

Medication Policy

If a child is in need of medication the forms must be signed by a parent or guardian giving permission to administer medication.

The medication must be signed in by the parent indicating what medication, dose, and when it needs to be given.

The head teacher of the child or director will be the only staff members authorized to give the medication.

The center will not give out medications that are a controlled substance.

The center will not administer fever reducing medication.

Medications will be kept in a secure location at all times.

I understand and agree to this medication policy.

Parent signature _____

Hand in Hand Late Pickup Policy

Hand In Hand Daycare closes at 5:30 p.m. If a parent or person responsible for pick up arrives after 5:30 p.m. they will be charged \$1.00 for every minute late. If the parent calls ahead of time and explains that they may be late because of an emergency or another reason, it is up to the teacher's discretion that is closing the daycare that evening. If it is after 5:30 p.m. and a child has not been picked up, the closing teacher will begin calling emergency numbers on the child's registration. If the child has not been picked up after 30 minutes and there has been no contact with a parent or emergency person, the authorities will be called and the child will be removed under their protection.

I _____ the parent of
_____ understand the late pickup policy of
Hand In Hand Daycare.

Signed: _____ Date: _____