

ATTENTION: As of September 1st, 2017, this is our new Childcare Policy. All Parents/Patients utilizing the Keiki Room are required to read and sign the policy. We appreciate your patience and assistance in making our Keiki Room the best possible! 😊

General Rules

Only children of the Parent/Patient are allowed to utilize our Keiki Room. In addition, the Parent/Patient must not leave the premises without the child. The Keiki Room is only open for use during OSR or Weight Management appointments and cannot be used while attending appointments or shopping at any other business.

There will be no running permitted in the Keiki Room or the OSR clinic. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language. A recorded and live camera is in the Keiki Room at all times to protect you, your child(ren) and our Playroom Staff.

Arrival and Departures

****Children are to arrive clean and fed. We will try our best to make certain your child leaves with a clean diaper, and would appreciate the same consideration when at drop off. When you arrive, please feel free to utilize our changing station in the back of the Keiki Room to ensure a clean diaper and easy drop off.**

****Please arrive at least 15 minutes before your appointment when utilizing OSR's Keiki Room. Failure to arrive on time can result in loss of time during your appointment and/or the inability to ensure an easy and calm Keiki drop-off.**

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Sign In / Out

It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

Food Allergies

If your child suffers from any allergies, please communicate that to our Playroom Staff immediately. No peanut butter or tree nuts will be allowed in the Keiki Room at any time. If there is a food item that is questionable (i.e. peanut butter powder, sun butter, or substance that looks similar to a peanut butter/tree nut...) it will be banned from the Keiki Room. This strict policy is to protect your child and the lives of others. All other food items MUST be labeled for quick and accurate identification. Labels have been provided for your convenience.

Personal Belongings

We are not responsible for any loss or breakage of personal items. All personal items MUST be clearly marked with the child's name. Labels have been provided for your convenience.

Supply Guidelines

Parents must supply the following items during each visit:

- At least (2) disposable diapers or (2) pull-ups.
- Any powders/ointments, if needed.
- Change of clothes in case of accident. Our Keiki Room is a naked-free zone. 😊
- Binkie (preferably on a binkie string), if needed.
- Anything else your child might need during their stay with us.

***** Please DO NOT put your personal belongings in the diaper bag as this causes a liability for our Playroom Attendants.*** Visually, what would you think if a Playroom Attendant went through a diaper bag to get a fresh diaper for your child and your personal belongings were in the same bag? To protect your personal items and our Playroom Staff, please keep your phone, wallet, car keys and high-value items on you during your appointment.

***** CLOTH DIAPERS will NO longer be allowed.*** While we understand you prefer to live a waste-free lifestyle, cloth diapers are not well-suited for the child care environment. Cleanliness is of the utmost importance in our Keiki Room. Please follow Supply Guidelines above and drop your child off in a disposable diaper. If a child is dropped off in a cloth diaper, we will do our best to accommodate. However, as the parent, you accept that our Playroom staff reserves the right to not change the diaper of the child in question and are not liable for issues that might arise from lack of diaper change OR the inability to properly dispose of soiled cloth diaper due to not having a bag brought by the Parent/Patient.

Infants (Less than 6 weeks) & Toddlers/Children

Infants less than 6 weeks old are allowed to join the Parent/Patient during his or her appointment. The option to leave the infant in the Keiki Room is still an option. Please keep infants in a carrier and NOT a stroller. Strollers, of any kind, take up a lot of space and our facility has to be kept as open and safe as possible.

All toddlers and children older than 6 weeks are not allowed in the clinic during the Parent/Patient's appointment. Please utilize our free Keiki Room or plan child care ahead of time with a third party of your choosing.

Cleanliness / Hygiene

OSR strictly follows the Center for Disease Control's cleanliness and sanitation guidelines. Children's hands are washed before and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently and also use antibacterial gel. We disinfect and clean toilet seats, potty chairs and changing tables between each use. For a full list of the CDC practices we follow, please view the list of guidelines in our Keiki Room.

Toilet Training

We will follow through and encourage your child while in our care. The child must be kept in pull-ups or 5-ply training pants at all times. Parents need to supply training pants with plastic pants or pull-ups.

Special Needs

OSR will make all reasonable modifications to our policies and practices to accommodate children with special needs.

Illness

OSR's Keiki Room is a "well-child care facility". We do not provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to the Keiki Room. Sick children will expose all children and staff members who they come in contact with. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices. It is the responsibility of the Parent/Patient to reschedule (if necessary) and schedule appointments to accommodate an illness.

The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion.

Symptoms requiring removal of child from the Keiki Room:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

First Aid

We will not give medications of any kind to your child. Parent/Patient will be notified by Playroom Attendant if child becomes ill or is in need of medication.

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible

Emergency Contact and Medical Information Form

Child's Name	Date of Birth	M F
		Sex

Child's Name	Date of Birth	M F
		Sex

Child's Name	Date of Birth	M F
		Sex

Child's Name	Date of Birth	M F
		Sex

**Please write which child applies to each below

Known Allergies?

Medications?

Special Needs?

Anyone Else Authorized to Pick Up Child(ren)?

By Signing below, you, the Parent/Patient:

- Accept and will abide by the Childcare Policy in its entirety. The Childcare Policy will be given to you for you to keep and take home.
- Have filled out the Emergency Contact Form and agree to update the Emergency Contact Form at least once a year.
- Will bring up any concerns or comments with the Playroom Manager OR Marketing Director within 24 hours of an incident.

Parent/Patient – First, Last Name

Today's Date