

CHILDREN AND COMPANY HEALTH AND SAFETY

AVAILABILITY REQUIREMENT: At the end of the previous school year, meet with the previous job holder to go through job and find out who the current MSDE contact is. Must be able to work with Membership Coordinator in August and with state and county agencies throughout the year. Must be available 1 day during the week prior to school starting (teacher prep week) and on the first day of school for each class (only if forms are still missing). Majority of work is during the summer. Required returning member.

1. Distribute Health forms packets to following year's members at May general meeting via the Class Chairs. Only children who are new to the school need all the forms completed. Returning students only need to update certain forms, see below. This is so the parents can get Health forms prepared during summer. Please put the forms in a manila folder with a checklist attached. Include on the checklist a large yes/no box next to the statement "my child has an allergy or speech, vision, hearing, custody issue, details inside" so that the teachers may check those files carefully.

Packets to NEW students should include:

- a. Emergency Form (parents should attach a current photo of child)
- b. Health Inventory (including Immunization Certificate and Lead Screening information)
- c. Parents guide to Child Care Regulation (parents should return tear-off portion)
- d. A note explaining that we need a copy of auto insurance cards (4's only)
- e. All About My Child (with instructions)

(The checklist should suggest that parents keep an extra copy of all completed forms for their own records.)

The Membership Coordinator will distribute the above mentioned forms to all new members after the May meeting.

Returning students need the following forms updated:

- a. Emergency Form (parents should attach a current photo of child)
- b. Immunization Certificate (only if child received more required vaccinations)
- c. Copy of auto insurance cards (4's only)
- d. All About My Child (with instructions)

2. Collect all completed health and safety forms from families prior to the start of school. This should include:

- a. Collecting forms at or before the August general meeting. Inform parents who do not return forms by the August General meeting that they must get their forms to you BEFORE "teacher prep week" or their child(ren) will not be permitted to join the class.
- b. Although it is advised that you not make a general announcement of this, you should inform parents who still have not returned their forms that you will be available at the school on at least one day during "teacher prep week" to collect forms.

Should any families be missing forms at the start of school, you will need to be at school on the first day

of each class (each class for which there are students missing forms) to inform parents that their child(ren) will not be permitted to join the class until their completed forms have been turned in. Notify the Class Chair of any family who has not submitted the required forms after the first day of class, so that the Class Chair and/or the Board can follow up with the family and ensure that the child does not start school until the necessary forms have been submitted.

3. Review all forms as they are turned in to ensure that they are complete. Examples of things to look for are:
 - a. The emergency card must be filled out completely (no blanks). No parent may leave a child at the school prior to this card being turned in. A current photo must be attached to the card. We need 4 additional copies of this form.
 - b. Check that all immunizations are up to date. Consult the Immunizations Requirements from the MD Health Department and found also at www.edcp.org
 - c. Check on the Health Inventory that the statement at the bottom of the page in part 2 “I conducted a physical exam of the above-named child on _____ and find he/she IS/IS NOT medically cleared to attend child care or school” is:
 - signed by the physician
 - date is within one year of the first day of school when the child was first admitted

4. Maintain the health and safety file and ensure that the file (and all completed forms) are kept at the school. In August, label a file folder for each student enrolled in the school. The following items are required by the state of Maryland to be in each folder:
 - a. Emergency Information Card.
 - b. Health Inventory (with Immunization Certificate)
 - c. Auto Insurance cards (4’s only)-a copy of the card
 - d. Tear off portion of Parent’s Guide to Regulated Child Care pamphlet

Representatives from the Howard County Health Department check the files in early October. Prior to this, they will provide the Vice President/Business Manager a roster to fill out, listing each child enrolled in the school. After the Vice President/Business Manager completes this roster, it should be placed in the health and safety file in advance of the Health Department’s inspection.

For 2 years after the students leave the school, we are required to keep all children’s forms in the Health and Forms Archives box at school.

Have parents turn in 4 copies of their emergency forms to you, then you can distribute them to the appropriate people. The original should be placed in the Emergency Form box and kept near the health forms box. One copy goes in the emergency backpack, kept in the children’s bathroom on top of the supply closet. The President gets one copy also. The remaining two copies go to the backup people for each class as stated in the Emergency Plan. The President will tell you who is designated as backup for each class. The backup person will contact parents in case of an emergency, in case the Class Chair is unavailable or needs help.

Keep additional copies of all blank forms in the file box (reorder when necessary). Additional copies can be found at <http://www.MSDE.state.md.us/cca/license/forms.htm>

5. Inform teachers if any children do not get immunized due to religious beliefs. This information will be found on the immunization form.
6. Be sure the teachers get details about children with special situations such as allergies, speech, vision, or hearing problems, or custody issues (teachers can read the files - Emergency form, Health Inventory, and All About My Child – to get this information). The teachers should be instructed to inform the Administrative Liaison and the Subs about issues that are relevant to them. Keep all the information confidential.
7. There is a booklet in the health forms box, Child Care Center Licensing, Rules, and Regulations, published by MSDE, the MD Health Department. (Changed to MSDE in 2007.) Read it thoroughly to make sure we are in compliance. If you have any questions about forms or regulations, call the Office of Child Care, MSDE and ask to speak with a specialist, 410-750-8771.
8. Maintain and regularly check the first aid kit. Make sure supplies (mainly band aids) are kept in abundance at all times. (Note that according to MSDE, no medicine, alcohol, Neosporin, anti-itch, etc. is allowed at school and thus should not be included in the first aid kit.) Any medication that has to be kept at school should be placed in the first aid kit and locked up. It should be labeled clearly with the child's name, dose and when to use. There is a medication form that should be in the child's folder and also with the medication.
9. Maintain the emergency back pack. Make sure supplies are up to date. The list is attached. Make sure the emergency lockdown snack is adequate. This is found in the kitchen above the stove (locked in the cabinets).
10. Check room weekly for health and safety hazards. Check for glass and other dangerous debris in the play area outside.
11. Check to be sure that soap, paper towels, and toilet paper are by the sink and in the bathrooms.
12. Check regularly for signs of mice and cockroaches. If you find them, report to the Vice President/Business Manager, who will contact the landlord for action.
13. Post a waterproof sign over the sink for parents to list their children's allergies.
14. If there is an infectious disease making the rounds, contact the President and the Class Chairs. Then send an email to advise parents of the disease (post signs on the front door, if necessary; the sign should not specify the child's name.) Be aware that some people are bound to be very anxious about exposure (due to travel plans, a newborn baby at home, etc.) and they deserve our consideration. Keep track of absences due to illness (including days missed, symptoms, etc.)
15. Notify the teachers of the names of children who contract a contagious illness and or head lice.
16. Before school starts (in early summer), help arrange CPR classes for the teachers (classes fill up months in advance). Check on teachers' certification dates so that there are no lapses. Ask the Board about scheduling a CPR class for members if necessary.

17. In the Spring, MSDE may conduct a safety inspection of the site. Bring to the Board's attention any violations noted on the form so that necessary repairs can be made in a timely manner. Maintain the inspection forms in their folder in the file box. Coordinate with the Vice President/Business Manager to ensure that either you or the Vice President/Business Manager are present for all scheduled MSDE inspections.

18. Prepare a sheet for the Teacher to initial monthly, when a fire drill is conducted. The sheet should include time, date, # of students present and teacher signature. This sheet should be put in a place that can be seen daily to help remind the teacher to conduct the monthly fire drills.

19. Collect emergency forms from the Teachers and put them with the rest of the forms. This is in case there is an emergency where the Teachers need emergency medical care. Copies of these forms should be distributed to the Administrative Liaison, Secretary, Treasurer, and put in the emergency backpack.

Comment: Experience in the medical field a bonus (for going over immunization records and any medical issues). Organizational skills necessary.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

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