



## **1. Health and Safety Maintenance Policy**

### **Policy:**

Get Well Care 4 Kidz maintains a clean, hazard-free, and safe environment indoors and outdoors in compliance with Texas Child Care Licensing Minimum Standards.

### **Procedures:**

- Conduct daily safety inspections of indoor areas to identify and correct hazards.
- Maintain emergency exit, smoke detectors, and fire extinguishers in good working order.
- Store hazardous materials securely out of children's reach.
- Ensure toys/indoor equipment are age-appropriate, secure, and regularly maintained.
- Keep grounds free of debris, pests, and hazards.
- Provide adequate lighting, ventilation, and temperature control.
- Document inspections and maintenance activities.

## **2. Authorized Pick-Up Policy**

### **Policy:**

Children will only be released to persons authorized by the parent or guardian as documented in the child's enrollment records.

### **Procedures:**

- Parents/guardians must complete an Authorized Pick-Up Form listing individuals approved to pick up their child.

- Staff will verify the identity of the person picking up the child, requiring a government-issued photo ID for any unfamiliar individuals.
- Any changes to authorized pick-up persons must be provided in writing by the parent/guardian.
- In emergency or one-time situations, verbal or written authorization from the parent/guardian will be accepted with ID verification.
- Staff will never release a child to unauthorized individuals.

### **3. Child Supervision Policy**

#### **Policy:**

Get Well Care 4 Kidz staff will provide continuous supervision, both visual and auditory, of children at all times, including in exam rooms with tempered-glass doors.

#### **Procedures:**

- Exam rooms have tempered glass doors to allow clear visibility.
- Staff positioning ensures all rooms are within direct line-of-sight.
- Routine walk-throughs of rooms are conducted frequently.
- Doors and windows will remain free of visual obstructions.
- Two-way communication devices will be available for immediate assistance.
- Staff are trained annually on active supervision techniques.

### **4. Cleanliness and Sanitation Policy**

#### **Policy:**

Get Well Care 4 Kidz will maintain all areas, equipment, and supplies in a clean and sanitary condition following licensing requirements.

#### **Procedures:**

- Implement daily cleaning and disinfecting schedules, focusing on high-touch areas.
- Properly store and dispose of waste and medical materials.

- Sanitize toys and equipment regularly, laundering fabric items weekly or as needed.
- Maintain clean restrooms with stocked handwashing supplies.
- Conduct routine outdoor grounds maintenance.
- Document cleaning activities and conduct regular staff training.

## **5. Handwashing Policy**

### **Policy:**

All staff and the owner will wash their hands according to Texas Child Care Licensing Minimum Standards.

### **Procedures:**

- Wash hands upon arrival, before and after child contact, food handling, diapering, and other specified times.
- Use warm water and soap, washing for at least 20 seconds.
- Dry hands with disposable towels and use towel to turn off faucets.
- Ensure handwashing stations are well stocked and accessible.
- Conduct annual training and monitor compliance.

## **6. Emergency and Fire Safety Policy**

### **Policy:**

Get Well Care 4 Kidz will maintain and practice emergency procedures that ensure safe evacuation and relocation.

### **Procedures:**

- Install and inspect smoke detectors and fire extinguishers regularly.
- Conduct quarterly fire drills.
- Evacuate children promptly and calmly using the nearest safe exit.
- Designated relocation area inside: Central hallway near main entrance.

- Designated relocation area outside: Parking lot adjacent to 2743 Smith Ranch Rd, Suite 1701, Pearland, TX 77584, marked safe zone.
- Maintain attendance logs during evacuation.
- Notify parents and emergency responders as needed.

## **7. Illness Escalation and Injury Policy**

### **Policy:**

Staff will promptly assess and respond to escalating illness or injury by notifying parents and seeking emergency medical care when necessary.

### **Procedures:**

- Assess symptoms and severity immediately.
- Notify parent or authorized contact without delay.
- Call 911 in emergencies and provide first aid/CPR as trained.
- Advise parents to seek further medical care for non-emergency urgent needs.
- Document all incidents thoroughly.
- Maintain staff certification in pediatric first aid and CPR.

## **8. Medication Administration Policy**

### **Policy:**

Medication will be administered only with proper authorization and according to prescribed instructions, ensuring children's safety and regulatory compliance.

### **Procedures:**

#### **1. Authorization**

- a. Obtain a signed, written authorization from the child's parent or legal guardian before administering any medication.
- b. Authorization must specify the child's name, medication name, dosage, times, method of administration, and any special instructions.

## **2. Storage**

- a. Store all medications in a locked, secure location inaccessible to children.
- b. Refrigerate medications that require it in a labeled, locked container.
- c. Remove expired medications promptly.

## **3. Administration**

- a. Only trained staff members may administer medication.
- b. Verify the child's identity and double-check the medication label against the authorization form before administration.
- c. Administer medication strictly according to instructions.

## **4. Documentation**

- a. Record each dose immediately on the Medication Log, including date, time, dosage, name of medication, and initials of the staff administering it.
- b. Note any reactions or missed doses and notify parents as necessary.

## **5. Communication**

- a. Inform parents/guardians of medication administered during the day.
- b. Report any adverse reactions or errors immediately and follow emergency protocols.

## **6. Training**

- a. Staff will receive training on medication administration, storage, documentation, and recognizing adverse effects.

## **Nutrition Policy**

### **Policy:**

Get Well Care 4 Kidz requires that parents/guardians provide lunches and snacks appropriate for their child's age, nutritional needs, and any special dietary restrictions. The center will support and monitor children's nutrition as follows:

### **Procedures:**

## **1. Parent Communication**

- a. At enrollment, parents/guardians will receive written nutritional guidelines that outline appropriate types and portions of food to send for lunches and snacks.
- b. Parents are encouraged to provide well-balanced meals including fruits, vegetables, whole grains, and protein sources, and to avoid choking hazards and allergens as appropriate.

## **2. Food Inspection**

- a. Upon arrival, staff will inspect lunches and snacks to ensure they are safe, age-appropriate, and comply with the child's dietary restrictions and the center's guidelines.
- b. Staff will notify parents promptly if food items do not meet these standards and request appropriate substitutions.

## **3. Allergy and Dietary Needs**

- a. The center maintains current records of all children's food allergies and dietary restrictions.
- b. Staff will monitor foods brought from home to prevent exposure to allergens and cross-contamination.

## **4. Encouragement of Healthy Eating**

- a. During mealtimes, staff will encourage children to consume a variety of healthy foods and model positive eating behaviors.
- b. Children are encouraged, but not forced, to eat.

## **5. Supplemental Nutrition**

- a. If a child's lunch or snack is insufficient or does not meet nutritional needs, and with parental consent, the center may provide supplemental snacks or beverages that meet licensing standards.

## **6. Hydration**

- a. Fresh drinking water is available and accessible to children throughout the day.

## **7. Parent Education**

- a. The center will provide periodic resources and guidance to parents on child nutrition and healthy meal preparation.