

HEALTH AND SAFETY

Children depend on adults to make safe and healthy choices for them and to teach them to do this for themselves. Our program strives to promote and protect children's health and control infectious disease, to support children's nutritional well-being, and to maintain a healthy and safe environment.

SUPERVISION

Supervision is basic to the health and safety of each child in our program. Every teacher must be familiar with Standard 746.1205 of the Minimum Standards of Childcare Licensing regarding appropriate supervision of the children. (Also see, Supervision section of SLDS Classroom Procedures regarding **Face to Name** procedures)

In addition, for PreK and Kaleidoscope TK (TK) children, supervision is primarily by sight. Sound supervision is permissible as long as the children who are in sound supervision are checked frequently and teachers are aware of where in the classroom the children are at all times.

TK children may be out of sight and sound supervision for a short period of time (example: going to the restroom) if they are in a safe and secure environment. Teacher will check on these children if they do not return promptly to the classroom. Children in TK are not allowed anywhere but the restroom without adult supervision.

HANDWASHING

Handwashing technique for adults and children: Children 18 months of age and older and adults must wash their hands with soap and running water. Turn on water to a comfortable temperature. Pre-moistened towelettes or wipes and waterless hand sanitizers are not a substitute for soap and running water.

1. Moisten hands with water and work up heavy soap lather
2. Rub hands for at least 15 to 20 seconds, paying attention to the areas between the fingers and under nails and the backs of both hands.
3. Rinse well under running water.
4. Dry hands with a paper towel.
5. Use the same towel to turn off the water faucet and discard the towel.

For infants and toddlers, you can modify this technique to allow more frequent hand washing.

1. Moisten a damp paper towel with liquid soap to wipe the baby's hands.
2. Use a second towel moistened with clean water to rinse the hands.
3. With a third towel, dry the baby's hands and turn off the water faucet.

INFECTION CONTROL

Sometimes the best way to control the spread of illness is the easiest. Proper hand washing has been identified as the single most effective means of stopping disease infection. Studies also show that when you wash and how you wash are more important than what you wash with (Healthy Young Children, 1991). Children and caregivers should always wash their hands:

- before handling food
- before feeding or eating
- after diapering or toileting
- after sneezing or wiping noses
- after playing outdoors or in sand or water
- after handling or cleaning up body fluids
- after handling or feeding pets

Teach children and caregivers how to catch a sneeze or cough. Sneeze and cough away from other people and toward the floor, into the crook of your elbow. If you catch a sneeze or cough in a tissue or your hands, immediately wash your hands.

PROTECTING FROM SUN EXPOSURE AND INSECT-BORNE DISEASE

In addition to extreme cold or heat and injury, children must be protected from sun exposure and insect-borne disease to the best of our abilities. Review and follow procedures as stated in this section of the Family Handbook.

SANITIZING PROCEDURES

Read and follow the NAEYC Cleaning and Sanitation Frequency Table included at the end of this section on the next page.

Equipment and materials in child-care facilities should be made of washable materials, especially if they are mouthed during play. Mouthed toys should be washed, rinsed, and disinfected between users. Label a “Dirty Toy” bucket where mouthed toys are placed after they have been put down by a child. These toys are washed and disinfected at naptime.

The school provides a disinfectant for classroom use. Use a labeled spray bottle to dispense the solution and store it out of the reach of children. Children may not spray the disinfectant when helping with classroom clean-up.

Sanitizing requires a four-step process. For the sanitizing process to be effective, you must follow these steps in order:

1. Washing with water and soap
2. Rinsing with clear water
3. Soaking in or spraying on a disinfecting solution (at least two minutes). Rinsing with cool water only those items that children are likely to place in their mouths and
4. Allowing the surface or article to air-dry

Additional sanitizing procedures:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use gloves and other barriers that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids to reduce the spread of infectious disease.
- When spills of body fluids occur, staff clean up immediately with detergent followed by water rinsing.
- After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated *changing surfaces* described in the Cleaning and Sanitation Frequency Table.

- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie, which is then placed in a closed container.

Table 2. Cleaning and Sanitation Frequency Table
(see 5.A.08, 5.C.01, 5.C.02, and 9.C.06)

Area: <i>Classrooms, child care, and food areas</i>	Clean ^a	Sanitize ^b	Frequency
Countertops, tables	X	X	Daily and when soiled
Food preparation and service surfaces	X	X	Before and after contact with food activity; between preparation of raw and cooked foods
Floors	X	X	Daily and when soiled
Door and cabinet handles	X	X	Daily and when soiled
Carpets and large area rugs	X		<i>Daily:</i> Vacuum when children are not present; clean with a carpet cleaning method consistent with local health regulations (and only when children will not be present until the carpet is dry) <i>Monthly:</i> Clean carpets at least monthly in infant areas and at least every three months in other areas and when soiled
Small rugs	X		Daily: Shake outdoors or vacuum Weekly: Launder
Utensils, surfaces, and toys that go into the mouth or have been in contact with saliva or other body fluids	X	X	After each child's use (or use disposable, one-time use utensils or toys)
Toys	X		Weekly and when soiled
Dress-up clothes not worn on the head	X		Weekly
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloths, and machine-washable cloth toys	X		Weekly and when visibly soiled (items are used by only one child)
Blankets, sleeping bags, and cubbies	X		Monthly and when soiled
Hats	X		After each child's use (or use disposable hats that only one child wears.)
Cribs and mattresses	X		Weekly or before use by a different child
Mops and cleaning rags	X	X	Before and after a day of use, wash, rinse, and sanitize mops and cleaning rags.
Area: <i>Toilet and diapering areas</i>	Clean ^a	Sanitize ^b	Frequency
Hand-washing sinks, faucets, surrounding counters	X	X	Daily and when soiled
Soap dispensers	X	X	Daily and when soiled
Toilet seats, toilet handles, cubicle handles and other touchable surfaces, floors	X	X	Daily or immediately if visibly soiled
Toilet bowls	X	X	Daily
Doorknobs	X	X	Daily
Changing tables	X	X	After each child's use
Potty chairs	X	X	After each child's use. (Use of potty chairs in child care is discouraged because of high risk of contamination.)
Any surface contaminated with body fluids (i.e., saliva, mucus, vomit, urine, stool, or blood)	X	X	Immediately

Source: Adapted from Susan Aronson, ed., *Healthy Young Children: A Manual for Programs*, 4th ed. (Washington, DC: NAEYC, 2002), 128.

^a Cleaning is removing dirt and soil with soap (or detergent) and water.

^b Sanitizing is removing dirt and certain bacteria so that the number of germs is reduced to such a level that the spread of disease is unlikely.

DIAPER CHANGING PROCEDURES

Teachers must promptly change soiled or wet diapers or clothing and follow the following steps:

- Gather diapering materials (clean diaper, wipes, gloves, plastic bag for soiled diaper) before starting
- Roll out fresh paper onto the changing table
- Put new gloves on both hands
- Place child on the changing table and secure with straps
- Remove diaper and place soiled diaper in bag
- Wipe the child's diaper area gently and thoroughly
- Place soiled wipes and gloves in bag, tie bag, and throw away in a trash can with a lid.
- Put clean diaper on the child
- Wash child's hands with soap and water; dry hands with a paper towel; turn water off with paper towel
- Tear off paper on changing table and throw away
- Spray and wipe changing table with soap.
- Spray and wipe changing table with water.
- Spray and wipe table with disinfectant
- Wash hands with soap and water; dry hands with a paper towel; turn water off with paper towel.

Diaper Cream Application

Diaper cream is considered a medication; therefore, we require written permission to apply the cream and document the application. Here is a review of our procedures:

- Parent brings diaper cream and signs the permission form (kept in classroom).
 - Signed permission forms are kept in the child's information sleeve.
- Once we obtain diaper cream with permission form, both the cream and the permission slip may be kept in the classroom.
 - After the original application, you must notify the parent (in person or by telephone) before applying the cream on a new rash.
 - Diaper cream must be kept out of the reach of children.
- Record the application of diaper cream on the diaper cream log.
- Note application on the child's daily report. Example: 1:15 dc (dc for diaper cream).

ILLNESS POLICY FOR CHILDREN

All Day School staff must read the current Day School Family Handbook section, Security, Health, & Safety. This includes our Illness Policy and detailed information for parents regarding medications. Parents and teachers will be notified of any updates or changes to the policy that occur after the annual printing of the handbook.

An ill child needs to be at home. The following symptoms are to be used to determine whether or not a child should be at school:

- The child is unable to participate comfortably in all activities
- The child has a greater need for care than teachers can provide while caring for the other children
- The child has one of the following:

- An ear (tympanic) temperature of 100.0 or greater accompanied by behavior changes or other signs of illness
- Uncontrolled diarrhea
- Two or more vomiting episodes
- Excessive coughing
- Rash with fever
- Mouth sores with drooling
- Behavior changes or other signs that the child may be severely ill.

If a child becomes ill during the day, the Day School office will call the parent and ask them to pick up the child. Depending on the circumstances, the child may remain with a familiar teacher or may be cared for by the office staff until the parent arrives. All parents are advised that they must have emergency plans established to care for ill children. Children must be fever/symptom free without medication for 24 hours or one program day, whichever is longer, before returning to school.

REPORTING COMMUNICABLE DISEASES

Communicable diseases must be reported to the Day School Administrative Staff. Notices will be emailed from the Day School office concerning children who have been exposed to communicable diseases. Parents are asked to notify the school at once if their child has a communicable disease or has been exposed to one

The Administrative Staff contacts the Health Department as required for certain diseases.

FOOD AND OTHER ALLERGIES

Parents of children with severe food allergies will request an Allergy Action Plan form from the Health and Administration Coordinator. Copies of the completed form will be kept in the classroom and the AUX office. We ask that families of children with food allergies give us consent for posting information about each child's allergy so that it is a visible reminder to all who interact with these children during the program day. An allergy alert sign will be posted near the classroom sink, and all parents in the classroom will be notified of any foods that are restricted. All common areas such as the Outdoor Classrooms, Children's Chapel, Children's Library, and hallways are allergy alert areas, and parents and staff must strive to prevent these areas from becoming contaminated. No food of any kind may be consumed in these areas.

Due to the severity of some food allergies, such as peanuts and tree nuts, we will prohibit all classmates from bringing food items that are life threatening to an individual child. For other known allergies that require special procedures, parents will be contacted for instructions.

Once school has started, any parent who reports a newly diagnosed allergy should be referred to the Health and Administration Coordinator.

MEDICAL INJURY OR EMERGENCY

Medical Emergency Statement from Family Handbook

In the case of illness or injury during school hours, the following procedures will be followed:

1. Office staff will attempt to contact one or both parents.
2. If parents cannot be reached, designated persons in the child's file will be contacted.

3. Parents will be notified immediately if it is suspected that a child has sustained a concussion
4. If a child needs urgent medical attention, an administrator will call 911.
5. In the event a parent or guardian is not present and cannot be reached, St. Luke's Day School will follow the recommendation of 911 emergency personnel for treatment and/or transport to the emergency room. All expenses incurred are the responsibility of the parents.

EMERGENCY CONTACT NUMBERS

Ambulance/Police	911
Poison Control	1-800-222-1222
Campus Security	713-416-3004

STAFF INSTRUCTIONS

ACUTE MEDICAL EMERGENCY SITUATIONS

Take appropriate First Aid measures while another adult contacts the office or person in charge.

911 will be called to obtain an ambulance. If you must call, state clearly:

Your name

St. Luke's United Methodist Church Day School

3471 Westheimer

The phone number you are calling from and/or

713-402-5030 - Day School Office

713-622-5710 - Church Office

Answer any questions you may be asked

DO NOT HANG UP UNTIL TOLD TO.

The Director or person in charge will attempt to call the parents or child's physician immediately to coordinate emergency services.

Send copy of the Emergency Medical Information form with the child.

Complete an Accident Report Form and place it in the Director's box.

MEDICAL ATTENTION NEEDED/NOT ACUTE SITUATION

Take appropriate First Aid measures, then contact office.

The office staff will contact the child's parents immediately. If you are the designated person, call the parents or child's physician and tell them of the situation.

MINOR EMERGENCY OR ILLNESS

When a child is injured (scrape, cut, bump, bite, etc.) take appropriate First Aid measures. Simple First Aid kits can be found in the classroom backpacks. The AUX Office has more extensive supplies. If a second opinion is needed, take the child to the office, or designated first aid area. Complete an accident report to be sent to the parents and one for the office to be placed in the Program Coordinator's box.

Sometimes a child sustains an injury to the head or face, an abrasion that causes considerable bleeding, or some other minor injury that might alarm a parent but does not require sending the child home immediately. In such case, the teacher or office will call the parent to give a report as soon as possible and before regular dismissal time.

If the child becomes ill or appears ill during the school day, take the child to the AUX office to have his temperature taken and symptoms assessed. The office will contact the parents to pick up the child if needed.

DISPENSING MEDICATION

All SLDS teaching staff must complete annual training on procedures for dispensing children's medication and how to use an Epi Pen in the event of anaphylactic allergic reaction.

If, during the school day, a child needs medicine already authorized by a parent with written permission, **bring take** the child to the AUX Office to receive the medicine. AUX Office staff or the classroom teacher will:

- Locate the child's medication and dosage form.
- Follow parent's written direction for dosage.
- After dispensing medication, complete the Medication Dosage form in the red Medicine Dosage binder.
- A second staff member-must witness and initial the Medication Dosage form.
- For very young children or in specific circumstances, permission may be given to dispense medication in the classroom.

Licensing requires that parents bring all medication in original containers/packaging and clearly labeled with the child's first and last name, name of clinician, expiration date, and manufacturer's instructions. Over the counter medications must have dosage instructions for the child's age. If there are no dosage instructions for the child's age, the medication must be accompanied by a signed doctor's note stating the dosage instructions.

EMERGENCY PROCEDURES

The following forms are posted in every classroom: Fire Drill Procedures, Emergency Contacts with Phone Numbers, and an Evacuation Map. You must notify someone in the chain of command in the event of an emergency in your classroom or elsewhere on the campus.

FIRE

3 minutes or less to clear building

Alarm will make a continuous whooping sound including a voice over instruction to clear the building.

1. Classroom teacher one – Line children up at the door. Do a quick Face to Name, check and count the children as you leave the room. Take the classroom backpack and walkie-talkie with you.
2. Classroom teacher two– Position yourself at the end of the children's line. Check classroom and restroom to assure clearance and close the classroom door as you exit. **Do not touch the light switch.**

3. Proceed to the designated Fire Drill gathering area for this room (see evacuation posting), or if away from your classroom when the alarm sounds, find the nearest exit.
4. Count children again and repeat your Face to Name check. When all children and adults from your room are accounted for, raise your class binder with room number visible until noted by office staff.
5. Return to building when All-Clear signal is given. Repeat your count and Face to Name procedures.

FIRE EXTINGUISHER OPERATING INSTRUCTIONS

Refer to the map of the building (About the School section) for location of fire extinguishers and fire alarm pull stations.

1. Take fire extinguisher off the wall holder or out of cabinet.
2. Stand back from fire 6-8 feet.
3. Pull out ring pin.
4. Hold fire extinguisher upright.
5. Aim nozzle at the base of the fire.
6. Squeeze handles.
7. Spray, using a side-to-side motion.

SHELTER IN PLACE

We will **Shelter in Place** in the event of a biological or chemical emergency in our city. **We will lock down the building for the safety of the children.**

In the event of an actual chemical/biological emergency, teachers will be instructed to move the children to a designated area of our building. Once we have accounted for each child and staff member, this area will be locked. The area will be secured and not opened until we receive an all clear from the proper authorities.

Should an emergency occur, all parents are advised to follow instructions given by the local authorities. Parents who arrive at St. Luke's after the children are secured in the building will be directed to a safe place in the Church building where they may wait for children to be released.

EARLY MORNING/LATE AFTERNOON FIRE EMERGENCY PLAN

If the fire alarm goes off **before 8:00AM or after 4:00PM**, it will not be a drill but an actual fire emergency. **All classrooms should evacuate to the nearest Outdoor Classroom to be counted.** The Administrator on duty will check the alarm panel and communicate with classroom teachers via walkie-talkie.

EMERGENCY EVACUATION PLAN

Certain emergency circumstances might lead the school to release students quickly and safely to their homes. Parents will be notified of an emergency dismissal through the following communication network: an SLDS text message, a REMIND group email notification, a recorded message on the school's main telephone line, as well as notification on the school website if time permits the website update. In the event of an emergency dismissal the school will release a student directly to the parent(s) or to others authorized by the parent(s) as per the child's current release form.

Should extreme circumstances require the immediate evacuation of our campus, St. Luke's Day School maintains a reciprocal agreement with St. John's School (2401 Claremont Lane, 713-850-0222) and River Oaks Baptist School (2300 Willowick, 713-623-6938). In some scenarios, children could be evacuated across Edloe Street from our main campus to other property that is owned by SLUMC. Parents are given this information in the St. Luke's Day School Family Handbook.

In such case, depending on the circumstances, the Director or other administrative personnel of St. Luke's United Methodist Church will advise the teachers of the plan for evacuation. Emergency backpacks are issued to the teachers at the beginning of each school term and include parent contact information. During emergency evacuation, teachers are responsible for their assigned group of children and may not be released from that duty without the permission of the Director. We will transport children via church vans, private automobile, or on foot, with assistance from all school and church staff.

Children younger than 24 months of age, children who have limited mobility, or who otherwise may need assistance will be transported in routine manner as they are able (i.e., in evacuation cribs, by foot, in individual equipment provided for handicap, such as a wheelchair). If necessary, they will be relocated with proper supervision to the safest area of the building (determined at the time of the emergency by Director or person designated in charge) until transportation can be provided.

SEVERE WEATHER ALERT

If threatening weather conditions occur, such as extremely dark clouds, high winds, or hail, keep children away from classroom windows and be ready to respond if the DS office calls a severe weather alert.

In case of an immediate severe weather event in our area, the alarm will be given by intercom and/or room to room notification. ***"We have severe weather NOW."***

1. Classroom teacher one— Gather children into designated place in your classroom or line up to go to your designated place and follow previously stated procedures.

Designated areas are identified on your evacuation map and reviewed with you periodically. If there is a restroom in your classroom, this is most likely your designated area to shelter from severe weather. (Check your posting)

2. Classroom teacher two – If leaving classroom, position yourself at the end of the line, check classroom and restroom to assure clearance, and close the door. Do not touch the light switch.
3. In case of immediate danger, seated children and teachers should put their heads on their knees and clasp their hands behind their necks if possible.
4. Await an All-Clear signal before returning to classroom. (Repeat count/Face to Name)

SECURITY PROCEDURES

In case of need to alert the office of a suspicious person on campus:

It is the responsibility of every staff member to be alert to all individuals they see in the building. We are often called upon to give directions to people entering the church for appropriate reasons.

If someone appears suspicious and **danger is not imminent** you will walkie-talkie, intercom, call, or send word to the Aux office (5030) or DS office (5140) and help will be sent immediately to follow up with that individual.

If a threatening situation is imminent call 911 from a school phone or your cell phone and report it to the office as quickly as possible.

To reach campus security call 713-416-3004.

Alert:

In case of suspicious yet unconfirmed dangerous activity in proximity to our campus, we will initiate Alert campus status. This is not a Lockout or a Lockdown. Administrators will inform teachers of such activities in the area, so that the teachers' awareness will be heightened. Activities will proceed as normal. In case of confirmation from our security team of dangerous activity in the area, teachers will be notified immediately of Lock-out or Lock-down status.

Lockout:

Should security personnel notify St. Luke's of a confirmed threat near campus, the school will go on lockout. All classes outside of their rooms will be instructed to return to their classrooms immediately. Teachers will lock the door and close the blinds. Classes will participate in planned activities inside of the classroom until given the All-Clear by administrative staff.

Intruder/Lockdown:

Office personnel or other DS staff will announce ***"Intruder on campus"*** to alert the DS staff of a threatening situation. This will be done in the fastest manner possible via intercom, walkie-talkie, or word of mouth. If the location of the intruder is known, the last known location will be stated. In this case, stay clear of that area and proceed to the nearest secure location.

Inside the building, classroom doors should already be locked. Teachers turn out the lights, lower the lockdown door blind, close the window blinds, and move furniture in front of the door, and hide. As quickly and safely as possible, teachers should take the classroom backpack and move their students to the room's designated intruder alert location. If possible, cell phones should be silenced, and everyone should remain calm and quiet. If outside of the building during an alert, teachers will use best judgment to keep the children out of harm's way, including crossing the street to leave the campus if necessary.

All teachers and staff are to complete a class count and Face to Name check and keep children secure until an All-Clear notification is received from DS office staff or emergency personnel. Do not leave the room or respond to anyone at the door, even if a fire alarm is sounded, until notification of an ALL-CLEAR is made by appropriate staff.

In case of a missing child:

The teacher who is missing a child will contact the office immediately. All staff will be alerted.

When you hear this announcement, quickly check your room and restroom. At the same time, the office staff will be checking the common areas upstairs and downstairs. If you find the child, report to the AUX or Day School office immediately. A follow-up announcement will be made to let staff know when the child has been located.

In case of a utility failure:

Teachers will use their flashlights, located in their backpacks, as temporary light. Lanterns are also available. If the school is informed that the failure is to be extended, parents will be notified, and children are to be picked up as soon as possible.

VOLUNTEER AND VISITOR INFORMATION

Classroom volunteers must complete a Safe Sanctuary registration process and be approved before working with children. **All volunteers and classroom visitors must sign-in and sign-out** in the AUX office or the classroom-on the day of the visit and wear a nametag.

With prior approval from the director, teachers' children may visit their parent's classroom to be a reader or help with a party. Check with the Registrar to make sure your child has the proper forms on file. The children are often called "helpers," but it is critical that staff remember that all children under 16 years of age must be counted in the child/staff ratio. **The children must remain with their parent or another adult at all times.**

SUPPORTING GOOD NUTRITION

Our program takes steps to promote healthy eating, and ensure health department requirements, refrigeration requirements, and allergies restrictions. Each teacher must be familiar with Texas child-care licensing and NAEYC accreditation guidelines from Standard 5.B for nutritional well-being and food service. Also see the Family Handbook sections, *Snacks and Lunches at School* and *Healthy Lunch Suggestions*.

The Day School supports nursing mothers by properly storing/serving expressed milk and by offering a place to breastfeed with comfort and privacy. Breast-feeding may take place in the classrooms or the church Nursing Nook (designated lactation room) as most appropriate for the family and classmates.

Parents are requested to bring food cut into small, bite sized pieces which are the appropriate size for the child's ability to chew and swallow. If the food is not the correct size, then the staff will cut foods into pieces no larger than ¼ inch square for infants and ½ inch square for toddler /twos, according to each child's chewing and swallowing capability.

Talk directly or send a note home to parents if they send any food that is not the correct size or is on the choking hazard list (i.e., raisins and popcorn). We cannot serve food considered to be a choking hazard.

At snack and mealtimes, teaching staff regularly sit and eat with children and engage in conversation.

OUTDOOR CLASSROOM AREAS

Teachers must check the Outdoor Classrooms for safety issues each time they take the children outdoors. Make sure that gates are closed and locked. Immediately report to the Facilities, Events & Resources Manager any broken equipment or unsafe conditions in the Outdoor Classrooms.

Buggies and strollers should remain on sidewalks as able. In areas where the buggy/stroller route includes the driveway (near Outdoor Classrooms) extra precautions must be taken. Do not take buggy/stroller rides in the main parking lot or enter any area where there are moving vehicles.

REPORTING ABUSE AND NEGLECT

Teachers and/or other Day School personnel meet with the Director immediately when abuse or neglect of a child enrolled in the school program is suspected.

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Health and Human Services or to law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.