Student Application Checklist

Student Name: __________________

- Enrollment Form
- Student Release Form
- Release of Info (MHA and School)
- CACFP – Income Eligibility Form (Not for Gloversville School District or Greater Amsterdam School District)
- Parent survey
- Book bag search form
- Program Policy Agreement Form
- Student Survey
- Parent Volunteer Form
- Walk Home Permission Slip (Gloversville School District & Greater Amsterdam School District Only)
- Financial Information Form (Fonda Only)
- Parent Sign Off Sheet Health Care Plan
Attendance Raffle

Each Month your Child/ren must attend After School Program everyday of the MONTH

Your name goes in the raffle tub

To win a prize for the month and mentioned in the monthly newsletter

BOULEVARD, KINGSBOROUGH, PARK TERRACE ELEMENTARY AFTER SCHOOL PROGRAM

REWARDS FOR REGULAR ATTENDANCE


**Mental Health Association In Fulton and Montgomery Counties, Inc.**

**EMPIRE STATE AFTER-SCHOOL PROGRAM APPLICATION**

<table>
<thead>
<tr>
<th>CHILD'S FULL NAME</th>
<th>Date of Birth</th>
<th>AGE</th>
<th>Sex: Male □ Female □</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CHILD'S HOME ADDRESS</th>
<th>Home Tele</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS (if different from above)</th>
<th>TEACHER</th>
<th>GRADE</th>
</tr>
</thead>
</table>

| Circle the days of the week your child (children) will be attending the After School Program Mon. Tues. Wed. Thurs. Fri. Pick – Up Time: | SCHOOL SPECIAL ED □ RESOURCE ROOM □ AIS MATH □ AIS READING □ SERVICES: SPEECH □ COUNSELING □ 504 PLAN □ OT □ PT □ |

<table>
<thead>
<tr>
<th>NAME OF PERSON APPLYING FOR CHILD: Parent □ Guardian □ Caretaker □ Relative □ Other</th>
<th>HOME TELE</th>
<th>DAY TIME TELE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS of PERSON LISTED ABOVE (if different from child’s)</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OTHER PARENT/GUARDIAN</th>
<th>HOME ADDRESS</th>
<th>DAY TIME TELE</th>
</tr>
</thead>
</table>

Special Arrangements regarding custody? Siblings, Ages |

Does your child have any allergies? YES □ NO □ If yes, what is your child allergic to? |

***Children who have special health care needs are those who have chronic physical, developmental, behavioral or emotional conditions expected to last 12 months or more and who also require health and related services of a type beyond that required by children generally. If your child does have special health care needs please discuss these with the Program Coordinator.***

**DOES YOUR CHILD HAVE SPECIAL NEEDS? YES □ NO □**

<table>
<thead>
<tr>
<th>Medical Conditions / Diagnosis</th>
<th>Prescription Information for medicines taken regularly</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Child’s Source of Medical Care / Primary Care Physician’s Name</th>
<th>TELE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Child’s Source of Dental Care / Dentist’s Name</th>
<th>TELE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Medical Care Facility / Hospital</th>
<th>TELE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HEALTH INSURANCE</th>
<th>ID NUMBER</th>
<th>GROUP NUMBER</th>
<th>PERSON WHO CARRIES INSURANCE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>RELATIONSHIP to STUDENT</th>
<th>TELE # During Program Hours</th>
<th>OTHER TELE # (Check Type)</th>
</tr>
</thead>
</table>

**WRAP-AROUND: Are there days during the week your child will be arriving late or leaving early due to other after school-related activities, i.e. sports or an appointment with the orthodontist? YES □ NO □ If yes, please specify days and times below AND submit a practice/game schedule.**

<table>
<thead>
<tr>
<th>CIRCLE ONE</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
</table>

**AGREEMENTS:**

1) I consent to the enrollment of the child listed above & have been advised of the policies regarding medication administration, services, fees & transportation provided by the program & Office of Children and Family Services regulations under which it operates. YES □ NO □

2) I authorize use of Wrap-Around so my child may participate in other school-related activities during program hours. YES □ NO □

3) I have provided information on my child’s special needs (Allergies, Diet, Disabilities, Medical information) to the provider, as may be necessary to assist the program in properly caring for my child in case of an emergency. YES □ NO □

4) In case of accident or injury, I authorize any and all emergency medical, dental, and/or surgical care and hospitalization advised by the physicians, surgeon or hospital (listed above) necessary for the proper health and well-being of my child. YES □ NO □

5) I understand that the program cannot give my child any medication without written permission from a physician and that my child cannot carry any medications on his/her person during program time. YES □ NO □

6) I authorize use of Parent supplied First Aid Cream, Sunscreen, Bug Repellent, Lip Balm, Hand Lotion, Cough Drops as needed. YES □ NO □

7) I consent for my child to have his/her photo taken for use in program materials, i.e. scrapbook, video, newspaper, other. YES □ NO □

8) I understand that once the Homework Period has ended, my child will participate in other program activities. YES □ NO □

9) I agree to review and update this information whenever a change occurs or twice during the program year. YES □ NO □

**SIGNATURE of PARENT or PERSON LEGALLY RESPONSIBLE**

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
</table>

**OFFICE USE: REVIEWED BY DATE COMPLETE? YES □ NO □ IF NO, HIGHLIGHT NEEDED INFORMATION ABOVE. DATE COMPLETED STAFF**
EMPIRE STATE AFTER-SCHOOL PROGRAM
STUDENT RELEASE FORM 2021 - 2022

Student Name ___________________________ DOB ___________________________

SECTION 1. Students will only be released from the after school program to those persons designated in writing by the parent or guardian. Please include parents below. Our full Release Policies are found in the Parent Handbook. "I authorize the After School Program to release my child to the following person(s):

1. Name ___________________________ Relationship to Student ___________________________
   Address ___________________________ City/Town/Zip ___________________________
   Day Phone ___________________________ Cell Phone/Pager ___________________________
   Home Phone ___________________________

2. Name ___________________________ Relationship to Student ___________________________
   Address ___________________________ City/Town/Zip ___________________________
   Day Phone ___________________________ Cell Phone/Pager ___________________________
   Home Phone ___________________________

3. Name ___________________________ Relationship to Student ___________________________
   Address ___________________________ City/Town/Zip ___________________________
   Day Phone ___________________________ Cell Phone/Pager ___________________________
   Home Phone ___________________________

4. Name ___________________________ Relationship to Student ___________________________
   Address ___________________________ City/Town/Zip ___________________________
   Day Phone ___________________________ Cell Phone/Pager ___________________________
   Home Phone ___________________________

5. Name ___________________________ Relationship to Student ___________________________
   Address ___________________________ City/Town/Zip ___________________________
   Day Phone ___________________________ Cell Phone/Pager ___________________________
   Home Phone ___________________________

SECTION 2. In the event that school closes early or cancels after school activities, your child must know what to do. In the space below, please share your family’s plan:

☐ Student will ride Bus # _______ to go . . . (check one below)
   ☐ Home
   ☐ Babysitter - Name & telephone:
   ☐ Relative - Name & telephone:
   ☐ Neighbor/friend - Name & telephone:

☐ Student will walk home.
☐ Other (please describe)

SECTION 3. The telephone number you provide the school district is the SAME number used to notify you of any early dismissals. Please recognize that we CANNOT PERSONALLY CONTACT EACH FAMILY in the event of an early dismissal.

Do you need to be contacted personally? YES ☐ NO ☐

IF YES, please specify the best means to reach you:

By Phone # ___________________________ By Email: ___________________________

Form completed by ___________________________ Date ___________________________
Empire State After School Program
RELEASE OF INFORMATION
School Year 2021-2022

PLEASE NOTE: ALL * AND BOLDED AREAS MUST BE FILLED IN.

*Child's Name ______________________________ *Date of Birth ______________________________

I hereby authorize the use or disclosure of my child’s information as described below. I understand that the authorization is voluntary.

Exchange of Information between:
Boulevard Elementary Empire State After-School Program
Administered by Mental Health Association in Fulton & Montgomery Counties
307-309 Meadow Street
Johnstown, NY 12095

Gloversville Enlarged School District
234 Lincoln Street
Gloversville, NY 12078

*Description of Information to be released:

___ School records including attendance and academic reports, including IEP, 504 Plans and other pertinent student information.
___ Medical Records as they pertain to the child’s involvement in program, e.g. allergies, special accommodations, physical limitations
___ Other

* Purpose for this disclosure is: (Check all that apply)

___ Medical Condition (allergies, including food, environmental, etc.)
___ To work towards similar goals for student
___ Coordination of Services
___ Other

I understand that I may revoke this consent at any time except to the extent that action has been taken on it. It is understood that the information to be released is confidential and protected from further disclosure.

*This authorization/consent expires: (Please Specify)

___ End of school year 2021-2022
___ Upon Release of Specified Information
___ When child is withdrawn from program
___ Other Conditions:

*Signature of parent/guardian ______________________________

*Printed Name of parent/guardian ______________________________ *Date ______________________________

Legal representative relationship to the recipient: ______________________________

CANCELLATION / REFUSAL TO RELEASE INFORMATION
I hereby cancel or refuse to authorize the release of information indicated above.

Signature of recipient or legal rep. ______________________________ Relationship ______________________________ Date ______________________________

Signature of witness ______________________________ Title ______________________________ Date ______________________________

Effective 9/21
EMPIRE STATE/ADVANTAGE AFTER SCHOOL PROGRAM
ELEMENTARY SCHOOL PARENT/GUARDIAN SURVEY

Please check appropriate box.

□ Boulevard Elementary School
□ Kingsborough Elementary □ ParkTerrace Elementary

You are invited to complete this short questionnaire about the After School Program. Your responses will be kept confidential. Your feedback will help us improve our program. By completing and returning this survey, you agree to participate in this study.

Youth’s Name: ________________________________ Grade Level: __________

What is the most important one or two things for you that the Program provides for your child?

□ Safe after-school location
□ Increasing reading ability/level
□ Homework assistance
□ Developing healthy interpersonal skills/relationships, e.g. friendships

□ Nutritious meal or snack
□ Socialization with peers
□ Other: ________________________________

What is the biggest challenge for school/after school success that your child is facing this year?

________________________________________

How can the After School Program help?

________________________________________

Is there anything else you can tell us about your child that you think would help the After School Program support his/her success in the program?

________________________________________

What will/has your child enjoy(ed) in the After School Program? Check mark all that apply.

□ Spending time with friends
□ Exercise/Sports/Swimming
□ Board Games
□ Computers
□ Baking or Cooking
□ Science Experiments
□ Arts and Crafts
□ Civic Activities
□ Other ideas: ________________________________

What is the best way for the program staff and coordinator to communicate with you regarding Program happenings?

□ Newsletter
□ Email
□ Through School Liaison
□ Other: ________________________________

Any other Comments/ideas/suggestions: ________________________________
Dear Parent or Guardian:

As a part of our effort to provide excellent programs for young people, we have found that, at times, our program participants have not utilized our homework time during program as successfully as we would like them to do. We also know from many of you that the completion of homework during program time is a key priority for you. Therefore, we believe there will be times that we may need to enter a youth’s book bag to determine what, if any, homework has been assigned to your child and whether or not, the homework was completed during the school day.

As always, we want to give parents the opportunity to exclude their child(ren) from this programming procedure that addresses student academics, behavior, attitudes and skills. Therefore, we are sending this notice home to inform you of new policy and to give you the opportunity to let us know if you do not want your child(ren) to participate in it. We believe that the entering of a youth’s book bag to determine homework assignments will help in our ongoing efforts to improve the academic success for your children. Therefore, we want to encourage you to allow your child to participate. Please let us know by completing the form on the next page and returning it to your child’s program staff no later than the first day that they begin program. If you have any questions about this new procedure, please feel free to call our Operations Manager at 518-762-5332 ext. 101. Thank you for your cooperation.

Sincerely,

Janine Dykeman
Executive Director
Advantage After School Programs' Parental Permission Form
Book Bag Searches
2021-2022 School Year

PERMISSION FORM

Please Sign and Return to the Program Staff No Later than the First Day of Program for your child(ren).

☐ I DO WANT MY CHILD(REN)

☐ I DO NOT want my child(ren),

_________________________________________, to participate in the Book Bag Homework Search.

Parent(s)/Guardian(s)

Signature(s): ________________________________________________________________

Print Name: ________________________________________________________________

Today's Date: _______________________________________________________________
Empire State After-School Program

Parent Handbook
2021 - 2022

Program Location

Boulevard Elementary School
Kingsborough Elementary School
Park Terrace Elementary School

A program administered by
The Mental Health Association in Fulton & Montgomery Counties, Inc.
HANDBOOK

This handbook contains the POLICIES AND PROCEDURES of the EMPIRE STATE AFTER-SCHOOL PROGRAM.

PLEASE KEEP THIS BOOKLET TO REFER TO WHILE YOUR CHILD ATTENDS THE PROGRAM.

This program is a result of the active partnership of the Gloversville Enlarged School District and the Mental Health Association in Fulton & Montgomery Counties, with support from other community organizations.

The Empire State After-School Program supports the development of educational, interpersonal, and recreational activities for school age youth that are offered at the school location where children have a safe place to be after school.

Mounting evidence shows that how children occupy their time during non-school hours is directly related to their ability to achieve in school and contribute to society. The critical hours from 3pm to 8pm are when the majority of crimes are committed by or against youth. These are also the hours where youth are most likely to engage in risky behaviors without adult supervision.

MISSION STATEMENT

The Empire State After-School Program presents a safe, nurturing environment where children have opportunities to participate in activities that enhance and extend academic experiences while providing for positive social and emotional growth and development.

The parents, community members and school district takes ownership in the program and are involved in helping children make better life choices, enhance personal strengths and overcome obstacles.

The Gloversville Enlarged School District and Mental Health Association in Fulton & Montgomery Counties will work in conjunction and cooperation to meet the goals and objectives set forth by the Empire State After-School Program Grant and the Gloversville Enlarged School District.
ENROLLMENT POLICY

All students in the appropriate program grades are eligible to attend once enrolled by the parent/guardian. Participants are enrolled in the program on a first come first serve basis. Students attending 4-5 days per week are preferred. You will be notified as to when your child may start attending. A waiting list will be instituted when needed.

CUSTODY AND VISITATION

Certified copies of any court orders or divorce decrees provided by the custodial parent, which restricts a parent’s ability to seek release of his/her child, should be submitted to the Family Liaison or Program Coordinator. Should a parent come to program and request to see his/her child, we cannot prohibit the action unless we have these documents. Therefore, it is imperative that we have the information immediately upon its dispensation.

HOURS

The Empire State After-School Program is a 3 hour program that is open Monday – Friday, directly following the normal dismissal time.

The program will NOT operate on early dismissal days, vacation days, snow days, and days of emergency school closings. If program is cancelled on a full session school day due to weather or some other reason, your child will be sent to the location written on the student release form.

If your child will not attend program on a given day, please notify us in advance, send a note or call the school or notify the After School Program Coordinator.

EMERGENCY SCHOOL CLOSINGS

When after-school activities are cancelled by the school district (for example, due to inclement weather) the After School Program will NOT be held. Families must have a back-up plan that students can initiate if program is cancelled unexpectedly. Students need to know the family’s plan in advance.

PLEASE BE AWARE that the telephone number you provide the school district for emergency calls is the SAME number used to notify you of any early dismissals. Therefore, if the number you provide the school will not reach you during the day time, YOU MUST PROVIDE the After School Program ANOTHER WAY to notify you.
PROHIBITED

Youth are not allowed to have I Pads players, cell phones, cameras, video games or other electronic items in the After-School Program. The above will be confiscated and sent home with parents.

Any item from home, including toys, stuffed animals, trading cards and sports equipment are to be kept in the child’s backpack and not used during program hours.

The After-School Program is not responsible for any child’s personal equipment or other items, that may be lost, stolen, or broken during program.

PROGRAM ACTIVITIES

USDA Meal
Participants will receive a healthy and nutritious meal daily. This will be served most days directly following the youth’s signing into program. All food choices are in compliance with the Child and Adult Food Care Program (CACFP) and focus on good nutrition to combat childhood obesity. Our full meal preparation agency is Kingsboro Catering.

After attendance and meal time, participants will be engaged in the following activities:

Homework/Tutoring Assistance
Staff members work with youth to help complete assignments and strengthen academic skills. Youth are responsible for bringing homework to the After-School Program as they will not be allowed in classrooms to obtain homework after dismissal. Additionally, they are also responsible for submitting assignments to their classroom teacher on the next school day. It is the youth’s responsibility to come to program prepared with all belongings. If the child does not complete their homework in the allotted time, it is expected that they will finish it at home, so they may participate in the other activities that the program offers.

Recreation
Participants have the opportunity to participate in organized physical activities, to learn large and small motor skills, and good sportsmanship. 

Sneakers are required for students to participate in exercise.

Enrichment
Participants in the After-School Program may attend a variety of enrichment classes or clubs such as arts & crafts, STEM, international club, cooking club, computer, youth planning council, photography club, group exercises, and other programs based on student interests.
Service Learning Projects
When children feel a part of the community, they become more connected to family and friends, and develop a positive outlook for the future. Participants have the opportunity to take part in various service projects – projects that help members of their school and local community and, at the same time, expand the children’s view of the world.

Workshops
Several community agencies offer workshops and presentations to the students that inspire students to make positive choices and to develop high goals of themselves. Topics address boundaries, emotional and mental wellness, abstinence from tobacco, drugs, and alcohol, safety, goal setting, good decisions, and a yearly Career Exploration Week.

FIRE AND SHELTER IN PLACE DRILLS

Each month fire drills are conducted during different times and with different egress strategies at the afterschool program to ensure all children and youth know the various exit routes of the building(s) in the event of a real fire.

Shelter in Place is a response to an emergency that creates a situation in which it is safer to remain in the building/afterschool program rather than to evacuate. Most situations calling for sheltering in place are in response to events that have a relatively short duration of hours, not days or weeks. Some situations that might require sheltering in place are: severe weather conditions; a public disturbance that escalated to violent acts; a chemical or biological spill; or rabid animal sighting.

Parents/guardians will be notified in advance of when a Shelter in Place drill is scheduled. These drills are required twice a year.

ATTENDANCE POLICY

It is expected that a child who is enrolled in the program will attend every day they attend school unless ill or excused for special circumstances. The program will set a reasonable time (3 weeks) for regular attendance to resume before an enrollee is placed on inactive enrollment and not counted as a part of the program’s list of enrollees. An enrollee who is on inactive enrollment can be given preference to resume regular enrollment in the program when slots become available for new enrollees.

Daily attendance is taken when your child comes to the After-School Program. Please notify the program coordinator if your child will be absent. This is important so that all children who are scheduled to attend are accounted for.

If a child is scheduled to attend but does not arrive, we will look for your child within the school building, including communication with the school office and transportation department, and outdoor school property. However, if we do not find him/her, then we will:
1. Contact parent(s) and if unavailable, then
2. Contact the persons whose names you provided us on the emergency data section of the enrollment form.
3. Lastly, if your child is not found, we will contact the local law enforcement agency and report your child as missing. We will do this so we can make certain your child is out of danger.

PICK UP POLICY

Parents are required to pick up their children before the designated closing time of Program. For your child’s safety, it is required that you enter the school building to sign out your child. After-School Program staff will notify your child/ren of your arrival. Program staff will not release your child to anyone who is not on your authorized list. Persons may be added and removed as the parent/guardian deems necessary. However, this can only be done in writing. Phone calls are not accepted.

Always be on time to pick up your child from the After-School Program. If you are going to be late on account of an emergency, you must notify the program coordinator. If your child has not been picked up by closing time, our staff will try to contact you and/or anyone listed on the registration form. If no one can be reached, local authorities will be contacted. Therefore, it is extremely important to have up-to-date, accurate information for you or anyone listed as a contact on the student release form.

Any student who is not picked up by a parent or person listed on the Registration Form by closing time is considered late. Parents/guardians will incur a late fee of $50.00 for every 15 minute period, or fraction thereof, a student remains at program beyond closing time. This fee is used to pay the staff members who must remain with the student and are due within one week of the late pick-up date on the Statement of Late Pick-Up Fee form.

No student will leave the program unsupervised (i.e. to walk home) without prior written notification from parents or legal guardian stating that it is acceptable for this student to leave the program without supervision.

SCHOOL BUS POLICY

Students who receive transportation from the school district will need a note from their caregiver stating that the child is to come to the after school program, rather than take the bus. Also, it is important that the Student Release Form is current and accurate so in case the school closes early your child is aware of his/her transportation route to home, e.g. bus; pick-up; walking.

SHUTTLE SERVICE

A shuttle bus service will operate from the Boulevard Elementary School to the primary school (Park Terrace or Kingsborough) near the end of the program time, or at approximately 5:30pm to take students home (In case you have 1 child at each school). This shuttle service is an effort to reduce the parent’s need to go to multiple locations to
pick up their children at various afterschool program locations, if they should have children at Park Terrace or Kingsborough and Boulevard.

**PARENT INVOLVEMENT**

Parent and guardian involvement is strongly encouraged at the After-School Program.

You are welcome to visit at any time and encouraged to become a regular volunteer. Volunteers are needed to plan and chaperone special events, to provide enrichment activities, and to offer assistance to staff members. Please contact the Program Coordinator if you are able to volunteer in the After-School Program.

**BEHAVIOR EXPECTATIONS AND MANAGEMENT**

**WE EXPECT YOUTH WILL LEARN TO:**
- Identify and recognize other options available to the student at the time of the incident
- Assume self-control
- Accept personal responsibility and
- Make amends as necessary.

**WHAT ARE THE CONSEQUENCES FOR MISCONDUCT?**

When a child’s behavior causes concern, a staff member will speak with the youth and consequences will be determined by the Site Supervisor and/or Program Coordinator.

Consequences for any behavior that causes concern range from:
1. Separation from the group for a brief period of time,
2. Separation from the group for the remainder of the day, and
3. Program suspension from one to five days.

Following several serious incidents, the youth may be discharged from program for the remainder of the school semester. The participant may return the following semester with a clean slate if prior approval is granted from the Program Coordinator.

At the After School Program, the behaviors listed below are of grave concern to the program staff due to the risks that they pose for the safety and well-being of the other youth, staff, and community members who may be at program. These actions cannot be tolerated and may result in the immediate discharge from program for the remainder of the school year:

- **Assault** – Physically hitting or injuring others.
- **Unsafe Behavior** – Any serious, intentional incident that could cause physical injury to others.
- **Larceny** – stealing from any person, school, organization or business.
- **Use or possession of drugs, alcohol, tobacco, matches or lighters.**
HEALTH INFORMATION

Illness Policy
If an After-School Program participant becomes ill, a parent or authorized person will be called to pick up the child.

Emergency/Health Information
Parents are asked to provide emergency information on the After-School Program Registration Form. Information needed includes home and work phone numbers, names and phone numbers of your family physicians, information regarding medication needs, and your child’s medical history. It is important that the After-School Program has this information and that it is current at all times.

Please notify the Program Coordinator of any changes in health needs or contact information.

Independent Toileting
Children must be able to self toilet as well as be able to communicate with staff in a timely manner regarding their needs to use the bathroom facilities.

Medications
The After-School Program has staff certified to administer medications. If your child needs medication during program hours please make the necessary arrangements with the Program Coordinator.

First Aid/Accidents
If a child is slightly injured while attending the After-School Program, First Aid will be administered and an Incident Report will be filed. Site staff is trained in First Aid; and the parent/guardian will be notified about the injury that day when they come to pick up their child.

Serious Injury
If a child is seriously injured or has a medical emergency while attending the After-School Program, emergency services will be called and the child will be transported to the hospital. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child’s registration form. The emergency information you have provided will be taken to the hospital.

The parent authorizing treatment will be that parent signing the After-School Program Enrollment Form. That person will be the responsible party for the child receiving treatment regarding payment of all treatment costs associated with the injury.

It is vital that the emergency information regarding your child be kept current.
WHO ARE THE STAFF MEMBERS?

Program Aides, Assistants and Supervisors work directly with the students; they model and encourage appropriate behaviors in a positive, constructive environment. Program Assistants plan and implement activities suitable for the children’s abilities and learning styles who work with the Program Aides to provide educational, fun, and interesting activities each day. The Assistants and Aides work in collaboration with the Site Supervisor who supervises the students and oversees the staff and daily activities.

The School Liaison works with parents to facilitate a stronger relationship between the school and the family. At times, a sizeable group of parents are waiting at the Parent Table – please be patient so that you may receive staff’s full attention.

All staff report to the Program Coordinator, who, collaboratively work with the Site Supervisor overseeing the daily operations of the program. The Program Coordinator reports to the Community Services Director who in turn reports to the MHA Executive Director of the Mental Health Association in Fulton & Montgomery Counties who renders any final determinations.

WHO DO I CONTACT IF I HAVE QUESTIONS?

Questions regarding your child’s activities or behaviors may be discussed in person with staff who directly works with your child or the Site Supervisor. Additionally, you may contact the Program Coordinator. The Program Coordinator or designated person in charge is at the program every day. The MHA Executive Director can be reached at 518-762-5332. Additionally, if you have concerns or complaints that you feel have not been properly addressed the OCFS Division of Child Care Services has a toll-free complaint line (800)732-5207. The website is ocfs.ny.gov, and Part 414 School-Age Child Care Regulations can be located on this website, along with a copy of these regulations at the parent table.

MANDATED REPORTING OF CHILD ABUSE AND NEGLECT

All childcare providers are mandated reporters of suspected child abuse and neglect in New York State. The After-School Program will report any reasonable suspicion of abuse or neglect of a child participating in our program to the New York State Central Registry.

If you suspect a child is being abused or maltreated in New York State, call the Statewide Central Register of Child Abuse and Neglect at 1-800-342-3720. The Child Abuse Hotline is open 24 hours a day; every day of the year. Information is attached to this handbook regarding recognizing and reporting child abuse and neglect.

A copy of the OCFS school-age program regulations, along with the names, addresses and phone numbers of people with administration authority is available for your viewing at the desk of the School Liaison.
Chad Abuse

Recognizing and Reporting

Child Abuse

To Report Suspected Child Abuse or Neglect, call the New York Statewide Hotline:

1-800-342-3720

What if I see a child being mistreated in a public place?

What else can I do if I think a child is being abused or neglected?

Patient权 on which the child is being abused or neglected, you can let the parent or guardian know that you are concerned.

support group

to attend a parenting class, which can help parents understand and deal with the issues that may be contributing to the abuse or neglect.

a safe place where children can feel safe and secure.

you can also contact the state's child abuse hotline:

1-800-342-3720

for information or to report suspected child abuse or neglect.

the hotline is available 24 hours a day, every day of the year.

New York Statewide Hotline: 1-800-342-3720

support group

to attend a parenting class, which can help parents understand and deal with the issues that may be contributing to the abuse or neglect.

a safe place where children can feel safe and secure.

you can also contact the state's child abuse hotline:

1-800-342-3720

for information or to report suspected child abuse or neglect.

the hotline is available 24 hours a day, every day of the year.

New York Statewide Hotline: 1-800-342-3720

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for information or to report suspects...
The child abuse

What is child abuse? How do I recognize it?

suspect child abuse or neglect?

Why should I make a report if I

needs?

Then what happens?

Within 24 hours of receiving a report, CPS begins an investigation. Although

uncovered, investigation

Within the home, contact the

Where does the process begin?

The child abuse report

emotional abuse

Neglect

Physical abuse

Sexual abuse

What is abuse?

within 24 hours of receiving a report, CPS begins an investigation. Although

investigation

Michelle Miller

The picture night fall

Judging of pleading in the garden area,

abusive and non-abusive

incidents of sexual abuse, child neglect

emotional abuse

physical neglect

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sexual abuse

family

the child is in immediate danger will she/he

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EMPIRE STATE AFTER SCHOOL PROGRAM

Program Policies Agreement 2021-2022

Empire State After School Program Site Location: ________________

Student’s Name (please print) ____________________________ Grade _____

Student’s Name (please print) ____________________________ Grade _____

Student’s Name (please print) ____________________________ Grade _____

PARENT / GUARDIAN:

➢ I have received the 2021-2022 After School Program Parent Handbook and agree to familiarize myself with its policies and procedures. Yes □ No □

➢ I understand that I am responsible to follow the policies and procedures described within the After School Program Parent Handbook. Yes □ No □

➢ I agree to speak with my child/children concerning the described behavior expectations and consequences. Yes □ No □

Parent/Guardian Signature ____________________________ Date __________

Parent/Guardian Signature ____________________________ Date __________

A PROGRAM OF THE
Mental Health Association in Fulton & Montgomery Counties, Inc.
307-309 Meadow Street, Johnstown, NY 12095
TEL (518) 762-5332 - FAX (518) 762-6823
www.mentalhealthassociation.org
Executive Director: Janine Dykeman
PARENT VOLUNTEER FORM

[ ] Boulevard Elementary School

Would you like to volunteer at our After School Program?

Parent volunteers are extremely valuable components of the educational process. Acting as a parent volunteer is a great way to find out what goes on in your child’s after school program and to help support your program and school. Because of the tremendous impact that parent volunteers can have on students, we believe that all parent volunteers should possess the following personal characteristics:

› You must like and enjoy working with children.
› You must feel that being a parent volunteer is an important position, worthy of your time and effort.
› You must be willing to work with many different students in a variety of situations.
› You must be able to accept the responsibility that goes along with your position.
› You must be of good and reliable character.

If you are interested in being a parent volunteer, please fill out the remainder of this form and return it to the After School Program Coordinator.

______________________________________________________
Your Name

______________________________________________________
Phone

______________________________________________________
E-Mail

Your child(ren)'s Name(s): __________________________ Grade: ______

______________________________________________________

1. In which activities would you like to volunteer?

[ ] Homework Help
[ ] Tutoring
[ ] Family Nights / Special Events
[ ] Other ___________________________

2. Which areas of knowledge or expertise would you be willing to offer to the program?

[ ] Computer skills
[ ] Reading
[ ] Other ___________________________
[ ] My hobby ___________________________
[ ] My career ___________________________
[ ] My cultural heritage ___________________________
3. When are you available to volunteer in the program?

<table>
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</table>

Thank you for sharing your time with our After School Program.
EMPIRE STATE AFTER SCHOOL PROGRAM
BEGINNING OF PROGRAM ELEMENTARY STUDENT SURVEY

Please check appropriate box.

☐ Boulevard Elementary

Student Name: ____________________________ Circle Grade: 3 4 5

What do you want to do in the After School Program this year? (check off as many as you would like)

☐ Cooking
☐ Arts & Crafts
☐ Spending time with my friends
☐ Board Games
☐ Homework
☐ Exercise / Sports
☐ Computer Games / Activities
☐ Do projects that help others / our community
☐ Drama Club
☐ Scrapbooking

Other Ideas to make the program more interesting to or for you? ____________________________

______________________________

Do you like going to school? Yes No (circle one)

Do you study hard for tests? Yes No (circle one)

Do you enjoy learning new things? Yes No (circle one)

I am attending the After School Program because: (check off only one)

☐ My parents want me to
☐ I want help with my homework
☐ My friends are here
☐ I can’t be home alone
☐ It sounds like fun
☐ Other: ____________________________

If you attended last year, what did you like best about the program? ____________________________

______________________________
Please check-mark the appropriate spot for your child:

1. This does not apply to my child/ren, he or she will be picked up ______

2. This applies to my child/ren ______

If this DOES apply to your child, please complete the information below:

I, ___________________________ hereby give my permission for the Advantage After-
(Parent/Guardian’s Name) School staff to dismiss my child/ren:

__________________________
(Child/ren Name)

to walk home on:

(Circle the days of the week that apply to your child/ren) Mon Tues Wed Thurs Fri

at _______ P.M.

I authorize my child to walk home from program when dismissed and I understand the program staff would prefer my child to be picked up at the end of the program day.

Parent signature ___________________________ Date ___________________________

Advantage Staff signature ___________________________ Date ___________________________
ADVANTAGE/EMPIRE AFTER SCHOOL PROGRAM

Advantage/Empire After School Program Site Location: __________________________

Student’s Name (please print) ___________________________ Grade __________
Student’s Name (please print) ___________________________ Grade __________
Student’s Name (please print) ___________________________ Grade __________

PARENT/GUARDIAN:

I have received the 2021-2022 Health Care Plan and agree to familiarize myself with its policies and procedures. YES □ NO □

Parent/Guardian Signature ___________________________ Date __________

Parent/Guardian Signature ___________________________ Date __________

A PROGRAM OF THE

Mental Health Association in Fulton & Montgomery Counties, Inc.

307-309 Meadow Street, Johnstown, NY 12095

(518) 762-5332 - FAX (518) 762-6823

www.mentalhealthassociation.org

Executive Director: Janine Dykeman
**Note:**
- It is the program's responsibility to follow the health care plan and all day care regulations.
- OCFS must review and approve the health care plan as part of the licensing/registration process.
- OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes.
- A health care consultant must approve health care plans for programs that administer medications.
- The program's health care policies will be given to parents at admission and whenever changes are made, and the health care plan will be made available to parents upon request.
- The health care plan must be on-site and followed by all staff/caregivers.
- The program's anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.
- If a conflict occurs between day care regulations and emergency health guidance promulgated by DOH in the interest of public health during a designated public health emergency, such emergency guidance must be followed.
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Section 1: Child Health and Immunizations

The program cares for (check all that apply; at least one MUST be selected):

- Well children
- Mildly ill children who can participate in the routine program activities with minor accommodations. A child who meets any of the following criteria is defined as "mildly ill":
  - The child has symptoms of a minor childhood illness that does not represent a significant risk of serious infection to other children.
  - The child does not feel well enough to participate comfortably in the usual activities of the program but is able to participate with minor modifications, such as more rest time.
  - The care of the child does not interfere with the care or supervision of the other children.
- Moderately ill children who require the services of a health care professional but have been approved for inclusion by a health care provider to participate in the program. A child who meets any of the following criteria is defined as "moderately ill":
  - The child's health status requires a level of care and attention that cannot be accommodated in a child day care setting without the specialized services of a health professional.
  - The care of the child interferes with the care of the other children and the child must be removed from the normal routine of the child care program and put in a separate designated area in the program, but has been evaluated and approved for inclusion by a health care provider to participate in the program.

NOTE: The definitions above do not include children who are protected under the Americans with Disabilities Act (ADA). Programs must consider each child's case individually and comply with the requirements of the ADA. For children with special health care needs, see Section 2.

Key criteria for exclusion of children who are ill:

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children; ▲
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash; ▲
- Fever:
  - Temperature above 101°F [38.3°C] orally, or 100°F [37.8°C] or higher taken axillary (armpit) or measured by an equivalent method, AND accompanied by behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea, breathing difficulty, or cough). ▲

(exclusion criteria continued on next page)
(exclusion criteria continued from previous page)

- Diarrhea:
  - If the diarrhea is causing soiled pants or clothing. 
  - Blood or mucous in the stools not explained by dietary change, medication, or hard stools.
  - Confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, until cleared by the child's health care provider to return to the program.

- Vomiting more than two times in the previous 24-hours unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.

- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.

- Mouth sores with drooling, unless the child's health care provider states that the child is not infectious.

- Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return.

- Streptococcal pharyngitis (strep throat or other streptococcal infection), until 24-hours after treatment has started.

- Head lice, until after the first treatment (note: exclusion is not necessary before the end of the program day).

- Scabies, until treatment has been given.

- Chickenpox (varicella), until all lesions have dried or crusted (usually six days after onset of rash).

- Rubella, until six-days after rash appears.

- Pertussis, until five-days of appropriate antibiotic treatment.

- Mumps, until five-days after onset of parotid gland swelling.

- Measles, until four-days after onset of rash.

- Hepatitis A virus infection, until the child is approved by the health care provider to return to the program.

- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

- Impetigo, until treatment has been started.

Adapted from Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs, 3rd Edition.
Section 2: Children with Special Health Care Needs

Children with special health care needs means children who have chronic physical, developmental, behavioral or emotional conditions expected to last 12-months or more and who require health and related services of a type or amount beyond that required by children generally.

- Any child identified as a child with special health care needs will have a written Individual Health Care Plan that will provide all information needed to safely care for the child. This plan will be developed with the child’s parent and health care provider.

- Any child with a known allergy will have a written Individual Allergy and Anaphylaxis Emergency Plan attached to the Individual Health Care Plan that includes clear instructions of action when an allergic reaction occurs. Additionally, upon enrollment into the child care program, the parent/guardian will complete form OCFS-LDSS-0792, Day Care Enrollment (Blue Card) or an approved equivalent that will include information regarding the child’s known or suspected allergies. This documentation will be reviewed and updated at least annually or more frequently as needed.

- The program may be required, as a reasonable accommodation under the Americans with Disabilities Act, to obtain approval to administer medication if the child needs medication or medical treatment during program hours.

The program may use (check all that apply; at least one MUST be selected):

- OCFS form: Individual Health Care Plan for a Child with Special Health Care Needs, OCFS-LDSS-7006
- Other: (please attach the program’s plan for individualized care)

Additional documentation or instruction may be provided.

Explain here:

The program may use (check all that apply; at least one MUST be selected):

- Form OCFS-6029, Individual Allergy and Anaphylaxis Emergency Plan
- Other: (please attach the program’s plan for individualized care)

Additional documentation or instruction may be provided.

Explain here: Form OCFS-6029 will also be attached to each group clipboard that is used each day that there is program. The clipboards contains the attendance sheet, activity sheet and now the OCFS form 6029.
Section 3: Daily Health Checks

A daily health check will be done for each child when he/she arrives at the program and whenever a change in the child’s behavior and/or appearance is noted. The child must be awake when the check is done, and the following procedure will be used (check one; at least one MUST be selected):

☐ See Appendix A: Instructions for Daily Health Check
☒ Other:
   Explain here: Student Sign In/Sign out Sheets

The Daily Health Check will be documented in the following manner:

☐ OCFS form LDSS-4443, Child Care Attendance Sheet
☒ Other: (please attach form developed by the program)

Staff will be familiar with the signs and symptoms of illness, communicable disease and injury, as well as the exclusion criteria listed in the Health Care Plan in Section 1.

Staff will keep a current knowledge of the New York State Department of Health’s list of communicable diseases (DOH-389), accessible at: health.ny.gov/forms/instructions/doh-389_instructions.pdf

Children will be monitored throughout the day. Parents will be notified immediately of any change in the child’s condition or if the care of the child exceeds what the program can safely provide. If necessary, the program will make arrangements with the parents to obtain medical treatment. If a parent cannot be reached or if the child’s condition warrants, emergency medical treatment will be obtained without delay by calling 911.

Any signs of illness, communicable disease, injury, and/or suspected abuse and maltreatment found will be documented and kept on file for each child in the following way (check all that apply; at least one MUST be selected):

☐ In each child’s file
☒ In a separate log
☐ Other:
   Explain here: Any report to the NYS Child abuse hotline documentation will be kept separate from the rest of the child’s file and will be maintained and locked in the Program Coordinator’s office.
The program will ensure that adequate staff are available to meet the needs of the ill child without compromising the care of the other children in the program.

Explain the procedures for caring for a child who develops symptoms of illness while in care.

Explain here: The program has a policy that all immunizations must be documented by a licensed health care provider or licensed school personnel and kept current under the guidelines of NYSDOH. All children must have an annual physical exam. When a child becomes ill at program, he/she will be isolated from the group. If a child develops symptoms that indicates the onset of an illness, such as vomiting, diarrhea, fever, difficulty breathing, severe coughing, untreated skin condition, or head lice, then the child will be required to leave the program. The parent will be contacted immediately. If a child is to be sent home he/she must be picked up within one hour of contact, unless otherwise approved by the Program Coordinator.

Mandated reporters who have reasonable cause to suspect a child in care is being abused or maltreated will take the following actions:

1) Immediately make or cause to be made an oral report to the mandated reporter hotline (1-800-635-1522).

2) File a written report using form LDSS-2221A, Report of Suspected Child Abuse or Maltreatment, to the local Child Protection Services (CPS) within 48-hours of making an oral report.

3) After making the initial report, the reporting staff person must immediately notify the director or registrant of the center that the report was made.

4) The program must immediately notify the Office upon learning of a serious incident, involving a child which occurred while the child was in care at the program or was being transported by the program.

5) Additional procedures (if any):

Explain here: Each staff member will be responsible for their given number of students each day at program. Each staff will do a visual assessment of each child as well as to have a conversation with the child to hear the child’s own assessment of how his/her day at school was, how they are doing/feeling etc. There will be an established communication system between the Program Coordinator and school nurse, so that staff is informed of any child’s visit to the nurse’s office that day. Also, all staff will have completed the mandated reporter training for child abuse & neglect. When a staff person is completing a hot line call & the necessary documentation, the Program Coordinator will then notify the Community Programs Director/Executive Director of the Mental Health Association. This is outlined in the policies & procedures of the agency.
Section 4: Staff Health Policies
The program will operate in compliance with all medical statement requirements as listed in 414.11(b).
Any staff person or volunteer with signs and symptoms of illness that match the exclusion criteria for
children listed in this health care plan will not care for children.

Section 5: Infection Control Procedures
The program will use the procedures in the attached appendices to reduce the risk of infection or attach an
alternate for each area (check all that apply; at least one MUST be selected for each category):

- Hand washing
  - Appendix B  □ Other (attach)

- Safety precautions related to blood and bodily fluids
  - Appendix D  □ Other (attach)

- Cleaning, disinfecting and sanitizing of equipment and toys
  - Appendix E  □ Other (attach)

- Gloving
  - Appendix F  □ Other (attach)
Section 6: Emergency Procedures

If a child experiences a medical emergency, the program will obtain emergency medical treatment without delay by calling 911.

The director and all teachers must have knowledge of and access to children's medical records and all emergency information.

911 and the poison control telephone numbers must be conspicuously posted on or next to the program's telephone.

The program may use the following form to record emergency contact information for each child (check one; at least one MUST be selected):

- OCFS form: Day Care Registration, OCFS-LDSS-0792, “Blue Card”
- Other: (please attach form developed by the program)

The program will keep current emergency contact information for each child in the following easily accessible location(s): (check all that apply; at least one MUST be selected):

- The emergency bag
- On file
- Other: Explain here:

In the event of a medical emergency, the program will follow (check one; at least one MUST be selected):

- Medical Emergency (Appendix G)
- Other: (Attach)

Additional emergency procedures (if needed):

Explain here: 2020-2021 Enrollment Form
Section 7: First Aid Kit

First aid kits will be kept out of reach of children and restocked when items are used. The program will have at least one first aid kit.

The program's first aid kit(s) will be stored in the following area(s) in the program:
(It is recommended that a kit be taken on all trips off the program site and that a kit be kept in the emergency bag for use in the event of an emergency evacuation.)

Explain here: All First Aid Kits will be kept in the Program Coordinator's office when not being used.

The following are recommended items for a first aid kit, but is not limited to:

- Disposable gloves, preferably vinyl
- Sterile gauze pads of various sizes
- Bandage tape
- Roller gauze
- Cold pack

List any additional items (or substitutions for the recommended items listed above) that will be stored in the first aid kit:

Staff will check the first aid kit contents and replace any expired, worn or damaged items:
(check all that apply)

- ☐ After each use
- ☒ Monthly
- ☒ Other:

Explain here: The Program Coordinator will check the First Aid Kits on a monthly basis to ensure they are fully stocked, and if anything is used out of the kit, replace item next day.
The program will (check all that apply):

☐ Keep the following non-child-specific, over-the-counter topical ointments, lotions, creams and sprays in the first aid kit: (Programs must have parental permission to apply before using.)

Explain here:

☐ Keep the following non-child-specific, over-the-counter medication in the first aid kit: (Programs that plan to store over-the-counter medication given by any route other than topical must be approved to administer medication and have all appropriate permissions as required by regulation before administering the medication to a child.)

Explain here:

☐ Keep non child-specific epinephrine autoinjector medication (e.g., EpiPen®, AquiVu) in the first aid kit: (Programs must be approved to stock epinephrine auto-injectors, and have a staff on site who has successfully completed the Office approved training as required by regulation before storing and administering the medication to a child).

Explain here: After staff receive the OCFS approved autoinjection training.

☒ Keep the following types of child-specific medication (e.g., EpiPen®, asthma inhalers) in the first aid kit: (Programs must be approved to administer medication, with the exception of epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers, and have all appropriate permissions as required by regulation before storing and administering the medication to a child.)

Explain here:

The program must check frequently to ensure these items have not expired.
Section 8: Program Decision on the Administration of Medication

The program has made the following decision regarding the administration of medication (check all that apply; at least one MUST be selected):

- The program WILL administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellant. *(Complete Sections 9-12, 22.)*

- The program WILL administer epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers. *(Complete Sections 9-12, 22.)*

- The program WILL administer stock non-patient-specific epinephrine auto-injectors. *(Complete Appendix J.)*

- The program WILL administer medications that require the program to have this health care plan approved by a health care consultant as described in Sections 13 and 14. *(Complete Sections 9 and 13-22.)*

If the program will not administer medication (other than over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellant and/or epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers, and nebulizers), explain how the needs of the child will be met if the child is taking medication that requires administration during program hours.

Explain here: We will utilize a separate log of the medication/administer form, that the parent/guardian/relative will complete and a MAT certified staff will witness.

*Parent/Relative Administration

A person who is a relative, at least 18-years of age (with the exception of the child’s parents), who is within the third degree of consanguinity of the parents or step-parents of the child, even if the person is an employee or volunteer of the program, may administer medication to the child he/she is related to while the child is attending the program, even though the program is not approved to administer medication.

A relative within the third degree of consanguinity of the parents or step-parents of the child includes: the grandparents of the child; the great-grandparents of the child; the great-great-grandparents of the child; the aunts and uncles of the child, including the spouses of the aunts and uncles of the child; the great-aunts and great-uncles of the child, including the spouses of the great-aunts and great-uncles; the siblings of the child; and the first cousins of the child, including the spouses of the first cousins.

If medication is given to a child by a parent or a relative within the third degree of consanguinity of the parents or step-parents of the child during program hours, the dose and time of medication administration must be documented and may be documented in the following manner (check one; at least one MUST be selected):

- OCFS form Log of Medication Administration, OCFS-LDSS-7004

- Other: (please attach form developed by the program)
Section 9: Programs that WILL Administer Over-the-Counter Topical Ointments, Lotions and Creams, Sprays, Including Sunscreen Products and Topically Applied Insect Repellant, and/or Epinephrine Auto-injectors, Diphenhydramine in Combination with the Epinephrine Auto-injector, Asthma Inhalers and Nebulizers.

Over-the-Counter Topical Ointments, Lotions and Creams, Sprays including Sunscreen Products and Topically Applied Insect Repellant (TO/S/R).

The program will have parent permission to apply any over the counter TO/S/R.

Any over the counter TO/S/R will be applied in accordance with the package directions for use. If the parent's instructions do not match the package directions, the program will obtain health care provider or authorized prescriber instructions before applying the TO/S/R.

All over the counter TO/S/R will be kept in its original container. All child specific TO/S/R will be labeled with the child's first and last names.

TO/S/R will be kept in a clean area that is inaccessible to children.

   Explain here where these will be stored:

All leftover or expired TO/S/R will be given back to the child's parent for disposal. TO/S/R not picked up by the parent may be disposed of in a garbage container that is not accessible to children.

All over the counter TO/S/R applied to a child during program hours will be documented and maintained in the following way (check all that apply; at least one MUST be selected):

☑ OCFS form: Log of Medication Administration, OCFS-LDSS-7004
☐ On a child-specific log (please attach form developed by the program)
☐ Other:
   Explain here:
All observable side effects will be documented. Parents will be notified immediately of any observed side effects. If necessary, emergency medical services will be called.

The program will (check all that apply):
- [x] Apply over the counter TO/S/R that parents supply for their child.
- [ ] Keep a supply of stock over the counter TO/S/R to be available for use on children whose parents have given consent.

These include the following:

Explain here:

Parent permission will be obtained before any non-child specific, over the counter TO/S/R will be applied. Parents will be made aware that the TO/S/R being applied is not child-specific and may be used by multiple children.

The program will adhere to the following infection control guidelines whenever using non-child-specific TO/S/R:
- Hands will be washed before and after applying the TO/S/R.
- Care will be taken to remove the TO/S/R from the bottle or tube without touching the dispenser.
- An adequate amount of TO/S/R will be obtained so it is not necessary to get more once the employee has started to apply the TO/S/R. (If additional TO/S/R must be dispensed after applying it to a child's skin, hands will be washed before touching the dispenser.)
- Gloves will be worn when needed.
- TO/S/R that may be contaminated will be discarded in a safe manner.

It is the program's obligation to protect the children in care from injury. Part of this obligation includes the application of TO/S/R according to parent permission.

Describe the program's procedure for protecting children in the absence of parental permission to apply TO/S/R, such as sunscreen or insect repellant:

Explain here:
Patient-Specific Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers and Nebulizers.

Staff NOT authorized to administer medications may administer emergency care through the use of epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers or nebulizers when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child, when the parent and the child's health care provider have indicated such treatment is appropriate.

In addition, the program will obtain the following:

- A written Individual Health Care Plan for a Child with Special Health Care Needs must be submitted. Form OCFS-LDSS-7006 may be used to meet this requirement. (See Section 2: Children with Special Health Care Needs.)
- Form OCFS-6029, Individual Allergy and Anaphylaxis Emergency Plan for children with a known allergy, and the information on the child's OCFS-LDSS-0792, Day Care Enrollment (Blue Card).
- An order from the child's health care provider to administer the emergency medication, including a prescription for the medication. The OCFS Medication Consent Form, OCFS-LDSS-7002, may be used to meet this requirement.
- Written permission from the parent to administer the emergency medication as prescribed by the child's health care provider. The OCFS Medication Consent Form, (Child Day Care Programs) OCFS-LDSS-7002, may be used to meet the requirement.
- Instruction on the use and administration of the emergency medication that has been provided by the child's parent, child's health care professional or a health care consultant.

Additionally:

- Staff who have been instructed on the use of the epinephrine auto-injector, diphenhydramine, asthma medication or nebulizer must be present during all the hours the child with the potential emergency condition is in care and must be listed on the child's Individual Health Care Plan.
- The staff administering the epinephrine auto-injector, diphenhydramine, asthma medication or nebulizer must be at least 18-years old, unless the administrant is the parent of the child.
- Staff must immediately contact 911 after administering epinephrine.
- If an inhaler or nebulizer for asthma is administered, staff must call 911 if the child's breathing does not return to normal after its use.
- Storage, documentation of administration of medication and labeling of the epinephrine auto-injector, asthma inhaler and asthma nebulizer must be in compliance with all appropriate regulations.

Explain here:
School-Age Children Exemptions for Carrying and Administering Medication

When a program has agreed to administer an inhaler to a child with asthma or other diagnosed respiratory condition, or a patient-specific epinephrine auto-injector for anaphylaxis, a school-age child may carry and use these devices during day care hours if the program secures written permission of such use of a duly authorized health care provider or licensed prescriber, and written parental consent, and completes an Individual Health Care Plan for the child.

The Individual Health Care Plan, parental consent and health care provider or licensed prescriber consent documenting permission for a school-age child to carry an inhaler or epinephrine auto-injector must be maintained on file by the program.

Sections 10-12 must be completed ONLY if the program plans to administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellant, and/or epinephrine auto-injector, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers, and not administer any other medication.

Section 10: Confidentiality Statement

Information about any child in the program is confidential and will not be given to anyone except OCFS, its designees or other persons authorized by law.

Health information about any child in the program can be given to the social services district upon request if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

Section 11: Americans with Disabilities Act (ADA) Statement

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, the program will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the program will follow the steps required to have the program approved to administer medication.

Section 12: Registrant Statement

It is the program’s responsibility to follow the health care plan and all-day care regulations.

OCFS must review and approve the health care plan as part of the registration process. OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes.

The program’s health care policies will be given to parents at admission and whenever changes are made, and the health care plan will be made available to parents upon request.

The program’s anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.

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<tr>
<th>Day Care Program’s Name (please print):</th>
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<td>Authorized Signature:</td>
<td>Authorized Name (please print):</td>
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<tr>
<th>LICENSEE INITIALS:</th>
<th>DATE: / /</th>
<th>HEALTH CARE CONSULTANT (HCC) INITIALS (if applicable):</th>
<th>DATE: / /</th>
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**Only complete Sections 13-22 if the program will administer medication.**

**Section 13: For Programs that WILL Administer Medication**

The program will administer prescription and non-prescription medication by all routes covered in the Medication Administration Training (MAT) course (*oral, topical, eye, ear and inhaled medications, medicated patches and epinephrine via a patient-specific epinephrine auto-injector device*).

The program will administer medication in accordance with the OCFS child day care regulations. Only a staff person who has completed the appropriate training or has appropriate licensure and is listed as a medication administrant in this health care plan will be permitted to administer medication in the program, with the exception of over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellant, and/or emergency medications -- epinephrine auto-injectors, diphenhydramine when prescribed in combination with the epinephrine auto-injector, asthma inhalers and nebulizers.

**Section 14: Authorized Staff to Administer Medication**

*Appendix H* (following the instructions in Section 14) must be completed if the program plans to administer medication.

Any individual listed in *Appendix H* as a medication administrant is approved to administer medication using the following routes: topical, oral, inhaled, eye and ear, medicated patches and epinephrine using a patient-specific epinephrine auto-injector device.

If a child in the program requires medication rectally, vaginally, by injection or by another route not listed above, the program will only administer such medication in accordance with the child care regulations.

Any individual listed in *Appendix H*, as trained to administer non-child specific, stock epinephrine auto-injector is restricted to dispensing this medication unless meeting additional training requirements.

To be approved to administer medication, other than over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellant, all individuals listed in the health care plan must be at least 18-years of age and have a valid:

- Medication Administration Training (MAT) certificate.
- Cardiopulmonary Resuscitation (CPR) certificate **that** covers all ages of children the program is approved to care for as listed on the program’s registration.
- First aid certificate **that** covers all ages of children the program is approved to care for as listed on the program’s registration.
- **OR**—
- Exemption from the training requirements as per regulation.

The individual(s) listed in the health care plan as medication administrant(s) may only administer medication when the medication labels, inserts, instructions and all related materials are written in the language(s) in which the medication administrant(s) is literate.

All medication administrant(s) will match the “Five Rights” (*child, medication, route, dose and time*) in accordance with regulations and best practice standards whenever administering medication.
Section 15. Forms and Documentation Related to Medication Administration

All medication consents and medication logs will be kept in the following location:

☐ Child’s file
☒ Medication log book
☐ Other:

Explain here:

Medication consent form (check all that apply; at least one MUST be selected):

☒ The program will accept permission and instructions to administer medication. The OCFS form Medication Consent Form (Child Day Care Programs), OCFS-LDSS-7002, may be used to meet this requirement.
☒ Permission and instructions NOT received on the OCFS form will be accepted on a health care provider’s document on the condition that the required medication-related information is complete.
☐ Other: (please attach form developed by the program)

Medication consent forms for ongoing medication must be renewed as required by regulation. How often will you review written medication permissions and instructions to verify they are current and have not expired?

Explain here: Monthly

All medication administered to a child during program hours will be documented.

The program may use the following form to document the administration of medication during program hours (check one; at least one MUST be selected):

☒ OCFS form Log of Medication Administration, OCFS-LDSS-7004
☐ Other: (please attach form developed by the program)
All observable side effects will be documented. Parents will be notified immediately of any observed side effects. If necessary, emergency medical services will be called.

The program will document whenever medication is not given as scheduled. The date, time and reason for this will be documented. Parents will be notified immediately. If the failure to give medication as scheduled is a medication error, the program will follow all policies and procedures related to medication errors. (See Section 17: Medication Errors.)

**Verbal Permissions and Instructions**

The program’s policy regarding the acceptance of verbal permission and instructions when a parent is not able to provide the program with written permission and instructions is as follows (check one; at least one MUST be selected):

- The program **WILL NOT** accept verbal permission or instructions. All permission and instructions must be received in writing.

- The program **WILL** accept verbal permission from the parent and verbal instructions from the health care provider only to the extent permitted by OCFS regulation. (Only those individuals approved in the health care plan to administer medication will accept verbal permission and instructions for all medication except over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellant.)

If the program **WILL** accept verbal permissions and instructions, the program will document the verbal permission and instructions received and the administration of the medication. The following form may be used to meet this requirement (check one; at least one MUST be selected):

- OCFS form **Verbal Medication Consent Form and Log of Administration**, OCFS-LDSS-7003

- Other: (please attach form developed by the program)
Section 16: Stocking, Handling, Storing and Disposing of Medication

All child-specific medication must be properly labeled with the child’s first and last name and be accompanied by the necessary parent permission and, when applicable, health care provider instructions in accordance with OCFS regulations before it will be accepted from the parent.

Non-child-specific, over-the-counter medication (check one; at least one MUST be selected):

☑ Will not be stocked at the program.
☐ Will be stocked at the program.

(The procedure for stocking this medication must comply with regulation.)

Non-child specific epinephrine auto-injector medication: (check one; at least one MUST be selected):

☑ Will not be stocked at the program.
☐ Will be stocked at the program.

(The procedure for stocking this medication must comply with regulation.)

All medication will be kept in its original labeled container.

Medication must be kept in a clean area that is inaccessible to children. Explain where medication will be stored. Note any medications, such as epinephrine auto-injectors or asthma inhalers, which may be stored in a different area.

Explain here: In the Program Coordinators office file cabinet

Medication requiring refrigeration will be stored (check all that apply; at least one MUST be selected):

☐ In a medication-only refrigerator located:

☑ In a food refrigerator in a separate leak-proof container that is inaccessible to children.

LICENSEE INITIALS: ________________________  DATE: __________/________/______  HEALTH CARE CONSULTANT (HCC) INITIALS (if applicable): ________________________  DATE: __________/________/______
Controlled Substances
All medications with a pharmacy label identifying the contents as a controlled substance are regulated by the Federal Drug Enforcement Agency. These medications will be (check all that apply; at least one MUST be selected):

- Stored in a locked area with limited access.
- Counted when receiving a prescription bottle from a parent or guardian.
- Counted each day if more than one person has access to the area where they are stored.
- Counted before being given back to the parent for disposal.
- Other:

Explain here:

Explain where controlled substances will be stored and who will have access to these medications:

Explain here: Controlled substances will be stored in a locked file cabinet that only the Program Coordinator has access to.

Expired Medication
The program will check for expired medication (check one; at least one MUST be selected):

- Weekly
- Monthly
- Other:

Explain here: Given back to parents

Medication Disposal
All leftover or expired medication will be given back to the child’s parent for disposal. Medication not picked up by the parent may be disposed of in a safe manner. Stock medication will be disposed of in a safe manner or as outlined in Appendix J.
Section 17: Medication Errors

The parent must be notified immediately and OCFS must be notified within 24 hours of any medication administration errors. Notification to OCFS must be reported on form OCFS-LDSS-7005, Medication Error Report provided by OCFS or on an approved equivalent. The program will maintain confidentiality of all children involved.

When any medication error occurs, the program:

- May encourage the child’s parent to contact the child’s health care provider when the error occurs.
- Will notify OCFS as soon as possible, but no later than 24 hours of any medication error.
- Will complete the OCFS form Medication Error Report Form, OCFS-LDSS-7005, or approved equivalent, to report all medication errors that occur in the program. If more than one child is involved in the error, the program will complete a Medication Error Report Form for each child involved.

In addition, the program will notify these additional people (e.g., the program’s Health Care Consultant). If no additional notifications, put N/A in this section.

List here:

Section 18: Health Care Consultant Information and Statement

Section 18 must be completed by the Health Care Consultant (HCC) if the program will administer any medication

HCC Information:

<table>
<thead>
<tr>
<th>Name of HCC (Please print clearly):</th>
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<tr>
<td>Profession: (An HCC must have a valid NYS license to practice as a physician, physician assistant, nurse practitioner or registered nurse.) <strong>Check all that apply; at least one MUST be selected:</strong></td>
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<tr>
<td>□ Physician</td>
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<tr>
<td>□ Physician Assistant</td>
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<tr>
<td>□ Nurse Practitioner</td>
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<tr>
<td>☒ Registered Nurse</td>
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| LICENSEE INITIALS: | DATE: / / | HEALTH CARE CONSULTANT (HCC) INITIALS (if applicable): | DATE: / / |
As the program’s health care consultant, I will:

- Review and approve the program’s health care plan. My approval of the health care plan indicates that the policies and procedures described herein are safe and appropriate for the care of the categories of children in the program.
- Notify the program if I revoke my approval of the health care plan. If I choose to do so, I may also notify the New York State Office of Children and Family Services (OCFS) of this revocation at 1-800-732-5207 (or, in New York City, I may contact the local borough office for that program) or send written notification to OCFS.

Notify the program immediately if I am unable to continue as the health care consultant of record.

In addition, as the program’s health care consultant, I will:

- Verify that all staff authorized to administer medication have the necessary professional credentials or have successfully completed all required trainings as per the NYS OCFS day care regulations (MAT, age-appropriate CPR and first aid training, emergency medication, Epinephrine Auto-injector).

Other:

Explain here:

Health Care Consultant Review of Health Care Plan

For programs offering administration of medication, and for programs offering care to moderately ill children. The program’s health care consultant (HCC) must visit the program at least once every two years. This visit will include:

- A review of the health care policies and procedures.
- A review of documentation and practice.
- An evaluation of the program’s ongoing compliance with the health care plan (HCP) and policies.

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<th>HCP review date</th>
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I approve this Health Care Plan as written as of the date indicated below my signature:

Health Care Consultant Signature: 

Health Care Consultant Name (please print): 

Date: / /
**Section 19: Confidentiality Statement**

Information about any child in the program is confidential and will not be given to anyone except OCFS, its designees or other persons authorized by law.

Health information about any child in the program will be given to the social services district upon request if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

**Section 20: Americans with Disabilities Act (ADA) Statement for Programs**

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, the program will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the program will follow the steps required to have the program approved to administer medication.

**Section 21: Registrant Statement**

It is the program’s responsibility to follow the health care plan and all-day care regulations.

The program’s health care plan will be given to parents at admission and whenever changes are made, and the health care plan will be made available to parents upon request.

The program’s anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.

If required by regulation, the program will have a Health Care Consultant (HCC) of record who will annually review and approve the policies and procedures described in this health care plan as appropriate for providing safe care for children. The HCC will have a valid NYS license to practice as a physician, physician assistant, nurse practitioner or registered nurse.

The program will notify the HCC and OCFS of all new staff approved to administer medication and have the HCC annually review and approve his/her certificates before the individual is allowed to administer medication to any child in day care.

The program will notify OCFS immediately if the health care plan is revoked for any reason by the HCC.

A program authorized to administer medication, which has had the authorization to administer medication revoked, or otherwise loses the ability to administer medication, must advise the parent of every child in care before the next day the program operates that the program no longer has the ability to administer medication.

The HCC and OCFS must review and approve the health care plan as part of the registration process. The program must document in Appendix I and notify OCFS of any change in the HCC of record. If the HCC terminates his/her relationship with the program, the program must notify OCFS and will have 60-days to obtain a new HCC. The new HCC must also review and approve the Health Care Plan annually. If the program does not obtain approval of the Health Care Plan by the new HCC within 60-days, the program will no longer be able to administer medication.

The HCC and OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes, including additions or changes to individuals listed in the health care plan as medication administrant(s). The program will notify the HCC and OCFS to changes in medication administrant credentials and the termination of medication administrant(s) at the program, including MAT, emergency medication and stock epinephrine auto-injectors.

Once the HCC and OCFS approve the health care plan, the program will notify parents of the health care plan.

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<tr>
<th>Day Care Program’s Name (please print):</th>
<th>Registration #:</th>
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<tbody>
<tr>
<td>Boulevard Elementary Empire State After School Program</td>
<td>829545</td>
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<tr>
<th>Authorized Signature:</th>
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Section 22: Training

All child day care personnel must be trained in the program's Health Care Plan and policies including a training program for child day care personnel in screening and identification of children with allergies, how to prevent, recognize and respond to food and other allergic reactions and anaphylaxis, strategies to reduce risk of exposure to allergic triggers, how the program will handle anaphylaxis episodes.

Staff/volunteers will be trained in the following method(s) (check all that apply; at least one MUST be selected):
- Orientation upon hire
- Staff meetings
- Scheduled professional development.

Communication plan for intake and dissemination of information among staff and volunteers regarding children with food or other allergies (including risk reduction) will include (check all that apply; at least one MUST be selected):
- Posting in program
- Staff meetings
- Other

Explain here: A list of students with allergies in each group are kept on the clipboards in the staff's possession in each group.

The program will routinely monitor to ensure new staff/volunteers are receiving the training outlined above in the following manner (check all that apply; at least one MUST be selected):
- File review
- Staff meetings
- Other

Explain here: Orientation packet under additional OCFS training requirements and we will watch the OCFS video at our August All Day Staff Training.
Appendix A:
Instructions for Doing a Daily Health Check

A daily health check occurs when he/she arrives at the program and whenever a change in a child's behavior and/or appearance is noted. The child must be awake so an accurate assessment can be done. Check the following while at the child's level so you can interact with the child when talking with the parent:

1. Child's behavior: is it typical or atypical for time of day and circumstances?

2. Child's appearance:
   - Skin: pale, flushed, rash *(feel the child's skin by touching affectionately)*
   - Eyes, nose and mouth: note color; are they dry or is there discharge? Is child rubbing eye, nose or mouth?
   - Hair (In a lice outbreak, look for nits within ¼" of the scalp.)
   - Breathing: normal or different; cough

3. Check with the parent:
   - How did the child seem to feel or act at home?
   - Sleeping normally?
   - Eating/drinking normally? When was the last time the child ate or drank?
   - Any unusual events?
   - Bowels and urine normal? When was the last time the child used the toilet or was changed?
   - Has the child received any medication or treatment?

4. Any evidence of illness or injury since the child was last participating in child care?

5. Any indications of suspected child abuse or maltreatment?

Document that the daily health check has been completed. **LDSS-4443, Child Care Attendance Sheet** may be used to meet this requirement.

Any signs of illness, communicable disease, injury and/or suspected abuse and maltreatment found will be documented and kept on file for each child in accordance with **Section 3: Daily Health Checks**.
Appendix B:
Hand Washing

Staff and volunteers must thoroughly wash their hands with soap and running water:

- At the beginning of each day.
- Before and after the administration of medications.
- When they are dirty.
- After toileting or assisting children with toileting.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

Staff and volunteers must ensure that children thoroughly wash their hands or assist children with thoroughly washing their hands with soap and running water:

- When they are dirty.
- After toileting.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

All staff, volunteers, and children will wash their hands using the following steps:

1) Moisten hands with water and apply liquid soap.
2) Rub hands with soap and water for at least 30 seconds -- remember to include between fingers, under and around fingernails, backs of hands, and scrub any jewelry.
3) Rinse hands well under running water with fingers down so water flows from wrist to finger tips.
4) Leave the water running.
5) Dry hands with a disposable paper towel or approved drying device.
6) Use a towel to turn off the faucet and, if inside a toilet room with a closed door, use the towel to open the door.
7) Discard the towel in an appropriate receptacle.
8) Apply hand lotion, if needed.

When soap and running water is not available and hands are visibly soiled, individual wipes may be used in combination with hand sanitizer.
Appendix D:
Safety Precautions Related to Blood

All staff will follow standard precautions when handling blood or blood-contaminated body fluids. These are:

a) Disposable gloves must be immediately available and worn whenever there is a possibility for contact with blood or blood-contaminated body fluids.

b) Staff are to be careful not to get any of the blood or blood-contaminated body fluids in their eyes, nose, mouth or any open sores.

c) Clean and disinfect any surfaces, such as countertops and floors, onto which blood has been spilled.

d) Discard blood-contaminated material and gloves in a plastic bag that has been securely sealed. Clothes contaminated with blood must be returned to the parent at the end of the day.

e) Wash hands using the proper hand washing procedures.

In an emergency, a child’s well-being takes priority. A bleeding child will not be denied care even if gloves are not immediately available.
Appendix E:  
Cleaning, Sanitizing and Disinfecting

Equipment, toys and objects used or touched by children will be cleaned, and sanitized or disinfected, as follows:

1. Equipment that is frequently used or touched by children on a daily basis must be cleaned and then sanitized or disinfected, using an Environmental Protection Agency (EPA)-registered product, when soiled and at least once weekly.

2. Carpets contaminated with blood or bodily fluids must be spot cleaned.

3. Countertops, tables and food preparation surfaces (*including cutting boards*) must be cleaned and sanitized before and after food preparation and eating.

4. Toilet facilities must be kept clean at all times, and must be supplied with toilet paper, soap and towels accessible to the children.

5. All rooms, equipment, surfaces, supplies and furnishings accessible to children must be cleaned and then sanitized or disinfected, using an EPA-registered product following label direction for that purpose, as needed to protect the health of children.

6. Thermometers and toys mouthed by children must be washed and disinfected using an EPA-registered product following label direction for that purpose before use by another child.

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**Sanitizing and Disinfecting Solutions**

Unscented chlorine bleach is the most commonly used sanitizing and disinfecting agent, because it is affordable and easy to get. The State Sanitary Code measures sanitizing or disinfecting solution in "parts per million," but programs can make the correct strength sanitizing or disinfecting solution (*without having to buy special equipment*) by reading the label on the bleach container and using common household measurements.

**Read the Label**

Sodium hypochlorite is the active ingredient in chlorine bleach. Different brands of bleach may have different amounts of this ingredient: the measurements shown in this appendix are for bleach containing 6 percent to 8.25 percent sodium hypochlorite. The only way to know how much sodium hypochlorite is in the bleach is by reading the label. Always read the bleach bottle to determine its concentration before buying it. If the concentration is not listed, you should not buy that product.

**Use Common Household Measurements**

Using bleach that contains 6 percent to 8.25 percent sodium hypochlorite, programs need to make two standard recommended bleach solutions for spraying nonporous or hard surfaces and a separate solution for soaking toys that have been mouthed by children. Each spray bottle should be labeled with its respective mixture and purpose. Keep it out of children's reach. The measurements for each type of sanitizing or disinfecting solution are specified on the next page.
SPRAY BLEACH SOLUTION #1 (for food contact surfaces)
Staff will use the following procedures for cleaning and sanitizing nonporous hard surfaces such as tables, countertops and highchair trays:

1. Wash the surface with soap and water.
2. Rinse until clear.
3. Spray the surface with a solution of \( \frac{1}{2} \) teaspoon of bleach to 1 quart of water until it glistens.
4. Let sit for two minutes.
5. Wipe with a paper towel or let air-dry.

SPRAY BLEACH SOLUTION #2 (for diapering surfaces or surfaces that have been contaminated by blood or bodily fluids)
Staff will use the following procedures for cleaning and disinfecting diapering surfaces or surfaces that have been contaminated by blood or bodily fluids:

1. Put on gloves.
2. Wash the surface with soap and water.
3. Rinse in running water until the water runs clear.
4. Spray the surface with a solution of 1 tablespoon of bleach to 1 quart of water until it glistens.
5. Let sit for two minutes.
6. Wipe with a paper towel or let air-dry.
7. Dispose of contaminated cleaning supplies in a plastic bag and secure.
8. Remove gloves and dispose of them in a plastic-lined receptacle.
9. Wash hands thoroughly with soap under running water.

SOAKING BLEACH SOLUTION (for sanitizing toys that have been mouthed)
Staff will use the following procedure to clean and sanitize toys that have been mouthed by children:

1. Wash the toys in warm soapy water, using a scrub brush to clean crevices and hard-to-reach places.
2. Rinse in running water until water runs clear.
3. Place toys in soaking solution of 1 teaspoon of bleach to 1 gallon of water.
4. Soak for five minutes.
5. Rinse with cool water.

When sanitizing or disinfecting equipment, toys and solid surfaces the program will use (check all that apply; at least one MUST be selected):

- [ ] EPA-registered product approved for sanitizing and disinfecting, following manufacturer instructions for mixing and application

- [ ] Bleach solution made fresh each day
  - [ ] Spray solution #1: \( \frac{1}{2} \) teaspoon of bleach to 1 quart of water
  - [ ] Spray solution #2: 1 tablespoon of bleach to 1 quart of water.
  - [ ] Soaking solution: 1 teaspoon of bleach to 1 gallon of water.
**Appendix F: Gloving**

### DONNING

1. Wash hands.

2. Put on a clean pair of gloves. Do not reuse gloves.

### REMOVAL and DISPOSAL

1. Remove the first glove by pulling at the palm and stripping the glove off. The entire outside surface of the gloves is considered dirty. Have dirty surfaces touch dirty surfaces only.

2. Ball up the first glove in the palm of the other gloved hand.

3. Use the non-gloved hand to strip the other glove off. Insert a finger underneath the glove at the wrist and push the glove up and over the glove in the palm. The inside surface of your glove and your ungloved hand are considered clean. Be careful to touch clean surfaces to clean surfaces only. Do not touch the outside of the glove with your ungloved hand.

4. Drop the dirty gloves into a plastic-lined trash receptacle.

5. Wash hands.

Glove use does not replace hand washing. Staff must always wash their hands after removing and disposing of medical gloves.
**Appendix G:**
**Medical Emergency**

- Remain calm. Reassure the child (victim) and the other children at the scene.
- If the area is unsafe, move to a safe location.
- Follow first aid and/or CPR protocols.
- Call for emergency medical services/911. Give all the important information slowly and clearly. To make sure that you have given all the necessary information, wait for the other party to hang up first. If an accidental poisoning is suspected, contact the **National Poison Control Hotline at 1-800-222-1222** for help.
- Follow instructions given by the emergency operator.
- Send emergency contact information and permission to obtain emergency care when the child is transported for emergency care.
- Notify parent of the emergency as soon as possible. If the parent can't be reached, notify the child's emergency contact person.
- After the needs of the child and all others in care have been met, immediately notify OCFS if the emergency involved death, serious incident, serious injury, serious condition, communicable illness (as per the **New York State Department of Health list [DOH-389]** accessible at health.ny.gov/forms/instructions/doh-389_instructions.pdf) or transportation to a hospital, of a child which occurred while the child was in care at the program or was being transported by a caregiver.
A copy of this form can be sent in separately to OCFS if the program’s health care plan has already been approved and the only change to the plan is the addition or removal of a medication administrant or an update to information for a current medication administrant. With any medication administrant addition, removal or change, program’s health care consultant and OCFS must be notified.

All staff listed as medication administrant(s) must have first aid and CPR certificates that cover the ages of the children in care and be at least 18 years of age. Documentation of age-appropriate first aid and CPR certificates will be kept on-site and is available upon request.

Use the chart below to identify staff trained to administer emergency medications, OTC medications, and non-patient specific and/or child specific prescribed medications.

*EMOA patient-specific, Stock non-patient specific.*

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Note: Complete this section if the program will administer medication.
The following individual(s) has a professional license or certificate that exempts him/her from the training requirements to administer medication. Copies of each individual’s credentials are attached and will be sent to the Office.

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Appendix I:  
Revisions

Use this section to record the date and page number(s) of any revisions made to the original health care plan. When a revision *(change, addition or deletion)* is made to the original health care plan, record the date the change was made and then write the page numbers affected by the change and submit to OCFS.

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Appendix J:

Administration of Non-Patient-Specific Epinephrine Auto-Injector Device

☐ The program will purchase, acquire, possess and use non-patient-specific epinephrine auto-injector devices for emergency treatment of a person appearing to experience anaphylactic symptoms.

The program agrees to the following:

- The program will designate one or more employee(s) or caregiver(s) who have completed the required training to be responsible for the storage, maintenance, control and general oversight of the non-patient-specific epinephrine auto-injector devices acquired by the program. The designated employee(s) or caregiver(s) may not use a non-patient-specific epinephrine auto-injector device on behalf of the program until he or she has successfully completed a training course in the use of epinephrine auto-injector devices conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or by an entity or individual approved by DOH, or is directed in a specific instance to use an epinephrine auto-injector device by a health care practitioner who is authorized to administer drugs and who is acting within the scope of his or her practice. The required training must include: (i) how to recognize signs and symptoms of severe allergic reactions, including anaphylaxis; (ii) recommended dosage for adults and children; (iii) standards and procedures for the storage and administration of an epinephrine auto-injector; and (iv) emergency follow-up procedures.

- Verification that each designated employee or caregiver has successfully completed the required training will be kept on-site and available to OCFS or its representatives.

- Each designated employee or caregiver will be recorded on Appendix H and updated as needed.

- By way of this form completion and submission to OCFS, the program is requesting a waiver of the following regulation in order to stock non-patient-specific epinephrine auto-injector devices pursuant to New York Public Health Law Section 3000-c.

☐ School-Age Child Care: 414.11(g)(7)
☐ Group Family Day Care: 416.11(g)(7)
☐ Family Day Care: 417.11(g)(7)
☐ Day Care Center: 418-1.11(g)(7)
☐ Small Day Care Center: 418-2.11(g)(7)

- The program will obtain a non-patient-specific prescription for an epinephrine auto-injector device from a health care practitioner or pharmacist who is authorized to prescribe an epinephrine auto-injector device.

- The program will obtain the following epinephrine auto-injector devices (check all that apply):
  - Adult dose (0.3 mg) for persons 66 lbs. or more.
  - Pediatric dose (0.15 mg) for persons who are 33-66 lbs.
  - Infant/Toddler dose (0.1 mg) for persons who are 16.5-33 lbs.

- For children weighing less than 16.5 lbs., the program will NOT administer an epinephrine auto-injector device but will call 911.

- The program will check the expiration dates of the epinephrine auto-injector devices and dispose of units before each expires. How often will the program check the expiration date of these units?
  - Every three months
  - Every six months
  - Other:
• Specify name and title of staff responsible for inspecting units:

• The program will dispose of expired epinephrine auto-injectors at:
  □ A licensed pharmacy, health care facility or a health care practitioner’s office.
  □ Other:

• The program understands that it must store the epinephrine auto-injector devices in accordance with all of the following:
  • In its protective plastic carrying tube in which it was supplied (original container)
  • In a place that is easily accessed in an emergency
  • In a place inaccessible to children
  • At room temperature between 68° and 77° degrees
  • Out of direct sunlight
  • In a clean area
  • Stored separately from child-specific medication

• Specify location where devices will be kept:

• Stock medication labels must have the following information on the label or in the package insert:
  o Name of the medication
  o Reasons for use
  o Directions for use, including route of administration
  o Dosage instructions
  o Possible side effects and/or adverse reactions, warnings or conditions under which it is inadvisable to administer the medication, and expiration date

• The program will call 911 immediately and request an ambulance after the designated employee or caregiver administers the epinephrine auto-injector device.

• A Log of Medication Administration, OCFS-LDSS-7004 will be completed after the administration of the epinephrine auto-injector to any day care child.

• In the event that an epinephrine auto-injector is administered to a child experiencing anaphylaxis, the program will report the incident immediately to the parent of the child and OCFS (Regional or Borough office). The following information should be reported:
  o Name of the epinephrine auto-injector device
  o Location of the incident
  o Date and time epinephrine auto-injector device(s) was administered
  o Name, age and gender of the child (to OCFS only)
  o Number and dose of epinephrine auto-injector device administered
  o Name of ambulance service transporting child
  o Name of the hospital to which child was transported

Program Name: ____________________________________________________________
Facility ID Number: __________________________________________________________
Director or Provider name (Print): _______________________________________________
Director or Provider Signature: ________________________________________________
Date: __/__/____________________

Once completed, keep this form on-site as part of the health care plan, share with any health care consultant associated with the program and send a signed copy to your Regional Office/Borough Office licensor or registrar.