



5595 Memorial Avenue
Oak Park Heights, MN 55082
651-439-0799

Cleaning, Health, Diapering and Nutrition Policies

Cleaning and Disinfecting

Germs are most effectively controlled by frequent, thorough cleaning and disinfecting of objects which come in contact with children and through good hand washing.

At Little Victories we use Quat solution for the cleaning, disinfecting, and sanitizing of surfaces and toys.

Cleaning: 3D Quat (commercial cleaning product) is used on a daily basis

Disinfecting: Destroying germs with 3D Quat solution

Sanitizing: Destroying germs using 3D Quat solution.

Tables: Before and after meals and snacks, as needed between projects and play.

Tables are to be squirted down with Quat and wiped clean. After wiping, spray Quat solution on the table and allow it to remain on the table for at least 10 minutes before wiping it dry. It may be allowed to air dry completely if the children will not be coming into contact with it during the drying process.

Toys: Nightly and as needed when mouthed by children.

Toys are to be sprayed generously with Quat solution each night by the closing teacher in each room. Pull all buckets of toys out of the shelves and spray.

Mouthed toys are to be removed from circulation immediately and placed in a bucket for sanitation before being used again.

Diapering: After each use.

After each use, the diaper table is to be sprayed with Quat and wiped clean. After wiping, spray Quat on the diaper table and allow it to dry for at least 10 minutes before wiping it dry. It may be allowed to air dry completely if the children will not be coming into contact with it during the drying process.

Equipment: Weekly

At least weekly, the equipment/shelving/large toys are to be sprayed with Quat and wiped clean. After wiping, spray Quat on the item and allow it to dry for at least 10 minutes before wiping it dry. It may be allowed to air dry completely if the children will not be coming into contact with it during the drying process.

Doorknobs/Handles/Chairs: Nightly

Doorknobs/Handles/Chairs are to be sprayed generously with Quat solution each night by the closing teacher in each room.

Hand washing

To prevent the spread of illness hands need to be washed thoroughly and often.

How to wash hands:

- Rub hands together vigorously for at least 20 seconds using soap and warm running water.
- Wash under fingernails, between fingers, the back of hands and wrists.
- Rinse hands well under running water.
- Dry hands with a single-use paper towel or hot air dryer.
- Turn off water faucet with paper towel instead of bare hands to avoid re-contamination.

Hands should be washed:

- Upon arrival at the center
- Before preparing or serving food
- Before eating and drinking
- After using the bathroom or helping a child use the bathroom
- After changing a diaper
- After handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or any discharge from the eyes or nose
- After touching a sick child or a child who has handled soiled items
- Before and after sensory table
- Coming in from outside

To prevent the spread of illness hands need to be washed thoroughly and often.

Diapering Procedures (posted in diapering area)

Diapering will be performed every 2 hours.

- **Assemble all supplies needed for diapering and place them within reach.**
- Cover the diapering surface with single use paper the length of the child.
- Place the child on the diapering surface. **Keep at least one hand on the child throughout the entire diaper change. Never leave a child unattended during this process. This mean that at least one hand must be kept on the child at all times throughout the process.**
- Remove soiled diaper, fold it inward, and place it directly into the foot operated, plastic lined diaper container.
- Clean soiled skin with warm water and paper towel or a damp disposable wipe provided by parents from front to back.
- Change child's clothes if wet or soiled and put in a labeled plastic bag to return to the parents at the end of the day.
- Topical ointments may be applied only if provided by the parent, and with written consent.
- Put on clean diaper and clean clothing if necessary.
- Wash child's hands with soap and warm water, rinse and dry well.

- Remove the child from the diapering area to supervised play area.
- Discard soiled changing paper and any remaining paper towels into waste container.
- Clean changing surface with Quat solution. Use Quat solution to disinfect and allow to air dry for at least 10 minutes.
- Wash hands thoroughly using the proper Hand Washing Procedure.
- Keep waste container away from children

Remember: Report all abnormal skin or stool conditions to parents (i.e. rash, unusual consistency, color, odor, and frequency).

Diaper area is NEVER to be used to set down non-diapering related items.

Staff and Children wash hands after every diaper change!

Medication, Illness and Exclusion Policy

Medication Policy

On occasion medication will be needed. Little Victories will only administer medication with a parent's written permission. The medication must be in its original container with complete instructions. The label must have directions for dispensing, name of the medication, doctor's name, date of prescription (must be current), and the child's name..

Non-prescription medications such as sunscreen, creams, fever reducers, cough syrup, etc. may be administered to a child with a parent's written permission according to manufacturer's directions unless written directions are provided by a physician. ***If the child is under the age of 2 and the label states "ask a physician" for dosage, parents are required to call their clinic prior to bringing their child to the center and have the clinic fax a note to Little Victories stating authorization along with the dosage amount.***

Staff must complete the checklist at the top of the Medication Form before administering medication.

Illness and Exclusion

Children or staff with any of the following conditions or behaviors is considered ill and must be excluded from attendance at Little Victories.

A person will be excluded if he/she has:

- A reportable illness or condition determined to be contagious until a physician determines otherwise.
- Vomited two or more times after admission on any given day.
- Two or more abnormally loose uncontained stools after admission on any given day.
- Contagious conjunctivitis or pus draining from the eye until evaluated by a physician. A person may return to Little Victories when their physician says they can as stated in writing or when they are symptom free.
- Bacterial infection such as strep or impetigo until determined not contagious due to adequate antibiotic therapy.
- Unexplained lethargy.

- Lice, ringworm, or scabies that is contagious to others.
- An auxiliary temperature of 100 degrees Fahrenheit or higher of undiagnosed origin before fever reducing medication is given.
- An undiagnosed rash or a rash attributed to a contagious illness or condition.
- Significant respiratory distress.
- Unreasonable discomfort in participating in the childcare program activities.
- A need for more care than the staff can provide without compromising the health and safety of other children.

A parent must inform Little Victories Child Center if any of the above occur

Should a child become ill while at the center, the following steps will be taken?

- The child will be isolated in a comfortable, supervised location
- A parent or alternative person specified on the enrollment form will be notified the sick child must be picked up within an hour after notification.
- A child's doctor or 911 will be called and treatment sought if deemed necessary.

A contingency plan should be in place before enrollment so parents are prepared should this occur. When an enrolled child develops an infectious or contagious illness, parents must notify Little Victories within 24 hours of diagnosis. Notices will then be posted to inform parents of the illness, symptoms, incubation period, and treatment. Little Victories will make an effort to contact families who were exposed.

Staff Illness

Should a staff member become unable to attend work, the following procedure will be implemented.

- Notify the Director or Owner of pending absence as soon as possible, but not less than two hour prior to scheduled shift. Staff must call the center to inform the Director or Owner and must speak to them directly, no message can be left on the voice mail or with another staff member.
- The Director or available staff will schedule a substitute teacher.
- Any staff member who becomes sick while at work should immediately notify the Director or person in charge, who will then take responsibility to arrange for a substitute.

Nutrition Policy

Food Preparation and Handling

Kowalski Markets caters our lunches. The lunches are delivered at 11:45 daily.

Prior to serving food, staff will disinfect tables, wash children and adult hands, and serve with proper utensils and gloves. Staff may never come into direct physical contact with food being served.

Disposable paper products will be used for all food service.

Food will be cut up into pieces of appropriate size for the children being served.

A person whose primary job is food prep will not be allowed to change diapers until their food prep duties are completed for the day.

Only prepackaged single serve snacks will be provided.

Since we are not licensed by the health department as a full service kitchen, we cannot allow shared food and snacks to be brought in.

Sippy cups are provided by parents.

At the end of each day all bottles and sippy cups will be sent home for washing and sanitizing by parents.

Food Allergies

Children with food allergies will be identified at enrollment through the registration paperwork. The Director will bring a notification of the allergy to the classroom in which the child is enrolled, which will include a photo of the child and a listing of the foods to which the child is allergic. Parents of children with complex or multiple allergies may be asked to bring food from home for their child.

Infant Feeding Policy

Formula Guidelines

Parents: Protect your infant from illness, diarrhea and disease through clean formula and food preparation.

Formula Prepared at Home by the Parent

1. **Always wash hands** carefully before preparing food.
2. Use hot soapy water, bottle brush and brush that go into the nipple. Wash bottle and ring at the same time. Squirt water through nipple to clean holes. Rinse well with hot water. Cap bottle when dry so it does not remain exposed to dust and germs in the air. Wash container and items for making formula.
3. Clean top of formula container with a clean cloth wrung out in hot detergent water before opening.
4. Fill bottles with the amount baby drinks at one feeding of formula or milk and date bottles, time of preparation, and name of infant. **Refrigerate immediately.**
5. Put bottles into an insulated bag to carry to Little Victories. Do not allow bottles to become warm in the car or by carrying in coat pocket.
6. Be sure bottles are refrigerated as soon as you get to Little Victories. All bottle parts must be labeled with the child's full first and last name.
7. Take bottles home at the end of the day. Bottles may have been rinsed, but **must be washed** as in #2 above.
8. You must bring as many prepared bottles as your child usually drinks within the time period reserved. You may bring in a container of premeasured powder, labeled with the number of ounces, and an empty bottle instead of an extra prepared bottle in the event that more formula than expected is needed.

Parents Bringing Breast Milk to Little Victories

1. **Wash hands, breast, and breast pump.** Express Milk.
2. Use a clean bottle or storage bag as in "Formula Prepared at Home by the Parent."

3. Fresh breast milk, if kept refrigerated, may be used up to 48 hours.
4. Thaw frozen breast milk in the refrigerator overnight. Fill each bottle with the appropriate amount of milk for one feeding. (Once a feeding begins, a bottle is only usable for one hour.) Label with child's full first and last name and the date.
5. Bring bottles to Little Victories in an **insulated container**.
6. Be sure bottles are refrigerated as soon as you get to Little Victories.
7. Take bottles home at the end of the day. Bottles will not be rinsed, but returned to parents for sanitation. See "Formula Prepared at Home by the Parent" (points 1 and 2).
8. Unused breast milk bottles will be sent home with the parent.
9. You must bring as many prepared bottles as your child usually drinks within the time period reserved. You may bring in a frozen bag of breast milk and an empty bottle instead of an extra prepared bottle in the event that more milk than expected is needed.

Parents Bringing Infant Food to Little Victories

1. Only commercially prepared, unopened containers infant food may be brought.
2. Containers must be labeled with child's full first and last name.
3. Little Victories will return only unopened containers. Outdated and opened food will be discarded.

Bottle & Sippy Cup Preparation and Handling

If you choose to bring in your own formula – please bring in pre –made bottles with an extra can of formula. Bottles will be heated in a crock pot.

If you choose to use our all inclusive option – please bring in bottles and we will make the bottles here. Bottles will be heated in a crock pot.

Breast Milk should be brought in pre – made bottles along with extra frozen breast milk. Bottles will be heated in an individual cup – please bring in a cup with child first and last name on it.

Sippy cups are provided by the parents.

At the end of each day all bottles, sippy cups, cereal and opened jars of food will sent home for washing.

A health consultant will review these health policies annually and changes made as needed to ensure optimal care.