



FitKids Childcare
at River Valley Club
where **playing and learning** go hand in hand

FAMILY MANUAL

2023-2024

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FitKids Childcare Contact Information

Main Number 603-643-8650

Classrooms:

- Cardinals x146
- Bluebirds x147
- Robins x148
- Bear Cubs x149
- Raccoons x150
- Bobcats x151
- Moose x152
- Porcupines x153
- Falcons x154
- Chipmunks x155
- Eagles x156
- Monarchs x157

Acting Director Ethan.Sullivan-Dupuis@RiverValleyClub.com x135
Office Assistant FitKidsAdmin@RiverValleyClub.com x105
Owner elizabeth.asch@rivervalleyclub.com x118

Fax number 603-643-0513

Website www.rvcfitkids.com

Mailing Address: 14 Lafayette St.
Lebanon, NH 03766

New Hampshire Bureau of Childcare Licensing

FitKids License Number CCCB-06095
Office of Operations Support 800-852-3345 x9025
Bureau of Licensing and Certification 603-271-9025
Childcare Licensing Unit 129 Pleasant St.
Concord, NH 03301

Website: <https://www.dhhs.nh.gov/oos/cclu/>

FitKids Childcare Culture Statement

Our Purpose: To support a child’s natural curiosity to learn through play-based experiences.

Five Core Values: Our core values represent our organization’s highest priorities, deeply held beliefs, and fundamental driving forces. They encompass the solid foundation of who we are.

- Our families’ needs are our **#1 priority**
- Provide a safe, nurturing **environment**
- Utilize a play-based **curriculum**
- Promote **creativity and imagination**; nurture social, emotional, and physical development; support language and pre-literacy skills
- Foster a respectful **partnership** with our families

Five Supportive Values: Without our supportive values, our core values would not be possible.

- Teamwork
- Education
- Communication
- “Work like you own it”
- Motivation and inspiration

Result: Learning is play!

Fred Rogers, better known as Mister Rogers, noted that “Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning.”

Our History

FitKids Childcare became a New Hampshire licensed childcare center in November 2007. Throughout the years, our program has grown and developed as the need for quality care has risen. With the opening of our new facility in July 2016, we now provide quality care to 180 children ages six weeks to five years.

Administration

Admission Requirements

Upon enrolling, families are provided with informational paperwork and forms to read over, complete, and return. The Child Care Registration and Emergency Information form, contract, and physical and immunizations must be updated annually. The following forms must be signed and completed before admittance:

- FitKids Enrollment Contract
- Family Handbook Acknowledgement
- Child Care Registration and Emergency Information
- Immunization Records
- Physical Form
- Image Release Form
- Nut Free Form
- Allergy Form
- Permission Slip - Off-site Activities
- Topical Medication Form
- Sunscreen Form/Waiver
- Child Reunification Form
- Child ID Form

At the time of registration, a deposit equal to one month's tuition is due. Please see pre-payments under Fees, Payments and Refunds.

Hours of Operation

Monday – Friday Our hours are expanding; please inquire at the FitKids office

In the event of an outbreak of infectious disease or other unforeseen emergency, there may be a reduction in our hours or services.

Teacher In-Service Days

In addition to holidays, FitKids is closed for five in-service training days per year for professional development and to organize classrooms. Those five days are usually the Thursday and Friday prior to Labor Day, President's Day in February, and the last Thursday and Friday in May before Memorial Day.

Withdrawal Notification

Families may withdraw their child from FitKids Childcare without financial penalty by submitting a Withdrawal Notification form (download from the FitKids website) to the FitKids Director at least 30 days in advance. The prepaid deposit may be used as the last month's tuition when 30 days' notice has been given.

If, during the first week of enrollment, circumstances arise that require a family to terminate care, FitKids Childcare will refund the deposit. The family will still be responsible for the one month of tuition enrolled. No refunds will be given after one week of enrollment or if less than 30 days' notice is given (see Withdrawal).

Changes to Enrollment

FitKids Childcare reserves the right to suspend or terminate childcare arrangements immediately for any of the following reasons:

- Failure to comply with the policies set forth in this document
- Failure to comply with the terms of the contract
- Non-payment of childcare tuition
- Persistent destructive or unsafe student behavior (We will work closely with families, if possible, to create positive practices in hopes of limiting disruptive student behaviors.)
- Failure to complete/update required forms
- Disrespectful behavior towards any FitKids staff or administrator

Video Surveillance

To ensure the safety and security of all children, families, staff, and visitors, as well as for the security of our facility, FitKids Childcare is equipped with a 24-hour surveillance system. Video security cameras are positioned within each classroom, the office/kitchen area, outdoor play areas, and the parking lot. The only exceptions being our restrooms and the Director/Assistant Director's office.

Benefits of having security cameras installed in childcare centers include:

- Helping to keep children and staff safe
- Monitoring our facility as a deterrent of crime
- Monitoring staff interactions with children and other staff members
- Providing peace of mind to our parents and staff.

Because we respect the privacy of all children, parents, and staff in our childcare center, our 24-hour video surveillance system/security cameras are for internal purposes only, and do not include audio surveillance. Only the owner and administrators are permitted to view our video footage. Videos may be made available to proper authorities at their request if necessary.

Personnel Qualifications

FitKids Childcare provides quality care through hiring the best teachers. The state of New Hampshire Licensing Bureau has set qualifications that staff members must meet to work in licensed childcare facilities. These, and other licensing regulations can be found here: <https://www.dhhs.nh.gov/oos/cclu/documents/he-c4002.pdf>. Federal and state background checks, including fingerprinting, are one component of the mandatory process. All staff must have current First Aid and CPR training and meet the required number of training hours each year as required by licensing. FitKids teachers are encouraged to continue their professional development by taking college classes and applying for their NH teaching credential. The teaching credential is another way our teachers can show their dedication to the profession of early childhood education.

Tuition and Fees

Fees, Payments and Refunds

Prior to enrollment, a deposit equal to one month's tuition is due. This deposit may be used for the final month's tuition by giving 30 days' written notice via the Withdrawal Form (download Form at website). At the time of enrollment, families will be asked to register in our automated billing system. Tuition is not reduced for your

child's sick or vacation days, holidays, in-service days, or closings beyond our control. A 10% sibling discount is applied to the eldest child's tuition if both children are enrolled. When paying by check, if a check is returned to us with a returned check fee, the family will be billed for that charge.

Tuition will be billed on the 1st of every month. It is then expected that the parent pays the bill by the 2nd of the month through our online billing system, Procure. If by the 3rd of the month the tuition has not been paid our accounting team will reach out and notify the family that the bill needs to be paid by the end of the next day. If by the 5th of the month the bill is still unpaid FitKids will notify the family that their child's care is being suspended until they pay the bill.

In the event of an outbreak of infectious disease or other unforeseen emergency, there may be a reduction in our hours or services. Tuition may not be modified during a period of reduced hours or services.

Center-wide Policies

Arrival and Departures

During drop-off we ask that parents please be mindful of the other children and families in the classroom. This includes limiting your time spent in the classroom, and removing your shoes in the winter time to limit snow and salt being tracked inside. Families are expected to honor their agreed drop-off times.

Families should allow time for teachers to collect their child's belongings, talk with their child's teacher and depart the classroom by their agreed departure time. Families who arrive to pick up their child after the agreed time will be charged a late pick-up fee of \$2 per minute, per child. If families know they are going to be late, they should plan for an alternative pickup. At the agreed pickup time, if a child has not yet been picked up, we will place a call to the family. At 10 minutes after the agreed time, if we have not connected with the family, an emergency contact will be called. If we have not heard from a family member or their emergency contacts by 30 minutes after the agreed pick-up time, we will notify the police.

Children need to be escorted to and from FitKids Childcare by an approved adult over the age of 18.

FitKids Childcare employees strive to greet each child and family at arrival and departure. A quick check-in will allow you to share information about your child's morning that might be useful. This time also allows us the opportunity to inform families of any schedule changes, and about our planned activities. We suggest that families arrive a bit early at pick up to chat about their child's day. If a family wishes to talk to a teacher at length, we suggest they arrange for a conference.

It is important that every child be signed in and out of our attendance app, Procure, by the parent each day. Children must always be accounted for – especially in the event of an emergency. Procure keeps an accurate count of the children in our care. In the event of a surprise licensing inspection, Procure allows the inspector to verify that we are in compliance with our child-to-staff ratios.

Our parking lot is painted with one-way arrows indicating the traffic patterns for our driving lanes. For the safety of our children, families are asked to follow all rules, including the posted speed limit of 5 mph. Vehicles should be turned off when not occupied and children under the age of 7 must not be left in vehicles unattended.

Alternative Pick-Up Person

If someone other than the parent/guardian is to pick up a child, FitKids Childcare staff must be notified in advance: Families must provide written permission (note, email, or Procure), including the alternate pick-up person's full name and contact information. This person must first go to The Den (Director's office), show a state issued picture identification and will then be escorted to the classroom. This safety precaution is to ensure that every child is released to an authorized adult over the age of 18.

No child will be released to an authorized pick-up person if they are not able to safely transport a child. Examples include, but are not limited to, not having an appropriate child safety seat, or if the director or administration feel that the pick-up person's ability to drive is impaired.

Inclement Weather

FitKids Childcare strives to remain open during our regular hours of operation no matter the weather. However, if staff is unable to travel to FitKids, and we are understaffed, childcare spaces may be limited. If we need to reduce enrollment, we will alert families as soon as possible.

In the event of extreme weather, FitKids may decide to have a delay, early closure, or school closing. Decisions for early closure will be made by 12:00 p.m., a delayed opening or closure will be made by 6:00 a.m. the day of. Families will be notified of delays, early closures or cancellations via our communication app.

Communication

Communication with families is important to everyone at FitKids Childcare. Families and staff are partners in the education of the children in our care. We use several different forms of communication to keep you informed about what is happening in the Center and within each classroom. Family memos are sent out via email and include updates and happenings within FitKids Childcare. If families are not receiving emails, please notify your child's classroom teacher or the Director to be sure your address is on the mailing list.

Families are encouraged to come in and take part in their child's day. Under typical circumstances, we welcome family members to join in special events, come in to share a talent, or read books to the children. We suggest that family members consider how their child handles separation before coming in during the day. Certain health considerations (such as the outbreak of an infectious disease) may require that family classroom visits are not permitted.

Family/teacher conferences are offered once per year, and impromptu chats occur anytime a need arises. If a family member has concerns or questions, they can ask their child's teacher, the Director, or administrative staff for a time to meet outside of the classroom. Matters pertaining to the classroom should be brought up to the child's teacher first, and then to administration if necessary.

Comments and/or Suggestions

The comments and suggestions from FitKids families are always welcome. Please use the family surveys sent out annually to provide feedback and feel free to contact the Director or administration at any time. Further, we have a suggestion box in the Little Free Library box in the parking lot that is checked weekly. All comments and/or suggestions are carefully considered as we constantly work to improve towards our goal of meeting the

needs of our families.

Photographs

We will only photograph children with parental consent. Please refer to the image release form for details.

Ethical Standards

FitKids Childcare is committed to upholding our legal, professional, and ethical responsibilities to the children and families we serve, and to the staff we employ. We are committed to following all state childcare licensing standards, available here: <https://www.dhhs.nh.gov/oos/cclu/documents/he-c4002.pdf>, and mandated reporting standards for child abuse and neglect, available here: <https://www.dhhs.nh.gov/dphs/holu/documents/reporting-abuse.pdf>.

Private Child Care Arrangements

FitKids does not endorse or assume liability for private employment arrangements between FitKids families and our staff.

Off-site Activities

Upon registration, families will be asked to sign permission slips for children to participate in excursions off FitKids premises. These excursions will usually include short walks to other areas within Centerra Park or adventures in FitKids Wild (our outdoor classroom). When children are off the premises, a sign will be posted on the classroom door, so families can easily locate their children.

Extracurricular Activities

Being partners with the River Valley Club allows for extra activities for FitKids children, such as swimming, tennis, pickleball, and climbing, available for an additional fee. FitKids staff will accompany children enrolled in swim lessons to and from the pool and assist with clothing changes.

Additional activities may be available throughout the year.

Potty Training

FitKids Childcare supports families in their effort to potty train children. Before potty training can begin, the child must show signs of readiness, including interest in sitting on the potty, staying dry for long periods, and being able to help in pulling pants up and down. FitKids Childcare staff will offer children of potty-training readiness the option to sit on the potty but will not make it mandatory. During potty training, please keep in mind that overalls, onesies, and pants with difficult flies are not convenient for children learning to use the potty. Families are encouraged to keep in touch with their child's teacher about potty training so that we can work together to help the child succeed. Plenty of extra clothes need to be available to accommodate accidents during the day.

FitKids Childcare supports acknowledging children for progress using the potty with verbal recognition versus rewards. "Children are more likely to follow their own internal desire to reach this important milestone" (Zero to Three, 2021). <https://www.zerotothree.org/resources/266-potty-training-learning-to-the-use-the-toilet>

Classroom Expectations

Curriculum

Our play-based, nature curriculum and the NH Early Learning Standards are our guides in supporting a developmentally appropriate learning environment that allows opportunities for exploration and discovery. Each classroom has designed a daily schedule, which includes active, quiet, individual, and group activities carefully planned to meet the strengths, needs, and interests of each child. FitKids Childcare staff are committed to helping children:

- Develop a positive self-image
- Incorporate exercise and fitness into daily routines
- Take pleasure in actively learning about and exploring their natural environment
- Gain self-confidence through problem solving and overcoming obstacles
- Develop relationships outside the family that are based on trust and understanding, with sensitivity to the needs of others.

FitKids Childcare uses various tools that allow us to track the developmental progress of each child. Teachers will share observations with families regularly. Documentation will be provided in all areas of development using observations, photographs, and work samples.

Natural Playground

FitKids Childcare desires to help children become comfortable and engaged in our natural environment and has created playgrounds that encourage children to interact with their outdoor surroundings. In addition children can explore FitKids Wild (our unstructured outdoor classroom).

All learning styles, ages, and developmental domains have been considered in the design and creation of our playgrounds. Children can interact with multiple features in the playground including:

- Jumping and climbing over rock formations
- Helping tend to classroom vegetable gardens
- Climbing on various structures
- Using their imagination in the tree house, log cabin and school bus
- Investigating and exploring things found in nature

Appropriate Clothing

Children should be dressed in clothing that is comfortable for play, seasonally appropriate, and okay to get dirty! Every child should have at least two complete sets of extra clothing in their cubbies at all times, making sure that clothing is being restocked as it is used. If a child borrows extra clothes from FitKids Childcare, they should be washed and returned as soon as possible. Please remember to update extra clothes often for changes in size and season.

Children will be going outside daily, weather permitting, and must have proper clothing. Snow pants, boots, jacket, hats, and gloves are a must during winter, and it is best to leave them here during the week, if possible. We also request that children have rain gear/mud gear, as we do go out to play in the rain. Remember, we play outside in all kinds of weather, and children are likely to get dirty and muddy.

We encourage children to always wear their shoes. Flip-flops or sandals without straps on the back are not permitted on the playground. Sneakers are the recommended footwear at FitKids Childcare. If we need to

evacuate the building, children will go out as they are. Each classroom has a container of extra footwear in case any children evacuate without footwear.

In the winter and during muddy spells, wet/dirty footwear need to be removed at the door and replaced with clean indoor shoes. Please send in an extra pair of indoor shoes or slippers to keep in your child's cubby.

Sunscreen

Sunscreen is required unless the parent/guardian signs a waiver releasing FitKids Childcare of any potential harm that lack of sunscreen may cause the child. FitKids Childcare provides sunscreen for families who would like to use it. Families also have the option of supplying their own.

Toys from Home

In general, bringing toys from home is discouraged. If toys are brought from home, children will be expected to share them with their friends or keep them in their cubby. Some classrooms have show & tell, and items brought for this purpose should stay in the child's cubby until it is time to share them with the class.

If children have a favorite blanket or lovie, they may bring them for rest time. Infants under one year are not allowed to have blankets or stuffed animals in their cribs.

Infant Care

Infants need enough food for a full day at FitKids Childcare. Extra breast milk can be stored in the classroom freezer and used on days when babies are hungrier than usual, or in case of an accidental spill. Bottles, formula, and breast milk must be clearly labeled with the child's full name, and breastmilk marked with the date expressed. Individual, frozen milk bags should be labeled with the child's first and last name. Multiple bags should be placed in a larger storage bag or container.

Infants will be placed to sleep on their backs, in a crib, as required, and will sleep according to their own schedule. Per NH Childcare Licensing regulations, swaddling will not be permitted for infants over three months of age. Families may provide sleep sacks if they wish.

Rest and Sleeping

The New Hampshire Bureau of Childcare Licensing requires that all children be provided the opportunity to rest/sleep during the school day. Children who attend FitKids Childcare for more than 5 hours are provided with an opportunity to rest/sleep for at least 30 minutes. Children over the age of one year will sleep on a cot, and families may provide a blanket and sheet if they wish. Family provided bedding will be sent home once a week for laundering.

Transitions to New Classrooms

Periodically, children will transition into new classrooms, based on their age, readiness, and classroom availability. Generally speaking:

- the infant classrooms are for children six weeks of age to 12-15 months.
- the young toddler classrooms are for children 12-15 months of age to 24 months.
- the older toddler classrooms are for children 24 months of age to 36 months.
- the preschool classrooms are for children 36 months of age to 48 months.

- the pre-kindergarten classrooms are for children 48 months of age, until entering kindergarten.

Holidays and Celebrations

Families are welcome to bring in snacks to celebrate their child's birthday. Please consult with your child's classroom teacher (in advance) for information about possible allergies.

Birthdays can be a great time to celebrate with friends outside of the childcare environment. If you arrange for a birthday celebration outside of the program, please do not use cubbies for party invitations unless the entire class is invited.

Activities and information regarding holidays will be tailored to the developmental level of each classroom and will be related to the interest and experiences of the children, families, and teachers. We encourage families to share the traditions they observe. We will use these instances to learn about respect, appreciation and understanding of the many cultures represented at FitKids.

Family/Teacher Conferences

Once a year, time is set aside for family/teacher conferences. Families are encouraged to meet with their child's teachers at this time to hear about their child's progress.

Behavior Management

Behavior Management

FitKids Childcare believes in positive reinforcement when responding to children's behaviors - focusing on and encouraging appropriate behavior. However, to maintain a fun, safe and educational learning environment, we must implement a behavior policy. When a child acts out or misbehaves, we will implement the following plan:

- Speak to the child at the child's eye-level in a positive manner. Discuss the problem and what the child needs to do to fix the problem.
- If the child does not correct the behavior after talking with a teacher, the child will be removed from the situation and asked to take a minute or two to cool down. Cool down periods will respect the child's dignity, and, with teacher assistance, will be used as opportunities for social growth and learning.
- If, after having a cool down time, the child goes back to the same behavior, he or she will be directed to another area of the classroom and asked to engage in another activity with adult support.
- If a child is having a tantrum, they will be relocated to a safe area until they are able to safely rejoin the group.
- If a child is having a difficult time and is causing harm to themselves, other friends, teachers, or the classroom, or is otherwise unable to cope, we may contact the family to come get the child for the remainder of the day.

FitKids Childcare will work with each child as an individual and will handle their behavior in a way that is appropriate for their developmental level and understanding. We will teach children strategies to use when they are angry and ways of talking to their friends when a conflict arises. Our staff will continually take workshops and classes to become knowledgeable in different strategies to use when diffusing a child's behavior.

Biting

Biting is a common behavior for children, especially as they learn to verbally communicate. Children bite for

various reasons, and no one can predict which children will bite, or when, but we are ready to help those who bite to learn other ways to communicate. We are also ready to give treatment, sympathy, and advice to children who are bitten.

When we learn of a bite that has occurred, we help the child who was bitten by reassuring them and caring for the bite. If the skin is not broken, we use an ice pack, and if the skin is broken, we follow medical advice and clean the bite with soap and water. With every bite we fill out an incident report for the child who is bitten, which is provided to the family at pickup time for them to read and sign.

Responding to the child who has bitten is handled in an age-appropriate fashion, with a focus on positive alternatives to this behavior. The child might be removed from the situation and encouraged to get involved in another activity. We help children learn the words they need to express themselves and negotiate social situations with their peers, no matter the age level.

Child Exclusion

Teachers and administrators strive to work with all children and families regardless of abilities or challenges. However, FitKids teachers will reach out to families if difficult behaviors (those which pose safety concerns for any children or teachers in the classroom or destruction of property) arise. We have resources to help guide teachers and families of children displaying concerning behavior. If our teachers and staff are unable to keep a child or group of children safe due to risky behaviors, the following procedures will be implemented:

- Families will be contacted via phone or email to arrange for an in-person meeting with the teacher and center director. The purpose of this meeting will be to collaborate in forming a plan of action supporting the child to be successful in the classroom. This may require contacting outside resources for additional consultation.
- Once a plan of action has been agreed on, it will be implemented immediately and will require all parties to consistently follow through. If need be, a follow up meeting will be scheduled to evaluate progress. During this period regular communication and documentation will occur.
- If a follow-up meeting is necessary, the parents, teacher and center director will discuss if the child can safely and successfully remain in the classroom with the agreed upon plan.
- If, after this initial period, it is determined that FitKids staff cannot adequately support the needs of the child, it may be determined that FitKids might not be the best school situation for the child. There could be an opportunity for the child to remain in the program, with additional support or resources, including the public schools.
- FitKids Childcare reserves the right to bypass any or all the above steps if safety is a concern. This may result in immediate temporary or permanent removal of the child from the program.

Health and Safety

Physical Exams & Immunizations

The New Hampshire Department of Health requires that we have up-to-date documentation of physical exam/well child visit and immunization records on file for each child. Physical exams must be completed annually. All children must have had the minimum required vaccinations for their age before entering FitKids Childcare unless a waiver due to religious beliefs or medical reasons has been submitted. Waivers for religious reasons must be notarized. Each time a child receives new immunizations, an updated copy of their immunizations must be provided to the center. If a child falls behind in their immunizations or physical, the family will receive written notice and be given two weeks to get the child caught up. If, after two weeks, a child does not have a scheduled appointment or has not received their vaccinations as required, FitKids Childcare will

suspend care until the child meets the health department requirements.

Posting an Illness

If it has been determined by a medical professional that a child in our care has a contagious illness, FitKids Childcare staff will post a sign on the front door of the impacted classroom. The sign will state the date the children were exposed and the name of the disease. If you have questions or concerns beyond the notification, please contact the director.

Doctor's Notes

If a child is dismissed because they are showing signs of illness (fever, crusty eyes, etc.), they should be seen by a licensed health care professional. If it is found they are not contagious, they may return to FitKids Childcare with a note from the health care professional on the same day. FitKids Childcare is not able to accept health notes from immediate relatives of the dismissed child.

Reporting Disease

If a child is dismissed and is found to have a contagious disease per the CDC Reportable Illness list, we are required to report it to the health department. Examples include Hepatitis A and whooping cough. It is very rare that a report will have to be made, but if we do, the health department will be contacted.

NH Department of Health and Human Services
Division of Public Health Services
Bureau of Infectious Disease Control
29 Hazen Drive
Concord, NH 03301-6504

Preventing Illness

It is the goal of FitKids Childcare to prevent the spread of germs. Regular handwashing among children and staff is required. Children are expected to wash their hands upon entering the classroom. Anyone entering the center and interacting with children will also wash their hands upon entering the classroom. All toys seen in a child's mouth will be removed for immediate washing. Classrooms are sanitized at the end of each day, and a professional service cleans all classrooms on a nightly basis.

Medication

If a child requires prescription medication at school, families must complete a Medication Administration form before that medication can be administered. To ensure against allergic reactions at FitKids, children must be on new medication for 24 hours before a teacher can administer the medication. Please do not add vitamins to drinks or foods that will be served at the center.

If a child is sick and needs medication, they should be kept at home. FitKids Childcare will not administer acetaminophen or ibuprofen, as these pain relievers may mask an illness. An exception is made if there is a doctor note explaining that a child needs pain relievers for a specific reason. The note must specify the dosage, frequency and duration.

All medications, prescription or over-the-counter, must be:

- In original container with childproof cap

- Labeled with physician's name, child's full name, name of medication, dosage and frequency
- Secured in a Ziploc bag
- Supplied with accurate measuring device
- Have appropriate Medication Administration form filled out and on file

Medications must be handed directly to a FitKids teacher to be stored out of the reach of children. Medications that need refrigeration will be put in locked medication boxes and stored in the classroom refrigerator. If medication needs to go home at night, it will be handed to the adult at pick-up.

Topical ointments such as sunscreen, diaper cream or lip balm, do not require the same storage procedures. These items should be labeled with the child's full name and will be kept out of the reach of children. These ointments require a permission form that will be provided to families in the enrollment packet.

Allergies

FitKids Childcare staff must be made aware of a child's allergies and medical needs when enrolling, and be advised if allergies or medical issues arise/change once enrolled. Families who have children with allergies should provide a physician's Allergy Action Plan which should be updated as needed. Medications prescribed for allergies follow the same medication policies outlined above. Medications should be checked regularly for expiration and be replaced as needed. An allergy form is included in the enrollment packet.

Safety Plans

FitKids Childcare prioritizes the safety of all children in our care.

The State of New Hampshire Childcare Licensing Unit requires that we conduct a drills every month of the year, including fire drills, and no less than two components of their Emergency Operations Plan with all staff and children at the time of the drills. FitKids Childcare has designed emergency plans to help keep children and staff safe in the event of an emergency. Drills are conducted for fire, lockdown, reverse evacuation, drop and cover, shelter in place and bomb threats. These drills are performed so that children and staff know what to do in an actual emergency. Drills are done with the assistance of the Lebanon Fire and Police departments. Children and staff report to a safe, designated area for a head count before returning to the building.

If there were an actual emergency that required a longer-term evacuation, FitKids has a shelter arrangement with RVC. Families must ensure that emergency contact information is up to date at all times. After receiving a call regarding evacuation, families will be reunited with their children upon arrival at the designated location. We do not expect to need these emergency plans but are confident that we are prepared for any emergency.

Nutrition

FitKids Childcare is a Peanut and Tree Nut Free Environment

Remember to read the label of every packaged food you send in with your child, and if you are not sure that it is peanut/tree nut free, do not send it in. If we find food containing peanuts or tree nuts, we may send those foods home or remove them from the premises. Pine nuts, often an ingredient found in pesto, is an allergen in this food group. If you have questions about what foods to avoid, please contact the classroom teacher or director.

FitKids Childcare offers time for morning snack, lunch and afternoon snack. All food is provided by the child's family. We encourage families to provide healthy foods, and request that candy not be sent to school. Gum is not permitted.

Lunches and snacks should be sent with ice packs and will be stored in the children's cubbies. Uneaten food will be sent home so that you are aware of how much your child is eating, unless you indicate in writing that we discard uneaten food.

There are certain foods that Childcare licensing regulations designate as choking hazards for young children.

Children under the age of three may not have the following items:

- spoonfuls of seed butters (FitKids is a peanut/tree nut free facility)
- hot dog rounds
- whole grapes
- hard candy
- nuts or seeds
- popcorn
- chips
- hard pretzels
- raw carrots
- peas
- celery

At our discretion, children under the age of three will not be served foods that a child has difficulty chewing.

If you would like to bring a special treat for a birthday or other celebration, please let FitKids Childcare staff know in advance. Because FitKids Childcare is a nut free facility, foods containing any type of nuts may not be served.

Some classrooms may need to restrict additional foods based on child or staff allergies. Families will be notified of these special circumstances and may be asked to adhere to classroom-specific food guidelines.

Accident/Incident Reports

It is our number one priority to keep children safe through supervision and childproofing, but minor bumps and scrapes are inevitable. Minor injuries will receive appropriate first aid, however, if a more serious injury or an emergency illness occurs, families will be contacted immediately. If we are unable to contact a parent/guardian, we will call the emergency contact numbers on file. If necessary, we will make medical decisions for the child, including arranging for the child to be transported by ambulance to DHMC. Families who wish to utilize a different hospital must declare that intent in writing. Families are responsible for costs involved in emergency medical treatment, including transportation if required.

If a child is injured at FitKids, an accident/incident report will be filled out by the observing staff member and provided to the parent/guardian to read and sign. Accident/incident reports are individual to a particular child and will not reveal the names of other children who might have been involved in the incident. Reports will state what happened to the child, at what time, and the treatment administered. After parents sign the report, it is left with the child's teacher and will be kept on file. Copies can be made at the family's request.

Reporting Child Abuse

According to New Hampshire and Vermont law, teachers and school administrators are mandated reporters of child abuse or neglect. Any evidence or suspicion of abuse or neglect of a child, as defined by the Child Protection Act, New Hampshire or Child Safety Interventions, Vermont, must be reported by FitKids staff to the appropriate agency for investigation.

Vehicle Safety Seats and Seatbelts

Adults who transport children in vehicles must maintain and use safety seats and seatbelts in compliance with NH and VT state laws. If you do not have a properly maintained safety seat, please have an authorized person who does, pick up your child. FitKids Childcare staff are not able to assist families with the installation of safety seats or buckling in of children. Everyone picking up a child must have an appropriately installed safety seat in their vehicle, and must know how to use it properly.