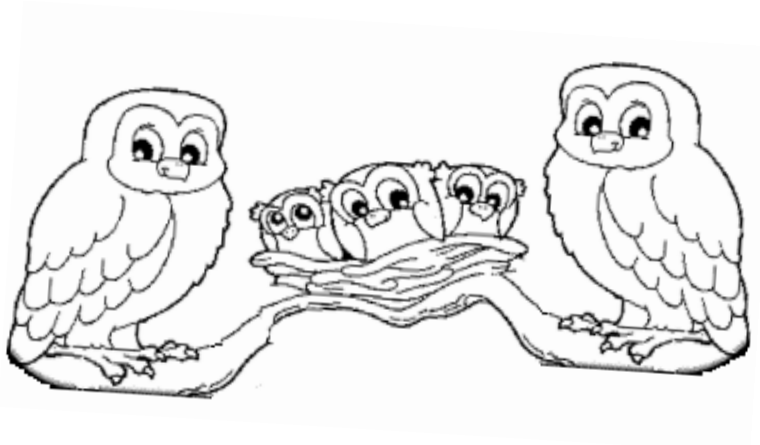


# Owls Nest



## Parent Hand Book for Owls Nest Child Care

2021

EIN# 84-2655090

Owl's nest child care LLC

Facility# 197494045

### **Owls nest child care list of things to bring**

1. Blanket/pillow if they use one
2. Crib sheet
3. If they have a pacifier or stuff animal that helps them sleep
4. Bottles and formula if needed/milk
5. Diapers /wipes
6. Destine / but cream
7. 3 sets of extra clothes this includes pants and shirts and socks.
8. Jackets/ during cold weather
9. Extra shoes

#### **Summer clothes**

1. Little swimmers
2. Sun Block
3. Swim suits/towels
4. Hats
5. Lunch box for each child/ice pack/water bottle
6. Shorts ,short sleeve shirts, socks
7. Water shoes/ crocks

### **Cubbies & File Box**

Each child has a cubby in the room in which his/her group is based. Spare clothes should be kept there in a clear and labeled zip lock bag. Soiled clothes may be placed there or in another specified place. Children also keep their “sharing items” there. Each child also has a work folder located at the entrance to his/her classroom at the sign in sheet. Their “prized possessions” (class work, artwork, etc.), important school correspondences, and teacher notes are placed there daily. We encourage you to take the time to ask your child about their works of art and have a special place to display them at home. This will help to boost your child’s confidence in sharing what they’ve learned and give your child a sense of pride. Please make sure you check the file box for any important information each day.

## Dismissing Students

ONCC reserves the right to dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, fellow students, or the school in general.

ONCC also reserves the right to dismiss any student, parent, and/or staff member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing, and/or through social media.

## Religious & Ethnic Tolerance

All members of ONCC administration, faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents and students. Members of ONCC administration, faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by ONCC. While on ONCC property, at ONCC events or to ONCC students and/or staff.

Promotion refers to talking about or distributing information about these beliefs and/or practices either orally, in writing and/or through social media.

## HEALTH AND SAFETY POLICIES

### Health and sick child policy

Your child's health is extremely important to all of us. Upon enrollment, you must file with us a health form signed by a physician. We also require that the child has all required immunizations and a tuberculin clearance (TB Test). In order to ensure a healthy atmosphere and to prevent the spread of contagious conditions at the school.

**Communicable Diseases** If a student develops symptoms of illness during school hour's parents will be notified and asked to pick up their child as soon as possible.

In cases where children develop or are exposed to communicable diseases such as **lice, pink eye, chicken pox, measles, mumps, or hepatitis, hand foot mouth**, flu, COVID-19 we ask parents to notify the school immediately. Before any student may return to school after recuperating from a communicable illness, **the school must receive a doctor's statement certifying the child's health**. The school will issue a school-wide health memo if it suspects your child may have been exposed to a communicable disease while at school. All reportable illnesses will be reported to local health authorities and child care licensing facilities.

## COVID-19 Policies and Procedures

1. All family members of each child enrolled at Owl's Nest Child Care (ONCC) child care will need to take their temperatures before entering.
2. All children and parents will receive a temperature check at both pick up and drop off. If temperature is 99°F or above, a child will not be allowed to stay at ONCC.
  - a. Child may not return for 72 hours after the last elevated temperature reading.
3. If any family member of a child that attends ONCC intends to travel, ONCC must be notified of any kind of travel. This includes planes, trains, buses, boats, and automobiles. This is for the health and welfare of all of your children and everyone's family.
4. Prior to returning to ONCC after travel, proof of a negative (-) COVID test must be submitted for all members of the household in order for child to be admitted back.
5. Lack of communication/notification of travel intentions will be considered as a violation of contract, and will result in a conference.
6. If you or your family are having guests, for any period of time, that do not live in the same household as you, please notify ONCC immediately.
7. All staff at ONCC will be required to take their temperatures as well before interacting with children and families.
8. Staff and families must wear masks at drop off and pick up.
9. Please use hand sanitizer before signing in or out.
10. In order to accommodate social distancing and staggered pick-up and drop-off, please text your ETA when picking-up or dropping-off of your child.
11. Please be assured that we at ONCC are doing everything in our power to ensure staff and families health and safety.
12. Per CDC guidelines, all children over the age of 2 years are required to wear a mask at all times, unless actively eating or drinking. However, as a family child care center, with only one unchanged group of children with the same child care providers, we are not currently mandating children over 2 years of age to wear a face mask (will be notified of any changes).
13. We are practicing a song that deals with mask wearing, it may help your children when wearing masks.
14. If your child has any of the symptoms of COVID-19 mentioned below (please refer to CDC and American Academy of Pediatrics websites for continued updates on associated symptoms), keep your child at home and speak to your doctor.
  - a. Cough
  - b. Shortness of breath or difficulty breathing
  - c. Fever
  - d. Chills
  - e. Muscle pain

- f. Sore throat
  - g. New loss of taste or smell
  - h. multisystem inflammatory syndrome in children (MIS-C)
15. Because the symptoms of Covid-19 are still unclear in children, any child symptomatic at all will not be allowed at daycare until symptom free for 72 hours, this includes all symptoms in the symptom check listed, but not limited to rash etc. I know that it is hard to tell if these are symptoms of teething, or allergies but there will be no exceptions at this time.
  16. Any child or family member showing concerning signs such as excessive cough, fever, wheezing, shortness of breath etc., will require the child to stay home and may not return for 3 days of symptom free without the use of ANY medications. Additionally, it will be at my discretion when the child may return to daycare.
  17. If anyone in the home is symptomatic for Covid-19 or has been exposed to Covid-19 your child may not attend daycare until that person is symptom free and / or determined by a physician that he or she does not have the Covid-19.
  18. If your child or anyone that they are in direct contact with has been exposed to Covid-19, your child will need to stay home for the 14-day quarantine time, will need a doctor's note stating the child is COVID-19 free in order to return to care.
  19. If a child or anyone has been in direct contact with the child and has tested positive for Covid-19, I will have to close my daycare until the results come back. If the test is negative, I will reopen the following day .If the test is positive then Daycare will remain closed for 14 days per the CDC guidelines, will need a doctor's note stating the child is COVID-19 free in order to return to care.
  20. If I have to close again, per a government/licensing/CDC mandate, I will require ½ tuition to be paid to hold a spot for your child during closure. As the parent contract states, you always have the right to terminate care, by giving the 30 days notice for termination.
  21. If I am required to close due to being exposed to Covid-19 from an Owls Nest family, tuition will be determined after examination of the situation. Meaning, family will either be asked to pay FULL or ½ price.

Please remember this in addition to the original sick child policy. Thank you for your understanding, as we are all in this together! Stay safe!

### **Sick Child Policy**

We cannot admit children who have symptoms of illness.

Children who develop symptoms while at our school are removed from their group. Their parents are then notified and required to pick their children up as soon as possible. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as

alternates for us to call in an emergency. We are required by state law to follow these procedures. If your child develops one of the highly contagious diseases or conditions listed below, or a similar disease or condition requiring care of a physician, a statement from your physician stating that your child may safely return is required before your child may be return to the school.

- Varicella zoster (chicken pox)
- Influenza
- Bronchitis
- Measles (Rubeola)
- Impetigo
- Pneumonia
- Rubella (German Measles)
- Conjunctivitis (pink eye)
- Lice
- Hand foot and mouth disease

**Keep Your Child Home If He or She is experiencing:**

1. Fever  $\geq 99.9^{\circ}\text{F}$  or above (normal body temperature is  $98.7^{\circ}\text{F}$ )
2. Any signs of a cold: cough, sore throat, watery eyes, runny nose with green mucus
3. Headache or head pain/ ear ache
4. Loss of appetite
5. Vomiting
6. Diarrhea
7. Excessively irritable or shows unusual passivity
8. Inflammation of the eye(s)
9. Abscess or draining sores
10. Rash, unless the cause is determined to be non-contagious
11. His/her behavior is not normal
12. Abdominal pain
13. Rash or sores on their palms, soles, and/or in their mouth
14. Excessively itchy scalp

**Children sent home from school because of vomiting, diarrhea or fever are required to be absent from school for a period of 24 hours unless there is a doctor's note indicating the child may return.**

**Accidents & First Aid**

All faculty and some administrative staff are trained on an annual basis in CPR/First Aid. The school will give appropriate first aid to a hurt child. In all except very minor injuries, the parents will be contacted. In case of serious injury (such as a head injury, suspected bone injury, severe cuts), parents will be notified immediately to determine the necessary medical attention to be sought. If Owls Nest Child Care administration and staff deem the injury is life-threatening, paramedics will be called to the school, and a parent/guardian will be contacted. If a parent cannot be contacted, the school will use the emergency contacts provided by the parents in the student's record. If no one can be reached, an administrator or school representative will accompany the child to the hospital taking the child's emergency information and the accident report with them. An Accident Report is filled out by the supervising staff for any accident or injury and signed by an administrator. A copy of this report will be sent home for each student accident or injury.

### **Medications and Medication Administration**

It is encouraged for parents to give medications to their children at home. However, it is necessary for your child to receive medication while at *Owls Nest Child Care*, the following will apply:

#### **Prescription Medication**

- Container must have the original pharmacy label listing the child's name, physician's name, name of medicine, issue date, dosage, expiration date, and directions for administration and storage.
- Container must be child resistant
- Medication must be prescribed in the United States
- Medication must be for current illness

#### **Non-prescription Medication**

- Dosage instructions and reason for receiving medication must
- From **Physician** and shall include a pharmacy, label listing the child's name, physician's name, name of medicine, issue date, dosage, expiration date, and directions for administration and storage.
- Physician's dosage must be in accordance with instructions on label.
- Must be in the original container which gives directions for safe use, expiration date, list of active ingredients, name and address of manufacturer, and be labeled with child's name and date.

**If you child needs to receive the medication during the day, inform the Lead Teacher.** Who will then give the medication to them. Parents will need to complete a Medication

Consent Form for all medications (prescription and non-prescription). Parent's instructions on the consent form must be in accordance with the instructions from the Physician. If the consent form is incomplete, medication will not be administered and parents may have to return during the day to give the medication until the form is completed. A new form needs to be completed whenever there is a change i.e., dosage. Medications can only be given to the child indicated on the label. Twins and siblings cannot share medications! Parents may ask their Pharmacist to dispense a second labeled medication container for childcare facility.

### **Administering Medication**

The student will be administered physician-prescribed medication only upon the written request of the student's parents or guardians.

The school will only administer non-prescription medication if the parent or legal guardian has filled out a medication form requesting that it be administered with the amount and how often. This form must be signed by a parent or legal guardian. We will not administer any prescription medication unless it is accompanied by a physician's signed request. The school is not responsible for failure to provide requested prescription medication, nor for adverse reactions which are caused by the administration of such prescription medication.

In special circumstances, while on a field trip the administration or teaching staff may administer over-the-counter medication, as needed. The school is not responsible for any adverse reactions from over-the-counter medication. All medication is to be kept in the office in its original container.

The health and safety of all the children is our 1<sup>st</sup> priority. The school head, director, or any other staff member will report to the Children's Protective Services or the Police Department, as required by the State Penal Code, if there is any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

### **Child Care Nutrition Policy**

Good nutrition is vital to children's learning and physical development. These child care nutrition policies have been designed to encourage the development of good eating habits that will last a lifetime. We do not allow any children to bring non-nutritional sweets (candy, cake, ice cream, etc.) of any kind unless it is a special occasion such as a holiday or birthday. We provide two healthy snacks each day one in the am and the other on the pm both snacks will have a fruit or vegetable and one grain. Children are given water or 2% milk.

[www.choosemyplate.gov/how-much-does-my-preschooler-need](http://www.choosemyplate.gov/how-much-does-my-preschooler-need)



Your preschooler's needs depend on how fast he or she is growing plus other individual factors. Each child's needs may differ from the average, and appetites can vary from day to day.

Use the table below as a general guide to how much your child should eat from each food group to meet their needs. Here's how to get the right plan:

1. Find the suggested calorie level based on your preschooler's age, sex, and physical activity level.
2. Print a MyPlate Plan to help you stay on track.
3. View the Meal and Snack Patterns for examples of food that can fit into your child's plan.

Age	Sex	Daily Activity	MyPlate Plan
2	Boys & Girls	Any level	<a href="#">1000 calories</a> <a href="#">Meal &amp; snack ideas</a>
3	Boys	<30 min	<a href="#">1200 calories</a> <a href="#">Meal &amp; snack ideas</a>
		30-60 min	<a href="#">1400 calories</a> <a href="#">Meal &amp; snack ideas</a>
		>60 min	<a href="#">1400 calories</a> <a href="#">Meal &amp; snack ideas</a>

	Girls	<30 min	<a href="#">1000 calories</a> <a href="#">Meal &amp; snack ideas</a>
		30-60 min	<a href="#">1200 calories</a> <a href="#">Meal &amp; snack ideas</a>
		>60 min	<a href="#">1400 calories</a> <a href="#">Meal &amp; snack ideas</a>
4-5	Boys	<30 min	<a href="#">1200 calories</a> <a href="#">Meal &amp; snack ideas</a>
		30-60 min	<a href="#">1400 calories</a> <a href="#">Meal &amp; snack ideas</a>
		>60 min	<a href="#">1600 calories</a> <a href="#">Meal &amp; snack ideas</a>
	Girls	<30 min	<a href="#">1200 calories</a> <a href="#">Meal &amp; snack ideas</a>

		30-60 min	<a href="#">1400 calories</a> <a href="#">Meal &amp; snack ideas</a>
		>60 min	<a href="#">1400 calories</a> <a href="#">Meal &amp; snack ideas</a>

**Tips:**

- Your preschooler may not eat the exact amounts suggested every day. Try to balance the amounts over a few days or a week.
- Offer [different foods](#) from day to day. Encourage your child to choose from a variety of foods.
- Serve foods in small portions at scheduled meals and snacks.
- Choose healthy snacks for your preschooler.
- Beverages count too! Make smart beverage choices.

**Court Orders & Custody**

Owls Nest Child Care will abide strictly by court orders. The school denies a parent access to their child only if there is a legal document, which addresses that denial. If, pursuant to court order, one parent has been given the legal right to child custody or visitation, and such custody or visitation determines which parent may pick up her/his child who participates in the school program, or if one parent has been restrained by court order from visiting or has been ordered to stay away from said child, Owls Nest Child Care requires the following:

1. A letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child.
2. A certified copy, with an original signature and certified seal of the current court order, and which states the right or restraints ordered, must be filed with the administration.

3. If a later court order is issued changing the terms of the original court order, it will not be honored until it is filed as the more recent certified order, with verification that a fee was paid for filing at the County Courthouse.

4. We will not accept information regarding the validity of orders over the telephone. Only written instruction will be accepted regarding a court order

5. Visitation with the non-custodial parent will not be permitted to take place at the school. Dismissal to others - Any court documents, such as restraining orders, custody agreements, etc., need to be on file in the school office if a student is NOT to be dismissed to others.

A signed note or phone call must be given/made to the administer prior to dismissal to indicate that students are to go home with another student or family.

### **Earthquake/Fire/Emergencies**

#### **In the case of many emergencies, communication may be difficult.**

The communication lines at the school will need to be used for our own emergency procedures. Please see the Emergency Plan for Parents in this handbook for more details on the school's communication plan in case of emergency. Emergency fire and earthquake drills are held regularly during the school year. In the event of a true emergency, be assured that your child will always be in the care of a responsible adult and will be provided with food, shelter, and medical attention, if necessary.

#### **Emergency procedure plan**

1. We will immediately contact parents. In the event we cannot contact parents we will contact the next person on your emergency contact card.

If for any reason we are unable to remain at 2329 N Lincoln St. Burbank CA 91504-unit D. We will inform you.

#### **Emergency Information**

All students are required to have up-to-date emergency information on file and must be kept current. If there are emergency number changes, the school's registrar should be notified immediately. There should also be a three-day supply of any medication regularly taken by a child complete with instructions and dosage information. Please bring this medication to the school administer no later than the first day of school. Emergency information is kept on file to ensure proper medical treatment in case of emergency and to meet the requirements of the State of California.

If a student is ill with a fever or vomiting, he/she should remain home until he/she is well. This will discourage incidence of illness among the students. If a child comes to school and develops symptoms of illness, he/she will be monitored, and parents or guardian will be notified. Appropriate care will be given until parent, guardian, or a designated representative arrives. (See Sick Child Policy for more detailed information).

### **Injuries**

The staff work very hard to keep children safe and well, however, occasionally typical childhood accidents, such as bumps, scrapes and falls, occur while in care. Staff will tend to minor injuries that can be adequately dealt with by using soap, water, antiseptic solution, ice and bandages. An injury report will be completed to inform you of the type of injury, location on the child's body, how the injury occurred, where the injury occurred, treatment and child's reaction to the injury. Please sign the injury report and leave it with your child's Teacher. If you would like a copy of the report, check the box on the form indicating so. Parents will be notified of accidents requiring more extensive intervention.

If your child becomes injured while at *Owls Nest Child Care*, these steps will be followed:

1. The seriousness of the injury will be assessed.
2. First-aid will be administered. If necessary, emergency personnel will be contacted.
3. If necessary, parents will be contacted.
4. Persons listed on your emergency form will be contacted if we are unable to contact you. It is essential that you notify the staff if you are not going to be at your regularly scheduled work or training site, and leave an alternate phone number.
5. Arrangements will be made to have the child taken to the emergency room if necessary.
6. You or the person you designate (must be on emergency form authorizing them to pick up) must pick up your child as soon as possible if you are called.
7. After a medical evaluation and/or treatment are administered, please contact the preschool to inform us of your child's status.

Owls Nest Child Care is not responsible for the payment of fees such as medical or ambulance fees that may be associated with an injury that occurs on the premises.

### **Medical Treatments**

If your child is required to have one of the specific allowable treatment procedures, such as a nebulizer, Epi-pen, or blood glucose monitoring, while in care, you will be asked to complete additional permission requirements, plus demonstrate for staff the proper use of the treatment.

### **Sunscreen**

It is strongly recommended that children wear sunscreen to prevent sunburn. Parents should apply sunscreen of SPF 50 or higher before children come to school.

### **Allergies**

If your child has been diagnosed with allergies, you must notify a Director. We must have a statement in writing from your child's health provider describing the specific allergy, any special precautions, emergency procedures, or medical treatment and/or equipment your child may require.

If your child has any food allergies for which substitute foods or beverages are required, you must provide the statement from the child's health provider stating the nature of the allergy and what substitutions are necessary.

### **Emergency Information**

Your child will be instructed on emergency procedures in case of fire or an earthquake while at school. S/he will participate in regular fire drills and learn other rules of safety. In the event of an emergency or natural disaster, staff will continue to care for your child until such time as you or your authorized representative can pick up your child. Staff has disaster/emergency training. At all times, at least one staff member on duty has been trained in Infant/Child CPR. In any kind of natural disaster, as long as our facility has been determined to be safe, all children will remain on site unless an injury requires release to an emergency medical facility. We have a land line 818-558-1608

**In the event of an evacuation**, signs will be clearly posted *at Owls Nest Child Care or CDC* giving destination of evacuated children. Only adults previously authorized on the emergency forms will be able to sign out children.

Our emergency evacuation locations are currently:

1. George Washington Elementary School - 2322 N Lincoln St. Burbank CA, 91504
2. Burbank Korean Presbyterian - 510 N Buena Vista St Burbank CA, 91505

### **Emergency Center Closure**

The center may close or delay opening if the following conditions are present:

- Natural disaster which prevents use of the facility,
- Room conditions prevent inadequate ventilation and breathing,
- Disruption of utilities which prevent meeting the nutritional needs of the children or natural light is diminished to be a risk to children and staff.
- Presence of live wires.
- Loss of water that disrupts hand washing and toileting with clean running water.

- Pandemic we will follow all the licensing and federal as well as the governors guideline's

### **Discipline Policy**

We practice **Positive Discipline** by Jane Nelson. The children all help to create a cool down area this is a place for them to go when they are frustrated or if their emotions are just too big for them to handle. It is a safe nice space that if they just want space from the others, they can have it. It is a place where the children can have to time to figure out how to solve those overwhelming choices such as, "Can I take turns?"

### **TOILET (POTTY) TRAINING POLICY**

During the first month of school for your child, the preschool personnel will assess a child's potty-training level based upon the preschool changing log. Children who have a regular pattern of needing to be changed 1-2 times or more per day will be considered not potty trained. Families will be charged the \$100.00 one-time potty-training fee. We will consider a child potty trained when they have successfully used the potty for one full week (pee and poop) at home and at school (excluding night time). Students in the potty-training process will be required to come to school in pull-ups. This needs to be a school policy so that areas of the school are not contaminated with bodily fluids. Each child should have an adequate supply of pull-ups and wipes at school at all times. Students in the potty-training process also need to have three changes of clothing in their cubby at all times. Frequently Asked Questions: How do I know if my child is ready to begin potty training?

- Follows simple directions.
- Remains dry for at least 2 hours at a time during the day.
- Dry after naptime.
- Regular and predictable bowel movements (some may have bowel movements every day and some may have to go every 2-3 days)
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Seems uncomfortable with soiled or wet pants.
- Interested in the toilet.

- Has asked to wear grown-up underwear.

**If your child has most of these skills, then they are probably ready to start toilet training.** If they do not have most of these skills or have a negative reaction to the toilet training it may be best to wait a few weeks. Starting the process too early can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready. Since potty training is a process, it requires the support of both parents and teachers.

One way that parents can help with the process at school is to start the day and end the day by taking your child to the restroom. This helps children understand that mom and dad have the same bathroom expectations as the teachers at school. Teachers will take students to the restroom with other students at regular times during the day. While they may not actually use the potty, we will be working with them to go through the motions. Children should wear clothing that can be easily pulled up and down (no onesies). They should not wear overalls and or belts, and they must come to school in a pull-up. Learning to use the potty or toilet is a significant event in the life of a young child. Toilet or potty training is a process that each child goes through at their own pace. Needless to say, no two children are alike and we do not have a one size fits all policy. The staff is always ready to help answer any questions you may have.