

Child Health and Developmental Services:**Task: Conducting Daily Health Checks and Excluding Children from Short-Term Center Participation**

Task	Person Responsible	Date to be Completed
<p>1. Conduct daily health checks on all children upon arrival and departure of the center and throughout the day.</p> <p>Children and staff with the following symptoms or conditions will be excluded until either the condition subsides or proof from a medical provider is obtained indicating the child/staff is no longer contagious and can return:</p> <ul style="list-style-type: none">• Upset stomach with diarrhea (runny, watery or bloody stools) or vomiting (more than one time) within the past 24 hours;• Runny nose, sniffles, unusual cough affecting their ability to function in the classroom;• Fever 100.4 degrees or higher;• Unusual pain affecting their ability to function in the classroom;• Indications of signs of a communicable disease or an unexplained rash;• Lice, nits, scabies;• Cuts or openings on the skin that are pus filled or oozing and cannot be covered by a Band-Aid;• Short term injury/accident	All Staff	Daily
2. Contact Health Services Manager for approval to send child home.	Teaching Staff	As identified
3. Contact Parents/guardians and others on the emergency card as appropriate when a child appears to have signs/symptoms as listed above.	Teaching Staff	As identified
4. Contact Central Office to notify the receptionist that a child was sent home early, the time sent home and the reason for leaving early.	Teaching Staff	When child went home