

PARENT

HANDBOOK

Revised August 2022

This handbook was prepared for you and your child(ren). Please take the time to read this

helpful information regarding our programs and policies.

This handbook is also available on our website, [www.arcadianchildren.com](http://www.arcadianchildren.com)

If you have any questions, please reach out to our Executive Director or a Staff person in your child’s program.

Thank you for choosing Arcadian Early Learning for your childcare needs.



**History of Our Society**

Arcadian came to be out of a common concern by parents, Early Childhood Educators, and community members for quality, affordable, childcare in Duncan. Through many volunteer hours by those members of our community, the Duncan Day Care Society was formed in June of 1974 and a daycare program for 3–5-year-old children opened.

In 2007, with financial support from the province, a 16-space Infant/Toddler program was added. In 2010 a licensed Preschool program was added to our early learning Centre. As of June 2019, the licensed Preschool was converted into a full day 3–5-year-old program to fill the need of the community.

The name Arcadian was chosen because it means, a life of simple pleasures. The Duncan Day Care Society (DDCS) is a not-for-profit society run by a board of directors. The Board consists of volunteer parents and community members. The Board is responsible to the members of the DDC Society, who are families of the children enrolled at Arcadian. The purpose of the board is to make decisions regarding policies and to support the Director and Staff in the day-to-day running of the Centre.

At the time of enrolment families are required to pay a $20 fee. This fee gives the family a membership to the society and allows them to vote at meetings and become a part of the Board of Directors if they choose. Children can’t begin attending Arcadian until the membership fee is paid. This fee is renewed annually for $10

In all its operations, the Duncan Day Care Society bases its actions on the following beliefs:

**Mission Statement**

To provide a safe, caring, supportive and educational environment that enhances the lives of all children and their families and serves a vital community need. We believe that children thrive when given abundant opportunities to play in a creative, supportive environment.

**Philosophy**

We value and respect children as unique individuals and see them as capable and full of potential. This image of the child allows us to recognize the diverse ways that children express and create what is meaningful for them in their learning. Each child comes to our Centre with his or her unique temperament, family structure, cultural heritage, language and learning ability. We work alongside children to provide opportunities that will foster positive social, emotional, cognitive, and physical development in a safe, responsive, healthy and loving environment. We believe that all children benefit from play and discovery in a variety of environments. Explorations and time to linger outside strengthens our connections with nature. Inspired by the Reggio Emilia approach in a Canadian Westcoast context and guided by *BC’s Early Learning* *Framework,* we value reflective educational practices and engagement with the multiple modes of arts expression such as painting, drawing, sculpture, music, story, and movement.

We value and respect each family’s dignity and culture, their need for quality childcare and their rights to be involved in the childcare experience. We value and respect each Staff’s need for a working environment that recognizes and respects their training, skills, and commitment to childcare. This is demonstrated through respectful communications and personnel policies.

**Hours of Operation and Holidays**

The Centre is open Monday to Friday, 7:30 to 5:30 all year ***except***:

New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day, Boxing Day and New Year’s Eve

**Snow Days:** During the winter months, we ask parents to listen to our local radio station,Juice 89.7 for up-to-date information on weather conditions. If the School Districtcloses the schools due to heavy snowfall, the daycare will also close(unfortunately we are not able to refund fees for this day).

**Professional Development Days:** Arcadian Early Learning Centre supports staff in their ongoing professional development. There will be 6 days throughout the year that Arcadian closes at 12pm to provide workshops that strengthen team building and early childhood practice. Please see arcadianearlylearning.com for a list of these dates make arrangements for alternate care. The Centre will not be open on these days.

**Registration**

A registration form and emergency card must be completed, signed, and reviewed by Staff before a child can attend. Registration forms are available from our Director or a Staff on-site. It is best to phone ahead for an appointment to meet with the Director, discuss your childcare needs to make sure the Centre can accommodate and ask any questions.

**Orientation**

Separation can be a difficult but very common process that some children experience as they transition into a daycare setting. Sometimes children are upset during their first few days or weeks, and some children don't express anxiety until a few weeks later when they feel comfortable enough to do so.

At Arcadian we strongly encourage an orientation process specific to each family. We start with a one-hour orientation where the parent and child join the program. During this one-hour Staff will discuss the next steps in the orientation process with the family. Children cannot be left at the Centre during the first orientation. During these orientation visits, the parent or caregiver will remain at the Centre with the child, leaving the room for brief periods of time to help the child become comfortable with their new surroundings and Staff. This process helps children feel safe and gives them peace of mind that parents always come back when they say they will. The orientation process will be specific to the child(ren) and family as some children will need less/more time to adjust. A typical orientation period for infants and toddlers looks like 10-11 am day one, 10-11 am day 2, staying for lunch day 5, nap day 7 and a full day by day 10. This will be specific to each child and may need to be lengthened if the child is showing signs of separation anxiety.

When a child is getting ready to move from the Infant/Toddler program to the 3-5 program we offer parents an optional orientation. This consists of a one, one hour visit with their child to meet the staff, experience the program, and see the expectations of the program. The ratios of Staff to children change from 1:4 to 1:8 and some of the expectations change as well.

**Attendance**

Payment is required for all the days your child(ren) is (are) scheduled to attend, whether they attend or not. We cannot refund or change days in lieu of absence.

The Centre is open ten hours per day; however, we ask that families use the Centre for eight hours within that window of time. More than eight (8) hours in a childcare setting can be exhausting for young children. We also must always maintain our child/staff ratios. Staff scheduling is done based on the number of children in attendance at a given time, therefore it is important that parents drop off and pick up their children at the time agreed upon during registration. If your drop off or pick up times need to be adjusted, please speak to your child’s room teacher or the Executive Director to see if the new times can be accommodated.

Part time spaces may be available, and we try, as much as possible, to blend two families to fill a full-time space. Parents can let the Director know what their family needs are, and we will try to accommodate them as best as we can.

**Fees and Fines**

Fees are due on the first of each month and we welcome and accept post-dated cheques. When paying monthly fees, cheques should be written out to the Duncan Daycare Society. Please note that a bank service fee will be charged for N.S.F. cheques.

**Unfortunately, Arcadian Early Learning cannot reduce fees for days missed due to sickness, holidays etc.**

**Late payment policy**:

* Invoices will be placed in children's cubbies to remind parents if fees are not paid by the 15th
* If payment is still overdue by 30 days, parents will receive a letter from the Executive Director indicating that payment is overdue and that payment must be made in full to avoid late payment consequences.
* If payment is still in arrears by 60 days, parents will receive a letter from the Executive Director indicating that payments are overdue by 60 days and that failure to pay outstanding payments in full within 5 days means the child's space is forfeited to another child on the waiting list.
* If payment is received in full within 5 days, then after any additional late payment notice (including payment overdue by 30 days), the child’s space is forfeited if overdue payment is not made within 24 hours of late payment notice.
* If payment not received in full, a statement and demand-for-payment letter will be mailed to the parent and if satisfactory arrangements or payment is not made within 15 days, the overdue account will be turned over to a collection agency.
* Note if late fees are due to a confirmed government subsidy delay, then this is to be addressed individually with the Executive Director.

The daycare closes at 5:30 each day. A late fee of $20.00 will be charged to families picking up after 5:30 pm. An additional $20 will be charged for each 30 minutes or portion thereof.

Children requiring full time care are given preference.

**Arcadian Fee Schedule**

*\*\*Please note Arcadian has opted into the Childcare Fee Reduction Initiative (CCFRI) which reduces parent fees for each program.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Program/days** | **Fee** | **\*\*CCFRI** | **Total parent portion**  |
| 3-5 |  |  |  |
| Full time  | $850 | $545 | $305 |
| Three days/week | $546 | $436 | $225 |
| Two days/week | $364 | $327 | $154 |
|  |  |  |  |
| 0-36 Months |  |  |  |
| Full time | $1100 | $900 | $200 |
| Three days/week | $720 | $540 | $180 |
| Two days/week | $480 | $360 | $120 |

**Refunds**

We are confident that after completing the required orientation process your child/children will be happy attending Arcadian. However, for the first two weeks your child is enrolled we provide a money back guarantee. Should you withdraw your child within the first two weeks after enrollment, you will receive a full refund of any fees paid. If Arcadian deems it necessary to terminate care with a family at any given time, a refund will be issued for the month in which care is terminated. Unfortunately, refunds are not provided for Statutory Holidays, children’s absences due to illness, vacations or personal reasons, snow closure days or other unforeseeable emergencies.

**Government Subsidy**

There is a government subsidy available called the Affordable Childcare Benefit (ACCB). Forms are available online on the government website. Government subsidies may not cover the full cost of care which may leave a parent fee that parents are responsible to pay every month. This fee will vary from family to family, depending on income. Parents receiving the ACCB are responsible for renewing their authorization before it runs out. If a child’s subsidy runs out, the parents are responsible for the full cost of childcare. Subsidy will pay for days when children are sick and for *“up to 10 days in a year for children to take holidays.”* Once a parent’s subsidy has been approved, parents are responsible for letting subsidy know should any information change i.e., change in jobs, change in family structure etc.

**Notice of Change in Registration or Withdrawal**

One month’s written notice is required for withdrawal from the Centre.

**Food and Drink Policy**

Parents are required to provide lunch for their children daily. We request that your child’s name be clearly labelled on their lunch bag. Please provide a cold/ice pack in your child’s bag for foods that require cold temperatures as we do not have fridge space for children’s lunch kits.

The Centre provides two nutritious snacks daily which follow Canada’s Health Guide. We encourage healthy eating so please make sure items are low in sugar. We request that candy, chips, and other sugary treats be left at home and not be included in your child’s lunch. Educators will use discretion in saving high sugar/unhealthy treats to be eaten at home so that we may encourage health and wellness at daycare. Leftovers can be re-heated by staff for your child. If you would like lunch suggestions, feel free to ask Staff for a handout.

**Medication**

Due to Community Care Facilities Licensing regulations, staff can only administer medication that is in a marked prescription bottle with a physician’s instructions. An accompanying consent form must be filled out for each course of medication by the parent. Please do not leave any medication, vitamins, or other supplements in your child’s cubby or in their pockets. This includes cough candies. Over the counter medications (Tylenol, cough medicine) will only be administered with an accompanying doctor’s note and signed parental consent. Authorization over the telephone is not accepted. Your child may not attend the Centre if they have had any fever reducing medication or started a new medication in the last 24 hours.

**Drop-off**

Please make sure you have verbal contact with a staff member when dropping off or picking up your child. Often children want you to stay for a while – give them a time limit and then say good-bye. We do not encourage parents to “sneak out.” It is important for both the child and parent to have a proper goodbye. Staff likes to give parents and children time without interruption in the mornings. If you want some assistance with your child, please indicate your wishes to a staff member and we will be happy to help you and your child with good-byes. You are welcome to call at any time to see how things are going. We have an open-door policy for all parents, however if visiting during the day upsets your child Staff may ask you about alternative contact during the hours your child is at the Centre. We ask that all children arrive before 10:30 a.m. or make a prior arrangement with staff. This makes for easier transitions for your child into the busy program.

**Pick-up**

Please check:

* Your child’s cubby for messages, newsletters, lunch, and laundry
* Messages are also written on the whiteboard in the foyer and on the main door
* Your children are proud of their art and craft work, please take it with you and feel free to talk to staff about your child’s day
* Please allow yourself and your child time to put away what they have been working on
* you are welcome to help them and if they say they don’t have anything to tidy up please check with the staff.

**Clothing and toys**

Learning can be messy! Children should wear comfortable clothing that can get dirty, stained, etc.

Please ***keep*** ***children’s personal belongings at home*** unless it is a special toy that is helping a newcomer adjust to the Centre. We cannot be responsible for lost or broken toys that come from home.

Staff would really appreciate it if you could keep the following items in your child’s cubby. Please make sure all items are clearly labeled so staff knows who they belong to.

Also please try to be sure that when an item of clothing is used it is replaced the next day.

**Here is a checklist of things to keep in your child’s cubby:**

* One or more full changes of clothing (under wear, socks, pants/shorts and shirt)
* Indoor shoes or slippers
* Rain pants/muddy buddies
* Closed- toed shoes/sandals
* Weather appropriate coats/pants (snow clothing/rain clothing/summer protection)
* Water bottle

***PLEASE LABEL ALL OF YOUR CHILDREN’S BELONGINGS***

**Release of child**

We will not release a child to anyone:

* who is not on the registration form
* who is not authorized
* who is under the age of 16
* who appears to be under the influence of drugs or alcohol

If a child is unduly upset about going with an “authorized adult.” we will call you first, and then others on your pick–up list and then the Ministry of Children and Family Development.

If there is someone new coming to pick-up your child, you ***must*** inform us of who it is ***in person, as we cannot take instructions over the phone.***  Then you can add then to your pickup list. The new person will be asked to present picture ID to Staff.

**Daily Programs**

Arcadian offers a group program for children from 0-5 years old. Our 3-5 program is licensed for up to 24 children. We now have two infant and toddler programs. Room 1 is licensed for up to 16 children and Room 2 is licensed for up to 12 children.

The programs at Arcadian are set up to meet children’s needs in all areas of development. All program planning is based on meeting the needs of the whole child including social, emotional, physical, and cognitive needs. Opportunities are provided for the children to explore their world through fine and gross motor activities, songs, stories, finger plays, active times, and quiet times. We provide many opportunities for our caregivers to develop warm, caring, and supportive relationships with your children. In all our programming we make an effort to develop activities that meet the children’s needs and interests. Most important to us is that the children find Arcadian a safe, happy, and interesting place to be.

**Daily Schedule**

*\*Times are approximate and subject to change based on children’s rhythms and group needs.*

**3-5 Program**

7:30 Free play

9:00 Group Time

9:30 Snack and bathroom

9:30-11:30 Outside play and experiences

11:30 lunch and bathroom

12:00 quiet experiences/nap/outdoor play

2:15 snack and bathroom

2:45 Indoor / Outdoor Free Play / Art Explorations

5:30 Centre closes

**Infant/Toddler Program**

7:30 Open free play

9:15 Art/Sensory/Circle time/Musical activities

9:45 Snack followed by diaper check

10:00 Outside Playtime

11:30 Lunch and diapering

12:00 stories and nap

1:30-2:30 indoor free play with art/table activities

2:30 Snack followed diapering

3:00 Outdoor/indoor free play and experiences

5:30 Centre closes

The Infant Toddler program is licensed for 16 children; however, enrollment fluctuates. We have the option to keep the sliding glass doors open or closed depending on the number of children enrolled and the ages and needs of the children and staff.

**Diapering Policy**

Our Infant and Toddler Educators endeavor to make diapering time a stress-free moment in the child’s day. We regularly diaper the children every two hours and anytime the child has a bowel movement or as needed. To maintain the health and safety of all children and Staff, the Staff will always wash their hands before and after diapering and sanitize the change table after each use.

***If you prefer cloth diapers, please make sure you talk to*** ***staff to determine the best method of containment for the diapers.***

Diaper cream (Penaten) is available for staff to use on children if needed. Parents initial to agree to this in the Parent Agreement.

**Toilet Training**

We encourage parents to let us know what stage their child is at regarding toilet training. We let children get comfortable with the toileting routine and then encourage them to sit on the toilet. Children are encouraged to pull their own pants up and down when using the toilet and all children wash their hands after toileting and diapering.

**Bottle/Breastfeeding Policy**

The breastfeeding relationship between mother and child is very special. At Arcadian, we recognize this and encourage you to feel free to arrange a schedule with the staff to come and breastfeed your child. If your child uses bottles, we encourage you to send a prepared bottle or an empty one with the necessary ingredients (i.e. – formula to be mixed).

**Infant/Toddler Napping**

In the infant room we recognize that young children have varied napping schedules and routines. While we have a set “quiet time,” and we do our best to accommodate your child’s napping schedule. We find that once children join our program they tend to fall into the same schedule as the rest of the children and have one longer nap between 12:00-2:00 each day. Each child has their own crib and bedding, which are washed once a week and mats are cleaned with an approved cleaning product. Soft music is played, and teachers offer children back rubs.

**Field Trips**

You will be asked to sign a consent form allowing your child to participate in walking field trips. It is the policy of Arcadian to notify parents/guardians, in advance, of any field trip where we would be transporting children in a vehicle. Each trip will require a separate permission form to be signed and will include the date, time of departure, and location of the field trip and an expected time of return.

**Guidance Policy**

Our guidance and discipline practices at Arcadian, strive to be respectful of each child’s individual needs and differences. Adults will take charge of safety with calm, respective, positive, and firm language. We base our actions on the desire to help the children develop self-regulation, self-confidence, and sensitivity in their interactions with others. We use many different strategies of prevention and intervention. Some behaviours can be managed by having Educators situate themselves close by and giving reminders of past consequences e.g. “Remember when you were throwing that toy earlier; we had to put it away? Let’s practice using the toys gently.” Educators will explain and model positive ways to use materials and interact with others. The staff set up the environment to maximize children’s choices and minimize potential problems.

If a child is having difficulties managing, a staff will walk over to the child, make eye contact, and:

* Remind and/or explain the consequences of his/her behavior
* Explain class expectations
* Give choices
* Redirect
* Name and acknowledge feelings
* Remove child from activity if necessary
* Offer a supervised place to ‘be alone’ or ‘renew’ if necessary – then when the child is able to manage, we start over, and the incident is not brought up again.
* Incorporate learning about feelings and empathy as part of our daily practices
* Look to books, stories, songs, and games for opportunities to acknowledge

If any ongoing behaviors are of concern to staff and/or parents, we will welcome the opportunity to have a meeting and make a coordinated and cooperative effort to assist your child in his/her development of appropriate and safe behaviors.

**Student Practicums**

Arcadian is used as a learning site for students in the Early Childhood Programs. We welcome practicum students and strive to provide them with the best learning environment possible. When new students come to our Centre a sign will be posted introducing them and letting parents know how long they will be on practicum and which room they will be working in. Occasionally, students are asked to complete specific observations or assignments that include children in attendance. Parents will always be asked for their permission prior to this happening and children’s names will be omitted from all assignment documents.

**Photo Release**

At Arcadian we attempt to positively market our programs to the community as much as possible. We also like to document how our children participate and enjoy the many activities and field trips we offer. Parents are asked to sign a permission slip when they enroll their child/ren so that children’s photographs can be used inside the Centre, in parent newsletters, for advertising and promotional purposes or for our website. If you are uncomfortable with any aspect of your child’s photo being used for these purposes, please talk to the Director when you enroll your child so that the correct information is gathered and acknowledged in your child’s file. As well, if your family circumstances change and you wish to change your photo permission authorization at any time, please let the Director know so updates can be made to your child’s file.

**Adjustment**

If a child or family is having difficulty adjusting to the environment of the childcare Centre, whether the issue is medical, emotional, or behavioral the parent/guardian will be asked to attend a meeting with the Director and Staff. A request will be made to arrange assistance from the appropriate community resources (Supported Childcare, Speech etc.) If a parent does not wish to involve other community resources and prefers to find alternate care, mutually beneficial arrangements will be made regarding notice. If a parent refuses or does not follow through with contacting the appropriate community resource, a maximum of one month’s notice will be given to the parent to find alternate care arrangements. After contacting the appropriate resource, every effort will be made to support the parent and child and follow through with any recommendations or suggestions from these community resources i.e., Supported Child Care, Physicians, Mental Health. We will always adhere to our policies on guidance and discipline, the United Nations “Rights of the Child” and the ECEBC Code of Ethics. If for any reason these suggestions or recommendations do not result in a positive adjustment, parents will be encouraged to find alternate care.

**Staffing**

Our Staff is very special. They demonstrate a resourceful and loving commitment to children, a high level of skill, education, and experience. Our Board of Directors feels it is important to work towards providing the best wages and benefits possible to our Staff. The acknowledgement of their value is evident in our commitment in creating a positive work environment that reflects our trust in their abilities.

Staff consists of a Director, Early Childhood Educators, Infant and Toddler Educators, Early Childhood Assistants and Support Workers.

The Director is responsible for the overall program at Arcadian and divides her time between overseeing programs, supporting Staff and administrative responsibilities. All permanent staff are licensed Early Childhood Educators with current first aid certificates. Staff in the Infant/Toddler program has additional Infant Toddler certification. Staff certificates are posted at the entrance of the building on the main board. Occasionally casual Early Childhood Educators are called in when Staff are away. All Staff, substitutes, students and volunteers must complete a screening process that includes a criminal records check, doctor’s note and reference checks.

**Professional Development**

All early childhood educators must renew their “License to Practice” every five years. To renew, each person must have completed 40 hours of workshops or course work in the field of early education and 300 hours of satisfactory work experience. As stated on pg. 5 of this handbook there will be 6 ½ day closures between September and June for workshops, curriculum planning, documentation, and staff meetings that all support professional development.

**Communication**

Arcadian Early Learning programs request a courtesy call for days that your child will not be in attendance. We appreciate knowing when children are sick or having a special day with a family member. This helps staff to plan their days and be aware of what is happening in the lives of children.

For day-to-day concerns or information please connect with the Staff that will be, or has been, with your child for that day. Please remember that the staff’s priority is to supervise and engage with the children who are in attendance. We invite parents / guardians to set up an appointment for more in-depth conversations or any concerns that require more time to discuss.

Feel free to speak to the Director or any Staff about any special requests, concerns or information that needs to be passed on. Please speak to the Director about any billing inquiries, registration changes or subsidy matters.

Notes placed in your child’s cubby regarding billing are from the Centre’s Director. Please respond by dropping a note on the inner office desk or speak directly to the Director. The Director can also be reached via email at daycare3@telus.net .

The Director keeps a record of current members of our Parent Board. You are welcome to this information should you wish to speak to the Board President, Secretary or Treasurer.

**Parent Involvement**

Recent changes or clarification of Child Care Regulations prohibit parents from volunteering in the daily children’s programs on a regular basis without having a criminal record check on file with the society. However, our center welcomes parent/family volunteers to help with jobs that we would otherwise have to pay for. We may schedule “work bees” when there are projects to do such as yard clean up, gardening, painting etc. When you pay your membership at registration time you become a voting member of the society. We encourage all parents/guardians to participate in the governance of the Society.

**You can do this by:**

* Joining the Board of Directors
* Attending monthly meetings of the board
* Volunteer to form or participate on a committee
* Canvassing friends/family/community for help with services, supplies or equipment
* Sharing creative ideas
* Attending the Annual General Meeting (usually held in Sept/Oct)

**Safety**

* Please ensure that a staff member sees you and your child when you drop them off and pick them up.
* Please sign your child in and out (Infant/Toddler program).
* As Health Canada recommends parents not use Amber Teething Necklaces because they are a choking hazard, if children wear them to the Centre, they will be placed in the child’s cubby until pick up time.
* Make sure we have always up to date contact information
* Please advise us of any changes in those people who you will allow to pick up your child
* Please let all pick up people know that they must bring picture ID as the staff will ask for it until they get to know the pickup people by name/face.
* Please ensure that your child has appropriate footwear for climbing and running.
* Please provide your child with a hat for the summer months and sign the permission form for sunscreen
* We practice fire and earthquake drills routinely
* If, for any reason we must evacuate the Centre, we will be found at:

Wedgwood House

256 Government St.

This is the big four-story apartment building at the bottom of the hill.

**Emergency Procedures**

If your child is seriously injured or ill, we will call an ambulance and call you immediately to inform you of what has happened. A staff member will accompany your child to the hospital and stay with them until you arrive. The attending staff will have your child’s Emergency Card, which you fill out at registration time. If we cannot get in touch with you, we will call your alternate contact, and continue to try and reach you.

**Health and Wellness Policy**

While the Centre and teachers are aware that keeping a child at home when they are not well may pose an inconvenience to families, children who are sick may endanger the health and wellbeing of others (both children and teachers) and need to be kept home. Any child attending the Centre must be well enough to participate in the day’s activities, including time spent outside. Children with infectious illness may not attend. If a child becomes ill while at the Centre, the Executive Director (or designate) will notify the parent and ask that the child be picked up. If a parent cannot be reached after three attempts, the Executive Director will proceed to contact the alternative/emergency pick up person.

|  |  |
| --- | --- |
| **A CHILD CAN NOT ATTEND THE PROGRAM IF:** | **A CHILD CAN RETURN WHEN:** |
| A fever of 100 degrees F | Fever has remained below 100 degrees F for 24 hours *WITHOUT* the aid of any medication (Tylenol, Advil, Motrin) |
| Two consecutive bouts of diarrhea | Child has had at least one normal bowel movement |
| A Skin infection or an undiagnosed rash | Child has been examined by a doctor and has a ***NOTE*** from the doctor stating they are healthy enough to return |
| Goopy, crusty, or pink/red colored eyes | Symptoms have subsided  |
| Any parasite related condition (i.e., scabies, Impetigo, worms etc.) | Child has been examined by a doctor and has a ***NOTE*** stating they are no longer contagious |
| Sore throat or ears | Symptoms have subsided and child is well enough to participate in all the day’s activities |
| Persistent runny nose inside and outside that interferes with the child’s ability to participate in the day’s activities | Symptoms have subsided and child is well enough to participate in all the day’s activities |
| Vomiting | 24 hours have passed since last bout of sickness |
| Started antibiotics less than 24 hours ago | 24 hours after their first dose of medication and the child is both feeling well and has not had any reactions to the medication |
| Pain or headaches | Pain has subsided or child has been examined by a doctor |
| Difficulty in breathing (i.e., wheezing, Persistent coughing) | Symptoms have subsided or child has been examined by a doctor |
| Suspected or confirmed case of head lice | Hair and scalp have been appropriately treated and no nits or lice remaining |