

## Acknowledgement packet

Please read and acknowledge that you have read and understand each of the following items. The final page is a signature page the must be returned at the start of your child's attendance for 2017-18. Thank you!

### Outside Food Policy

(see ECC Parent Handbook for our entire food and allergy policy)

#### ***Foods that are Never Permitted in the Center***

- NO MEAT OR SHELLFISH PRODUCTS ARE PERMITTED IN THE BUILDING. This includes using meat or shellfish products in the cooking of foods, such as using chicken broth to cook rice. (Fish with scales and gills are permitted)
- NO NUT PRODUCTS ARE PERMITTED in the ECC. This means no peanuts or peanut derivatives (such as peanut butter) and no tree nuts or tree nut derivatives. (Coconut is considered a fruit, not a nut)

#### ***Bringing Food in for the Class:***

Due to licensing restrictions and the prevalence of food allergies and other dietary restrictions, we do NOT allow outside food to be brought into the classroom to be shared with other children.

Exceptions to this rule exist for birthday and other very special celebrations ONLY. Before choosing what to bring for a celebration, you MUST consult with your child's classroom teachers so that we can include children with allergies and other food restrictions in the celebration. Items brought to school for these occasions MUST be either unopened, packaged food with ingredients labeled or fresh uncut fruit. If you choose to bring baked goods, they must be small portions (mini-cupcakes, 2-bite brownies, etc.)

We do not want to have to upset you or your child by sending away other special treats that he/she prepared with you for the classroom, so PLEASE keep this policy in mind.

A SUGGESTION FOR ALTERNATIVE CELEBRATIONS: If you would like your child to celebrate a birthday at school, we encourage you to speak with your child's teacher to make arrangements for a non-food-related activity. For example, children love it when a parent donates a book to the classroom and comes to read it to the class on the child's birthday.

#### ***Food from home for your child:***

1. Breast milk, formula, milk, or other beverages provided in a same-day supply shall be furnished daily in either of the following:
  - a. Clean, sanitary, ready-to-feed bottles or beverage containers.
  - b. A clean, sanitary, beverage container. The beverage shall be poured into a clean, sanitary bottle or beverage container before each feeding.
2. Breast milk, formula, milk, other beverages, and food furnished in a same-day supply shall be covered and labeled with the child's first and last name and the date.
3. Any food or beverages furnished in a same-day supply shall be returned to the parent at the end of the day or discarded.
4. Milk, other beverages, and non-perishable food items may be furnished in a multi-day supply in an unopened commercial container.
5. Milk and other beverages (such as soy or goat's milk) furnished in a multi-day supply shall be labeled with the child's first and last name and the date of opening and shall be returned to the parent or discarded 7 days after opening.
6. Non-perishable food items furnished in a multi-day supply shall be labeled with the date of opening and when applicable, the first and last name of the child for whom its use is intended.
7. Beverages and food shall be fed only to the child for whom the item is labeled.
8. Breast milk, formula, and milk shall be refrigerated until used.
9. Other perishable beverages and food items shall be refrigerated or otherwise kept at a safe temperature until used.
10. Frozen breast milk can be stored at the ECC for up to 90 days. It must be brought in frozen and stored in an appropriate container (glass bottle, breast milk storage bag) labeled with name, date, and contents.

## Health and Illness

Our program supports health and wellness in an environment designed to ensure children are able to participate healthily, happily, and wholeheartedly in the activities of the ECC. Classrooms are cleaned and sanitized by teachers on a daily basis. Nighttime janitorial staff follows the NAEYC cleaning and sanitization table when cleaning the entire Center.

When a contagious illness has been diagnosed by a medical professional, the illness, signs and symptoms, treatments, and precautionary steps to avoid spreading the illness will be shared with the classroom community via email. Only the illness will be communicated; family and children's confidentiality will be maintained. When your child has a contagious illness, notify the teachers and/or ECC office.

Our approach to illness is that if a child is well enough to be in the Center, he/she is well enough to go outdoors and participate in all activities. However, if your child has an existing health condition that requires him/her to stay inside or excludes him/her from participating in certain activities, a doctor's note should be kept on file. We have this policy so that we are able to maintain low teacher: to child ratios throughout the day.

For the safety and well-being of the children, families, and staff, it may not be appropriate for an ill child to remain at the Center. The following are some indicators of illness:

- Significant changes in a child's activity level or behavior that prevents the child from comfortably participating in routine activities while at the Center.
- Symptoms of illness, such as excessive coughing, breathing difficulties, diarrhea, vomiting, loss of appetite, etc.
- Significant change in how the body temperature feels to the touch or the child's appearance comments or complaints from the child indicating illness

We urge you to observe your child and not to bring him/her to the ECC when an illness appears to be starting or is in progress. Parents are encouraged to develop networks so that they will have "emergency backup" child care when needed.

Please come quickly when we call to inform you that your child is sick. If a child is sent home for a possible contagious illness we may require a note from your doctor stating that your child is no longer contagious before your child may return to school. Children should return only when they are well enough to participate fully in the program. If an antibiotic has been prescribed for your child, he/she must be on the antibiotic at least 24 hours before returning to school, unless otherwise indicated by your doctor (in the case of an ear infection, a child may return after being on medication for 12 hours, as long as there are no signs of discomfort or fever.)

If your child becomes ill at school, he/she will be sent home. Your emergency card must include current information about where parents can be reached and the person(s) authorized to pick the child up in case of illness. Carefully consider your emergency contacts, making sure that someone is reachable in case of emergency.

### Immunization

Upon enrollment, children must have had at least one dose of each immunization as specified by the Department of Community Health. Within 30 days of enrollment children must be certified as up-to-date on immunizations. The only exception to this policy is in the case of a Medically Contraindicated vaccination

exemption, for children who are medically unable to be vaccinated on schedule and have proper documentation from a physician.

### **Physical Exam**

Within 30 days of initial enrollment, we require a physical evaluation signed by a licensed health care provider. This evaluation must be within the last 3 months for infants, 6 months for toddlers, and one year for preschoolers.

### **Medication**

Written permission is needed for staff members to give medication to children using a Special Instruction Sheet for Medication, which can be found in the ECC office. All medication shall be in its original container, stored according to instructions, and clearly labeled for a named child. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions. If the label is missing, you may have your doctor's office fax us a medication permission form. Medication is to be handed directly to a staff member for safe storage.

### **Conditions for Exclusion due to Illness:**

**Fever:** Fever is defined as a temperature of 100.4° or higher, as measured with a temporal thermometer. Children may not return to the center until fever is no longer present for 24-hours, without the use of fever-reducing agents.

**Vomiting:** Caregivers will be careful that vomiting is not mistaken for "spitting up" or other mild digestive disturbance. Keep your child home until vomiting resolves or your doctor decides he/she is no longer contagious and can return to school.

**Diarrhea:** Children, especially infants, may have incidents of diarrhea that are not necessarily a sign of illness. There are two conditions under which diarrhea would require exclusion.

1. Frequent loose stools with other evidence of illness: such as loss of appetite, fever, abdominal discomfort or vomiting.
  2. Diarrhea that leaks out from diapers and clothing. In this case diarrhea presents a health hazard regardless of the cause.
- Children should be kept home until symptoms resolve or your Doctor decides he/she is well enough to return to school.

**Rash:** Any illness involving a rash is to be checked by a physician. The child should stay at home until the rash has resolved, or your child's physician indicates that the rash is not contagious. Exceptions to this are rashes from known allergic reactions or diaper rash.

**Pink-eye and like diseases:** Red eye with puss discharge is highly contagious and is to be checked by a physician. If your doctor decides that your child needs treatment with antibiotic eye drops your child may not return to school until he/she has been on drops for greater than 24 hours. Otherwise your child must stay home until symptoms resolve or he/she is cleared to return by your doctor.

**Other Illnesses/Conditions:** Exclusion will be required for a number of other illnesses when symptoms are identified at the ECC. The following list is representative, but definitely not all-inclusive:

Strep Throat	Roseola	Scabies
Fifth Disease	Mouth sores with drooling	Thrush

### **Absence**

If your child will not be attending school because of illness, a family vacation or any other reason, please call the school office at 734-971-0990.

## **Pest Management Notification**

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the JCC Early Childhood Center utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the Jewish Community Center (2935 Birch Hollow Dr, Ann Arbor, 48108) The second method will be via email to our parent body.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please indicate so on your acknowledgement of this policy.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

## **Child Care Organizations Act 1973 Public Act 116**

The JCC ECC is required by the State of Michigan to maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The Notebook must also include a summary sheet outlining all the reports and CAPS contained in the notebook. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license and registration is closed.

All child care providers must notify parents of the notebook and that it is available for review during regular business hours. Parents of children currently enrolled must be provided with this notification; prospective parents must also be informed of the notebook.

To comply with the legislation, the JCC ECC must have each parent sign a document that includes all the following information:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook is available for parents to review during regular business hours.

- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**We Encourage ALL Parents to Download and Read the Parent Handbook**

**It has been emailed to you and can be found at [ecc.jccannarbor.org/applying/forms/](http://ecc.jccannarbor.org/applying/forms/)**

**Signature page. Please return this to the ECC office with other enrollment paperwork.**

I have read and understand the Health and Illness policy.

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Signature and Date

I have read and understand the Outside Food policy.

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Signature and Date

I have read and understand the Pest Management Notification

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Signature and Date

I have read and understand the Child Care Organizations Act Notification

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Signature and Date

I have received a copy of the ECC Parent Handbook

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Signature and Date

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**Please print name and name(s) of child(ren) enrolled**