



Parkside School Family Handbook

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About us

Welcome to Parkside School!

Parkside was created in response to the need in our community for high-quality early childhood education.

We believe that each child is a unique and capable learner, and our programs exist to build upon each child's growth and development through observation, assessment, documentation and interaction. We believe that the first five years of a child's life are a precious and invaluable time to nurture, promote and encourage social, emotional, cognitive, and character-building competencies.

We accomplish this through creating authentic and dynamic learning environments that promote curiosity, caring relationships and connections through developmentally appropriate individualized instruction. The interactions your child has during this period of life are of utmost importance to us. Because of this, we encourage parental engagement and individualized curriculum based on your child's and family's needs.

Mission statement

To teach and empower children to embrace the world with kindness, compassion and respect.

Goals

The following are basic goals for the children in our care:

Emotional

- To become independent and learn to be in control of their emotions.
- To express and deal with their emotions.
- To learn how others express and deal with emotions.
- To develop empathy towards others.

Social

- To effectively interact with others.
- To respect others and their property.
- To function well in group settings.
- To understand why they should cooperate with others.
- To develop meaningful friendships.
- To accept and know limits within certain settings.
- To enable multiple learning outcomes for all children, and re-train the senses to accommodate dynamic stimuli and surroundings as necessary.
- To develop sensitivity to and respect for others' personal space.
- To be open to and accepting of new ideas.

Physical

- To develop small and large motor skills.
- To learn the importance of good nutrition and self-care.
- To develop lifelong, healthy habits.

Intellectual

- To develop a lifetime love of learning.
- To learn observation and discussion skills.
- To build upon natural curiosity.

Creativity and curiosity

- To think, move, question, explore, touch, understand, infer, elaborate, pretend, investigate, and invent.
- To use and demonstrate multiple languages.
- To understand patterns, similarities, and differences.
- To develop grit and know how to persevere through challenges or obstacles.
- To use, manipulate, identify, and construct with resources.
- To sense, evaluate, and display confidence and curiosity.
- To reflect and articulate findings.

Self-knowledge and awareness

- To become self-reliant and able to express needs, wants, and awareness of their surroundings.
- To develop habits of self-maintenance and choice.
- To develop decision-making skills.
- To understand consequences of actions.
- To solve problems.
- To engage in new activities comfortably and construct meaningful conversation and deliberation when uncomfortable.
- To make self-adjustments.
- To know multiple, healthy ways of being able to express emotions and feelings and allow others the same privilege.

Our philosophy

Our philosophy of teaching and instruction is based upon building relationships and believing each child has abilities, talents and gifts.

Our approach is to observe, document, encourage, and facilitate dynamic and diverse learning opportunities for each child.

Our employees:

- Encourage your child to become a thriving, creative and curious learner who is comfortable expressing them self and exploring their environment.
- Believe that the family is your child's primary source of care and cooperate in a manner that holistically serves your family's needs.
- Place the utmost importance on parental engagement and home and school collaboration.
- Conduct classroom and care based on the belief that each child comes as a competent human being with something to contribute and gain from cooperative and collaborative discovery-based learning, settings and stimuli.
- Maintain a belief that uninhibited free play is natural and necessary for growth, development and language acquisition.

- Facilitate unstructured time to observe your child’s creative tendencies and abilities, and create and structure curriculum around your child’s natural curiosities.
- Implement various forms of documentation to capture the ways children learn, see, experience, and communicate their learning process and make curriculum, resources and learning opportunities available accordingly.
- Encourage different points of view and “out of the box” thinking by employing inquiry and project-based instruction, listening and documentation techniques.
- Have a great love for each child and the learning process of each and every human being.

Our programs

Toddlers/ Early Learners (2 to 3 years)

Depending on your child’s development and your comfort level, our toddler program is offered to children 10-15 months old and continues until 3 years old.

This program provides a nurturing and educational classroom setting and assists children in reaching necessary developmental milestones, social interactions and investigation and exploration of their environment.

Targeted milestones

Children enrolled in our toddler program will be working on:

- Feeding themselves.
- Walking up steps using alternate feet.
- Using the toilet daily.
- Developing daily hygiene and nutritional patterns and habits.
- Attempting to put on shoes and socks.
- Using 3–5-word sentences.
- Engaging with adults and peers.
- Sorting things, manipulating toys with parts and playing make-believe.
- Expressing them self, turning pages and pretending to read.
- Reaching fine and gross motor competencies.

Preschool and Pre-Kindergarten (3 to 5 years old)

Parkside’s preschool program begins at 3 years old and continues until your child is kindergarten ready.

Our program offers a rich environment for students to continue their social, emotional and character development. We'll explore early literacy and language skills, mathematical and scientific concepts, music, and the arts. Once your child masters these skills, we encourage them to enroll in our kindergarten program.

Targeted milestones

Children enrolled in our preschool and pre-kindergarten program will be working on:

- Balancing on one foot, jumping, and engaging with activity stimuli (e.g., throwing, kicking, catching, etc.).
- Recognizing letters, colors, objects, numbers, time, etc.
- Bathing, dressing and undressing themselves with minimal assistance.

- Washing their hands, brushing their teeth, and maintaining hygiene and toilet habits.
- Engaging in group games.
- Asking questions.
- Knowing and recognizing their first and last names.
- Taking turns and understanding the concept of sharing and respecting the personal space of themselves and others.
- Attempting writing and increasing their exposure to reading.

Parental engagement

To encourage your child's development:

- Point out letters in your child's name.
- Encourage art, music, technology, and various stimuli to senses.
- Facilitate the counting of objects.
- Encourage songs, poems, stories about their environment, colors, shapes and educational materials (e.g., maps, time, routines, etc.).
- Provide outside time and interactions with adults and peers.
- Introduce group games and cooperative learning.
- Encourage daily chores, hygiene and responsibility.
- Encourage character development including sharing, taking turns, asking questions, and seeking to understand and clarify.
- Provide craft materials for book making, nature gathering and documenting, making necklaces and creating environments for insects.
- Encourage make-believe and inventive play.
- Explore science through magnets, thermometers, sink and float, etc.

Hours of operation

Childcare services are provided from 7:30 a.m. to 5:15 p.m., Monday through Friday. If your child is at Parkside after 5:15 p.m., you'll be charged \$3 per minute per child, and \$5 per minute per child after 5:30 p.m. These charges will be on your next tuition bill.

Holidays and other closings

Parkside will be closed in observance of the following holidays (additional days may be added in case of emergencies and/or forces out of control):

- New Year's Day
- Presidents' Day
- Spring Break (announced annually)
- Memorial Day
- Summer Break/Independence Day (announced annually)
- Labor Day
- Week of Thanksgiving
- Christmas Break (announced annually)

Plus, three additional holidays/ teacher in-services that will be announced at the beginning of the school year.

Snow days:

Parkside follows the cancellation schedule of the Boise School District. If the school district has a snow day, Parkside will be closed.

Admission and enrollment policies

Prior to your child's first day of attendance, all admission and enrollment forms must be completed, and all enrollment fees and tuition must be paid.

Based on availability and openings, our facility enrolls children from 2 years old to 6 years old.

Brightwheel

We use Brightwheel, a childcare management program, to manage your family's information, send bills, and provide communication and daily updates. Upon enrollment you'll be required to setup a Brightwheel account, and you'll receive an onboarding email from Brightwheel a few days prior to your child's first day.

Registration fees

A \$200 registration fee per child is due at the time of enrollment. Additionally, there is a \$100 fall and \$100 summer supply fee per child.

Sibling discount

A sibling discount will be given to families with two or more children enrolled on a full-time basis. A 10% discount will be deducted from the youngest child's tuition.

Withdrawals

To withdraw your child from Parkside, please provide written notice 30 days prior to your withdrawal. Failure to provide this documentation will result in a two-week charge added to your final payment. If your child is withdrawn without proper notice an additional month's tuition will be payable upon termination.

Dismissals

Parkside reserves the right to dismiss a child (in our sole discretion) if the child's educational, medical or other needs or issues cannot be met or are impeding other children's learning. If this occurs, you won't be required to submit a 30-day written notice and won't be charged after the day of dismissal (excluding fees pending/owed). Upon initial enrollment, we also reserve the right to terminate any child's enrollment following a two week trial period for any reason that is not in the best interest of the school and/ or child.

Drop-off and pick-up policies

You're required to check your child in and out of the facility using Brightwheel. Our facility is locked, and you'll be required to enter your code when you arrive at the center.

If you won't be picking up your child, the person who is picking up your child must be on the Emergency Contact/Authorized Pickup Person Form and show their ID. We WILL NOT release a child to anyone unless they are on the Emergency Contact/Authorized Pickup Person Form AND you have notified us someone else is picking your child up.

Health and wellness policies

Handwashing

Handwashing is the most effective way to prevent infection, so hands will be washed frequently throughout the day.

Children are required to wash their hands:

- Immediately upon entering and exiting the building.
- Before all meals.
- After bathroom breaks.
- After recess/outdoor playtime.

Parents are encouraged to wash their hands or use hand sanitizer upon entering and exiting the building as well. We are committed to preventing illnesses, and handwashing is one of the best ways we can accomplish that objective.

Vaccinations

The state of Idaho requires that we keep current immunization records on file for all children attending our facility. Therefore, we ask that you provide such documentation on or before your child's first day of attendance. As your child receives new immunizations, please bring in updated copies so we can keep our records current.

You must submit a certificate of exemption signed by a physician licensed by the State Board of Medicine to be exempt from this requirement. The certificate should state that your child's physical condition is such that all or any of the required immunizations would endanger your child's life or health.

We request that children get their flu shot by Nov. 1 each year.

Illnesses

We understand that you depend on us to provide care for your child, but we have a duty to protect other children attending the center from communicable diseases.

If your child becomes ill at the center but does not require medical attention, we consider the following factors when deciding whether to send your child home:

- The illness prevents your child from participating in normal daily classroom routine and activities.
- The illness requires a level of care that is greater than we can provide without compromising the health and safety of the other children.
- The illness poses a risk to others.

If any of these criteria are met, regardless of the type of illness, we will call you and ask you to pick up your child as soon as possible.

Temporary exclusion

Please keep your child home if they have any of the following conditions:

- Fever of 100.5 F (38 C) or higher taken tympanic (ear). An unexplained temperature above 100 F in a child younger than 4 months old should be medically evaluated. Your child should remain home for 72 hours AFTER their fever breaks.
- Diarrhea.
- Vomiting more than twice in the last 72 hours, unless it is caused by a non-communicable condition and your child isn't in danger of dehydration.
- Blood in the stool unexplained by dietary change, medication, or hard stools.
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.
- Mouth sores with drooling.
- Severe coughs, rapid or difficult breathing, or wheezing.
- Rash with fever or behavioral changes.
- Conjunctivitis (pink eye).
- Tuberculosis, until your child's physician or the local health department states your child is on appropriate treatment and can return.
- Impetigo. Children may not return until their sores are dried, and healing and antibiotics have been used for at least 72 hours.
- Strep throat, or other streptococcal infection, until 72 hours after treatment has begun.
- Head lice or nits, until after the first treatment has begun, and no live lice or visible eggs (nits) are present.
- Scabies, until 72 hours after treatment has begun.
- Chicken pox, until all lesions have dried and begun to heal.

If your child misses a day due to illness, please notify the center by 9 a.m.

Allergies

Parkside is aware that children have food and environmental allergies. We will individually address food allergies and adjust our classrooms accordingly to help accommodate allergies. Our food allergy policy is not a guarantee that your child will never experience an allergy related event at the center. Our goal is to decrease the risk and protect all children in our care. Parkside is a NUT FREE and CINNAMON FREE (teacher allergy) school.

Medications

From time to time, it may be necessary to bring medication for your child while they are attending the center. Administration of medicines at Parkside are limited to:

- Medications prescribed by a health care provider, with written permission from the parents or legal guardian.
- Over-the-counter (OCT) medications recommended by a health care provider, with written permission from the parents or legal guardian.

Before we assume responsibility for administering medicine, the parents(s) must complete a Routine Medication Administration form.

Prescription medications

For prescription medications, the parent or legal guardian shall provide the medication in the original, child-resistant container that is labeled by a pharmacist with:

- Your child's full name.
- The name of the medication.
- The date the prescription was filled.
- The name of health care provider who wrote prescription.
- The expiration date.
- Administration/dosing, storage, and disposal instructions.
- The implement for proper measurement (if applicable).

OTC medications

For OTC medications, the parent or legal guardian shall provide the medication in the original, child-resistant container. The medication must be labeled with:

- The child's first and last name.
- Administration/dosing instructions.
- The name and contact number of the health care professional who recommended the medication for the child.

WE CANNOT GIVE MEDICATION TO YOUR CHILD IF THE LABEL INDICATES THEIR AGE OR WEIGHT IS INAPPROPRIATE FOR THAT MEDICATION.

Nap time/quiet rest

State licensing requires that all children 5 years old and younger have at least 20 minutes of rest if they are in our care for more than three hours. Mats will be provided by Parkside, but parents must provide a small blanket for their child. Napping materials are sent home each Friday for you to launder and return Monday.

Diversity and inclusion policies

Non-discrimination

Parkside adheres to the policy that no person be excluded from participating on the grounds of race, creed, sex, religion, disability, national origin, sexual orientation, or income.

Special needs

Parkside strives to assess and provide reasonable services and educational options and strategies to meet your child's unique needs. We will make every effort to provide employees with training to work effectively with your child. We acknowledge more effective programs for children with severe needs may be available elsewhere. If our services don't adequately accommodate your child's needs, we may refer you to an alternative program in the community.

Non-religious

Parkside values uniqueness and diversity and strives to create a dynamic and cooperative environment.

We are a non-denominational organization and don't use religion during instructional time. However, we may periodically expose children to multicultural experiences that may have religious tones. Children are never required to participate in these activities, and they are meant only to provide education and a multicultural experience.

Parents and primary caregivers are encouraged to partner with their child's educator to highlight their family's religion and culture.

Anti-bias environment

Parkside provides a safe environment for all children. Our anti-bias environment encourages and promotes a celebratory attitude regarding diversity. We will seek to educate and instruct positive and healthy responses if prejudice, stereotyping or biases occur within our classrooms. Our anti-bias attitude values differences among genders, races, lifestyles, cultures, learning differences, physical abilities, and religions.

Discipline policy

Our approach to discipline is to give your child the tools and support they need to make more appropriate choices throughout their life. We use a series of preventative steps to help avoid behavior problems before they arise. These steps help build trusting relationships between the children and employees so they will feel more comfortable overcoming difficulties and making better decisions. If our behavior guidance methods are unsuccessful, a caring and positive approach is taken regarding behavior management and discipline. Employees will focus on and reinforce your child's positive behaviors as often as possible. Our goal is to help your child develop self-control and take responsibility for their actions.

1. Adults will model positive methods of guidance which demonstrates problems solving skills and self-control
2. A child may be removed from an activity for a short period of time in order to give the child a chance to calm down away from the group (but not isolated or unsupervised)
3. Children may occasional be help firmly, but gently, to prevent them from harming themselves, others or property
4. Child guidance methods and/or consequences will never be related to eating, sleeping or toileting.
5. A child's behavior will be discussed confidentially with the parents so consistent guidance methods will be used at home and Parkside.
6. Parents may be asked to remover a child from this program if behavior problems occur which cannot be handled in the best interest of the child.
7. The program at Parkside will focus on preventing behavior problems by providing an organized physical environment and a variety of age-appropriate adult-directed and child-initiated activities. Children will be given the opportunity to make real choices about what they will do and where they will play.
8. To provide for a smooth transition from one activity to another, children will be given ample notice wen an activity time period is over so they may complete their play or prepare for the change.
9. Physical, mental and verbal abuse will never be used by an adult at Parkside.

Mandatory reporting

All employees and administration are mandated by law to report any suspicion of child abuse or neglect. Abuse can be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Employees that report abuse or neglect in good faith are immune from civil or criminal liability. Employees that fail to report suspicion are subject to fines or imprisonment under the law.

Here are some strategies we use to support and help families prevent child abuse and neglect:

- Training employees to avoid one-on-one situations if possible. If scheduling requires one adult to be alone with one child, the parent is always informed at pick-up or drop-off.
- Performing current background checks on all employees.
- Observing all interactions between children and employees.
- Using proper names for body parts.
- Never forcing children to give affection.
- Letting the children know that if they have questions about someone's behavior, the best thing they can do is ask about it.
- Explaining that secrets can be harmful.
- Being aware of signs of stress in parents and struggles in the parent-child interaction.
- Communicating regularly with parents concerning their child's progress.
- Providing an atmosphere for parents to share their experiences and develop support system.

Biting Policy

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

WHEN BITING DOES OCCUR

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back.

FOR THE CHILD THAT WAS BITTEN:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified via an accident report that documents the incident.

FOR THE CHILD THAT BIT:

1. The teacher will firmly tell the child "No, we don't bite our friends, it hurts them."
2. The child will be removed from the situation and monitored

3. The parents are notified via and accident report that documents the incident.

WHEN BITING CONTINUES:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

WHEN BITING BECOMES EXCESSIVE:

1. If a child inflicts 3 bites in a business day in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark the child will be send home for the remainder of the day.
 2. If the child again inflicts 6 or more bites in a 5 business day period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to remain home for 2 business days.
- If the biting continues to be excessive we will have a parent meeting to discuss a plan of action which include but is not limited to 1 week suspension or dismissal.

Hitting/ Kicking/ Excessive Behavior Policy

WHEN DOES HITTING/ KICKING/ EXCESSIVE BEHAVIORS OCCUR:

Our staff strongly discourages this behavior. The staff's responsibility is to keep the children and themselves safe and help children who have these tendencies and behaviors learn different, more appropriate behaviors.

FOR THE CHILD THAT WAS HIT/ KICKED OR OTHERWISE:

1. We make sure the child is okay, help the child if they are hurt, need consoling etc.
2. We notify parents of the incident via an accident report.

FOR THE CHILD THAT HIT/ KICKED OR OTHERWISE:

1. The teacher will firmly tell the child, "No, we don't (HIT, KICK, BITE) our friends; it hurts them."
2. The child will be removed from the situation and monitored.
3. We notify parents of the incident via an accident report.

WHEN BEHAVIORS CONTINUE:

1. We shadow the child to help prevent any incidents.
2. The child will be observed by the classroom staff to determine what is causing the behaviors. If needed, the administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. We give the child positive attention and approval for positive behavior.

WHEN THE BEHAVIORS BECOMES EXCESSIVE:

1. If a child has 3 behaviors in one business day, the child will be sent home for the remainder of the day.

2. If the child has 6 behaviors in a five-business day period, the child will be sent home for the remainder of the day and asked to stay home an additional two business days. These business days must be days that the child is attending The Barnyard.

If the behaviors continue to be excessive, we will have a parent meeting to discuss a plan of action, which includes but is not limited to a one-week suspension or dismissal.

COVID/ Pandemic Policy

The Barnyard Daycare and Learning Center expects to operate during the academic year and summer program, but it is possible that certain catastrophic events may necessitate closure of all or part of the school's operations. The Barnyard Daycare and Learning Center shall not be liable for any failure or delay in the performance of its duties under the Admission Agreement to the extent that failure or delay is caused by an event beyond the school's reasonable control including, but not limited to, fire, weather, government action, act of terrorism, epidemic, pandemic, natural disaster, or other major upheavals. If such an event occurs, the school's duties and obligations in the Admission Agreement will be postponed until such time as The Barnyard Daycare and Learning Center in its sole discretion, may safely and efficiently reopen and The Barnyard Daycare and Learning Center will not make any tuition or fee adjustments.

General epidemic/ Pandemic Policy

In the event of an epidemic or pandemic outbreak, The Barnyard Daycare and Learning Center Administration will create policies and procedures based on recommendations from local health officials and departments. Policies and procedures will likely change as circumstances and recommendations of the epidemic, pandemic change, natural disaster, etc. continue. Parents/guardians will be notified via email regarding updated policies and procedures.

COVID-19/ Pandemic Self-Screening

Before bringing a child to The Barnyard Daycare and Learning Center parents/ guardians must complete a health screening. All questions listed below must be answered with "No" for the child to attend The Barnyard Daycare and Learning Center.

1. Has the child tested positive for COVID-19 through a diagnostic test in the past 14 days?
2. Has the child had any known contact with a person confirmed or suspected to have COVID- 19 in the past 14 days?
3. Is the child's temperature higher than or equal to 100.5 degrees Fahrenheit?
4. Is the child currently experiencing ANY of the following symptoms?
 - Cough (new or worsening)
 - Shortness of breath (new or worsening)
 - Trouble breathing (new or worsening)
 - Fever greater than or equal to 100.5 degrees Fahrenheit
 - Chills
 - Muscle pain (new or worsening)
 - Headache (new or worsening)
 - Sore throat (new or worsening)
 - New loss of taste

- New loss of smell

If yes, please refer to COVID-19 signs of illness listed below.

If a child has a temperature equal to or greater than 100.5 degrees Fahrenheit OR signs of illness as listed below, the child must remain home until fever free without the use of fever reducing medication AND improved signs of illness for 72 hours.

COVID-19 Signs of Illness

- At least one of the following: fever, cough, shortness of breath, difficulty breathing or loss of taste or smell
- OR**
- At least two of the following: chills, rigors, myalgia, headache, sore throat, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose AND
- No alternative more likely diagnosis (i.e. Influenza or Strep Positive)

Extra precaution at Parkside Preschool

The Barnyard Daycare and Learning Center is taking extra precautions to assure the health and safety of the children, families, and staff. Below is a list of the current precautions that are being taken. If precautions are updated, an email will be sent to parents and guardians

- The Barnyard Daycare and Learning Center staff members are signing children in and out each day during our curbside drop off and pick-up.
- The children are outside as much as possible (depending on weather).
- Daily sanitizing of toys
- When a child is dropped off with a teacher, the teacher will help the child wash their hands or use hand sanitizer and will check for signs of illness and take the child's temperature. If the child passes the daily health check, he/she will be permitted to stay at The Barnyard Daycare and Learning Center.

Extra Precautions OUTSIDE of Parkside Preschool

The Barnyard Daycare and Learning Center Administration is requesting parents/guardians and staff members follow health policies and procedures recommended by the local health department.

Below is a list of additional precautions that The Barnyard Daycare and Learning Center Administration is recommending. If precautions are updated, an email will be sent to all parents/guardians.

- If any child/ staff or an immediate member of the child's/staff family has symptoms of COVID-19 the child/ staff is to stay home until further advised by medical professionals and/or the local health department. Please notify The Barnyard Daycare and Learning Center immediately so the The Barnyard Daycare and Learning Center Administration can work with the local health department on a plan.
- Any child/ staff or an immediate member of the child's/ staff family that travels to an area outside of Idaho with substantial community spread or case rates higher than Idaho must refrain from returning to The Barnyard Daycare and Learning Center until they have been home

and quarantined for 10 days or as advised by medical professionals and/or the health department.

- Anyone with known exposure to COVID-19 must refrain from returning to The Barnyard Daycare and Learning Center until quarantined for 10 days or as advised by medical professionals and/or the local health department.
- The Barnyard Daycare and Learning Center staff is practicing diligent hand washing and daily health checks, and vigorous sanitizing. As a condition of employment, The Barnyard Daycare and Learning Center staff are asked to follow all recommendations issued by the local health department when not on site.