



Dear Parents and Guardians:

Welcome to the OBCC Daycare!

This handbook is designed to give parents and guardians a helpful insight into the OBCC Daycare offered by the Open Bible Christian Center. It includes detailed information about OBCC Daycare activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The OBCC Daycare strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time at the OBCC Daycare beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

Many thanks go to the OBCC Committee for their commitment to the OBCC Daycare, to the Open Bible Christian Center for housing the Program, to the staff of the OBCC Daycare for their energy and the outstanding job they do with the children each day, and to the parents and guardians of the children in the OBCC Daycare for their continued support and encouragement. The children benefit greatly from the many special qualities contributed to the OBCC Daycare by so many wonderful and caring people!

If you have any questions about the content of this book, please feel free to call me at 406-656-4946.

I look forward to the time that we will be spending together,

Best regards,
Beth Rager
Program Director

OBCC DAYCARE CONTACT INFORMATION

The OBCC Daycare is located at the **Open Bible Christian Center**
302 19th Street West
Billings, MT 59102

For concerns about your child and/or questions about schedules, tuition, policies, or staffing please call the Program Director at **406-656-4946**.

To report an absence, a change of pickup information, or a pickup delay, please call **406-656-4946**.

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MISSION STATEMENT

The **OBCC** (Open Bible Christian Center) childcare programs provide a safe, engaging, and nurturing environment for families requiring quality childcare for daytime, after school and summer. Our mission emphasizes creating an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting. The childcare programs offered by the Open Bible Christian Center provide parents with safe, convenient, reliable, and affordable out-of-school time care for their children. The programs maintain clear policies and procedures and actively encourage and welcome open communication and parent involvement.

THE OBCC DAYCARE

The **OBCC** Daycare is located at the Open Bible Christian Center 302 19th St West. Billings, MT 59102. The Program uses a designated area with a private entrance, a full kitchen, and a private bathroom for children 2 years old through grade six. All children have access to snacks, recreation, and tutoring.

Our outstanding staff is comprised of qualified childcare providers, college students, and assistants. During the year, **OBCC** works with independent artisans and educational services. Background checks are performed on all staff members and vendors employed by the Program.

Our operating policy for the OBCC Daycare maintains a maximum staff/child ratio of one to ten, with a maximum of 20 children.

Parents with children enrolled in the OBCC Daycare are welcome to visit us at any time. Prospective parents may visit the Program by contacting the Program Director at 406-656-4946 to schedule an appointment.

ADMISSION PROCEDURES

Once a child is admitted to the OBCC Daycare program, the child is guaranteed the same placement in the following year's OBCC Daycare (subject to tuition payment). If a change of schedule is requested, every effort will be made to accommodate the change, however, it is not possible to guarantee that the change requested will be available. Once registration has opened to the public, families who have not returned a registration form are no longer guaranteed a spot in the Program for the following year.

For the duration of the original child's enrollment in the Program, a preferred enrollment of five days per week will be given to additional brothers or sisters who are 5 years old and older. Guaranteed enrollment for the following school year is not available to children who join the OBCC Daycare after the registration period has ended.

Families on the waiting list will be given the opportunity to fill any openings that occur during the school year. An OBCC Daycare information packet will be given to families accepted into the Program before the beginning of the school year. For a child's slot in the OBCC Daycare to be guaranteed, outstanding tuition, deposits, and information forms must be received by the date specified in the Information Packet.

The OBCC Daycare will forward an attendance and bus list to each elementary school before the beginning of the school year. **Please send a written note to your child's teacher confirming your child's enrollment in the OBCC Daycare and detailing your child's daily dismissal schedule.**

All required paperwork must be completed prior to the first day of admission.

TUITION

To guarantee your child's spot in the OBCC Daycare the tuition must be paid by the 5th day of each month.

Payment is due in advance of services. The amount due does not change when the Program is closed due to holidays, vacation days, or staff development days, or when the Program is open on half-days. A tuition rate schedule is included in the OBCC Daycare handbook.

Each child's slot in the Program is reserved for him or her only. Payment is due regardless of attendance. Monthly payments are due on or before the first day of the month. The OBCC Daycare does accept cash. Please make checks payable to the **OBCC Daycare. Please include your child's name on the check.**

The OBCC Daycare reserves the right to impose a \$10 late payment penalty per month and/or to revoke the enrollment of any child whose account is past due. If tuition payment becomes a problem, please contact the Program Director so that a payment plan can be arranged and participation in the Program can continue. Financial aid information is available from the Program Director.

Receipts and Credits

A yearly statement for tax purposes is issued by January 31. Duplicate statements are available upon request for a \$5 fee.

SCHEDULE CHANGES

Although every effort will be made to accommodate schedule changes, any changes in a child's attendance at the OBCC Daycare are subject to availability. Thirty days written notice is required for any requests for changes in schedule.

Please Note: Due to a waiting list and your child's reserved spot; any reduction in participation of 50% or more requires a sixty-day written notice. Fees will not be refunded due to a child's absence or withdrawal from the Program. Written notice of a schedule change should be submitted to the Program Director (Bath Rager)

- Once written notification terminating a child's participation in the **OBCC** Daycare has been received, the family will receive an invoice detailing the charges for the child's remaining time in the OBCC Daycare. If any outstanding charges are due an invoice will be provided and is due upon receipt

SCHEDULE OF OPERATION

On regular school days, the OBCC Daycare operates from 2:00 pm - 6:00 pm Monday, Tuesday, Thursday, Friday, and 1:00 pm to 6:00 pm on Wednesday for children in kindergarten through grade five. Regular hours of operation are 7:00 a.m. to 6:00 p.m. on Non-school days and summer program Monday through Friday.

No School Day Coverage for Children

The Program will not be open if Billings Public Schools are closed for snow, or to observe a legal holiday, religious holiday, or on the Friday after Thanksgiving unless approved two weeks in advance. The OBCC Daycare handbook includes a detailed schedule of operation.

Half-Day After School Daycare

The **OBCC** Daycare is open on half-days from school dismissal until the time specified on the schedule of Program hours provided in the **OBCC** handbook. The children in kindergarten through grade six will be picked up by OBCC personnel and ride in a Christian Center Van to OBCC.

Snow Days and Delayed Openings

OBCC will be closed whenever school is closed due to inclement weather. Credits will not be issued for days when school is closed due to snow. Additional charges will be incurred when the duration of the Program is extended in June till the last day of school on June 5 at a pro-rated charge.

When the opening of school has been delayed due to weather, **OBCC** will operate as scheduled. If you have any questions about our operating schedule on a day when school has been called or delayed, please call 406-656-4946 for a message detailing our schedule for the day.

TRANSPORTATION

Children will be transported to **OBCC** (Open Bible Christian Center) by van. Every effort will be made to minimize the amount of time the children spend traveling between schools. Children must have the written permission of their parents to be transported to OBCC by OBCC personnel. A permission form is included in the OBCC Daycare handbook.

Upon your child's pick up from designated schools, no child will be dropped off at any other location. **OBCC** personnel will be responsible for transporting the children to the Open Bible Christian Center at normal afternoon dismissal times. All costs associated with van transportation included in tuition fees.

Precautions in transporting children

When transporting children, each worker is assigned children they are responsible to supervise. Each child is in an appropriate car seat and secured. The doors are locked whenever the vehicle is in motion. The supervising worker will have emergency procedure book with master list and emergency contact sheet and photos of each child. The supervising worker will also have a complete count of all children being transported. If more than one worker is involved in transportation, supervising worker will do a head count to make sure all children are in the vehicle and safely secured. A head count is also done before leaving to return to the facility to make sure that all children are accounted for and safely secured.

DAILY SCHOOL DISMISSAL PROCEDURES

Billings Public Schools

Children attending OBCC for after school daycare, will be picked up at their school in the designated area. OBCC maintains a current listing with each school to ensure each child is accounted for.

To ensure the safety of your child, please be sure to send a written note to your child's teacher detailing the days that your child will be attending the OBCC Daycare. This will help us to ensure that each child arrives safely at the OBCC Daycare on the days he or she is scheduled to attend. OBCC suggests each parent or guardian to monitor the schools schedule.

EMERGENCY DISMISSAL PROCEDURES

The OBCC Daycare will be closed when Billings Public Schools are dismissed early or closed due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site.

Shelter-in-Place Plan: In case of the need to stay put due to a disaster or inclement weather situation or notification from state and local authorities. OBCC listens to KTVQ for emergency broadcasts on the internet, our phone or battery-operated radio. The following procedures will be followed:

Location: Children will be taken to an interior room in the basement.

Emergency Supplies:

- Emergency kits with food, toys, and water are stored in the basement.
- A first aid kit is stored in the basement and thermal blankets.
- A battery-powered radio or NOAA radio is stored with these emergency supplies.
- Cell phone will be brought to the basement.
- Emergency contact sheets are kept with the supplies.
- Supplies for sealing the room are stored in the basement.

Off Site Evacuation Plan: Such as gas leak or bomb scare.

- The senior staff person will gather the children and evacuate the building from the nearest exit.
- Other staff will ensure all children are out of building and get emergency bag.
- Transportation: Children will walk with daycare staff, or the daycare vans will be used.
- Offsite evacuation location: Ruby West (Cindy Hill's stepmother), 617 Nelson, Billings, MT 59102, (406)656-4946 or (406) 861-7838.

Fire Evacuation Plan:

- The person discovering the fire will first call out to staff on site that there is a fire.
- The senior staff person will gather the children and evacuate the building from the nearest designated exit.
- Other staff will ensure all children are out of building and get the emergency bag.
- The designate meeting spot is behind the building in the alley across from the parking lot by the garbage can. The alternate spot is in front of the building across the street by the light pole at 1920 Howard Ave.
- All exits are checked regularly to ensure proper operation.

Notification: Once all children are safely evacuated:

- 911 will be called.
- Parents/guardians are provided: Information on each evacuation site.
- Parent/guardian contact numbers are: Stored at Ruby West's home, 617 Nelson, Billings, MT 59102, 406-655-3347 or 406-861-7838.

ATTENDANCE PROCEDURES

The safety of each child is paramount to the staff of the **OBCC** Daycare. If a child will not be attending the OBCC Daycare as scheduled, it is **essential** that the child's parents call 406-656-4946 to report the child's absence from the Program. **Notification of a child's absence is expected by 11am.** This provides necessary time to notify personnel of which children will not be picked up from school.

Please Note: **OBCC** understands many of our parents / guardians are essential workers and schedules change in a moments notice, please contact the office directly at 406-656-4946. A left message is appreciated however if calling after 11am, please speak directly to Office Personnel in regard to your child's schedule change.

Check-in Procedures

When a child who is scheduled to attend the **OBCC** Daycare does not arrive, and the Program has not received an absence call from the child's parents, we will institute an immediate search. An unexcused absence will initiate the following actions:

- The child's school will be called to see if the child was absent or dismissed from school.
- The child's home will be called. A message will be left if no one is home.
- The child's parents will be called at work. Messages will be left if no one is available. Each parent's cell phone and/or pager will be called. Messages will be left if no one is available.
- Once a child's parents have been contacted, the OBCC Daycare will assist in the effort to locate the child but will shift the primary responsibility for locating the child to the child's parents.
- If a child's parents cannot be contacted, someone on the child's emergency contact list and/or the Billings Police Department will be sent to the child's home.

Please help us to avoid unnecessary concern about a child's safety by calling 406-656-4946 whenever a child will be absent from the Program. **A \$50 fee will be charged for every unreported absence after the third occurrence.**

Pick-up Procedures

OBCC utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave the OBCC Daycare unattended. **Parents must walk into OBCC and checkout with their child's staff. Please speak directly to your child's staff when dismissing a child from the Program.** The children can help with this responsibility by getting into the habit of saying goodbye to their staff.

Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies the OBCC Daycare prior to pick up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released.

Late Pickup Policy for the 6:00 p.m. Dismissal Program

The **OBCC** Daycare closes at **6:00 p.m.** We ask parents to arrive by 5:55 p.m. to allow the children enough time to tidy up and gather their belongings. If a 6:00 p.m. arrival is unlikely, please take a moment to call us at 406-656-4946 so a staff member can speak to the child about the delay.

A **late fee of \$25.00** will be charged for a pickup after 6:00 p.m. If a child is picked up before 6:05 p.m., the late fee will be waived. **PLEASE NOTE:** OBCC will charge \$25 for each 15-minute incremental. During the 30-minute incremental, OBCC personnel will attempt multiple contact numbers provided for child pick up. At 30 minutes, Per **STATE LAW**, if **OBCC** has not heard from the parent /guardian or family members, OBCC is required to notify authorities the child is abandoned.

Essential Workers:

OBCC understands many of our parents / guardians are essential workers and schedules change in a moment's notice, please contact the office directly at 406-656-4946.

Appropriate documentation is retained at **OBCC** in the event a child incurs late pickup, or the authorities are contacted as per state and agency compliance requirements as a daycare.

Late Fee's

In the event late fees are incurred, late fees will be added to the child's tuition bill. OBCC understands there may be an unplanned event (traffic, weather) which may delay your timely arrival to pick up your child. If such an event occurs, please contact the office at 406-656-4946. OBCC Daycare is scheduled to close each day by 6pm, in after the third occurrence of a late pickup, the five-minute grace period will be revoked. Continual late pickup may result in a child's suspension or removal from the program. The staff is not scheduled to remain on site after 6:00 pm. Should you need to discuss special requests please ensure you contact the Program Director Beth Rager.

PROGRAMMING

The **OBCC** Daycare strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs. Throughout the school year, the children are offered a variety of activities at minimal or no additional cost to parents. The activities offered in the past have included art workshops, foreign language lessons, creative theater, cooking, music, and science programs. A schedule of activities will be posted on the white board in the entryway. If a child does not wish to participate in an activity, they may be withdrawn from the activity with written permission from their parents. Children who do not participate in a scheduled activity may read a book or use the time to complete homework.

Homework Policy

OBCC stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy and will provide the type of one-on-one homework help from a private tutor as available.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

Snacks

Children in kindergarten through grade six receive a beverage and a snack when they arrive at **OBCC** Daycare. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack to school with your child.

Outdoor Play

Children who attend the **OBCC** can expect to spend a minimum of 20 minutes outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 20 degrees, or excessive wind or heat. To keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside.

Possessions from Home

Since we cannot guarantee the safe return of personal belongings, the **OBCC** Daycare asks that any personal possessions be left in backpacks during a child's time in the **OBCC** Daycare. Children may bring electronic games and toys from home. Responsibility for the safekeeping of electronic games and toys brought from home remains with the child. The **OBCC** Daycare does not allow the use of toy weapons or trading cards at any time.

Telephone Use by Children

The staff will be happy to convey messages to the children, when necessary, but it is not possible for children to make or receive telephone calls at the **OBCC** Daycare. Parents are welcome to call the **OBCC** Daycare at any time to speak to the Director or Site Coordinator about questions or concerns regarding their child. **406-656-4946**

HEALTH POLICY

All children enrolled in the **OBCC** Daycare must satisfy the minimum immunization and routine physical examination requirements in accordance with the Montana Public Health requirements. Documentation of the above must be on file at **OBCC** Daycare.

The **OBCC** Daycare's exclusion and reporting policies for communicable diseases are in conformance with the guidelines set by the Montana Department of Public Health. In the event of an outbreak of a communicable disease or condition that is reportable to the Department of Health, a notice will be posted on the white board.

If a child becomes ill while attending **OBCC**, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification. **OBCC** will provide a rest mat and a quiet area while the child waits.

Children who attend the **OBCC** Daycare should be well enough to follow the normal routine of the Program. Children, who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the **OBCC** Daycare and must be fully recovered before returning to the **OBCC** Daycare. Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

COVID and or Any Pandemic Viral Infection - Precautions

1. OBCC will maintain current Emergency Contact Form in the child's folder (i.e. Master List notebook) DayCare Center and Transportation Vans
2. Children will be monitored for signs or symptoms of COVID-19 daily. Children will be asked to stay home or return home if any of the following applies:
 - Have a fever of 100.4 or higher
 - Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
 - Have come in contact with others who have COVID-19
 - Children will have their temperature checked upon arrival and again after lunch
3. To prevent the spread of COVID-19:
 - Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
 - Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
 - We encourage families to practice frequent handwashing at home

4. If an enrolled child or employee tests positive for Pandemic related infections:
 - The local public health department and the Child Care Resource and Referral will be contacted.

Open Bible Christian Center Daycare will follow their guidance for next steps and The program will post and notify families of any confirmed staff or child cases of COVID-19 and or other Viral related infections

5. If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the childcare facility if the following conditions are met:
 - If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 14 days after the onset of first symptoms and have a negative COVID 19 test result

Accidents or Acute Illness

In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

Prevention of and response to emergencies due to food and allergic reactions

Prior to a child being enrolled in our facility, there must be written information explaining any special needs of the child, including allergies. All staff will have training on the symptoms of the allergy, and the protocol for treatment. They will have special training by the parent on how to best prevent allergic reactions and treatment. Emergency numbers are displayed prominently as well as the child's name and food allergy.

The family, childcare provider, and other professionals working with the Care Plan child complete the Individual Child Care Plan. This plan provides documentation of the child's needs, identifies required accommodations (and estimated costs), identifies additional resources which may be available, and suggests at least two individuals who could provide additional information if needed.

Each parent also completes an **"All about me"** form when registering their child. This informs us of the child's likes and dislikes and any allergies as well as any special accommodations.

Medication Policy

OBCC believes that children should be given medication, when needed, in the safest possible way for the child, parent, and providers. OBCC will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent or guardian is on file at **OBCC**. We will only give medication that must be given at times when the parent's work schedule prevents them from giving it.

All medication administered by the **OBCC** staff must include the child's name, name of medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the expiration date, and the administration, storage, and disposal instructions. Over the-counter

medications must also be in their original child proof container that is labeled with the child's name, specific instructions of administration and storage.

A medication log will be kept in each child's chart. A parental signature will be required for each medication. The staff administering the medication will immediately record the date, time, medication, and dose and sign their name.

An adult must bring the medication into the Program. Children are not allowed to transport medication. Expired medications will be returned to the families. Medications will be stored at the recommended temperature, in a child proof container, in a place inaccessible to children. A medication request form is included in the OBCC Daycare handbook. Additional copies of the forms are available from the Program Director or from the OBCC Daycare staff.

Parents will be notified if their child suffers side effects from medication, or if a medication error or incident occurred. A medication error/incident report will be completed by the staff that administered the medication and co-signed by the director. In the event of an adverse effect or serious allergic reaction, staff will call 911 if the child is in distress.

Abuse and Neglect Reporting

The staff of the OBCC Daycare are mandated reporters and as such, are required by Montana General Law to report all suspected instances of abuse or neglect to the Department of Social Services, 1-866-820-5437.

****CHILD ABUSE AND NEGLECT PROCEDURES**

Montana Codes Annotated [MCA] 41-3-201: When the professionals and officials listed in subsection A Statutory 1 [below] know or have reasonable cause to suspect, as a result of Requirement information they receive in their professional or official capacity, that a child is abused or neglected, they shall report the matter promptly to the Department of Public Health and Human Services or its local affiliate. (1) Professional and officials required to report are: (a) school teachers, other school officials and employees who work with children during regular school hours; (b) a social worker, operator or employee of **any registered or licensed day-care** or substitute care facility, staff of a resource and referral grant program or of a child and adult food care program, or an operator or employee of a child care facility; (c) an employee or owner of an entity that contracts with the department to provide direct services to children.(2) Any person may make a report under this section if the person knows or has reasonable cause to suspect that a child is abused or neglected. (3) a person listed in subsection (1) may not refuse to make a report as required in this section on the grounds of a physician-patient or similar privilege. (4) The reports referred to under this section must contain: (a) the names and addresses of the child and the child's parents or other persons responsible for the child's care; (b) to the extent known,

the child's age and the nature and extent of the child's injuries, including any evidence of previous injuries; (c) the facts that led the person reporting to believe that the child has suffered injury or injuries or willful neglect, within the meaning of this chapter. (5) Report any suspected abuse or neglect. You do not have to substantiate the abuse: the investigator will do that. This information should we remain confidential and not be shared with anyone else other than the director and Investigator.

4 questions to ask a child: Ask only these questions. Remain calm and in control of your emotions. Document all interactions and reporting details.

What happened?

Who did this to you?

Where were you when this happened?

When did this happen?

You must make the report within 24 hours of receiving the information. Submit your report to the director. The director will support and help you through the process. Then call the CPS Intake at **(866) 820-5437**.

First Aid Policy

All new employees must complete a Montana state approved First Aid and Baby/Child/Adult CPR prior to assuming full responsibility of the children. First Aid boxes are in the kitchen next to the refrigerator, in the check in desk in the top left-hand drawer and under the front passenger seat of each van. The contents on the First Aid boxes are checked regularly by management. The boxes are restocked immediately when required.

Any staff member can administer fist aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate immediately after the incident
- Record the incident/accident
- Ensure that everyone relevant knows all details of the incident
- Take any further action as required

If an ambulance is required for emergency treatment, a senior member of the staff will accompany the child to the hospital. The parents will be notified immediately. Staff members will call emergency services as soon as it becomes clear the injury is beyond the daycare's capability and the health of the child is compromised.

The [American Association of Poison Control Centers](#) (AAPCC) and the [National Pesticide Information Center](#) (NPIC) offer a few simple steps to help prevent poisonings at daycare and school:

- **Store cleaning products and chemicals up, away, and out of sight of children, and in their original containers.** Keep the following substances in cabinets secured with child-resistant locks:
 - Common cleaners and disinfectants
 - Disinfecting wipes
 - Alcohol-based hand sanitizers
 - Bug sprays and insect repellents

It is also important to remember that some cleaning products, like bleach and ammonia, can create highly toxic fumes when combined. NEVER mix cleaning chemicals!

- **Read and follow label instructions.** Make a habit of reviewing the label on any chemical or product before each use. Follow usage directions, and the directions provided for safe storage and disposal. For antimicrobials to be effective, the surface must stay wet for the amount of time listed on the label. Call NPIC at (800) 858-7378 if you have any questions about the product and the directions.
- **Apply insect repellents properly.** Insect repellents should always be applied by an adult and according to the label instructions. Because children frequently put their hands in their eyes and mouths, the [EPA recommends](#) that all repellent products have the following precautionary statements related to children on their labels:
 - Do not allow children to handle this product, and **do not apply to children's hands**. When using on children, apply to your own hands and then put it on the child.
 - After returning indoors, wash the child's treated skin and clothes with soap and water or bathe.

For general questions about selecting, storing, using, or disposing of insect repellents, antimicrobials, and other pesticides, call NPIC at (800) 858-7378.



Be prepared for an emergency. Contact poison control immediately at (800) 222-1222 if you suspect that a student or staff has been accidentally exposed to a dangerous substance or is showing symptoms. Seeking the medical expertise of a poison center specialist could be lifesaving.

Head Lice

OBCC Daycare has a no lice, no nit policy. If the Program is notified by the school nurse that a child who attends the OBCC Daycare has been sent home with head lice, the staff of the OBCC Daycare will check all the children in the affected child's grade. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. A notice will be posted on the white board whenever head lice are found in the OBCC Daycare.

Children who have been sent home with head lice may return to the OBCC Daycare once they have been cleared for return by the school nurse or by the **OBCC** Program Director or Site Coordinator. To prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

Clothing Requirements

The children can expect to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Children without boots or snow pants will be asked to stay on shoveled areas.

BEHAVIOR MANAGEMENT POLICY

The children and staff of the OBCC Daycare are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the OBCC Daycare will be explained to the children clearly and reinforced in a consistent manner.

We at OBCC Daycare seek to promote positive behavior in the students who attend our program. We endeavor to help them learn self-control, which is the goal of discipline. We want to teach and lead our children to make better choices.

The following is a general framework for discipline.

- Separate the child from the behavior
- Redirect the child's behavior
- Give acceptable choices
- Use positive language
- Refuse to argue on non-negotiable issues

Children will be given reminders and redirection to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the staff and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the OBCC Daycare. If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school.

If a child's behavior indicates that the Program is not able to meet his or her needs, the Program Director will contact the child's parents to arrange a meeting. A parent or staff member may also request a meeting. With the parent's permission, school staff, and other professionals providing services to the child may be asked to attend the meeting.

Within ten days of the meeting, in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress.

If the Program Director feels the Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Program with two weeks notices. Pre-paid tuition will be refunded. Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice.

In the event, the unacceptable behavior continues, parents will receive a call about the child's behavior to work together on a plan with the staff and parent. If the behavior continues, the child will receive a one-day suspension from daycare. After 3 instances of suspension, the child will be dismissed from our program.

OBCC has a strict policy that any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the OBCC Daycare without notice.

Consistency between all groups usually makes a world of difference. If the child's behavior becomes threatening to the other children or the staff, the child will be dismissed from our program.

COMMUNICATION

OBCC maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of the OBCC Daycare to the Program Director at any time.

Any questions regarding tuition, policies, staffing, activities, or a child's participation in the Program may be directed to the Program Director at **406-656-4946**. Email (openbiblecc@gmail.com) is in place 24 hours a day and will record a message. This number may be called 24 hours a day to report a child's absence from the Program or to revise pickup information however calls received at the Center has closed for the day, may not be returned until 9am the following day.

If a concern involving a staff member arises, please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, the Program Director and Site Coordinator will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The priority of the staff is to focus as much attention as possible on the children. To meet the needs of the children and the staff during Program hours, we ask that parents limit their conversation with OBCC Daycare staff members to subjects involving their child. The Site Coordinator or Program Director is available to answer all other questions that arise. Please feel free to call us at any time.

Daycare rules and regulations can be found at www.dphhs.mt.gov/assets/ecfsd/childcarelicensing/RegistrationRequirementsforFamilyGroup.pdf