

## NEW YORK ADDENDUM

### CADENCE EDUCATION FAMILY HANDBOOK

#### ALLERGY AND ANAPHYLAXIS POLICY

**Anaphylaxis Prevention:** Upon enrollment and whenever there are changes, parents/guardians are required to provide the program with up to date information regarding their child's medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with the program and the child's physician to complete the documents required for any medication that the child would take during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known to all staff members as outlined in the program's healthcare plan and will ask for updated paperwork when necessary.

**Documents:** Any child with a known allergy will have the following documents on file when applicable:

- NYS OCFS form 7006 – Individual Health Care Plan for a Child with Special Healthcare Needs or approved equivalent
- NYS OCFS form 6029 – Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent
- NYS OCFS form 7002 – Medication Consent Form or approved equivalent

These forms will be completed by the child's parents in conjunction with the program and the child's physician. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

**Staff Training:** All staff members will be trained in the prevention, recognition and response to food and other allergic reactions and anaphylaxis upon hire and at least annually thereafter. In addition, at least one staff member will complete the required NYS training on allergies and anaphylaxis. A number of staff will also maintain certifications in CPS and First Aid and medication administration. If a child with an allergy requires the administration of Epinephrine or other emergency medications, the parents will be required to train any staff member caring for that child on the administration of the prescribed medicine.

**Strategies to Reduce the Risk of Exposure to Allergic Triggers:** Each classroom will have a posting with a list of individual children's allergies that is visible to all staff and volunteers caring for the child. All staff will take steps to prevent exposure to a child's known allergy, including but not limited to reading food labels. Handwashing, cleaning and all other regulations related to allergies and anaphylaxis as outlined in the OCFS Childcare Regulations will be followed by all staff and volunteers.

**Communication:** Upon enrollment of a child with a known allergy, all staff and volunteers will be made aware of the child's allergy and associated medication needs, as well as ways to reduce the risk of exposure to said allergen. In addition, all parents and children will be made aware of any allergies in the classroom, and of actions being taken to reduced exposure. Confidentiality will be maintained when discussing any child's allergy with parents and other children.

**Annual Notification to Families:** Families will be given a copy of the program's Allergy and Anaphylaxis Policy upon enrollment. This policy will be reviewed and updated annually. Families will receive an updated copy of this policy annually, and whenever changes are made.

**Stocking of Non-Child Specific Epinephrine:** the program intends to stock non-child specific epinephrine. Staff have completed training to be responsible for the storage, maintenance, control and administration of this emergency medication.

### POLICY AND TUITION CHANGES

The policies and tuition are subject to change in whole or in part at any time. Cadence Education will endeavor, whenever possible, to give at least two weeks' advance notice of any changes. We examine our tuition rates on an annual basis in order to keep up with the rising costs of business, invest in our programs and facilities, and ensure we are rewarding our dedicated and talented staff with competitive wages and benefits.

### CHILDREN WITH SPECIAL HEALTH CARE NEEDS

A child with special health care needs is a child who has chronic physical, developmental, behavioral, or emotional conditions. Any child identified as a child with special health care needs will be required to have an individualized health care plan. This plan will provide information to safely care for the child as well as provide a healthy and educational environment. If it is determined that the child's needs are unable to be met or that behaviors pose a health and/or safety risk to the child or others, or if it is recommended by EI/ CPSE that the child attend a specialized program the center reserves the right to terminate the child's enrollment.

### CONTRACTED HOURS

You are responsible for payment for all scheduled hours whether or not your child attends. Written notice is required two weeks prior to any schedule change or withdrawal; permanent schedule changes require a new Registration Contract. Additional hours can be added subject to availability and will be billed accordingly. Without two weeks' advance written notice, hours cannot be subtracted from your usual schedule, and days may not be exchanged during the week. Our schools operate on a 12-month schedule. Enrollment is not guaranteed for students that take leaves of absence for any reason, including summers.

### DAILY HEALTH CHECKS

Staff will perform a daily health check of the overall condition of each child immediately upon arriving at the center and record their overall findings on the designated form. If there are any questions regarding the health of your child, a staff member will contact the Administration and a decision will be made as to whether the child will remain at the center that day. If the child remains at the center, the staff will continually monitor the child throughout the course of the day for changes in behavior or appearances that may indicate a change in the child's health.

### INFECTION CONTROL

Extraordinary care in precautionary measures can greatly minimize the spread of infection throughout the center. The best way to reduce infections at the center is to wash hands frequently and disinfect all surfaces that can spread bacteria.

Toys, sleeping mats and other objects can also spread germs. Each classroom has a cleaning list that is done daily and is posted in every room. Each day a spray bottle is refilled with a bleach/water solution for cleaning according to the NYS OCFS Rule and Regulations.

All schools have a cleaning company that cleans the building outside of operating hours.

### MEDICATION

Medication- Prescriptions and oral over-the-counter medication can only be administered with the following:

1. Prescription medications must be in the original boxing and have the original prescription label attached with the child's name, dosage, time to be given and dates to be given.
2. Oral over-the-counter medication must be unopened, in its original box or container and must be labeled with the child's first and last name.
3. A NYSOCFS Written Medication Consent Form must be filled out and signed by a parent/guardian and physician.
4. All NYSOCFS Written Medication Consent Forms must be updated every six months for children under the age of five (5) years and every 12 months for children over the age of five (5) years.

Parents will be notified if symptoms are observed that require the administration of medication as per their written medication consent form. Cadence Education is required to follow the physician provided instructions, including but not limited to; dosage/symptoms/time of day. Cadence Education requests any medications requiring dosages three times per day to be given at home in the morning and evening and the midday dose to be given at the center. If your child needs medication on a given day when a trained staff member is not available, either the parent or specific member of the family will be responsible for administering the required medication.

#### NAPS - INFANTS

Infant classrooms will work to follow a parent provided schedule, including approximate nap times. Each infant will be provided with a sanitized crib or Cot for infants over the age of 12 months of which a portable crib sheet (parent provided) fit. Sleeping arrangements for infants require that the infant be placed on his or her back to sleep and that the use of bumper pads, blankets, pillows, wedges, or infant positioners will not be permitted per NYS OCFS. No child may sleep or nap in car seats, baby swings, strollers and/or infant seats. Except while sleeping, awaking, or going to sleep, an infant must not be confined to their crib for more than 30 minutes at any one time. Infants must provide 1 crib sheet for each day of attendance.

Children will be supervised during naptime by teachers as per ratio in their classrooms. Your signed acknowledgement of the Family Handbook and this Addendum indicates your understanding that a period of rest for the children will take place each day.

#### SHELTER IN PLACE AND FIRE DRILLS

As a licensed provider of NYS OCFS, we are required conduct the following:

- Monthly fire drills at varying times and *varying weather conditions*: Fire drills are to be randomly conducted during all weather conditions and times of day to prepare students for emergency situations. In some instances, *children may not be able to take coats or coverage with them outside, just as in a real emergency.*
- Bi-annual Shelter in Place Drills: Parents will receive advanced notice prior to Shelter in Place. During these drills *no students, staff, therapists, or families may enter or exit the building.* Phone calls also may not be accepted at this time.

#### SICK POLICY

Children who become sick at the center will need to get picked up by an authorized person **within one hour**. Your child will be brought to the office or a designated area until the child is picked up.

It is extremely important that if a parent or guardian is unavailable, that there is a “back up” authorized pick up person so that your child can be picked up in a timely manner. This is for the health and safety of both your child, and the children/staff of the center. A center administrator will communicate the noted symptoms and return policy upon pick-up.

If a doctor’s note is required in order for your child’s return or if the child is absent for 3+ days in a row, a diagnosis must be included so that we may inform other families of illnesses that may be present in the center. Please note this information is for the purpose of posting symptoms of contagious illnesses to better inform all families. This information is also used to report certain contagious illnesses to the Department of Health as required. No child’s name or demographic will be shared when diagnosis is provided.

Below are the symptoms and return requirements for children who are ill or become ill in a group setting.

If Your Child Develops	Policy/Length of time home
Diarrhea/ Vomiting	<p><b>Length of time out:</b> Symptom free for <b>48 hours</b></p> <p>Diarrhea-If a child has 2 diarrheas in 1 day they will be sent home immediately.</p> <p>Vomit- If a child vomits while in Cadence Education care they will be sent home immediately.</p> <p><b>Please note for diagnosis of the <u>Norovirus</u> children are recommended to stay out of the center for 72 hours as per the Department of Health.</b></p>
Severe coughing	<p><b>Length of time out:</b> Symptom free, a doctor's note stating condition is not contagious</p>
Pinkeye	<p><b>Length of time out: 24 hours</b> after the medication begins and there is no discharge, a doctor's note stating condition is not contagious</p>
Unusual rash / hives	<p><b>Length of time out:</b> A doctor's note stating that the condition is not contagious</p>
Green nasal discharge	<p><b>Length of time out:</b> A doctor's note stating that the condition is not contagious</p>
Temperature over 100°F <b>(Infants less than six months)</b>	<p><b>Length of time out:</b> Fever free for <b>24 hours</b> without fever reducing medication</p>
Temperature over 100.5°F <b>(Children six months and older)</b>	<p><b>Length of time out:</b> Fever free for <b>24 hours</b> without fever reducing medication</p>
Fever caused by earache/teething	<p><b>Length of time out:</b> Fever free or a note from the doctor indicating that the fever is due <u>only</u> to earache/teething, and the child is comfortable</p>
A new medication	<p><b>Length of time out: 24 hours</b> after 1<sup>st</sup> introduction (as a precaution against side effects)</p>
Coxsackie	<p><b>Length of time out:</b> A doctor's note stating that the condition is no longer contagious <b>AND</b> in addition to a <u>note from a doctor any/all blisters present <b>MUST</b> be scabbed over/no open sores</u></p>
Mouth Sores/Thrush	<p><b>Length of time out:</b> A doctor's note stating that the condition is no longer contagious/Until sores have dissipated, or until the child has been on medication for 24 hours</p>

Lice	<p>If knits/eggs/lice are discovered, children will be sent home immediately.</p> <p><b>Length of time out:</b> Children may not return until all knits/eggs/lice are no longer present. Children will be checked upon returning to the center and may be sent home again if any knits/lice/eggs are discovered. Cadence Education requires 24 hours after treatment before returning.</p> <p>In addition, all items (extra clothes, bedding, jackets, hats etc.) <b>MUST</b> be taken home and properly cleaned prior to returning to the center.</p>
Streptococcal pharyngitis (Strep throat)	<p><b>Length of time out:</b> 24 hours after medication has started AND 24 hours fever free without the aid of fever reducing medication.</p>
Testing positive for COVID-19 (child or household member)	<p><b>Length of time out:</b> Determined by the CDC and local health officials at time of positive test results.</p>
Any child determined by local health department to be contributing to the transmission of illness during an outbreak.	<p><b>Length of time out:</b> Until determined by the local health department and physician that the child is free and clear and safe to return to childcare.</p>

Please refrain from bringing your child in if he/she is exhibiting illness symptoms.

**[NEW YORK STATE OCFS RULE AND REGULATION ACCESS](#)**

A copy of the NYS Office of Children and Family Services Rules and Regulations is readily available in the main lobby/office of all Creative Kids centers. You may also find the Rules and Regulations online at: [http://ocfs.ny.gov/main/childcare/daycare\\_regulations.asp](http://ocfs.ny.gov/main/childcare/daycare_regulations.asp) link 418.1 Child Daycare Centers. Contact information for the NYS Office of Children and Family Services complaint line: (800) 732-5207.

**ACKNOWLEDGMENT AND AGREEMENT:** I have been provided with the NY Addendum to the Cadence Education Family Handbook. I agree to abide by the Family Handbook and the NY Addendum thereto, and the policies and procedures contained therein.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_