pick-up fee.



## **POLICIES TO PREVENT CHILD ABUSE**

The health and well-being of your child(ren) is essential to the City of El Cerrito Recreation Department. The Department has developed a policy on the prevention of child abuse that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so.
- Parents will be informed about their child's program participation.
- Staff will be alert to the physical and emotional state of all the children. When any sign of injury or suspected abuse is detected, the Community Services Coordinator and Recreation Supervisor will be notified immediately.
- Staff will offer information on child abuse and assistance to parents and children through workshops and resource materials upon request.
- Staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign-in and sign-out logs will be maintained daily and kept on file.
- Staff and volunteers will not verbally or emotionally abuse or punish children.
- Staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Staff will be fingerprinted and receive clearances before working.
- Staff training will include information about the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- It is the Recreation Department's policy that staff may not be alone with children they meet in City of El Cerrito programs outside of the program. This includes babysitting, sleepovers, inviting children to their home, gift-giving and special phone calls to an individual child. We ask that you please not jeopardize a staff members' employment by asking them to babysit.

To report concerns, please contact the Recreation Supervisor overseeing Youth Services at (510) 559-7003 or via email at [adwyer@ci.el-cerrito.ca.us](mailto:adwyer@ci.el-cerrito.ca.us).

Some Before and After School Programs are licensed through the Department of Social Services (DSS). When an incident occurs and/or is brought to our attention, the Recreation Department is legally bound to notify DSS or Child Protective Services (CPS).



## **EMERGENCY PROCEDURES**

### **ILLNESS, ACCIDENTS, INSURANCE and LIABILITY**

If your child is ill, keep them home. If your child has had a fever, nausea, vomiting, or diarrhea, they must be symptom free for 24 hours before returning to school or childcare. If a child becomes ill while at childcare, the staff will call the phone numbers listed on your Emergency Form so that the child may be picked up immediately. Parents/guardians should list names of family/friends who are available to pick up their child during the day. Anyone listed on the forms will be required to show valid identification when picking up a child from the site.

If a child sustains an injury needing attention beyond standard first aid, staff will phone the local emergency number/911 for assistance. The parent/guardian will be contacted. If the parent or guardian cannot be immediately reached, staff will contact a person on the emergency contact list.

- When 911 is called an ambulance will be dispatched.
- Only authorization by a parent/guardian can cancel an ambulance.
- The determination for transportation may be left up to emergency personnel depending on the seriousness of the injury and the availability of the parent/guardian.
- If your child is transported to a local hospital facility, a staff member will remain with the child until a parent/guardian arrives.
- If the parent/guardian cannot be contacted, emergency personnel will direct the ambulance to the nearest emergency care facility.

The City does not pay the cost of ambulance service, but most family health plans do cover ambulance service. The City does not provide accident insurance for childcare children. The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

### **MEDICATION**

Children who must receive medication during childcare hours must provide the Community Services Coordinator with written instructions and permission to administer the medication. Medication must be brought by the parent/guardian to the site and given directly to the coordinator. Please see the Incidental Medical Services Plan information beginning on page 14 for detailed information.

### **DISABILITIES, ALLERGIES, SPECIAL NEEDS and FEARS**

Please notify the Community Services Coordinator of any disabilities, special needs or allergies that pertain to your child. This allows staff to provide the best possible care for your child.

### **FOOD POLICY**

There are children in our program with food allergies. At the beginning of each school year, we will assess what life-threatening allergies are being handled at each site. Parents will be notified of what substances will not be permitted on the site due to this situation. This may change during the year if a child with a life-threatening allergy joins. All our sites are nut free. Please do not send any snacks, lunch or other food items with your child made with peanuts or cooked in peanut oil. It is important that you respect any other restrictions that are in adherence at your child's site.



### **LICE POLICY**

If any member of your family has lice, please contact us immediately so that we can take precautionary measures to impede the spread. We will notify all families on the same day we receive this information. We require that all families do a thorough check of their child at home after any lice notification. Children who have had lice may return to care as soon as they are treated if there are no signs of lice, nits, or eggs.

### **BEHAVIOR POLICY**

The staff members are directed to keep an open line of communication with parents/guardians. Should any misbehavior, behavioral changes or positive incidents occur with a child in our care, the staff is instructed to talk with the parent/guardian. There is no corporal punishment administered in our programs.

In the case of behavior problems:

- Staff discuss the behavior with parent/guardian asking for their assistance in the matter. Staff record any incidents of misbehavior on behavior report forms that are kept in the child's folder.
- If misbehavior continues, staff again speak with the parent/guardian regarding the incident letting them know that the child's behavior needs to be corrected.
- If the misbehavior continues, a parent/guardian will be reminded of the seriousness of the behavior. The parent/guardian is informed that if the behavior does not change the child may be suspended and/or dismissed from the program.

Continuation of poor behavior may result in the suspension and/or dismissal of the child from the program. The Coordinator or Supervisor reserve the right to suspend or dismiss a child from the program immediately if unsafe behavior occurs or the child harms another child or staff.



## **INCIDENTAL MEDICAL SERVICES PLAN**

The following plan is for the City of El Cerrito Recreation Department including the following sites:

- Harding Afterschool (Master Site) - 070209620
  - Madera Afterschool - 070210326
  - Fairmont Afterschool - 070210325

Staff will administer medications at the preschool or before and after school program only when a medical professional has deemed it necessary to do so during program hours. We will accommodate the needs of each child in our care and follow all medical providers' written care plans. Medications will only be administered under the conditions listed in detail below. Types of incidental medical services to be provided include but may not be limited to prescription medications and over-the-counter (OTC) medications as determined in writing by the medical provider. All plans are individualized based on the needs of the child and preparation of staff in ensuring the health and safety of the child in the program.

### **REPORTING**

Any incident deemed unusual or severe will be reported to licensing through an Unusual Incident Report within 24 hours, with a written report to follow within 7 days. Use of regularly scheduled medicines as prescribed such as inhalers or medications will be considered typical, and not unusual, and will not be reported. However, all medications administered, even typical will be logged in the medication log as stated in the Record Keeping section of this plan. Unusual or severe incidences would include any use of an epi-pen as well as any symptoms that merited a call to the parent/guardian, and any symptoms that require immediate medical attention.

### **PRESCRIPTION MEDICATIONS**

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The medical provider's recommended dosage must be on the label as well as the child's name. The Consent to Administer Medication form will be completed by the parents and staff to ensure all staff can administer the required medication. All medications will be current and will not exceed the expiration date as listed on the medication container. Teaching staff will document each time the medication was given using the medication log. The teacher will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

### **OVER-THE-COUNTER (OTC) MEDICATIONS**

OTC medications will be administered only if the medication is in the original container and a letter from a medical professional is on file. The letter must state how the medication is to be used, the length of treatment time, and the dosage needed, signed and dated by the medical professional. This letter will expire in one year's time. The Consent to Administer Medication form will be completed by the parents to ensure all staff can administer the required medication as needed. Teaching staff, or other staff administering the medication, will be trained and document each time the medication is given using the medication log. All staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.



## **OTHER MEDICATIONS**

EpiPens, Inhalers, and other medications will only be given at one of our preschools or childcare sites with a prescription according to the health provider instructions, and a special health care plan is in place (asthma action plan, allergy action plan, seizure care plan, etc.). All care plans will be reviewed by the Site Director. Additional training will be given as needed to address each individual care plan. The Consent to Administer Medication form will be completed by the parents and staff to ensure all staff can administer the required medication as needed. Teachers or other staff administering medication will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

**Asthma Plans:** An Asthma Action Plan is in place for all children diagnosed with asthma by a qualified medical professional. Inhalers or other medications will be administered as indicated above. Children with asthma are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas. Licensing form (LIC 9166) is completed to allow staff to administer inhaled medications.

**EpiPens:** In order to have an EpiPen on site, children must have an Allergy Action plan completed by their medical professional. The Allergy Action plan will identify the symptoms to look for and will indicate when an EpiPen should be used. Children with allergies are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas.

## **RECORD KEEPING**

Medical records will be obtained for all incidental medical services needed. Staff will request medical records with the parent's written authorization for the City of El Cerrito to contact medical providers. All documents will be maintained in the child's center file and will be uploaded into the agency's database. All documents will be reviewed by the Site Director. Copies of all documents and care plans will also be stored in the medication bag next to the prescribed medication. Written instructions from medical providers are needed to administer any medication. Other documents used for record keeping include verification of staff training, asthma action plan, allergy action plan, special health care plan, nebulizer consent, medication administration consent, medication log and the extra special health needs posting. In addition, case notes from staff will document the follow-up needed for each child requiring medications.

## **STORAGE**

All medications are stored in medication containers in the classroom or office and will be kept out of reach of children and always locked. Each child will have individual medications stored in a zip lock bag in the medication container. Each zip lock bag will be labeled with the child's name and the date of medication expiration. Lifesaving medications, such as EpiPen's, will be kept out of reach in the medication container, but will remain in the unlocked front pocket for quick access. All medications requiring refrigeration will be kept in a locked medication box in the refrigerator and will be labeled with the child's name and date of medication expiration. It is the parent's responsibility to collect the medication from the center once the medication is no longer in use and to replace it before it expires.



### **ADMINISTRATION**

Teaching staff and Site Directors are the primary staff trained to administer all medications. Additional staff may administer medications if the required consents and forms are signed and dated. All medications will be brought to every field trip and evacuation due to drills and emergency situations and will be carried in the medication backpack. In addition, the medication backpack is brought outside and stored out of reach, during every outdoor play period.

### **TRAINING**

Annual trainings for all staff to address medication administration, storage, and procedures will be conducted. Individual trainings will take place on site for each child for staff to review each individual health provider's recommendation. Training will be completed by our Site Director as needed. A training binder will be kept on site at each center.

### **PRECAUTIONS**

Gloves will be worn while administering any medication to ensure universal precautions are met. Hands will be washed prior to medication administration and immediately after medication administration.