

# Employee Health Policy

Name of Child Care Center: \_\_\_\_\_

Address of Child Care Center: \_\_\_\_\_

No employee shall be permitted to work at the CHILD CARE CENTER while experiencing any of the following symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore Throat with Fever
- A lesion containing pus such as a boil or infected wound that is open and draining and cannot be covered

All employees shall report such symptoms to their CHILD CARE CENTER supervisor and shall not return to work until symptoms desist.

Any employee diagnosed with a communicable disease that can be transmitted by foods or other means or who is a carrier of organisms that cause such a disease shall not be allowed to work in a CHILD CARE CENTER in any capacity in which there is a likelihood of such person transmitting disease to other persons.

## Common Communicable Diseases (The Big "6"):

- Hepatitis A virus
- Norovirus
- Shigella, spp.
- Enterohemorrhagic or Shiga toxin-producing Escherichia coli
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Director of Child Care Center: \_\_\_\_\_

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



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# Smoking Policy

Name of Child Care Center: \_\_\_\_\_

Address of Child Care Center: \_\_\_\_\_

## Smoking is prohibited:

- At all times in Child Care Centers—including before and after hours of operation
- Within 10 feet of any entrance or exit
- In any vehicles used by centers to transport children
- Within sight of the children

“No Smoking” signs shall be posted in facilities and vehicles used to transport children

If a staff member consumes cigarettes before the work shift begins or during a break away from the child care center premises, the staff member shall be required to wash his or her hands thoroughly. Staff and volunteers should avoid bringing cloths that smell of smoke into the building, or onto the playground.

Director of Child Care Center: \_\_\_\_\_

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



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# Screen Time Policy

Name of Child Care Center: \_\_\_\_\_

Address of Child Care Center: \_\_\_\_\_

**Screen time** is the use of television, videos, video games, and computers

Screen time shall be:

- Offered as a free choice
- Limited to no more than a total of 2 ½ hours per week
- Prohibited during meal or snack time
- Prohibited for children younger than 2 years

Computer use shall be limited to no more than 15 minute increments, except for school age children completing homework.

Daily schedules including daily screen time shall be prominently posted in each classroom.

Director of Child Care Center: \_\_\_\_\_

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



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# Physical Activity Policy

Name of Child Care Center: \_\_\_\_\_

Address of Child Care Center: \_\_\_\_\_

- Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
  - 3 yrs and older(preschool children)-At least 90 minutes per 8 hour day
  - 12 months to 3 yrs -At least 60 minutes per 8 hour day
- **Infants to 12 months-** caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development.
- Daily schedules including physical activity time shall be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

Director of Child Care Center: \_\_\_\_\_

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



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# Nutrition Policy

Name of Child Care Center: \_\_\_\_\_

Address of Child Care Center: \_\_\_\_\_

- All food served in Child Care Center shall comply with USDA recommendations for Meals and Snacks.
- Water shall be available at all meals and snacks
- No sugar sweetened beverages shall be served to children.
- Only 100% juice
  - No more than 6 ounces per day
  - Only served at meal or snack time
  - Only for children over 12 months
- Milk with 1% or less milk fat for children 2 years and older (unless medical documentation is provided for child)
- Food items that shall be served at least once a week
  - Orange vegetable- for vitamin A
  - Dark green vegetable- for iron, Vitamins A and C, and fiber
  - Legume- for protein, iron, B vitamins
- At least half of grains served each week shall be whole grains
- Menus shall be
  - Posted in view of parents and food preparation staff
  - Prepared at least 2 weeks in advance
- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's eating area
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

Director of Child Care Center: \_\_\_\_\_

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



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# Policy for Prevention of Communicable Diseases

Name of Child Care Center: \_\_\_\_\_

Address of Child Care Center: \_\_\_\_\_

## Common Communicable Diseases

No employee shall be allowed to work while having an illness diagnosed by a health practitioner due to:

- Norovirus
- Hepatitis A virus
- Shigella spp.
- Enterohemorrhagic or Shiga Toxin-producing Escherichia coli
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

## Detection of Illnesses

In order to control the spread of communicable diseases in the child care center, it is important that the caregiver recognize illnesses early. Isolate the child immediately and contact a parent or guardian so the child can be removed from the center as soon as possible. Staff should be alert to the following symptoms:

1. Severe coughing
  - a) Child gets red or blue in the face
  - b) Child makes high-pitched croupy or whooping sound as he coughs
2. Breathing trouble—especially important in an infant under 6 months old
3. Yellowish skin or eyes
4. Pinkeye/Conjunctivitis—tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus
5. Unusual spots or rashes
6. A lesion such as a blister, boil, pustule or infected wound that is open or draining
7. Feverish appearance
8. Lethargy
9. Diarrhea
10. Vomiting
11. Unusual behavior
  - a) Child is cranky or less active than usual
  - b) Child cries more than usual
  - c) Child feels general discomfort or just seems unwell
  - d) Child pulls at ears
  - e) Child has difficulty swallowing
12. Frequent scratching of the body or scalp (may be a sign of scabies).



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