MIRACLE ACADEMY CHILD CARE POLICIES

***RELEASE POLICY***

Parents are required to provide the name, address, and telephone numbers of at least three emergency contact persons and of individuals authorized to pick up the child. The information must be provided in writing and picture identification must be provided for all individuals on the authorized pick-up list.

Parents are expected to notify ***Miracle Academy*** staff in writing of any changes or updates to the lists of emergency contacts or authorized pick-ups. If a child is left at the center after 6:00 P.M. all efforts will be made to contact individuals on the authorized pick-up list and emergency contacts. The Department of Child Protective Services and the Berkeley County Sherriff’s department may be contacted in the event that an emergency contact cannot be located.

Only a parent, official guardian, or someone previously designated by a parent/guardian in writing may pick up a child. Photo identification will be requested until staff are familiar with authorized pick-up persons by sight. Changes to your authorized list may be made at any time in writing. ***No one else will be allowed to pick up your child without prior written notice.***

ADMINISTRATION OF MEDICATION

Except for emergency first aid, no medication will be administered to a child unless it is prescribed by a physician and authorized by the parent/guardian. Over the counter products (creams, lotions, etc.) cannot be administered without a doctor’s note and signature. Medication is only given to a child that requires the medication more than three times a day and during the hours the child is present at ***Miracle Academy***. ***Miracle Academy*** staff will be responsible for administering the medication. All medication must be in the original container and labeled with the name of the medication, child’s full name, date, prescription number, dates, and times to be administered, amount to be administered and any possible adverse reactions. The parent will be asked to complete paperwork weekly, allowing school personnel to dispense medication to the child. If medication is not checked in properly, the child will not be given the medication and the school will contact the parent to notify the medication will not be administered.

DISCIPLINE AND BEHAVIOR MANAGEMENT

It is the policy of ***Miracle Academy*** to prohibit corporal punishment by all employees. Miracle Academy uses positive behavior and discussions as some of the techniques to promote positive discipline. Limits of rules shall be necessary to safeguard children and promises as stated on the children’s level of understanding as such.

1. Time out five minutes or more depending on child’s age.
2. Pick up toys at the end of the day.
3. Take ten minutes from recess time.

***AT NO TIME WILL CORPORAL PUNISHMENT BE GIVEN TO ANY CHILD***

***CONFIDENTIALLY***

Miracle academy is a mentor and observational site for various Early Childhood programs, there are many students, parents, and members of the community visiting Miracle Academy and doing observations, research, and practicum activities. During these activities, strict family confidentiality is preserved. Children are identified to observers by first name only. Individual child files are locked in a file cabinet in the director’s office. Individual child files and assessment portfolios may only be accessed by the following: lead teachers, center director, administrative assistant, authorized representatives of the state DSS licensing agency, health officials with specific authorization from parents, and the signatory family representative for individual children.

Teachers are expected to use photographs or other media in individual assessment portfolios and reports. Specific written permission will be requested prior to any release of images or child artifacts for public relations. Photos of children will be used on the school’s website for school activities unless parent’s request, they not be used in writing. We require that families respect the privacy, not only of their child(ren) but of all other children and families. We encourage open, honest, informal and frequent communication among staff and parents. Miracle Academy complies with all federal confidentiality requirements as outlined by the policies for compliance per the federal FERPA law.

**TRACKING**

It is important for children to be in attendance daily. Parents are asked to provide an excuse in writing when the child is out sick or extended periods of time, for example, vacation, death in the family, or court ordered visitation. Parents must contact the center if their child is absent and inform the teachers of the reason for the absence. All student attendance will be kept by the classroom teacher and reported in the school’s Information Now school record system. All contacts with parents/guardians regarding a child’s absence or irregular attendance are documented. teachers will track children as they enter/exit and move around the facility either on a tracking sheet or a tablet. ***Miracle Academy*** will record attendance throughout major transitions during the day. The lead teacher and assistant have primary responsibility for a single group of children during the school day.

***Children will need to be picked up promptly at the end of their school day.***

**EMERGENCY MEDICAL PLAN**

In the event of a medical emergency, Miracle Academy will,

1. Call the first response team at the center to obtain emergency personnel. This may include an ambulance and other medical teams.
2. Staff will attempt to locate all authorized emergency contacts including relatives and medical personnel listed on child’s DSS 2900 form. ***It is the responsibility of the parent to keep these files current and up to date.***
3. A child may be transported to a hospital emergency room to receive all necessary treatment. We will transport children to Roper Berkeley in Moncks Corner, SC. A staff member will travel with the child to the hospital until a parent arrives.
4. A child may be transported by ambulance in extreme circumstances. A staff member will accompany child. Parents will be notified to meet at the hospital.
5. Staff will continue to reach a family member or other authorized adult until someone is reached who can then assume responsibility for the child’s care.

**EVACUATION PLAN/EMERGENCY PREPAREDNESS**

**Miracle Academy** follows the Berkeley County Safe School Reference Guide and posts the Emergency Evacuation Plan in all classrooms. All required staff have current certification in first aid and CPR. In the event the campus declares an emergency closing, parents MUST pick up their children within one hour of notification.

Supplemental procedures not covered by the plan, or those that need to be adapted for use with young children were developed using the DSS Emergency Plan Guidelines and Template, provided to South Carolina licensed childcare programs. Fire drills are performed once a month. We will lock the school down if we receive notice from surrounding schools of an immediate threat in the area.

***When Berkeley County School District closes due to inclement weather the Miracle Academy Nursery Center, Inc. will close.***

**FIELD TRIPS**

**Currently Miracle Academy does not provide field trip opportunities. Miracle Academy** does not transport children. When students are attending a field trip the same ratios per student to staff will be maintained. Parents volunteers will be asked to accompany all trips to assist with students away from the premises. When traveling on field trips, students will ride a charter bus with an insured carrier or the school bus for Miracle Academy. The school will travel with a first aid kit and roster to track students. Transportation placement of children in the vehicle shall be in accordance with all applicable state and federal laws. children will be tracked on a tracking sheet as the load and unload at each location. Written consent from the parent is required prior to transportation. Use of tobacco and alcohol is prohibited.

**CARE FOR MILDLY ILL CHILDREN**

**Miracle Academy does not care for mildly ill children**. Children who do not have a current immunization certificate on file with **Miracle Academy** will be excluded from all program activities until a current immunization form with a valid expiration date is provided.

Miracle Academy and employees assume no liability for accidents occurring to the children while being at Miracle Academy. These policies shall be in effect for the entire enrollment period of children.

**Signature Date \_**

**Please circle as appropriate: STAFF PARENT**

**If** **parent, name of child \_**

**OUTSIDE FOOD AND TOYS POLICY**

Children are not to bring outside toys into the classroom unless it is "Show and Tell day." Also, be aware of the items you send, ensuring that there are no small components to the toy. Children are not allowed to bring outside food into the center. Breakfast is served from 7:45 am until 8:15 am. Lunch is served between 11 am and 12 pm. Snacks are given as classes wake up from nap time. To ensure your child's safety, Miracle Academy is mindful of the food served in the childcare center. For example, teachers will cut grapes, hotdogs, large pieces of meat for babies and steam veggies for infants and toddlers to ensure that food can be chewed to prevent choking.  Teachers are responsible for keeping your child safe; however, it poses a severe hazard when you send your child to school with small items, including hair beads, jewelry, and small toys. Children are naturally curious, and it leads them to put unusual things into their mouths.  Anything smaller than a dime coin can cause an airway blockage and become a choking hazard for children.  I purchase large chunky toys for infants and toddlers; therefore, please do not send children to school with jewelry, beads in hair (especially infants and toddlers), or small inappropriate toys for the childcare center environment.  Large hair bows, barrettes and head bands are fine for infants and toddlers and very large beads for preschoolers in addition to barrettes and bows.  I take safety seriously and do not want childcare teachers burdened with the additional responsibility of keeping watch for children bringing or wearing these items to school, which pose a safety hazard to your child and other children in our care.

***My signature below indicates that*** *I* ***have received a copy of the Free and Full Access policy, it has been reviewed with me, and*** *I* ***have read and understand this policy.***

**Signature Date \_**

**Please circle as appropriate: STAFF PARENT**

**If** **parent, name of child \_**

**FULL ACCESS**

Free and full access must be granted to parents of children enrolled unless a court order stipulates otherwise. There is no need to call ahead. You are always welcome. Security measures apply to everyone. The visit must not disrupt instructional activities or classroom routines.

***My signature below indicates that*** *I* ***have received a copy of the Free and Full Access policy, it has been reviewed with me, and*** *I* ***have read and understand this policy.***

**Signature Date \_**

**Please circle as appropriate: STAFF PARENT**

**If** **parent, name of child \_**