

Medication Administration Permission for Over-the-Counter Topical Medications

Parent/guardian must authorize staff to apply over-the-counter, topical ointments, topical teething ointment or gel, insect repellents, lotions, creams, powders and fluoridated toothpaste. Sunscreen and baby lotion are examples. Only accept items in their original containers and clearly labeled with the child's name. Keep insect repellents in locked storage and all other items out of reach of children when not in use.

Child's Name _____

Permission is given to apply the following (name/type) **Equate Sunscreen SPF 40** Amount: Pea sized bead, or spray on exposed skin.

6/1/2021 through 9/1/2021

Permission may be given for up to 12 months. **Permission valid from :** _____ **to** _____.

Where to apply the ointment, repellent, lotion, cream, powder or fluoridated toothpaste: CIRCLE

All exposed Skin Face Only Other (specify)

When to apply the ointment, repellent, lotion, cream, or powder: When going outdoors, reapply when swimming following instructions on container.

Describe how to apply the ointment, repellent, lotion, cream, or powder.

I give permission to my child care provider to apply the medication listed above as instructed:

Parent/guardian name: _____

Parent/guardian signature: _____

Date _____

COVENANT CHILD CARE

Off-Premise Activity Permission

A. Parent and Child Information		
Name of Parent	<input type="checkbox"/> Emergency Contact	Telephone Number - Primary
Name of Child	<input type="checkbox"/> Picture attached	Telephone Number - Secondary
B. Emergency Contact Information (non-parent)		
Name	Telephone Number	
C. Authorized Destination and Departure and Return Times		
Location of off-premise activity Macon County Rec Park Pool	Departure Time 9:30a	Return Time 1pm
D. Parent Signature and Date		
Permission to participate is valid from [give date] to [give date]. From 6/1/2021 To 9/1/2021 (up to 12 months)		
Signature of Parent or Guardian		Date

COVENANT CHILD CARE

Permission to Participate in Aquatic Activities CHILDREN 3-12YEARS OF AGE

SUPERVISION OF AQUATIC ACTIVITIES

Children must be adequately always supervised by center staff.

Adequate supervision means that half of the center staff needed to meet the staff-ratios for aquatic activities is in the water and the other half is out of the water. If an uneven number of staff are needed to meet the required staff-child ratios, the majority of staff must be in the pool.

Adequate supervision is also necessary while children are using changing rooms, rest rooms, and while they are moving to and from the transportation vehicle to the activity area. A staff floater will be required to accompany children to the restroom and in dressing rooms.

Caregivers will evaluate each child's skill level in the water. A test by a certified lifeguard/instructor is the best way to determine a child's skill level. However, regardless of an individual's skill level, close supervision always is imperative.

Children who do not follow the POOL RULES will be removed from the pool, placed in time out and picked up by the director and taken back to the center. The child's parent will be notified by way of a behavioral report and acknowledged by signature.

The center's Transportation and Field Trip Policy will be followed to and from the pool.

In case of emergency children will be directed to exit the water and gather in a designated area for a head count and departure.

The undersigned parent/guardian gives permission for:

_____	_____
Child's Name	Date of Birth

To participate in aquatics activities offsite and in accordance with the center's Transportation and Field Trip Policy.

_____	_____
Parent/Guardian Signature	Date

_____	_____
Director Signature	Date

COVENANT CHILD CARE

Field Trip Policy

The purpose of this policy is to provide guidelines for the safety of students, teachers and chaperones on field trips, thereby allowing teachers to maintain control and to maximize the learning opportunity. This policy also provides guidelines for acceptable behavior for students and chaperones.

Students, ages 3 years – 12 years of age are provided with the opportunity to attend local, non-overnight, field trips a few times a year.

Field Trip Fees and Permissions

All field trip fees are due on a designated date prior to the field trip as specified in the permission slip. In the event a student has not, by the designated date, remitted payment for fees and permission associated with a field trip, the student will not be allowed to attend the field trip. The student will remain at the School and appropriate school work or activities will be assigned.

Transportation

Transportation for trips will be provided by the childcare center in accordance with the center Transportation Policy. Covenant Child Care may make arrangements to hire other available commercial vehicles for field trips if necessary.

Parent Responsibilities

It is the parent's responsibility to provide a car seat for the child for the fieldtrip. Covenant reserves the right to not take a child if it is determined that the child requires a car seat and one is not provided.

Parent Chaperones

Requests for parent chaperones may be made for the field trip. Parents will indicate their willingness to chaperone on their child's field trip permission form. Parents will be notified if they have been selected as field trip chaperone. Parents may transport only their children in their personal automobile.

Parents not selected to chaperone may not attend the field trip with their child unless they have requested in advance, and received, written permission from the director to attend.

Parent Chaperone Guidelines

- Each chaperone is responsible for abiding by the following guidelines:
- Siblings may not attend any field trip.
- Do not talk on a cell phone for an extended conversation anytime the chaperone is responsible for students on the trip, except as required for student health, safety, welfare, or to get the students to and from the destination.
- Do not provide snacks to any student.
- Know where the students assigned to your group are at all times.
- Do not leave your group unattended at any time during the field trip.
- Ensure your group maintains behavior standards consistent with Covenant Child Care expectations.
- Do not give permission to students to do anything that contradicts the written or spoken instructions of the teacher or administrator in charge.

Student Expectations

Students are expected to display respect for others, self-restraint, and good manners on all field trips just as they are at Covenant Child Care. Disrespectful, insubordinate, or unsafe behavior on a field trip is unacceptable and may result in exclusion from activities in addition to disciplinary action at school. In extreme cases, parents will be contacted and asked to arrange for their child to be picked up immediately.

Behavior History

- A student is ineligible to attend field trips if there are serious behavior or safety concerns, included but not limited to: failure to follow directions; inability to stay close to a chaperone; or a tendency to wander; demonstrated at any off-campus, school-campus event or a prior field trip.
- Behavior that interferes with the learning of other students, or jeopardizes the safety of students or staff, then the student may be declared ineligible to attend field trips. In extreme cases, parents may be asked to arrange for the student’s immediate transportation home.

Mandatory Parent Meetings

If a meeting is scheduled, and parents do not attend mandatory informational meeting(s) prior to the trip, the student may be excluded from the trip or excluded from registering for the trip.

INJURY/ILLNESS

Covenant’s current Illness/Emergency policies apply at off campus field trips the same as at the childcare center.

PARENT ACKNOWLEDGMENT

I, _____ the parent/guardian of
(student) _____ DOB: _____

Acknowledge receipt of Covenant Child Care’s Field Trip Policy, and I agree to abide by the rules set forth should my child be allowed to attend a field trip.

Parent/Guardian Signature

Date

Facility Representative

Date

ADOPTED 11.1.2020

COVENANT CHILD CARE

Transportation Policy

SAFE PROCEDURES FOR TRANSPORTATION OF CHILDREN AGE 3 – 12 YEARS OF AGE:

- ✓ The driver shall be:
 - 21 years of age or a licensed bus driver.
 - Have a valid drivers license of the type required under NC Motor Vehicle Law for the vehicle being driven.
 - Have no convictions of Driving While Impaired or any other impaired driving offense with the previous 3 years.
 - ✓ Staff to child ratios will be always maintained.
 - ✓ Each child shall have a seat, be belted, or harnessed and remain seated while the vehicle is in motion.
 - ✓ A child shall not be left unattended in the vehicle.
 - ✓ A child cannot be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.
 - ✓ A vehicle transporting children will have the headlights on.
 - ✓ Guns, ammution, alcohol or illegal substances, or hazardous materials shall not be transported in a vehicle transporting children.
 - ✓ A vehicle shall not be refueled while children are present in the vehicle.
 - ✓ If the driver is not in the driver's seat, the engine shall be turned off, keys removed, and the emergency brake ~~sh~~ be set.
 - ✓ Each vehicle is equipped with a fire extinguisher, and first aid supplies and a Ready to Go File containing emergency contact information and emergency medical authorization for every child.
 - ✓ Parents will be required to sign a Field Trip Permission that outlines the information about the field trip before children will be transported.
 - ✓ Primary caregivers will be assigned to each group of children. Each primary caregiver will have a transportation roster, a list of the children in their care.
 - ✓ Staff will conduct numerous "head counts" to assure everyone is accounted every 30 minutes.
 - ✓ An adequate number of staff to assure that staff to child ratios will be maintained throughout the field trip, including an extra person, or person in charge to take children to restrooms or for emergencies.
 - ✓ Additional staff will be provided as needed to care for children with special needs or children that need one-on-one supervision.
 - ✓ Staff will not allow children out of their sight, i.e., young children should not be sent into restrooms alone.
 - ✓ Matching t-shirts, arm bands or nametags will be used to identify the group.
 - ✓ Sometimes a walking rope or holding hands can be used to keep young children in a group.
-

The undersigned parent/guardian gives permission for (child) _____
to be transported in accordance with Covenant Child Care's Field Trip and Transportation Policy.

Signature of parent/guardian

Date

Signature of Director

Date

Adopted 11.1.2020