

CHILD CARE SERVICE SAFETY PLAN
 FOR THE
NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE
BUREAU OF CHILD CARE

DATE SUBMITTED: 12/8/2016 - Revised on 10/31/2018

PROGRAM IDENTIFYING INFORMATION

(Please fill in the name of your child care service at the top of each page and the date this plan will be submitted at the bottom of each page.)

Program Name: Juguemos a Cantar LLC

Permit Holder: Juguemos a Cantar LLC

Legally Responsible Entity: Maria Alejandra NOvillo

Director/Operator: Maria Alejandra Novillo

Address: 323 5th Avenue

City: Brooklyn Zip code: 11215

Telephone #: 917-453-1187 / 646-416-2947

Fax #: _____

E-Mail Address: spanishinstitutebrooklyn@gmail.com

Floor(s) of Operation: first floor

Room(s): fron and back barhroom for children and bathroom for adults.

Age Range of Children Served: from 24m yrs/months to 5y to yrs/months

Hours of Operation: 7am-7pm

Do you operate a School age Child Care Program at your site address?: Yes No

- If Yes: Please identify the program name and registration number:

• Name: XXXXXX Registration No.: xxxxxx

***Please attach an organizational chart that identifies, position and line of report for each of your program staff.**

PROGRAM OPERATION AND MAINTENANCE

Please provide the last inspection date for the following

- | | <u>Inspection Date</u> |
|---|-------------------------------|
| • Boiler/furnace/HVAC: | <u>july 2018</u> |
| • Water Systems
(plumbing, pressure, protection of water supply) | <u>city water on premises</u> |

- Lead Paint Survey (Annual Survey) 10/1/18
- Window Guards daily
- Indoor/outdoor equipment daily
- Review of injury prevention procedures (safe practice procedures) monthly or as needed
- Vehicle Maintenance (if applicable) n/a
- Exits and Fire Extinguishes monthly and yearly - 10/1/2018

Please provide the maintenance schedule for the following:

Maintenance Schedule

- Boiler/furnace/HVAC: annual
- Water Systems (plumbing, pressure, protection of water supply) annual - city waters
- Lead Paint Survey yearly
- Window Guards yearly
- Indoor/outdoor equipment daily
- Review of injury prevention procedures (safe practice procedures) monthly / as needed
- Vehicle Maintenance (if applicable) n/a
- Exits and Fire Extinguishes monthly / yearly .

FOOD PROTECTION PROCEDURES DURING RECEIPT, STORAGE, AND PREPARATION

Please provide the following:

- Staff certified in food protection: Wanda Santiago
 Name: Wanda Santiago Title: Education Director
 Food Protection Certificate # _____
 Work Schedule: Monday: yes Tuesday: yes
 Wednesday yes Thursday: yes
 Friday: yes Saturday: no
 Sunday: no

- Sanitization schedule and procedures for food preparation area:
 Please provide your programs sanitization process: We do not prepare food on site howeve, we

use the following sanitizing procedure: 1- Clean with Soapy water 2- Fresh Water 3- Clorox and water solutions (2 minutes before drying out)

- Source of food: **KIDS BRING FOOD FROM HOME**

Prepared on site on by child care service staff: Prepared on site by contracted service:

Prepared off site by contracted services and delivered:

If food service is contracted, please identify the food service company:

Name: n/a

Address: _____

City: _____ State: _____

Zip Code: _____ Phone No.: _____

FIRE SAFETY & EMERGENCY EVACUATION PLAN

Please provide the following information to establish your programs preparedness to respond to emergency situations:

- Evacuation Route

Describe your secondary means of egress: Our secondary means of egress is located on the west side of the building -

Describe how children and staff will exit the building: Children will be escorted by their teachers towards the exit of the building. Designated teacher will HEAD COUNT before leaving the room, bring along emergency backpack and attendance roster. Designated teacher will be last and make sure that no children are left behind. As soon as children are outside the building and in safe place, teacher will HEAD COUNT children and CALL PARENTS/ guardians to inform situation.

Identify the location of all exits and fire extinguishers, and identify an assemblage (safe) area where they will remain during the emergency (or attach a floor and site plan that identifies areas and locations):

There are fire extinguishers in each front and back of the room. Fire extinguishers are located in central location of floor. In case the emergency requires to leave the building, children will be conducted to our meeting place (St Thomas Aquinas Church - 249 9th Street - Brooklyn NY lobby

• Evacuation of Infant Children

Please describe how your program will provide a staff to child ratio of 1:3 during an emergency evacuation. All available personnel, regardless of role or qualifications, can be used to meet the 1:3 ratio when evacuation is necessary. (An infant child is defined as a child who is less than 12 months of age): _____

N/A - Our day care does not receive children of that age group.

• Supervision of children during an evacuation

Please describe your process of accounting for each child before and after reaching your safe area:

Teacher will head count when leaving the classroom making sure that all children in attendance are accounted for. Designated teacher will inspect the room before leaving. Once the children are in a safe area, teacher will head count again making sure that all children in attendance are safe in safe area. Teachers will be certain about the number of children in attendance at all times.

• Proof of notification of service's existence to the local fire station (attach copy of fire department confirmation if available):

Notification Date: December 8, 2016

Ladder Company Contacted: Fire house Engine 239 Park Slope (395 4th Ave- Bklyn NY)

Individual Contacted: _____

• Fire drill schedule (please provide your intended fire drill schedule):

We do fire drills twice a month : usually one of the fire drills is unannounced . We alternate exits.

• Process for notifying DOHMH and parents of emergency situations. Please include a description of process:

Means of communication: Phone.

Individual(s) responsible for communication: Ed. Director / teacher in charge / dir. of operations in this order

Timeframes for notification: SAME DAY

HEALTH CARE POLICIES AND PROCEDURES

The program's health care plan must establish polices and procedures used to assure the following:

- Method for maintaining children's health records

Initial health screening: EVERY CHILD WILL SUBMIT BEFORE ENTERING INTO DAY CARE, HIS/HERS HEALTH EXAMINATION FORM DULY FILLED AND SIGNED BY PHYSICIAN - THAT FORM WILL BE KEPT ON SITE AND RENEWED YEARLY BY PARENTS.

ALERGIES WILL SPECIFICIALLY ADDRESSED. PARENTS COMPLETE SIGN AND DELIVER A FORM ADDRESSING ALL TYPES OF LIMITATIONS THAT THE CHILD MAY HAVE. ALERGIES THAT STAFF MUST BE AWARE OF AND TREATMENTS THAT THE CHILD IS UNDER. STAFF IS AWARE OF ANY SITUATION THAT MAY NEED EXTRA ATTENTION

Children's medical histories – include immunization tracking: _____

THE FORM MENTIONED WILL INCLUDE MEDICAL HISTORIES AND IMMUNIZATION TRACKING.

Process for addressing individual children's special needs and restrictions on activities: _____

STAFF WILL BE INFORMED OF ANY PSECIALL NEED OR RESTRICTION ON ACTIVITIES THAT A CHILD MAY HAVE. STAFF WILL BE PREPARED TO RECEIVE ANY CHILD WITH MODERATE SPECIAL NEES TO BE ABLE TO WORK WITH HIM/HER. ALSO, STAEF WILL BE INFORMED IF A CHILD HAS RESTRICTIONS ON ACTIVITIES OR LIMITATIONS SO HE/SHE CAN PARTICIPATE ACCORDING TO CAPACITY. PARENTS WILL INFORM STAFF THROUGH A FORM ABOUT RESTRICTIONS AND LIMITATIONS.

- Daily health surveillance procedures

Staff responsible for observing child's health: AT ARRIVAL, CHILDREN HAVE VISUAL HEALTH SCREA-
NING. IF STAFF NOTICE ANYTING, PARENTS AND CHID WILL BE ASKED TO FIND OUT WHAT HAPPENED. RESPONSES WILL BE RECORDED IN SPECIAL BOOK (INCIDENTS)

Documentation procedures for observed injuries: STAFF OBSERVING UNSUAL BRUISE OR SIMILAR ON A CHILD WILL ASK PARENTS AND RECORD IN SPECIAL BOOK KEPT TO THAT EFFECT. STAFF WILL PAY ATTENTION AND OBSERVE IF THIS SITUATION IS RECURRENT OR NOT.

- Procedures for supervision of ill and injured children

Assessment and evaluation of children: Staff in cahrges will evaluate any medical condition that a child may have. We will call 911 in case the condition requires immediate medical attention. After, we will call parents of child to inform. We will provide first aid until emergency personnel arrive. We will take any medical information with us to hopsital and we will be with child until parents arrive.

Area of isolation: If a child develps fever or feels sick we will proceed to isolate the child. The area of isolation will be the are with less traffic of children and staff. There will be someone attending the child at all times until he/she is been picked up.

Staff assignment schedule: If a child is feeling sick or develps fever, one designated staff will call parents immediately so the child is picked up as soon as possible. Designated staff will accompain the child at all times until parents/guardians arrive.

Parent notification procedure: As soon as a child develps fevor or feels sick, parents /guardians will be phoned. If they can not be reached or cannot pick up their child promptly, staff will call the next authorized persons in the Emergency Contact list that parents have provided at the beginning of the school year.

- Medication administration:

Is your program certified to administer medication: Yes No

If yes: Individual(s) certified and assigned to administer medication

Staff Member	Role	Assignment Schedule
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Procedure for administering medication: _____

- Procedures for providing basic first aid:

RN or LPN on staff: Yes No

If no, staff title and role of person responsible for administering first aid:

- Name: Wanda Santiago / Ethel Crippa
- Title/Role: Education Director / Assistant teacher

Procedure: Asses the emergency situation, calm down the child if necessary, Call 911 upon recognizing signs and symptoms that require immediate medical attention. Call Parents immediately after calling 911 to inform them of the child's symptos and where they will be transported for medical care. Staff will provide FIRST AID as trained by CPR course until emergency personnel arrive. In case the situation does not require calling 911, staff will proceed to provided FIRST AID to the child until he/she feel better. At any event, parents will be informed about this sit and record in recording book.

- Identification of staff certified in first aid and CPR

Certified staff member(s):	Certification Date:
<u>Ethel Crippa</u>	<u>09/2017</u>
<u>Maria A. Novillo</u>	<u>03/2017</u>
<u>Patricia Linardi</u>	<u>07/2017</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

- Procedures for handling and reporting medical emergencies and outbreaks: 1- Make sure child is safe from further harm 2) Frist Aider will assess the child's condition 3) Call 911 in case of life-threatening emergency 4) Give first aid until emergency personnel arrives 5) Notify Parents 6) Notify Director of Operations 7) Obtain medical records of child and signed parental cosnent for emergency treatment for Emergency personnel 8) assign staff member to remain with child until arrival of parents. 9) withing 24 hours call Dept of Health to inform incident.

- Availability of medical and nursing services:
We will not have a nurse on site. We do have a pediatrician on call: Dr. Phillippa Gordon (718)623-9464

- Procedural precautions for protecting against blood borne pathogens: First aider and staff in general will use protective equipment which includes: latex glvoes disposable, pocket mask as need it. All surfaces will be cleaned and desinfected with solutions of water and bleach. Disposal of blood or any other body fluids will be done accordingly to procedure (closable containers or bags and the areas will be desinfected with the water/ bleach solutions. after, staff will wash hands following protocol. We also use hands free garbage cans.

- Location and procedures for storage of medication and first aid supplies:

Our center does not administer any medication to children (even over the counter). Each classroom has a FIRST AID kit that will be stored in a high location out the reach of any child. The first aid kit will be checked every month (or as needed) by a designated staff for supplies replenishment, and expired first aid topical medical if appropriate.

- Process for reporting staff illness and injuries:

In order to maintain an appropriate child/staff ration, staff must comply with the following:

ACCIDENTS: must be reported immediately to Ed Director/ Teacher in charge/ Dir of Operations. accident reports must be written, signed by an administrator, give a copy to the staff and copy to the staff file/

CALL IN SICK: Call ins must be done at least 12 hours before the start of the scheduled shifts to allow time to obtain a replacement. In case of emergency, staff member can call as soon as possible.

- **Process for responding to child abuse/maltreatment allegations:**

Obtaining and documenting information regarding allegation: _____

staff will keep notations regarding different episodes of injuries etc that a child had outside and inside school in the INCIDENT LOG BOOK or in individual of the child.

Assessing if there is reasonable cause to suspect if the alleged incident occurred: _____

Based in the collected information and documentation, staff will assess if there is reasonable cause to believe that a child is being abused or receiving maltreatment.

Reporting the alleged incident to the State Central Register and the DOHMH – Bureau of Child Care:

As mandated reporters, day care staff must report immediately when she/he has rasonable cause to suspect that a child has or is being abused or neglected. Staff will immediately call the NYS Central Register of child Abuse and maltreatment (1800-635-1522)

CORRECTIVE ACTION PLANS

All child care programs must submit a corrective action plan that identifies the steps taken to protect children in their care, in the event that a staff member: is alleged to have abused or maltreated a child, has a substantiated incident of child abuse or maltreatment, has an arrest or criminal conviction, has been involved in the death or serious injury of a child or at such time that the Department determines that corrective action is required. Corrective action plans must include the following:

- A general description of the alleged incident and the date it occurred.
- Age and gender of child/children involved.
- The staff member involved and their responsibilities related to child supervision or potential for unsupervised contact with children.
- Steps taken to protect the well being of children in your care while the alleged incident is under investigation

The Department will provide a separate guideline with more detailed information for the development, content, and submission of corrective action plans.

GENERAL SAFETY PROCEDURES:

A program's general safety procedures must provide a description of activity taken to eliminate safety hazards and provide for injury prevention. The procedures shall also include staff schedules that allow the program to maintain supervision of children at all times and comply with the staff to child ratios required by Article 47. *The plan of supervision must address both on and off site activities and include:*

- Supervision during child development activities; both recreational and academic: _____
Teaching staff at our center incorporates developmentally appropriate guidance and supervision skills. Director/ Group teachers will observe the appropriate child/teacher ratio at all times.
Teaching staff will use skills such as : awareness, positioning, scanning, redirection and supervision.

- **Rest and sleep hours:** A nap time routine is established from the first day of School. Nap time is usually after lunch. Teahcer go through similar routines every day for children to understand what is expected of them so they can feel safe and secure. There will be at least one alert staff meber alswyas in the room for sufficient supervision. This staff member shall be able to sumon other staff members without leaving the room area where children are napping. Nap time environment will be calming with soft music and dim lights with cots at least 3 feet apart. Cots will be stored in an accessible location and every child will keep perosonal bedding (separated to maiantin sanitary conditions)

- **Transportation of children:** Our day care faciity does not transport children on a daily basis. In the event of a field trip, we will hire a well known respectable transportation company to transport the children and staff to the desire location.

- **Handling and Storage of hazardous materials and other products:** All cleaning agents poisons and otehr hazardous materials are inaccessible to the children. We do 1) endeveour to use environmental friendly non toxic products for cleaning without jeopardizing hygiene 2) ensure that all hazardous susbstances are securely stored w/ appropriate lables in a high level cupboard out of the reach of children.

- **Fall Prevention Devices:** Our center is located at first floor (street level) and does not need window guards. All furniture that could be used for climbing away from the window is located far from windows. Children are not allowed to move any furniture for example: chairs, on top of tables, or to climb cubbies , to avoid potential injuries.

STAFF TRAINING

All program staff, volunteers, and other people who have, will have, or have the potential for substantial contact with children must be trained in Child Abuse/Maltreatment Identification and Prevention every 24 months. Infant/toddler and night staff must also receive Sudden Infant Death Syndrome (SIDS) and Shaken Baby training. All teachers must receive training in infection control and reporting infectious diseases. Additionally, all Assistant Teachers must receive a total of 15 hours of training in health and safety, and early childhood development every 24 months. Each program must provide a plan for how staff will meet the training requirements of Article 47. *The plan must include:*

- **Schedule for staff training:** All our staff must have 5 hours of Health and Safety training within the first two months of employment. The balance (10 hours) will accrued during the lenght of the year on a monthly schedule.

- The number of staff to be trained and their roles within the program: _____
 Bimonthly training takes place when children are not in attendance so all staff can participate. If any staff member decide to take additional training courses, they will do it in their own time and will need to submit a copy of the diploma or certificate of attendance to the Ed Director who, in time, will record it and file it in staff's personal file. The organization providing the diploma/certificate must be a well known organization to be considered as hours of training.

- Process for monitoring staff's compliance with training requirements:
 Our center will be responsible to track and document staff training. The Ed Director is responsible for providing staff training on a bimonthly basis as well as keeping track of it and documenting, filing and making sure that all staff has signed in. Ed director will keep a special file with all the Attendance sheets , etc on site.

PARENT/CHILD SAFETY ORIENTATION

Please describe your process for informing parents of:

- Reporting and management of illnesses and injuries
- Emergency Evacuation plan
- Lost child plan
- Fire safety and fire drills
- Evacuation procedures
- Supervision during offsite activities

All parents receive a Parent Handbook which describes policies and other important topics in our institution.

We also gather all families in June (Welcome meeting) and September (Parents Orientation) to go through the Parent Handbook. In those meetings, parents are informed of our policies, procedures and any additional information that might be important for the beginning of classes. A sign in sheet is provided so we can keep track of attendance to these meetings.

INSTRUCTIONAL SWIMMING AND AQUATIC ACTIVITIES

Aquatic activities for group child care services are limited to learn to swim or water safety programs that use the supervision protocol described in §47.57(i) of the New York City Health Code. Child care services shall obtain written approval from the Department of Health and Mental Hygiene’s Bureau of Child Care prior to offering any aquatic activities. (Please note - Children less than 3 years of age are prohibited from participating in all swimming and aquatic activities)

If you plan to offer aquatic activities to children, please provide a written safety plan that incorporates the safety requirements and supervision procedures during swimming activities. You must provide the following in your safety plan:

An accountability system that establishes supervision and accounting for children, and shall include:

Staff to child ratios (please refer to Article 47 for the ratio requirements): _____

N/a

How the child care service will identify each child involved in an aquatic activities prior to water entry:

n/a

How the child care service will maintain a record of the dates and times of initiation and cessation of aquatic and swimming activities: _____

n/a

Accountability checks of children must be made at least every 15 minutes and the results recorded in an accountability log. Please describe your process for maintaining accountability for all children participating in aquatic activities.

N/A/

Prior to each swimming and aquatic activity, the aquatics director shall meet with all staff and volunteers assigned to the activity and review emergency procedures, as well as their roles and duties, including the children to whom each adult is assigned. *Please specify the duties of all staff in case of swimming and aquatic activity emergencies, including but not limited to emergency procedures for distressed swimmer:*

N/A

Prior to every trip to an off-site swimming facility not owned by the child care service, the permittee shall obtain and maintain on file for each child a written consent from a parent or guardian. A consent form shall be incorporated in the written safety plan and shall include the child's name and age, the destination and type of activities authorized during the field trip, and the date of the trip. Please attach a copy of your child care service's consent form.