



Parent Handbook

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Please read this handbook thoroughly.

“We look forward to our very important relationship as parent, child and care provider. Our facility has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State Law”

This handbook was updated on 2/6/2022

This handbook has been approved in partnership with the Department of Children,
Youth and Families Child Care Licensors

This handbook template was prepared for [WAC Chapter 110-300](#) in effect 08/01/2019

Introduction

Welcome to A+ Learning Center & Child Care. Our primary goal is to promote a safe environment, as we strongly believe children grow while learning and developing through play and exploration. Each child's physical, emotional, social, cognitive, and communicative individuality is respected throughout their stages of development.

My Training and Experience

The State of Washington requires that the director, staff, aids and volunteers take annual training on topics related to caring for young children and leadership practices. Feel free to ask about our training. We will frequently share interesting things we learned with the families in my program.

The facilities background and the background of the Director or owner

A+ Learning Center's structure includes an owner, director, lead teacher, assistant teacher and a cook that meet the required educational background and certifications to meet the duties of the job they hold. We chose to provide childcare because we want to make a positive difference in children's lives.

Curriculum Philosophy, Implementation and Program Description (WAC 110-300-0305)

Our play-based curriculum meets all the Early Learning requirements and supports all aspects of children's development. It supports and helps them to discover that learning is exciting and fun. We will consider their needs, interests and help them enjoy the experience across all the areas of knowledge and development. Our preschool program is designed to foster the joy of learning by playing. We recognize the importance of a happy childhood and preparing the children for the next stage of their life. We believe children's success in school and their happiness are adult's responsibilities.

Our goal is to promote the physical, social, emotional, cognitive, and creative development of children 3 through 6 years old. We understand the importance of support to the advancement of young minds and bodies during these critical years of development. Therefore, we will focus on early mathematical concepts, problem-solving, language, vocabulary, pre-writing, and listening skills.

The routine helps children to socialize with others and feel safe and self-confident. The day is structured but flexible to meet the individual needs of every child. Indoor and outdoor experiences are planned to offer a wide variety of opportunities. The children are free to choose from a selected range of activities such as drawing, construction, and imaginative play. These activities are changed several times a day to encourage the children's overall development. As a result, they will learn enjoyably and will be fully prepared for kindergarten.

Family engagement and partnership communication plan (WAC110-300-0305)

At A+ Learning Center, we are dedicated to the needs of our children and parents. We strongly believe that children do best when parents, teachers and significant others work together. Therefore, we appreciate and value your comments and thoughts at all times. We encourage you to phone or drop in at any time throughout the day. In addition, we want to ensure that you have the opportunity to contact us whenever you feel it necessary via telephone, email, or face-to-face at open days and parent evenings.

Drop off and pick up times are very busy times for us. If you would like to share with us important information about your child please feel free to do so. If you would like to have a longer conversation please schedule a time with us so that we can focus on your concerns.

Twice yearly, we will schedule a regular time to meet with you to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths and challenges for your child, and how we can support you in your parenting as you support us in care-giving.

If you are concerned about your child's development here are some links and contacts that you may be able to find support on:

- To learn about typical development, [read the birth-to-6 pre-screening chart](#).
- Call the Help Me Grow Washington Hotline at **1-800-322-2588**. This statewide, toll-free number offers help in English, Spanish and other languages.

In order to facilitate ongoing communication with families to ensure we all have the children's best interest at heart we will:

- Have an orientation meeting with new families prior to their child enrolling.
- Have regularly scheduled family meetings and encourage discussion of Relevant developmental information and program news.
- Be sure that ongoing individual child assessment information is shared with each family.

Admission Requirements and Enrollment Procedures (WAC 110-300-0460)

Deposits and Registration Fees

Deposit: Your child's position is reserved upon receipt of 2 week's tuition deposit. This deposit will be applied to the last 2 week(s) of care.

Registration Fee: We require a non-refundable registration fee of \$100 to cover administrative costs.

Admission Forms (WAC 110-300-0085, 0105 (9))

There are several forms you are required to complete prior to your child's attendance:

1. Child Care Registration
2. Permission Authorization for field trips, transportation, bathing, water activities, photo, video and surveillance activity.
3. Child Care fee Agreement
4. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
5. Completed USDA food program enrollment (if applicable)
6. A plan for special or individual needs of a child, including allergies (if

applicable)

7. An approved plan for physical restraint, which includes holding a child as gently as possible to accomplish restraint (if applicable)
8. Medication authorization and medical procedure training (if Applicable)

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 1x 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 childcare. Changes such as job changes, address, and phone numbers will be updated on the day of the change or the next day the child attends childcare.

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 for a specific vaccination, 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, or has a written plan to update the immunizations within a short period of time.

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. Children's files will be located next to the parent's communication board in a locked file.

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. We 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).

A+ Learning Center Anti-bias Policy:

A+Day Care recognizes its responsibility to work towards the elimination of discrimination and bias.

Ability: physical, mental or emotional capabilities.

- ✓ Age: the state of being old or young.
- ✓ Beliefs: strong convictions, which can include religious, spiritual, and political convictions.
- ✓ Class: distinctions, based on social and economic values. This can include elements that determine a person's class, such as occupation, education, type of housing, clothing and transportation.
- ✓ .Culture: the way of life shared by members of the same group. Culture includes language, religious beliefs, celebrations, customs, and ways of thinking that reflect how one acts towards others.

- ✓ Family Composition: family structure, including how many and their assigned roles.
- ✓ . Gender: the state of being male or female and the roles associated with being either.
- ✓ . Race: distinctions made of people who share a common origin, skin color, hair, facial features or body structure.
- ✓ Sexuality: Ones' sexual preference and orientation.
- ✓

We teach kids:

Positive Self-Concept- Helps others • Demonstrates pride in accomplishment • Understands relation to one's family • Tries new experiences • Works co-operatively • Able to be a group member • Copes with change • Demonstrates empathy Mutual Respect- • Respects other cultures, races, and beliefs • Values self and the uniqueness of others • Respects gender and ability equity • Sees things from others perspectives • Examines alternatives • Is open-minded Understanding Similarities and Differences- Active Observing and Listening. • Identifies similarities and differences • Listens to others • Constructs relationships and draw conclusions • Notices fair and unfair behavior • Solves problems • Gathers information • Demonstrates an inquiring attitude • Makes inference

Abuse and Neglect-Protection and Training (WAC 110-300-0475)

As a child care provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licenser. All staff or volunteers in this program, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation. Our staff has completed the Mandated Reporter training on Child Abuse and Neglect.

Permission for Free Access (WAC 110-300-0085)

During business hours, you have the right to access all licensed areas that are used for childcare. 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), DCYF inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with the director, program supervisor, teacher or other staff, so we can arrange to speak away from the children and can focus on your concerns.

Definitions of Care

Full Time: 5-10 hours of care a day

Part Time: less than 5 hours of care per day

For parents utilizing DSHS & Working Connections Subsidy:

Full Time: 5-10 hours of care a day

Part Time: less than 5 hours of care a day

Drop In: DSHS/Working Connections does not cover drop in/hourly care

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

It is a state requirement for all children to be signed in when the child arrives and departs the facility.

1. Arrival and pick-up instructions:

- Upon arrival and departure; the parent, guardian or authorized person must sign the child in using signature of full name, the date and time.
- The sign-in/sign out form is located at the entrance of the child care and in each classroom. We will have an electronic system for families to use to sign in.

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

2. Please identify on the Child Care Registration form, who is authorized to pick up your child. We 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.
3. 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.

Cost of Care Rates

Rates are evaluated and may be raised every year on September 1.
4 weeks' notice will be given to families for rate increases.

The program rates are:

Age	Full time/Daily	Part-time/Daily	Drop-in/hour
1-3 years old			
3-5 years old			

Your contract will specify your child's days and hours of care.

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 5th of each month. Special payment terms are negotiable on occasion and will be defined in the contract.

Holiday Pay: Fees are not reduced during months/weeks that have holidays or

vacations.

We will accept payment by cash, Brigitweel, or electronically through Zelle.

Payment Penalties:

1. The fee for late payment is \$25 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. Late pick-up fees are \$15/per each 15 minutes late.

Receipts and Taxes:

Upon request we will give you a payment receipt when you pay for childcare. Tax documentation will be provided to you by the end of January.

Hours and Days of Operation

A+ Learning Center is open Monday through Friday from 6:00am – 6:00pm. The program is closed for the following holidays. Parents are welcome to visit their children at any time during the day.

Holidays

Childcare is closed for the following holidays:

Holiday	Date, Comments
New Year's Day	Varies
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Thanksgiving and Day after	4 th Thursday & Friday in November
Juneteenth Day	June 19th
Christmas Day and Day after if on weekday	Varies

Professional days	26th,27th December
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Family/Parent/Guardian Vacations and Absences

1. You are required to give 2 weeks advance notice for vacation.
2. Please call and inform us when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. Please advise us upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

Provider Vacation/Emergency Closure Policy

We will follow the school district's lead in determining if we will keep our program open or closed in case of emergencies such as snow days, and or other natural disasters. We will make sure to contact families as soon as possible to let them know of the status.

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

We recommend that you have access to an alternate childcare arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that center needs to be closed you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup childcare. For a childcare referral, please call:

Child Care Aware of Washington
(206) 329-5544
1-800-446-1114

Staffing Plan, Classroom types and Ratios (WAC 110-300-0015, 0495)

We will maintain the State required staff to child ratios at all times. For consistency of care 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 due to a staff member being 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 there is any owner or director simultaneously absent for an extended period of time we will notify all parents in writing with the name of the staff member who will be in charge and will also notify the Department.

Our staff to child ratios will vary from 1:7 to 1:10 and we offer a Preschool classroom.

Termination of Services (WAC 110-300-0485)

1. You are required to give 2 weeks' notice of your intent to terminate care. Your deposit will cover the last 2 weeks of care. If you should terminate your child's care without notice, the deposit will not be refunded.
2. The following are conditions that may cause child care to be immediately terminated:
 - A. Non-receipt of co-pay
 - B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies
 - C. Continual late payments or unpaid bills
 - D. Continual late arrivals or pick-ups

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.

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
6. 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.
7. We will give the parents or guardians referrals to community-based programs/settings

The Department will be notified of the expulsion.

Posting requirements: (WAC 110-300-0505)

All of our policies and other relevant information will be posted on parent communication board located at the entrance of the child care.

Items Brought from Home:

We allow for children to bring a small toy or favorite toy to help them adjust to childcare and transition from home to school. When possible, we will put the item away in their storage cubbies. We will not be held responsible for any items that are brought to childcare that becomes lost or broken. We do not allow any electronic items to be brought to the program.

Dual language Learning (WAC 110-300-0305)

We will encourage and work with families to have them introduce some basic language of the child's 1st language. We will all learn together.

Typical Daily Activity Schedule (WAC 110-300-0360,029500296)

Time	Activities
6:00am – 8:30am	Good morning greetings , Free Play
8:00am – 8:30am	Breakfast and Clean Up
8:30am – 9:15am	Conceptual circle time/Story time
9:15am – 10:30am	Creative workshops/Art time
10:30am – 11:30am	Outside Play
11:30am – 12:00pm	Wash Hands, Lunch, and clean up
12:00pm – 2:00pm	Nap/Quiet time
2:00pm – 2:30pm	Wake up/ Snacks and Clean up
2:30pm – 3:00pm	Reading
3:30pm – 4:30pm	Outside play/Center play
4:30pm – 5:30pm	Music, Dance, play based curriculum
5:30pm – 6:00pm	Activity center play and Pick up

Screen Time Usage (WAC 110-300-0155)

Children will use screen time very sparingly at the discretion of staff (television, videos, or computers) for educational purposes at our program in accordance with (WAC 110-300-0155)

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;

Our outdoor play is big and spacious. Activities include slides, sandbox, basketball hoops, balls etc.

Napping/sleeping (WAC 110-300-0265)

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. No child will be forced to sleep/nap. We will work with you to discuss your child's sleep patterns and needs.

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;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
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:

- a. Physician or physician's assistant;
- b. Mental health professional;
- c. 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).

Religious and Cultural Activities

We provide culturally and racially diverse learning opportunities through curriculum, activities, and materials that represent all children, families, and staff.

We believe that holiday traditions are family events that are celebrated differently from home to home. We will not plan specific activities related to religious holidays.

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.

There are four functions of behavior: Escape attention, Access to tangibles, Sensory or Automatic Reinforcement.

With this in mind, we believe that children learn with positive direction, we respect their individuality, and have developmentally appropriate expectations for their behavior. Children need to learn and grow up, have a happy childhood with support, encouragement, and good examples. These principles exist within our program for

promoting personal, social and emotional development.

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

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 to provide resources and write a transition plan with the parents.

Meal and snack schedule (WAC 110-300-0180)

We currently do not participate in the USDA Food Program. A+ Learning Center has a no nut or nut product policy.

All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards. It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages.

Home canned foods are not allowed to be served.
Safe drinking water will be served.

Sample Menu and Description of How Foods Are Served

Breakfast: Pancakes, Apple, Milk
Oatmeal, Banana, Milk
Cherries, Berries, Milk, Apple Juice

Lunch: Egg Salad Sandwich, Vegetable Soup, Pears , Milk
Turkey Chili, Oranges, Broccoli, Corn Bread, Milk
Parmesan Chicken, Sweet Potatoes, Apple slices, Biscuit, Milk

Snacks: Crackers, Fruit Juice, String Cheese
Cheese quesadillas, Fresh Fruit

Food allergies and special dietary needs (WAC 110-300-0186)

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC [110-300-0300](#) must include the following:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- (b) Identify foods that can be substitute for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
 - (i) Names of all medication to be administered;
 - (ii) Directions for how to administer the medication;
 - (iii) Directions related to medication dosage amounts; and
 - (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

- (a) Administer medication pursuant to the instructions in that child's individual care plan;
- (b) Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
- (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
 - (i) The child is having an allergic reaction; or
 - (ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

We are aware that families and children have food preferences that are not allergies. We may be able to accommodate these preferences, but must be discussed with administration before enrolling your child.

Food Handling Practices (WAC 110-300-0195)

Anyone preparing food for the children will be required to maintain a current and procedures will be followed during food handling.

Safe food, 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. Meals will be served family style and staff will be sitting with the children during meal times. This will help children learn skills such as dishing out their own foods, asking for food to be passed and pouring their own milk.

Dishwashing Practices (WAC 110-300-0198)

We will use both dishwasher and hand washing procedure to clean dishes.

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.

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

A parent or guardian may provide alternative food for their child 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 it was prepared. If you choose to provide alternative food for your child, we 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.

Water activities (WAC 110-300-0175)

Currently will not have any water activities at the facility which involves being immersed in water. We may have water activities such as a water table or possibly running through sprinklers on site.

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

1. Parents are responsible for transportation to and from the facility.
2. We currently do not have plans to have any off-site field trips..
3. School age children will be transported to and from school in the following manner: Bus or walking.

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

All children must have the name of a dentist or a dental plan completed on their

Enrollment form. We will provide the opportunity for children to have tooth brushing time after lunch. If parents wish to have their child opt out of tooth brushing time, they must fill out a form making that request.

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 handwashing 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 at the parent communication center.

Emergency preparedness and Evacuation Plan (WAC 110-300-0470, 0166)

You will find our programs evacuation plan posted on the parent board. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of our facility so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually

check our facility for potential hazards on a regular basis.

Should this facility become inhabitable in a disaster, we will be located at
____ 20036 19th Ave NE ,Shoreline, WA 98155

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate WAC 110-300-0470(1)(c)

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.

Evacuation Plan: (WAC 110-300-0470)

When On-site:

- All children will be gathered and escorted to the designated meeting spot located: We will meet outside in the parking lot.
- 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 facility 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.

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.

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, we have prepared our facility for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. Please bring a 3 day supply of any required medications for your child/children and

anything else you may think will keep them comforted during this time. 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.

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

1. All staff 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, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
5. If injury results in medical treatment or hospitalization, we are 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.

Medicine Management and policy (WAC 110-300-0215)

For any medication to be given during the day, authorization must be provided by the parent with a doctor's prescription, documented on the child's medicine form, indicating the times to be given and the quantity. The medication must be clearly labeled, with the child's name, dates to be administered, and expiration date.

1. **A detailed medication log**, inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form will be kept with all medicines given out at our child care facility.

2. **Storage:** Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
3. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
4. **Unused medication:** All unused medication must be taken home by the parent or guardian.

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 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.

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.

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)

We are 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)).

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 Washington Pesticide Application Act chapter [17.21](#) RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

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 the parent has signed parent permission form and it is 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.

Blood Borne Pathogen Plan (WAC 110-300-0400)

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

Injury Prevention (WAC 110-300-0475)

We 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.

Pets (WAC 110-300-0225)

We do not have any pets in the child care program.

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

- ☒ We do take pictures of the children for facility use only
- ☒ We do take videos of the children for facility use only
- ☒ We do not have surveillance video

We believe that safety and security of your child are paramount. With this in mind, our classrooms have been designed to ensure the safety and welfare of each child. The main entrance is closely monitored, and parents will enter the building using an intercom system with code.

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

The use and visual possession of tobacco, vaping, alcohol, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property, 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.

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.

Guns or Weapons (WAC 110-300-0165)

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises.

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

Next Insurance

Safe water sources (WAC 110-300-0235)



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

Retaining facility and program records (WAC 110-300-0465)

All records are kept for a minimum of 5 years unless otherwise indicated. All current records from the previous 12 months are kept in the licensed space and are immediately available for review. Parents may request access to records and they are kept locked in a file for confidentiality purposes.

I, _____ (print name), have received and read the Parent Handbook and by signing I agree to adhere to all the policies stated within.

Parent/Guardian Signature

Date

Licensee Signature

Date

Program Name

Program Address

Please sign and return to program