



KinderCollege

Parent Handbook

Lewis-Clark State College
805 4th St.
Lewiston, ID 83501
208.792.2254 phone
208.792.2588 fax

Table of Contents

| | |
|------------------------------------|----|
| Letters to Parents and Guardians | 2 |
| Program Philosophy | 2 |
| Programs: Infant/Toddler | 2 |
| Preschool/Prekinder | 2 |
| Organizational Chart | 3 |
| Curriculum and Staff | 4 |
| Transitions | 4 |
| Eligibility and Hours of Operation | 4 |
| Enrollment | 5 |
| Fees | 6 |
| Absences | 6 |
| Late Charges/ Collections | 6 |
| Immunizations and Physicals | 7 |
| Child's Orientation | 7 |
| Philosophy of Discipline | 7 |
| Biting | 8 |
| Safety, Health, & Illness Issues | 8 |
| Incident/Accident Reports | 9 |
| Medication Policy | 9 |
| Head Lice Policy | 10 |
| Reporting Child Abuse | 10 |
| Campus Wide Evacuation | 10 |
| Meals | 10 |
| USDA/CACFP | 10 |
| Arrival/Departures | 12 |
| Visitors | 12 |
| Communication | 12 |
| Movie Days | 13 |
| Toys & Personal Articles from Home | 13 |
| Conferences | 13 |

LETTER TO PARENTS AND GUARDIANS

Dear Parents and Guardians,

Welcome to Lewis-Clark KinderCollege. We are pleased you have chosen us to provide quality daily care and an educational experience for your child. It is our hope that this handbook will help you to better understand policies and procedures and ensure that your child will realize maximum benefits from our program.

Parents and guardians are an integral part of our Center. Quality care must be facilitated by open communications between parents and staff. You are encouraged to ask questions, express concerns and offer suggestions as you feel necessary. Our mutual concern is quality care for your child.

PROGRAM PHILOSOPHY

The goal of our child care program is to encourage and support the social, cognitive, emotional, and physical development of each child and to provide opportunities for self-exploration and discovery. Learning experiences are designed to enhance the child's positive self-image.

PROGRAMS

INFANT/TODDLER PROGRAM:

Children entering the Center and this program must be at least six weeks old. As children grow and progress, they will develop skills such as eating with utensils, drinking from a cup, and sitting with a group of children. Upon achieving these skills they will transition to the "toddler room" at approximately eighteen to twenty months old. The adult/child ratio for the young infants is 1:4 and for the older toddlers it is 1:6.

PRESCHOOL/PREKINDER PROGRAM:

Children entering this program are toilet trained, are able to communicate clearly, can demonstrate recognition of some primary colors, and can sit attentively for at least 5 minutes. As the children progress through the program, they are preparing to begin kindergarten. Our goal is for them to be able to join into play, verbalize their needs and feelings, resolve conflicts, count to ten, recite the alphabet, recognize simple shapes, manipulate scissors, and communicate with appropriate vocabulary. The adult/child ratio for the preschoolers is 1:10.

Organizational Chart

PRESIDENT

Dr. Cynthia Pemberton

ADMINISTRATIVE SERVICES

VICE PRESIDENT

Julie Crea

DIRECTOR, KINDERCOLLEGE

Alex Cheney

LEAD TEACHERS

Wendy Blakeley
Stephanie Jungert

CURRICULUM AND STAFF

Our program features two Lead Teachers who have extensive training and education within Early Childhood. They are passionate and dedicated care givers who have years of experience working with children.

The programs provided are guided by Lead Teachers who plan and carry out all daily activities. They supervise the classrooms and are the primary contacts for day to day parent communication. Assistant teachers are students at LCSC and may be part of the work study program or are considered Irregular Help.

LC KinderCollege curriculum is based on individuality and group needs. We provide opportunities for children to explore and practice skills. We believe that children learn through play. What looks like “child’s play” to adults is actually learning in progress. Each area has a daily schedule posted in the classroom, listing the schedule of daily activities, snacks, and naptimes.

TRANSITIONS

When your child is ready to transition to another classroom, the lead teacher will notify you and introduce you to the new room and the lead teacher. We will work with your child for a few weeks before the change is actually made. Your child’s teacher will spend time with them in their new class to help them adjust to the new environment. This will continue for several weeks to ensure a smooth transition.

ELIGIBILITY AND HOURS OF OPERATION

Our child care facility exists first to provide quality child care to children of LCSC students, then to children of LCSC faculty/staff and, if space is available, to children of the general public. The KinderCollege is licensed by the City of Lewiston to provide care for children six weeks of age through Kindergarten. Our hours are 7:30 a.m. to 6:00 p.m., Monday through Friday.

Closures due to holidays follow the College’s holiday calendar and are posted prior to each closure. Periods of unusually low enrollment (for example between Christmas and New Year’s) may necessitate additional closures. Such closures will be announced with as much notice as possible.

The center will be closed:

- ◆ President’s Day
- ◆ Memorial Day

- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Day after Thanksgiving
- ◆ Christmas
- ◆ New Years

Parents/guardians, who arrive before or after the scheduled opening/closing, will be charged additional fees. Parents/guardians are asked to notify KinderCollege personnel by 8:00 a.m. if their child will not be in attendance that day.

ENROLLMENT

Our child care program welcomes children of any race, color, gender, religion, disability, national, and ethnic origin to participate in all program activities. Any child may enroll in the program providing the following conditions are met:

- the membership fee is paid,
- the enrollment packet is complete,
- the child is at least six weeks old,
- there are vacancies in the program,
- arrangements for advance payment are confirmed,
- there is no delinquent balance for previous child care services,
- proof of immunizations and date of child's last physical are received,

Parents/guardians are asked to provide the following supplies:

- please ensure that children wear clothing that is comfortable, appropriate for the temperatures during the entire day (bring a jacket/coat if needed), and allows children to participate freely in creative activities.
- one extra change of clothes (the Center does not have enough clothes to provide for changes due to accidents or "extra messy" projects).
- blanket (for children who nap)
- diapers
- breakfast foods (to be served before 7:30 am), lunch foods, formula, and prepared infant foods (milk is provided for breakfast and lunch).
- backpack or bag to keep individual items in.

Registration forms which include emergency contact information, phone number and health information will be handed out on an annual basis to ensure we have current information for each child.

Parents/guardians are encouraged to visit the KinderCollege with their child (ren) prior to the child's first day of participation. This visit should be relaxed and give

the child ample time to familiarize him/herself with his/her lead teacher and the new surroundings.

FEES

1. All fees are due in advance by the 5th.
- 2 Full-time care is based on an average month of 20 days. If you sign up for full-time you are charged accordingly.
3. Full payment is required regardless of absences for illness or early departures.
4. Parents/guardians are asked to give 30 day notice when a child will no longer be attending the KinderCollege.
5. A contract is signed upon enrollment and a weekly schedule is completed.
6. Payments are due by the first of each month. A \$20.00 late fee is assessed and added to unpaid balances. A bimonthly payment plan of the 1st and the 15th may be set up with the office. Payments are due on the 1st and 15th and the late fee will be charged if payment has not been received by these dates. If the fee is not paid by the end of the month, the child will be considered disenrolled.
7. Registration fee of \$35 is charged at enrollment and annually after that.

ABSENCES

Full payment is required regardless of absences for illness or early departures. No allowances or reductions on tuition will be given due to vacation or snow days unless special arrangements are made.

LATE CHARGES/ COLLECTIONS

Fees are due by the 1st of each month. If the fee is not paid by the 5th a late fee of \$20.00 will be charged. If the fee is not paid by the end of the month your child will be disenrolled from the KinderCollege. If no payment is received after 30 days, a warning letter will be sent. After 45 days, your account will be turned over to a collections agency, in which case all collection costs will be added to your bill. If the parent/guardian is an LCSC student, a hold will be placed on your

account. This will result in inability to register for classes, request transcripts, graduate and may revoke your eligibility for Federal Student Loans.

The charge for late pickup is \$1.00 for each minute after closing. It is strictly enforced. If you find yourself unable to be at the center by closing, please call so that we may reassure your child that you are safe, but be prepared to pay the late pick up fee at the time.

IMMUNIZATIONS

Immunization records are required of all enrollees. Records of immunization updates must be submitted to the program manager within 12 days of enrollment.

CHILD'S ORIENTATION INTO CHILD CARE

Starting group child care or preschool is an exciting experience for a young child, but it can also be a difficult one. However eager a child may seem for the new situation, there will be a moment when she realizes that her parents will no longer be there. The apprehension that accompanies this realization is normal anxiety. The following suggestions may help ease this separation anxiety:

1. Have the child visit the KinderCollege before starting care. Introduce the child to her lead teacher and some of her new classmates.
2. Say good-bye to your child and tell him/her you are leaving and the time when you will return. Try to leave quickly and unhesitatingly. If a child cries at the moment of separation, the crying seldom continues for more than a few minutes after the parent/guardian is out of sight. If you've forgotten to tell the caregiver something, call later instead of going back into the child's area of care.
3. It is normal for the child to go through a period of adjustment during changes in her life.

Remember that the adjustment period for every child differs. If after several weeks a child seems to be having a particularly difficult time adjusting to our child care setting, the child's lead teacher and the director will discuss the situation with the parent/guardian.

GUIDANCE POLICY

The staff at our KinderCollege believe that a child's social and emotional well-being is a critical part of a child's development. Through adult guidance and association with playmates, the child is being prepared for self-control at a pace she can internalize. We attempt to help a child become more aware of her peer group, while learning to respect the rights of others and to conform to minor regulations.

KinderCollege uses a redirection method, then if necessary a time out policy for discipline. The child is removed from the group and allowed to regain composure. The caregiver makes sure that the child understands the reason for the time out and helps her to re-enter the group in a positive way. Any type of corporal punishment is strictly prohibited. If time out is not effective for a particular child, the lead teacher will discuss the alternatives with the parent/guardian.

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy-to-understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age appropriate limits are present; children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it. We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors.

We believe that it is our responsibility to provide children with positive guidance and in our experience, most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers or their teachers at risk for physical harm or, if the child damages Center property, we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language with other families consider offensive.

Occasionally a child will exhibit behaviors for which our philosophy of discipline is not effective. Examples include consistently aggressive behavior; hitting, kicking, fighting, etc. While we will try to work with parents to eliminate this type of behavior, in severe cases, the family may be asked to seek other care.

Parents/guardians with specific concerns or questions should discuss them with the child's teacher. Literature may be available with the teacher to help address and deal with many developmental issues a child is experiencing. Any issue not

satisfactorily addressed by the child's teacher should be taken to the program manager.

Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest or toileting.

Biting

Biting occurs for a variety of reasons and is a developmental phase that many children go through. Biting can be as upsetting for the parents as it is for the child. In cases of biting, we will follow our Guidance Policy outline.

SAFETY, HEALTH, AND ILLNESS ISSUES

If a child becomes ill during the day, parents/guardians will be notified to pick up their child and the child will be isolated from the other children until parents arrive.

Children experiencing temperatures of 100 degrees or above or who are exhibiting other signs of obvious illness will be excluded from care. A parent/guardian or designated person is expected to pick up an ill child as soon as possible, after being notified. If a child is well enough to be in attendance, he/she is expected to participate in all program activities, including outdoor play. Parent/guardians are asked to alert either office personnel or the child's teacher when a child has been exposed to a contagious disease. A person with a disease is often contagious before he/she develops symptoms.

Children should not be in attendance if they have any of the following symptoms:

- ◆ Unusual spots or rashes
- ◆ Sore throat or difficulty swallowing
- ◆ Infected skin patches
- ◆ Unusual diarrhea, tea-colored urine
- ◆ Breathing trouble (especially important in an infant under six months old)
- ◆ Fever of 100 degrees or above
- ◆ Unusual behavior (cranky, less active than usual, cries more, looks unwell)
- ◆ Frequent scratching of scalp or skin
- ◆ Gray or white bowel movement
- ◆ Headache
- ◆ Vomiting
- ◆ Loss of appetite

Children may return to the KinderCollege 24 hours after the disappearance of all symptoms and/or 24 hours after receiving medication prescribed by a physician.

COVID-19: The KinderCollege acknowledges that this is an overwhelming and continuously changing environment. The health and safety of your children and our staff members are of utmost importance to us. We are taking several steps around the center to help mitigate exposure risks and keep everyone safe. The daily steps we are taking include staggering outside play times between the age groups, daily temp checks, limiting outside visitors, and frequently disinfecting surfaces. If the child or child's family member have been tested for COVID, they must not attend the KinderCollege until they have received the results. If a family member in the same household tests positive, the child cannot return until 14 days after the end of that individual's contagion period.

INCIDENT/ACCIDENT REPORTS

All injuries and signs of illness will be documented by staff on an Incident Report and parents/guardians will be informed. If a parent/guardian cannot be reached, the designated person in charge will secure and authorize medical care and/or treatment for the child. Any costs incurred for medical treatment are the responsibility of the parent/guardian.

MEDICATION POLICY

Medication (prescription or over the counter) will only be given with written consent of the child's parent/guardian. It must be in its original container labeled with: the child's full name, medication name, dosage, frequency and its original label intact. All medications must be given to staff and will be stored in a location inaccessible to children. A written record will be kept to document when medications were given and by whom.

HEAD LICE POLICY

KinderCollege maintains a "nit free" policy. Any child contracting head lice will be excluded until the child is "nit free."

REPORTING CHILD ABUSE

KinderCollege staff is mandated by Idaho law to immediately report to police and/or Child Protective Services, any and all suspected child abuse (physical, emotional, sexual, exploitation, and neglect). Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food,

clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

Steps to prevent child abuse and neglect in our program include but are not limited to:

1. Makes sure interactions between children and staff can be observed and interrupted.
2. Design our classrooms to avoid hidden and secluded areas.
3. Requires a background check for all staff.

CAMPUS WIDE EVACUATION

Evacuation procedures and relocation sites are posted in each classroom. In the event of a campus-wide evacuation, KinderCollege will immediately begin to relocate to the Congregational-Presbyterian Church. Once evacuated and in a safe location we will notify parents of the crisis and inform them of the location to come reunify with their child.

MEALS

Child and Adult Care Food Program (CACFP)

KinderCollege meal time vision is to provide a safe and healthy environment that encourages positive interactions among children and adults. It will also provide a learning environment that promotes good eating habits and social skills.

KinderCollege is part of the Child and Adult Food Program (CACFP) which is a federally funded program administered nationally by the Food and Nutrition Service (FNS) and U.S. Department of Agriculture (USDA). The primary goal of the program is to provide nutritious meals for children enrolled in childcare centers, outside school hours centers, family day care homes and adults enrolled in day care centers. As part of this program the KinderCollege provides breakfast at 9:00 am and an afternoon snack at 3:00 pm. Parents provide lunches for their children. A microwave oven and refrigerator are available for proper food preparation and storage. A fee will be charged if a lunch is not provided by parents/guardians.

As with all federal programs, there are minimum guidelines that must be met by sponsors. All participating centers and homes must serve meals which meet minimum U.S. Department of Agriculture nutritional standards. The CACFP, in turn, provides financial assistance in terms of reimbursement based upon meals served and family-sized and economic levels of participants.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Parents can provide a breakfast if your child will be at the KinderCollege before 7:30am. The meal you provide will not be offered after 7:30 per CACFP guidelines so that there is an hour and a half between this and the 9:00 breakfast that the center provides.

Meal times are as follows:

| | |
|--------------------|--------------------|
| Breakfast (CACFP): | 9:00 - 9:30 a.m. |
| Lunches | |
| Infants/toddlers: | 11:00 - 11:30 a.m. |
| Preschool/Pre-K: | 11:30 - 12:00 p.m. |
| Afternoon snack: | 3:00 - 3:30 p.m. |

Parents are welcome to join their children during meal time or any time it is convenient for the parent/guardian.

ARRIVAL/DEPARTURES

Parents/guardians are requested to accompany their child into the KinderCollege, record the child's arrival on the sign-in/sign-out sheet, and help the child put away his/her belongings. The same procedure is used for departing children. Only parents of enrolled children and staff are given the access code for entrance to the building. For security reasons, parents are expected to keep the code confidential. Anyone arriving or departing from the KinderCollege is asked to secure the entry gate.

Children will not be released to anyone who is not authorized by the parent/guardian. Please bring photo identification with you when you pick up your child, and ask other people who pick up your child to bring identification. Indicate who is allowed to pick up your child (ren) by listing them on your authorization list or the Communication Book.

VISITORS

Visitors or anyone picking up a child on an occasional basis may ring bell for entry. Visitors must sign in at the office so we know who is in the center at all times. They will be asked to show photo identification and it will be checked against a list of authorized adults that parents provide on the Registration paperwork.

COMMUNICATION

Communication between teachers and parents is essential. A communication book is located near the office and in each classroom and is available for parents to leave important messages for staff. This may include messages such as special pick up times, doctor's appointments, names of others who will be picking up your child, or anything you wish to let the staff know about your child for that particular day.

We provide Daily Sheets for each child in every classroom. The Daily Sheets provide parents with a glimpse into their child's day with information including foods eaten, overall temperament and general information.

As always, the KinderCollege has an open-door policy regarding communication with parents and staff members. If you have any questions or concerns, we are available for communication via phone, email or in person conferences.

PARENT INVOLVEMENT

Starting in 2021 the KinderCollege plans are starting a “parent advisory board!” These board members would be parents

CONFIDENTIALITY

Confidentiality is required in child care programs to protect the rights of children and families. Staff may not talk about or share written information, pictures, or any other identifying information about a child or family without the written permission of the family. When information is shared it is based on a need-to-know and is done with the written permission of the family to support decision-making and planning.

The child’s files are kept in a cabinet that remains secure by the person in charge in the office. These files include registration and admission forms, signed consents, immunization records, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

TOYS AND PERSONAL ARTICLES FROM HOME

While we teach respect for the property of others, accidents can and do happen. With the exception of movies on Friday and special items for show and tell, children are encouraged to leave toys and other personal belongings at home. Books, tapes, and other educational articles are welcome to share during specific group times. All personal articles should be labeled and brought in a backpack. We do not allow toy guns, swords, or items with a violent or negative connotation at the KinderCollege.

CONFERENCES

At the end of each semester parent’s can schedule a conferences. This is the opportunity to discuss your child’s growth over the semester. We will share information we have observed over the semester and ask parent/guardians to share their needs and ask questions about their child. You may schedule an individual conference at any time.

ASSESSMENTS

The KinderCollege utilizes COR advantage. COR Advantage is a birth-to-kindergarten child assessment tool that assists teachers in supporting children at every developmental level — including children who are English Language Learners and those with special needs. It also provides administrators with more comprehensive reporting options to guide program planning and staff development.

INFORMATION

Child Care Provider's Guide to Safe Sleep Helping you to reduce the risk of SIDS

DID YOU KNOW?

- About one in five sudden infant syndrome (SIDS) deaths occur while an infant is being cared for by someone other than a parent. Many of these deaths occur when infants who are used to sleeping on their backs at home are then placed to sleep on their tummies by another caregiver. We call this “unaccustomed tummy sleeping.”
- Unaccustomed tummy sleeping increases the risk of SIDS. Babies who are used to sleeping on their backs and placed to sleep on their tummies are 18 times more likely to die from SIDS.

WHO IS AT RISK FOR SIDS?

- SIDS is the leading cause of death for infants between 1 month and 12 months of age.
- SIDS is most common among infants that are 1-4 months old. However, babies can die from SIDS until they are 1 year old. Because we don't know what causes SIDS, safe sleep practices should be used to reduce the risk of SIDS in every infant under the age of 1 year. Supported in part by Grant No. U46MC 04436-06-00, a cooperative agreement of the Office of Child Care and the Maternal and Child Health Bureau.

KNOW THE TRUTH ... SIDS IS NOT CAUSED BY:

- Immunizations
- Vomiting or choking

WHAT CAN CHILD CARE PROVIDERS DO?

Follow these guidelines to help protect the infants in your care:

FOLLOW A SAFE SLEEP POLICY

OUR SAFE SLEEP POLICY INCLUDE THE FOLLOWING:

- Back to sleep for every sleep. To reduce the risks of SIDS, infants should be placed for sleep in a supine position (completely on the back) for every sleep by every caregiver until 1 year of life. Side sleeping is not safe and not advised.

- Consider offering a pacifier at nap time and bedtime. The pacifier should not have cords or attaching mechanisms that might be a strangulation risk.
- Place babies on a firm sleep surface, covered by a fitted sheet that meets current safety standards.
- Keep soft objects, loose bedding, bumper pads, or any objects that could increase the risk of suffocation or strangulation from the baby's sleep area.
- Loose bedding, such as sheets and blankets, should not be used. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, are good alternatives to blankets.
- Sleep only 1 baby per crib.
- Keep the room at a temperature that is comfortable for a lightly clothed adult.
- Do not use wedges or infant positioners, since there's no evidence that they reduce the risk of SIDS, and they may increase the risk of suffocation.
- Have supervised, daily "tummy time" for babies who are awake. This will help babies strengthen their muscles and develop normally.
- Teach all staff, substitutes, and volunteers about safe sleep policies and practices and be sure to review these practices often. When a new baby is coming into the program, be sure to talk to the parents about your safe sleep policy and how their baby sleeps. If the baby sleeps in a way other than on her back, the child's parents or guardians need a note from the child's physician that explains how she should sleep, the medical reason for this position and a time frame for this position. This note should be kept on file and all staff, including substitutes and volunteers, should be informed of this special situation. It is also a good idea to put a sign on the baby's crib.

Preparing, Feeding, and Storing Human Milk

Expressed human milk should be transported and stored in clean and sanitary bottles with nipples that fit tightly or in equivalent clean and sanitary sealed containers to prevent spilling during transport to home or to the facility. Only cleaned and sanitized bottles, or their equivalent, and nipples should be used in feeding. The bottle or container should be properly labeled with the child's full name and the date and time the milk was expressed. The filled, labeled bottles or containers of human milk should immediately be stored in the refrigerator on arrival.

Frozen human milk may be transported and stored in single-use plastic bags and placed in a freezer with a separate door or a stand-alone freezer, and not in a compartment within a refrigerator. To prevent intermittent rewarming due to opening the freezer door regularly, frozen human milk should be stored in the back of the freezer and caregivers/teachers should carefully monitor, with daily log sheets, temperature of freezers used to store human milk using an appropriate working thermometer.