



Rainforest Explorers 5/30-6/23

The rainforest is a wild place. To make it through this unknown world safely, kids need a guide who can keep them on the right path. Kids will learn how Jesus is our ultimate guide in the rainforest and throughout our lives. We might feel lost, but He'll show us the way. He will never leave us.

Field Trips

Explore Little TN River Greenway
Pool Day Thursday 10-12 \$5 EA WK.

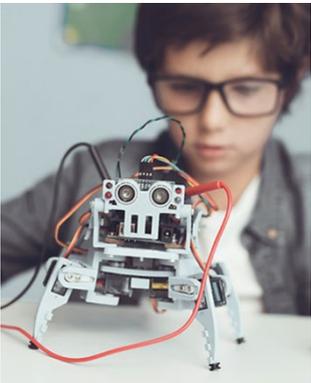


God's Living Water 6/26-7/21

God's Living Water: Jesus Covers Us is a summertime experience that will immerse your student into God's Word and object lessons surrounding water. A fun way to learn about God's grace this summer. We will be closed, Tuesday July 4.

Field Trips

Parker Meadows Creek Adventure
Pool Day Thursday 10-12 \$5 EA WK.



Changemakers Lab 7/24-8/24

Changemakers Lab is where children learn that everyone can have influence in the world! Lessons that provide a model for asking tough questions, working together to solve problems, reaching across differences, and caring for all people. Science Technology & Community Service

Field Trips

Closing Family Program: Prepare Share a Meal and Testimonials (Video) TBA
Pool Day Thursday 10-12 \$5 EA WK.

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.

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

Adopted 11.1.2021

SAFETY PROCEDURES FOR TRANSPORTATION OF CHILDREN

- 1) 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.
- 2) Staff to child ratios will be maintained at all times.
- 3) Each child shall have a seat, be belted or harnessed and remain seated while the vehicle is in motion.
- 4) A child shall not be left unattended in the vehicle.
- 5) A child cannot be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.
- 6) A vehicle transporting children will have the headlights on.
- 7) Guns, ammunition, alcohol or illegal substances, or hazardous materials shall not be transported in a vehicle transporting children.
- 8) A vehicle shall not be refueled while children are present in the vehicle.
- 9) If the driver is not in the driver's seat, the engine shall be turned off, keys removed and emergency brakes shall be set.
- 10) Each vehicle must be 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.

PROCEDURE FOR LOADING AND UNLOADING SAFELY

- 1) To assure each child is loaded and unloaded safely - during fieldtrips, children will be loaded one group at a time. The teacher will check each child to assure children are seated in appropriate restraints (if required) and are secure. The teacher will sit near her children in the vehicle. The next group will be loaded, etc.
- 2) As the children are loaded, the staff in charge will record the time each child boarded the vehicle. Before departure, the staff in charge will call the roll.
- 3) Upon arrival, children will depart the vehicle one group at a time.
- 4) Upon arrival at the destination the staff in charge will record the time each child departs the vehicle. Once everyone is off the vehicle the staff in charge will call the roll and will check the vehicle to assure that no child has been left on board.
- 5) The same steps will be followed when the vehicle is boarded to return to the facility.
- 6) After the final roll call the staff in charge will sign the Head Count Sheet verifying that the information on the form is accurate and that no child has been left on board the vehicle.

PROCEDURE FOR ENSURING ADEQUATE SUPERVISION

- 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.

COVENANT CHILD CARE TRANSPORTATION POLICY

Adopted 11.1.2021

- 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.

Staff should have assigned duties; i.e., one staff carries the Ready to Go Bag that contains the first aid kit with medications, who is in charge of caring for lunch boxes, who will carry the money or payments, who is responsible for calling the roll, who has the identification information for each child, etc. Staff should be instructed the procedure to follow if a child becomes ill or "lost."

WRITTEN RECORDS

- 1) Have a written plan that details the following:
 - The type of transportation; i.e., the third party bus is used to transport three year olds, four year olds and school age children on fieldtrips.
 - The staff schedule; i.e., what staff will be attending.
 - Transportation schedule; i.e., what time is the bus departing the facility and expected to return
 - Plan to assure staff perform duties; i.e., job descriptions for Teachers. (Maybe set up as a checklist for each staff?)
 - Transportation route; i.e., what is the address of the destination?
 - A pre-arranged plan; i.e., all children will ride the bus to and from the fieldtrip. If a parent wants to take their child home from the fieldtrip in their personal vehicle – they must sign their child out on the master roll sheet before leaving.
 - A transportation Head Count Sheet that includes the first and last name of each child, the time each child gets on and off the vehicle and be completed by a staff member other than the driver and be kept for five years.
 - The contract or agreement between the child care center and the 3rd party carrier. This may be a yearly agreement or an agreement for each trip away from the facility.
- 2) Records to keep with you on the fieldtrip:
 - Copy of all written records described in section above.
 - A copy of each child's personal information; i.e., name, address, phone #, medical conditions and list of people who can sign each child out of care. (This is important and often overlooked.)

ACKNOWLEDGMENT

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

Acknowledge receipt of Covenant Child Care's Transportation 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

Revised 4.21.2021

COVENANT CHILD CARE AQUATIC ACTIVITIES POLICY

Adopted 4.21.2021

WATER SAFETY AND LIFEGUARDS

Children are only allowed into the water if the certified water safety attendant or lifeguard is on duty.

Children are not allowed near the water without an adult present.

Lifeguard Certificate or Water Safety Training Certificate is posted.

The certifications of staff are reviewed annually to ensure compliance with DHHS Child Care Licensing Rules around supervision of aquatic activities.

There is no breakable glass in the water area.

The pool has sufficient clarity. The bottom of pool is clearly visible at deepest part.

When using the pool, staff members take appropriate measures to check the chemical composition of the pool and ensure the water is safe and healthy for swimmers.

Pool area is clear of debris, clutter, and pool toys.

Each day upon arrival at the water area, staff members ensure that the water play area is free of clutter.

All life saving equipment is conspicuously and conveniently on hand.

All staff members are made aware of the location of all equipment and receive orientation on how to use it.

First aid kit is readily available.

First aid kit is inventoried monthly to ensure that the kit is fully stocked to meet the health and safety needs of the children in care.

Emergency plan is readily available to staff.

Staff members review the Emergency plan upon hiring as part of the orientation process and sign off that they have read the plan and all policies. Staff members have opportunities to read the emergency plan, as necessary.

Legible water safety rules are posted at the pool; at the beginning of each water activity, the water safety rules are reviewed with the children. The water safety checklist is completed by staff supervising water activity.

Water safety rules are reviewed annually to ensure that they continue to meet the health and safety needs of children in the program.

All children have written permission to participate in water activities. Documentation of written permission must be placed in each child's file prior to beginning water activities.

All children belonging to the group of the center will be identifiable by an arm band placed on every child's upper arm. The center staff will also be identified by the same arm band.

Non-swimmers are visually identifiable by use of a Coast Guard approved life vest and it shall be worn by all non-swimmers participating in water activities.

COVENANT CHILD CARE AQUATIC ACTIVITIES POLICY

Adopted 4.21.2021

For every 25 children in care participating in aquatic activities, there will be at least one person who has a current lifeguard training certificate. The lifeguard training certificate will be issued by the Red Cross or other training determined by the Division to be equivalent to the Red Cross training, appropriate for both the type of body of water and type of aquatic activities. The lifeguard will not be counted in child staff ratios required for aquatic activities.

Lifeguards employed by the childcare center, will have a copy of the lifeguard training certificate in his/her personnel file.

OFF SITE SWIMMING

When children are off-site to go swimming, the administrator will ensure that the pool has enough lifeguards with the appropriate training. One certified lifeguard for every 25 children in care participating in aquatic activities.

The center Transportation Policy will be followed to transport children to the off site location.

STAFF CHILD RATIOS DURING AQUATIC ACTIVITIES

- Regardless of the number of children participating, a minimum of two staff members must supervise aquatic activities.
- Children under the age of three cannot participate in aquatic activities except, when necessary, to implement any child's Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP).
- The staff-child ratios are as follows:

AGE OF CHILDREN RATIO STAFF/CHILDREN	
3 – 4 YEARS	1:8
4 – 5 YEARS	1:10
5 YEARS AND OLDER	1:13

- At no time should there be fewer than two staff members supervising aquatic activities.
- Staff will conduct frequent, formal head counts to ensure all children are safe and accounted for.

SUPERVISION OF AQUATIC ACTIVITIES

Children must be adequately supervised by center staff at all times.

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.

Prior to staff entering the water, staff must be stationed in pre-assigned areas.

Staff must be stationed in pre-assigned areas that always enable them to hear, see, and respond quickly to the children who are in water and children who are out of the water.

Staff must devote their full attention to supervising the children in their pre-assigned areas of coverage and must communicate with one another about children moving from one area to another area.

COVENANT CHILD CARE AQUATIC ACTIVITIES POLICY

Adopted 4.21.2021

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.

Caregivers should 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.

CENTER POLICIES FOR AQUATIC ACTIVITIES

Before staff first supervise children during an aquatic activity, and annually thereafter, staff must sign and date statements that they have reviewed the center policies related to aquatic activities. The signed and dated statements that they have reviewed the center's policy must be maintained in the staff person's file for one year or until it is superseded by a new statement.

Adequate Supervision: Half of the center staff required to meet staff: child must be in the pool with the children in pre-assigned areas that will enable for the staff to see, hear, and respond quickly to children in the water. The other half of the staff must be outside of the pool.

A staff floater will be required to accompany children to the restroom and in dressing rooms.

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 acknowledge by signature.

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

The center director will contact the pool operator to obtain their rules and guidelines. The director will share with center staff. The rules and guidelines of the pool operation will not conflict with childcare requirements related to aquatic activities.

Only pools with a filtration system and chemical treatment are permitted for use by children.

**COVENANT CHILD CARE
AQUATIC ACTIVITIES POLICY**

Adopted 4.21.2021

COVENANT CHILD CARE

Aquatic Emergency Plan Protocol

- In case of emergency, the PIC will respond by blowing a whistle to alert the lifeguard.
- Staff members in the pool will identify the person in distress and respond as quickly as possible.
- In case of drowning, the first person to reach the person first will remove the person from the pool and place them on the pool deck and begin CPR.
- The Person in charge will call 911 and the emergency contact for the child or staff member.
- The Person in charge will contact the director of the childcare program.
- All children attending the outing will be removed from the pool and taken to a designated area while emergency procedures are followed.
- A headcount will be taken to ensure that all children are accounted for.
- When emergency personnel arrive, if the parent or guardian has not arrived, the Person in Charge will go to the hospital with the child in the emergency transport.
- The remaining staff will transport all children back to the center; the outing has ended.
- The center will offer spiritual and emotional support to the staff and children.

Adopted 4.21.2021

**COVENANT CHILD CARE
AQUATIC ACTIVITIES POLICY**

Adopted 4.21.2021

PERMISSION TO PARTICIPATE IN AQUATIC ACTIVITIES

CHILDREN 3-12YEARS OF AGE

SUPERVISION OF AQUATIC ACTIVITIES

Children must be adequately supervised by center staff at all times.

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.

Caregivers should 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.

A staff floater will be required to accompany children to the restroom and in dressing rooms.

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 acknowledge by signature.

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

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

Medication Administration Permission Form for Over-The-Counter Topical Medications and Fluoridated Toothpaste

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 Sport Broad Spectrum Sunscreen Spray, SPF 50

Amount Apply to exposed skin Expiration date, if applicable _____

Fluoridated toothpaste should be a rice sized smear for children under 3 and pea sized for children 3 and over.

Permission may be given for up to 12 months. Permission valid from 5/29/2023/ to 12 / 31 / 2023

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

- all exposed skin diaper area other (specify) _____
- face only toothbrush

When to apply the ointment, repellent, lotion, cream, or powder:

- before going outside after each diaper change other/as needed for (specify) _____
- after a bowel movement before tooth brushing

Describe how to apply the ointment, repellent, lotion, cream, or powder. Spray evenly to coat exposed skin.

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

Parent/guardian name _____

Parent/guardian signature _____

Date _____

Updated December 2022



Medication Administration Permission Form for OTC Topical Medications and Fluoridated Toothpaste

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) (Insect Repellant provided by Parent)

Amount _____ Expiration date, if applicable _____

Fluoridated toothpaste should be a rice sized smear for children under 3 and pea sized for children 3 and over.

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:

- all exposed skin diaper area other (specify) _____
- face only toothbrush

When to apply the ointment, repellent, lotion, cream, or powder:

- before going outside after each diaper change other/as needed for (specify) _____
- after a bowel movement before tooth brushing

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 _____

Updated December 2022



**Off-Premise Activity
Permission**

Wesley's Playground SAC Parker Meadows

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
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C. Authorized Destination and Departure and Return Times

Location of off-premise activity	Departure Time	Return Time
Wesley's Playground, 573 NE Main St. Franklin	10AM	1PM

D. Parent Signature and Date

Permission to participate is valid from [give date] to [give date]. From 5/30/2023 To 8/25/2023 (up to 12 months)	
Signature of Parent or Guardian	Date

Parker Meadows Rec Park

**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
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C. Authorized Destination and Departure and Return Times

Location of off-premise activity Parker Meadows Rec Park	Departure Time	Return Time
4306 Patton Rd, Franklin, NC 28734		

D. Parent Signature and Date

Permission to participate is valid from [give date] to [give date]. From 5/30/2023 To 8/25/2023 (up to 12 months)	
Signature of Parent or Guardian	Date

**Off-Premise Activity
Permission**

SCHOOL AGE CARE
PRESCHOOL

Macon County Rec Park Pool and Pavillion

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
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C. Authorized Destination and Departure and Return Times

Location of off-premise activity	Departure Time	Return Time
Macon County Pool 365 Allman Dr, Franklin, NC 28734		

D. Parent Signature and Date

Permission to participate is valid from [give date] to [give date]. From 5/31/2023 To 8/25/2023 (up to 12 months)	
Signature of Parent or Guardian	Date

**Off-Premise Activity
Permission**

Macon County Rec Park, Picnic Pavillion

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
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C. Authorized Destination and Departure and Return Times

Location of off-premise activity	Departure Time	Return Time
Macon County Rec Park Pavillion Allman Drive, Franklin	12p	1pm

D. Parent Signature and Date

Permission to participate is valid from [give date] to [give date]. From 5/31/2023 To 8/25/2023 (up to 12 months)	
Signature of Parent or Guardian	Date