



Happy Ducks Daycare Center

Early Learning Center

Licensed by the State of Washington for the City of Bellevue

Parent Handbook

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Please read this handbook thoroughly.

We're thrilled to have you as part of the Happy Ducks family! Our goal is to provide a nurturing and inclusive environment for children from infancy through school age (6 weeks – 12 years old). This handbook serves as a guide to our policies, procedures, and philosophy, ensuring a smooth and transparent partnership with families. 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 03/20/2025

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

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.

All Early Learning Providers are required to complete a 30-hour course in Early Childhood Education (ECE) when they first begin. After that, we must complete ten additional hours of training each year. As part of our qualifications, we undergo tuberculosis (TB) screening and receive training in CPR, First Aid, and HIV awareness. Additionally, we complete mandatory courses on Safe Sleep, Abuse and Neglect, Cavity-Free Kids, Immunizations, Disaster & Emergency Preparedness, Supporting Families Experiencing Homelessness, Medication Management, and Abusive Head Trauma, among others. These requirements continue to evolve, with additional training added as needed. All records of these certifications and screenings are kept on file with the state.

The facilities background and the background of the Director or owner

Founded by Nesteha Dolaal and Zeynab Farah, we bring a combined passion for childcare and over 20 years of experience in early childhood education to create a safe, family-oriented environment where children feel at home. At Happy Ducks, we understand how important it is for parents to have peace of mind knowing their children are in good hands. That's why we focus on creating a nurturing space that combines the warmth of family with enriching, play-based, and educational programs tailored to children from infancy to 12 years old. Our mission is to foster curiosity, creativity, and confidence while prioritizing safety and emotional well-being.

Experienced Team:

Zeynab Farah
(720)296-4356
zeynabfarah74@hotmail.com

A lead childcare professional with over 15 years of experience, has specialized in developing age-appropriate curriculums that stimulate children's cognitive, emotional, and social growth.

Nesteha Dolaal

425-625-3621
Happyducksdaycarecenter@gmail.com

She has a background in child development and activity coordination, ensures each child's day is filled with purposeful learning and fun

Out of state contact information:
Dheman Bande
303-324-6962
Dheman_abdi@yahoo.com

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

At Happy Ducks Daycare Center, we provide a structured yet play-based learning environment that fosters emotional, social, cognitive, and physical development for children from infancy through preschool and school age. Our curriculum is guided by Washington Administrative Code (WAC) 170-300-0305 through 0330, ensuring compliance with state regulations regarding early childhood education, curriculum planning, and individualized support for all children.

Our Educational Philosophy

We believe in a play-based, hands-on approach that nurtures curiosity, creativity, and foundational learning skills. Our program is inclusive, developmentally appropriate, and culturally responsive, ensuring every child has the support they need to grow and thrive.

Programs at Happy Ducks Daycare Center

Infant Program (6 weeks – 18 months)

Our infant program prioritizes nurturing relationships, sensory exploration, and developmental milestones through structured yet flexible routines.

Daily Activities Include:

- Tummy Time & Motor Development – Strengthening muscles and coordination.
- Sensory Exploration – Introducing textures, sounds, and visual stimuli to enhance brain development.
- Outdoor Stimulation – Providing fresh air and natural experiences for cognitive awareness.
- Bonding Time – One-on-one caregiver interactions with songs, stories, and communication to build language skills.
- Flexible Nap & Feeding Schedules – Adjusted to meet the unique needs of each infant.

WAC 170-300-0330: Ensuring nurturing caregiver-child interactions to support attachment and early development.

Toddler Program (18 months – 3 years)

Toddlers are encouraged to explore and learn through guided play and structured activities that support early social skills, communication, and independence.

Daily Activities Include:

- Educational Play – Hands-on activities like shape sorting, counting, and letter recognition.
- Music & Movement – Enhancing rhythm and motor coordination.
- Creative Arts – Drawing, painting, and crafting to promote fine motor skills.
- Outdoor Exploration – Playground time and group games to foster teamwork.
- Social-Emotional Learning – Activities focused on sharing, turn-taking, and emotional regulation.

WAC 170-300-0325: Fostering social and emotional development through interactive and play-based activities.

Preschool Program (3 – 5 years)

Our preschool curriculum is designed to prepare children for kindergarten by developing critical thinking, problem-solving, and academic readiness skills.

Daily Activities Include:

- Pre-Literacy & Math Skills – Letter tracing, storytime, and basic number games.
- STEM Exploration – Hands-on science, technology, engineering, and math activities.
- Art & Creativity – Painting, sculpting, and other artistic expressions.
- Outdoor Adventures – Group games, gardening, and nature exploration.
- Problem-Solving & Teamwork – Building collaboration and decision-making skills.

WAC 170-300-0315: Ensuring activities align with early learning standards and kindergarten readiness.

School-Age Program (5 – 12 years)

Our before and after school program provides a safe, welcoming environment where children can relax, recharge, and engage in meaningful activities that balance learning and fun. We support school-aged children with a mix of academic support, physical activity, and creative enrichment to promote overall well-being and growth.

Daily Activities Include:

- Homework Help & Study Support – Quiet time and staff guidance to help children complete schoolwork and develop good study habits.
- Physical Activity & Outdoor Play – Games, playground time, and structured movement to encourage healthy bodies and teamwork.

- Creative Enrichment – Rotating activities like STEM projects, arts & crafts, music, and leadership games to inspire curiosity and confidence.
- Social Time & Group Play – Opportunities for children to build friendships, practice communication skills, and enjoy free play in a safe space.
- Mindfulness & Relaxation – Gentle wind-down activities such as reading, puzzles, or storytelling to support emotional balance and prepare for the transition home.

WAC 170-300-0350: Supporting school-age children with a balance of homework help, physical activity, and enriching experiences in a safe and engaging environment.

Supporting Development Across All Ages

Emotional & Social Development

- Teachers model and reinforce positive behavior through structured routines and interactive group activities.
- We use age-appropriate strategies to encourage conflict resolution, empathy, and cooperation.
- Social skills like turn-taking, sharing, and communication are integrated into daily interactions.
- *WAC 170-300-0325: Teaching self-regulation and interpersonal skills.*

Cognitive & Physical Development

- Engaging, hands-on activities help children develop problem-solving, language, and numeracy skills.
- Gross and fine motor skills are supported through physical play, movement, and creative arts.
- *WAC 170-300-0310: Providing activities that foster cognitive and physical growth.*

Cultural & Language Inclusivity

- We celebrate diverse cultural backgrounds through books, music, and themed activities.
- Dual language learners receive language support through visual aids, bilingual storytelling, and caregiver engagement.
- Staff receive training on inclusive practices and adapting lessons for children with different learning needs.

- *WAC 170-300-0320: Supporting children’s home languages and cultural backgrounds.*

Special Needs & Individualized Learning

- Our team works with families to provide tailored support for children with special needs.
- Accommodations include adaptive learning materials, small-group instruction, and sensory-friendly activities.
- *WAC 170-300-0305: Ensuring equitable access and individualized education plans.*

The Importance of Play in Learning

At Happy Ducks, play is the foundation of learning. We emphasize:

- Free Play: Allowing children to explore, imagine, and create independently.
- Structured Play: Guided activities that promote early literacy, math, and critical thinking.
- Outdoor Play: Encouraging movement, discovery, and teamwork.

WAC 170-300-0315: Recognizing play as a critical component of early childhood education.

Building Consistent, Nurturing Relationships

For infants and toddlers, consistent and loving caregiver-child relationships are essential for learning and emotional security.

- Each child has a primary caregiver to build trust and familiarity.
- Daily routines and personalized care ensure infants feel safe and engaged.
- *WAC 170-300-0330: Promoting strong caregiver bonds for infants and toddlers.*

Staff Training & Curriculum Implementation

- All staff are trained in our curriculum philosophy, ensuring a consistent and effective learning environment.
- We conduct ongoing professional development in child development, inclusive practices, and positive behavior management.
- Lesson plans are reviewed regularly to ensure alignment with best practices and state standards.

- *WAC 170-300-0305: Staff training in curriculum philosophy and implementation.*

Role of the Educator

Educators at Happy Ducks Daycare Center foster a safe, nurturing, and engaging learning environment. They guide play-based learning, support social-emotional growth, and encourage cognitive and physical development. Teachers adapt activities to individual needs, promote inclusivity, and establish strong bonds with infants and toddlers for secure attachment.

At Happy Ducks Daycare Center, we go beyond daycare – we create a community where children develop confidence, creativity, and a love for learning.

Family engagement and partnership communication plan (WAC 110-300-0305)

At Happy Ducks Daycare Center, we believe in open communication and strong partnerships with parents to ensure the best care for your child. If you have any questions or concerns about your child or our childcare program, you are welcome to visit us in person, call, or email us anytime.

For general inquiries or assistance, please contact us at :

425-625-3621 or Happyducksdaycarecenter@gmail.com

We are always happy to assist and look forward to working together to create a safe, loving, and enriching environment for your child!

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. We send out weekly updates to keep parents in the loop with the ongoing development of their child. 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.

At the time of registration and each year thereafter we will ask about your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate each child's individual characteristics, strengths and needs. We will have families and children complete an introductory document prior to enrollment so that we can better serve them, then have an orientation meeting and, a half day for the newly enrolling child.

It's important to us that every child receives the support they need to thrive. While we do not provide developmental screenings on-site, we encourage families to take advantage of free and low-cost resources available in the community to help track their child's development.

Developmental screenings can help identify strengths and any areas where your child may need extra support. These check-ins are especially helpful from birth through age five.

Recommended Resources for Developmental Screening:

- Washington State's Developmental Screening Resources – Visit the Department of Children, Youth, and Families (DCYF) website for a list of local programs offering screenings:
<https://www.dcyf.wa.gov>
(Search for "developmental screening resources")
- Local School Districts – Many school districts offer free screenings for children ages 3–5 through early learning or special education departments.
- Your Child's Pediatrician – Regular wellness visits often include developmental check-ins, and your doctor can provide guidance or referrals for further evaluation if needed.

If you ever have concerns or questions about your child's development, we are here to listen and support you. We're happy to help connect you with the right resources.

Supporting Families

At Happy Ducks Daycare Center, we believe that supporting parents is just as important as nurturing children. We offer regular updates on your child's progress, including developmental milestones, behavioral observations, and learning achievements. Our staff is always available to discuss any concerns or provide tips on early childhood development, positive discipline, and age-appropriate learning activities that can be reinforced at home.

Additionally, we provide parent workshops, educational materials, and referrals to community resources for families seeking extra support. We encourage an open-door policy, allowing parents to ask questions, share concerns, and collaborate with us to ensure their child's well-being.

Introductory Visit

We understand that starting a new childcare program is a big transition for both

children and parents. To ensure a smooth and comfortable adjustment, we offer introductory visits where families can familiarize themselves with our environment, staff, and daily routines.

We provide up to two introductory visits, which can be scheduled at a time that works best for the family. These visits allow parents and enrolling children to spend up to half a day in our facility, experiencing our program firsthand, engaging in activities, and getting to know their caregivers.

Trial Period

At Happy Ducks Daycare Center, we want to ensure the best fit for both your child and our program. All new enrollments include a **2-week trial period** to help your child adjust to our care environment and routines.

During this time, we will observe how your child is settling in and share daily updates with you about their experiences, mood, and activities. We encourage open communication—please feel free to share any concerns or questions with us at any time.

At the end of the trial period, we will meet with you to discuss how things are going and determine if our child care arrangement is a good match for everyone. If we find that the environment isn't the right fit and concerns cannot be resolved, care services may be discontinued at that time.

Our goal is to ensure every child feels safe, happy, and supported while in our care.

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

Deposits and Registration Fees

Deposit: Your child's position is reserved upon receipt of a week's tuition deposit. This deposit will be applied to the first week of care.

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

ADDITIONAL FEES:

Late Pick-Up Fees: \$10 flat fee after the first 15 minutes, then \$1 for each additional minute

We understand that families may occasionally need extended care beyond their pre-arranged schedule. If additional hours are required, an extra tuition fee will apply for the extended time.

All extra hours must be pre arranged with the director at least 24 hours in advance to ensure proper staffing and availability.

Admission Forms WAC 110-300-0085, 0106(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)
9. Introductory child/ family form

Child Restraint Policy

(WAC 110-300-0331, 0335, 0490)

We are committed to nurturing a positive, respectful environment where children feel safe, supported, and empowered to manage their emotions and behavior. Our approach focuses on positive guidance, redirection, and emotional support to help children learn appropriate ways to express themselves.

Our Approach to Guidance

- We use age-appropriate strategies such as gentle redirection, offering choices, and modeling positive behaviors.
- If a child is having difficulty, we provide calm, supportive intervention, including offering a quiet space for them to relax and self-regulate.
- Staff use consistent routines, clear expectations, and positive reinforcement to help children feel secure and understood.

Use of Physical Restraint

We consider physical restraint a last resort, used only when absolutely necessary to protect a child or others from immediate harm.

- Restraint will never be used for punishment, discipline, or convenience.
- If restraint becomes necessary, it will be performed only by trained staff and for the shortest amount of time possible to ensure safety.
- Parents will be immediately notified if restraint is used, and a detailed written report will be provided, including the date, time, staff involved, duration, and a full account of the incident.

Individual Care Plans

If a child has known behavioral or emotional needs that may lead to moments of distress or loss of control, we collaborate with families to create an Individual Care Plan. This plan outlines specific strategies and support measures tailored to the child's needs, with the goal of preventing escalation and promoting self-regulation.

Our goal is to work in partnership with families to provide consistent, compassionate care that respects each child's individuality and ensures their well-being at all times.

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 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 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. 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.

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 obtained 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 and Staff training logs are available for review upon request and are kept on file in the office of the daycare director. We are happy to share the steps we take to ensure your child is cared for by well-trained, dedicated professionals.

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).

Anti bias and bullying policies for children and staff

We are dedicated to fostering a safe, inclusive, and respectful environment for all children and staff. Our anti-bias and anti-bullying approach begins with an age-appropriate curriculum that celebrates diversity and teaches empathy, kindness, and positive social interactions. We actively guide children in understanding differences and resolving conflicts in a healthy, supportive way. Any behavior that intentionally harms, excludes, or targets others is addressed immediately with care and in collaboration with families.

For our staff, we maintain a zero-tolerance policy for bullying, discrimination, or harassment. All team members receive ongoing training in anti-bias education, cultural awareness, and inclusive practices. We promote a workplace built on mutual respect, open communication, and professional accountability. Through our policies and daily interactions, we aim to model and uphold values that support a welcoming and equitable community for every child, caregiver, and staff member.

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 licensor. All staff or volunteers in this program, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation.

All Early learning Providers take mandatory Abuse and Neglect training classes.

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

During business hours, you have the right to access all licensed areas that are used 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 the director, program supervisor, teacher or other staff, so we can arrange to speak away from the children and can focus on your concerns.

Parents and guardians are encouraged to participate in activities and as volunteers and have a front row seat to their child's learning and development at Happy Ducks Daycare.

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

If you have any questions about your subsidy coverage, co-pays, or attendance requirements, please reach out to us—we're happy to help guide you through the process to ensure your child receives the care they need.

Note: If you are using a different type of subsidy, such as through a homeless assistance program, foster care, or the City of Seattle child care reimbursement program, please contact your subsidy caseworker for details about care definitions, coverage, and provider payments. Each program may have its own policies and requirements.

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; the parent, guardian or authorized person must sign the child using a signature of full name, the date, and time.
- Upon departure; the parent, guardian or authorized person must sign the child *out* using a signature of full name, the date and time.
- The sign-in/sign out form is located by the front door upon entering.

Not signing in and out 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.

Parents and authorized guardians must sign their child in and out each day using the iPad at the entrance. Please write your child's name, the time in and time out, and your signature on the digital sign-in sheet. This ensures accurate attendance and safe release of children to approved individuals. Staff are happy to assist if needed.

Cost of Care Rates

Rates are evaluated and may be adjusted annually on January 1st. Families will receive 4 weeks' notice for any rate increases. If other adjustments are needed, we will provide at least 2 weeks' notice.

The program rates are:

Age Group	Full-Time Daily	Part-Time Daily	Drop-In Rate	Approx. Hourly Rate
Infants (3–12 months)	\$105/day (~\$2,300/mo)	\$70/day (~\$1,400/mo)	\$150/day (FD) \$100/day	\$16.67/hr (FD)

			(HD)	\$25/hr (HD)
Young Toddlers (12–18 mo)	\$102/day (~\$2,200/mo)	\$66/day (~\$1,325/mo)	\$145/day (FD) \$100/day (HD)	\$16.11/hr (FD) \$25/hr (HD)
Older Toddlers (19–30 mo)	\$95/day (~\$2,050/mo)	\$63/day (~\$1,275/mo)	\$130/day (FD) \$90/day (HD)	\$14.44/hr (FD) \$22.50/hr (HD)
Preschoolers (31 mo–5 yrs)	\$90/day (~\$1,900/mo)	\$60/day (~\$1,200/mo)	\$125/day (FD) \$85/day (HD)	\$13.89/hr (FD) \$21.25/hr (HD)
School-Age (5–12 yrs)	\$85/day (Before & After: \$850/mo)	\$40–\$50/day (Before or After)	\$125/day (Full Day Breaks) \$85/day (Half Day)	\$14.17/hr (FD) \$21.25/hr (HD)

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 the 1st 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.

Family Discount: When more than one child from the same family is enrolled, a **10% reduction is given for the second child's tuition.** The discount applies to the **lower tuition rate** and is valid as long as both children are enrolled.

Payment Penalties:

1. Late Payment Fee: The fee for late payment is \$10 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 (WCCC), this late fee will be reported.

2. NSF (Non-Sufficient Funds) Checks: The penalty for NSF checks is \$35 per returned check, plus any bank costs incurred by me. Cash payment is required for any returned checks. After the second NSF check, you may be placed on a cash-only payment basis.
3. Late Pick-Up Fees: Late pick-up fees are \$1 per minute per child after closing time (5:30 pm). Repeated late pick-ups may result in termination of care.

Extra charges

Occasionally, additional charges may apply for the following:

- Special Events or Celebrations (e.g., holiday parties, birthday supplies)
- Replacement of Lost or Damaged Items provided by the daycare (e.g., nap mats, blankets, toothbrushes)
- Late Payment Fees, NSF Fees, and Late Pick-Up Fees as outlined in the Payment Penalties section

Any extra charges will be communicated in advance, and payment will be due by the specified date.

Receipts and Taxes:

Upon request, Happy Ducks Home Daycare will provide a payment receipt at the time of payment. A year-end statement summarizing all child care payments will be provided in December for your records. Monthly statements are also available upon request at any time during the year.

Hours and Days of Operation

WAC: 0360 2-d

The child care program is open the following hours, except holidays. Parents are welcome to visit their children at any time during the day.

Day	Hours
Monday	7 am - 6 pm
Tuesday	7 am - 6 pm
Wednesday	7 am - 6 pm
Thursday	7 am - 6 pm
Friday	7 am - 6 pm

Saturday	closed
Sunday	closed

Holidays

Child care is closed for the following holidays:

The center will close for two Islamic holidays annually, which will be announced ahead of time. They are lunar based holidays so accurate dates can not be provided ahead of time. However, parents will be notified at the earliest date possible.

We will be open all other Holidays!

At Happy Duck Daycare Center, we respect all religious beliefs and provide inclusive care for every child. If a parent or child prefers not to participate in a religious activity, we offer a meaningful alternative such as quiet reading, art, or a non-religious group activity to ensure the child feels comfortable and included.

We work closely with families to understand and honor their preferences. By maintaining open communication, we create a supportive environment where all children and families feel respected and valued.

Family/Parent/Guardian Vacations and Absences

1. You are required to give **1 week** advance notice
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 give you at least 2 week(s) advance notice of any closure dates such as summer vacation, Spring break or other scheduled dates of closure. Payment will not be reduced during these breaks.

In the event of severe weather conditions such as snow storms or other natural disasters, we may close the center to ensure everyone's well-being. We follow the same closure decisions as the local elementary school district; if they close due to weather or emergencies, we will do the same.

Parents will be notified of closures or delayed openings through multiple channels, including email and text message. We recommend families ensure their contact information is always up to date so they can receive timely alerts.

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

We recommend that you have access to an alternate child care arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that the 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 child care. For a child care 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 absent 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 need to be absent for an extended period of time, you will be notified in writing or electronically.

If the director, assistant director, and program supervisor are simultaneously absent the program will remain open for the care of children. We will have a fully qualified staff member that meets the Department's qualifications during our absence. We will notify all parents in writing with the name of the staff member who will be in charge and we will also notify the Department.

If the director, assistant director, and program supervisor are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering. We will notify all parents in writing at least one week before the absence of the name of the temporary staff member and we will also notify the Department.

We follows state licensing guidelines for staff-to-child ratios to ensure a safe and nurturing environment for all children in our care:

- Infants (6 weeks–12 months): 1:4
- Toddlers (1–3 years): 1:6
- Preschoolers (3–5 years): 1:10
- School-Age (5–12 years): 1:15

Our staff-to-child ratios are maintained according to or better than state licensing requirements, and we offer a mixed-age group classroom setting that supports individualized care and encourages social development across age ranges. We are committed to creating an inclusive environment and can accommodate specific needs with prior discussion and planning.

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 2 weeks. 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 concerns 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. Behaviors 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.

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 relevant daycare policies and important information — including our Program Policy, Health Policy, Staff Policy, Consistent Care Policy, menus, liability insurance status, inspection reports, enforcement actions, and resources for families are posted on the Parent Board located at the entrance of the home daycare.

The Parent Board is updated regularly and as needed, with major policies reviewed at least annually or whenever changes occur. Parents are encouraged to check the board frequently and reach out with any questions or requests for copies of specific documents.

Items Brought from Home

Checklist of Child Care Supplies

<i>I Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
		<i>Bottles</i>	<i>Labeled with your child's name.</i>
		<i>Bottle Liners</i>	<i>If required for your bottle type.</i>
		<i>Formula</i>	<i>Sufficient supply for the day/week.</i>
		<i>Nipples</i>	<i>Must be stored in a clean container.</i>
		<i>Diapers</i>	<i>Enough for the day/week depending on preference.</i>

		<i>Pacifiers with storage container</i>	<i>Optional; label and store in a clean case.</i>
		<i>Teething Devices</i>	<i>Optional; for infants/toddlers as needed.</i>
		<i>Toilet Training Diapers</i>	<i>For children in training; label each package.</i>
		<i>Car Seat/Booster Seat</i>	<i>We do not provide transportation, so only if applicable.</i>
		<i>Change of Clothes (2 full sets)</i>	<i>Shirt, pants, underwear, socks — all labeled.</i>
		<i>Cold/Rainy Weather Clothes</i>	<i>Coat, hat, gloves, boots as needed; sunhat in summer.</i>
		<i>Blanket & Sleeping Necessities</i>	<i>Comfort item (blanket/stuffed toy) for naps, labeled.</i>
		<i>Nap Mats or Sleeping Mats</i>	<i>Provided for each child; personal blanket optional.</i>
		<i>Toothbrush</i>	<i>Labeled; used daily (for applicable age group).</i>

		<i>Sunscreen</i>	<i>Must have written permission form on file.</i>
		<i>Three-Day Supply of Medication</i>	<i>If applicable; for emergency or allergy needs (e.g., epi-pen).</i>
		<i>Water Bottle</i>	<i>Spill-proof and labeled for daily use.</i>
		<i>Family Photo</i>	<i>For our family wall or comfort during drop-offs.</i>
		<i>Meals and Snacks</i>	<i>Provided daily; please inform us of allergies or dietary needs.</i>
		<i>Personal Wipes (optional)</i>	<i>If you prefer a specific brand; label package clearly.</i>

Items Not Allowed in Child Care:

- Toys from home
- Electronics (unless pre-approved)
- Candy, gum, soda, or unapproved snacks
- Medications without prior approval
- Glass containers or sharp objects
- Weapons or weapon-like toys
- Money or valuables

If electronics are brought, they will be stored securely and only used at designated times. Happy Ducks Home Daycare is not liable for any lost, stolen,

or damaged personal items, including electronics. Parents who choose to allow their child to bring such items do so at their own risk.

Dual language Learning (WAC 110-300-0305)

We support and value children who are learning more than one language. We recognize the benefits of dual language development and are committed to creating an inclusive environment that respects and celebrates each child's home language and culture.

We will work with families to support children's primary language while helping them develop English language skills at their own pace.

In addition, our program may introduce children to basic words and phrases in other languages through songs, stories, and play-based activities to foster cultural awareness and early language exposure.

Families are encouraged to share words, songs, or traditions from their home language to enrich our classroom community.

WAC 110-300-0305

DCYR Definitions "Dual language learners" refers to children who are learning two or more languages at the same time. This term includes children who learn two or more languages from birth, and children who are still mastering their home language when they are introduced to and start learning a second language. (Source: The *Washington State Early Learning and Development Guideline*.) We would use both languages throughout the day.

Typical Daily Activity Schedule (WAC 110-300-0360, 0295, 0296)

At Happy Ducks Home Daycare, our daily schedule for infants and toddlers is designed to support each child's culture, language, and family background in a responsive, inclusive environment. We integrate family values, home languages, and cultural experiences into daily activities by encouraging families to share songs, words, and traditions, using family photos for comfort, and offering books and music in multiple languages.

We follow a flexible routine for feeding, naps, and play that reflects each child's needs at home. Across all age groups, we provide a balanced daily routine with meals, rest, outdoor play, enrichment, and free exploration — all tailored to support each child's development in a safe, nurturing setting.

Infants

Our infant schedule is flexible to meet each child's individual needs for feeding, naps, and playtime, while encouraging early development through:

- Tummy time and physical play

- Sensory activities (e.g., water play, soft music)
- Bonding and interaction (reading, singing)
- Outdoor time and stroller walks
- Multiple naps based on the child's natural routine

Toddlers & Preschoolers

Toddlers and preschoolers follow a structured daily routine with plenty of time for exploration and learning:

- Morning group time (circle time, weather, songs)
- Educational play (literacy, STEM, sensory, art)
- Outdoor play and physical movement
- Social-emotional learning and themed activities
- Nutritious meals and snacks provided daily
- Nap/quiet time to rest and recharge
- Music, crafts, and storytime to end the day

School-Age Children

We offer care before and after school, focused on supporting learning and providing fun, enriching activities:

- Morning care includes quiet play, homework help, breakfast, and mindfulness
- After school care includes snack, outdoor play, homework time, and rotating enrichment (STEM, crafts, games)
- Wind-down time with reading or group play before pick-up

Full Daily Schedules Available

A detailed daily schedule for each age group is available on our website or can be provided upon request.

Screen Time Usage (WAC 110-300-0155)

At Happy Ducks Home Daycare, screen time is limited to a maximum of 30 minutes per day and is used only for educational purposes in accordance with WAC 110-300-0155. Television, videos, or computers may be used for short, age-appropriate educational content, such as music and movement videos, storytelling, or language learning. Screen time is primarily used during transition times (e.g., winding down before nap or pick-up) and will never replace active play, social interaction, or hands-on learning. Electronics may be used:

- During transitions to help children relax or shift activities.

- For group enrichment like multicultural music or short educational videos.

Electronics will NOT be used:

- During meals or nap time.
- For non-educational or entertainment purposes.
- As a substitute for active, creative, or social activities.

Screen time is optional, and alternative activities are always available. Parents may opt their child out of screen time by notifying us in writing.

Outdoor activities (WAC 110-300-0147)

At Happy Ducks Home Daycare, our outdoor play area includes a safe, fenced-in space with climbing structures, a slide, a swing, tricycles, a sandbox, and grassy areas for games and exploration. Children enjoy group play, nature walks, and creative outdoor activities daily to support physical development and social interaction.

Non-walkers have a separate, shaded area equipped with sensory toys and enjoy stroller walks for fresh air and stimulation, ensuring all children have a safe and engaging outdoor experience.

We ask families to send weather-appropriate clothing such as jackets, hats, gloves, waterproof boots, and closed-toe shoes. In summer, please provide sunscreen and sun hats. All items should be labeled.

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;

Napping/sleeping (WAC 110-300-0265)

At Happy Ducks Home Daycare, a rest period is offered to all children under five years of age who are in care for more than six hours or show signs of needing rest. No child is forced to sleep, and quiet activities will be provided for those who do not nap or no longer need a nap.

We will work with each family to understand and support your child's individual sleep patterns and needs. Infants and toddlers follow their own sleep schedules, as required, to ensure comfort and consistency between home and daycare.

Mixed Age groups: (WAC 110-300-0357, 0450)

Children engage in mixed-age activities during drop-off, pick-up, and supervised playtimes.

6 weeks to 18 months

18 months to 3 years

3 years to 5 years

5 years to 12 years

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

At Happy Ducks Home Daycare, we work closely with families to ensure all children with special needs, including allergies, receive the individualized care and support they require. Parents or guardians are asked to complete a written Individual Care Plan, signed by both the parent and a licensed professional. This plan must include:

1. Child's diagnosis (if known)
2. Contact info for healthcare providers or specialists
3. List of medications (routine and emergency), with symptoms that require use
4. Clear instructions on administering medication
5. Allergies and food/dietary needs (per WAC 110-300-0186)
6. Activity, behavior, or environmental modifications
7. Known symptoms and triggers
8. Emergency response procedures
9. Recommended staff training (e.g., pediatric CPR for special needs)
10. Supporting documentation from a licensed provider (physician, nurse, mental health or education professional, or social worker)

If applicable, we also require a copy of the child's IEP, IHP, IFSP, or 504 Plan to accompany the care plan.

Parents must provide written permission if a visiting health professional will provide services to the child at our program.

Religious and Cultural Activities

At Happy Duck Daycare Center, we celebrate cultural and religious diversity through inclusive activities like music, storytelling, crafts, and food that help children learn about different traditions. Families are encouraged to share items that reflect their culture or religion, which may be used in activities or displayed in the classroom. Holidays are celebrated in an educational and respectful way, and cultural art and materials are part of our daily environment. Celebrations and customs may be seen or heard by children, and families are welcome to opt out of any activity if they choose.

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

Specialized Care for Infants & Toddlers:

At Happy Ducks Home Daycare, we are committed to using consistent, fair, and positive methods to guide children's behavior. All guidance will be appropriate to each child's age, developmental level, abilities, and culture, and focused on teaching self-regulation, empathy, and respect.

Children will be redirected by trained staff members using positive behavior support strategies such as:

- Offering choices to promote independence
- Redirecting to a new activity or area
- Verbal reminders of expectations
- Encouraging problem-solving and expressing feelings
- Praising positive behavior to reinforce success

We do not use corporal punishment or any form of physical or emotional harm. This includes, but is not limited to, spanking, hitting, shaking, biting, jerking, slapping, kicking, or withholding food or comfort. No person on the premises—including parents or guardians—may use corporal punishment.

If a child becomes overstimulated, aggressive, or unsafe, only the Lead Teacher or Director may gently guide or remove the child to a calm, quiet area to help them regulate. This is not isolation, but a break in a less stimulating space where the child is supported. If necessary, staff may use minimal physical guidance, such as gently holding a child's hand or shoulders, to prevent harm to the child or others.

Physical restraint is only used in emergency situations to prevent serious injury to the child or others and will be done as gently and briefly as possible. Staff are trained in safe, appropriate methods for crisis situations and de-escalation. All incidents involving physical restraint or separation will be documented and communicated to parents immediately.

We do not use time-outs as punishment, but may provide a calm-down break with staff support. We strive to teach children how to identify feelings, make positive choices, and repair hurtful behavior.

All staff and volunteers receive training in guidance and discipline policies, including de-escalation strategies and emergency procedures.

Specialized Care for Infants & Toddlers

At Happy Ducks Home Daycare, we provide individualized care for infants and toddlers, focusing on responsive caregiving, flexible routines, and age-appropriate activities that support each child's growth and development.

We follow individual feeding, sleeping, and play schedules, and maintain a safe, nurturing environment with clean, developmentally appropriate materials tailored to each child's needs.

Diapering Procedure (WAC 110-300-0221)

Children are attended to at all times during diapering to ensure safety, comfort, and proper hygiene. Diapers are checked at least every two hours and changed as needed, but no less frequently than every four hours.

Parents or guardians must supply appropriate diapers (disposable or cloth) and diaper wipes labeled with their child's name.

To maintain proper hygiene and prevent the spread of germs:

- Staff, parents, or guardians will wash their hands immediately before and after diapering.
- Children's hands are also washed immediately after each diaper change.
- Diapering is done in a designated, sanitary area using proper procedures and disposable gloves.

All surfaces and equipment used during diapering are cleaned and sanitized after each use in accordance with health and safety standards.

Toilet Learning (WAC 110-300-0220)

We believe toilet learning is a partnership between the child, family, and caregiver. Before beginning, we will discuss your child's readiness signs, cultural preferences, and family views on toilet learning to create a routine that is supportive and consistent across home and daycare.

We use positive reinforcement and developmentally appropriate, culturally sensitive methods, never forcing a child to sit on the toilet or punishing accidents. Toilet learning typically begins between 18 and 30 months, depending on the child's individual development and readiness.

We provide:

- Child-sized toilets and potty chairs for comfort and ease of use
- Step stools and toilet seat adapters if needed
- Accessible sinks for handwashing with child-safe soap
- Encouragement and praise for effort and success
- Consistent routines and open communication with families to support progress

Children are given gentle reminders and supported with patience and care. We work closely with parents to determine when their child is ready and create a plan together to ensure a positive toilet learning experience.

Infant and Toddler nutrition and Feeding (WAC 110-300-0285)

We support families as their children transition from formula and breast milk to eating solid foods at the table. We will consult with the parent or guardian to implement a

feeding plan for infants and toddlers at each step of this process. We will provide educational materials and resources to support breastfeeding mothers and nutritional information on infant formulas. We will have a designated area for nursing and bottle-feeding mothers. All infants and toddlers will eat when hungry according to their nutritional and developmental needs, unless medically directed. We will serve only breast milk or infant formula to an infant, unless the child's health care provider offers a written order stating otherwise. We will hold infants and toddlers while making eye contact with them. We will stop feeding the infant or toddler when he or she shows signs of fullness. We will not allow infants or toddlers to have propped bottles or given a bottle or cup when lying down. We will transition a child to a cup only when developmentally appropriate and with the permission of the parent or guardian. In consultation with the parent or guardian we will begin introducing solid foods. We will not introduce solid foods sooner than four months of age, and it will be based on an infant's ability to sit with support, hold his or her head steady, close his or her lips over a spoon, and show signs of hunger and being full, unless identified in written food plan pursuant to WAC [110-300-0190](#) or written medical approval. We will not add food, medication, or sweeteners to the contents of a bottle unless a health care provider gives written consent. We will not serve juice or any sweetened beverages (for example, juice drinks, sports drinks, or tea) to infants less than twelve months old, unless a health care provider gives written consent, and to help prevent tooth decay we will only offer juice to children older than twelve months from a cup. In consultation with the parents or guardians we will increase the texture of the food from strained, to mashed, to soft table foods as a child's development and skills progress between six and twelve months of age. Soft foods offered to older infants will be cut into pieces one-quarter inch or smaller to prevent choking. We will allow older infants or toddlers to self-feed soft foods from developmentally appropriate eating equipment. Placing infants or toddlers who can sit up on their own in high chairs or at an appropriate child-size table and chairs when feeding solid foods or liquids from a cup, and having an early learning provider sit with and observe each child eating. See policy for storing and serving breast milk. Infants and toddlers will not be served food from polystyrene (Styrofoam) cups, bowls, and/or plates.

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 the 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, we 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.

Breast Milk (WAC 110-300-0281)

At Happy Ducks Home Daycare, we encourage and support breastfeeding families. Parents and guardians are welcome to visit during the day to nurse their child in our designated nursing area, which offers a quiet, comfortable, and private space for feeding.

Families may also provide breast milk, which we handle with care and in accordance with state guidelines:

- Breast milk must be in a sealed container, labeled with the child's first and last name and the date received.
- Breast milk is immediately refrigerated or frozen upon arrival.
- Frozen breast milk is stored for no more than 30 days and will be returned to the parent after that time.
- Unfrozen breast milk is kept for up to 24 hours, and any unused milk will be returned daily.
- Thawed or partially consumed bottles are discarded after one hour.
- We will obtain parental consent before feeding infant formula or solid foods to an otherwise breastfed infant.

Families seeking breastfeeding support or information on infant formulas are encouraged to ask — we are happy to provide resources or referrals upon request.

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

Infants 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.

Infant and toddler safe sleep practices. (WAC 110-300-0291)

To reduce the risk of Sudden Infant Death Syndrome (SIDS) we and all staff have completed yearly safe sleep training. We will actively supervise infants and toddlers by visibly checking often and being within sight and hearing range, including when an infant or toddler goes to sleep, is sleeping, or is waking up. We will follow the current standard of the American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction. We will place an infant to sleep on his or her back or follow the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, we will return the infant to his or her back until the infant is able to independently roll from back to front and front to back. We will not use a sleep positioning device unless directed to do so by an infant's or toddler's health care provider. The directive from the health care provider must be in writing and kept in the infant's or toddler's file. We will have sufficient lighting in the room in which an infant or toddler is sleeping to observe skin color. We will monitor breathing patterns of an infant or toddler and allow infants and toddlers to follow their own sleep patterns; We will not allow loose blankets, stuffed toys, pillows, crib bumpers, and similar items inside an occupied crib, bassinet, or other equipment where infants commonly sleep. We will not allow a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep. We will not allow a blanket, bedding, or clothing to cover any portion of an infant's or toddler's head or face while sleeping, and will readjust these items when necessary. We will prevent infants or toddlers from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability. Infants will sleep in cribs and toddlers will be provided sleeping mats.

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. Resource materials can be found online 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.

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

We provide nutritious meals and snacks that support healthy growth and development. While we do not currently participate in the USDA Child and Adult Care Food Program (CACFP), our meals follow age-appropriate nutritional standards and are served in accordance with state guidelines.

It is the parent's responsibility to notify us of any food allergies or dietary restrictions their child may have. We will work with families to provide safe alternatives when needed.

- Home-canned foods are not permitted.
- Safe drinking water is available throughout the day.
- Whole milk is served to children 12–24 months, unless otherwise directed by a health care provider.
- A weekly meal and snack menu is available and posted for parent reference.

*See information about infant feeding, bottles and breast milk in the **Infant and Toddler Nutrition and feeding** section of this handbook.*

Sample Menu and Description of How Foods Are Served

Breakfast

Milk, Whole-grain French toast with syrup, sliced strawberries, and scrambled eggs.
Breakfast is served family-style at child-sized tables, allowing children to practice self-feeding with support. Milk is offered in child-safe cups, and staff sit with the children to encourage conversation and model healthy eating habits.

Lunch

Milk, Grilled chicken breast, steamed carrots, diced peaches, and whole-grain rice.
Lunch is prepared fresh daily and served warm on non-disposable plates with age-appropriate utensils. Children are encouraged to try new foods, but never forced to eat. Portions are adjusted based on age and appetite, and staff assist younger children as needed while promoting independence.

Snacks

Cheese sticks, whole-grain crackers, and water.
Snacks are served mid-morning and mid-afternoon, with nutritious, balanced options. Water is always available and offered throughout the day. Snacks are served in a calm setting to allow children to refuel and socialize, with safe, allergy-aware options provided as needed.

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 life saving 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. Happy Ducks Daycare may be able to accommodate these food preferences, but they will need to 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 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.

Dishwashing Practices (WAC110-300-0198)

All dishes and eating utensils are washed in an automatic dishwasher using the sanitizing cycle to ensure proper cleaning and disinfection.

In the event that dishes are washed by hand, they are immersed in hot soapy water, thoroughly rinsed, sanitized in a food-safe sanitizing solution, and air dried on a clean drying rack.

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 the 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)

Happy Ducks Daycare does not offer activities near or in water.

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

We do not currently provide transportation for children. Parents and guardians are responsible for transporting their child to and from the daycare.

At this time, we do not offer off-site field trips. If field trips are offered in the future, parents will be notified in advance, required to sign a permission slip, and informed of any associated fees.

All field trip transportation, if provided in the future, will follow WAC 110-300-0480 safety regulations, including proper car seat use, emergency preparedness, and adult supervision requirements.

Transportation to/from School:

At this time, Happy Ducks Home Daycare does not provide transportation to or from school. If this service is offered in the future, parents will be notified in advance. Transportation will be provided by car, and children will be supervised at all times by the designated caregiver responsible for transport. All children will be secured in appropriate car seats or seat belts according to their age, weight, and height, and vehicle safety laws will be strictly followed.

During transportation, the caregiver will:

- Escort children to and from the vehicle, ensuring safety in parking areas.
- Conduct attendance checks before departure and upon arrival.
- Keep emergency contact and medical forms on hand during transport.
- Ensure no child is left unsupervised in the vehicle at any time.

Nighttime and Overnight Care (WAC 110-300-0270)

Happy Ducks Home Daycare does not provide nighttime or overnight care. All child care services are provided during daytime hours only, from 7:00 AM to 6:00 PM.

If overnight care is offered in the future, it will only be provided with proper licensing approval and written parental consent, and in full compliance with WAC 110-300-0270.

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

We do not provide toothbrushing as part of our daily routine. We kindly ask that all children brush their teeth at home before or after attending our program.

To support healthy dental habits, we offer hands-on dental hygiene activities, including demonstrations on proper brushing techniques using tooth models and age-appropriate materials. We emphasize the importance of oral care for all ages, including infants.

Parents are asked to provide the name of their child's dentist or dental plan upon enrollment to support dental care needs.

If a parent requests their child participate in toothbrushing at the daycare, they must provide a labeled toothbrush stored in a sanitary, covered container. Toothbrushing would take place after lunch under staff supervision.

All parents must sign a Toothbrushing Acknowledgment Form, confirming they understand that toothbrushing is not part of the regular routine, and that it is the parent's responsibility unless arrangements are made. Parents may opt in or out of this service.

Health Care Practices (WAC 110-300-0500)

The health of our children and staff is of utmost importance to us. Happy Ducks Home Daycare has established comprehensive policies for caring for children with special needs or health needs, including allergies, food brought from home, and dental hygiene education. Our health policies cover contagious disease notification, medical emergencies, injury treatment and reporting, immunization tracking, medication management and documentation, daily observation of children and staff for signs of illness, handwashing and hand sanitizer use, and an exclusion and return policy for both children and staff. We also have plans for preventing exposure to blood and body fluids, as well as guidelines for cleaning and disinfecting food contact surfaces, toys, toileting equipment, and laundry. In addition, we maintain policies for pest control and the care of pets or animals with access to the licensed space, including documentation of health risks related to animal interaction. Our health policy is reviewed and approved by the Department and is available on our Parent Board at the entrance of the home daycare, on our website, and upon request.

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

Your child's safety is our top priority. Our evacuation plan is posted on our website and includes a detailed floor plan, our outdoor gathering location, and procedures for natural and unnatural disasters. We conduct and document monthly fire drills, quarterly emergency/disaster drills, and an annual lockdown drill. You can find our monthly drill records on the Parent Board at the entrance of our home daycare.

In the event of a major emergency, families may contact our out-of-area emergency contact at (303) 564-5483. We have practiced turning off water, power, and gas, and all furniture and shelving are securely fastened to prevent falling hazards. Our facility is regularly inspected for potential safety risks. We also provide age-appropriate emergency training to children, including evacuation procedures and how to call 911.

Emergency Disaster Kit

We maintain a fully stocked disaster kit with enough supplies for three days, including:

- Water and non-perishable food
- Battery-powered radio, flashlight, and extra batteries
- First aid kit

- Whistle, dust mask, plastic sheeting, duct tape
- Moist towelettes, garbage bags, plastic ties
- Wrench, manual can opener, cell phone and charger

One of the directors will grab the disaster kit during evacuation. We check and rotate supplies annually and maintain essential prescribed medications or medical supplies for individual children.

Grab and Go Bags (One per Room)

Each room has a labeled “Grab and Go” backpack containing:

- Emergency forms for students and staff
- Rescue medications with authorization forms
- First aid kit
- Flashlight and batteries
- Whistle
- Water, paper cups, snacks
- Tarp or emergency blanket
- Tissues, wipes, diapers
- Plastic bags
- Age-appropriate time passers (books, crayons, paper)

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 a 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 the 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: the main classroom.
- 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. 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, severe 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 Licensur 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)

1. **Reasonable accommodations:** We will make reasonable accommodations for children requiring medications for disabilities and other documented medical conditions.
2. **Nonprescription medication** including over-the-counter oral medication, will be given to children on a case by case basis. If the medication, ointments or creams can be used or given at home we recommend doing this. If the medication has been approved by our administration, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with the child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the instructions on the label or the parent must provide a medical professional's note. The medication must be labeled by the manufacturer for the use that it is intended for and will not be used for any other symptom or reason.
3. **Prescription medication.** Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with a medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:
The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date,

dosage amount, and length of time to give the medication; and instructions for administration and storage.

4. **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.
5. **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.
6. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and stored separate from topical medications.
7. **Permissions:** Doctor's permission is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).

We will not be using any diaper creams, cough syrups, lotions and herbal remedies, etc without parental permission.

WAC: 170-300-0215(3)(iii)

8. **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).
9. **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 an 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. We do not allow an individual with head lice or scabies to return to the premises after receiving the first treatment. A child may only return when they are clear of all symptoms including the lice eggs.

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)

We maintain a clean and healthy environment through regular cleaning, sanitizing, and disinfecting practices in accordance with Department of Health guidelines.

We make our own cleaning solutions using water and water/bleach mixtures, following Department-approved ratios for safe and effective use in child care settings. When bleach is used, it is fragrance-free and mixed according to the current health department guidelines for child-safe environments.

Our cleaning routine includes:

- Sanitizing all toys and eating utensils that are mouthed by children daily.
- Cleaning and sanitizing tables, kitchen equipment, and food contact surfaces before and after each meal, snack, or messy play activity.
- Vacuuming carpets daily and conducting a deep carpet cleaning at least once per year.
- Bedding, blankets, and other laundry are cleaned, sanitized, and disinfected weekly, or more often if soiled.

Our team follows these procedures consistently to ensure a safe, hygienic environment for all children in care.

Blood Borne Pathogen Plan WAC110-300-0400

All staff caring for children in my program have completed the Blood Borne Pathogen training and review it yearly. 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. Our health policy is reviewed and approved by the department and can be found on the program's website and on the parent table.

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 pets.

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

We do not have surveillance cameras on the premises and we do not record videos of children.

We may occasionally take photographs of children during activities to share with parents, include in newsletters, or display children's learning experiences within the daycare. These photos are used respectfully and privately, and never shared publicly or on social media without written parental consent.

Families must sign a Photo Release Form before any pictures of their child are taken or used. Parents have the right to decline or revoke permission at any time.

No videos or surveillance footage are available for family viewing, as none are recorded at this time.

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.
- 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, alcohol, vaping and Cannabis are allowed on the premises. Prescribed medications for staff will be locked up. Our staff will not consume, or be under the influence of cannabis, alcohol or illegal drugs in any form while working at our facility. The licensee, staff, assistants or volunteers will 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.
- There will be no alcohol, including closed and open containers on the premises.
- Cannabis and/or Cannabis products are not allowed on the premises.
- We will not have tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue in the licensed facility.
- All vaping devices will be stored inaccessible to children and out of the view of children.
- Our staff will not have smoking or vaping tobacco within the reach or view of children. All products that are used during business hours will not be used in a "public place" or "place of employment," as defined in RCW [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](#).

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)

At this time, Happy Ducks Daycare does not carry liability insurance coverage for this business. If liability insurance is obtained in the future, families will be notified, and details including the insurance carrier and coverage information will be made available upon request.

Safe water sources (WAC 170-300-0235)

Happy Ducks Home Daycare has hot and cold running water available throughout the facility. Our water has been tested for safety in accordance with licensing requirements, and the results confirm that our water is safe for drinking, cooking, and handwashing. A copy of the water testing results is kept on the premises and can be provided to families upon request.

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

At Happy Ducks Home Daycare, all records are kept for a minimum of five years, unless otherwise required by law. Current records from the previous twelve months are stored on-site in the licensed space and are immediately available for review by licensing staff. Parents may access their child's records upon request, including attendance, incident reports, and health documentation. To protect privacy, all records are kept confidential and securely stored. Access is limited to authorized staff, licensing personnel, and the child's legal guardians. No records will be shared without written permission from the parent or guardian, unless required by law.

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