



Georgia Dept of Early Care and Learning

BRIGHT FROM THE START

Programs participating in CAPS(Informal and Exempt) should create policies and procedures that include the following topics to be shared with enrolled families.

See Standard J of the Health and Safety Standards for both Exemption and Informal programs

- Exclusion and readmission of children with contagious illnesses or communicable disease
- Notification to parents in the event their child becomes ill while at the Program
- Notification, within twenty-four (24) hours after the home becomes aware of the illness or the next working day, to all parents of enrolled children when a reportable contagious illness or communicable disease is present at the Program
- Prevention of and response to food emergencies (i.e., choking) and allergic reactions
- A description of the practices followed by the Program to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children
- The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding)
- Recognition and reporting of child abuse and neglect
- The transportation of children to and from school or home, if provided, to include the procedure to be followed if no one is home to receive the transported child
- Written procedures for the behavior management and discipline actions used by the home, to include the home's practices regarding the expulsion and suspension of children enrolled for care.
- Handling emergency medical care, including where the children will be taken for emergency medical care
- Administering medication, recording noticeable adverse reactions to medication, and notifying parents of these adverse reactions
- Notification of infant sleep position practices. The home must notify parent(s) of Sudden Infant Death Syndrome (SIDS) risk reduction practices, sleep positioning policies, and arrangements for placing all infants on their backs for sleep.
- Emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Program. The Program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.



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