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**Please read this handbook thoroughly.**

I look forward to our very important relationship as parent, child and care provider. My home has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law. All my records are updated and could be reviewed by licensor and parents can have access to all my training whenever required.

**This handbook was updated on June 10th, 2017**

***Philosophy and Program Description***

I Jessica Diniz, have been in the teaching profession for the past 7 years and 1 year of which as a lead teacher in a well-known child care, KinderCare. In our daycare, we provide activities that will help your children to develop physically, intellectually, language, emotional and social development. We provide activities that are Developmentally Appropriate (DAP), such as creative arts, crafts, music, sensory activities, reading, etc.)

Our daily schedule includes activities that address a child's developmental needs through directed and independent activities, structured and unstructured outdoor activities, quiet and active times and group opportunities.

We recognize that parents are the child's first and best teacher and it is our desire to work with each family to support and enhance the education children are already receiving from their parents. We encourage discussion with us regarding the child's daily care, health needs, development etc. Please feel free to discuss your child with us.



**My Hours of Operation, Closures and Vacations (see WAC 170-296A-2375)**

*Hours and Days of Operation*

Monday to Friday 7:00am to 6:00pm

**Holidays:**

We are closed for the following holidays. Should a holiday fall on a weekend, an alternate day shall be chosen to observe the holiday.

NEW YEAR	MARTIN LURTHER KING DAY
PRESIDENT’S DAY	VETLAN’S DAY
MEMORIAL DAY	INDEPENDENCE DAY
LABOR DAY	THANKSGIVING DAY
CHRISTMAS DAY	DAY AFTER CHRISTMAS

### **Vacation/Emergency Closure Policy**

**Vacation:** I take two weeks' vacation a year (14 days). Parents will be notified at least two weeks in advance of my intention to take vacation. An alternate day care may be suggested. Parents can also contact Child Care Resources at (206)329-5544 to get referrals of surrounding day cares.

**Emergency Closures:** Day care may have to be closed due to unforeseen circumstances such as power outage, damage due to flood or earthquake or medical emergencies. Every effort will be made to contact parents by phone to notify of closure in advance. If the closure is due to medical emergency during day care hour's parents will be contacted immediately to pick the child up as soon as possible.

Day care may also be closed early or start late for dental or medical appointments. Parents will be notified at least one week in advance of any such closure unless it is an emergency visit.

### **Information on how children's records are kept current, including immunization records:**

It is our policy and state law that we keep all children's information including medical record current. We will ask parents on the first Monday of each month to bring in any updated information such as immunization, physical exam, and dental exam update. We also require that parents immediately fill a new registration form for any child whose information has changed (such as address, phone, and email contact or parents separation).

## **Admission Requirements and Enrollment Procedures**

### **Introductory Visit:**

We prefer that each new family visit our home at least one time prior to enrollment. This introductory visit gives the Parents, Child, and Provider opportunity to acquaint and get understanding of each other and gives an opportunity to get any questions answered.

### **Registration Fees**

Registration Fee is \$60.00 per child (one time only) to be paid with registration/admission documents. Registration fee covers administrative cost and is non-refundable.

### **Admission Forms**

Following forms are required to enroll a child:

1. Child Care Registration
2. Permission Authorization
3. Child Care Agreement
4. Certificate of Immunization Status (CIS) or similar form supplied by health professional.
5. A written list of foods the child cannot consume because of allergies.

### **Trial Period**

We have a trial period of 2 weeks. This period is used to observe the child's adjustment to care and to talk about concerns. Please discuss with us any of your observations. After a two weeks trial period, we will determine if the child care services are satisfactory to everyone. If we or you decide that our child care is not working out for your child we will terminate the care.

### **Termination of Services**

- You are required to give me at least two weeks' notice of your intent to terminate care. I may ask you to fill out an exit questionnaire.
- The following are conditions that will cause child care to be terminated:
  - Child behavioral problems that cannot be controlled
  - Not respecting child care setting and policies (children and/or parents)
  - Continual late pick-ups
  - Continual late payments

### **Permission for Free Access**

You have the right to access during business hours to daycare areas of my home used for child care. You are welcome to visit or drop-in unannounced to observe your child. Please schedule time in advance if you would like to have a meeting with me, so we can arrange to speak away from the children.



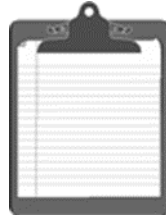


**Typical Daily Activity Schedule** (see WAC 170-296A-6550)

<b>Time</b>	<b>Activities</b>
7:00 a.m.	Arrival/Free play
8:15 a.m.	Transition/Diapers/Breakfast
9:15 a.m.	Circle time ( greet one another, talk about weather and days activities)
9:30 a.m.	Classroom activities (may include – art and craft, small muscle activities, including finger painting, easel painting, cutting/pasting, play dough, blocks, dramatic play and sensory etc.)
10:45 a.m.	Transition/Diapers/Snacks
11:00 a.m.	Outside play
11:45 a.m.	Lunch
12:30 p.m.	Nap time
2:30 p.m.	Library, coloring etc.
3:00 p.m.	Transition/diapers/snacks
4:00 p.m.	Music, game etc..
4:30 p.m.	Free play/departure

Note:

1. Movie day is Monday (half hour only). Appropriate child friendly movies will be viewed.
2. Show n tell is every Tuesday. Please keep in mind, items may be shared by other children.
3. Activities may be substituted weather permitting.



## **Communication plan with parents/guardians**

Please contact me in person, by phone or email anytime you have a question or concern about your child, or our child care program.

Drop off and pick up times are opportunities for us to communicate on a daily basis anything important about your child so that we can support each other in providing the best care to help your child thrive. Be sure to share with me anything you think I should know, and I will accommodate your request.

I will schedule a regular time to meet with you twice each year 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 I can support you in your parenting as you support me in my care-giving.

## **Written plan for any child's specific needs (see WAC 170-296A-0050):**

Will discuss child's needs with the parents and create a written plan.



## **Fees and Payment Plan**

- Tuition is due on 1<sup>st</sup> and 15<sup>th</sup> of every month which is to be paid in advance.
- Tuition must be paid for all the days absent due to illness, vacation etc...to keep your child's spot open.

- Day care closes promptly at 6:00 p.m. Parents will be charged \$10 every 15 minutes after pickup time. Returned checks will be charged with a \$30:00 bank and handling charge.
- Failure to pay on time is grounds for refusal of service.

Rates are:

Infants:	5 days	\$1000.00 per month
	4 days	\$900:00 per month
	3 days	\$750:00 per month
	2 days	\$525:00 per month
	Drop in	\$ 70:00 per day
Toddlers:	5 days	\$950:00 per month
	4 days	\$850:00 per month
	3 days	\$700:00 per month
	2 days	\$475:00 per month
	Drop in	\$60:00 per day
Preschool:	5 days	\$850:00 per month
	4 days	\$775:00 per month
	3 days	\$600:00 per month
	2 days	\$400:00 per month
	1 days	\$ 55:00 per day

Note: All above rates are subject to change with 30 days' notice.

### **Religious Activities**

Christian morals and ethics will be followed. We accept children regardless of their religious background. One of our goals is to provide children with high quality care in addition to providing a basic understanding of God. Occasionally Bible stories or songs may be read.

We do recite grace before meals. Religious holidays observed by decorations in my home include: Christmas tree, Christmas decoration, Christmas gifts, Easter decorations and Easter egg hunt etc..

**Confidentiality policy including when information may be shared (see WAC 170-296A-6275)**

Information about children in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children.

Things brought from home:

- Show and tell items may be brought on the designated day. Tuesday. Show and tell items may be shared by other children. Please keep this in mind when bringing an item from home.
- Age appropriate educational books/non-violence videos, or other educational items that might be shared with the group may be brought to the day care with prior notification on designated days.
- Parents wishing to bring food to the day care to share during birthdays or other holiday celebrations need to bring food from an approved vendor.
- Food must be in its sealed original packaging and indicate expiry date. This means homemade food (home grown fruit, home baked cookies etc) cannot be brought to day care to share.
- Please note that children bring their own lunches from home and other parents do send peanut butter sandwich sometime. If your child is extremely allergic to peanuts, you do need to discuss/consider this before enrolling your child.

**Violence Policy:**

Children will not be allowed to bring guns or war toys to the day care. Aggressive play is also discouraged.

**Behavior Management and Discipline (see WAC 170-296A-6050)**

Children need loving, consistent and developmentally appropriate guidance at all times. Our goal is to teach children to manage their behavior and to learn intrinsic control and responsibility. All guidance and discipline techniques reflect this goal.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

Following guidelines may be used to correct inappropriate behavior:

- **Re-direction to another play area**- should a child choose to misuse an area, he/she may be asked to go to another play area for a few minutes until it is decided by both the child and teacher that he/she is able to remember the appropriate ways to use the area.
- **Temporary withdrawal of the child's privileges**- this may include putting toy away for a while or may include "time-out" (age appropriate)
- **Helping children handle their own problems**- teaching children to communicate with each other so that each child is heard and a fair solution is reached.

- **Conference with parents-** if behavior is recurring, particularly if it is disruptive, destructive or dangerous, conference will be held with parents to work on creating solutions.

## **Care of Young Children**

### **Separation:**

Parents often feel not only sad but guilty when they leave their child in day care. In the beginning, it is painful for the parents and confusing for the child. Every parent experiences some degree of pain. Some children cry initially in the morning. The most important aspect of dealing with those tears is how parents handle the separation. We do understand that the parent who though sad, believes that her/his child will be well cared for and secure while she is absent communicates that confidence to her child.

We will work with you in gaining quick confidence of you and your child by being understanding and gaining trust of you and your child. We also pledge that we will make sure that your child's day is pleasant in a loving friendly atmosphere.

### **Diapering Procedure:**

All supplies and diapering needs will be kept within easy reach of the diapering station. Latex gloves will be worn while diapering. Soiled diaper will be disposed in the adjacent diaper disposing covered bin. Hands will be cleaned with a wet paper towel or wet wipe and child will be re-diapered and dressed. Diapering area and supplies touched will be cleaned with recommended bleach solution and gloves will be disposed of. Hands will be washed with soap and warm running water.



**Toilet Training:** The decision to start encouraging children to use the toilet should occur with child's parent. We *will* encourage and train the child to be potty trained in the manner and method adopted by parents in consultation with them.

Parents will require to supply pull ups and extra set of clothes while being potty trained.

**Infant Feeding:** Food and formula is supplied by child's parent. Child fed with the bottle and /or breast milk will bring their own bottles and should be labeled with the child's name. Proper refrigeration procedure will be followed in storing and heating. It is preferred to have parents send prepared bottles every day and take home the empties every night.

If parents send powdered or liquid canned formula, it should be in an unopened can with expiration date printed on the label. The can should be marked clearly with the child's name to be refrigerated.

Preparation of formula, feeding schedule and feeding procedure will be discussed with parents. Semisolid foods will be provided with parental consultation only. Child will be held while bottle feeding and no props will be used.

## **Naps and Rest Periods**

### **Infant Sleep Position:**

As a licensed child care provider, among other training, I am certified in Infant/Child CPR, First Aid, HIV/AIDS and blood-borne pathogens and am aware of Sudden Infant Death Syndrome (SIDS).

To reduce the risk of Sudden Infant Death Syndrome (SIDS) I will:

- Place an infant to sleep on his or her back. If the infant has turned over while sleeping, the infant does not need to be returned to his or her back;
- Place an infant in sleeping equipment that has a clean, firm, and snug-fitting mattress and a tight-fitting sheet;
- Not allowed blankets, stuffed toys, pillows, crib bumpers and similar items in the infant sleeping equipment, or allow a blanket to cover or drape over the sleeping equipment;
- Not cover an infant's head and face during sleep;
- Take steps so infants do not get too warm during sleep. If a blanket is used, it must be lightweight and be placed no higher than the infant's chest with the infant's arms free; and
- Not place the infant in another sleeping position other than on their backs, or use a sleep positioning device unless required by a written directive or medical order from the infant's health care provider.
- We will keep all choke hazard toys away from your baby.



- We will not keep your baby in their car seat, swing or other “container” and will change your baby’s position often. That’s so your baby will not get a flat head and can build up their muscles strength.
- We will make sure that your baby does not get too warm by keeping the room temperature comfortable and not dressing the baby in too many layers.
- This is a non-smoking household and we will not allow anyone to smoke around your baby.

### **Child Abuse -Reporting (see WAC 170-296A-6275)**

As child care provider, I will protect children from all forms of child abuse or neglect. I am required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or my local law enforcement agency immediately (without prior notification to the parents involved). I will also inform my licenser. All staff or volunteers in this program, as well as my family members, are trained on prevention and reporting of child abuse and neglect.



### **Meals and Snacks (see WAC 170-296A-7125-7200, 7500-7650)**

Meal time is good time to encourage good nutritional habits. Day care will serve breakfast at 8:15am and 2 snacks during the day. Parents should pack lunch every day for the child. Children’s lunches are required to contain protein source, bread source and a fruit or vegetables source. 2 servings of pasteurized milk per day will be served to each child.



Any special accommodation or alternate food needs for the child’s medical, special diets, religious or cultural preference or family preference will require written food plan completed and signed by the parent or guardian.

We will supplement the food provided by the parent or guardian with foods listed on the USDA CACFP requirements if the food provided by the parent or guardian does not meet the nutritional requirements. It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages.

### SAMPLE MENU

DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK
MONDAY	Muffins Applesauce , Milk	Fruit , Milk	Provided by parents	Graham crackers, Water
TUESDAY	Cereal, Fruit, Milk	Fruit, Water	Provided by parents	Cookies, Milk
WEDNESDAY	Cinnamon Toast, Apples, Milk	Fruit, Milk	Provided by parents	Cheese & Crackers, Water
THURSDAY	Cereal, Applesauce, Milk	Yogurt, Water	Provided by parents	Ritz Crackers, Water
FRIDAY	Scrambled Egg, Toast, Fruit, Milk	Crackers, Cheese, Juice	Provided by parents	Yogurt, Raisins, Water

**NOTE:** 1. Appropriate substitutions may be made if certain items are not available.

2. 1 % Milk will be served with lunch.

**Note:** Parents of children in our day care do sometimes send peanut butter sandwich. If your child is extremely allergic to peanuts, you do need to discuss/consider this before enrolling your child.

### **Food Handling Practices:**

I have a valid Food Handlers License issued by Snohomish County Public Health Dept. Food sent by parents for lunch will be warmed or kept cold in accordance with guidelines laid by Snohomish County Public Health Dept. Left-over food will be disposed of unless parents specify that the leftover and be sent home in which case perishable food will be labeled with the child's name and immediately refrigerated.

### **Dishwashing Practices:**

All dishes are washed and sanitized in a dishwasher every evening.

### **Safety of Food Containers and Preparation Area:**

All food containers will be washed in the dishwasher after every use. Cutting boards and all cleaning surfaces such as sink and countertop etc. will be cleaned immediately with bleach solution (2 ¼ tsp bleach / 1 quart of water) as specified by NRC (National Resource Center for Health and Safety).



### **Policies for Food Brought from Home:**

Meal time is a good time to encourage good nutritional habits. Day care will serve breakfast at 8:30 am and 2 snacks during the day including juice and pasteurized milk. Parent should pack lunch every day for the child. Children's lunches are required to contain protein source, bread source and

a fruit or vegetables source. Lunch must be packed in a lunch box. Parents must notify the day care personnel of any food needing immediate refrigeration.

### **Transportation and Field Trips (see WAC 170-296A-2450)**

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

**Staffing When Provider is absent:**

Licensed provider will be present on premises at all times. In case of illness, and or emergency the day care will be closed. In case of unforeseen immediate emergency every effort will be made to contact parents promptly to notify of the emergency with a request to pick the child up.

**Licensed Space:**

Approved licensed space is the lower portion of the house as indicated on the floor plan posted. Kids will be kept contained in the approved area by a gate on the west lower door to make sure they remain in the licensed area. Both exits to the licensed space have door warning bells to warn every time the door is opened.

**Pets (see WAC 170-296A-4800):**

We have a no pet policy. No pets are allowed on the premises without prior permission by the day care provider.

**Emergency preparedness and evacuation plan (see WAC 170-296A-2825)**

**Fire drill:**

I have a fire evacuation plan posted and we will practice fire evacuation (fire drill) monthly. Please take a look at the plan so you are aware of our fire evacuation procedures.

In case of an emergency, my first responsibility is to evacuate the children to a safe place outside of the home, children which cannot walk will be carried and accounted for all children in attendance. After evacuating children, 911 will be notified. I will then contact all parents/guardians to arrange pick-up of children if needed. Please refer to

my posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home.

### **Earthquake Drill:**

We will practice earthquake drills quarterly, and a lock down drill annually. In the case of a disaster of any kind, I have prepared my home for evacuating the children and have emergency supplies for up to seventy-two hours.

### **Emergency supplies include:**

Water, canned food, comfort snacks, powdered milk, special food for infants, additional diaper/wipes, cups, flash lights/lanterns with extra batteries, matches and candles, signal/flare emergency radios with extra batteries , blankets, extra clothing, plastic sanitation bags , toilet paper, sanitary, non-electric can opener, napkins, plastic garbage bags, paper towels, soap, pine sol, bleach , hand sanitizers, 5 gal plastic bucket, books, games and small toys, duct tape, first aid kit , tools for simple search and rescue (pry bar, crow bar, shovel , pliers, hammer, set of screwdrivers, wrench, utility knife etc.) child's emergency contacts and medical authorization forms.

I have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. I continually check my home for potential hazards such as fire hazards, access obstruction, electrical overloads etc.

### **Lock Down Procedure:**

Suggested guidelines formulated by Snohomish County Emergency Management is practiced and followed. Depending on nature of lockdown/shelter in place appropriate measures are taken to maintain safety of the children. If the lock down is intruder alert, all outer doors will be locked and secured. All children will be kept inside the house and strictly monitored and kept calm in one room. Curtains will be drawn and the large table will be tipped to its side and children will be seated behind shielded by



the table. Phone will be kept at easy reach to notify law enforcement of any unusual activity outside the house.

If shelter in place is called for due to gas leak, vapor cloud, unusual smell or volcanic eruption, all children will be gathered in one room (large middle room). Furnace / cooling system will be shut immediately, and all windows, doors and heating vents will be sealed with plastic and duct tape. All non-essential rooms will be shut. Emergency radio will be turned on for update and instructions. I will stay attentive for any loud speaker announcements by law enforcement agencies.

If the shelter in place is due to severe snow storm, we do carry food, water and supplies for minimum 72hrs.

**Offsite Shelter & Emergency Contact:**

An emergency kit has been prepared which includes water, food, first aid, extra set of clothing etc. to make sure kids immediate necessities are met. Will carry children's/individual child medications.

Should my home become inhabitable in a disaster, the children and I will be located at local school, library, fire station etc. Which is generally where emergency temporary disaster shelter is set.

Often it is easier to make an out-of-state call during a big emergency because local lines are overloaded. Getting one call through may be all we can do, especially since the children may be extra needy in emergency situation. Our emergency out of state contact is as follows:

<b>Name:</b>	<b>Cell:</b>
<b>Robert Fernandes (California)</b>	<b>650-450-6563</b>
<b>Francis Dsouza (New York)</b>	<b>917-403-8856</b>

Please keep the above information with you at all times.

## **Health Care Practices:**



### **Injury or medical emergency response and reporting (see WAC 170-296A-3575, 3600 and 2275)**

- My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
- Minor cuts, bruises, and scrapes will be treated. Parents will be notified. With some minor injuries parents will be called to help decide whether the child should go home.
- In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will then notify you as soon as possible and tell you where your child is being treated.
- If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department of Early Learning (DEL) Licenser and child's social worker, if any. You will be given a copy.



### **Medicine Management (see WAC 170-296A-3325)**

- All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed. This form must be initialed and dated every 30 days for ongoing permission for over the counter medications.



- Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
  
  - Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
  
  - Doctor's permission is not required for non-prescriptions drugs such as:
    - a. Anti-histamines
    - b. Non-aspirin pain relievers and fever reducers
    - c. Cough medicine
    - d. Decongestants
    - e. Anti-itching creams
    - f. Diaper ointments and powders
    - g. Sunscreen
- Nonprescription medication not included in the categories listed above; taken differently than indicated on the manufacturer's label; or lacking labeled instructions shall only be given if authorized in writing by a physician.
- Any medicine taken by mouth for children under two will need written permission from your doctor.
  
  - A detailed record will be kept of all medicines given at child care.



### **Ill Children (see WAC 170-296A-3210)**

- Each child will be observed daily for signs of illness.
- Children who are contagious must stay at home. All parents of children in my care, as well as the Health Department, will be notified by phone within 24 hours of communicable diseases or food poisoning.
- Please call me if your child will not attend due to illness. If you are unsure your child should come or not, please call.
- If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive.
- The parent is responsible for finding substitute care in case of the child's illness.
- The following illnesses or children who are exhibiting these symptoms are not accepted in my home per instruction of the Department of Public Health:

**Diarrhea:** Three or more watery stools in a 24-hour period, especially if child acts or looks ill.

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

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

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

**Appearance/Behavior:** 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.



**Fever:** Temperature of 101 degrees F. or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.

**Lice:** Children who have lice may not return to day care until they are louse and nit (egg) free.

**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.

*Please read "Keeping Your Ill Child at Home" from the Snohomish County Department of Public Health.*

## **Reporting and notifying conditions to public health**

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours if there is an outbreak of a communicable disease in the child care, or in my family.

## **Certificate of Immunization Status (see WAC 170-296A-3250)**

A CIS form or similar form supplied by 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 exemption to immunizations, the child may need to be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

**Hand Washing Practices and Hand Sanitizers (see WAC 170-296A-3625 and 3650)**

We (children and adults) will be washing our hands upon arrival, before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom I have a signed parent permission on file.

**Cleaning and Disinfecting (see WAC 170-296A-3850-3925 and 0010)**

Cleaning, sanitizing and disinfecting practices include daily sanitizing of all toys and eating utensils that are contaminated by children. Tables and all food prep surfaces are sanitized before and after each meal, snack or other messy play activity. For sanitizing I follow the proper ratio of ½ tsp of chlorine bleach to 1 quart of water. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other items used during rest time are cleaned weekly or more often if soiled. When using a bleach solution to disinfect diaper changing table, bathroom, sink, I follow the proper ratio of 1 tbsp. of chlorine bleach to one quart of cold water.

**Blood Borne Pathogen Plan**

All staff caring for children in my program has completed the Blood Borne Pathogen training. If I may be exposed to bodily fluids will wear disposable gloves, follow proper cleaning procedures and disinfect all items and surfaces that are contaminated and then properly dispose of all waste. All persons exposed will wash hands before returning to care.

## **Injury Prevention**

I will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products and chemicals will be inaccessible to the children.

## **Napping/sleeping**

A rest period will be offered for all children under five years of age. Alternative quiet activities will be available for those children who no longer need a nap. No child will be forced to sleep. I will work with you to discuss your child's sleep patterns and needs. Infants and toddlers will follow individual sleep schedules.



## **Smoking (see WAC 170-296A-4050)**

Smoking, and the use and visual possession of tobacco and unapproved nicotine delivery products are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor grounds
- Adjacent sidewalks
- Parking lots
- Buildings
- Private vehicles

This policy applies to all persons on the premises, regardless of their purpose for being there. Federal law prohibits smoking within 25 feet of the premises.

Scientific evidence has linked respiratory health risks to secondhand smoke.

**Drugs and Alcohol (see WAC 170-296A-4025)**

No illegal drugs are allowed on the premises. Alcohol may not be consumed during business hours. No one under the influence of drugs or alcohol may be in the presence of the children at any time. Any alcohol in the home will be stored inaccessible to the children.

**Guns or Weapons (see WAC 170-296A-4725)**

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

**Non-discrimination Statement**

I do not discriminate in my enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veterans status, 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, communication and learning styles. I will assist children and parents who have limited English language ability by contacting friends or acquaintances who speak similar language.



**Business Practices**

**Sign-in and Sign-out Procedures\***

1. When arriving; the parent, guardian or authorized person must sign the child in, and sign-out at pick up time. The sign-in/sign out form is located at the entrance on a clip board. You are required to sign in/out using full name, date and time.

2. Please identify on the Child Care Registration form individuals who are authorized to pick up your child. I will not release your child to any person without your written permission. 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, I am required by law to notify law enforcement.

### **Back-up Child Care**

I recommend that you have access to an alternate child care arrangement. You may need care if I am ill or when I am on vacation. If I am ill you will be notified as soon as possible so that you can make other arrangements. You are responsible to find backup child care. For a child care referral, you may call: Child Care Resources (206) 329-5544

### **Supervision ( see WAC 170-296A- 5750)**

I will be aware of what the children are doing at all times and will be available and be able to promptly assist or redirect activities when necessary. If unable to see the children I will frequently go the area where the children are located to check on them for the purposes in this section frequently is defined as on many occasion with the little time between them.

### **Receipts and Taxes**

- I will give you a payment receipt when you pay for child care.



**Insurance Information:**

**IMPORTANT NOTE**

**We do not carry professional liability or accidental/medical insurance. Any medical treatment will have to be covered by the parent's health care insurance coverage.**