A Lot of Love Daycare & Preschool

**Policies and procedures handbook**

**Hours**

Open 7:00am-5:30 pm Monday through Friday. Extended hours of care, past your child’s agreed upon departure time may be arranged with me. With family and personal responsibilities, it is not always possible to stay open past 5:30pm, so be sure to contact me as soon as possible, rather than assuming that I can. That will allow you time to make alternate arrangements if needed. Overnight and weekend care can be occasionally arranged. NOTE: You will be charged a fee if child is picked up after 5:35pm. The charge will be $10.00 per 10 minute increments. 0- 10 minutes $10.00. 11- 20 minutes $20.00. 21- 30 minutes $30.00. 31- 40 minutes $40.00 unless previous time has been discussed with provider in writing. There will be a late fee of $35.00 assessed to any account that is past due by one skipped payment date. These will accrue by added skipped payment dates and be subject to termination of contract.

Initials\_\_\_\_\_\_\_\_\_\_\_\_

**Admission** WAC 110-300-0085, 0106(9)

Registration Fee is $65.00 per calendar year. This is due annually by July 30th.

Children must be between the ages of 2 months thru 11 years of age.

Availability of care of school aged children continuing may depend upon the number of children age 2 months through 5 years waiting for placement.

To care for children over the age of 12 years a waiver must be obtained.

We will check and update all files in our records yearly.

* Enrollment form
* Immunization: These need to be updated every time your child has a vaccine.
* Child Care Agreement Form
* Child Care Register- Consent to treat form: Good Samaritan Hospital or Mary Bridge Children’s Hospital or- other (must be notarized).
* Permission Authorization and/or off-site permission form
* To transport child in a motor vehicle on field trips, to & from school, to obtain medical card, on occasional errands. To take child on walks, public transportation, swimming, to take photos of my child, to give my phone number and/or address to other parents. ( optional).
* Social Media and Photo release
* Contract
* Parents will be required to initial each page of the policies and procedures handbook.
* Turn in to provider an emergency kit as outlined in policies and procedures handbook.
* Records are kept confidential. WAC-(170-296A-2025).

**How children's records, including immunization records, are kept current (WAC 110-300-0460 and WAC 110-300-0210)**

A record for your child is very important to us. The records will be used to plan your child’s curriculum, classroom setting, daily activities and in emergency situations. All children’s files, including immunization records, must be updated by parents as personal and contact information changes and they will be updated:

 one time a year.

 Immunization records will be updated at the time of registration and on the following day after the child receives an immunization or the next day the child attends child care. Changes such as job changes, address and phone numbers will be updated on the day of the change or the next day that the child attends child care”.

**Certificate of Immunization Status (CIS) (WAC 110-300-0210)**

A CIS form or similar form supplied by a health professional must be used, and be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records.

An early learning provider may have a written policy stating children exempted from immunization by their parent or guardian will not be accepted into care unless that exemption is due to an illness protected by the ADA or WLAD or by a completed and signed COE.

**Tuition Policies & Vacation/ Emergency Schedules.**

Tuition is based on reserving a space for your children for the entire school year regardless of days or times unused. You are charged for all days that your child is scheduled. For example: if you have a full jjime space Monday thru Friday, you will be charged Monday thru Friday regardless if your child has been in attendance. Rates are based on registration and not attendance. These fees are based on 52 wks per year. All holidays are included in weekly fees. Fees are paid year around, no deductions for winter or summer breaks. You will be given credit for my vacation and this has been calculated in your monthly rate. This can be taken when I'm on vacation or whenever you choose.

Your rate will remain the same the month you are gone or I'm on vacation.

If you reserve a spot for a future date, you will need to pay the tuition every month and a deposit to hold the space. The tuition and deposit are non-refundable. Rates are based on not more than 10 hours per day. If child is at childcare longer than 10 hours per day you will be charged a different monthly tuition and or late charges. Tuition will increase by $5.00 a month annually in September and an increase may happen periodically to keep up with inflation.

**Cost of Care Rates under 10 hours of care.**

Rates are evaluated and may be raised every year on September 1st.

4 weeks’ notice will be given to families for rate increases.

If other adjustments are needed, 6 weeks’ notice will be given.

The program rates are:

|  |  |  |  |
| --- | --- | --- | --- |
| Age | Full time/Daily | Part-time/Daily | Drop-in/hour |
| Infant | $1,100.00 | N/A | N/A |
| Toddler | $1,000.00 | N/A | $45.00 |
| Preschool | $900.00 | N/A | $45.00 |
|  |  |  |  |
|  |  |  |  |

**Payment Plan, Holiday charges and Discounts**

*Payment Plan:* Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment for care is due in advance on the first of every month for the entire tuition. Special payment terms are negotiable on occasion and will be defined in the contract. Due on the 1st and before the 15th.

*Holiday Pay:*Fees are not reduced during months/weeks that have holidays or vacations. If Child care is provided during National holidays it will it be at a higher rate when the facility is open. A current childcare closures list can be found under closures and are subject to change.

*Family Discount:* When more than one child from the same family is enrolled, a second child 10% reduction is given for a third child a 15% reduction.

We prefer to be paid electronically by cashapp, this is an app on your cell phone and our protocol is: [cash.me/$Alotoflove](http://cash.me/%24Alotoflove) we accept checks and cash.

**Payment Penalties:**

1. The fee for late payment is $ 35.00 per day. If fees remain unpaid after a period of three days, your child will not be admitted until *ALL* fees are paid in full. If you are on Working Connection Child Care this late fee will be reported.

2. The penalty for NSF checks is $35.00 plus any bank costs incurred by me. Cash payment is required for returned checks. You may be put on a cash only basis and cashapp, after the second NSF check.

3. Late pick-up fees are $10.00 and $10.00 each minute after.

**Extra Charges:**

Field Trip Fees:Field trip fees will be charged when necessary. You will receive advance notice of any charges. We go to the Pumpkin Patch in October, yearly.

You will be notified of extra field trip fees 2 weeks in advance

You will be notified of extra field trip fees 1 month in advance

Add other fees that you may charge such as for swimming lessons.

**Receipts and Taxes:**

Upon request I will give you a payment receipt when you pay for child care. I will give you a statement by the end of December for you to file your year-end childcare taxes. I have an EIN number that I will give you to file your taxes.

Vacation days have been set aside that I will take in the school year. School calendars will be given in September and will have school closures marked.

**OUR HOLIDAY CLOSURES**

* Presidents Day February

 Easter Easter Monday

* Memorial Day May
* July 4th & 5th
* August ( 2 weeks planned summer vacation)
* Labor Day September
* Columbus Day October
* Veterans Day November
* 2 days for Thanksgiving, Thur and Friday
* Week of Christmas off..
* New Year’s Eve December 31st
* New Year’s Day January
* Martin Luther King Day January
* 4 personal days per year. Dates to be determined during year.
	+ \*Dates are subject to change. INITIAL\_\_\_\_\_\_\_\_\_\_\_\_\_
* **We follow the Puyallup School District for Emergency Snow Days and late starts.**

**Emergency Closures:**  Emergency Closures are due to power outages, water contamination, or other Health Department regulated standard. These days remain as paid days and NO reduction in tuition shall be offered. I close if I lose power for more than 1 hour. If I lose power while children are present, I will call you to pick up. If power is out for more than 1 hour and into opening hours of operation, I will close for the day. Natural disasters, Pandemics, Coronavirus, Ebola, etc..You will be notified by phone or email if there is phone service. State Emergency Notifications by the Government will dictate the time of closure that we will need to abide by for the safety of the children and staff.

**Staffing Plan, Classroom types and Ratios (WAC 110-300-0495)**

We will maintain the State required staff to child ratios at all times. For consistency of care I or a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any Staff who covers for me in my absence will meet all State requirements to care for the children, and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified in writing or electronically.

**Sick Policies- Back-up Child Care and Consistent care policy (WAC 110-300-0495)**

If the daycare will be closed due to illness I will try to phone the evening before. My first course of action would be to hire a substitute to fill in and keep the daycare open if possible.

WAC-(170-296A-5775).

Please keep your child at home if there is flu, fever, coughing, rash, lice, vomiting, diarrhea, eye infection , sore throat, etc.. Your child can only come to daycare 48 hours after they have been sick. It works best if you have a backup situated like a friend, neighbor , grandma/grandpa, or a

relative so you can leave your children with them if you really do need to go to work that day. They will not be allowed at the daycare when they’re sick. Some illnesses will need to be

reported by me to dept. public health. We have strict hand washing practices WAC(170-296A-3850). Toys, tables and surfaces are also cleaned with a bleach/water solution.

I recommend that you have access to an alternate child care arrangement. You may need care if I am ill, school closure days or when I am on vacation. If I am ill you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup child care. For a child care referral, please call:

*Child Care Aware of Washington*

*(206) 329-5544*

*1-800-446-1114*

 *Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Injury or medical emergency response and reporting (WAC 110-300-0475)**

**1. My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.**

**2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injury’s parents may be called to help decide whether the child should go home.**

**3. Head injuries, sever bleeding or other serious injuries we will contact the parent immediately and write an injury report.**

**4. In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will notify you as soon as safely possible.**

**5. If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department’s Licensor and child’s social worker, if any. You will be given a copy.**

**6. All injuries that the child arrives with will be documented and an injury report will be written.**

**Exclusion/Removal Policy of Ill Persons (WAC 110-300-0500)**

1. Each child will be observed daily for signs of illness.

2. Children who are contagious must stay at home. All parents of children in my care, will be notified by phone within 24 hours of communicable diseases or food poisoning. The health Department will be notified of food poisoning and of all reportable diseases at the facility.

3. Please call me if your child will not attend due to illness. If you are unsure if your child should come or not, please call.

4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.

5. The parent is responsible for finding substitute care in case of the child's illness.

6. Children and staff who are exhibiting the following symptoms will be excluded from child care per instruction of the Department of Public Health. A doctor’s letter may be required to return to child care.

**Diarrhea:** where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;

**Vomiting:** Vomiting on two or more occasions within the past 24 hours.

**Rash:**  Body rash not associated with diapering, heat or allergic reactions.

**Eyes:** Thick mucus or pus draining from the eye, or pink eye.

 INITIAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appearance/Behavior:** A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

**Sore Throat:** Especially if associated with fever or swollen glands in the neck.

**Open sores or wounds:** discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;**:**

**Fever:** A fever 101 degrees Fahrenheit for children over two months (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);

**Lice, ringworm, or scabies:** Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice or scabies was discovered.

The provider may allow an individual with head lice or scabies to return to the premises after receiving the first treatment. Write your policy on when a child may return.

**Whooping Cough:** Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound

**Chicken Pox:** Children may return when the blisters have dried and formed scabs.

**An Illness or condition:** that prevents your child from participating in normal activities such as outdoor play.

**Reporting and Notifying Conditions to Public Health (WAC 246-110-010)**

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC 246-110-010(3).

**Contract:**

Signing the child care contract will reserve a space for your children for the district school year. Parents will be responsible for payment for the entire district year regardless of time or days used.

**Maternity Leave:**

If you are on maternity leave your spot is saved with your child’s monthly tuition. This payment needs to be made every month when you are on maternity leave to keep your child’s space.

If payment is not received 3 days from due date of the first month's maternity leave the spot will be terminated. INITIAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When reserving a future daycare space, the space is reserved by paying the monthly tuition in full in addition to the registration fee.

Parent will be responsible for and litigation fees occurred on either side resulting from breech of contract.

**Termination Policy:**

Immediate Termination will occur if any of the following conditions take place:

* Late or non- payment of tuition
* Continual late arrivals and pick-ups.
* Non-cooperation of parents or child to include discipline
* problems, abusive language, abusive actions, disrespect for

daycare staff, other adults or children, disregard for policies

of the daycare and for non use of proper safety restraints.

* Parent will be responsible for all legal fees resulting from

any litigation.

* Termination of childcare due to the terms listed in the

childcare handbook does not release you from your tuition

obligation for the district year. INITIAL\_\_\_\_\_\_\_\_\_\_

**Trial Basis:**

There will be a two-week trial or adjustment period to determine the suitability of this daycare home to your child, and vice-versa. The compatibility of all of the children is very important. Two weeks is a reasonable time to allow a new child to settle in if he/she is going to. Provider or parent may cancel at any time during this period, providing that they give a minimum three days notice (or payment in lieu of). After the initial two-week period, the contract goes into effect for the school calendar year.

# Open Door Policy/ Parent InvolvementPermission for Free Access (WAC 110-300-0085)

During business hours, you have the right to access any areas of my home licensed for child care. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child’s file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with me or my staff, so we can arrange to speak away from the children.

**Definitions of Care :** Full Time, Part Time or Drop InYou are always welcome to come and visit your children and/or interact with their daily activities. I would ask that you respect the schedule that we have while planning your visit. Please also consider that for some children it is not best to visit and then leave again during the day. If you wish to speak with me, please do this during 1:00pm-3:00pm. If this time is not good for you, we will set an appointment time that is. NO UNAUTHORIZED person that Miss Monique hasn’t authorized will be allowed around the children.

We will also have a conference in the fall and an updated report to go home in the spring. I am available for any parenting question you may have.

Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  Sign-in and Sign-out Procedures/ Attendance records (WAC 110-300-0455)

# Arrival and pick-up instructions:

* Upon arrival; the parent, guardian or authorized person must sign the child in using signature of full name, the date and time.
* Upon departure; the parent, guarding or authorized person must sign the child *out* using signature of full name, the date and time.
* The sign-in/sign out form is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or state if you use the electronic sign in and out and the procedures for that system. You are required to sign in/out using your full name, the date, and time.

 “This is subject to a civil penalty fine, if I am fined due to you not signing your child in or out the amount of that fine will be on your next billing statement”.

1. Please identify on the Child Care Registration form, who is authorized to pick up your child. I will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child. 2.
2. Anyone who appears to be under the influence of drugs or alcohol arriving at child care to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, 911 will be called.

The sign in and out binder is on the office desk where you enter the childcare.

-Please sign your children in and out- Please call the daycare if you are planning on an early or late arrival or if your children will be absent so I can plan accordingly.

-In addition to your verbal messages PLEASE WRITE ANY MESSAGES, changes of scheduling, medication info etc. On a note card and hand it to your provider or place in the IN box located on top of the cubbies in the playroom.

-Parents wishing to pick-up their children during naptime should give advance notice so their children can be placed in a easily accessible area to avoid disrupting other napping children.

-Parents wishing to pick up their children other than the scheduled time should phone ahead so their children can prepare to leave, otherwise the departure will be delayed while the parent waits for the children to put their things away.

-Children will remain inside the daycare until the parent is at the door and ready to leave. The parent must accompany their children to the vehicle.-Prior arrangement by phone or note card must be made if someone other than the parent will be picking up the children. A driver’s license or other I.D. will be required to verify such person until that person is known to the staff.

**Confidentiality policy including when information may be shared (WAC 110-300-0465)**

Children’s records will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtain while caring for your children. This Information will remain confidential. You have the right to access your child’s records any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need to know basis staff members may access your child’s file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this child care.

The Department may also access your children’s files. Staff files are available for review, continuing hours are taken yearly for myself and staff.

Children’s and staff training logs are kept in the closet in sign in room. Parents may request to access these records.

**Non-discrimination Statement, Anti Bias and Bullying (WAC 110-300-0030, 0331, 0160)**

Our program is defined by state and federal law as a place of public accommodation. I do not discriminate in my employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran’s status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW). Any bullying will not be tolerated here at school. Parents will be informed of this behavior and if it continues may be cause for termination of contract.

**Individual care plan, Special needs accommodation (WAC 110-300-0300)**

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;

2. Contact information for the primary health care provider or other relevant specialist;

3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication; I will not be giving medications at this time. Medications would need to be given at home before they arrive to school.

4. Directions on how to administer medication; Not Applicable

5. Allergies;

6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true%22%20%5Cl%20%22110-300-0186);

7. Activity, behavioral, or environmental modifications for the child;

8. Known symptoms and triggers;

9. Emergency response plans and what procedures to perform; and

10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

1. Physician or physician's assistant;
2. Mental health professional;
3. Education professional;

d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or

e. Registered nurse or advanced registered nurse practitioner.

11. If the child has one of the following it must accompany the child’s service plan.

(a) Individual education plan (IEP);

(b) Individual health plan (IHP);

(c) 504 Plan; or

(d) Individualized family service plan (IFSP).

I would be happy to help Parents find help for their child’s situation.

I will need permission from you to have a visiting health professional whom may provide services to your child at school, if applicable.

**Diapering Procedure (WAC 110-300-0221)**

Children will be attended to at all times during the diapering procedure. Diapers will be checked every two hours and changed when necessary and not less than every four hours. The parents or guardians will need to supply appropriate diapers include disposable and diaper wipes one package per month. All staff, parents or guardians will wash their hands immediately before and after diapering. The child’s hands will also be washed immediately after diapering.

**Toilet Learning (WAC 110-300-0220)**

Before a child is ready to start toilet training, I will discuss with the parent or guardian their views on toilet training. For toilet training I use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians.

Children are required to wash their hands using the bathroom. I will begin toilet training when the child shows an interest and when the parent permits it I will not force a child to toilet train if the child is not ready. I ask that you begin this at home. I will follow through and encourage your child while in my care. Please understand that the distractions at the daycare can keep your child from responding to the urge, more so than at home. While training, Please provide extra clothing for accidents (three sets including socks). I would ask that the clothes are easy for the child to manage. This would be elastic waist clothes. No overalls, buttons or snaps. I will also ask that the parents bring thick cloth underwear to leave at the daycare for potty training. Pull-Ups will only be used at naptime during the actual potty training.

**Bottle preparation (WAC 110-300-0280)**

Parents or guardians who bring bottles must label the bottle with the child first and last name and the date. The bottles and nipples must be in good repair be glass or stainless-steel bottles, or use plastic bottles labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates. Infants are fed on demand or based on parents/guardians recommended feeding schedule. Infants will stop being fed when the child shows signs of fullness. Bottles will be emptied when a child is done feeding. We will throw away contents of any formula bottle not fully consumed within one hour (partially consumed bottles will not be put back into the refrigerator). Infants and toddlers will be held at all times when bottle feeding, I do not prop bottles up or let children feed themselves while lying down, children sitting up in a high chair or at a table may feed themselves their bottles if that is their preference. Bottles will be checked to ensure temperature is safe before feeding. Medications, cereal supplements, or sweeteners will not be added to the contents of bottles unless prescribed by a health care professional and the medication management procedure has been followed.

Parents will supply childcare with 2 bottles and you will get notices when we are low on formula.

**Breast Milk (WAC 110-300-0281)**

We encourage families to breast feed their children. We welcome parents to come in to nurse their child or bring breast milk. When a parent or guardian provides breast milk, we will Immediately refrigerate or freeze the breast milk. The breast milk must be in a closed container, labeled with the child's first and last name and the date received. We will keep frozen breast milk for no more than thirty days upon receipt and then any unused frozen breast milk will be returned to the parent after thirty days. We will keep unfrozen breast milk for up to twenty-four hours. Thawed breast milk or breast milk that has not been previously frozen and has not been served within twenty-four hours will be returned to the parent or guardian at the end of each day. We will throw away contents of any bottle not fully consumed within one hour. We will obtain parental consent prior to feeding infant formula or solid foods to an otherwise breastfed infant. Mother’s may feed their infant in the sign in room. We will not be able to have infants nurse during nap time. LaLeche League is a great resource for breastfeeding mothers.

**Blood Borne Pathogen Plan WAC110-300-0400**

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care. You will have to develop a Bloodborne pathogen plan, train all staff on the plan, review it yearly and have all staff sign that they have been trained on the plan. State where this plan can be found.

**Injury Prevention WAC 110-300-0475**

I will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

# Clothing

A reminder that your children have come to daycare or preschool to have a good time. Please dress your children in play clothes. These are clothes that you will not mind if they become soiled, torn or painted on. This includes coats and shoes. Please no loose boots (they will fall off while running) nor sandals or cowboy boots, as the grass is still wet at times when we go outside.

All children over 2 years of age should wear shoes that can Velcro or have laces that are the Pull and go type. At this age they are learning to put their own shoes on and when they have mastered the art of tying they can wear regular tie shoes to daycare.

Please send one full set of clothing to daycare for extra’s

**Please dress your children according to the weather as they do engage in outside activities. This includes socks, coat, hat, even mittens if wintertime!!!** They will go outside every day.

#

# Non-Furnished Items

You will need to supply the following items for your children as needed:

Diaper rash cream Beginning foods for infants Comb, Labeled

Diapers (disposable) Bottles and formulas (till age 13 months) Labeled

Baby Wipes Sun Block, Labeled

Toothbrush (to be replaced every 4 months) Rest time toy (used only for naps and rest time)

Extra change of clothes (including socks)

Disaster Kit (Gallon Ziploc bag with emergency supplies listed on page 12)

**Naps, Rest Periods and Infant Sleep Patterns (WAC 110-300-0290)**

Infant and toddlers will follow their own individual sleep patterns and never be forced to sleep. Infants and toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission or ASTM international Safety Standards. Napping equipment will be clean and firm with a snug-fitting mattress that does not have tears or holes. Children will be removed from car seats, swings, rockers, or other similar equipment if they have fallen asleep. When children are able to climb out of a crib or it is no longer developmentally appropriate for the child to sleep in an infant crib we will consult with the parent and develop a transition plan to a mat or other approved sleeping equipment.

**-**All children under grade 1 will have a rest period between 12:30-3:00pm.

-Those whom have rested quietly without disturbing others will be allowed to get up after 45 minutes and play quietly until the others finish their naps. Those who choose NOT to play quietly will return to their mats for the remainder of rest time.

-Children causing disruption in the nap room will be removed to a remote area to finish their rest time

-Please inform me if your children had difficult night before or a late night so that I could understand any changes in your Childs behavior.

-During the first 2 weeks of daycare, children may bring a blanket or a special “lovey” from home for use during nap time, after 2 weeks the parent needs to bring a blanket that remains at daycare or I will supply one for your children.

-Parents not wishing their children to rest may wish to choose a daycare that better meets their needs. (Remember, children play harder at daycare than at home and need a good rest).

-Infants and toddlers using a pacifier/ blankie / lovey /stuffy will be permitted use of such for naptime ONLY unless under the age of 1 year, at which time we will begin weaning. Pacifiers are not used past the age of 2 years at daycare.

**Mixed Age groups: (WAC 110-300-0345, 0450)**

Describe your child cares grouping of children. You may state something like “During the day the children will be participating in learning, play, eating and sleeping with children from different age groups. We will set up programs and curriculum for the age of your child/children”

# SIDS

-WAC (170-296A-7100) requires that infants must be put to sleep on their back, in a position consistent with the American Academy of Pediatricians recommendations unless the parent request otherwise in writing.

**Child Guidance plan, Physical Restraint policy and Corporal punishment (WAC 110-300-0331, 0335, 0490)**

We will use consistent, fair, positive methods of managing children’s behavior. Methods used will be appropriate to the child’s abilities, developmental level, and culture.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain. I will Not be using physical restraint at school. Children will be shown another toy to play with, or they will be redirected when they have a conflict. They will be told to take a deep breath and exhale until they feel better and are calm.

All staff and volunteers will be trained on the guidance and discipline policy and practices at this childcare.

Discipline Policy

I do not find it necessary to yell or threaten the children in order to have acceptable behavior. I show the children where things are to be put, how the items in my home should be used and treated, and what the rules of the home and playground are. My home is not a place where pushing, shouting, fighting, or belittling should exist. The children learn social skills like compromise and negotiation, respecting others, Dealing with situations positively, and taking responsibility for their own actions. I really enjoy the children and it is very fulfilling to watch them grow and become loving, independent and responsible individuals. If it becomes necessary for disciplinary action to be given we use the time-out method. I remove the child to the step for a short time to give them a little space between himself and others. If that does not work then we remove the child completely out of the room for a period of time totally by themselves except adults. If I continue to have problems then I will lay them down on their nap mat and suggest that they get some more rest and when they awake they will be as good as new. When they have had a rough day, I will report to you when you pick up your child that maybe you could talk with them and see what the problem was. Please let me know if it is anything that needs to be addressed here at the daycare. Feel free to call me anytime if you have any questions about their day. If it ever comes to the point where the child becomes uncontrollable I will call you at work and have you either talk to the child or come and get them from daycare. Alternative childcare may be advised.

Animals WAC(170-296A-4800)

We have a daycare cats named Nala, Boo, and a dogs named, Penny, and Hershey. They love the children and daycare!! Sometimes a cat or dog might defend themselves by barking or biting or scratching if they feel scared or in danger. However, my cat & dog are very sweet and have not behaved badly. They also have current licensing requirements met for Pierce County. They are kept in home 98% of our day.

Pet Feces will be cleaned daily before and after daycare hours, and kept away from the children and following the appropriate hazardous waste disposal. All animals have current vaccinations and licensing.

Pet/Animal health and safety WAC- (170-296A-4850)

When children interact with any of the animals we will wash our hands as required under WAC-(170-296A-3625. or after handling an animals toys, bedding, litter or equipment.

Primary Staff persons will directly supervise, or instruct staff to directly supervise, children preschool age or younger when the children are interacting w/ pets or other animals. There will also be a written plan established to keep a pet or other animal

inaccessible to the children if the pet or animal is known to be dangerous or aggressive. The animal then would not be permitted in any licensed daycare area during daycare hours.

 If you or your child have any issues regarding the cat or the dog, please bring it to my attention.

Initial\_\_\_\_\_\_\_

WAC- 110-300-0360, 0295, 0296)

Daily Schedule

7:00 am-daycare opens-quiet time

7:00 am-8:00- Breakfast Served

7:00 am-9:00am- Free play

9:00am –10:15 - Preschool, Free Play (crafts, arts, reading stories, sensory, S.T.E.M. exercise and music time, circle time) Spanish Lessons.

10:30-11:20- Outside Time, Outdoor music, gardening, observing nature and animals.

11:20-11:30 Getting ready to eat lunch, wash hands, potty break etc..

11:30am-12noon- Lunchtime

11:45-12:00 Clean up after lunch, reading time, potty time, wash hands etc..

12:15-2:45. Nap time, Rest Time

2:45-3:00pm Wake up and potty time, wash hands get ready for snack

3:00 pm- Snack

3:15-5:30pm- Free play, outside time (weather permitting)

5:30 Close

If your child cannot perform any of the listed activities, please let me know. The schedule may vary depending on how the children are feeling, bus schedules, School time changes and etc….Remember that schedules can be flexible and sometimes the best-laid plans don’t work out but there were always good intentions.

Initial\_\_\_\_\_\_\_\_\_

**Outdoor activities (WAC 110-300-0147)**

Our facility offers an outdoor programming daily for all children enrolled, except during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold;

Medications-WAC (170 -296A-3325)

I will not be giving medications due to the changes in the Washington State Licensing W.A.C. Always check with your doctor before giving your child any medications you are unsure of. Please let me know if you have given medications for your child so I can watch for anything during the day with your child. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schools

School children who attend in this area include Maplewood Elementary, All Saints, if there is transportation available to them. The children will be driven from the daycare or they will walk w/ parent permission only. I am not accepting school aged children at this time. Please be informed I am only responsible for children on my premises!!

**Special Care For Children Entering Kindergarten transition plan (WAC 110-300-0065)**

Children turning five years old or six months before the child is ready to attend a Kindergarten program, we will meet with the family during Fall conferences to establish resources and write a transition plan with the parents. state where resource materials can be found at your facility. This information can be found on line by OSPI, the department or other equivalent organizations. The materials should cover transition activities, developmentally appropriate local school and school district activities designed to engage families.

 Transportation and Off-Site Field Trips (WAC 110-300-0480)

1. Parents are responsible for transportation to and from my home.
2. If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
3. Transportation for field trips will be provided by private cars, vans, busses or walking.
4. I have \_\_\_\_\_ seat belts in the back seat(s) of my car. Everyone over 8 years old is buckled at all times. If your child is under 8 years old, please provide a car seat/booster seat on planned field trip days.
5. Children’s emergency contact and medical release forms and medical/immunization records, a first aid kit my first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
6. Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.

Our childcare goes to the Pumpkin Patch in October. We do not allow any smoking, vaping, drinking at our field trips.

Dental hygiene practices and education (WAC 110-300-0180(2))

Dental hygiene is very important and we have a toothbrush holder in the daycare bathroom. Your child may leave a toothbrush and brush in the morning and after meals if you would like. If not we will have you sign a form to opt out of the dental hygiene practices at childcare. Even infants need to have their gums washed to be free from bacteria.

**Health Care Practices (WAC 110-300-0500)**

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established hand washing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department and can be found Health policy is located on the bookshelf by the daycare kitchen area.

Program Philosophy:

Quality is never an accident, it is always the result of high intention, sincere effort, intelligent direction and skillful execution; It represents the wisest choice of many alternatives..."author unknown

I believe children should be treated with respect and dignity. I believe children should be nurtured and be in a creative learning environment. We have a monthly curriculum which gives the children the variety of learning and doing new things each month. We stimulate and love every child in our care.

Initial\_\_\_\_\_\_\_\_\_\_

**Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW**[**26.44.020**](http://app.leg.wa.gov/RCW/default.aspx?cite=26.44.020)**and**[**26.44.030**](http://app.leg.wa.gov/RCW/default.aspx?cite=26.44.030)**and all other reporting requirements. (WAC 110-300-0475)**

As child care providers, we will protect children from all forms of child abuse or neglect. Pursuant to RCW [26.44.030](http://app.leg.wa.gov/RCW/default.aspx?cite=26.44.030), when an early learning provider has reasonable cause to believe that a child has suffered abuse or neglect, that provider must report such incident, or cause a report to be made, to the proper law enforcement agency or the department. "Abuse or neglect" has the same meaning here as in RCW [26.44.020](http://app.leg.wa.gov/RCW/default.aspx?cite=26.44.020).

All staff, volunteers and family member in this program, must be trained on prevention and reporting of child abuse and neglect. This training must be documented in our staff files.

Staff shall document this ,and report to myself for further reporting to the Department and the police. Staff members are required to take the STARS 30 hour basic training. In this training it outlines child abuse and neglect, as well as the DCYF portal for child abuse training. and how to document it.

Staff must report by phone upon knowledge of the following to:

(a) Law enforcement or the department at the first opportunity, but in no case longer than forty-eight hours:

(i) The death of a child while in the early learning program's care or the death from injury or illness that may have occurred while the child was in care;

(ii) A child's attempted suicide or talk about attempting suicide;

(iii) Any suspected physical, sexual or emotional child abuse;

(iv) Any suspected child neglect, child endangerment, or child exploitation;

(v) A child's disclosure of sexual or physical abuse; or

(vi) Inappropriate sexual contact between two or more children.

(b) Emergency services (911) immediately, and to the department within twenty-four hours:

(i) A child missing from care, triggered as soon as staff realizes the child is missing;

(ii) A medical emergency that requires immediate professional medical care;

(iii) A child who is given too much of any oral, inhaled, or injected medication;

(iv) A child who took or received another child's medication;

(v) A fire or other emergency;

(vi) Poisoning or suspected poisoning; or

(vii) Other dangers or incidents requiring emergency response.

(c) Washington poison center immediately after calling 911, and to the department within twenty-four hours:

(i) A poisoning or suspected poisoning;

(ii) A child who is given too much of any oral, inhaled, or injected medication; or

(iii) A child who took or received another child's medication;

(iv) The provider must follow any directions provided by Washington poison center.

(d) The local health jurisdiction or the department of health immediately, and to the department within twenty-four hours about an occurrence of food poisoning or reportable contagious disease as defined in chapter[246-110](https://apps.leg.wa.gov/wac/default.aspx?cite=246-110) WAC, as now or hereafter amended;

(e) The department at the first opportunity, but in no case longer than twenty-four hours, upon knowledge of any person required by chapter [110-06](https://apps.leg.wa.gov/wac/default.aspx?cite=110-06) WAC to have a change in their background check history due to:

(i) A pending charge or conviction for a crime listed in chapter [110-06](https://apps.leg.wa.gov/wac/default.aspx?cite=110-06) WAC;

(ii) An allegation or finding of child abuse, neglect, maltreatment or exploitation under chapter [26.44](http://app.leg.wa.gov/RCW/default.aspx?cite=26.44) RCW or chapter [388-15](https://apps.leg.wa.gov/wac/default.aspx?cite=388-15) WAC;

(iii) An allegation or finding of abuse or neglect of a vulnerable adult under chapter [74.34](http://app.leg.wa.gov/RCW/default.aspx?cite=74.34) RCW; or

(iv) A pending charge or conviction of a crime listed in the director's list in chapter [110-06](https://apps.leg.wa.gov/wac/default.aspx?cite=110-06) WAC from outside Washington state, or a "negative action" as defined in RCW [43.216.010](http://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010).

(3) In addition to reporting to the department by phone or email, an early learning provider must submit a written incident report of the following on a department form within twenty-four hours:

(a) Situations that required an emergency response from emergency services (911), Washington poison center, or department of health;

(b) Situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation; and

(c) A serious injury to a child in care.

(4) An early learning provider must immediately report to the parent or guardian:

(a) Their child's death, serious injury, need for emergency or poison services; or

(b) An incident involving their child that was reported to the local health jurisdiction or the department of health.

If you suspect child abuse or neglect, please call Children’s Administration at 1-866-END-HARM (1-866-363-4276) immediately to report the suspected abuse or neglect.

Since I am the person that is with your child so much, I get to know them very well. I know what kind of eating habits they have, what their favorite toys are, what their individual temperaments are like and so on and so on… I watch them as they grow from one stage to another. When a child is young part of growing up is taking on new challenges. They go from crawling to walking, on to running, and then to climbing trees (and anything else they can climb). As we have all experienced, accidents do occur along the way: skinning a knee, bumping heads, a bruise here and a bruise there, but at times some of these look questionable and they should be questioned. I as your caregiver may at times have questions concerning your child if a suspicious injury occurs. You as well may have questions if you have any concerns as to the welfare of your child in this daycare. The State has provided me with a form that is meant to inform you, the parent, of any injury or incident that has happened to your child in this daycare. As a State licensed provider I am required by law to report any evidence of child abuse to the States Child Protective Services or Local Law Enforcement. I finish each day thankful that we

are all working together to provide for our children the things they need for happy and healthy lives.

Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical emergencies, fire, disaster evacuation and emergency preparedness plans (WAC 110-300-0470,0475)**

**Medical Emergencies:** The requirements are yearly for bloodborne pathogens and for current First aid and CPR training it’s every 2 years. The training is documented on the STARS/MERIT registry and a copy in the staffs file. We have the need to have the first aid supplies within reach at all times. There is a difference between injuries that can be treated on site, such as scrapped knees, bumps and bruises. Staff will respond appropriately when there is an emergency that requires a medical assistant, such as calling 911, The address and directions to the facility are posted by the landline phone and on the parent board in the hallway. The child’s emergency information is kept in a binder in the white tall cabinet in the sign in room. An injury needs to have a phone call to 911, to the Department and to the parent, such as head injuries, uncontrolled bleeding, unconsciousness or other medical injuries. The parents will be notified and if they go to the emergency room, there will be an accident form that will be filled out per incident. This documentation is required for all incidents. Staff will be there for the need to comfort your child and other children during the medical emergency.

Fire emergencies: All staff practice and record fire drills with staff and children at different times of the day, at least once a month. The document for fire drills is posted on parent board in the hallway. The children will be taught to stop, drop, and roll. The children will be evacuated, and infants will be carried by Staff and myself if they cannot walk. A backup whistle is kept on the clip by the phone in the daycare kitchen area, there is also one on the parent board in the hallway. There are a few smoke alarms installed that will go off and a whistle will be a backup method. We will gather out front by my mailbox in the front yard waiting for the fire department. All children will be accounted for as we are exiting the childcare and again out front by the mailbox by myself.

 Staff must also have earthquake, lockdown and shelter-in-place drills. We will go under the tables for earthquake drills and cover our heads. Staff will be under the tables with the children to assist them. We perform earthquake drills monthly. The documents for the drills are on the fire drill sheet on the parent board in the hallway.

The staff will help children in the front yard if the home becomes inhabitable in a disaster. Our alternative location will be Fruitland Elementary School, 1515 S Fruitland, Puyallup, WA 98371. The phone number is 253-841-8734. The staff will have the address and phone number memorized so it’s easily accessible outside of the facility.

In the event of a major disaster (Earthquake) and the children are in care, I will also be teaching them to protect themselves (as much as possible) against falling objects. If a disaster does occur, I will keep the children in my care until the parents or emergency contact has picked up the child/children. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event of a different sort (Mt. Rainier), I will discuss this with parents. My first action would be to make sure the children are safe. This neighborhood is considered to be in the evacuation area. Puyallup School District has been practicing a LAHAR drill in the schools and they will be going up 7th past my street 18th and continuing up Fruitland and ending up at Fruitland Elementary School. The daycare will remain here at the daycare location until further advice from the Police, State Patrol, and government agencies. These are not subjects we like to think about, but it could happen and my first concern is to keep the children and my family safe. In the event that this was to happen while the children were in care, I know the families would be very scared for their children and I will do all that I can to be sure we are all safe. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case a medical emergency arises, you will need to be informed of the actions I will take:

* I will call 911 at all times when a major medical emergency occurs.
* I will immediately call you or your spouse at the emergency number you have provided.
* CPR or First AID will be administered if deemed necessary until medical help arrives.
* I will meet you at Good Samaritan Hospital or a designated place that you have requested with your child and will remain with your child until you arrive. In the case where your child needs immediate help and needs to be transported immediately to the nearest hospital, I will go with your child, if possible, and remain with your child until you arrive.
* I will be using your personal insurance policy that you have written down in your child’s personnel file.
* I carry commercial daycare liability insurance only to be used as a secondary insurance policy.
* I will not be held responsible or expenses incurred from ambulance or any other emergency care services!!

Initial\_\_\_\_\_\_

Pick an out of state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out of state than within the affected area).

My contact is Jennifer O'Keefe 1416 Pamela Ct, Templeton, CA 93465

1-805-434-9333.

We will practice monthly fire, earthquake and LAHAR drills. We will also be doing a "Lockdown" 1 time per year.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WDL#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WDL#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evacuation Plan: (WAC 110-300-0470)**

**When On-site:**

* All children will be gathered and escorted to the designated meeting spot located: State your meeting location or describe where this information can be found.
* A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
* If safe to do so, the whole home will be checked, to ensure that all children have left the building safely.

**When Off-site:**

* All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
* A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
* All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for
* Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
* If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.

Discuss how often you practice evacuation drills and if all ages are included in the drills.

**Fire Evacuation Plan: (WAC 110-300-0470)**

* We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
* We will evacuate the building quickly and calmly:
	+ If anyone’s clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
	+ We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building
	+ A designated staff member will check areas where children may be located before they leave the building
	+ Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
	+ We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.

We do monthly fire drills, Staff and children are included in the drills and the information is posted on bulletin board in the hallway.

**Earthquake Plan (WAC 110-300-0470)**

**When Indoors:**

* Move away from windows, tall furniture, and heavy appliances
* Everyone in the program will be instructed to:
	+ **DROP** to floor
		- **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
	+ **HOLD ON** to furniture if under it until shaking stops
	+ A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

**When Outside:**

* + Move to clear area, as far as possible from glass, brick, and power lines.
	+ **DROP & COVER.**
	+ Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over
	+ A head count of the children will be taken to ensure all children are present

**After earthquake:**

* + Account for all children, staff, and visitors
	+ Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
	+ Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located:

If gas is smelled; the main gas valve will be immediately turned off

* + We will monitor our portable radio or cell phone for information and emergency instructions
	+ Our designated out-of-area contact will be notified of our status when possible and if needed.
	+ We will remain outside of building until it has been inspected for re-entry and determined safe.

Discuss how you will assess if the facility is safe to go back into, how the parents can contact your out of state emergency contact, how often you will practice earthquake drills and where the information is posted

**Lockdown Plan*:* (WAC 110-300-0470)**

* We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
* We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor;
* When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area;
* To maintain a calm atmosphere in the room we will read or talk quietly to children;
* If a phone is available, we will call 911 to ensure emergency personnel have been notified;
* We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
* We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. Please bring a three-day supply of any required medications for your child/children. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave your child unsupervised.

Emergency Supply List:

The following supplies are for your child’s individual earthquake kit. Place these items in a 1 gallon Ziplock Plastic Bag:

1 can of ready to eat soup

2 small boxes or cans of juice

1 small can of pork and beans

1 small box of dry cereal

2 granola type bars

1 candy bar

3 plastic spoons

2 large heavy-duty trash bags

If your child is an infant you may want to substitute baby food, cereal, formula 2-3 diapers and juice. Or you may purchase the package for $14.95.

Religious Activities & Cultural Activities- WAC (170-296A-6775)

In the WAC it is stated that the rights of persons in care to observe the persons faith shall be respected and facilitated consistent with State and Federal Law. Persons shall not be punished for exercising these rights. The subject in this home is brought up occasionally by the children. I answer their questions to the best of my knowledge, but always tell them to discuss it with their parents at home. We do celebrate Halloween, Christmas and other Christian holidays. Let us know if you have a different way of celebrating and we will embrace your religion and culture. We have many postings around the childcare of all cultures.

The subject of different religious customs can come up when we are learning about holidays in other lands. You may also find us giving thanks before a meal as do a lot of families in their own homes this is at the request of the children.

Initial\_\_\_\_\_\_\_

**Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs (WAC 110-300-0420)**

The use and visual possession of tobacco, vaping, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property during business hours, including, but not limited to:

• Indoor and outdoor licensed space.

• Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.

• In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs are allowed on the premises. Alcohol, vaping and Cannabis may not be consumed during business hours. The licensee, staff, volunteers, or household members must not, or allow others to:

* Have or use illegal drugs on the premises.
* Consume alcohol or cannabis during operating hours.
* Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
* Be impaired as to not be able to respond promptly and care for children.
* The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children and out of the view of children.
* Cannabis and/or Cannabis products in a family child care home will be stored out of the licensed space and inaccessible to the children.
* The licensee must keep tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue and all paraphernalia inaccessible to the children.
* All vaping devises will be stored inaccessible to children and out of the view of children.
* Smoking or vaping tobacco products that are used during business hours must not be in a "public place" or "place of employment," as defined in RCW [70.160.020](http://app.leg.wa.gov/RCW/default.aspx?cite=70.160.020)., in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075](http://app.leg.wa.gov/RCW/default.aspx?cite=70.160.075).

**Guns or Weapons (WAC 110-300-0165)**

 I do not have any guns, weapons or ammunition in my home

MENUS- WAC (176-296A-7500)

At the daycare we strive to give your children the healthiest nutrition throughout the day. Attached is a sample menu of daycare meals that may be served during breakfast, snack, lunch, and afternoon snack. Meals are provided here at the daycare. We discourage any home brought food to daycare unless it is under a doctor’s recommendation that a special food and/or diet is followed. These items can be labeled w/ your child’s name and dated for storage at the daycare facility.

I will provide meals and snacks at scheduled times only. Children must be at the daycare 15 min. prior to mealtime in order to have the meal being served. Children present will be offered food but I will not force a child to eat. If the child chooses not to eat, the child will not be offered to eat again until the next scheduled time. I will need a note from a doctor indicating any food allergies or other problems with certain foods (this includes Milk). Please do not send food with your child to the daycare (unless arrangements have been made due to the child's diet). I do allow the children to drink water whenever they are thirsty. Meals will be based on the USDA food program or on a USDA menu guideline. I do not provide Infant foods. When the child is eating table foods I will provide the meal.

Sample Menu:

Breakfast: Oatmeal, blueberries, and milk

Snack: String Cheese, apple juice

Lunch: Meat Lasagna, green beans, peaches, roll and milk

Snack: Oranges, Bagel w/ cream cheese, milk

Initial\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food Handling Practices (WAC 110-300-0195)**

Anyone preparing food for the children will be required to maintain a current and valid Food Handlers Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling.

Safe food, bottle and formula storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers’ manual and current foundational Quality Standards WAC 110-300.

Food is prepared in the kitchen and we serve our food family style. The children pour their own milk and dish up their food servings. Teachers sit and also eat with the children.

**Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)**

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

(a) When arriving at the early learning premises;

(b) After using the toilet;

(c) After diapering;

(d) After outdoor play;

(e) After gardening activities;

(f) After playing with animals;

(g) After touching body fluids such as blood or after nose blowing or sneezing;

(h) Before and after eating or participating in food activities including table setting; and

(i) As needed or required by the circumstances.

Staff will wash their hands

(a) When arriving at work;

(b) After toileting a child;

(c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);

(d) After personal toileting;

(e) After attending to an ill child;

(f) Before and after preparing, serving, or eating food;

(g) Before preparing bottles;

(h) After handling raw or undercooked meat, poultry, or fish;

(i) Before and after giving medication or applying topical ointment;

(j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;

(k) After handling bodily fluids;

(l) After using tobacco or vapor products;

(m) After being outdoors;

(n) After gardening activities;

(o) After handling garbage and garbage receptacles; and

(p) As needed or required by the circumstances

Please set a good example for your child and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with WAC 110-300-3650 and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom I have a signed parent permission on file. Hand sanitizers will not be within reach of the children.

**Cleaning, Sanitizing, and Disinfecting Procedures (WAC 110-300-0240,0241)**

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for child care and similar environments.

**Safety of Food Containers and Preparation Area (WAC 110-300-0197)**

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served.

Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as “microwave use”, “microwave safe”, or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times. it was prepared. If you choose to provide alternative food for your child, I will need a written plan. Any meal or snack brought from home that does not meet USDA CACFP requirements will not be served to your child. If items are brought from home to share such as birthday cakes or cupcakes a written permission must be obtained by all parents of children who will consume the item.

**Policies for Food Brought from Home (WAC 110-300-0190)**

A parent or guardian may provide alternative food for their child only if there is an allergy. If a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with child’s first and last name and the date.

**Pesticide policy (WAC 110-300-0255)**

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the pesticide manufacturer's instructions. We will emphasize prevention and natural, non-chemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

**Posting requirements: (WAC 110-300-0505)**

Parents can locate all relevant policies such as your Program policy, Health policy, staff policy (if applicable), Consistent care policy, menus, liability insurance status, inspection reports, enforcement actions and resources for families, in the childcare kitchen area posted on bookshelf. I update these yearly as needed.

**Dual language Learning (WAC 110-300-0305).** Let me know if you have a child learning more than one language. We also teach Spanish here at school. If you would like to discuss your child’s language learning I would be happy to discuss this with you.

Parent Communication

I will communicate with you on a monthly basis about your children’s progress and monthly activities either verbally or written daily activity forms. You may request a conference in Fall and Spring to go over your child’s progress .

I have many resources at my disposal and I am happy to support you with any question or concerns you may have regarding your child(ren) or parenting. I occasionally hand out parent educational information brochures, parent newsletters and other information sent to me for parents. This information usually located by the sign in/out sheet area.

I provide information for the kindergarten program in the Puyallup School Dist. This will make their transition a smooth one. Parents are informed of all activities, registrations.

**Photography, Videotaping and Surveillance (WAC 110-300-0450)**

I do take pictures of the children for facility use only, project photos, cubbies, artwork.

I do take pictures of the children for social media post on our preschool page.

I do not have surveillance video.

Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expulsion Policy (WAC 110-300-0486, 0340)**

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a Child exhibits behavior that presents serious safety concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child’s care will be terminated. Give examples such as on-going biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility and other behaviors.

Prior to expulsion of services due to child’s behavior we will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents

4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion

5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.

1. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
2. We will give the parents or guardians referrals to community-based programs/settings

The Department will be notified of the expulsion.

**Insurance Coverage (RCW.43.215.535 WAC 110-300-0410)**

I do carry liability insurance. Please see notice posted: on Parent board in hallway of childcare.

**Safe water sources (WAC 170-300-0235)**

Hot and cold running water will be available at my program.

I have a copy of the water testing results on the premises.

The tests came back that our water is safe and free of any toxins.

**Retaining facility and program records (WAC 170-300-0465)**

 I keep all required records for a minimum of five years.

I will keep records from the previous twelve months in

 the licensed space and they will be immediately available for the

 Department or other state agency's review, All records are kept for a minimum of five years unless otherwise indicated and current records from the previous twelve months are kept in the licensed space and be immediately available for review. Parents can request records at any time and we keep them confidential.

Childcare Agreement Form

Termination of Care

I agree to give the parent at least four (4) weeks notice of termination of care, unless it is during the trial period or due to non-payment. This would be given at the first of the month and last day would be the 31st.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent) agree to give at least a Four (4) week notice, or a Four (4) weeks payment in lieu of notice. Given on the 1st of the month and last day would be on the 31st. We do not accept mid month termination notices. Notices can not be given in November, December and January.

I have read and understand the conditions of this contract and do hereby agree to abide by its stipulations for childcare.

Arrival Time requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Name of child Age Date of birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Name of child Age Date of birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent Date Signature of Parent Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programs address/Phone Parent’s Phone Home/Cell

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Provider/ Date

 Monique Thometz- Owner/Provider