

El Paso Country Day School Operational Policies

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ENROLLMENT PROCEDURES

All necessary forms must be completed and returned.

AGES SERVED

The ages of the children served are 3 year olds (Alphas) to 10 year olds (Etas).

DAYS AND HOURS OF OPERATION

EPCDS Daycare is open Monday - Friday. Childcare hours are 7:00 a.m. to 8:15 a.m. and afternoon dismissal until 6:00 p.m. Late pick ups (after 6:00 p.m.) will be charged \$5.00 per minute per child.

OPENING DAYCARE

Daycare begins at 7:00 am. The front door will remain closed and locked until the arrival of the Director. To enter press the white button located inside the camera box mounted on the right hand side of the entry (it does not lock, if it is closed just swing it open). The daycare provider will deactivate the lock and the child may enter. The door should be pulled close tightly after the child has entered. UPON ENTERING PULL THE DOOR CLOSED TO REACTIVATE THE SYSTEM.

AFTERNOON PICKUP

By 4:00 the gate to the Big Playground will be locked. All children, backpacks and sports equipment will be collected. Daycare then moves to the Lower playground area and the designated Daycare rooms. The front door will be locked after 4:00 the security buzzer system is then utilized by parent's to gain entry. If the camera box is closed, simply open it and stand by the lens and push the white button, a daycare provider will deactivate the lock and you may enter. Should the system fail you can call the school @ 533-4492 to secure entry. UPON EXITING PULL THE DOOR CLOSED TO REACTIVATE THE SYSTEM.

THE SECURITY SYSTEM

The system is in place for everyone's safety and only works when activated. Daycare workers cannot hear knocking at the front door and depend on visual confirmation for secure admittance. If you experience difficulty gaining entrance remember to call the school @ 533-4492 and someone will meet you at the front door.

PARENT I.D.

Daycare providers are instructed to check ID if they are not sure who is picking up the child. There will be a copy of the authorized pick-up list in the Daycare manual to check. These procedures are in place to ensure a child is not released to someone who is not supposed to have custody. Even if the child recognizes the person and says it is OK, it is not the child or the person picking up who make the decision. It is the daycare provider referring to the authorized, signed list.

MINIMUM STANDARDS

El Paso Country Day School follows the state's guidelines found in The Minimum Standard Rules for Licensed Childcare Centers, December 2005.

The text is available in the office in print form or on-line at www.dfps.state.tx.us

OUR DAILY SCHEDULE

Sequence and duration may vary but the following activities can be expected as part of your child's stay.

Academics- time to review or complete homework and/or receive tutoring

Physical Activities- organized playtime with scheduled activities

Quiet Time/Movie- a period of time for your child to unwind and relax.

HOLIDAYS

EPCDS Daycare is closed all school scheduled holidays. Please arrange for back-up care if needed.

Snacks

Snacks are provided and must be approved by the Director.

SAFETY

EPCDS provides a safe environment in which children can explore, learn and experience.

ILLNESS AND SICK CARE

The health and well being of all of the children is of utmost importance.

There are a number of immunizations required by law before a child may attend childcare.

Upon application for enrollment a child's immunization record must be submitted. These forms are located in the office as part of the student's records.

There are illnesses that by law exclude a child from attending childcare. Some of those illnesses are but not limited to:

Infectious Conjunctivitis

Infectious Diarrhea

Impetigo

Chicken Pox

Hepatitis A

Scarlet Fever

Scabies

Lice

Ringworm

Streptococcal

When a child has certain symptoms, he should be kept home or in a special setting. Some of these are:

FEVER

A fever is a sign that the body is fighting some problem.

VOMITING OR UPSET STOMACH

A child who has been vomiting can easily spread germs through vomit.

DIARRHEA

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained or the child cannot reach the toilet in time, the stool may contaminate the childcare setting and this child must remain home. Sometimes a child may get diarrhea from antibiotics or eating something different or too much of something. If they feel well and do not need extra attention and are able to participate in normal daily activities they do not need to stay home. Children with diarrhea, who look or feel sick, or have a fever along with their diarrhea, need close attention. They should stay home until 24 hours have passed with only one bowel movement.

RUNNY NOSE

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, then rub them on their own and others clothing and on surfaces and toys. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These instances will be handled on a case-by-case basis.

Other symptoms

Illnesses that should be cause for concern are: infected skin patches, difficult or rapid breathing, pink eye, severe itching, sore throat, severe coughing, yellowish skin or eyes, spots or rashes, headache/stiff neck, and unusual behavior.

MEDICATIONS

If the child is on medication and it must be administered while at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. A form for the parent to sign giving permission to administer the medication is in the manual. Medication will be kept in the office and not in the Daycare room.

TOYS AND PERSONAL ARTICLES FROM HOME

No Toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to smaller children.

GOALS

The primary goal of the daycare program is to provide a safe, stimulating environment for

children while their parents are at work. It is important that that and we work together as partners we feel comfortable discussing the child's needs.

[PRINT, COMPLETE, SIGN AND RETURN TO THE OFFICE.](#)

Signature indicates that the Director has provided the information on the facilities Operational Policies.