

- *Apple Tree Academy's* meals and snacks meet or exceed the daily requirements set forth by the Department.
- The Missouri Department of Health audits the *Program* each year.
- *Apple Tree Academy* requires that parents sign an annual enrollment/income eligibility form.
- *All children receive the same food services regardless of income category.*
- *Apple Tree Academy* provides a hot breakfast, hot lunch, and an afternoon snack. Infants are provided with formula, cereal, jar foods, etc.
- The U.S. Department of Agriculture (USDA) prohibits discrimination in this program are on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation or marital or family status. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.
- *Apple Tree Academy* fees automatically include breakfast, lunch, and an afternoon snack for all full day programs and breakfast and after school snacks for the before and after school program. (On full days, when school is out, school-aged children receive breakfast, lunch and snack). Please observe the scheduled serving times for your child's program. If your child arrives after the serving time in his/her classroom, please provide breakfast or lunch at home before coming to *Apple Tree Academy*.
- Food or drinks from home should not be brought into the classroom unless it is something prearranged to be shared with the whole group for a meal or snack. If your child brings food with him/her on the way to school, please have him/her finish it before entering the classroom.
- *Apple Tree's Enrichment Program* will serve a snack only.
- *Camp Apple Tree* provides a morning and an afternoon snack. The child will be responsible for the preparation of snacks if he/she chooses to eat. Parents must provide a nutritious sack lunch, which includes a drink. Lunch must be brought in daily. Sack lunches left from one day to another will be thrown away.

Health Requirements

Medical and Dental Requirements

- The Health Department requires a pre-entrance health assessment conducted by qualified medical personnel within six months prior to enrollment for all children attending a center. It is the parent's responsibility to fulfill this requirement on or before the child's first day of attendance or to have scheduled appointments by that first day.
- Parents who do not comply with these regulations will be asked to withdraw their children because they jeopardize Apple Tree's licensing status. *The completed medical form is due within the first thirty days of the child's entrance into Apple Tree Academy.*

****Immunizations required by the Missouri Department of Health are as follows:***

By the time the child is:	Immunization(s)
3 months, he/she should have -	1 DTaP/DT, 1 Polio, 1 or 2 Hepatitis B, 1 Hib
5 months, he/she should have -	2 DTaP/DT, 2 Polio, 2 or 2 Hepatitis B, 1 or more Hib
7 months, he/she should have -	3 DTaP/DT, 2 Polio, 2 or 3+ Hepatitis B, 1 or more Hib
19 months, he/she should have -	4+ DTaP/DTP/DT, 3+ Polio, 1 MMR, 1 or more Hib after 12 months of age, 3+ Hepatitis B, 1 Varicella

*The Advisory Committee on Immunization Practices (ACIP) allows a four-day grace period, so public, private, parochial day care centers, preschools, or nursery school attendees may receive immunizations up to four days before they are due.

These timelines are critical! The immunization record is due before a child begins attending.

Other Recommended Immunizations

Immunizations that are recommended, but not required for toddlers and preschool age children include

- Hepatitis B Vaccine (HBV)
- Homophiles Influenza Type B (HIB)
- Varicella (VAR)

See schedules of vaccinations online with the Missouri Department of Health and Senior Services.

- The Health Department also strongly recommends that children under the age of five (especially those enrolled in child care programs) receive at least one dose of the HIB vaccine.
- As your child receives additional immunizations, please bring in a statement showing the immunizations received and the date received.
- Be aware that if immunizations are given prior to the designated age, they will not be accepted by the Missouri Health Department’s licensing agency for childcare facilities.

Immunizations for Kindergarten Age Children

- Children entering kindergarten are required to have at least one dose of the DTP and one dose of the polio vaccine on or after their fourth birthday.
- A second MMR immunization, Varicella (chicken pox) and HBV (Hepatitis B Vaccine) are now required before a child enters kindergarten. A photocopy of the form you turn in to your child’s public school is acceptable.
- The Cole County Health Department gives immunizations for a small fee or you may make an appointment with your own physician.
- Special health forms are available from the Health Department or at *Apple Tree Academy*.
- Yearly dental check-ups are recommended for children 2 years and older.

Illness Reminders

When to Keep Your Child(ren) Home

Parents should keep children at home and notify *Apple Tree Academy* whenever there are signs of illness, including:

- a temperature of 101 plus one degree if taken from under the arm.
- an upset stomach within the last 12 hours.
- any undiagnosed rash.
- sore, discharging eye, ears, or running nose.
- a fresh cold, accompanied by sneezing, coughing, and congestion.
- lack of appetite, listlessness, irritability, unusual fatigue.

Children must be fever free without medication for a full 24 hours before coming back to school. If your child is sent home with a fever of 101 degrees or higher, he/she will not be allowed to come back to Apple Tree Academy the next day.

This policy will be strictly enforced. If a child's temperature is in the 100.0 -100.5 degree range, we will take the temperature a second time (approximately 15-30 minutes later). If the second reading is again above 100 degrees, the parents will be called. If the child has other significant symptoms or the temperature is over 101.0 degrees, the parent will be called immediately and asked to take the child home.

Illness Occurring at Apple Tree

- Upon arrival each day, your child will be observed by an *Apple Tree Academy* staff member for symptoms of possible illness, fever, or contagious diseases and will be sent home immediately if such symptoms are present.
- If your child becomes ill and/or has a temperature of 101 degrees and/or has two episodes of vomiting or diarrhea, we will call you to take your child home. We cannot care for sick children, as we do not have the facilities or the extra staff.

Contagious Disease Exposure

- Please do not give your child medication to reduce fever before bringing him/her to school. This masks the problem and your child could then infect others or become ill later in the day.
- If your child has been exposed to any contagious disease such as whooping cough, chicken pox, mumps, measles, diphtheria, or scarlet fever, please report it immediately to one of the teachers, administrators, or the office. If your child has one of these illnesses, we must report it to the Health Department.
- Children with chicken pox may return to school after an absence of five to seven days from the onset of illness, but may return to school before the recommended time period has elapsed if he/she has a written permission slip from the physician.
- When a child has more than one incident of vomiting or diarrhea, he/she should be kept home at least 24 hours after the symptoms disappear. We strongly suggest that normal eating habits and normal bowel movements have resumed before returning to *Apple Tree Academy*, even if it has been twenty four hours since the last episode.

- If a child has ringworm or impetigo, he/she can return to school when adequate treatment controls the spread. This is usually after being treated for at least twenty four hours.
- Children with pink eye should be kept at home until twenty four hours of treatment with antibiotics have been completed.

Head Lice

- If your child has head lice, please use an effective shampoo, wash and clean all bedding, furniture, rugs, toys, clothing, car seats, and call us.
- *Apple Tree Academy's* policy requires that all nits (eggs) be removed from the head before the child can return to school.
- A child will be sent home even if only a few nits remain. Please notify us if your child has been exposed to someone with head lice.

Healthy Practices

Hand Washing

Parents and teachers can help prevent the spread of disease by modeling frequent hand washing and by requiring children to wash their hands when arriving in the classroom, before eating, after going to the bathroom, and after blowing their nose/sneezing. Please practice these procedures at home; we will do the same at *Apple Tree Academy*.

Outdoor Play

Apple Tree Academy feels that it is far healthier for children to go outside every possible day rather than be confined indoors.

- When your child is not well enough to go outside, please do not send your child to school - we do not have the staff to have one teacher remain inside with one child. If a physician recommends it for a day or so, we will need a note in order to make arrangements with the office personnel while his/her class plays outdoors.
- Children in the toddler and two-year-old classrooms do not go outdoors if the temperature or wind chill is below twenty degrees. Children in other classrooms do not go out when the temperature or wind chill is below fifteen degrees.
- If the temperature or heat index is ninety-five degrees or higher, children do not go outdoors and swimming trips may be altered.

Clothing for Indoor/Outdoor Play

- All *Apple Tree Academy* children should be dressed in comfortable clothes. Teachers are dressed informally to allow participation in all types of activities.
- For safe climbing and walking, tennis shoes are recommended, rather than slippery shoes, flip-flops or cowboy boots.
- The children will be going outside almost every day, so please make sure your child is appropriately dressed. This includes mittens, hats, and boots so that he/she will enjoy playing for ten to thirty minutes in very cold weather. Fresh air and exercise are very important to your child's health and well being, but in order to

enjoy the outdoors, all children need appropriate clothes to help them feel more comfortable outside.

- Please avoid sending your child to school in expensive or special clothes that might be damaged during active or messy play.

Soiled Clothing

Please check your child's cubby or diaper cubby each day for soiled clothing.

- If a child has an accident or becomes wet for any reason and does not have extra clothing, we will call the parent to ask that either clothing be brought to school or that the child be taken home.
- *Apple Tree Academy* staff will not rinse out any soiled clothing due to health and sanitation guidelines. However, the staff will attempt to remove solid waste from the article of clothing as best as possible. The soiled clothing will then be wrapped in plastic and must be taken home by the family.

Sun Safety Policy

Apple Tree Academy wishes to encourage students to protect themselves from the sun.

Skin cancer is the most prevalent cancer in the United States, is linked to sun exposure in youth, and is preventable. *Apple Tree Academy* promotes practices that help protect children from the sun. Sunscreen is classified as an over-the-counter drug, with guidelines for safe and effective use. Because of risks such as stinging or irritation of the eyes or skin in applying it, we follow the policy below.

- Parents or guardians have the primary responsibility for their child's health, including his/her need for sun protection
- Children are not allowed to bring sunscreen to school. Sunscreen is not applied by *Apple Tree Academy* staff.
- Sunscreen is to be applied by parents before their child comes to school. One application (approximately enough to fill a shot glass) should be applied, even on cloudy days. Since in appropriate weather *Apple Tree Academy* begins the day outside, and since it takes approximately thirty minutes for sunscreen to take effect, it should be applied in a proper time frame before the child leaves home. Sunscreen used should be rated for eight hours of sun protection.
- Children should also protect themselves by covering up their skin with clothing, a hat, sun visor, or sunglasses, provided by parents. This applies to overcast days as well as sunny ones, since harmful UV rays can damage skin even when the sun is not visible. These practices could help children begin a healthful, life-long habit of skin protection.

Water Bottles

This policy applies only to our Camp Apple Tree Academy and Summer Programs.

The local Health Department has issued a memo recommending that students not share drinking containers such as water bottles, since many diseases can be passed through infected saliva.

Students may not share drinking containers during the day. This may happen either accidentally or knowingly. Teachers and parents should discourage this behavior with

children since illnesses such as viral meningitis, enteroviruses, rotaviruses, and influenza can be easily transmitted from one child to the next.

Our Policy

- Label drinking container with the child's name.
- Ensure that a new drinking container is filled daily and discourage sharing of drinking containers.
- Wash drinking container daily.
- Encourage regular hand washing, especially after bathroom breaks and before meals.

Accidents/Incidents

The term "accident" refers to an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage or loss. The term "incident" refers to an individual occurrence of an event, which is of seemingly minor importance but relationships are strained and individuals may be sensitive. This can lead to serious consequences.

Accident, incident, observation, and report forms are filled out whenever such situations arise. Parents, staff and the director sign these forms to be placed in the child's file.

Accident prevention requires continuous awareness and implementation of safe practices.

Teachers and parents must always consider the element of safety in everything they do with young children. This includes the environments they create, the selection of equipment, and individual activities.

All of our teachers have had first aid training and are able to attend to minor injuries. In case of head bumps, it is routine procedure to attempt to notify you of the accident by phone and to give you the details. We watch these children for symptoms associated with concussions, such as dizziness, dilated eyes, and vomiting.

All precautions are taken to avoid accidents from occurring. However, "children will be children"; they can trip over their own feet, lose their balance or put something into their ear or nose, etc - these types of occurrences are not paid for by *Apple Tree Academy*. We do have an accident plan, which covers out-of-pocket expenses incurred by the guardian to be paid after his/her private insurance claim has been paid.

We will contact you if we think a physician should see an injured or ill child, and we will prepare him/her to be picked up. In case of a more severe emergency, we will call an ambulance and notify you immediately. For minor accidents, teachers will note the incident on an individual accident report sheet, while more serious injuries that may require medical treatment will result in a more detailed two-page accident report being filed.

All families are required to give us a *detailed* schedule of where each parent is at all times of the day, including university buildings and room numbers so we can find you in case of emergency.

- Please notify us immediately if your home or work phone number changes..
- All families must also have an additional contact person listed on their emergency treatment card.
- If at any time a doctor, hospital or ambulance care is needed, the parent will incur the financial responsibility.

Reporting Child Abuse or Neglect

Missouri Law *mandates* that all personnel working in a licensed child care center *must* report suspected child abuse or neglect. In fact, there is a penalty for violation of this reporting law. This act protects the people reporting to Social and Rehabilitation Services (SRS) from any liability, civil or criminal.

- All records and reports concerning child abuse filed with SRS or the district court are confidential and will not be disclosed.
- All teachers at *Apple Tree Academy* are aware of their responsibilities regarding this act and will alert the executive director should they see any signs of abuse or neglect.
- The director will contact the SRS, reporting any suspected cases.
- An SRS representative may interview a child or staff member at the center; parents will be notified following the interview.

Child Sexual Abuse

Because the staff at *Apple Tree Academy* knows that every parent is concerned about child sexual abuse, we

- discuss child sexual abuse during staff orientation for teachers and aides,
- have several books on sexual abuse, some of which are suitable for reading to children which you may check out,
- comply with the Missouri law which states that the name, address, and birth date of every staff member and volunteer must be sent to the Missouri State Highway Patrol for felony and child abuse confirmation checks,
- urge parents to make unannounced visits to the center at any time.

Medications

Non-Prescription or PRN Medicine

Non-Prescription or PRN medicine will only be administered to children under the age of two, who are enrolled in full day programs. Such medication (as needed) will be limited to the following list of authorized medication

- non-prescription lotion
- petroleum jelly
- diaper cream
- teething gel

Children will be on medication at least twenty-four hours before staff administers dosage. Designated personnel are authorized to administer non-prescription medication according to a physician's instructions. These individuals will have received proper training.

Prescription medications will be administered only when there is no other reasonable alternative to the medical requirement for the child, i.e. EpiPen or an emergency inhaler. Written permission from the parent or guardian must be obtained before administering all medication. (Permission forms can be obtained from your child's teacher.)

No Blanket Medicine Forms!

A separate form must be filled out for each symptom for which medicine is to be used. *Staff are not permitted to make any exceptions to this policy.*

Emergency Only Medicine

- Emergency only prescription medications (EpiPens, emergency inhalers, etc.) are administered by designated personnel authorized to give such medications according to a physician's instructions. These individuals will have received prior training.
- Children will be on medication for at least twenty-four hours before personnel administer a dosage. Staff can administer only medications on the authorized medication list. The director must review medications not included on this listing.
- Medication must be in its original container with a childproof cap and the prescribed child's name labeled on the bottom of the bottle.
- Written permission from a parent or guardian must be obtained before administering such medication. Permission must be obtained using the Release of Liability to Administer Emergency Medication Form. This form must have specific directions, to be completed in full, and be signed by the health care provider/physician.

Medication Storage

- Medication must be stored according to instructions. All medications will be stored in a container inaccessible to children.
- Medication requiring refrigeration will be isolated within the refrigerator in a separate, secure container.
- Medication will be returned to the parent or guardian at the end of the specified time or upon termination of the child's attendance.

Medication Documentation

- All medication administered will be recorded using the "Record of Medication/Consent to Administer" form.
- Each medication to be administered will require a separate form. A new form must be filled out each time a medication needs to be given, even if the child has been on the medication on a previous occasion.
- Nonprescription medication or PRN medication will only be updated semi-annually. The form will be put in each child's file upon completion of the medication period.
- The time of each dosage and the initials of the person administering medication will be entered at the time the dosage is administered.
- Nebulae treatments will not be given unless an alternative solution cannot be found.

Special Diets, Restrictions, and Allergies

Apple Tree Academy participates in the Department of Health Child and Adult Care Food Program, which requires that a child be served milk two times daily and that certain food requirements are met daily.

If your child is allergic to an item on the menu or has a medical condition that restricts certain foods, we *must* have a physician's written statement with suggested alternatives. In some cases, *Apple Tree Academy* may not be able to provide the alternative and parents will need to bring the alternate food items.

If your child is on a restricted diet due to a religious preference, please give us a list of these foods with *suggested alternatives for each food item listed*. You will need to share this with your classroom teacher and the kitchen manager. We may not be able to accommodate certain requests due to cost or preparation time required.

Food Allergy Awareness

With the increasing number of school aged children having food allergies, Apple Tree Academy would like to share some information about food allergies as well as ways we can assist these children during the school day.

Food Allergy Facts

- Approximately eleven million Americans suffer from food allergies.
- Approximately two million school-aged children have food allergies.
- All of these individuals are at risk for anaphylaxis, a potentially life-threatening allergic reaction.
- Eight foods account for 90% of all reactions in the U.S.: milk, eggs, peanuts, tree nuts (walnuts, almonds, cashews, pistachios, pecans, etc.), wheat, soy, fish, and shellfish.
- Trace amounts of a food allergen can cause a reaction. This may be from traces left on someone's hands, cross contamination when preparing food, or from traces left on a table. Some individuals are so sensitive that they can react to traces in the air.
- Home baked and non-packaged items are particularly difficult because they could have "hidden" ingredients or traces of an allergen due to "trace elements".
- For those individuals with food allergies to peanuts or tree nuts, they need to avoid foods such as anything containing nuts, including most baked goods and chocolate. They also need to avoid certain foods which have a higher incidence of containing nuts. This includes foods such as soups, sauces, certain international foods, and sunflower seeds. As you can see, some of these foods may not be thought of as an "unsafe" food.

Frequently Asked Questions

What are the common symptoms of a reaction? An allergic reaction to food can involve the skin, respiratory tract, gastrointestinal tract, and cardiovascular system. Symptoms can vary from one person to another, but these are some common symptoms of an allergic reaction:

<i>Skin Symptoms</i>	<i>Respiratory</i>	<i>Gastrointestinal</i>	<i>Cardiovascular</i>
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	<i>Symptoms</i>	<i>Symptoms</i>	<i>Symptoms</i>
Hives, swelling, itchy, red rash, eczema flare-up	Itchy, watery eyes, runny nose, stuffy nose, sneezing, coughing, itching or swelling of lips and tongue, difficulty swallowing, tightness of chest, wheezing, shortness of breath	Diarrhea, cramps, nausea, vomiting	Reduced blood pressure, lightheadedness, increased heart rate, shock

Can an allergic reaction be serious? Some reactions are mild, and only result in hives or gastrointestinal problems. Other reactions are very serious, and can be life threatening. Symptoms can appear immediately or appear over a number of hours after an exposure. Some reactions can cause anaphylaxis.

What is anaphylaxis? Anaphylaxis is a sudden, severe allergic reaction which involves several body systems.

Can someone die from anaphylaxis? Yes, anaphylaxis can be fatal. That is why it is so important to act quickly to identify and treat an allergic reaction.

What foods should be avoided? Individuals with food allergies need to avoid all food containing the foods they are allergic to. This may seem simple but it is quite confusing and time consuming. Careful reading of all food labels becomes vital for these individuals.

What can parents do to help avoid an allergic reaction?

- Never take food allergies lightly!
- Be aware of children in your child’s classroom who have a food allergy. Your child’s classroom teacher, with permission from the allergic child’s parent, will notify parents if there is a child in a classroom with a food allergy.
- Ask your child’s teacher for any guidelines on safe birthday treats as well as safe foods when planning parties or any offered food items during the school day. This includes special celebrations which involve food.
- Teach your children about food allergies and the seriousness of potential allergic reactions. Teach them not to share food with their food-allergic friends.

What can children do to help avoid an allergic reaction?

- Never take food allergies lightly!
- Don’t share food items with food-allergic friends.
- Wash hands after eating an item which is a known allergen to their classmate.
- Ask what their friends are allergic to and help them avoid it.
- If an allergic schoolmate becomes ill, get help immediately!

Parental Involvement

Parents are encouraged to become involved in their child’s program and to actively participate in activities and functions at Apple Tree Academy. They are also encouraged to observe at any time and to become acquainted with the teachers.