Hopwood School and Camp Health and Safety Policies

**Hopwood Program Activities**

Hopwood School follows a High Scope curriculum approach to learning. Our classroom will promote early learning in an active learning environment that supports the overall growth and development of each child, individually. Each year our teachers will provide parents with a Child Service Report in November and a COR Developmental Profile in May that screens the overall growth and development of each child they care for. If/when teachers and/or parents/guardians have concerns about any area of a child’s development, teachers will provide parents contact information for local early intervention agencies/health care providers or specialists that conduct screenings within our community. All screenings will be documented in the child’s file.

**Hopwood Staff Relationships with Children (Ages 2-5)** Hopwood implements relationship-based policies and program practices that promote consistency and continuity of care to all the children enrolled in our programs. Our programs will provide opportunities for each child to build emotionally secure relationships with a limited number of staff/teachers. Children with special health care needs may need additional specialists to promote health and safety and to support learning.

**Hopwood’s Methods of Supervision of Children** The staff of Hopwood will directly supervise all children by sight and sound at all times. During nap/rest times, staff will supervise, at a minimum, by sound with frequent visual checks.

State-mandated ratios will be met at all times throughout the day and safety precautions for specific areas and climbing equipment will be followed at all times. Children will never be left unattended.

**Supervision near Water** Hopwood staff will maintain constant and active supervision when any child is in or near water. State-mandated ratios will be met at all times, without exception. During water activities, a staff member will be within arm’s length, providing “touch supervision”. Pools will be guarded by certified lifeguards, at all times. Hopwood will ensure that all pools have drain covers that are used in compliance with state and local regulations.

**Preventing Expulsions, Suspensions, and Other Limitations in Services** Hopwood has comprehensive discipline policies that include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what staff/teachers and program will do to prevent and respond to challenging behaviors. Discipline will be implemented consistently without bias or discrimination. Discipline techniques will be clearly communicated to all staff members.

Hopwood will provide access to professional development opportunities to all staff members that promote age-appropriate discipline techniques that promote awareness and accountability in an approach that is conducive to learning socially acceptable behaviors and an awareness of self and others. The staff of Hopwood will support a positive discipline approach, whenever possible, and will scaffold conversations with children to promote socially acceptable behaviors and an awareness of self and others. If/when a child uses force, Hopwood staff may revert to a short period of time in which the perpetrator is asked to “think” about his/her actions (timeout) while staff addresses any other child that may have been in harm's way. Staff members will use this opportunity to promote socially acceptable behaviors and accountability. Parents will be notified of acts of aggression.

Hopwood is an inclusive program and will work with parents and community resources to eliminate or limit expulsion, suspension, or another exclusionary discipline (including limiting services); these exclusionary measures will only be used in extraordinary circumstances where there are serious safety concerns that cannot otherwise be reduced or eliminated by the provision of reasonable modifications.

**Prohibited Teacher/Staff Behaviors** The following behaviors are **prohibited** at Hopwood:

1. The use of corporal punishment including, but not limited to:
2. Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting;
3. Demanding excessive physical exercise, excessive rest, or strenuous or bizarre postures;
4. Compelling a child to eat or have in his /her mouth soap, food, spices, or foreign substances.
5. Exposing a child to extreme temperatures
6. Isolating a child in an adjacent room, hallway, closet, darkened area, play area, or any other area where a child cannot be seen or supervised;
7. Binding, tying to restrict movement, or taping mouth;
8. Using or withholding food or beverages as a punishment;
9. Toilet learning/training methods that punish, demean, or humiliate a child;
10. Any form of emotional abuse, including rejecting, terrorizing, extended ignoring, isolating, or corrupting a child;
11. Any abuse or maltreatment of a child;
12. Abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks about the child or the child’s family.
13. Any form of public or private humiliation, including threats of physical punishment (\*);
14. Physical activity/outdoor time taken away as punishment.

(\*) Determinations of safety concerns must be based on actual risks, and the best available objective evidence, and cannot be based on stereotypes or generalizations.

**Health Promotion and Protection**

**Active Opportunities for Physical Activity** Hopwood programs will promote developmentally appropriate active play for all children, every day. Children will have opportunities to engage in moderate to vigorous activities indoors and outdoors, weather permitting.

**Safe Sleep Practices and SIDS Reduction** The staff, parents/guardians, volunteers, and others of Hopwood will follow safe sleep practices as recommended by the American Academy of Pediatrics (AAP), if/when applicable. (Hard Copy attached)

<https://healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

**Routine Oral Hygiene Activities** Hopwood will promote good oral hygiene through learning activities including the habit of regular tooth brushing.

**Diaper Changing Procedure** Diaper changing procedures will be posted in the changing area and followed to protect the health and safety of children and staff

**Hand Hygiene** The staff, volunteers, and children of Hopwood follow procedures for hand washing, as defined by the U.S. Centers for Disease Control and Prevention (CDC):

a) Upon arrival for the day, after breaks, or when moving from one group to another.

b) Before and after:

• Preparing food or beverages;

• Eating, handling food, or feeding a child;

• Giving medication or applying a medical ointment or cream in which a break in the skin (e.g., sores, cuts, or scrapes) may be encountered;

• Playing in water (including swimming) that is used by more than one person; and

• Diapering.

• Using the toilet or helping a child use a toilet;

• Handling bodily fluid (mucus, blood, vomit);

• Handling animals or cleaning up animal waste;

• Playing in sand, on wooden playsets, and outdoors; and

• Cleaning or handling the garbage.

Situations or times that children and staff should perform hand hygiene are posted in all food preparation, diapering, and toileting areas.

**Routine Cleaning, Sanitizing, and Disinfecting** Hopwood follows a routine schedule of cleaning, sanitizing, and disinfecting. Cleaning, sanitizing, and disinfecting products will not be used in close proximity to children, and adequate ventilation will be maintained during use.

**Prevention of Exposure to Blood and Body Fluids** Hopwood has adopted the use of Standard Precautions, developed by the Centers for Disease Control and Prevention (CDC), to handle potential exposure to blood and other potentially infectious fluids. Caregivers and teachers are required to be educated regarding Standard Precautions before beginning to work in the program and annually thereafter (First Aid Training). First Aid training complies with the requirements of the Occupational Safety and Health Administration (OSHA).

**The Use of Tobacco, Alcohol, and Illegal Drugs** Hopwood staff will not be impaired due to the use of alcohol, illegal drugs, or prescription medication during program hours. Tobacco, alcohol, and illegal drug use are prohibited on the premises (both indoor and outdoor environments) and in any vehicles used by and/or on the premises at all times.

**Emergency Procedures** Hopwood has adopted the following procedure for responding to situations when an immediate emergency medical response is required: 1) Access the situation 2) Begin emergency first aid procedures/CPR 3) Dial 9-1-1

Hopwood will maintain that emergency procedures are posted and readily accessible. Child-to-provider ratios will be maintained, and, if deemed necessary, additional adults will be called in to maintain the required ratio. Contingency plans for emergencies or disaster situations when it may not be possible to follow standard emergency procedures are outlined in Hopwood’s Emergency Plan. The staff of Hopwood will be trained annually to manage an emergency until emergency medical care becomes available (Fire Safety/Emergency Planning Annual Training)

**Recognizing and Reporting Suspected Child Abuse, Neglect, and Exploitation** Because our staff/teachers are mandated reporters of child abuse and neglect, Hopwood will follow the following protocol for reporting child abuse and neglect: In any instance where there is reasonable cause to believe that child abuse or neglect has occurred, the staff member who suspects child abuse or neglect will report directly to the child abuse reporting hotline, child protective services, or the police, as required by state and local laws. Childline:1-800-932-0313

**Preventing and Identifying Shaken Baby Syndrome and Abusive Head Trauma** The staff of Hopwood, who are in direct contact with children, including substitute staff/teachers and volunteers, will complete training on preventing shaken baby syndrome and abusive head trauma; recognition of potential signs and symptoms of shaken baby syndrome and abusive head trauma; strategies for coping with a crying, fussing, or distraught child; and the development and vulnerabilities of the brain in infancy and early childhood. These topics are included in the PA/DHS-mandated Health and Safety training, requirement to be completed within 90 days of hire.

**Sun Safety Including Sunscreen**

All Hopwood staff will ensure sun safety for themselves and children under their supervision by limiting sun exposure when ultraviolet rays are strongest and applying sunscreen with the written permission of parents/guardians. State regulations/manufacturer instructions will be followed. Sunscreen will be stored in a cabinet or out of reach of all children.

**Strangulation Hazards**

Strings and cords long enough to encircle a child's neck, such as those on toys and window coverings, will not be accessible to the children at Hopwood.

**Care Plan for Children with Special Health Care Needs**

Children with special health care needs are defined as “. . . those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally” (McPherson, 1998). Any child who meets these criteria at Hopwood will have an up-to-date Routine and Emergent Care Plan (Action Plan), completed by their primary health care provider with input from parents/guardians, included in their on-site health record, and readily accessible to all staff caring for the child. Community resources will be used to ensure adequate information, training, and monitoring is available for Hopwood staff. All Hopwood staff are required to have training in pediatric first aid and CPR including responding to an emergency for any child with a special health care need per PA DHS requirements.

**Inclusion/Exclusion/Dismissal of Children**

Hopwood staff will notify parents/guardians when children develop new signs or symptoms of illness. Parent/guardian notification will be immediate for emergency or urgent issues. Staff will notify parents/guardians of children who have symptoms that require exclusion, and parents/guardians are required to pick their child up from Hopwood as soon as possible. For children whose symptoms do not require exclusion, verbal or written notification to the parent/guardian at the end of the day will be provided. Most conditions that require exclusion do not require a primary health care provider visit before re-entering care. When a child becomes ill but does not require immediate medical help, a determination will be made regarding whether the child should be sent home. Hopwood staff members will determine if the illness: a) Prevents the child from participating comfortably in activities; b) Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children; c) Poses a risk of spread of harmful diseases to others; d) Causes a fever (100 °F) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, and diarrhea). If any of the above criteria are met, the child should be removed from direct contact with other children and monitored and supervised by a staff member known to the child until dismissed to the care of a parent/guardian, primary health care provider, or other person designated by the parent. The local or state health department will be able to provide specific guidelines for exclusion.

**Hopwood Return to School Sick Policy**

Hopwood requires that a child and/or staff member be fever-free/diarrhea-free, without the use of medication, for 24 hours before returning to the classroom.

**Infectious Disease Outbreak Control**

During the course of an identified outbreak of any reportable illness at Hopwood, a child or staff member will be excluded if the local health department official or primary health care provider suspects that the child or staff member is contributing to the transmission of the illness, is not adequately immunized when there is an outbreak of a vaccine-preventable disease, or the circulating pathogen poses an increased risk to the individual. The child or staff member will be readmitted when the health department official or primary health care provider who made the initial determination decides that the risk of transmission is no longer present. Parents/guardians will be notified of any determination when required.

COVID PROTOCOLS FOR HOPWOOD – SEE DIRECTOR

**Medication Administration and Storage**

The administration of medicines at the Hopwood will be limited to:

1. Prescription or non-prescription medication (over-the-counter) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian. Prescription medication should be labeled with the child’s name; date the prescription was filled; name and contact information of the prescribing health professional; expiration date; medical need; instructions for administration, storage, and disposal; and name and strength of the medication.
2. Labeled medications (over-the-counter) brought to Hopwood by the parent/guardian must be in the original container. The label should include the child's name; dosage; relevant warnings as well as specific; and legible instructions for administration, storage; and disposal.
3. A medication log is required to be completed by the parent for the administration of medication. If a medication log is not readily available (parent drops off in carline), a parent is required to give detailed, written permission to administer medication.

Hopwood will never administer a medication that is prescribed for one child to another child. Documentation that the medicine/agent is administered to the child as prescribed is required (Medication log). Medication will not be used beyond the date of expiration. Unused medications should be returned to the parent/guardian for disposal.

All medications, refrigerated or unrefrigerated, must have child-resistant caps; be stored away from food at the proper temperature, and will be inaccessible to children.

### Availability of Drinking Water

Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas, throughout the day.

### Care for Children with Food Allergies

Each child with a food allergy will have a written Action Plan that includes:

1. Instructions regarding the food(s) to which the child is allergic and steps to be taken to avoid that food;
2. A detailed treatment plan (Action Plan) to be implemented in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications. The plan will include specific symptoms that would indicate the need to administer one or more medications.

Based on the child's care plan and prior to caring for the child, all Hopwood staff members will receive first aid training for, demonstrate competence in, and implement measures for:

1. Preventing exposure to the specific food(s) to which the child is allergic;
2. Recognizing the symptoms of an allergic reaction;
3. Treating allergic reactions.

The written child action plan, a mobile phone, and the proper medications for appropriate treatment if the child develops an acute allergic reaction will be routinely carried on field trips, walks or transport out of the facility.

A Hopwood staff will notify parents/guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with the problem food even if a reaction did not occur. Hopwood staff will contact the emergency medical services system immediately whenever epinephrine (Epi-pen) has been administered.

Each child’s food allergies will be posted prominently in the classroom and/or wherever food is served with the permission of the parent/guardian.

### Foods that Are Choking Hazards

The staff of Hopwood will not offer foods that are associated with young children's choking incidents to children under 4 years of age. Food for toddlers should be cut into pieces ½ inch or smaller to prevent choking. Children will be supervised while eating, to monitor the size of food and that they are eating appropriately, at all times.

### Food Preparation Area Access

Access to areas where hot food is prepared will only be permitted when children are supervised by adults who are qualified to follow sanitation and safety procedures.

### Compliance with the U.S. Food and Drug Administration (FDA) Food Code and State and Local Rules

Hopwood conforms to applicable portions of the FDA Food Code and all applicable state and local food service rules and regulations for centers regarding safe food protection and sanitation practices.

# Facilities, Supplies, Equipment, and Environmental Health

### Inspection of Buildings

Existing and/or newly constructed, renovated, remodeled, or altered buildings have and/or will be inspected by a building inspector to ensure compliance with applicable state and local building and fire codes before the building can be used for the purpose of early care and education.

### Compliance with Fire Prevention Code

Hopwood complies with state-approved or nationally recognized fire prevention codes and has all fire extinguishers and emergency exit signs inspected annually. Smoke detectors are in good working condition and tested per state requirements.

### Guardrails and Protective Barriers

Guardrails or protective barriers, such as baby gates, are provided at open sides of stairs (2nd floor) from which there is more than a 30-inch vertical distance to fall.

### Safety Covers and Shock Protection Devices for Electrical Outlets

All accessible electrical outlets have Safety plugs that cannot be easily removed from outlets by children and do not pose a choking risk, per PA DHS regulation.

### Location of Electrical Devices near Water

No electrical device or apparatus accessible to children will be located so it can be plugged into an electrical outlet while a person is in contact with a water source, such as a sink, tub, shower area, water table, or swimming pool.

### Integrated Pest Management

Hopwood maintains a pest management program to ensure long-term, environmentally sound pest suppression through a range of practices including pest exclusion, sanitation and clutter control, and elimination of conditions that are conducive to pest infestations.

### Use and Storage of Toxic Substances

All toxic substances are inaccessible to children and will not be used when children are present at Hopwood. Toxic substances will be used as recommended by the manufacturer and stored in the original labeled containers and are stored in a locked cabinet per PA DHS regulations. The telephone number for the poison control center is posted and readily accessible in emergency situations.

### Carbon Monoxide/Smoke Detectors

Hopwood meets state / local laws regarding fire detectors/carbon monoxide detectors, including circumstances when detectors are necessary. Detectors are tested monthly, and testing is documented. Batteries will be changed at least yearly. Detectors will be replaced according to the manufacturer’s instructions.

## Safety of Equipment, Materials, and Furnishings

Equipment, materials, furnishings, and play areas are sturdy, safe, in good repair, and meet the recommendations of the CPSC. Hopwood adheres to, including, but not limited to, the following safety hazards:

1. Openings that could entrap a child's head or limbs;
2. Elevated surfaces that are inadequately guarded;
3. Lack of specified surfacing and fall zones under and around climbable equipment;
4. Mismatched size and design of equipment for the intended users;
5. Insufficient spacing between equipment;
6. Tripping hazards;
7. Components that can pinch, sheer, or crush body tissues;
8. Equipment that is known to be of a hazardous type;
9. Sharp points or corners;
10. Splinters;
11. Protruding nails, bolts, or other parts that could entangle clothing or snag skin; l) Loose, rusty parts;
12. Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child;
13. Strangulation hazards (e.g., straps, strings, etc.);
14. Flaking paint;
15. Paint that contains lead or other hazardous materials; and
16. Tip-over hazards, such as chests, bookshelves, and televisions.

Plastic bags that are large enough to pose a suffocation risk as well as matches, candles, and lighters are not accessible to children.

### Availability and Use of a Telephone or Wireless Communication Device Hopwood will provide at all times at least one working landline telephone or cell phone for general and emergency use at the facility, in each vehicle used when transporting children, and on field trips. While transporting children, drivers should operate a motor vehicle while using a mobile telephone when the vehicle is in motion or in traffic.

### Firearms

Hopwood does not allow firearms or any other weapon on the premises at any time.

## First Aid and Emergency Supplies

Hopwood will maintain up-to-date first aid and emergency supplies in each location in which children are cared. The first aid kit or supplies shall be kept in a closed container, cabinet, or drawer that is labeled and stored in a location known to all staff, accessible to staff at all times, and inaccessible to children. When children leave the facility for a walk or to be transported, a designated staff member is required to bring a transportable first aid kit. In addition, a transportable first aid kit is located in any vehicle that is used to transport children to and from the program. First aid kits or supplies will be restocked after each use.

# Play Areas/Playgrounds and Transportation

## Location of Play Areas near Bodies of Water/ Enclosures for

#### Outdoor Play Areas/Enclosure of Bodies of Water

The outdoor play area is enclosed with fencing that does not prevent the supervision of children by Hopwood Staff. Fencing will be maintained in good condition and conform to applicable local building codes in height and construction. The openings in the fence and gates will be no larger than 3 ½ inches. The fence and gates are constructed to discourage climbing. Outside play areas are free from unsecured bodies of water.

Hopwood play area has at least two exits remote from the buildings.

### Prohibited Surfaces for Placing Climbing Equipment

Equipment used for climbing will not be placed over, or immediately next to, hard surfaces not intended for use as surfacing for climbing equipment. All pieces of playground equipment are placed over a shock-absorbing material that is either the unitary or the loose-fill type extending beyond the perimeter of the stationary equipment. Organic materials that support the colonization of molds and bacteria will not be used. This standard applies whether the equipment is installed outdoors or indoors. Programs will follow playground safety regulations as required by the PA DHS.

### Inspection of Indoor and Outdoor Play Areas and Equipment

The indoor and outdoor play areas and equipment will be routinely inspected daily for basic health and safety, including, but not limited to:

1. Missing or broken parts;
2. Protrusion of nuts and bolts;
3. Rust and chipping or peeling paint;
4. Sharp edges, splinters, and rough surfaces;
5. Stability of handholds;
6. Visible cracks;
7. Stability of non-anchored large play equipment (*e.g.,* playhouses);
8. Wear and deterioration
9. Vandalism or trash

Any problems will be corrected before the playground is used by children.

### Lifesaving Equipment

Each swimming pool more than six feet in width, length, or diameter will be provided with a ring buoy and rope, a rescue tube, a throwing line, and a shepherd's hook that will not conduct electricity. This equipment will be long enough to reach the center of the pool from the edge of the pool, kept in good repair, and stored safely and conveniently for immediate access. All Hopwood summer staff will be trained on the proper use of this equipment during annual water safety training per PA DHS regulations. Children may be familiarized with the use of the equipment based on their developmental level (Upper Camp)

### Water in Containers

Buckets, water tables, and other open containers of water will be emptied immediately after use.

### Qualifications for Drivers (NA effective 2022)

In addition to meeting the general staff background check standards, any driver or transportation staff member who transports children for any purpose will have:

1. A valid driver's license that authorizes the driver to operate the type of vehicle being driven;
2. A safe driving record for more than 5 years, with no crashes where a citation was issued, as evidenced by the state Department of Motor Vehicles records;
3. No use of alcohol, drugs, or any substance that could impair abilities before or while driving;
4. No tobacco use while driving;
5. No medical condition that would compromise driving, supervision, or evacuation capability;
6. Valid pediatric CPR and first aid certificate if transporting children alone.

The driver's license number and date of expiration, vehicle insurance information, and verification of current state vehicle inspection are on file in the facility.

### Child Passenger Safety (NA Effective 2022)

When any child is transported in the Hopwood van, they will be restrained in a developmentally appropriate car safety seat, booster seat, seat belt, or harness that is suited to the child's weight and age in accordance with state and federal laws and regulations. The child will be securely fastened, according to the manufacturer's instructions. The child passenger restraint system will meet the federal motor vehicle safety standards contained in [49 CFR 571.213](https://www.federalregister.gov/select-citation/2014/12/18/49-CFR-571.213) and carry notice of compliance. Child passenger restraint systems are installed and used in accordance with the manufacturer's instructions and will be secured in back seats only.

Car safety seats will be replaced if they have been recalled, are past the manufacturer's “date of use” expiration date, or have been involved in a crash that meets the U.S. Department of Transportation crash severity criteria or the manufacturer's criteria for replacement of seats after a crash.

### Interior Temperature of Vehicles (NA effective 2022)

The interior of vehicles used to transport children for field trips and out-of-program activities will be maintained at a temperature comfortable to children. All vehicles will be locked when not in use, head counts of children will be taken before and after transporting to prevent a child from being left in a vehicle, and children will never be left in a vehicle unattended.

### Passenger Vans

Hopwood uses an 8-passenger van to provide transportation for any purpose to children and staff if/when applicable

### Immunization Documentation

Hopwood requires that all parents/guardians of enrolled children provide written documentation of receipt of immunizations appropriate for each child's age. Children and adolescents should be immunized as specified in the “Recommended Immunization Schedules for Persons Aged 0 Through 18 Years,” developed by the Advisory Committee on Immunization Practices of the CDC, the American Academy of Pediatrics, and the American Academy of Family Physicians. Children whose immunizations are not up-to-date or have not been administered according to the recommended schedule should receive the required immunizations, unless contraindicated or for legal exemptions.

### Flu Vaccine (Effective April 2022)

Each child must have documentation of an up-to-date annual flu vaccine OR a parent note stating that the parent has exempted the child from the flu vaccine.

### Unimmunized Children

If immunizations have not been or are not to be administered because of a medical condition, a statement from the child's primary healthcare provider documenting the reason why the child is temporarily or permanently medically exempt from the immunization requirements must be on file. If immunizations are not to be administered because of the parents'/guardians' religious or philosophical beliefs, a legal exemption with notarization, waiver, or other state-specific required documentation signed by the parent/guardian will be on file.

The parent/guardian of a child who has not received the age-appropriate immunizations prior to enrollment and who does not have documented medical, religious, or philosophical exemptions from routine childhood immunizations must provide documentation to the Director of a scheduled appointment or arrangement to receive immunizations. Children who are in foster care or experiencing homelessness as defined by the McKinney-Vento Act will receive services while parents/guardians are taking necessary actions to comply with the immunization requirements of the program. An immunization plan and catch-up immunizations are required to be initiated upon enrollment and completed as soon as possible.

If a vaccine-preventable disease to which children are susceptible occurs and potentially exposes the unimmunized children who are susceptible to that disease, the health department should be consulted to determine whether these children should be excluded for the duration of possible exposure or until the appropriate immunizations have been completed. The local or state health department will be able to provide guidelines for exclusion requirements.

### Immunization of Staff/Teachers

All staff members of Hopwood must be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC) as shown in the “Recommended Adult Immunization Schedule” in the following categories:

1. Vaccines recommended for all adults who meet the age requirements and who lack evidence of immunity (i.e., lack documentation of vaccination or have no evidence of prior infection); and
2. Recommended if a specific risk factor is present.

If a staff member is not appropriately immunized for medical, religious, or philosophical reasons, the program will require written documentation of the reason. If a vaccine-preventable disease to which adults are susceptible occurs in the facility and potentially exposes the unimmunized adults who are susceptible to that disease, the health department will be consulted to determine whether these adults should be excluded for the duration of possible exposure or until the appropriate immunizations have been completed. The local or state health department will be able to provide guidelines for exclusion requirements.

# Policies

### Written Plan and Training for Handling Urgent Medical Care or Threatening Incidents

The program should have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children, staff, or volunteers. Caregiver/teacher and staff training procedures should also be included. The management, documentation, and reporting of the following types of incidents should be addressed:

1. Lost or missing child;
2. Suspected maltreatment of a child (also see state's mandates for reporting);
3. Suspected sexual, physical, or emotional abuse of staff, volunteers, or family members occurring while they are on the premises of the program;
4. Injuries to children requiring medical or dental care;
5. Illness or injuries requiring hospitalization or emergency treatment;
6. Mental health emergencies;
7. Health and safety emergencies involving parents/guardians and visitors to the program;
8. Death of a child or staff member, including a death that was the result of serious illness or injury that occurred on the premises of the early care and education program, even if the death occurred outside of early care and education hours;
9. The presence of a threatening individual who attempts or succeeds in gaining entrance to the facility.

## Disaster Planning, Training, and Communication/Emergency and Evacuation Drills

Hopwood continues to take into consideration how to prepare for and respond to emergency situations or natural disasters that may require evacuation, lock-down, or shelter-in-place and has written plans, accordingly. Written plans should be posted in each classroom and areas used by children. The following topics are addressed, including but not limited to regularly scheduled practice drills, procedures for notifying and updating parents, and the use of the daily class roster(s) to check attendance of children and staff during an emergency or drill when gathered in a safe space after exit and upon return to the program. Red/Green indicators are used to identify that all children are accounted for during drills. All drills/exercises are to be recorded.

### Sign-In/Sign-Out System(ProCare 2021)

Hopwood uses a software program to sign in/sign-out in order to track those who enter and exit the facility. The software accesses name, contact number, and relationship to the facility (*e.g.,* parent/guardian, vendor, guest, etc.), and records time in and out.

### Authorized Persons to Pick Up Child

Children will only be released to adults authorized by parents or legal guardians whose identity has been verified by photo identification. Names, addresses, and telephone numbers of persons authorized to pick up the child must be obtained by the parent and will be updated every 6 months, along with clarification/documentation of any custody issues/court orders. The legal guardian(s) of the child must be established and documented at the time of enrollment.

### Record of Valid License, Certificate, or Registration of Facility

Hopwood holds a valid license, certificate of occupancy, and documentation of registration prior to operation as required by the PA local and/or state statute. These documents are displayed in the director’s office.

### Contents of Child Records

Hopwood will maintain a confidential file for each child in one central location on-site and should be immediately available to the child's teachers (who should have parental/guardian consent for access to records), the child's parents/guardians, and the licensing PA DHS authority upon request. The file for each child should include the following:

1. Pre-admission enrollment information;
2. Admission agreement signed by the parent/guardian at enrollment (Registration/teacher information);
3. Initial and updated health care assessments (dated within 1 year), completed and signed by the child's primary care provider, based on the child's most recent well-care visit;
4. Health history completed by the parent/guardian at admission;
5. Medication record;
6. Authorization signature for emergency medical care;
7. Results of developmental and behavioral screenings, if warranted;
8. Record of persons authorized to pick up the child;
9. Written informed consent forms signed by the parent/guardian allowing the facility to share the child's health records with other service providers. (On Health Assessment)

### Frequency of Inspections for Early Childhood Centers

Licensing inspectors (PA DHS) will make on-site inspections to measure program compliance with health, safety, and fire standards prior to issuing an initial license and no less than one, unannounced inspection each year thereafter to ensure compliance with regulations. Additional inspections will take place if needed for the program to achieve satisfactory compliance or if the program is closed at any time. The number of inspections will not include those inspections conducted for the purpose of investigating complaints. Complaints will be investigated promptly, based on the severity of the complaint. Hopwood is required to post the results of licensing inspections, including complaints, for parent review. Parents/guardians will have easy access to PA DHS licensing rules and be made aware of how to report complaints to the licensing agency – an email/message will be sent each year containing this information.

**Updated 09/13/2023**