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**NAVAJO TECHNICAL UNIVERSITY**

E S T A B L I S H E D 1 9 7 9

# CHILD CARE SERVICES

## FAMILY HANDBOOK

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## TABLE OF CONTENTS

Welcome.....	1
NTU Child Care Services Mission Statement .....	2
NTU Child Care Services Philosophy.....	2
NTU Child Care Services Goals .....	2
Child Care Staff .....	2
Child Care Student Employee .....	2
Confidentiality .....	2
Photography/Videos .....	3
Enrollment Policy .....	3
Enrollment Priorities .....	3
Waiting List Policy .....	3
Family/Child Orientation .....	4
Child Care Services Tuition and Fees .....	4
NTU Faculty, Staff, and Community Rate .....	4
Additional Charges .....	4
Administrative Fee .....	5
Billing .....	5
Child:Staff Ratio .....	5
Hours of Operation .....	5
Closures and Delays .....	6
Arrival and Departure from Child Care Services.....	6
Late Pick Up Policy.....	7
Absences .....	7
Family Custodial Concerns .....	7
Withdrawal Policy .....	7
Termination Policy .....	7
Children with Special Needs .....	8
Curriculum .....	8
Child Assessments .....	9
Health and Safety .....	9
Daily Health Evaluation .....	9
Immunization Record .....	9
Illness .....	9
Toileting .....	12
Parent Participation .....	12
Parent Conduct .....	13

Meals ..... 13

Breastfeeding ..... 13

Cradleboard and Swaddling ..... 14

Birthday Treats ..... 14

Accidents ..... 14

Fire/Emergencies/Evacuation..... 15

Missing Child ..... 17

Discipline Policy ..... 17

Reporting Child Abuse or Neglect ..... 18

Parking ..... 18

Cell Phone Use ..... 18

Tooth Brushing ..... 18

Clothing ..... 18

Toys from Home..... 19

Addressing Concerns and Complaints ..... 19

NTU Child Care Services Fire/Emergency Evacuation Plan ..... 20

NTU Child Care Services Daily Schedule ..... 21

NTU Campus Map..... 22

Appendix – Sample Forms ..... 23

Child Health Assessment ..... 24

NTU Child Care Services Health Referral ..... 25

Incident Report Form ..... 26

NM CYFD Income Eligibility Application..... 27

CACFP Parent/Guardian Request for Fluid Milk Substitution ..... 28

NM CACFP Infant Feeding Plan/Parent Preference Form ..... 29

Care Plan for a Child with Special Needs in Child Care ..... 30

Family Handbook Acknowledgement Form ..... 31



## WELCOME

Dear Families,

Welcome and thank you for choosing the Navajo Technical University (NTU) Child Care Services for your child's early learning. Our child care operates within the NTU Student Services Department, and was established to provide children with early childhood learning, recreational and cultural activities. We create an academic, social, physical, and emotional developmental environment for learning that provide each child with nurturing and challenging environments. We value the child's individual background, and understand that preparation for general readiness in a regular school system begins with sound educational foundation at the earliest stage in life.

In addition, we believe that the child's family are their first teachers. For our program to be successful, the NTU Child Care Services staff and each family work together as a team. We hope this family handbook will be of assistance to you when questions arise about our child care, as it is a living document and is reviewed regularly as requirements change or we feel the need to better our program. As these changes are made, you will receive written updates.

We have chosen to follow the best practice from the American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. *Caring for our children: National health and safety performance standards: Guidelines for early care and education programs (CFOC3)*. 3<sup>rd</sup> edition. Elk Grove Village, IL; as well as from the Pennsylvania Chapter of the American Academy of Pediatrics. **Model Child Care Health Policies, (MCCHP)**, Aronson SS, ed. 5<sup>th</sup> ed. Elk Grove IL: American Academy of Pediatrics; 2014.

We are committed to building strong relationships with our families and communities. It is our hope that throughout the year, we all will be able to meet any needs and move forward to success.

We look forward to collaborating and making each day a rewarding experience.

Ahe'hee'/Thank You

## **NTU CHILD CARE SERVICES MISSION STATEMENT**

The mission of the NTU Child Care Services is to provide children in our center a safe, diverse, and developmentally appropriate learning environment. Our focus is to build life-long learners through stimulating, culturally relevant early learning experiences which promotes each child's social, emotional, physical, and cognitive development.

## **NTU CHILD CARE SERVICES PHILOSOPHY**

- We believe each child is a unique and special individual who needs affection, encouragement, and respect.
- We believe that a positive, loving, and accepting approach is the foundation for developing lifelong learners.
- We believe that children learn best and develop their fullest potential through encouraging, safe, child centered, and stimulating learning environments.
- We believe in protecting the rights of children, and advocating for them.
- We believe in the importance of family involvement and collaboration. We accept and respect each family's culture, beliefs, values, and language.
- We believe in building strong relationships with our communities benefiting the child, and family.

## **NTU CHILD CARE SERVICES GOALS**

1. Provide a healthy, caring, nurturing, and safe environment.
2. Respect, accept, and appreciate cultural diversity.
3. Encourage each child's independence, autonomy and self-esteem.
4. Provide a developmentally appropriate curriculum that engages children in activities to promote independency, problem solving, thinking skills, and creativity.
5. Build a solid foundation between family, schools, and communities through communication and collaboration.
6. Maintain a professional early childhood teaching staff.
7. Child Care staff will speak, teach, and model the Din4 Principles in all facets of their teaching practices.

## **CHILD CARE STAFF**

NTU Child Care Services consist of the Child Care Director, Lead Teacher, Child Care Aides, Child Care Cook, and student workers who are all trained to be knowledgeable in Early Childhood Education and required to hold the appropriate credential/permit as required by the State of New Mexico and by the Navajo Nation Child Care Fund Program. Child care staff members are required to undergo a Federal and Navajo Nation background check and are required to have current documentation on file of completion for CPR, First Aid, and Food Handlers Permit.

## **CHILD CARE STUDENT EMPLOYEE**

As part of the Navajo Technical University Early Childhood Program, our Child Care Services employ NTU Early Childhood Program students to work in our classrooms to gain hands on learning experiences in the early childhood field while they pursue their degree at NTU. Student employees are required to undergo a Federal and Navajo Nation background check and are required to have current documentation on file of completion for CPR, First Aid, and Food Handlers Permit.

## **CONFIDENTIALITY**

All information pertaining to the children, families, and staff is confidential and is stored in a locked, fireproof filing cabinet. Information will be shared with Child Care Staff on a "need to know" basis. Child's parent(s)/legal guardian(s), and regulatory authorities will be authorized to view requested child care service documents pertaining to

child's records upon written request and approval from child's parent(s)/legal guardian(s). No confidential information will be shared via telephone, without guaranteed identification and written consent from parent(s)/legal guardian(s).

All Child Care Staff, and student workers have been notified of, and signed a child care written confidentiality policy for protecting the confidentiality of all children, families, and staff. We appreciate all respect for the privacy of others in accordance with NTU Child Care Services policy.

## **PHOTOGRAPHY/VIDEO**

NTU Child Care Services may videotape or take photos of your child for lesson plan activities, arts projects, classroom decoration, NTU social media, research, or for other child care related activities.

Parent(s)/Legal Guardian(s) are under no obligation to give consent to NTU Child Care Services to allow photographs or videos of their child. Photo Release Consent forms are available on the NTU Child Care Services enrollment form which can be updated at anytime.

## **ENROLLMENT POLICY**

Child Care Services offers semester, and academic year enrollment options to NTU Students, NTU Faculty, Staff, and community children. Enrollment is ongoing throughout the year and offered on a space available basis. The following enrollment documents are required for submission prior to child beginning Child Care Services:

1. Completed NTU Child Care Services Enrollment Form
2. Emergency Contact & Authorized Pick-up Form
3. Financial Agreement
  - a. Navajo Nation Child Care Fund Program Approved Certificate, or
  - b. Financial Aid Authorization Form, or
  - c. Out of Pocket,
  - d. Other (i.e. Workforce, Navajo Chapter Scholarship)
4. Child's Social Security Card, and Certificate of Indian Blood (if any)
5. Child's Birth Certificate or other legal proof of age (i.e. passport)
6. Child's Current Immunization Record
7. Current Health Evaluation (must be completed by a licensed physician)
8. Income Eligibility Application (CACFP)
9. Parent(s)/Legal Guardians(s) NTU Student Schedule or Work Schedule
10. Administration Fee of \$25.00 by **Money Order**, made payable to **Navajo Technical University**
11. All other medical forms or court approved legal documents which the Center will need for purpose of providing better services for you and your child.

## **ENROLLMENT PRIORITIES**

1. Enrolled Navajo Technical University Students (Full Time, Part time, GED)
2. Navajo Technical University Faculty and Staff (Full Time, Part time, Temporary)
3. Community members – When space is available.

## **WAITING LIST POLICY**

Waiting list for the NTU Child Care Services operates on a first-come-first-served basis. When an opening occurs, the first child on the waiting list of the appropriate age will be offered the slot. If the parent/legal guardian declines the open slot, the center will offer the slot to the next age appropriate child on the waiting list until the wait slot is filled.

It is the responsibility of the parent(s)/legal guardian(s) of enrolled children to ensure the child care has family's current address and phone numbers. Child Care Director or designated child care staff will attempt to make contact for up to one month; if there is no response, the enrolled child on the waiting list will be moved to end of waiting list.

## **FAMILY/CHILD ORIENTATION**

Families new to the NTU Child Care Services are required to go through a scheduled family/child orientation and tour of center with center Director or Child Care Lead Teacher. Family/Child orientation provides an overview of NTU Child Care Services policies and procedures.

All returning families are required to attend a scheduled family/child orientation each semester to go through center policies and procedures.

## **CHILD CARE SERVICES TUITION AND FEES**

### **NTU STUDENTS**

Tuition and rate applies to NTU Student schedule (30) minutes before scheduled class and (30) minutes after scheduled class. Online courses will be given (2) hours of study time per credit. (Ex: 3 credit online course = 6 hours of child care services for enrolled child).

Child Care Director will meet with NTU Students utilizing their financial aid to pay for child care services prior to child care services, to devise a Child Care Service schedule for the semester child is enrolled.

	<b>FULL TIME ( 4 hours or more)</b>	<b>PART TIME (3 hours or less)</b>	<b>Daily Drop Off Rate</b>	<b>SUMMER</b>
Infants (6-12 Months)	\$ 400.00 Per child Per Fall/Spring Semester	\$ 200.00 Per child Per Fall/Spring Semester	\$20.00 Full Time \$4.00 Per Hour Part Time	\$ 20.00 Per Child (4 hours or more) \$ 4.00 Per Hour (3 hours or less)
Young Toddlers (13-24 months)	\$ 375.00 Per child Per Fall/Spring Semester	\$ 187.50 Per child Per Fall/Spring Semester	\$20.00 Full Time \$4.00 Per Hour Part Time	\$ 20.00 Per Child (4 hours or more) \$ 4.00 Per Hour (3 hours or less)
Older Toddlers (24-36 months)	\$ 350.00 Per child Per Fall/Spring Semester	\$ 175.00 Per child Per Fall/Spring Semester	\$15.00 Full Time \$4.00 Per Hour Part Time	\$ 20.00 Per Child (4 hours or more) \$ 4.00 Per Hour (3 hours or less)
Preschool (3-5 years old)	\$ 325.00 Per child Per Fall/Spring Semester	\$ 162.50 Per child Per Fall/Spring Semester	\$4.00 per hour	\$ 20.00 Per Child (4 hours or more) \$ 4.00 Per Hour (3 hours or less)
Afterschool (6-9 years old)	\$ 300.00 Per child Per Fall/Spring Semester	\$ 150.00 Per child Per Fall/Spring Semester	\$4.00 per hour	\$ 20.00 Per Child (4 hours or more) \$ 4.00 Per Hour (3 hours or less)

### **NTU FACULTY, STAFF, AND COMMUNITY RATE**

Full Time (4 hours or more)	\$20.00 Flat Rate Per Child
Part Time ( 3 hours or less)	\$ 4.00 Per hour

### **ADDITIONAL CHARGES**

Sibling Discount: (brother or sister in same household).

- 10% - Full Time per semester
- 5% - Part Time per semester

Discount applies to all NTU full time, part time students, NTU faculty, staff, and community members. Does not apply to Navajo Nation Child Care Fund Program (CCDFP) clients.

### **ADMINISTRATIVE FEE:**

- \$25.00 per child. Due at Registration, and must be in a **Money Order** form payable to *Navajo Technical University*. Fee will cover child's enrolled academic year.

*Note: Child Care Tuition and Fees, and Administrative Fee are non-refundable and subject to change without notice.*

### **BILLING**

**FINANCIAL AID:** Director will submit child care charges to NTU Student Account.

**NTU EMPLOYEE RATE:** Director will submit payroll deduction bi-weekly to the Finance Department.

**COMMUNITY PAYING FAMILIES:** Director will bill parent(s) or legal guardian(s) per Financial Agreement submitted at enrollment at the end of each month. Payments must be paid in full by the 5<sup>th</sup> of the next month in a **Money Order** form and payable to *Navajo Technical University*.

- Payments not received by the due date will result in a temporary suspension on child care services for enrolled child until payment is paid in full.
- Payments not received by the second week following the billing date, will result in child being withdrawn from child care services and will not be re-enrolled until payment is paid in full.

**NAVAJO NATION CHILD CARE FUND PROGRAM CO-PAYMENTS:** Director will bill CCDFP clients at end of each month. Co-payments must be paid in full by the 5<sup>th</sup> of next month in a **Money Order** form and payable to *Navajo Technical University*. Non-payment of CCDFP co-payment will result in enrolled child to be moved to the waiting list or termination of child care enrollment.

*Note: Fees are non-refundable and subject to change without notice.*

### **CHILD:STAFF RATIO**

NTU Child Care Services is committed to maintaining child/staff ratios. We believe that the beginning of any high-quality environment, begins with creating close and nurturing relationships between children and teachers. The following table shows the child/staff ration recommended by: *Caring for our children: National health and safety performance standards; Guidelines for early care and education programs*. 3<sup>rd</sup> Edition. Elk Grove Village, IL

<b>AGE</b>	<b>MAXIMUM CHILD:STAFF RATIO</b>
6 – 12 Months	3:1
13 – 35 Months	4:1
3 – year – old	7:1
4 – year – old	8:1
5 – year – old	8:1
6 – 9 – year – old	10:1

### **HOURS OF OPERATION**

NTU Child Care Services is open from 7:45 am to 5:00 pm, Monday through Friday, in accordance NTU Academic Calendar. NTU Academic Calendar are available at [www.navajotech.edu](http://www.navajotech.edu)

The morning child care staff arrive to center at 7:30 am, we ask families to allow morning staff to prepare classrooms.



## **CLOSURES & DELAYS**

NTU Child Care Service closures is in accordance with the Navajo Technical University Academic Calendar. NTU Academic Calendar are available at [www.navajotech.edu](http://www.navajotech.edu). If UNM classes are on a delay, NTU Child Care Services will be on a delay. If NTU classes are cancelled, NTU Child Care Services will be closed.

During times of inclement weather, families are advised to listen to the following radio stations, watch TV channel or visit the following:

- KCZY 107.3 – Navajo Technical University
- KTNN 660– Window Rock, A.Z.,
- KGAK 1330 – Gallup, N.M.
- KOAT channel 7, or KOB channel 4
- [www.navajotech.edu](http://www.navajotech.edu)
- NTU Rave Alert
- NTU Facebook
- You can also call (505) 786-4100 for details on whether NTU is on a delay or closure.

It may be necessary to close the NTU Child Care Services if the following take place:

- No Heat
- No Air Conditioning
- No Water
- No Electricity
- Plumbing problems
- Major construction repairs
- Other situations that jeopardize the health and safety of children and staff

When NTU Child Care Services were to close during child care service operation hours, we require all children to be picked up within no more than an hour of the closure announcement.

## **ARRIVAL AND DEPARTURE FROM CHILD CARE SERVICES**

**ARRIVAL:** For your child's safety, we require that you or an authorized adult bring child to the child care center, sign child in at front office, complete a child health check in classroom with the child's teacher, and document health check and diaper change into classroom/child log book. Before leaving your child, leave enough time to assist the child with handwashing.

**DEPARTURE:** We ask that all authorized people for pick-up be over the age of 18. Person picking up child must be listed on authorized child pick up form. If person picking up child is not on authorized child pick up form, they must have a written, dated and signed consent from the child's parent or legal guardian in advance (1 hour before pick-up) and must show a photo identification.

**AUTHORIZED PEOPLE TO PICK UP CHILDREN:** Children are never released to any un-authorized individuals. NTU Child Care Services will release the child only to the parent or legal guardian with legal custody of the child, a person listed on the authorized pick up form, and official authorities. Child Care Services will check for proper photo identification. For the child's safety, please notify child's classroom teacher or front office staff of your child's departure from child care and be sure to sign child out at the front office sign in/out book.

1. Child Care Services staff will begin calling child's parent/legal guardian or emergency contacts if child should still be at center past child care closure time of 5:00 pm.
2. If Child Care Services cannot make a successful contact with parent, legal guardian, or emergency contacts, child care staff will contact NTU campus security who will contact the Navajo Nation Crownpoint Police Department.
3. The Navajo Nation Crownpoint Police Department will contact the local Social Services, when the Child Care Service Director or designated staff will relinquish their responsibilities to the Social Service authorities.

## **LATE PICK UP POLICY**

Parents are asked to pick up their children promptly, and plan some extra time for conversation with child care staff to discuss child's day at child care. If you should be late, we require all notifications 30 minutes prior to center's closure time of 5:00 pm.

Families picking up their children 15 minutes late past center's closure of 5:00 pm will be billed a late fee of \$10.00 and \$1.00 for every minute thereafter. On the second late pick up, families will be billed \$10.00 and a meeting with Child Care Director before child can return to the Center. A third and final late pick up will result in termination of child's enrollment from NTU Child Care Services.

All late fee's must be paid by **Money Order** and payable to **Navajo Technical University** the next business day before child care return to Center.

*Note: Late fee is non-refundable.*

## **ABSENCES**

Advance one (1) day notice of planned absences will be greatly appreciated. If your child will not be attending NTU Child Care on a given day, either due to an illness, or just to stay home, please notify NTU Child Care by 8:30 a.m.

If a child should be absent for an extended period of time, plans for absence should be discussed with Director as early as possible. No notification of child's absences after a period of one (1) week will be moved to the Child Care Services wait list.

## **FAMILY CUSTODIAL CONCERNS**

If there should be a family dispute between parent(s)/legal guardian(s), the issue should be addressed to the Child Care Director immediately. In such cases where one parent/legal guardian request that NTU Child Care Services not allow the other parent/legal guardian to pick-up or obtain information related to the child, we must have an official court document (i.e. restraining order, custody decree, and legal guardianship) on file.

If a parent/legal guardian violates the conditions outlined in the legal court document (i.e. restraining order, custody decree, legal guardianship) Child Care Services will notify the NTU Campus Security. NTU Campus Security may notify the local Police Department and Social Services if necessary.

## **WITHDRAWAL POLICY**

To withdraw your child from NTU Child Care Services, parent(s)/legal guardian(s) must:

1. Use the center's withdrawal form to provide written notice of the intent to Child Care Services, two (2) weeks prior to the date of withdrawal of the child. Forms are available at the child care front office.
2. Family is responsible for any tuition and fees from the date of the withdrawal to two (2) weeks.

## **TERMINATION POLICY**

The center may terminate your child's enrollment under the following circumstances:

1. Non-payment for Child Care Services and/or lack of health records or policies.
2. False information provided to NTU Child Care Services regarding enrollment information, health records, student class schedule, or child custody agreement.
3. Non-compliance with the NTU Child Care Services policies and procedures.
4. Abusive and inappropriate behaviors, threats by parents, guardians, family members, towards any center staff, and children.
5. Parent/Guardian abandonment of NTU registered course offerings.
6. When parents feel that the Center is unable to provide the level of service expected.

In the case of a Center termination, a one week, written, and dated notice will be given to the parent/legal guardian.

## **CHILDREN WITH SPECIAL NEEDS**

Definition of Early Childhood Inclusion, excerpted from: “A Joint Position Statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC), April 2009”

*“Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports.”*

The goal of the NTU Child Care Services is to meet the needs of every child by acknowledging that all children have their own diverse needs and will ensure that our center seeks early intervention services with the written and dated consent of the parent and or legal guardian.

- The NTU Child Care Services will integrate children with disabilities, other special needs, and children without disabilities in all planned activities possible.
- If a child has a written Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP), the Director will be responsible for coordinating care within the facility and with any caregivers and coordinators in other service settings, in accordance with the written plan.
- A child with special health care needs shall have a Special Needs Care Plan on file prior to entering child care. The Director shall give the parent(s)/legal guardian(s) the Special Needs Care Plan to complete that includes emergency contact information, health provider, triggers, signs and symptoms of the condition and treatment instructions.

## **CURRICULUM**

NTU Child Care Services curriculum is planned to reflect the mission, philosophy and goals of the Child Care Services and is based on the New Mexico Early Learning Guidelines. It is designed to encourage independency, problem solving, and to become life-long learners.

Our developmentally appropriate curriculum identifies goals in all areas of development: social, cognitive, physical, gross motor, fine motor, language, physical, and personal awareness which:

- Fosters positive self-concept and independence
- Promotes thinking, reasoning, questioning, and problem solving
- Develop child’s language development in their Native language and English

- Encourages and demonstrates health and safety in Native/Modern nutrition practices
- Allows for creative expression, appreciation and respect for diversity
- Incorporates the Dine philosophy in collaboration with parents, families, communities, and other educators

The daily schedule is planned to provide balanced development with appropriate activities in the following environments:

- Indoor/Outdoor, Quiet/Active, Individual/Small-Large Group, Fine/Gross Motor, Staff Directed

## **CHILD ASSESSMENTS**

Upon initial enrollment and at the beginning of every new school year (Fall Semester), all families will receive an age-appropriate Ages and Stages Questionnaire® (ASQ) & Ages and Stages Questionnaire: Social and Emotional (ASQ:SE) screening tools to complete with your child. Within 7 days of enrollment and/or the start of the new school year, your child’s teacher will complete the same ASQ screening tools. The results of the Ages and Stages Questionnaires® will be shared with you. The ASQ & ASQ:SE screenings help your child’s teacher identify how your child is developing, socially and emotionally. Lesson plans are based on these results.

Each classroom teacher keeps a portfolio of your child to include evidence of their progress throughout the year. The portfolio includes assessment results, play behavior, daily interactions with others, art work, writing samples, notes of conversations, photographs, etc.

## **HEALTH AND SAFETY**

NTU Child Care Services is committed to maintain a clean, safe, and healthful environment. Our goal is to help protect and enhance the health and safety of all children, staff, and families.

## **DAILY HEALTH EVALUATION**

NTU Child Care Services require all parent(s)/legal guardian(s) to complete a daily health evaluation of each child upon arrival with the assistance of the classroom teacher. Following the completion of child health evaluation, parent(s)/legal guardian(s) must document information on health evaluation form located in classroom record book.

If child shows any signs of illness or symptoms, the classroom teacher will determine whether or not the child remains in child care for that day. The program staff (not the families) will make the final decision about whether the child who is ill may attend. The decision will be based on the program’s inclusion/exclusion criteria and their ability to care for the child who is ill without compromising the care of other children in the program.

A primary health care provider’s note may be required to readmit a child to determine whether the child is a health risk to others, or if guidance is needed about any special care the child requires. CFOC3, St.3.6.1.1

## **IMMUNIZATION RECORD**

NTU Child Care Services require all children to have their current immunization record on file before they can attend child care.

Parent/Guardian is also required to provide an updated immunization record beginning of each semester to ensure the safety of all children, staff, and students.

## **ILLNESS**

While we know how inconvenient it can be for a parent to stay at home with a sick child, we have a responsibility to help maintain a healthy environment for all children, staff, and students.

Conditions/symptoms that **do not** require exclusion: CFOC3, St.3.6.1.1

- a) Common colds, runny noses (regardless of color or consistency of nasal discharge);
- b) A cough not associated with an infectious disease (such as pertussis) or a fever;
- c) Watery, yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness;
- d) Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., the whites of the eyes);
- e) Pink eye (bacterial conjunctivitis) indicated by pink or red conjunctiva with white or yellow eye mucous drainage and matted eyelids after sleep. Parents/ guardians should discuss care of this condition with their child's primary care provider, and follow the primary care provider's advice. Some primary care providers do not think it is necessary to examine the child if the discussion with the parents/guardians suggests that the condition is likely to be self-limited. If two unrelated children in the same program have conjunctivitis, the organism causing the conjunctivitis may have a higher risk for transmission and a child health care professional should be consulted;
- f) Fever without any signs or symptoms of illness in children who are older than six months regardless of whether acetaminophen or ibuprofen was given. Fever (temperature above 101°F [38.3°C] orally, above 102°F [38.9°C] rectally, or 100°F [37.8°C] or higher taken axillary [armpit] or measured by an equivalent method) is an indication of the body's response to something, but is neither a disease nor a serious problem by itself. Body temperature can be elevated by overheating caused by overdressing or a hot environment, reactions to medications, and response to infection. If the child is behaving normally but has a fever of below 102°F per rectum or the equivalent, the child should be monitored, but does not need to be excluded for fever alone;
- g) Rash without fever and behavioral changes;
- h) Lice or nits (exclusion for treatment of an active lice infestation may be delayed until the end of the day);
- i) Ringworm (exclusion for treatment may be delayed until the end of the day);
- j) Molluscum contagiosum (do not require exclusion or covering of lesions);
- k) Thrush (i.e., white spots or patches in the mouth or on the cheeks or gums);
- l) Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared;
- m) Methicillin-resistant Staphylococcus aureus, or MRSA, without an infection or illness that would otherwise require exclusion. Known MRSA carriers or colonized individuals should not be excluded;
- n) Cytomegalovirus infection;
- o) Chronic hepatitis B infection;
- p) Human immunodeficiency virus (HIV) infection;
- q) Asymptomatic children who have been previously evaluated and found to be shedding potentially infectious organisms in the stool. Children who are continent of stool or who are diapered with formed stools that can be contained in the diaper may return to care. For some infectious organisms, exclusion is required until certain guidelines have been met. Note: These agents are not common and caregivers/ teachers will usually not know the cause of most cases of diarrhea;
- r) Children with chronic infectious conditions that can be accommodated in the program according to the legal requirement of federal law in the Americans with Disabilities Act. The act requires that child care programs make reasonable accommodations for children with disabilities and/or chronic illnesses, considering each child individually.

**Exclusion** is recommended from the center when the child has any of the following conditions: <sup>CFOC3, St.3.6.1.1</sup>

- a) The illness prevents the child from participating comfortably in activities;
- b) The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;

- c) An acute change in behavior - this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;
- d) Fever (temperature above 101°F [38.3°C] orally, above 102°F [38.9°C] rectally, or 100°F [37.8°C] or higher taken axillary [armpit] or measured by an equivalent method) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). An unexplained temperature above 100°F (37.8°C) axillary (armpit) or 101°F (38.3°C) rectally in a child younger than six months should be medically evaluated. **Any infant younger than two (2) months of age with any fever should get urgent medical attention.**
- e) Diarrhea is defined by watery stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two or more stools above normal for that child, because this may cause too much work for the caregivers/teachers. Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if the stools remain loose) and when toilet-trained children are continent. Special circumstances that require specific exclusion criteria include the following (2):
  - 1) Toxin-producing E. coli or Shigella infection, until stools are formed and the test results of two stool cultures obtained from stools produced twenty-four hours apart do not detect these organisms;
  - 2) Salmonella serotype Typhi infection, until diarrhea resolves. In children younger than five years with Salmonella serotype Typhi, three negative stool cultures obtained with twenty-four-hour intervals are required; people five years of age or older may return after a twenty-four-hour period without a diarrheal stool. Stool cultures should be collected from other attendees and staff members, and all infected people should be excluded;
- f) Blood or mucus in the stools not explained by dietary change, medication, or hard stools;
- g) Vomiting more than two times in the previous twenty-four hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated;
- h) Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness;
- i) Mouth sores with drooling unless the child's primary care provider or local health department authority states that the child is noninfectious;
- j) Rash with fever or behavioral changes, until the primary care provider has determined that the illness is not an infectious disease;
- k) Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return;
- l) Impetigo, until treatment has been started;
- m) Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until twenty-four hours after treatment has been started;
- n) Head lice until after the first treatment (note: exclusion is not necessary before the end of the program day);
- o) Scabies, until after treatment has been given;
- p) Chickenpox (varicella), until all lesions have dried or crusted (usually six days after onset of rash);
- q) Rubella, until six days after the rash appears;
- r) Pertussis, until five days of appropriate antibiotic treatment;
- s) Mumps, until five days after onset of parotid gland swelling;
- t) Measles, until four days after onset of rash;

- u) Hepatitis A virus infection, until one week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. (Note: immunization status of child care contacts should be confirmed; within a fourteen-day period of exposure, incompletely immunized or unimmunized contacts from one through forty years of age should receive the hepatitis A vaccine as post exposure prophylaxis, unless contraindicated.) Other individuals may receive immune globulin. Consult with a primary care provider for dosage and recommendations;
- v) Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

The NTU Child Care Services will make the decision about whether a child meets or does not meet the exclusion criteria for participation and the child's need for care relative to the staff's ability to provide care. If parent(s)/legal guardian(s) disagree with the NTU Child Care Services, and the reason for exclusion relates to the child's ability to participate or the staff's ability to provide care for the other children in the classrooms, the NTU Child Care Services reserves the right to exclude the child from care.

A Health Referral Notice will be issued to you by the NTU Child Care Services to refer your child to the health clinic. A licensed physician must complete the referral permitting child to return to the center.

NTU Child Care Services will contact the local Department of Health or New Mexico Department of Health if a child or staff member is in contact with others that has a reportable disease as indicated by the current list of infectious diseases designated as notifiable in the United States at the national level by the Centers for Disease Control and Prevention (CDC).

## **TOILETING**

Learning to use the toilet is an important self-help skill for young developing children. It is a process that requires much encouragement and patience. The best possible toilet training experiences for young children happens when the child shows some signs such as:

- Staying dry for several hours
- Able to communicate and cooperate the need to use the toilet
- Child is aware of wet or soiled diapers

When you and your child are ready for toilet learning, please inform the child care staff. A cooperative effort between home and NTU Child Care Services staff is most effective. In the first couple of weeks, continue to send extra diapers/pull-ups in addition with extra sets of clothing.

Children learning to use the toilet at the center are taken to the bathroom more frequently. Learning to use the toilet can be a challenging time for children and is handled sensitively, with patience, praise, and positive reinforcement. Any suggestions that you can give us regarding your child's individual needs are much appreciated.

## **PARENT PARTICIPATION**

NTU Child Care Services is a family oriented center where involvement with children is primarily a shared responsibility with direct cooperation with families. Parent(s)/Legal Guardian(s) are required to participate in a minimum of (4) hours each school semester in a variety of Child Care activities (i.e. reading to children, chaperoning children on campus field trips, decorating for scheduled events, or assisting classroom teachers).

In addition, your contribution and suggestions are greatly appreciated. We encourage you to spend as much time as possible in your child's learning development.

## **PARENT CONDUCT**

Parent(s)/legal guardian(s) are expected to conduct themselves in a courteous and respectful manner. The relationship between parent/legal guardian and teacher impacts the well-being of all children and should serve as a role model for healthy communications. While issues with the teachers should not be discussed in front of the children and parents. If parent/legal guardian should feel they can communicate their concerns and complaints directly to the child care aid of their child, provided it is done in a civilized and considerate manner. Parent(s)/legal guardian(s) may also talk directly to the Child Care Director to resolve any issues.

The following actions of any parent/legal guardian will not be tolerated and will result in a disciplinary action:

1. Violence of inappropriate Language and Behavior
2. Smoking or drinking on Child Care Property
3. Disrespect of Child Care Staff, and families
4. Racial, ethnic or religious slurs
5. Sexual Harassment
6. Other policies stated in the NTU Student Handbook

## **DISCIPLINARY ACTIONS:**

All parent/legal guardian violations will result in an immediate meeting with the Child Care Director and will be given a written warning during the first offense. A second parent/legal guardian violation will result in a referral to meet with the NTU Dean of Student Services. If the violation cannot be resolved, parent/legal guardian's enrolled child with NTU Child Care Services will be terminated for non-compliance of Child Care Services policies and procedures.

## **MEALS**

NTU Child Care Services participates in the New Mexico Child and Adult Care Food Program (CACFP), offering nutritious breakfast, lunch, and snack prepared on site by the Child Care Cook.

Meals are planned, and served family style to encourage children to participate including meal planning, setting up table, serving, and cleaning up. Family style serving also create additional opportunities for children to socialize and develop language skills. During all meal servings, child care aides are encouraged to sit and eat with children to model appropriate behavior and to encourage children to participate in serving themselves, and cleaning up.

If your child should have any food or allergies, please notify the Child Care Staff immediately and submit an approved and completed Medical Statement to Request Special Meals and/or Accommodations.

## **BREASTFEEDING**

The NTU Child Care Services is committed to providing a breastfeeding friendly environment for our enrolled children and staff. The NTU Child Care Services subscribes to the following:

- Breastfeeding mothers shall be provided a place to breastfeed.
- A refrigerator will be made available for storage of expressed breast milk. Mothers should provide their own milk bottles, clearly labeled with name and date.
- NTU Child Care Services will support and provide opportunity to breastfeeding mothers to breastfeed their baby in the morning, afternoon, and evening, if possible.
- Children will not be allowed to have their milk bottles, sippy cups, or regular cups while walking, crawling, and when placed in crib or on sleeping cot.
- Child Care staff will discard any formula that is served but not completely consumed after one hour.



## **CRADLE BOARD AND SWADDLING**

All infants will be put to sleep on their backs on a firm infant crib mattress in a crib unless child's physician has instructed otherwise. Placing infants on their back for sleep times will help reduce the risk of Sudden Infant Death Syndrome (SIDS). Pillows, quilts, comforters, stuffed toys, bumper pads, and other soft products will not be allowed under or with an infant under 8 months or younger during sleeping. If using a blanket, the baby will be placed with his/her feet at the foot of the crib, and blanket will be tucked in around the crib mattress, reaching only as far as the baby's chest.

Swaddling infants and placing them in cradleboard will be allowed with written permission from parent/legal guardian or licensed physician, with close teacher supervision. If child should fall asleep while in cradle board, baby will be taken out from the cradle board and placed in crib on firm flat surface. Infant will not be placed in cradle board for long periods of time.

When swaddling the infant, the following guidelines will be followed:

- Infant's legs will be wrapped loosely to prevent any injuries to the hip.
- Swaddling is for nap time only and will be stopped when child begins to roll over or becomes overheated.
- Child Care Aide's will check on sleeping infants and toddlers by standing near and looking into the child's crib/mat at least (3-4) times each hour. Frequent checks on child should reflect knowledge child's characteristics.
- A draft-free temperature of 68°F to 75°F should be maintained in infant/toddler classroom.

Additional information about SIDS and swaddling will be available upon request or by visiting the American Academy of Pediatrics (AAP).

## **BIRTHDAY TREATS**

Birthday celebrations are encouraged for children with the following suggested snacks to help center stay in compliance with the Child and Adult Food Program (CACFP)

### **Suggested Snacks/Treats:**

Crackers (pre-packed), fresh fruits/vegetables, Ice Cream, and yogurt

### **Snacks/Treats NOT allowed**

Candy, popcorn, nuts, cookies, potato chips, soda, and other food items with high fructose corn syrup or are high in sugar.

Families are welcome to do cooking projects in the Child Care Activity Room with their children. For more information and ideas please speak to Child Care Lead Teacher or Child Care Cook.

## **ACCIDENTS**

NTU Child Care Services is operated in a manner to minimize accidents and injuries to children or staff through proper supervision and setting a developmentally appropriate play and learning environment. However, children are active and, occasionally, accidents may occur.

When **minor accidents** occur, the following procedures are followed:

1. Child Care Staff in charge will immediately comfort and calm child.
2. Severity of injury is assessed.
  - Clean the injury
3. First Aid will be applied.
4. Incident Report will be completed.

5. A copy of completed incident report will be given to parent(s)/legal guardian(s).
6. Contact parent(s)/legal guardian(s)
  - All head injuries will result in an immediate call to the parent(s)/legal guardian(s).

When **medical emergencies** occur the following procedures are followed:

1. Child Care Staff in charge will immediately comfort and calm child.
2. Assess the situation.
  - Call local emergency EMT
  - Notify Navajo Technical University Security
3. Apply First Aid (to include CPR if necessary) and checking all vital signs.
4. Staff will notify the parent(s)/legal guardian(s) to meet emergency medical personnel at the center or at the hospital.
5. A designated child care staff will stay with the child until emergency help arrives. If parents(s)/legal guardian(s) cannot be reached, a designated child care staff will accompany the child to the hospital and stay until parent(s)/legal guardian(s) arrive.
6. Hospital referral will be completed and issued by the staff. Licensed health provider must complete the hospital referral form indicating clearance to return to child care.

## **FIRE/EMERGENCIES/EVACUATION**

In case of any emergency, local authorities will be contacted immediately. NTU Child Care Staff ensure that all children are safe, calm, and will follow the Navajo Technical University Child Care Services Emergency Response Plan to get children out of immediate danger.

NTU Child Care Services Emergency Response Plan is available for copy or review upon request.

### **Emergency/Evacuation Drills**

- NTU Child Care conduct (1) monthly fire/emergency evacuation drill.
- Emergency/Evacuation drills are unannounced, and can occur at any time of the day.
- When the alarm sounds, children and staff will calmly exit classrooms and meet in designated evacuation sites. Upon arrival of evacuation sites, attendance will be completed, and parent(s)/legal guardian(s) will be contacted when necessary.
- An Emergency Kit/Backpack including children's emergency contact information, snacks, and personal health items have been prepared that will be retrieved by teachers during an emergency.
- No one will be allowed access into the building until the drill is completed.
- Emergency/Evacuation drills will be implemented into the child care curriculum for safety education.

### **Fire:**

- Children will be evacuated by child care staff according to the Fire Evacuation Plan posted in each classroom or hallways and meet in designated evacuation sites.
- An Emergency Kit/Backpack including children's emergency contact information, snacks, and personal health items have been prepared that will be retrieved by teachers during an emergency.
- Upon arrival of children and staff in designated evacuation sites, staff will take attendance of children and first aid will be applied if necessary.

- Children and staff will remain in the designated evacuation sites until the building has been cleared for re-entry by the Fire Department.
- Arrangements have been made for children and staff to be housed:
  1. Navajo Technical University Hospitality Building, or
  2. Navajo Technical University Multi-Purpose Building, or
  3. Designated Site determined by NTU Emergency Management Plan or Local Safety Personnel.
- Parent(s)/Legal Guardian(s) will be contacted to pick up their children if a fire occurs.

**Lock Down:**

- In a situation where an unauthorized individual is on the premises, the center will be placed in lockdown.
- Child Care Staff, and NTU Security will be notified immediately.
- Center will be placed in lock down, all doors and windows will be locked, and lights will be turned off.
- Children will be moved to the interior hallways away from all windows and doors.
- Staff will take attendance of children and first aid will be applied if necessary.
- Once the building/area has been deemed safe, staff will be notified that the lockdown has been concluded.
- In the event of an evacuation, children and staff will follow NTU Security, or Local Safety Personnel evacuation plans.

**Flood:**

- Depending on the location or direction of the flood, Children and staff will be evacuated to the designated sites
  1. Navajo Technical University Hospitality Building (Located on higher grounds) or
  2. Crownpoint Dine College (Located on South Side of Bashas Grocery Store) or
  3. Designated Site determined by NTU Emergency Management Plan or Local Safety Personnel.
- An Emergency Kit/Backpack including children's emergency contact information, snacks, and personal health items have been prepared that will be retrieved by teachers during an emergency.
- Upon arrival of children and staff in designated evacuation sites, staff will take attendance of children and first aid will be applied if necessary.
- Children and staff will remain in the designated evacuation sites until the building has been cleared for re-entry by the Fire Department, or parent(s)/legal guardian(s) have arrived to pick up their children.

**Bomb Threat:**

- Children will immediately be evacuated by child care staff according to the Fire Evacuation Plan posted in each classroom or hallways and meet in designated evacuation sites.
- An Emergency Kit/Backpack including children's emergency contact information, snacks, and personal health items have been prepared that will be retrieved by teachers during an emergency.
- Upon arrival of children and staff in designated evacuation sites, staff will take attendance of children and first aid will be applied if necessary.
- In the event of a bomb threat, arrangements have been made for children and staff to be housed at:
  1. Navajo Technical University Hospitality Building, or

2. Crownpoint Dine College (Located on South Side of Bashas Grocery Store), or
  3. Designated Site determined by NTU Emergency Management Plan or Local Safety Personnel.
- Children and staff will remain in the designated evacuation sites until the building has been cleared for re-entry by the Fire Department, or the Safety Personnel.
  - Parent(s)/Legal Guardian(s) will be contacted and instructed on when and where to pick up their children.
  - If the threat is from outside, children and staff will remain in the building and moved to the interior hallways, and follow the NTU Emergency Response Plan, NTU Safety Personnel instructions.

**Hazardous Material (Chemical) Spill:**

- Children will immediately be evacuated by child care staff according to the Fire Evacuation Plan posted in each classroom or hallways and meet in designated evacuation sites.
- An Emergency Kit/Backpack including children’s emergency contact information, snacks, and personal health items have been prepared that will be retrieved by teachers during an emergency.
- Upon arrival of children and staff in designated evacuation sites, staff will take attendance of children and first aid will be applied if necessary.
- In the event of a hazardous material (chemical) spill, arrangements have been made for children and staff to be housed at:
  1. Navajo Technical University Empowerment Building, or
  2. Crownpoint Dine College (Located on South Side of Bashas Grocery Store), or
  3. Designated Site determined by NTU Emergency Management Plan or Local Safety Personnel.

**MISSING CHILD**

In the event that a child should become lost, missing, and not located after a ten (10) minute search, NTU Child Care Services Director and all available staff will:

1. Conduct a thorough co-ordinated search of the child care building, searching cupboards, cubbies and any secluded areas that may attract a young child.
2. Ensure all exit doors and gates are closed.
3. Should the missing child not be located within the ten (10) minute search, NTU Campus Security, Local Police Department and the child’s parent(s)/legal guardian(s) will be contacted by the Director.
4. Following the incident, statements will be taken from all staff attending the excursion and complete a Child Care Service incident report.

**DISCIPLINE POLICY**

Positive guidance will be used at the NTU Child Care Services to encourage desirable behavior and support the achievements of all children. Children will be provided a nurturing environment with consistent, age-appropriate limits, both in the classroom and outdoors on the playground. If a problem occurs, the NTU Child Care Services staff will strive to help the child learn problem-solving skills and take responsibility for his/her actions. In cooperation with the parents, the following techniques will be used to help children develop personal responsibility and self-discipline.

- **Redirection** – An alternative behavior is offered to a child engaged in an undesirable behavior. The goal is to take a child’s attention from a difficult or challenging situation and focus on a situation that produces immediate and appropriate satisfaction. (i.e. different activity or toy is suggested).

- **Verbal Intervention** – Child Care Services staff will discuss the inappropriate behavior with the child and give (age appropriate) reasons why certain behaviors are not acceptable. Child Care staff will encourage child to think of alternatives to their behavior that would be more appropriate. If the children are unable to suggest alternate behaviors, child care staff will help child with the process.
- **Logical Consequences** – The consequences is related to the child’s misbehavior and involves no moral judgement on the part of the adult. (i.e. Child may need to wipe up the floor after splashing paint on the floor. As a result of cleaning up the paint, a favorite activity may be missed).

Physical punishment such as shaking, hitting, biting, spanking, excessive force or otherwise hurting a child is prohibited at NTU Child Care Services as well as psychological abuse, coercion, intimidation or humiliation. Child Care Service staff will never use threats or derogatory remarks and neither withhold food or outdoor time as a form of discipline.

When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior management strategies, the classroom staff and Center Director will begin steps to address the behavior including meeting with the family, increased communication, and written documentation of incidents. Further assistance/and or evaluation, through an outside party may be requested with parental consent. If solution cannot be reached, safety for the other children in the program may require the dismissal of the child from NTU Child Care Services.

## **REPORTING CHILD ABUSE OR NEGLECT**

All NTU Child Care Services staff are mandated to report any suspected or known instances of child abuse or neglect to Child Protective Services. Child Care staff are expected to cooperate fully to protect the health and safety of children, and receive annual training in recognizing the signs of child abuse, neglect, and reporting.

If you would like further information on child abuse and neglect, contact the Child Care Services Director.

## **PARKING**

Families are expected to observe traffic signs posted on NTU campus, especially around the NTU Child Care Services to sure safety for all individuals.

- Observe all traffic signs and instructions.
- DO NOT leave your child alone in the vehicle.
- Supervise your child/children while exiting and entering child care building or vehicle.
- Encourage safety at home by talking with your child about safe behavior, crossing streets, and using proper seat belt restraints.

## **CELL PHONE USE**

We ask all families to support our center’s effort to maintain a child-centered environment and refrain from using your cell phone while at NTU Child Care Services. If you must take or make a phone call, please step outside to do so. Transitions are made easier when your child has your full attention to drop off and pick up, and your full attention allows for clearer communication between teachers and parents.

## **TOOTH BRUSHING**

Children will be encouraged to brush their teeth after breakfast and lunch, with the child care aide’s encouragement and assistance when needed. Parent(s)/legal guardian(s) are responsible for supplying child’s toothbrush and toothpaste. Toothbrush and toothpaste will be maintained in hygienic manner in a holder labelled with child’s name.

## **CLOTHING**

Children are involved in sensory activities every day, often involving water, cooking ingredients, paint and other art materials. Please send your child in comfortable, washable play clothes suitable for active and messy play.

We recommend that your child wear comfortable play clothes, and closed toe shoes.

When the weather is cool and unpredictable, be sure your child has a sweater or jacket kept at the center. In addition, each child must have two (2) complete set of clothes (shirt, pants, underwear, socks, or a dress) kept in his/her cubby. All clothing should be labelled with child's name.

**Note: No small hair clips or dangling earrings (choking hazard) for all children while at NTU Child Care Services.**

### **TOYS FROM HOME**

NTU Child Care Services has a large variety of toys and resources for all children to play with in numerous quantities so we request that children not bring toys from home, as these may be lost, broken, or cause difficulty in sharing.

Culturally diverse and age appropriate books, special blanket, stuffed animal/doll will be an exception to help child with transition from home to child care. These personal items from home will help child be reminded of their loved ones. Personal items must be labelled with child's name.

**NTU Child Care will not be responsible for any lost or broken toys/personal items from home.**

### **ADDRESSING CONCERNS & COMPLAINTS**

If you should have any concerns regarding your child's experience at NTU Child Care Services, you are always welcome to talk with any child care staff. We ask, however, that these discussions are kept confidential, do not disrupt class or take attention away from the children. If you are dissatisfied with the way the situation was handled, you can direct your complaints, in writing, and dated to the NTU Dean of Student Services. NTU Dean of Student Services will schedule a meeting with family within three (3) days, or immediately, depending on the circumstances.

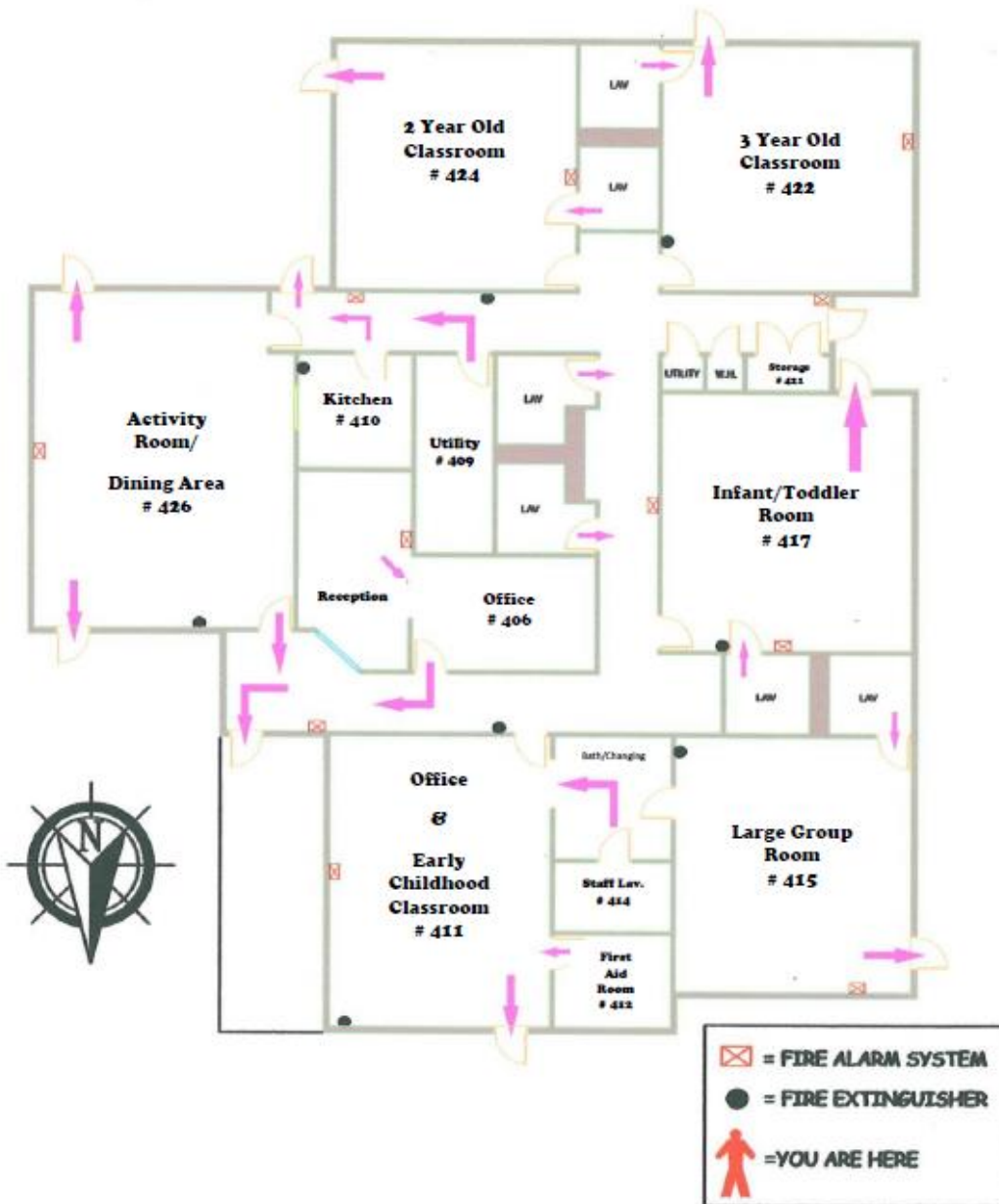
All concerns and complaints on any NTU Child Care Services staff must be put in writing, dated, and directed to the Child Care Director who will respond to your concerns. Any situation needing the NTU Human Resource's Department will be forwarded to the NTU Human Resource department, who will review the complaint and respond to your concerns.

We understand you may not always agree with the NTU Child Care Services Policies and Procedures, but in signing your NTU Child Care Services Family Handbook Acknowledgment Form, you are acknowledging that you have received this Family Handbook, understand, and agree to the NTU Child Care Services policies and procedures.

Ahe'hee

**NTU CHILD CARE SERVICES**  
**FIRE/EMERGENCY EVACUATION PLAN**

# CHILD CARE EVACUATION PLAN



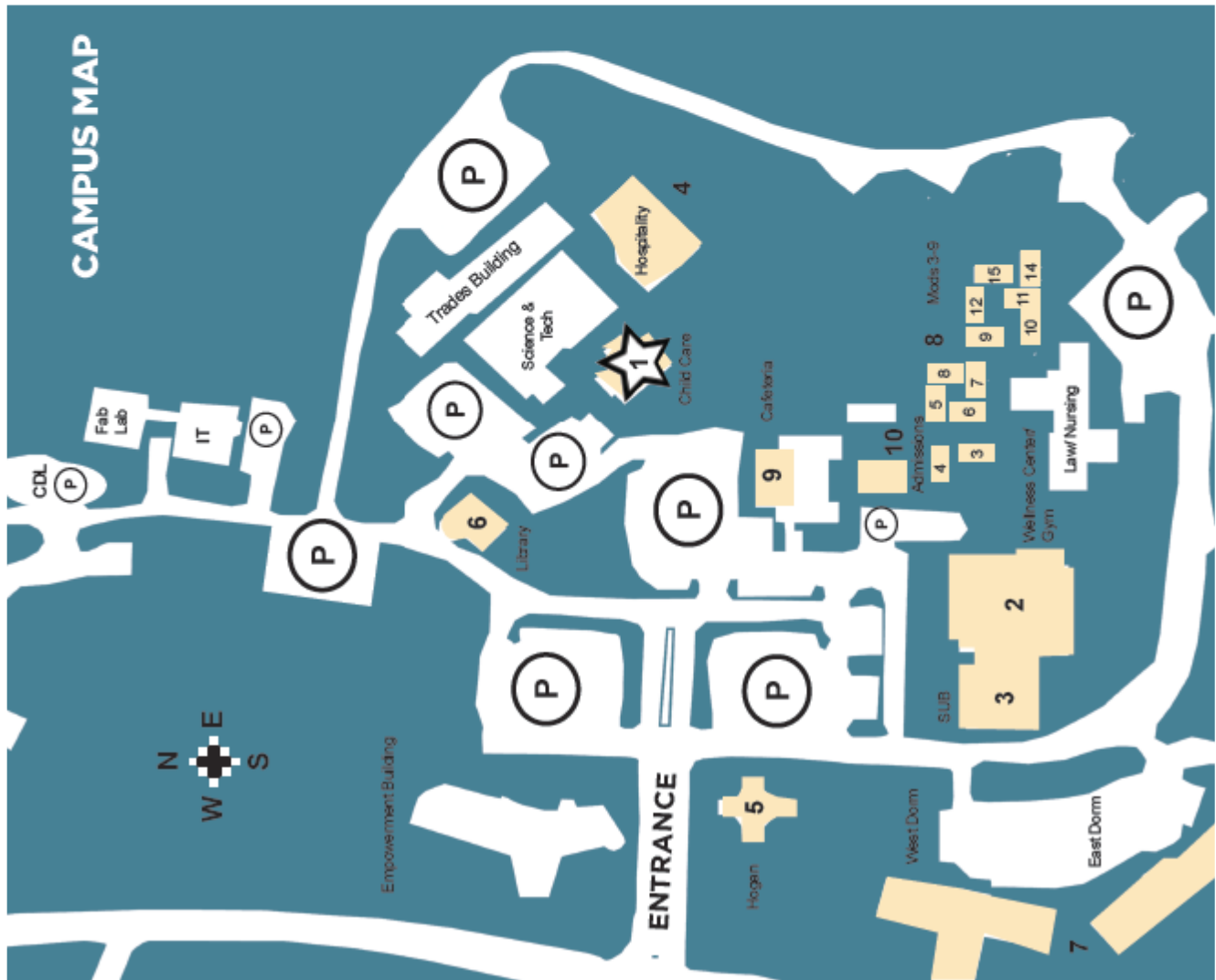
Revised: September 25, 2017 / NTU Child Care Services



## *Daily Schedule*

7:45 – 8:30	Greetings, Health Check, Free Play, Diaper Change/Potty Learning, Personal Hygiene
8:30 – 9:00	Breakfast
9:00 – 10:00	Hand/Face Wash, Brush Teeth, Diaper Change/Potty Learning, Free Play, Interest Areas, Group Time
10:00 – 10:20	Circle Time: Signing, Stories, (books, flannel) Games
10:20 – 10:50	Child Directed Activities, Interest Areas, Outdoor/Playground (weather permitted)
10:50 – 11:00	Prepare for Lunch
11:00 – 11:45	Lunch
11:45 – 12:30	Hand/Face Wash, Brush Teeth, Diaper Change/Potty Learning, Free Play, Prepare for Nap/Quiet Time
12:30 – 2:30	Nap/Quiet Time
2:30 – 3:00	Wake up, Hand/Face Wash, & Prepare for Snacks
3:00 – 3:45	Snacks, Personal Hygiene, Diaper Change/Potty Learning
3:45 – 5:00	Free Play/Interest Areas, Small Group Activities, Preparation for Home, Staff/Parent Feedback, Staff Clean Up, Preparation
5:00	CLOSE





## LEGEND

- (P) General Parking
- (1) Child Care Center
- 2 Wellness Center/Gym
- 3 East Dorm
- 4 Hospitality/Culinary
- 5 Hogan
- 6 Library
- 7 Efficiency Housing
- 8 Modular Building 3-15
- 9 Cafeteria
- 10 Admissions



[www.navajotech.edu](http://www.navajotech.edu)

View a digital version of campus by visiting:  
[www.spatial.tangledbamboo.com/NTU\\_Campus\\_2-0.html](http://www.spatial.tangledbamboo.com/NTU_Campus_2-0.html)  
 Courtesy of NTU's A.A.S. degree in GIS.

## **APPENDIX – SAMPLE FORMS**

# CHILD HEALTH ASSESSMENT

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:

In lieu of completing this form, parent/guardian and primary healthcare provider may attach a copy of current physical exam and immunizations.

To Parents: Submission of this form to the child care provider implies consent for the child care provider to discuss the child's health with the child's clinician.  
 Child care providers should document that enrolled children have received age appropriate health services and immunizations that meet the current schedule of the American Academy of Pediatrics 141 Northwest Point Blvd., Elk Grove Village, IL 60007. The schedule is available at <www.aap.org>.

Health history and medical information pertinent to routine child care and emergencies (describe, if any): <input type="checkbox"/> NONE	Date of most recent well-child exam:
Allergies to food or medicine (describe, if any): <input type="checkbox"/> NONE	Do not omit any information. This form may be updated by health professional. (Initial and date new data.) Child care facility needs 2 copies.

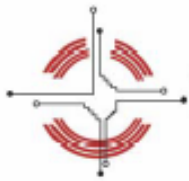
ATTACH CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS (Appendix O) IF NECESSARY

LENGTH/HEIGHT	WEIGHT	HEAD CIRCUMFERENCE	BLOOD PRESSURE
_____/_____/_____ IN/CM % ILE	_____/_____/_____ LB/KG % ILE	_____/_____/_____ IN/CM % ILE	_____/_____ (BEGINNING AT AGE 3)
<b>PHYSICAL EXAMINATION</b>	<input checked="" type="checkbox"/> = NORMAL	<input type="checkbox"/> IF ABNORMAL - COMMENTS	
HEAD/EARS/EYES/THROAT			
TEETH			
CARDIORESPIRATORY			
ABDOMEN/GI			
GENITALIA/BREASTS			
EXTREMITIES/JOINTS/BACK/CHEST			
SKIN/LYMPH NODES			
NEUROLOGIC & DEVELOPMENTAL			
<b>IMMUNIZATIONS</b>	<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
DTaP/DTPTd			
POLIO			
HIB			
HEP B			
MMR			
VARICELLA			
PNEUMOCOCCAL			
ROTOVIRUS			
HEP A			
MENINGOCOCCAL			
INFLUENZA			
OTHER			
<b>SCREENING TESTS</b>	<b>DATE TEST DONE</b>	<b>NOTE HERE IF RESULTS ARE PENDING OR ABNORMAL</b>	
LEAD			
ANEMIA (HGB/HCT)			
URINALYSIS (UA) (at age 5)			
HEARING (subjective until age 4)			
VISION (subjective until age 3)			
PROFESSIONAL DENTAL EXAM			
HEALTH PROBLEMS OR SPECIAL NEEDS, RECOMMENDED TREATMENT/MEDICATIONS/SPECIAL CARE (ATTACH ADDITIONAL SHEETS IF NECESSARY)			
<input type="checkbox"/> NONE			
NEXT APPOINTMENT - MONTH/YEAR:			
MEDICAL CARE PROVIDER: NAME OF PHYSICIAN OR CPNP:		SIGNATURE OF PHYSICIAN OR CPNP:	
ADDRESS:			
	PHONE:	LICENSE NUMBER:	DATE FORM SIGNED:

Parents & Child Care Providers fill-in this part.

Parents may write immunization dates, health professionals should verify and complete all data.

Adapted from the Pennsylvania Department of Public Welfare, 2001, form.



**HEALTH REFERRAL**

To: Health Care Provider

Fr: Navajo Technical University Child Care Services

Date: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Body Temperature: \_\_\_\_\_ Time: \_\_\_\_\_  Axillary  Oral

Body Temperature: \_\_\_\_\_ Time: \_\_\_\_\_  Axillary  Oral

Body Temperature: \_\_\_\_\_ Time: \_\_\_\_\_  Axillary  Oral

\_\_\_\_\_  
 NTU Child Care Staff Print      Child Care Staff Signature      Date

Treatment Plan: \_\_\_\_\_

\_\_\_\_\_

Recommendation: \_\_\_\_\_

\_\_\_\_\_

Date when child can return to NTU Child Care Services? \_\_\_\_\_

\_\_\_\_\_  
 Print Physician Name      Physician Signature      Date

**RETURN COMPLETED HEALTH REFERRAL TO CHILD CARE SERVICES AS SOON AS POSSIBLE.**

## Incident Report Form

Fill in all blanks and boxes that apply.

Name of Program: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Sex: M F Birthdate: \_\_\_/\_\_\_/\_\_\_ Incident Date: \_\_\_/\_\_\_/\_\_\_

Time of Incident: \_\_\_:\_\_\_ am/pm Witnesses: \_\_\_\_\_

Name of Legal Guardian/Parent Notified: \_\_\_\_\_ Notified by: \_\_\_\_\_ Time Notified: \_\_\_:\_\_\_ am/pm

EMS (911) or other medical professional  Not notified  Notified Time Notified: \_\_\_:\_\_\_ am/pm

Location where incident occurred:  Playground  Classroom  Bathroom  Hall  Kitchen  Doorway  
 Gym  Office  Dining Room  Stairway  Unknown  Other (specify) \_\_\_\_\_

Equipment / Product involved:  Climber  Slide  Swing  Playground Surface  Sandbox  
 Trike/Bike  Handtoy (specify): \_\_\_\_\_  
 Other Equipment (specify): \_\_\_\_\_

Cause of injury (describe): \_\_\_\_\_

- Fall to surface; Estimated height of fall \_\_\_ feet; Type of surface: \_\_\_\_\_  
 Fall from running or tripping  Bitten by child  Motor vehicle  Hit or pushed by child  
 Injured by object  Eating or choking  Insect sting/bite  Animal bite  Exposure to cold  
 Other (specify): \_\_\_\_\_

Parts of body injured:  Eye  Ear  Nose  Mouth  Tooth  Part of face  Part of head  
 Neck  Arm/Wrist/Hand  Leg/Ankle/Foot  Trunk  Other (specify): \_\_\_\_\_

First aid given at the facility (e.g. comfort, pressure, elevation, cold pack, washing, bandage): \_\_\_\_\_

Treatment provided by: \_\_\_\_\_

- No doctor's or dentist's treatment required  
 Treated as an outpatient (e.g. office or emergency room)  
 Hospitalized (overnight) # of days: \_\_\_\_\_

Number of days of limited activity from this incident: \_\_\_\_\_ Follow-up plan for care of the child: \_\_\_\_\_

Corrective action needed to prevent reoccurrence: \_\_\_\_\_

Name of Official/Agency notified: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Legal Guardian/Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Reference: American Academy of Pediatrics, Pennsylvania Chapter. 2002. Model child care health policies, 4th ed. Washington, DC: national Association for the Education of Young Children.

This form was developed for Model Child Care Health Policies, 2002, by the Early Childhood Education Linkage System (ECLS), a program funded by the Pennsylvania Depts. of Health & Public Welfare and contractually administered by the PA Chapter, American Academy of Pediatrics.



## INCOME ELIGIBILITY APPLICATION

Free and Reduced meals in the Child and Adult Care Food Program

NAVAJO TECHNICAL UNIVERSITY CHILD CARE SERVICES

\_\_\_\_\_ assures the New Mexico Children, Youth and Families Department, Early Childhood Services,

(Center Name)  
 Child and Adult Care Food Program, that all enrolled participants in attendance will be offered the same meals without physical segregation of, or other discriminatory action against, any child or adult participant on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

**INSTRUCTIONS:** Complete this form and return to the Centers office.

**Notation:** (SNAP) Supplemental Nutrition Assistance Program (formerly the Food Stamp Program)

**\*Child Care Centers:** To apply for FREE meals - If you are receiving benefits under Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) fill in your child's name, date of birth, age, the SNAP case number or FDPIR case number and sign the form. DO NOT complete other Household Members or Income information.

**\*\*Adult Day Care:** To apply for FREE meals - If enrolled participant household is recipient of Supplemental Nutrition Assistance Program (SNAP) or receives Supplemental Security Income (SSI) or Medicaid (MED), complete name, DOB, age, SNAP, SSI, and/or Medicaid case number and sign the form. DO NOT complete other Household Members or Income information.

Enrolled Participant(s) Information (attach additional pages if necessary)				Benefit Information (if applicable check type of benefit & provide the required case number)	
Name:		If Foster Child Check here	Date of Birth:	Age	*Child Care Centers Only-check a box <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR
Last:	First:		/ /		**Adult Care Centers Only-check a box <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR <input type="checkbox"/> SSI <input type="checkbox"/> MED
			/ /		*Case Number:
			/ /		**Case Number:
			/ /		

**Foster Child** (complete if a foster child is enrolling for care)

Check this box if this application includes a foster child. List the amount of child's "personal use" monthly income \$\_\_\_\_\_ if there is no income, record "0".

**All Other Household Members** List the first and last name of each person living in your household, related or not (such as grandparents, other relatives, or friends who live with you). You must include yourself and all children living with you. Attach another sheet of paper if you need to

Name:	Name:
Last: First:	Last: First:

Total Number in Household: \_\_\_\_\_

**Household Income** (Please indicate source and amount of current income for all members of your household. Please follow the definition of income specified in the standards for determining free and reduced price eligibility in your parent letter. If you receive more than one check from any of these sources, please indicate the total monthly amount received.)

Wages, Salary: \$	Child Support (Alimony): \$	Social Security: \$
Pension or Retirement: \$	Unemployment: \$	Other Income: \$

*If necessary, convert multiple income schedules to annual income ( Multiply weekly income by 52, biweekly by 26, monthly by 12)*

Total Income: \$ \_\_\_\_\_  Weekly  Monthly  Annually (Check one)

**Penalties for Misrepresentation:** I certify that all the above information is true and correct and that the food stamp or FDPIR number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

\* \* \* - \* \* -  If the Adult Household Member signing this form does not have a Social Security Number, Check this box.

Signature of Adult Family Member \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Act Statement:** This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or if the household is currently receiving benefits under the Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) and your child is enrolled in a child care center or receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Medicaid or Food Distribution Program on Indian Reservations (FDPIR) and an adult in your home is enrolled in an adult day care center. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### FOR SPONSOR USE ONLY

- Child Day Care Center:  Approved Free  Approved Reduced  Paid
- Adult Day Care Center:

NAVAJO TECHNICAL UNIVERSITY CHILD CARE SERVICES

Approving Date \_\_\_\_\_ Date Disenrolled \_\_\_\_\_ Name of Organization \_\_\_\_\_ Name of Person Approving Form \_\_\_\_\_

## CACFP Parent/Guardian Request for Fluid Milk Substitution

Name of child \_\_\_\_\_

### Non-dairy milk substitution request

If your child cannot drink fluid cow's milk due to medical or other special dietary needs but **does not** have a diagnosed medical disability, your provider may choose, but is not required, to provide a non-dairy milk substitute that is nutritionally equivalent to cow's milk, based on your request.

At this time, the following brands of **unflavored non-dairy beverages** for children ages 2-5 years are available in New Mexico and meet the definition of being nutritionally equivalent to cow's milk: 8th Continent Soymilk (Original), Pacific Ultra Soy (Original), Kirkland Organic Soymilk (plain), Silk Original Soymilk, and Great Value Original Soymilk.

Children 6 years and older and adults may be served **flavored non-dairy beverages**. The flavored non-dairy beverages that are nutritionally equivalent to cow's milk include: Kikkoman Pearl Organic Smart Soymilk (vanilla and chocolate) in 8-fluid ounce single-serving container only; 8<sup>th</sup> Continent Soymilk (vanilla); and, Pacific Ultra Soy (vanilla).

By completing the information below, your child may be served one of these soy milks, provided by the center (if the center chooses), or provided by you.

Identify why your child needs a non-dairy milk substitute: \_\_\_\_\_

\_\_\_\_\_ I request my child be served the center provided soy milk as described above for meals which require milk.

\_\_\_\_\_ I will provide one of the soy milks described above for meals served to my child which require milk.

### Cow's milk substitution request

Providers may choose, but are not required, to serve lactose free/reduced milk or organic milk to children in their care. No documentation is needed for either type of milk. If the provider does not serve these, the parent may bring the substituted milk for their child to consume while in care.

\_\_\_\_\_ I will provide 1% or Non-fat **lactose-free/reduced milk** to be served in place of the milk served by the provider. (Whole unflavored lactose-free/reduced milk if the child is 12 – 24 months)

\_\_\_\_\_ I will provide 1% or Non-fat **organic milk** to be served in place of the milk served by the provider. (Whole unflavored organic milk if the child is 12 – 24 months)

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

October, 2016

## NM CACFP Infant Feeding Plan / Parent Preference Form

Name of Infant \_\_\_\_\_ Date of Birth \_\_\_\_\_

As part of our participation in the Child and Adult Care Food Program (CACFP), the \_\_\_\_\_ child care center will work with you to provide your child the healthiest start in life! Babies only need mom's milk or formula for the first six months of life. From zero to 6 months, we will feed your baby breast milk or formula provided by you, or we will provide \_\_\_\_\_ iron-fortified formula. At 6 months, if your baby shows s/he is developmentally ready (see chart on back) we will start feeding infant foods with your permission – unless you bring a note requesting otherwise, after consultation with your baby's doctor. We will increase textures as your baby develops skills. If you provide breast milk, formula or baby foods, please bring it in clean containers labeled with name and date. This child care center feeds babies on demand – not by the clock, but by watching their hunger & fullness cues.

**NOTE: You can update this feeding plan at any time.**

Please mark your preference (choose all that apply by initialing in the appropriate space)	Today's Date: <b>Birth – 5 months</b>	Today's Date: <b>6-11 months</b>
I will bring expressed breast milk for my infant.		
I will come to the center to breastfeed my infant.		
I want the center to provide formula for my infant.		
I will bring formula for my infant. The formula is: _____		
My baby has special dietary/medical needs. Please follow the instructions on the doctor's note I will bring.		
<b>Answer at 6 months:</b>		
I authorize you to feed infant cereals and pureed foods starting at 6 months.		
I prefer to bring baby foods myself (homemade, organic, vegan, kosher, halal, special dietary needs, etc.)		

Please tell us more about how your baby eats now.	Today's date:	
1. What does your baby eat most of the time (breast milk, formula)?		
2. Do you give any other liquid(s)? Explain:	YES	NO
3. Does your baby take any solid foods now? Explain:	YES	NO
4. About how much and how often does your baby usually eat?		
5. If you plan to nurse your baby at the center, please describe when so we can plan feeding times accordingly: Explain:		
6. If your child is taking breast milk, what would you like us to do if we run out of pumped milk? Explain:		
7. Does your baby have any food allergies or sensitivities? Explain:	YES	NO
8. Does your baby have any problems with feedings like choking or spitting up a lot? Explain:	YES	NO
9. Is there anything else we should know about your baby's eating habits? Explain:	YES	NO
10. Would you like us to give your baby a full feeding before pick up? Explain:	YES	NO

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

NM CACFP - June 2016



# Care Plan for a Child With Special Needs in Child Care

Today's Date \_\_\_\_\_

Full Name of Child	Birth Date	Child's Present Weight
Parent's/Guardian's Name (Please * first person to contact.)	Cell/Home/Work Phone #	Signature for Consent*
Emergency Contact Person (Name/Relationship)	Cell/Home/Work Phone #	* Consent for health care provider to communicate with my child's child care provider to discuss information relating to this care plan.
Primary Health Care Provider	Emergency Phone #	Authorization for Release of Information Form completed? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Specialty Provider	Emergency Phone #	Emergency Information Form for Children With Special Needs completed? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Specialty Provider	Emergency Phone #	Specialty Care Plan(s) completed? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Allergies <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify.		
Medical/Behavioral Conditions		
Needed Accommodations: (Please describe accommodation and why it is necessary.)		
Diet/Feeding		
Classroom Activities	Toileting	
	Outdoor or Field Trips	
Nap/Sleep	Transportation	
Recommended Treatment		
Medications to be Given at Child Care <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, Medication Administration Forms completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specify medications on Medication Administration Forms.		
Medications Given at Home <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, please list in additional information section or attach info.
Special Equipment/Medical Supplies <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, please list in additional information section or attach info.
Special Staff Training Needs <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, please list in additional information section or attach info.
Special Emergency Procedures <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, please list in additional information section or attach info.
Other specialists working with this child <input type="checkbox"/> No <input type="checkbox"/> Yes		
Parent Signature Acknowledging Review of Above Information		
Additional information/Comments on Child, Family, or Medical Issues		Additional Information Attached <input type="checkbox"/> No <input type="checkbox"/> Yes
Health Care Provider's Signature		Health Care Provider's Name Printed

## FAMILY HANDBOOK ACKNOWLEDGEMENT FORM

I, the undersigned, acknowledge that I have received a copy of the NTU Child Care Services Family Handbook. While I understand that the Family Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Family Handbook.

In addition, I understand that the contents of the Family Handbook are subject to change. I acknowledge that the Family Handbook will be revised in accordance with the rules or regulations of Navajo Nation, State, Federal, and Accrediting entities, best practices for child care service providers, or at the discretion of the Board of Regents of the Navajo Technical University. I recognize that any such revisions will supersede modify or eliminate the current contents of the Family Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the NTU Child Care Services Family Handbook, which will be posted on the Navajo Technical University Child Care Services website at <http://www.navajotech.edu/campus-life/child-care>. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated NTU Child Care Services Family Handbook upon request.

Moreover, I recognize that it is my responsibility to contact the NTU Child Care Services Director for any questions I might have about the contents of the Family Handbook now and in the future.

_____	_____	_____
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date

_____	_____	_____
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date

_____	_____
Enrolled Child # 1 Name	Enrolled Child # 2 Name
_____	_____
Enrolled Child # 3 Name	Enrolled Child # 4 Name

NTU Child Care Services Family Handbook Received: \_\_\_\_\_

Date:

NTU Child Care Services Staff Signature: \_\_\_\_\_