



The Courageous Steps Project Childcare Programs (Children Policies)

TABLE OF CONTENTS

Parent Handbook

Program Description

Program Policies

Rights of Children in Preschool

Daily Schedule



Policy Handbook



Introduction

The Courageous Steps Project is a 501(c)3 non-profit organization that helps children and young adults with various abilities. Our Childcare Program, focuses on providing safe and productive childcare to children and their families in implementing developmentally appropriate practices for young children ages 3 through 19 through our variety of programs.

The Courageous Steps Project

The Courageous Steps Project is committed to providing inclusive early education opportunities for all children, including those with developmental disabilities/challenges.

Program Description

Our inclusive-based preschool program is focused on nationally accepted, developmentally appropriate practices, which emphasize for all children:

- Active, hands-on learning;
- Conceptual learning that leads to understanding through acquisition of basic skills;
- Meaningful, relevant learning experiences;
- Interactive teaching and cooperative learning; and
- A broad range of relevant content, integrated across traditional domains.

Given our belief that children grow and learn by moving from exploration to inquiry to application, programming is individualized by each student's unique needs. Therefore, the amount of time and way each child accesses the learning environment changes and evolves to meet those individual needs.

The Step Forward Center for Discovery & Learning Sub-Program

The Step Forward Center for Discovery & Learning is committed to providing life-skills based programming for children ages 3-19, through community-based experiences and partnerships.

The Green House Village Preschool Sub-Program

The Green House Village Preschool is a sub program under the Courageous Steps Project's Childcare programs focused on providing an early childhood education program for children ages 3 through kindergarten entrance.

Updated on Wednesday December 2nd, 2020



Policy Handbook



Courageous Steps Project Childcare Program Policies

The purpose of this section is to inform you of the **Courageous Steps Project childcare program policies** and expectations. Please make yourself familiar with this section and let the director or appropriate management know if you have any questions. The policies stated here are expected to be followed by all staff and students.

The **Courageous Steps Project childcare programs** does not discriminate against applicants and/or students based on disability, race, color, national or ethnic origins. Students of all races and abilities are accorded the same privileges, programs and activities. **The Courageous Steps Project** does not discriminate based on race or disability in administering educational policies, admission policies, scholarships or other school administered programs. Faculty and administrative staff will be engaged without regard to their disability, race, color, national or ethnic origins.

Lost And Found

Any personal possessions that cannot be identified by teachers will be placed in the lost and found bucket. The lost and found bucket is located by the cubbies.

Snow Days

The **Courageous Steps Project childcare programs** will not have in-person school sessions during inclement weather if other area schools cancel. However, the program director can determine if virtual / Telehealth learning option is viable for students and their families.

Holidays/Vacation

The **Courageous Steps Project childcare programs** shall be open during holidays/vacation and made accessible to families depending on availability and need demonstrated.

Calendar School Year

The calendar year is set by the administrative staff. The typical start of the school year occurs in early September, and the typical end of the school year is in June.

Summer Session

The summer session takes place from mid-June through mid-August. The summer session is very similar to the school year session. Community experiences may be more utilized during this session with in-house and outside experiences taking place. Enough notice with necessary permission slips will be in place.

Evacuation/Fire Drills

Updated on Wednesday December 2nd, 2020



Policy Handbook



Evacuation/Fire Drills are conducted each month in accordance with DHHS licensing. Children will learn how to respond to and keep themselves safe in the event of a real fire alarm.

- When the smoke alarm sounds, children and staff will immediately stop what they are doing and shall walk quietly and quickly to the door of the classroom or nearest exit point.
- A teacher shall move immediately to the door, open it and walk quickly and quietly, with the children out of the playground gate to the safe spot. Another staff member will get the emergency to-go- bag located by the door and check the building to make sure everyone has left the building.
- During a fire drill, no one will stop for coats or personal possessions since rapid exiting of the building is essential.
- Once at the safe spot, the head classroom teacher shall count the children and staff and walk back to the building. In the event of a real fire, the head classroom teacher shall contact emergency numbers and release children to their parents.

Lock-Down Drills

Lock-Down Drills are conducted periodically in accordance with licensing. Children will learn how to respond to and keep themselves safe in the event of a real lock-down situation.

- When an announcement is made, the head classroom teacher shall direct children and other staff members to move to a non-visible area of the building.
- Staff members shall move to the nearest non-visible corner/area of the building.
- In an event of a real lock-down situation, staff shall barricade doorways/entry points to protect the safety of all children in building.
- Staff and children shall remain in nearest non-visible corner/area until head classroom teacher deems it safe for children to return to learning. In the event of a real lock-down situation, the head classroom teacher shall dial 911 using a cellular device/phone to call law enforcement to handle the situation.
- In the event of a real lock-down situation, the children shall be released to their parent(s)/guardian(s) AFTER the scene is safe and cleared.

Guidance and Discipline

The **Courageous Steps Project childcare programs** provide an environment that encourages development of personal learning styles and interaction. It is planned to be a happy, positive experience for all involved. Routines and behavior guidelines are taught to keep children safe, to encourage learning and to help develop self-control and a positive self-concept.

Updated on Wednesday December 2nd, 2020



Policy Handbook



Teachers/staff may redirect and discuss problems with children as deemed necessary. At times, negative/inappropriate behavior may be ignored, and positive behavior reinforced with praise and recognition. If a behavior becomes a concern or a problem, parents and teachers will work together to plan mutually acceptable solutions.

“Time out” is used primarily when a child physically hurts another child. The child is placed in a chair in the classroom space watching the children play. If the child is upset, the moment they are calm, we remind them of the rule, “no hurting” and allow them to join the play.

Gum

The **Courageous Steps Project childcare programs** does allow gum chewing during the day at the **Courageous Steps Project childcare programs**. The gum that we offer to the children is sugar free. We find that for some other children, chewing gum helps maintain a level of alertness and enables them to organize their thoughts and bodies so they can work more efficiently. If for any reason you do not want your child to chew gum, please let the head classroom teacher or director know.

Breakfast

We do not serve breakfast at any **Courageous Steps Project childcare programs**. If there is a challenge with breakfast, please reach out to us to discuss ways we can support your child’s health needs.

Lunch

All children stay at school for lunch and physical education, unless an organized community experience is scheduled with prior permission slips and protocols are organized in place. The children must bring a COLD LUNCH with them in the morning to keep in their cubby until lunch time. Lunch is eaten in the classroom space with at least one teacher at each table. This allows the children to socialize in a different atmosphere than the general classroom, as well as, an opportunity for working on self-help skills important prior to kindergarten.

Physical Education

All children participate in physical education at the **Courageous Steps Project childcare programs**. There are several protocols that are in place to help support physical education instruction:

- Children are taught to use equipment in a safe way;
- Children are taught to participate in activities using appropriate practices;

Updated on Wednesday December 2nd, 2020



Policy Handbook



- Staff create an environment that is safe and productive for all children, regardless of ability;
- Children are evaluated on physical education progress, in which results are sent home to parents via hard-copy and/or electronically.
- A calendar of physical education activities is determined by head classroom teacher with management.

Clothing

Children should wear comfortable play clothes to enjoy all types of activities. Please expect normal wear and tear, an occasional paint smear, or accident to occur. Footwear should be appropriate for indoor and outdoor play. Sneakers are always the best choice. It is very helpful if you mark all clothing that might be misplaced such as boots, mittens, sweaters, backpacks, coats and hats with your child's name. Please make sure we always have a clean change of clothing for your child in their cubby. Spills and bathroom accidents are a party of our daily routine.

Snacks

We will begin our snack calendar the third week of school. A monthly calendar shall go home to each child via hard-copy or electronic copy. The day their name is on will be the day that they are the leader of the day. They may bring in a snack to share, although it must be pre-packaged. They turn off the lights for pickup and are line leaders. We encourage "healthy choices" whenever possible. We will let you know of any allergies as soon as we are aware of them.



Policy Handbook



The Courageous Steps Project Childcare Programs

Program Fees Policy

The Courageous Steps Project Childcare Programs have program fees in place through our different programs. These program fees shall be listed in accordance with each program being offered where people can visibly see it.

Program Fees for our Green House Village Preschool are as follows

\$75.00 for Two Days / \$375.00 Per Month
\$110.00 for Three Days / \$550.00
\$150.00 Per Week / \$750.00 Per Month

Program Fees for Other Childcare Programs

\$40.00 Per Day
\$100.00 for Three Days
\$140.00 for Five Days (Full Week)

The Courageous Steps Project holds the right to adjust pricing as deemed necessary. Those shall be reflected in our program brochure(s), websites, and other marketing materials as deemed appropriate.

Scholarships may be available for certain programs. It is encouraged that interested families contact the program director or management to learn more.



Policy Handbook



The Courageous Steps Project

Typical Daily Schedule

9:00am	Arrival / Free Play Activities
9:30am	Pick-Up Time / Music and Movement Activities / Obstacle Course
10:00am	Morning Snack / Books and Puzzles
10:15am	Free Choice Center Time Activity
11:00am	Pick-Up Time / Group Time Activities Outside organized group game / free play
11:30am	Lunch
12:00pm	Outside Activities
12:15pm	Physical Education Activities
1:00pm	Nap Times
2:00pm	Group Activity
2:30pm	Outside Free Choice Activities
3:00pm	Dismissal

Rights of Children in Program

- 1.) Right to freedom from abuse and neglect.
- 2.) Right to confidentiality
- 3.) Right to freedom from harmful actions or practices
- 4.) Right to a safe and healthy environment
- 5.) Right to be free from discrimination
- 6.) Right to consideration and respect
- 7.) Right to be informed of services provided by the school
- 8.) Right to information regarding school's deficiencies
- 9.) Right to a service plan
- 10.) Right to a variety of appropriate activities, materials, and equipment
- 11.) Right to mandatory reporting of rights violations
- 12.) Right to reasonable modifications and accommodations
- 13.) Right to FUN



Policy Handbook



The Courageous Steps Project Childcare Programs **Health Policy**

Please do not send your child to school or any program related activities with the following symptoms:

- Fever - (24 hours without fever)
- Unexplained skin rashes — we will need a note from a doctor certifying that it is safe for your child to come back to school
- Vomiting — until symptoms are gone
- Mouth sores — with a doctor's note
- Eye infections — 24 hours after treatment starts and eye is free from drainage
- Unusual fatigue, irritability or restlessness
- Head lice — until treated and free of nits

These are the most common reasons to keep your child home from school or program related activities. If you have any questions about whether your child is well enough to come to school or attend program activities, please check with your healthcare professional and the classroom teacher and/or director. If your child is at school or in program activities and develops any of these symptoms, we will notify you to pick up your child.

It is very important to notify the classroom teacher if your child is exposed to, or has, a contagious disease. The staff will notify parents if a school exposure occurs, and a sign will be posted on the door. Further steps may be taken as deemed necessary by administrative staff. Please be sure to call if your child will be absent.

Accidents

There is always one teacher/staff member on site who is trained in CPR and first aid. In the event an accident requiring medical attention should occur, the following procedures will be followed:

- A child's parent or legal guardian will be notified immediately pertaining to any illness, severe injury or accident, involving their child. An adult designated by the parent/guardian shall be notified immediately should the parent/guardian be unavailable at the time of emergency.
- In case of life-threatening injury or acute illness, an ambulance will be immediately called, then the child's parents. If the parents cannot be reached quickly, emergency contracts listed in the student's file will be called.
- Documentation of all accidents, injuries, or emergencies will be placed in the child's record on the day of the occurrence and make such reports available to the parent or legal guardian as deemed necessary.

Updated on Wednesday December 2nd, 2020



COVID-19 (Coronavirus) Procedures Guidance Policy

Overview: This COVID-19 (Coronavirus) Procedures Policy, is designed to protect children and staff involved in our various programs under the Courageous Steps Project, Inc. childcare programs. This policy is fluid based on future guidance by the Center for Disease Control (CDC) and other state agencies as deemed necessary by program management including the healthcare consultant, the Chairman/CEO, and Board of Directors oversight.

Information Referenced From CDC Guidance for Child Care Programs That Remain Open: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>

The Courageous Steps Project will also reference CDC guidelines updated monthly in making decisions according to the safety of all involved in our programs due to the COVID-19 pandemic.

Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a mask when you have to go out in public.
- Masks should NOT be put on babies and children under age two because of the danger of suffocation.

Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.

Have a plan if someone is or becomes sick.

Updated on Wednesday December 2nd, 2020

- Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child. Additional information about isolation in related settings can be found here: [isolation at home and isolation in healthcare settings](#).
- Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.

- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.

Monitor and Plan for Absenteeism Among Your Staff

- Develop plans to cover classes in the event of increased staff absences. Coordinate with other local child care programs and reach out to substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.
- Recommend that people at [higher risk for severe illness from COVID-19](#) (older adults and people of any age who have serious underlying [medical conditions](#)) consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community.
-

Review plans for implementing social distancing strategies

- Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. Detailed guidance for implementing social distancing strategies in child care centers and schools is found here: [Social Distancing Strategies](#)
-

Assess Group Gatherings and Events

- Follow [current guidance](#) about gatherings and events.
- Plan to limit nonessential visitors and postpone or cancel use of classroom volunteers.

Social Distancing Strategies



Work with your local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their homes.

Parent Drop-Off and Pick-Up

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
 - Have child care providers greet children outside as they arrive.
 - Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
 - Infants could be transported in their car seats. Store car seat out of children's reach.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious

Updated on Wednesday December 2nd, 2020



underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

Screen Children Upon Arrival (if possible)

Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Clean and Disinfect

(CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

Intensify cleaning and disinfection efforts:

- Facilities should develop a schedule for cleaning and disinfecting.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/ surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of appropriate for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC's guidance on disinfection for community settings.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys & Tips for cleaning toys

- Toys that cannot be cleaned and sanitized should not be used.

Updated on Wednesday December 2nd, 2020

- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

- If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.
- Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk. Follow children's care plans for underlying health conditions such as an asthma action plan.
- If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.



Policy Handbook



The Courageous Steps Project Childcare Programs

Accident/Serious Incident Policy

The Courageous Steps Project Childcare Programs, shall immediately notify a child's parent or legal guardian of any illness, serious injury or accident involving their child. An adult designated by the parent shall be notified immediately should the parent be unavailable at the time of emergency.

In case of life-threatening injury or acute illness, an ambulance will be immediately called, then the child's parents. If parents cannot be reached quickly, emergency contacts listed in the student folder will be called.

The Courageous Steps childcare programs shall document all accidents, injuries, or emergencies in the child's record on the day of the occurrence and make such reports available to the parent or legal guardian.



Policy Handbook



The Courageous Steps Project Childcare Programs

Child Immunization Policy

For each child who is attending the Courageous Steps Project Childcare Programs, we require and keep on file, within thirty (30) days of the child's first admission to our organization's childcare programs, and updated annually thereafter, a Certificate of Immunization which clearly illustrates each child's present immunization status. Each child's record must reflect an up-to-date status according to the Child Care Immunization status. Each child's record must reflect an up-to-date status according to the Child Care Immunization Standards set forth by the Maine Bureau of Health Immunization Program (based on recommendations made by the Centers for Disease Control's Advisory Committee on Immunization Practices).. Dates of Immunization (month/day/year) and vaccine type shall be on file for each of the following vaccine preventable diseases:

- a.) Measles
- b.) Mumps
- c.) Rubella
- d.) Diphtheria
- e.) Pertussis
- f.) Polio
- g.) Tetanus
- h.) Haemophilus Influenza Type B
- i.) Varicella
- j.) Hepatitis A & B
- k.) Pneumococcal Conjugate
- l.) COVID-19 Vaccines (when released — see COVID-19 policy for more info)

A blood test demonstrating immunity to measles, mumps, and rubella can be provided as proof of immunity. Evidence of this shall be kept on file, and updated in a timely manner.

Children shall be required under this rule and as mandated by Maine State Law to have any such immunization. Changes to this policy are appropriate only IF state law changes and allows those exemptions. Chairman/CEO approval is required.

Updated on Wednesday December 2nd, 2020



The Courageous Steps Project Childcare Programs

Sunscreen/Insect Repellent Authorization

The staff at the Green House Preschool and Step Forward Center for Discovery & Learning are trained to administer sunscreen and insect repellent as approved by a parent/guardian of child. The Green House Preschool and Step Forward Center for Discovery & Learning, SHALL NOT responsible for any

I hereby grant permission for the use of sunscreen and/or Insect Repellent on my child during the school day.

Child's Name: _____ Date: _____

Parent Signature: _____ Date: _____



The Courageous Steps Project Childcare Programs

Child's Record

Admission Date

Discharge Date

Name Of Child: _____ Birth Date: ____ / ____ / _____

Address: _____ Phone Number: _____

Parent or Guardian Information:

1.) Name: _____

Address (if different from above): _____

Email Address: _____

Home Phone Number: _____

Place of Employment: _____

Physical Address: _____

Work Phone: _____ Cell Phone: _____

2.) Name: _____

Address (if different from above): _____

Email Address: _____

Home Phone Number: _____

Place of Employment: _____

Physical Address: _____



Work Phone: _____ Cell Phone: _____

Other Contact Information.

Name, address and telephone number of next-of kin, other than parents:

If parent or guardian cannot be reached by phone during that time the child is in care, how can he or she be reached? Name, address, and telephone number of a person other than the parent to be contacted in case the parent can't be reached in an emergency:

Names of persons who are permitted to remove the child from the childcare facility:

Signature of Parent/Guardian: _____

Signature of Director: _____

The facility must be notified by the parent or guardian of any changes to the above information as well as when regular transportation or pick-up methods will vary.



The Courageous Steps Project Childcare Programs

Accident / Incident Report

Child's Name: _____ **Age:** _____

Birth Date of Child: ____ / ____ / ____

Date of Injury: ____ / ____ / ____ **Time:** _____

Parents Notified By Phone: Yes No **When:** _____

Results of Phone Call: _____

Description of What Happened: _____

Description of Injury: _____

Treatment Given: _____

Treatment Given By: _____

Witness(es): _____

Any Further Treatment: _____

Parent Signature: _____ **Date:** ____ / ____ / ____

Director Signature: _____



The Courageous Steps Project Childcare Programs

Authorization of Administering Medication

I hereby authorize **The Courageous Steps Project Childcare Programs (Step Forward Center for Discovery & Learning & Green House Village Preschool)** to administer the following Medication to:

_____ Name of Child

Prescribing Physician: _____

Name of Medication: _____

Dosage: _____ **When To Give:** _____

Continue This Medication Until: _____

MEDICINE MUST BE IN IT'S ORIGINAL CONTAINER WITH CHILD'S NAME ON IT!

I have given the first dosage on (DATE) _____

_____ **Signature of Parent or Guardian**

_____ **Date**

Record of Medication. Use this to check dosages given and as a reference for sharing this information with the child's parent.

Amount	Time	Date	Initials

Amount	Time	Date	Initials

NOTE: New form should be used for each cycle of medication.



Reproduce as needed.





**The Courageous Steps Project Childcare Programs
Medical Information & Permissions Form**

Name, Address, and Telephone Number of Child's Physician:

Name, Address, and Telephone Number of Child's Dentist:

Known Allergies: _____

Known Medical Problems: _____

Any Special Needs: _____

Date of Last Tetanus Shot: _____ / _____ / _____

Please list here or on an attached sheet of paper any significant factors concerning the child's health, emotions, or living situation that might influence the child's adjustment to this child care facility / program or that might be important to know when providing a nurturing and supportive environment for him or her.

I hereby give my consent, in the event of a medical emergency when I cannot be contacted, for child care personnel to obtain whatever treatment may be deemed necessary for _____ (name of child), born _____.

The authorization includes my consent for the above named child to receive treatment by a physician in any hospital emergency department.

Signature of Parent or Guardian Signature of Witness/Care Provider

Date: _____



Policy Handbook



The Courageous Steps Project

Statement Of Confidentiality And Privacy

Each staff member at The Courageous Steps Project, through our various childcare programs are exposed to and may have access to verbal and/or written information which is sensitive and personal in nature.

We must be absolutely certain NO information regarding an individual child, family, student, or employee is discussed with anyone outside facility settings without written consent of person or persons involved. Unauthorized release of confidential information is a violation of laws regarding individual and family rights to privacy.

Discussion of private/confidential information outside of facility settings is strictly prohibited. Such discussions are contrary to this policy of supporting all individuals equally. Ask your supervisor if you are in doubt about whether the release of information is appropriate. If someone persists in seeking information, refer them to your supervisor.

Violation of this confidentiality may result in immediate termination of your employment with our organization, or subjection to immediate suspension until the Chairman/CEO and/ or Board of Directors investigates.

Employee Signature Date

Director's Signature Date

Employee Printed Name Date

Director's Printed Name Date

Chairman/CEO Signature Date

Chairman/CEO Printed Name Date



The Courageous Steps Project
(Step Forward Center & Green House Village Preschool)

Visitor Acknowledgement of Confidentiality

I hereby agree to keep confidential all information or knowledge I may gain or have access to either directly or indirectly through files, conversations, personal contacts and/or observations while at the facility of the Courageous Steps Project childcare programs.

Date: _____

Visitor Name (please print): _____

Visitor Signature: _____

Title: _____ Agency/Organization: _____

Purpose of Observation or Visit (Please include child's name if applicable)

Time In: _____

Time Out: _____

Date: ____ / ____ / ____

Signature of Authorized Staff Member: _____