



**RIGHT START CHILDCARE CENTER**

# *Parent Handbook*



Phone: 592 660 1250  
49 William Street Campbellville

# Policies and Procedures Handbook



## Introduction and Welcome

### **Welcome!**

Thank you for choosing Right Start Childcare Center, where we strive to provide an environment that is both stimulating and nurturing. We promote learning through discovery, exploration and self-expression in a safe setting with experienced teachers and caregivers who understand the importance of developing the whole child.

Our center is well-equipped for infants through children 6 years of age for the daycare and up to twelve years old for night care.

### **Mission Statement**

Our mission is to provide the highest quality care and education through a child-centered approach where each child can develop his or her fullest potential. We strive to help each child develop his or her social, emotional, cognitive, communication and motor skills to the best of their ability. Our center emphasizes positive relationships and building each child's self-esteem, self-confidence, and positive relationships with peers and adults. We believe that all children are capable of greatness and can reach their fullest potential given a supportive, loving, risk-taking environment where creativity and curiosity are encouraged. We believe that children should be encouraged to ask questions, problem solve, and explore areas of interest. It is our ultimate mission to ensure that all children develop a love of learning. Hence our Motto: **Excellence In Preschool Education**

### **License and Training**

Right Start Childcare Center is licensed by the Government of Guyana and falls directly under the auspices of the Ministry Of Social Protection - Child Protection Agency {CPA} Our staff has completed some measure of Early Childhood Development Training, 1st Aid, CPR, Water Safety Training, Background and Health checks.

### **Non-discrimination Policy**

Right Start Childcare Center prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, sexual orientation, genetic information, and any other class of individuals protected from discrimination in any aspect of the access to, admission of, or in employment and application for employment.



# Curriculum and Special Activities

## **Curriculum**

We believe that young children best learn by guided exploration through play with some direct instruction. Therefore, our daily schedule reflects a balance of exploratory learning, small group work, and whole group learning opportunities. We use a play based curriculum. This research-based curriculum encourages play based learning with a focus on social, emotional, and physical development.

## **Field Trips**

One or more field trips are planned during the year to provide enrichment activities to the children. Written parental/guardian permission is required prior to your child going on a field trip. Children will be transported in vans or buses. Parents also have the option to transport their child to and from the outing destination. Parents can also opt to keep their child at home instead of going on the fieldtrip. Parent volunteers are always welcome to attend field trips.

## **Enrichment Activities**

**Right Start Childcare Center** believes in providing children with enriching and engaging experiences. We occasionally schedule special presentations by people in our community to provide additional educational opportunities to the children. Fire fighters, police officers, and military servicemen and women have been invited to speak at Right Start Childcare Center. Parents will be notified in advance of these visits and can opt out of having their child participate if so desired. An alternate activity will be provided on these occasions.

## **Birthdays**

Cupcakes or cookies can be sent in for your child's birthday with advanced notice of at least one week. All treats must be store bought and can not be homemade due to the health policies for daycare centers. Please do not send food that is not child friendly and is difficult to serve. You may also send in one juice box per child. Parents will be notified in advance of upcoming birthday parties and will be required to provide an alternate snack for children with food allergies. If you do not want your child to participate in birthday parties, please indicate this in writing upon registration. Your child will be provided with an alternate activity.





# Enrollment and Withdrawal

## **Enrollment Requirements**

Before your child can be officially enrolled in Right Start Childcare Center you must complete and provide the following documents:

- Parent Contract
- Enrollment Form
- Copy of Immunization Record & Birth Certificate
- Signed Consent Forms (those that are applicable)
- Registration Fee must be paid \$3000
- Deposit of 1st month's daycare fee

## **Trial Period**

All children will be accepted on a 2 week trial period to ensure that the child adapts to our center. During this 2 week trial period, the provider or parent can terminate this agreement at anytime if it believed that the child is not adjusting. The deposited fee will be reimbursed minus the days used. The registration fee is non-refundable.

## **Waitlist**

Once Right Start Childcare Center has reached capacity, your child will be placed on our waitlist If you so desire. This requires a \$3000 refundable deposit to secure your child's spot. When a spot becomes available, you will be contacted and will have 48 hours to respond or you will lose your spot and the next parent on the waitlist will be contacted.

## **Withdrawal**

Occasionally, a child will exhibit behaviors while being in our care. If the difficulty persists, we will schedule a conference with you to develop an individual plan for the success of your child. However, if the child's behavior continues to be disruptive or unsafe despite this intervention, we reserve the right to withdraw your child from our care. If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at anytime. In such an event, we will be paid in full through the end of the month in which such termination occurs.

You must give a two week notice when voluntarily withdrawing your child from Right Start Childcare Center. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

## **Registration Fee**

A non-refundable registration fee in the amount of \$3000 is due upon signing the child care contract.



## Rates and Fees

### **Rates**

Full-Time monthly fees: Full-time is defined as having access to our services on all days that we are open, Monday through Friday from 6:30am - 5:00pm

Rates are as follows:

under 1 year old: \$20,000

1-2 years old: \$18,000

2-3 years old: \$16,000

4-6 years old: \$10,000 {half day OR after care}

Right Start Childcare Center reserves the right to change these rates.

Other rate fees are calculated for: extended hours, night care only, 12-hours and weekend care.

Part-Time monthly fees: Part-time is defined as having access to our services with a maximum of three {3} days per week. These days will be selected by the parents at time of registration, and can be changed if the need arises. Part-time enrollment is contingent on space available. If no space is available, the child can be placed on a wait list.

Rates are as follows:

under 1 year old: \$3,000 per day

1-2 years old: \$3,000 per day

2-3 years old: \$3,000 per day

4-6 years old: \$2,500 per day

Before and After school monthly fees:

Before school: \$5,000 per month

After school: \$10,000 per month

### **Payment Due Date**

Childcare Fees are due on the 1st of each month. There is a grace period of until the 5th day of the new month. Payment of fees may be made through MMG or by cheque to Right Start Childcare Center. These new methods of payment will begin in September 2024.

### **Late Fees**

A late fee of \$3,000 will be assessed up to the 15th of the month. After the 15th of the month and up to the end of the month a late fee of \$5000 is calculated. If payment is more than one month late, we reserve the right to terminate this agreement.

### **Early drop off/Late pick up Fees**

Parent/Guardian will be charged additional fees for early drop off/late pick up.

\$500 per 15 minutes increment.

\$1000 per 30 minute increment. Late fees are due **IMMEDIATELY**



**Student Vacations:**

If a Parent/Guardian plans on taking a vacation and the child will not be in care, the provider must be given notice. The Parent is expected to pay the fees if the vacation is less than one month. However, if the vacation is extensive, lasting for months at a time, then the parent does not have to pay any monthly childcare fees to the center.

## Arrival and Dismissal Procedures

**Arrival**

For Full-Time Day students, arrival occurs between 6:30 am - 8:00 am but we will make reasonable accommodations if you need to drop off your child at a different time.

During arrival, please park your car with reason and try to make it easy for other drivers to freely use the roadway. Once you enter, please sign the daily sign-in sheet with your child's name, your name, and the time. One of our staff members will escort your child to their classroom. If your child will be absent, please notify us by calling our center.

**Dismissal**

All children must be picked up by the contracted time, if you will be late in picking up, please let us know. You will be required to sign out your child using the same procedure as you did in the morning. If someone else will be picking up your child they must be on the Authorized Persons list. A photo ID will be required by the person picking up your child.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and the staff is not made aware of it, we will call you immediately.

## Hours of Operation and Closings

**Hours of Operation**

Our center is a 24-hour facility, it is open day and night. However, the 24 hours are divided into shifts from which you will choose one at the time of registration.

**Holiday closings**

Right Start Childcare Center will be closed on the following holidays: New Year's Day & Christmas Day. RSCC remains open throughout the year EXCEPT for this time only: during the Christmas Holidays and into the new year. This year {2024} the center will be closed from Dec 23rd - Jan 3rd, 2025. Next year (2025 } Dec 22nd - Jan 2nd 2026.

During the year, the center can be open for care on holidays, only if parents indicate the need for such service. The care for holidays costs extra.

**Closures due to other reasons**

The center can be closed due to other reasons: power outage, weather, acts of God.



## Illness and Injury Policies

### **Child Absence Due to Illness**

If your child has a fever, vomiting, diarrhea, Covid, cold, flu or other contagious illness, please keep your child at home until symptoms have subsided and they are without fever, diarrhea, and vomiting for a period of at least 24 hours. When a child is ill and will stay home, the Parent/Guardian is expected to make every effort to give the provider as much notice as possible. Parent/Guardian is expected to pay on child sick days. If a child does not attend for the day and no notice has been given to the provider, the parent/guardian is still expected to pay for that day.

### **Illness During Care**

When a child becomes ill while in the care of the provider, the provider will immediately notify the parent/guardian. If child presents with a fever, vomiting, or diarrhea, the parent/guardian or approved pick up person, will be required to come pick up the child from care. If the child's situation worsens and needs urgent care, the provider will contact the parents and either contact 1st responders or take the child to the closest emergency facility. Right Star Childcare Center may require a physician's note to return the child to care.

### **Child injury**

In the event of injury, parent/guardian will be notified immediately and an incident report will be completed. First aid will be applied. If the injury is more substantial, the provider will require the parent or authorized person pick up the child from care. If it is a life threatening injury, emergency authorities will be contacted immediately.

### **Bug Bites**

If your child receives an insect bite during our care, we will administer first aid if you have signed the first aid consent form. If you have not signed the consent form, we will notify you immediately so that the child can be picked up if deemed necessary.

### **Allergies**

If your child has allergies, please complete that section on the enrollment form. The parent is required to provide information during registration about the child's allergies. Life threatening allergies require physician's documentation and emergency medication to be supplied to the provider. Our staff is fully trained to administer emergency medication (e.g. Epi-pen) if necessary. In the event of a life threatening allergic reaction, the parent as well as emergency services will be contacted immediately.



## Emergencies

### **Emergency Evacuation**

In the event of an emergency at Right Start Childcare Center, children will immediately be evacuated if necessary. Emergency officials will be contacted. Parents will be contacted immediately. At the discretion of the provider, the parent may be required to pick up the child from care. If the building must be evacuated during the emergency and cannot be occupied for the remainder of the day, the children will be taken to GECOM compound on Sheriff Street where parents will be called to pick up their child.

### **Emergency Drills**

In compliance with safety law, fire drills must be practiced at least once per month. Prior to drills, children will be instructed on the procedures and given an opportunity to practice prior to the drill. Parents will be notified in the messaging group of the intended drills

## Meals and Snacks

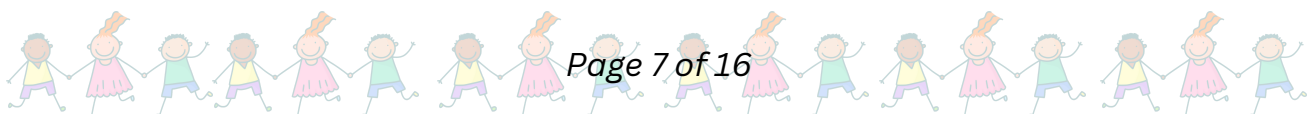
### **Meals & Snacks**

Parent & Provider will provide all meals and snacks. Parents are required to provide breakfast, lunch, and two snacks per day if the child will not be eating from the center. If there is an agreement with the parent for the child to eat from the center, then the center will provide lunch and an afternoon snack. Parents are encouraged to provide healthy food for their child. Please do not send in candy with your child. Food sent will only be given to your child and will not be shared with others (with the exception of birthdays). Water is available to children as needed throughout the day. However, please send a reusable water bottle with your child's name on it.

At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety, to avoid choking, and to promote healthy eating/drinking habits. Please advise us if your child requires a special diet.

### **Bottles for Infants and Babies**

Please provide the necessary bottles and formula for your infant child daily. Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Under no circumstances will children be allowed to go to sleep with bottles in bed. This is to ensure safety and to prevent dental problems.





# Medical

## **Medication Administration**

Prescribed and non-prescribed medications can be administered with proper medication authorization form completed by the parent. Prescription medication for your child must be prescribed by a physician. All prescribed medication must be in the original container with the pharmacy label that clearly states the medication name, child's name, administering amount and the date of the prescription.

Non-prescribed medication administration must be accompanied with a doctor's note which states that the staff at Right Start Childcare Center can administer the medication and follow the dosage amount as indicated on the box and/or container. All medications will be kept in a secure cabinet that children cannot access.

## **Vaccination Requirements**

All children enrolled in Right Start Childcare Center must meet applicable immunization requirements specified by the Department of Health. This applies to children from birth through school age. The documentation must be validated by a physician or other health-care professional with a signature or rubber stamp, and include the child's name and birth date, the number of doses and vaccine type, and the month, day and year the child received each vaccination. This documentation may be a photocopy. Any exemptions from the immunization requirements must meet criteria specified by the Department of Health.

# Safety and Security

## **Security System**

Your child's safety and security is our highest priority. At Right Start Childcare Center we have an extensive security system in place. The external wood doors are opened for fresh air but the grilled doors are secured at all times and parents must ring the outside bell before being permitted inside our facility. People on the authorized persons list, must show ID prior to entering. Security cameras are positioned through out the center and in all classrooms to ensure the security and safety of all in our building.



## **Fire Safety**

Fire extinguishers and smoke detectors are present throughout the building as required by Health & Safety law. Our facility is yearly inspected by safety officials to ensure compliance with the law.

## **Accessories**

Please do not send your child to the center with **hair beads** attached to their heads nor any kind of jewellery, **neither costume nor fine jewellery**. Beads and jewellery can cause much worry if they become loose and children mouth them.

# Discipline

## **Positive Behavior Supports**

Right Start Childcare Center uses positive behavior supports to encourage pro-social behaviors with adults and peers. Children are rewarded with frequent praise for following rules and procedures. Children also may earn tangible rewards such as stickers, smiley faces, special activities, and treasure chest.

Children are taught to be respectful, responsible, and kind to others. Caregivers model these behaviors and role play situations that encourage kindness during social skills groups. Good manners are encouraged and modeled by our caregivers.

## **Calm Down Area**

If a child starts to become upset or dysregulated, he or she will be encouraged to use the calm down area to practice self-soothing activities such as breathing, cuddling an animal, playing with a sensory toy, etc. Once the child is calm, he or she will be reminded of the rules and encouraged to rejoin the group.

## **Harm towards others**

If a child harms a staff member or child, the child will be separated from the group until the child can calm down. Once the child regains control, he or she will be asked to apologize to the adult or peer. The parents of the children involved will be notified by the end of the day. An incident report will be completed.

## **Biting**

If a bite is sustained, the offending child is removed from the group. The harmed child will be administered first aid. Both parents will be contacted immediately and an incident report will be written for the injured child. If the bite has broken the skin, it is recommended that the child be examined by a doctor. If biting becomes a pattern, the parents will be required to attend a conference with staff to develop a plan to address the biting behavior. If biting persists despite the implementation of additional supports, the child may be withdrawn from Right Start Childcare Center.



## Communication

All babies will receive a daily note from the caregiver or teacher.

For infants, the note will contain amount of formula or milk consumed and amount of soiled diapers and time. The caregiver may include additional information at her discretion. Please feel free to communicate with your child's teacher briefly upon arrival or dismissal. For more in depth conversations, please email your child's teacher or leave a voicemail and the teacher will return your call at their earliest convenience.

## Parent Involvement

All parents are welcome to visit their child at Right Start Childcare Center at any time. We welcome input from parents about the education or the care of their children. If you wish to volunteer at Right Start Childcare Center or to go on fieldtrips, please contact any staff member so we can make necessary arrangements.

## Potty/Toilet Training

We will work with the family to implement a toilet training plan when the child demonstrates readiness skills. These skills include the following:

- The child is able to pull up and down pants and underwear with minimal assistance
- The child is able to communicate to you when they need to go to the bathroom {either verbal or non verbal}
- The child's diaper is dry after nap times and for long periods during the day
- \*\*\*The child is cooperative when taken to the restroom\*\*\*

If your child is demonstrating these skills, then the provider and parent will create a written plan for toilet training. This plan will include the times when your child will be taken to the bathroom during the day.

During this time period, you will be required to provide several sets of extra clothes to be kept at Right Start Childcare Center. Soiled clothing will be placed in plastic bags and given to the parent daily. Please replace with clean clothing by the next day.



## Clothing

Children should come dressed in comfortable, appropriate clothing {if no uniforms} that can get dirty, since some activities we do on a daily basis are messy. Spare changes of clothing are required for all children. Indoor shoes are required for all children. Feet are required to remain covered by public health guidelines at ALL times when indoors. Indoor shoes also protect your child's feet in the event of a fire drill. Please also remember whenever weather permits, the children are taken outside for at least two hours per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with another teacher/classroom.

## Naps and Quiet Time

All children will be allowed to have a nap or quiet time daily, Children who do not nap will be permitted to engage in quiet activities on their nap mats. Caregivers will work with parents of infants to develop their unique nap schedule based on age and needs.

## Toys, Media and Photo Video Policy

### **Toys**

We provide age appropriate toys for all children in our care. For this reason, please do not send toys with your child to Right Start Childcare Center. Toys tend to get lost, taken, or broken.

### **Electronic Media**

Children also have access to educational TV programs to supplement their learning. However, electronic media may only be used for children up to half an hour per day. {Two 15 mins each if **necessary**}

### **Photograph and Video Policy**

We love to take photographs of the children to share with families. You will be required to sign a photo and video release in order for us to photograph your child. We have a private social media group where we post photos. To be invited to this group please let us know during registration. Short videos are also created of students engaging in learning experiences and may be shared in the private social media group.



## Child Abuse Policy

We are mandated child abuse reporters by law. If abuse is suspected of a child in our care, we are required to report it to the Child Care Protection Agency {CCPA} as required by law. Please be aware also that children will NOT be released under any circumstances to impaired individuals.

If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to CCPA as required by {enter State} law.

## Supplies

### **Supply Account**

Parents will be provided with a supply list upon registration and are expected to provide all supplies on the list. Parents will be notified in writing when their child's supplies run low. Additionally, we require that the parent provide a supply deposit in the amount of \$1000 in the event that your child runs out of a needed item.

This supply account will ensure that your child will always have adequate supplies. This account can be used for school supplies, diapers, wipes, etc. The balance of this account will be applied to your last month's bill should any remain upon termination of services.

Please provide the following supplies and **write your child's name on all items.**

### **Infants**

Diapers

Wipes

Ointments/Lotions/Powder

Pacifiers

Bottles & Bottle Brush

Formula

Baby Food/ Flask

Bibs

Bath Wash OR Soap & Soap Dish

Bath Towel

Small fitted sheets

@least 3 changes of clothing

Gripe Water for very young Babies

Mosquito Repellant





**Toddlers****Please mark your child's belongings**

Diapers/Pullups

Wipes

Ointments/Lotion/Powder

Pacifiers

Bibs

Stuffed animal for comfort

@ least 2 changes of clothing plus underwear for Potty training

Indoor shoes

Lunchbox with breakfast, lunch, and snacks OR ONLY breakfast if eating from the center

Box of Crayola crayons

Safety scissors

Glue

Hard cover story book

Wooden puzzles with knobs

Mosquito Repellant

**Preschool****Please mark your child's belongings**

Blanket

Stuffed animal

Change of clothes

Underwear

Indoor shoes

lunchbox with breakfast, lunch, and snacks OR ONLY Breakfast if eating from the center

Table Towel

Box of crayons

Safety scissors

Glue

2 Hard Cover story books

2 Wooden Puzzles 12 -18 pieces

**Cleaning Supplies for All**

1. Bleach
2. Hygenol/Fabuloso
3. Laundry Detergent - Ariel OR Sunny Only
4. Vinegar
5. Dish washing Liquid
6. Lysol wipes
7. Lysol Spray



# Daily Schedules

## Infants

Time	Activity
7:00-8:00am	Drop off and breakfast/bottles
enter time	Diapers
enter time	Circle Time (puppets, songs, books)
enter time	(Hint: Click on the 3 dots at the top
enter time	or side to add or delete columns
enter time	or rows)
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity



# Daily Schedules

## Toddlers

Time	Activity
7:00-8:00am	Drop off and breakfast
enter time	Diapers and toileting
enter time	Circle Time (puppets, songs, books)
enter time	(Hint: Click on the 3 dots at the top
enter time	or side to add or delete columns
enter time	or rows)
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity



# Daily Schedules

## Preschool

Time	Activity
7:00-8:00am	Drop off and breakfast
enter time	Toileting
enter time	Circle Time (puppets, songs, books)
enter time	(Hint: Click on the 3 dots at the top
enter time	or side to add or delete columns
enter time	or rows)
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity
enter time	enter activity





## Policies and Procedures Signature Page Right Start Childcare Center



After reading the Parent Handbook, please sign below and return the form to the Right Start Childcare Center office.

We, the parent(s)/guardians of \_\_\_\_\_ have read and understand the contents of the Parent Handbook. We agree to follow the policies outlined in Parent Handbook. We understand that Right Start Childcare Center reserves the right to amend policies and procedures when necessary, and that we will be notified of any changes in writing and will abide by changes.

Any changes made to the Handbook will be distributed by Right Start Childcare Center.

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

on \_\_\_\_\_





# Emergency Medical Authorization Right Start Childcare Center



I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child, \_\_\_\_\_, However, if I cannot be reached, I hereby authorize staff at Right Start Childcare Center, to secure emergency transportation for my child to the nearest medical facility and to secure the necessary medical treatment. I understand the providers in the childcare center are trained in the basics of first aid and CPR. I authorize them to give my child first aid and CPR when appropriate. I also understand that any expenses incurred will be my responsibility.

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

on \_\_\_\_\_



# Medication Administration Right Start Childcare Center



I hereby authorize staff at Right Start Childcare Center, to administer prescription medication to my child as indicated on the prescription. I hereby authorize staff at Right Start Childcare Center, to administer non-prescription medication to my child as indicated by signed doctor note.

The following medications will be administered to my child:

Medication	Dosage	Dates	Time	Special Instructions

*Printed Name of Parent/Guardian* \_\_\_\_\_

*Signature of Parent/Guardian* \_\_\_\_\_

*Date* \_\_\_\_\_

*Printed Name of Parent/Guardian* \_\_\_\_\_

*Signature of Parent/Guardian* \_\_\_\_\_

*Date* \_\_\_\_\_

*Received by* \_\_\_\_\_

*on {enter date}* \_\_\_\_\_



# Fieldtrip Permission Form Right Start Childcare Center



I understand that my child, \_\_\_\_\_ will visit (location)  
\_\_\_\_\_ on (date) \_\_\_\_\_.

I hereby authorize the staff at Right Start Childcare Center to transport my child  
by (car/bus/van) \_\_\_\_\_.

The departure time is \_\_\_\_\_ am/pm and the return time is \_\_\_\_\_ am/pm.

In case of an emergency, I can be contacted at (phone) \_\_\_\_\_.

I hereby authorize my child to go on this trip.

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

on \_\_\_\_\_



# Authorized Persons Right Start Childcare Center



I authorize staff at Right Start Childcare Center to release my child to the following authorized persons:

Name	Relationship	Address	Phone

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

on \_\_\_\_\_



# Incident Report

## Right Start Childcare Center



This form is to document injuries, accidents, medical situations, and student behavior incidents.

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_am/pm

Child's Name: \_\_\_\_\_ Child's Age: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Description of Injury: \_\_\_\_\_

\_\_\_\_\_

Witnessed by: \_\_\_\_\_

Person Attending to Injury: \_\_\_\_\_

Treatment Applied: \_\_\_\_\_

Notes: \_\_\_\_\_

Parent was notified by \_\_\_\_\_ on (date) \_\_\_\_\_

Director's Name: Holly Caesar

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_







# Child Illness Policy Right Start Childcare Center



Your child’s health and safety is our first priority at Right Start Childcare Center. In order to maintain a safe and healthy environment and prevent the spread of illness, we have developed the following child illness policy.

If your child has any of the following symptoms, please keep him or her home and notify Right Start Childcare Center by calling 592-661-7890 or by leaving a message on WhatsApp. Your child may not return to daycare until symptom free for at least 24 hours.

If your child becomes ill while in daycare, you will be contacted immediately so that he/she can be picked up.

### Symptoms:

- Fever of 100.4 F or greater or 36.4C
- Vomiting
- Diarrhea
- Unexplained rash or hives
- Persistent cough (not allergy related)
- Mucous -excessive and/or persistent from mouth, nose, eyes.
- Ear drainage or severe ear ache, suspected ear infection or ear infection
- Eye infection or suspected eye infection
- Difficulty breathing or wheezing
- Oozing sores or cuts
- Headache moderate to severe
- Head lice, ringworm (until treated)
- Unexplained fatigue

*Please sign and date indicating your understanding of this policy.*

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_ on Date \_\_\_\_\_



# Right Start Childcare Center


49 William Street Campbellville  
rchildcarecenter@gmail.com/ ph 592 661 7650




## Allergy Information Form

Please complete one form per child in our care. Pursuant to state law (can enter law code here if known), a copy of this form must be kept on site prior to the child's enrollment in (Daycare Name). This form must be reviewed by all child care providers, kept on file, and reviewed yearly with the parent/guardian.

### CHILD INFORMATION:

 Name (Last, First)	DOB	Gender

### PARENT/GUARDIAN INFORMATION:

 Parent/Guardian	Parent/Guardian
Full Name	
Address	
Home#	
Mobile#	
Work#	
Email	

### PHYSICIAN INFORMATION:

 Physician's Name	Address	Phone