



# Family Handbook

info@nc3kids.com  
740 East 7th Street  
Superior, NE 68978  
Director - Holly Wilt  
Office - 402-207-1030  
Cell - 402-879-1239

# Welcome!

Dear NC3 family,

We would like to welcome you to Nuckolls County Childcare Center! We are so excited that you are part of our NC3 family! We look forward to working together to provide the best services for your child(ren). Please read over this entire handbook and reach out to me if you have any questions, or if there is anything you need further explained. Thank you for choosing Nuckolls County Childcare Center. We look forward to providing your child(ren) with a safe, caring, and enriching environment, in addition to the use of Experience Curriculum through Brightwheel for academic achievement.

Sincerely,

Holly Wilt - Director

\*\*Parents/guardians can access the regulations and contact the Department of Health and Human Services at any time with any possible concerns/questions. See information below.

<https://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx>

(800) 600-1289  
DHHS Licensure Unit  
Children's Services Licensing  
PO Box 94986  
Lincoln NE 68509-4986

## **Table of Contents**

Definition of Family.....	6
Hours of Operation.....	6
Holidays.....	6
Admission & Enrollment.....	6
Inclusion.....	6
Employee Screening.....	6
Non-Discrimination.....	6
Confidentiality.....	7
Communication & Family Partnership.....	7
Daily Communications.....	7
Family Activities.....	7
Open Door Policy.....	7

### **CURRICULUM & LEARNING**

Learning Environment.....	8
Curriculum & Assessment.....	8
Developmental Screening.....	8
Outside Play.....	8
Transitions.....	9
Multiculturalism.....	9
Rest Time.....	9
Toilet Training.....	9
Daily Schedules.....	10

### **GUIDANCE**

General Procedure.....	10
Grievance Procedure.....	10
Challenging Behavior.....	10

### **TUITION AND FEES**

Tuition & Fees.....	11
Children's Records.....	11
Payment.....	12
Late Payment Charges.....	12
Returned Checks/Rejected Transaction Charges.....	12
Late Pick-Up Fees.....	12
Termination Policy.....	12

### **ATTENDANCE & WITHDRAWAL**

Absence.....	13
Withdrawal.....	13
Closing Due to Extreme Weather.....	13

**DROP-OFF AND PICK-UP**

General Procedure.....13  
 Authorized & Unauthorized Pick-up.....14  
 Right to Refuse Child Release.....14  
 Sex Offenders.....14

**PERSONAL BELONGINGS**

What Parents Provide.....14  
 Cubbies.....15  
 Toys from Home.....15

**NUTRITION**

Foods Brought from Home.....15  
 Foods Prepared at the Center.....16  
 Food Allergies.....16  
 Meal Time.....16  
 Infant Feedings.....16  
 Children 24 Months and Older.....16  
 School Aged Participants.....17

**HEALTH**

Immunizations.....17  
 Illness.....17  
 Allergy Prevention.....18  
 Medications.....19  
 Communicable Diseases.....19

**SAFETY**

Clothing.....20  
 Injuries/Insurance.....20  
 Biting.....21  
 Smoking.....21  
 Prohibited Substances.....21  
 Dangerous Weapons.....21  
 Child Custody.....21  
 Suspected Child Abuse.....22  
 Emergencies.....22  
 Transportation.....33  
 Center Policies.....33

## About Us

### Mission Statement

“ To provide exceptional child development services to families of Superior and surrounding areas by operating a high-quality center that is safe, affordable, and reliable.”

### Our Program Philosophy

- Promote positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as part of a community and to foster each child's ability to contribute as a responsible community member.
- Encourage interactions between the children and staff based on developmentally, culturally and linguistically appropriate practices that are inclusive of all ages of child development, including social-emotional; cognitive; physical; communication; and self-help skills.
- Prepare children as they graduate from our center, and advance to a school setting, both on an academic level and socially/emotionally throughout the structure we will offer on a daily basis.
- Promote the nutrition and health of children and protect them and staff from illness or injury.
- Employ and support a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote a safe, educational and nurturing environment.
- Promote each child's positive self-image, independence, learning and development while supporting families' diverse needs and interests.
- Provide innumerable experiences for both our youngest and oldest students, as they engage in multi-generational interactions.

**Definition of Family**

In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best interests and responsibility of the child(ren) in our care.

**Hours of Operation**

Nuckolls County Childcare Center is open from 6:30 AM to 6:00 PM, Monday through Friday.

**Holidays**

We are closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday, we will be closed the Friday prior. If a holiday falls on a Sunday, we will be closed the following Monday.

**Admission and Enrollment**

All admission and enrollment forms must be completed, and enrollment fee and first tuition payment paid prior to your child's first day of attendance. Enrollment is \$100/child. If you enroll any additional children within a year of enrolling the initial child, you will receive a discount on the fee and will only be charged \$75/additional child. Once that year is over, the fee will go back to \$100/child. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basics of special needs as long as a safe, supportive environment can be provided. We will serve children from six weeks of age to 13 years old.

**Inclusion**

Nuckolls County Childcare Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

**Employee Screening**

All NC3 employees are screened through the child abuse/neglect center registry, the State patrol sex offender registry, and have criminal background checks completed prior to working with children.

**Non-discrimination**

Nuckolls County Childcare Center provides equal educational opportunities that are available for all children, without regard to race, color, creed, national origin, gender,

age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### **Communication & Family Partnership**

Our team will always do their best to speak with parents/guardians on a regular basis. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### **Daily Communications**

Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Communication will be made through our Brightwheel App.

### **Family Activities**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### **Open Door Policy**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during the regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants. There is also a space for mothers to breastfeed if they choose to. We do ask that you go directly to your child's classroom, or notify the director that you are present in the building, for safety precautions.

## **CURRICULUM & LEARNING:**

### **Learning Environment**

We provide a rich learning environment with a curriculum that is developmentally appropriate to the specific ages in each classroom and is individualized for each child. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our teachers understand children's cognitive, social/emotional, linguistic and physical development to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. We will incorporate language and literacy into all of the centers in the classroom. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning.

### **Curriculum & Assessment**

Nuckolls County Childcare Center uses the Experience Curriculum through Brightwheel. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. For information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom. NC3 plans to launch the release of this curriculum in January of 2025.

### **Developmental Screening**

Nuckolls County Childcare Center monitors each child's achievement of developmental milestones, shares observations with parents/guardians, and provides resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collective one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/ guardian(s).

### **Outside Play**

All children will go outside, every day weather permitting. Please send your child in appropriate clothing and shoes. During the snowy months, please send boots, hats, gloves, and layers of warm clothes. On days of inclement weather, we will enjoy extra indoor play. We will make sure, on summer days, sunblock is used on the children. If



your child has sunblock allergies, please let the director know at the time of your child's enrollment.

### **Transitions**

As your child grows and matures, he or she will transition from one classroom to another. At the center we strive to make these transitions as stress-free as possible. You will be notified in advance if your child will be transitioning to another room. Both classrooms will work together to provide your child with visits to the new classroom to avoid any anxiety.

### **Multiculturalism**

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### **Rest Time**

Infants sleep according to their own schedule and are put to sleep on their backs. Teachers directly observe infants by sight and sound at all times and check on sleeping infants frequently. After lunch, all children under five years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. School-Age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

### **Toilet Training and Diaper Changing**

Staff will frequently check for wet and/or soiled diapers which will be changed immediately, if so. Diaper changing stations will be cleaned after each use. Once the task is completed, staff will immediately perform adequate hand hygiene. The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. We will work closely with parents to provide a routine in this aspect of the child's training experience. We will strive to take the child to the bathroom hourly and encourage them to sit on the actual toilet. We believe it is important to maintain constant communication with parents while their child is toilet training. Attempts at toilet training or diaper changes will be communicated to parents/guardians through Brightwheel. If your child has a toileting accident, the staff will assist in changing his/her clothes. The soiled garments will be washed at the facility or sent home in a plastic bag. We will change your child into the extra clothing that you have provided us with.

## **Daily Schedules**

Activities may vary depending on the time of year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to adapt to the needs of each individual child and their various ages. Infants will be encouraged to practice their fine and gross motor skills, depending on their individual developmental stage they happen to be in. Napping is also based on each infant's daily needs. Daily schedules will be posted in each classroom.

## **GUIDANCE:**

### **General Procedure**

Nuckolls County Childcare Center is committed to each student's success in learning within a caring, responsible, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with other students and teachers. Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior(s).

Communication, consistent/clear rules, and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Grievance Procedure**

A parent who has a concern or problem needs to address the issue with the appropriate person, and/or the lead teacher, who will help deal with the issue. If the issue needs support to be resolved, please go to the Director to assist in addressing the issue.

### **Challenging Behavior**

Children are guided to treat each other and adults with self-control and kindness. Each student at Nuckolls County Childcare Center has a right to:

- Learn in a safe and friendly environment
- Be treated with respect
- Receive help and support from caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. When a child is exhibiting inappropriate behavior, they will be asked to sit in a designated "calm down" area in each classroom. If behaviors continue to escalate, they may be taken to

the director's office to de-escalate the situation. We maintain a zero tolerance to bullying. If physical aggression, verbal threats, or targeting of an individual is observed: first time is a verbal warning that will be added to their student file and kept for one month, the next time is a written warning that will be communicated/sent home and added to their student file six months, and third time will be an in-person meeting to create a behavior plan. If you have any concerns about this at any time, please report it to the Director of the center.

### **TUITION AND FEES:**

Infants (6 weeks-18 months): FT \$225/week, PT \$135/week, Drop-in \$45/day

Toddler (18 months- 3 years): FT \$200/week, PT \$120/week, Drop-in \$40/day

Preschool (3-5 years): FT \$175/week, PT \$105/week, Drop-in \$35/day

School Age: FT \$150/week, PT \$90/week, Drop-in \$30/day

Before School: \$10/day

After School: \$15/day

Full time (FT) is considered anything 20 hours or more a week. Part time (PT) is considered anything 19 hours or less a week.

**Enrollment Fee:** At the time of enrollment a one-time fee of \$100 will be charged. If any additional enrollments are made within one year of the initial enrollment, the additional enrollment fees will be at a discounted rate of \$75 per child.

**Annual Fee:** An annual fee of \$40.00 per child is charged to help us keep our environment, toys, and activities new and exciting. This will be billed to your account on the anniversary of your enrollment date and need to be paid when you fill out your contract renewal.

### **Child's Records**

Regulations require each child(ren) to have a record kept current. The documents/date in each child's record may be maintained in multiple formats, including digitally. Each individual record will contain the following:

1. Name of child;
2. Child's date of birth;
3. Enrollment date along with date care ceased;
4. Parent/guardian home address and telephone numbers;
5. Individual(s) to whom the child may be released by the caregiver
6. Individual(s) who will take responsibility in emergency when the parent/guardian cannot be reached
7. Consent to contact the child's physician in the event of an emergency
8. Current health status of the child

9. List of allergies and intolerance to food, insect bites, or stings, or any other factors that may result in a medical reaction with clear instructions in the event of an exposure to the factor
10. Record of up-to-date immunizations

### **Payment**

Payments are accepted weekly or monthly and can be paid with cash, check, bank transfers or credit/debit card (there will be fees applied). Payment is due by Friday evening for the upcoming week's attendance if you are paying weekly. If you are paying monthly, payments are due by the 25th of the month for the upcoming month. Tuition is based on contract, not attendance. Your contract can be changed 2 times a year, unless a situation is unforeseeable.

### **Late Payment Charges**

If payment is not received on the day that it is due, a late fee of \$5.00 will be added to your next tuition payment for each day it is late. If your account has not been paid in full within ten business days, your child may be discharged from the program. If you need to pay later than the date payment is due, please meet with the NC3 Director to set up a plan.

### **Returned Checks/ Rejected Transaction Charges**

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$20.00. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

### **Late Pick-Up Fees**

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. A \$10 late fee will be charged if the child remains after 6 PM. Late fees will automatically be billed to your account.

### **Termination Policy**

Nuckolls County Childcare Center reserves the right to immediately end care for nonpayment; failure to respect staff, teachers, director, the building, its grounds; behavior of the child, which is harmful to the physical or emotional well-being of other children and staff; and failure to abide by the a NC3 policies.

## **ATTENDANCE AND WITHDRAWAL:**

### **Absence**

If your child is going to be absent or arrive later than their normal time, please call us at 402-207-1030 (office) or 402-879-1239 (cell), send a message on Brightwheel, or email the director; [info@nc3kids.com](mailto:info@nc3kids.com) to let us know. We will be concerned about your child if we do not hear from you. If a school-age child will not be attending on a day you have them scheduled, please notify us right away.

### **Withdrawal**

Parents agree to give two weeks notice before removing their child from the program. If notice is not given, you will be billed and responsible to pay for two weeks tuition.

### **Closing Due to Extreme Weather**

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on the Brightwheel app and on Facebook. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange. We cannot release your child during an active weather warning. Parents can shelter with their child until the storm passes. It is recommended that parents and children stay, but can leave with their child at their own discretion.

## **DROP-OFF AND PICK-UP**

### **General Procedure**

Parents are responsible for bringing their child into the building each morning. Please check your child in with our check-in system and then take them to their classroom. We open at 6:30 AM. Please do not drop off your child prior to opening. When picking your child up, please make sure to use the system to check them out. Check your child's cubby daily for any items that need to go home, as well as notes from the teacher. Please follow your contracted drop-off and pick-up time so we can allow for quality care for your child and following staff to child ratios. We ask that you refrain from drop-off or pick-up between 12:15 to 2:45. This is our quiet/rest time for our center. As always please communicate with your child's teacher of any different drop-off or pick-up time.

### **Authorized & Unauthorized Pick-up**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must call the center and speak directly to a staff member. Your child will not be released without prior notification. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 6:30pm we have not been able to reach you, or a person listed as an Emergency and Release contact, we will call the local child protective services agency.

### **Right to Refuse Child Release**

All staff are required by law to report **any** suspected incidents of possible child abuse or neglect whenever they have a reasonable cause to believe such abuse or neglect may have occurred or been observed in circumstances. Your child may be questioned by child protective services at any time, without your consent, with applicable law. We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

### **Sex Offenders**

Staff will not knowingly allow any individual who is a registered sex offender onto the premises. Exceptions may be made for a parent who is identified as a registered sex offender to drop off and/or pick up their children at the discretion of the Director. Such consent may be revoked at any time for any reason. Law enforcement will be contacted immediately upon an unauthorized presence of a registered sex offender.

## **PERSONAL BELONGINGS**

### **What Parents Provide**

Infants: diapers, wipes, diaper rash cream, 2-3 extra outfits, swaddle/receiving blanket or sleep sack if needed, at least two bottles, formula and/or breast milk, a pacifier if they use one and their preferred soft spout sippy cup if they are ready for one. All breast milk must be labeled with the date it was expressed, frozen, and

brought to the center, and your child's first and last name. Breast milk can only be stored at the center for no more than three months at a time. Please be conscious of this to reduce waste. Milk will be sent home with a parent/guardian in these circumstances.

Toddlers: diapers/pull ups, wipes, diaper rash cream, 1-2 extra outfits, and a blanket that will be left at the center for nap time.

Preschoolers: diapers/pull ups and wipes (if needed), 1 extra outfit, a blanket that will be left at the center for nap/rest time, a water bottle with a lid that will be left at the center for them to have water readily available at anytime during the day and will be washed once a week at the center.

After-School Care Children: books for homework and/or desired reading material if they choose, a blanket that will be left at the center for nap/rest time if they still need this time, 1 extra outfit, a water bottle with a lid that will be left at the center for them to have water readily available at anytime during the day and will be washed once a week at the center.

Please make sure anything you bring that personally belongs to your child(ren) is clearly labeled with their first and last name. Please consider changing the outfits you provide to NC3 based on the season/weather.

NC3 will be providing all food, including infant cereal, baby food and table food. The childcare center will also provide hard-spout sippy cups for any infants and toddlers. Please be sure to communicate any food allergies in writing to the center.

### **Cubbies**

Upon enrollment each child will be assigned a "cubby". Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

### **Toys from Home**

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

### **NUTRITION:**

#### **Foods Brought from Home**

We request that you do not bring food from home into our center unless it is a pre-approved birthday treat that has been communicated with your child's teacher.

**Food Prepared at the Center**

Food prepared for or at the center will be properly planned, prepared and portioned, according to the state requirements for food service.

**Food Allergies**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life-threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

**Meal Time**

At meal time the dining table is set with real plates and flatware. Children that are eating table food will all eat in our dining room area either sitting at the table or in a high chair. Good table manners are modeled and encouraged. A caregiver who is trained in first aid for choking is present at all meals.

**Infant Feedings**

Infant feedings follow these procedures:

- Infants will be held for bottle feeding. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible ( at least every 2-3 hours and usually not more than hourly) and by a consistent teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name, date expressed, and date frozen. Frozen breast milk may be kept in the freezer at NC3 for up to three months.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on the milk/formula container should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

**Children 24 Months and Older**

No child shall go more than 4 hours without a meal or snack being provided. Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.



### **School Aged Participants**

After school child care participants will be offered a light snack after school. Breakfast, AM snack, lunch, and PM snack are offered on full days of attendance at NC3.

### **HEALTH:**

#### **Immunizations**

It is required that you provide a copy of your child's current and updated immunization record for your child before their first day. Immunizations are required according to the current schedule recommendations by the US Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every January, we check with the Public Health Department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Center for Disease Control and Prevention (CDC).

#### **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect other children: you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spreading harmful diseases to others.
- Fever (100.4 Fahrenheit or higher) and possibly accompanied by other symptoms.
- Diarrhea - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting - green or bloody, and/or more than two times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge.
- Has a physician or other health professionals written order that a child be

separated from other children.

- Current CDC guidelines must be met for COVID

### **Children who have been ill may return when:**

- They are free of fever without the aid of medicine for 24 hours.
- They are free of vomiting and/or diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open sore skin conditions and drooling (not related to teething) unless the child's physician provides a signed note stating that the child's condition is not contagious and those involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child has a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our carriers required.
- Respiratory Syncytial Virus (RSV), 24 hours fever AND symptom-free.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo until 24 hours after treatment.
- Strep throat until 24 hours after treatment.
- Head lice until treatment and all nits are removed.
- Bed bugs until treatment/ bed bugs are exterminated.
- Scabies until 24 hours after treatment.
- Chickenpox until all lesions have dried and crusted.
- Pertussis (Whooping cough), until 5 days of antibiotics.
- Hand, foot, mouth, until 7 days after onset of sores.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis until a health professional indicates the child is not infectious.
- Rubella until 6 days after the rash appears.
- Mumps until 5 days after onset of parotid gland swelling.
- Measles until 4 days after onset of rash.

### **Allergy Prevention**

Families are expected to notify us regarding their child's food and environmental allergies. Families and children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatment and care. A list of the child's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## Medications

Medication can be stored and administered at Nuckolls County Childcare Center under the following guidelines which are set forth by the Nebraska Health and Human Services Regulation and Licensure Division. The center requests that all medications be delivered directly to class teachers or the director, and that proper documentation be completed in order to administer it. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Nebraska.

- Delivery of Medication - any of our staff, who gives or applies medication shall do so in accordance with the “5 Rights” as required in Nebraska Statutes 71-6718 through 6742. These are:
  - The right drug
  - The right recipient
  - In the correct dose
  - By the correct route
  - At the right time
- Written Permission and Instructions - Nuckolls County Childcare Center staff shall give or apply medication, both prescription and nonprescription, only with prior written permission and written instructions from a parent. Parents must fill out a Permission to Administer Medication/Competency Statement prior to administration of medication. Staff shall comply with instructions provided by the parent. Medication must be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed what is printed on the label. Medications will be kept in a locked box, in the director’s office. Medications that must be refrigerated, will be kept in a designated lockbox in the facility kitchen.

## Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will notify families about exposure, so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial meningitis
- Botulism
- Chickenpox
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)

- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Tuberculosis
- All cluster/outbreak of illness
- All other communicable diseases will be handled with the protocol of CDC.

**SAFETY:**

We are a completely locked center. Parents/guardians, and any other designated individuals that are able to pick-up or drop-off will need to use their fingerprint or enter an assigned code before being able to enter the building independently.

**Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including indoor and outdoor play, painting, sand, and other sensory activities. Our outdoor play space is used as an extension of the center, and daily programs are conducted outside whenever weather permits. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution. Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Children under the age of three are not allowed to wear anything around their necks like toy necklaces, amber necklaces or any other items that could be a choking hazard. This is a policy that is in place from the State of Nebraska.

**Injuries**

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustained a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident in the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

**Insurance**

If a child enrolled at NC3 is injured at the Center or on a Center outing, bills must first be submitted to the child's family medical insurance company. NC3 medical coverage

may cover some expenses pursuant to the terms of the policy. Claims should be promptly reported to the insurance company.

### **Biting**

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten in the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### **Smoking**

The poisons and secondhand smoke are especially harmful to infants and young children developing bodies, therefore the indoor and outdoor center environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of legal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind altering or polluting substances is required to leave the premises immediately.

### **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certificate copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which

parent/guardian has legal custody where there is no court documentation.

### **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cost to believe or suspect a child is suffering from abuse or neglect or is it in danger of abuse or neglect, no matter where the abuse might have occurred. The Child Protective Service Agency will determine appropriate action and they will conduct an investigation. It then becomes the role of the agency to determine if the report is sustained and to work with the family to ensure the child's needs are met. Our center will corporate fully with an investigation and will remain confidentially concerning any report of child abuse or neglect.

### **Emergencies/ Emergency Preparedness/ Evacuation Procedures**

Nuckolls County Childcare Center has an Emergency Action Plan in place. Staff are required to undergo and maintain first-aid certification, CPR certification, and designees will have blood borne pathogens training to provide immediate care for an acute illness, medical condition, or injury. A complete first-aid kit, Procedures for Health Emergencies, CPR Procedure, and First-Aid Procedures for Health Emergencies are easily located throughout the center. NC3 will perform fire and tornado drills as required by law. Evacuation plans are posted in each classroom throughout the center as well. In the unlikely event, the children will be evacuated to a safe location, and parents/guardians will be notified as soon as possible.

**Evacuations:** In case of the need to evacuate our site, the follow procedures will be followed:

<b>Evacuation Routes/Exits</b>	<ul style="list-style-type: none"> <li>● Exits (all windows and doors are checked regularly to ensure opening):             <ul style="list-style-type: none"> <li>○ All classrooms have an evacuation route that is posted within their classrooms.</li> <li>○ All classrooms have two exits for when/if it becomes necessary.</li> </ul> </li> </ul>
<b>Evacuating Infants/Toddlers</b>	<ul style="list-style-type: none"> <li>● In the event of an evacuation, the children will be relocated as a group using an emergency crib. If evacuation through the windows becomes necessary, children will be evacuated first.</li> </ul>

<b>Notification</b>	<ul style="list-style-type: none"> <li>• After all of the children have been successfully evacuated to a safe location, the child care facility will immediately contact 911 for emergency assistance. Additionally, parents or guardians will be promptly notified of the evacuation via our emergency alert function on our Brightwheel app.</li> <li>• In the case that we are not able to reach parents through the Brightwheel app, calls will be made directly to the children's emergency contact(s).</li> </ul>
<b>Emergency Kits/Information</b>	<ul style="list-style-type: none"> <li>• Whenever feasible, emergency kits will be brought along during an evacuation. Moreover, all contact information is available to the director and assistant director via Brightwheel.</li> <li>• Emergency folders are in each classroom and the office and will be brought along in the case of any emergency.</li> </ul>
<b>Evacuation Sites</b>	<ul style="list-style-type: none"> <li>• Fire: meet at the east lot.</li> <li>• Explosion/Facility Flooding: meet at the east lot</li> <li>• Flooding/Natural Disaster: Center would close for such an emergency.</li> </ul>
<b>Transportation to Evacuation Locations</b>	<ul style="list-style-type: none"> <li>• Children will be pushed in emergency cribs or walk to the east lot.</li> </ul>

**Shelter-in-Place:** In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

<b>Location</b>	<ul style="list-style-type: none"> <li>• All NC3 children, staff, or anybody within our facility will take shelter in our basement.</li> </ul>
<b>Emergency Supplies</b>	<ul style="list-style-type: none"> <li>• Emergency folders are in each classroom and the office and will be brought along in the case of any emergency, if feasible, especially for a tornado.</li> <li>• The director or assistant will bring the emergency kit that is located in the office.</li> <li>• A cell phone will be brought with each teacher.</li> </ul>
<b>Notification</b>	<ul style="list-style-type: none"> <li>• Parents/guardians will be notified once the immediate threat has passed through Brightwheel.</li> </ul>

**Parent Reunification:** In the event of an evacuation or if parents/guardians are unable to access their children, the following protocols will be implemented to swiftly reunite children with their respective parents/guardians (or other individuals authorized by the

parent/guardian) as soon as it is deemed safe to do so.

<b>Notification</b>	<ul style="list-style-type: none"> <li>● Parents/guardians are provided:             <ul style="list-style-type: none"> <li>○ Information on the evacuation site.</li> <li>○ Cell phone contact information for the director.</li> </ul> </li> <li>● Parent/guardian contact numbers are:             <ul style="list-style-type: none"> <li>○ Stored in the director's cell phone.</li> <li>○ Kept in emergency kits.</li> </ul> </li> </ul>
<b>Release</b>	<ul style="list-style-type: none"> <li>● Children will only be released to contacts listed on the child's form with proper identification.</li> </ul>

**Emergencies:** In the case of the following emergencies, these procedures will be followed:

<b>Fire</b>	<ul style="list-style-type: none"> <li>● Monthly fire evacuation drills will be conducted by the center with the children, and records will be kept of the date and time of these drills.</li> <li>● Smoke detectors are installed and maintained in working order and tested annually.</li> <li>● An operable fire extinguisher with a minimum rating of 2A-10BC will be easily accessible in the kitchen/cooking area and will be inspected annually.</li> <li>● In the event of a fire or the detection of smoke from a fire, the following steps will be taken:             <ul style="list-style-type: none"> <li>○ If the fire cannot be easily extinguished, evacuate the building while ensuring all children are accounted for. Emergency contact information for children will be readily accessible and retrieved prior to exiting.</li> <li>○ When evacuating, non-ambulatory children such as infants, toddlers, and children with disabilities, follow the evacuation plan as described above.</li> <li>○ Call 911 to report the fire and provide the name and address/exact location of the child care center. Inform them of the location of the fire or smoke and state that the building is being evacuated.</li> <li>○ The designated safe gathering spot outdoors is: The east lot.</li> <li>○ No one may re-enter the building until it is declared safe by the fire department.</li> <li>○ After consulting with the fire department and law enforcement officials, determine if off-site evacuation (Hospital) is necessary for the event of building damage and inclement weather.</li> <li>○ Contact all parents/guardians.</li> </ul> </li> </ul>
-------------	---



<p><b>Flood</b></p>	<ul style="list-style-type: none"> <li>● Potential sources of flooding near the childcare center include: <ul style="list-style-type: none"> <li>○ Flash Flooding/Storm Surge</li> </ul> </li> <li>● The child care center is in or near a low-risk flood zone. <ul style="list-style-type: none"> <li>○ Follow the advice and instructions of emergency management and public safety officials regarding the potential occupancy of the facility or flooded area(s).</li> <li>○ If needed, professionals will be contacted to assess structural and/or potential health-related concerns due to flooding on/in premises.</li> <li>○ Determine whether an immediate evacuation or early parent pick-up is necessary.</li> <li>○ Determine whether local conditions warrant child care program closure.</li> </ul> </li> </ul>
<p><b>Intruder</b></p>	<ul style="list-style-type: none"> <li>● When an unauthorized person requests to enter the child care facility property (all facility doors are locked at all times): <ul style="list-style-type: none"> <li>○ Ask the guest/intruder about the purpose of his/her visit.</li> <li>○ Ask the guest/intruder for a photo ID.</li> <li>○ If the intruder's purpose is not legitimate, access will NOT be granted.</li> <li>○ If the intruder refuses to leave: <ul style="list-style-type: none"> <li>■ Call 911 and provide the child care center name, address, exact location, and that you have an intruder that refuses to leave the building.</li> <li>■ Warn the intruder of the consequences of staying on the property.</li> <li>■ Give the police a full description of the intruder. <b><u>Keep the intruder unaware of the call for help.</u></b></li> </ul> </li> </ul> </li> </ul>
<p><b>Severe Weather</b></p>	<ul style="list-style-type: none"> <li>● If a severe weather watch (tornado or thunderstorm) has been issued: <ul style="list-style-type: none"> <li>○ Stay tuned to NOAA Weather Radio (NWR) for updates.</li> <li>○ Be ready to bring all children indoors.</li> <li>○ Close all doors, windows, and blinds.</li> <li>○ Avoid areas with large glass windows and wide, free-span roofs.</li> <li>○ Parents or guardians may pick up their children.</li> </ul> </li> <li>● If a severe weather (tornado or thunderstorm) warning has been issued, or severe weather has been spotted near the child care center: <ul style="list-style-type: none"> <li>○ Account for all children in care and gather them together.</li> <li>○ Close all doors, windows, and blinds and shut off utilities and monitor the NOAA Weather Radio.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Invite parents or guardians to shelter at the center and urge them not to leave with their child during an immediate threat. Move everyone to the above listed shelter area.</li> <li>○ Have everyone kneel and be ready to cover their heads to protect from debris, if necessary.</li> <li>○ If children are outside the premises, direct/take them to the appropriate shelter. During a Tornado Warning, if there is no time to get into a building or shelter, children will lie low in the nearest ravine or open ditch or low spot away from trees and power poles.</li> </ul>
<b>Structural Failure</b>	<ul style="list-style-type: none"> <li>● A building's structure may fail due to various factors, such as heavy snow and ice on the roof, broken water or sewer lines, or other reasons. Such a failure can be catastrophic, resulting in sudden collapse and causing severe injuries to occupants. Additionally, structural failure can cause large cracks in walls or foundations, leading to flooding and loss of utilities that pose a risk to the safety of children and staff.</li> <li>● Structural Failure with Collapse or Partial Collapse: <ul style="list-style-type: none"> <li>○ As soon as any indication of a structural failure is noticed, proceed with an evacuation if deemed necessary.</li> <li>○ In case of roof, ceiling, or wall collapse, evacuate the facility immediately.</li> <li>○ If required, call 911 and provide the child care center name, exact location, and describe the emergency situation. Stay on the line to provide further updates.</li> <li>○ No one should re-enter the building until cleared by the public safety officials.</li> </ul> </li> <li>● Structural failure without collapse: <ul style="list-style-type: none"> <li>○ When there is a structural failure without collapse, evacuate the affected area immediately and assess if an evacuation of the entire building is necessary. If needed, seal off the affected area and shut off utilities to that area.</li> <li>○ Decide whether to close early or initiate an evacuation.</li> <li>○ Contact an insurance carrier, building inspector, or another relevant official to document and evaluate the damage.</li> <li>○ Do not allow access to the affected area until the structural integrity of the building is confirmed safe.</li> </ul> </li> </ul>
<b>Utility Loss or Failure</b>	<ul style="list-style-type: none"> <li>● Utility failure is defined as the loss or interruption of essential services such as electricity, gas, water, or sewage to a child care center. Power outages are the most common form of utility failure and may require relocation of children in certain</li> </ul>

	<p>situations. If utility failure is prolonged, temporary closure of the child care center may be necessary.</p> <ul style="list-style-type: none"> <li>● Loss of Utilities: <ul style="list-style-type: none"> <li>○ As soon as the loss of utilities is noticed, take appropriate/immediate response actions, which may include evacuation if required.</li> <li>○ Contact the local utility company to determine the estimated duration of the outage.</li> <li>○ Contact the regulatory agency to assess whether the child care center should be closed and services temporarily suspended.</li> </ul> </li> <li>● Gas Leaks: <ul style="list-style-type: none"> <li>○ In the event of gas leaks, open windows, turn off utilities, and evacuate the building immediately.</li> <li>○ Dial 911 to report a gas leak and provide the name and location of the child care facility. Notify emergency services that the building has been evacuated.</li> <li>○ No one should re-enter the building until it has been declared safe.</li> </ul> </li> </ul>
<b>Abduction</b>	<ul style="list-style-type: none"> <li>● The first person aware of an abducted child will: <ul style="list-style-type: none"> <li>○ Attempt to dissuade the abductor from committing the act.</li> <li>○ If persuasion fails, do not endanger yourself or the other children.</li> <li>○ Call 911 IMMEDIATELY and provide the operator with the child care center's name and exact location, along with any information you have about the abduction, including: <ul style="list-style-type: none"> <li>■ Physical appearance and clothing of the abductor.</li> <li>■ Vehicle make, model, color, and license plate number (if applicable).</li> <li>■ Child's name, physical appearance, and clothing worn.</li> <li>■ Time and location of when the child was last seen.</li> </ul> </li> <li>○ Keep the remaining children under control.</li> <li>○ Treat custody dispute cases as possible abduction situations and be aware of any restraining orders.</li> <li>○ Notify the child's parent/guardian.</li> <li>○ Provide law enforcement with a registration form and photo of the child (if available).</li> <li>○ Work closely with the authorities and cooperate fully with their investigation.</li> <li>○ Contact your Licensing/Certification Specialist at the</li> </ul> </li> </ul>

	regulatory agency's phone number.
<b>Missing Child</b>	<ul style="list-style-type: none"> <li>● The first person aware of a missing child will: <ul style="list-style-type: none"> <li>○ Perform an immediate search of the child care center and surrounding areas, taking into consideration the child's age, physical ability/development, emotional stability, and history.</li> <li>○ Contact 911 and inform them of the missing child, providing the name and exact location of the child care center.</li> <li>○ Provide all available information about the missing child to the operator.</li> <li>○ Notify the parent/guardian of the missing child.</li> <li>○ Conduct interviews with other children (depending on their age) to gather any possible information.</li> <li>○ Obtain the child's registration form and photo (if available) for use by law enforcement.</li> <li>○ Work closely with authorities.</li> <li>○ Contact the Regulatory Agency's Licensing/Certification Specialist at their phone number.</li> </ul> </li> </ul>
<b>Medical Emergency</b>	<ul style="list-style-type: none"> <li>● In the event of an injury or illness, childcare providers must quickly: <ul style="list-style-type: none"> <li>○ Assess the severity of the injury or illness.</li> <li>○ If the situation is life-threatening, call 911 immediately. The caller will provide the child care center's name, address, as well as describe the illness or injury, the age of the victim(s), and any available medical information.</li> <li>○ Prevent contact with body fluids using proper blood-borne pathogens training.</li> <li>○ Administer first aid according to the provider's level of training until help arrives.</li> <li>○ Comfort and reassure the victim.</li> <li>○ Do not move sick or injured victims unless the scene is unsafe for them.</li> <li>○ If the victim is unresponsive, perform CPR or rescue breathing until emergency personnel arrive or an AED is used.</li> <li>○ Notify the victim's parent, guardian, or other emergency contact person providing them with information about the situation, the type of injury or illness, the medical care given, and the location where the victim has been transported.</li> </ul> </li> </ul>

**Hazardous  
Material Release**

- A Hazardous Material (HAZMAT) release refers to a situation where a biological, chemical, or radioactive substance is discharged or spilled. While internal HAZMAT incidents are unlikely, they may occur due to the mixing or spilling of household or other chemicals. External exposure to HAZMAT often results from accidents involving trucks or trains carrying hazardous materials or explosions and spills at industrial sites. Possible sources of nearby hazardous material spills may include, for example, a nearby railroad, interstate, or industrial plant.
- Substance Released Inside a Room or Building:
  - To evacuate safely during a chemical spill, follow the designated routes or alternate safe routes to a designated area that is upwind or crosswind from the affected room or building.
  - Determine whether off-site evacuation to a relocation site is necessary.
  - Ensure the location of all children in care, and do not turn any electrical switches on or off when exiting the room.
  - Eliminate all open flames.
  - Call 911 and provide the child care center's name and location.
  - State the emergency and describe the actions taken to safeguard the children.
  - If possible, secure the area around the chemical spill and ensure that the air in the handling/ventilation system is shut down.
  - No one should attempt to contain, touch, or identify hazardous material.
- Substance Released Outdoors:
  - If appropriate, use your severe weather/shelter-in-place protocol.
  - Call 911 and provide the child care center's name and address.
  - Describe the emergency and state the actions being taken to safeguard the children and remain on the line until told otherwise.
  - Turn off air handling/ventilation systems, close all windows and doors, and turn off fans and air conditioners.
  - If outdoors, move immediately into the building using the nearest entrance and proceed to the designated safe areas.
  - If entering the building would expose people to a hazardous chemical plume, move to a designated outdoor area upwind from the spill.

	<ul style="list-style-type: none"> <li>○ If a severe weather/shelter-in-place protocol is used, staff and children will remain in the designated areas until the fire official or appropriate agency provides clearance.</li> <li>○ When emergency responders determine it is safe to do so, activities may resume as normal, close early, complete an off-site evacuation, or potentially implement a family reunification.</li> </ul>
<b>Public Health Emergencies</b>	<ul style="list-style-type: none"> <li>● Ensure that all attendees have proper documentation of their immunization history.</li> <li>● Establish a relationship with the local public health department to receive updates on possible outbreaks and stay informed.</li> <li>● Report any confirmed cases of a communicable disease that is reportable under ch.DHS 145 in a child enrolled in the child care center or a person in contact with children at the center to the regulatory agency and local public health department within 24 hours of being notified of the diagnosis.</li> <li>● Notify parents of all enrolled children as soon as the information becomes known to the center. <ul style="list-style-type: none"> <li>● Conduct infection control training, including proper cleaning of equipment and toys, frequent hand washing, and respiratory hygiene/cough etiquette.</li> </ul> </li> <li>● Maintain regular communication with families during outbreaks.</li> <li>● Define exclusion criteria for children who should not attend child care and criteria for when they can return after an illness.</li> </ul>
<b>Active Shooter or Armed Intruder</b>	<ul style="list-style-type: none"> <li>● An incident of an active shooter or armed assault refers to a scenario where one or more individuals have the intention to cause physical harm or death to others. The intruders may carry weapons such as guns, knives, bombs, or other harmful devices. Such situations are often characterized by random selection of victims, unpredictability, and rapid evolution of events, typically ending before law enforcement arrives. <ul style="list-style-type: none"> <li>○ Immediately call 911 and provide the operator with the following information: <ul style="list-style-type: none"> <li>■ The name and address of the child care center.</li> <li>■ The exact location of the emergency.</li> <li>■ Whether there is a life-threatening situation, such as an active shooter in the building.</li> <li>■ The number and description of intruders, if known.</li> <li>■ The type of weapon(s) involved.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>■ The last known location of the intruder(s).</li> <li>■ Any actions taken by child care staff.</li> <li>■ If possible, stay on the line to provide updates and cooperate with authorities. <ul style="list-style-type: none"> <li>○ Evacuate the building if possible and deemed the safest option following the escape route and evacuation plan.</li> </ul> </li> <li>■ Keep your hands visible at all times. <ul style="list-style-type: none"> <li>○ If evacuation is not possible or not deemed the safest option, hide and take these steps: <ul style="list-style-type: none"> <li>■ Close and lock all doors, barricading entry to your hiding place.</li> <li>■ Turn off all lights.</li> <li>■ Move children away from windows and doors and sit down against an interior wall in the designated area.</li> <li>■ Silence cell phones.</li> <li>■ If possible, barricade entry to your hiding place and lock doors.</li> <li>■ If necessary, exit through a window. <ul style="list-style-type: none"> <li>○ As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter by using physical aggression and throwing items at them.</li> <li>○ After the situation is resolved and there is no longer a threat to staff or children, contact your Licensing/Certification Specialist at the regulatory agency using their phone number.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<p><b>Bomb Threat or Suspicious Package</b></p>	<ul style="list-style-type: none"> <li>● If a bomb threat or a suspicious package is found in the child care center, the following steps should be taken: <ul style="list-style-type: none"> <li>○ If the threat is in written form, do not erase, delete, or move it. Secure the area immediately and make sure that no one has access to the area where the note is located.</li> <li>○ If the threat is received through a phone call, remain calm and keep the caller on the line as long as possible. Ask for as many details as possible and write down the information such as caller ID number, wording of the threat, voice characteristics and background noise. Write a note to a staff member or other household member to call law enforcement.</li> </ul> </li> <li>● If a suspicious package is found, do not touch it. Secure the area where the item is located, but do not guard it. The location is considered a crime scene and requires a thorough search and processing. <ul style="list-style-type: none"> <li>○ Contact law enforcement immediately to assess the credibility of the threat. Law enforcement will determine whether there is any danger and will advise the child care center on the need to evacuate.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Verify the attendance and whereabouts of all children.</li> <li>○ If an evacuation is necessary: <ul style="list-style-type: none"> <li>■ The fire and police departments will search the building's general areas for any possible foreign object(s).</li> <li>■ Note: Bomb squads will only respond if a package has been located.</li> <li>■ Children will be moved or transported according to the chosen protocol, and parents will be contacted using the emergency contact information.</li> <li>■ The investigation of the threat will continue with assistance from other agencies if needed.</li> <li>■ Contact the Licensing/Certification Specialist at the phone number of the regulatory agency.</li> </ul> </li> </ul>
<p><b>Allergic Reactions</b></p>	<ul style="list-style-type: none"> <li>● To ensure the safety and well-being of all children in the child care facility, it is important for child care providers to be well-informed about allergies and have a plan in place to handle allergic reactions. Child care providers will take preventative measures to avoid allergic reactions, such as preparing and planning for children's known allergies.</li> <li>● If a child has a known allergy, the child care provider should work with the parents to create an action plan in case of an allergic reaction, based on recommendations from the child's doctor. The parents should supply any required medication, and an authorization form should be completed specifying the circumstances under which the medication should be administered and the correct dose.</li> <li>● If a child's allergy is severe enough to require an epinephrine auto-injector, all caregivers will know the location of the injector and be able to access it quickly. The auto-injector will be stored in a secure location that is out of reach of children but easily accessible to staff.</li> <li>● Food will be stored out of the reach of young children, and surfaces will be cleaned and sanitized before and after eating. All children and adults will wash their hands before and after eating and after coming in from outdoor play. If a child in the child care setting has a severe allergy, certain foods will be prohibited.</li> <li>● Child care providers will be able to recognize the signs and symptoms of an allergic reaction so they can respond as quickly as possible. If an allergic reaction is suspected, the childcare provider will follow the previously agreed-upon action plan with the child's parents and doctor.</li> <li>● If anaphylactic shock is suspected, 911 will be called immediately.</li> </ul>



**\*\*Emergency evacuation of children with special needs will be completed in a manner that keeps them safe and takes their individual needs into account.**

### **Transportation**

NC3 will not be responsible for providing any transportation services for children. If your child is to be picked-up and dropped-off after school, please inform the director and we will call the school for notification. Parents/guardians will also need to notify the school that such arrangements will be made for verification purposes.

### **Center Policies**

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request to the center director.

### **Family Handbook Acknowledgement**

Please sign this acknowledgement page, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family!

I have received the **Nuckolls County Childcare Center Family Handbook**, and I have reviewed the family handbook. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Nuckolls County Childcare Center Family Handbook** that I do not understand.

Recipient Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_