



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

FAMILY MANUAL

2022-2023

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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

Director mandy.carman@rivalleyclub.com x105
Assistant Director ethan.sullivan-dupuis@rivalleyclub.com x135

Owner elizabeth.asch@rivalleyclub.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

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!

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.

Current Hours of Operation

Monday – Friday 8:00 am – 5:00 pm

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

Holiday Schedule

- New Year's Day
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve
- Christmas Day (December 25)

If a holiday falls on a Saturday, it will be recognized on the preceding Friday, and if a holiday falls on a Sunday, it will be recognized on the following Monday.

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 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 (see appendix) 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.

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. 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

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 done prior to hiring new staff. 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. FitKids Childcare provides quality care through hiring the best teachers.

Tuition and Fees

Fees, Payments and Refunds

Upon 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 (see Appendix). At the time of enrollment, families will be asked to register in our automated billing system. Tuition is due on the last day of the month - for the following month - and is billed to the account 7 days prior. 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.

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).

On the 5th of the month, those families who have not paid their tuition will be reminded with an email from our Accounting department. On the 10th of the month, those families that have still not paid will be notified by the Director that their enrollment will end as of the end of the month. In this case, the deposit will be used for the unpaid month.

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

Center-wide Policies

Arrival and Departures

FitKids Childcare currently opens at 8:00 a.m., and during the COVID-19 pandemic, children must be dropped off and checked in at the classroom door. Only teachers and students may enter the classroom.

FitKids Childcare currently closes at 5:00 p.m. Families should allow time for teachers to collect their child's belongings, talk with their child's teacher and depart the classroom by 5:00 p.m. Families who arrive to pick up their child after 5:00 pm 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 5:00 p.m., if a child has not yet been picked up, we will place a call to the family. At 5:10 p.m., 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 5:30 p.m., we will notify the police.

Children need to be escorted to and from FitKids Childcare by an approved adult over the age of 18. (Removed wearing masks)

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 complying 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 should 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. 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 associate director feels 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 3:00 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 and email.

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. During the pandemic, family classroom visits are not permitted.

Families are welcome to call and check on their children during the day. If we are unable to answer the phone, please leave a message, and a classroom teacher will return your call during a less busy time. You may also call the office at: (603) 643-8650 or check in using our communication app or email.

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 the Assistant Director 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

We welcome comments and suggestions from FitKids families. Please use the family surveys sent out annually to provide feedback and feel free to contact the Director or Associate Director 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

and tennis, 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

Using a play-based 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 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 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 two complete sets of extra clothing in their cubbies (more for infants and potty trainees). Please replace the clothing when 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 and boots 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 apt 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 harm. 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. Pacifiers must be free of attachments.

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 teach about respect, appreciation and understanding of the many cultures represented at FitKids.

Typically, FitKids Childcare offers a fall open house to welcome all families into the new school year and celebrate our graduating Pre-K students heading off to kindergarten. ***During the pandemic, these activities are either on hold, or modified.***

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. ***During the pandemic, these conferences will be held on the telephone or through a web conferencing platform.***

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 will 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.

If a bite does occur, 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 procedure 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.

Sick Policy

Because of the COVID-19 pandemic, we are following CDC guidelines

Children who show visible signs of illness will be asked to stay home or will be dismissed from school. If you are unsure if your child is well enough to attend childcare, call and discuss your concerns with us. Children should be fully able to participate in our daily activities. NH Childcare Licensing regulations prohibits the attendance of any child who:

- Cannot participate in regular childcare activities
- Requires more care than childcare personnel can provide without compromising the health and safety of the ill or injured child, or the other children in their care
- Has had more than one episode of vomiting in one day (**COVID-19: ONE EPISODE**)
- Has had more than one episode of diarrhea in one day (**COVID-19: ONE EPISODE**)
- Exhibits uncontrolled coughing or wheezing
- Exhibits unusual or extreme fatigue or lethargy
- Exhibits skin lesions or rashes which have not been diagnosed or treated by a licensed health care practitioner
- Has a temperature of 101 degrees or higher (**COVID-19: 100.4 DEGREES**)
- Has a temperature of 100 degrees combined with any of the following: diarrhea, rash, earache, sore

throat or vomiting (***COVID-19: A SINGLE SYMPTOM OF TEMPERATURE, DIARRHEA, SORE THROAT OR VOMITING***)

- Head lice (live lice in the scalp)
- Conjunctivitis

In the event of an outbreak of infectious disease, FitKids Childcare administration will consult with the New Hampshire Department of Health and the CDC as appropriate or required by law.

Depending upon the illness, if a child is dismissed from school, they might be asked to stay at home for 24 hours before returning to FitKids.

Posting an Illness

If it has been determined by a health care 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. ***If there is a positive case of COVID-19 in a classroom, families will be notified by a Procure message or an email.***

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 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 fire drill every month of the year, and practice no less than two components of their Emergency Operations Plan with all staff and children at least twice per year. 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. Evacuations are done with the assistance of the Lebanon Fire Department. 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. 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 Safe 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 will send those foods home. 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 prefer 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.

Appendix

Dismissible Illness (NH Childcare Licensing) *these are pre-COVID-19; current CDC guidelines apply throughout the pandemic.

Symptom	Readmittance
* More than one episode of vomiting in one day (one episode)	24 hours after the last symptom or medical evaluation indicates inclusion is acceptable
* More than one episode of diarrhea in one day (one episode)	24 hours after the last symptom or medical evaluation indicates inclusion is acceptable
Uncontrolled coughing or wheezing	Has been seen and cleared by health care practitioner
Unusual or extreme fatigue or lethargy	Child is symptom free for 24 hours and is well enough to participate in daily activities
Skin lesions or rashes which have not been treated by a licensed health care practitioner	After seeing health care practitioner and treatment has begun
* Oral temp of 101 degrees or higher under the arm (100.4)	24 hours after fever has broken without medications and other symptoms are resolved
* Oral temp of 100 degrees or higher combined with; diarrhea, rash, earache, sore throat or vomiting (one, stand-alone episode of fever, diarrhea, or vomiting)	24 hours after fever has broken without medications and other symptoms are resolved
Others	
Head lice (live lice on scalp/hair)	After treatment has been done
Conjunctivitis	3 treatments have been administered



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

Childcare Withdrawal Request:

Parent Name(s): _____

Child Name: _____ Last Date of Attendance: _____

Reason for Termination:

- Child Graduating
 Moving
 Found New Daycare Provider
 Other (Please Specify) _____

I understand that if I do not give written notice **30 days prior to my child's last day at FitKids** I may forfeit my security deposit. I also understand that tuition for the last month of my childcare will be prorated. (Note, that you may be billed for the full month if notice is given after the invoice has been created in which case you will receive a refund if applicable.) If there is a sibling attending FitKids any refund due will be applied to that child's account.

Sibling's Name: _____

Mailing Address for Refund: _____

Parent/ Legal Guardian Signature: _____ Date: _____

Please return to: FitKids Childcare, 14 Lafayette Street Lebanon, NH 03766

For Finance Department Use Only:

Security Deposit Amount: _____ Last Month Prorated Amount: _____

Current Balance: _____

Refund (if applicable): _____ Last Month's Invoice (if applicable): _____