**Lil’ Daydreamers Daycare**

**23002 44th Pl W Mountlake Terrace, WA 98043**

**LilDaydreamersLLC@gmail.com**

**(206) 696-9291**

**Parents/Guardian**

**Policies and Procedures (Parent Handbook)**

 **Mission Statement**

Welcome to Lil’ Daydreamers in-home licensed daycare! It is my goal to provide a comforting and nurturing home away from home. Each child is encouraged to learn and grow in a loving environment, building self-esteem, respect, and discipline. Your children will love coming here each day to learn and interact with others, and they will leave happy and excited about life! My home will provide first class childcare in a first class setting and environment. I provide a space where we not only enhance their growth and development in learning everyday skills, but a place they can use their imaginations to the fullest and make the impossible possible!

**Program & Philosophy**

Lil’ Daydreamers is my home and I have created a place where children will grow up and be raised around love and joy. The beginning years of our lives and the environment which we are put in shape the way we think, and ultimately, the person we grow up to be.

Children observe and pick up on what they see and hear. It is our responsibility as the adults taking care of them to expose them to the very best! This includes everything from the way we interact with children, to what we teach them about this world, and to what is expected out of them as they grow up.

Learning is a fun experience and there’s nothing like seeing the face of a child and the joy they express when they did something new for the first time. That feeling of accomplishment is what encourages them to try new things and attempt a new adventure each day.

Whether it’s your child’s first steps, or their first time writing out their name correctly, that is significant and we’re here to celebrate every one of those moments! Each child already has a unique personality, and their gifts and talents are there, they just need to have a place where they can express themselves and their creative ideas can be acknowledged, and they feel free to be themselves.

**Enrollment**

Prior to the first day at Lil’ Daydreamers, the following forms need to be completed and on file:

**Registration Form**

**Child Care Agreement**

**Immunization Record (must be kept current) or Immunization Exemption**

**Emergency Contact Form**

**Pick-up Authorization Form**

**Liability Insurance Form**

**Medication Authorization (if needed)**

**Known Allergies Form (if needed)**

**Injury Procedure Form (if needed)**

**Photography/Videotaping/Surveillance Form (childcare parent permission)**

**Pet Policy Form**

**Parent Handbook Form**

*These forms are confidential and are kept in a locked filing cabinet.*

**Disenrollment**

**Please allow 1-month prior notice of your child’s disenrollment at Lil’ Daydreamers.**

If you choose to take your child out sooner, you are still responsible for paying the last month of their enrollment.

**Trial Period**

The first 30 days of a child’s enrollment here at Lil’ Daydreamers will be a time for us to get to know each other and learn the needs your child has. If at any point you do not feel that this is the best place for your child to learn and grow, then care can be terminated. Also, if I, the Daycare provider feel the child is being very disruptive, not following rules, and being very aggressive during the first month, the child will be disenrolled from the Daycare.

**Termination of Services**

The following conditions may cause an immediate termination of childcare at any time:

* Inappropriate/unsafe behavior in or near Lil’ Daydreamers.
* Not respecting child-care home or policy procedures.
* Continual late payments.
* Continual late pick-ups.

**Monthly Child Care Rates**

**Infant to 2 years old:**

**Five Days: $1900.00 | Four Days: $1700.00 | Three Days: $1500.00 | Two Days: $1400.00**

**2 years & up:**

**Five Days: $1800.00 | Four Days: $1600.00 | Three Days: $1400.00 | Two Days: $1300.00**

**Half Day Programs** *(7:30AM- 12:45PM* (Minimum 12months old)

**One Day: $550.00 | Two Days: $700.00 | Three Days: $950.00 | Four Days: $1075.00 | Five Days: $1175.00**

**Cost of Care Rates**

Rates are evaluated and may be raised every year on January 1st. Two weeks’ notice will be given to families for rate increases.

When more than one child from the same family is enrolled, the registration fee will be waived for the second child, and so forth.

**Drop-in care for days that are not on the agreement or temporary sibling care:**

* Currently enrolled/attending families/siblings – Full day rate is $60.00; half day rate is $30.00 due by the end of the day.
* Currently enrolled families/siblings *not attending (previously did)* – Full day rate is $150.00; half day is $75.00 due by the end of the day.

**Payment Options**

1. **Full payment** is due on the 1st of every month.

\*late fee of $50 will be assessed each day after the 3rd.

**2. Half payment** is due on the 1st and the 15th of every month.

\*late fee of $50 will be assessed each day after the 3rd or 17th.

**3. Preferred types of pay** is Cash, Venmo, Zelle, Credit Cards (additional fee will occur), Procare (additional fees will occur)

*\*In the event a payment does not go through, you are responsible for all fees that occur for Lil' Daydreamers*

**Registration Fee/Registration Spot**

There will be a one-time $150 registration fee (non-refundable) that will hold your child’s spot at Lil’ Daydreamers. Spots typically need to be filled within 1 month. If a spot wants to be filled more than 4 weeks out a larger deposit will be required to hold your child’s spot.

**Introductory Visit**

Families are more than welcome to come visit Lil’ Daydreamers before enrolling their child. I would be more than happy to answer any questions and give a tour of the space your child will be in. It would also be a good time for me to meet your child so they feel comfortable and get to know the Daycare.

**Dual Language Learning**

 I work will all children helping them develop and learn language. If your child is a dual language learner, we will support your child to learn English in both the written and spoken form. You are encouraged to bring in books, music and other items that represent your child’s other language so that we can incorporate the language into our program.

**Hours of Operation**

**Monday - Thursday 7:30AM-5:30PM**

***Fridays 8AM-4PM (on select days)***

**2024 Closures**

New Year's - January 1st (Wednesday)

Martin Luther King Day - January 20th (Monday)

Provider Vacation - February 12th & 13th (Wednesday & Thursday)

President's Day - February 17th (Monday)

Provider Vacation - February 18th (Tuesday)

Memorial Day - May 26th (Monday)

Juneteenth National Independence Day - June 19th (Thursday)

Early Closure @ 12:30PM - June 26th (Thursday)

Summer Break - August 18th-28th (Mondays, Tuesdays, Wednesdays & Thursdays)

Labor Day - September 1st (Monday)

Columbus/Indigenous Day - October 13th (Monday)

Veterans Day - November 11th (Tuesday)

Early Closure @ 4PM - November 26th (Wednesday)

Holiday Break - December 22nd-25th (Monday, Tuesday, Wednesday & Thursday)

New Years Eve - Early Closure @ 4PM - December 31st (Wednesday)

**Late Pick-ups**

A late pick-up of **$1** per minute will be applied after 5:30PM (for full day kids) & 12:45PM (for half day kids).

**Vacation**

I will take a personal week minimum and two weeks maximum of vacation in the summer, in addition to time around the holidays. I will give families notice so that they can plan for childcare during those weeks. You are still required to pay for those vacation weeks. (This is standard practice for the majority of Daycares to keep your spot.) If at any time I need to take personal time off or am sick, I will be finding a volunteer, or my staff will cover for me being out (if I have an employee). If for some reason I close unexpectedly you will be reimbursed for that day. I know that families take vacations at different times, you are still responsible to pay even when your child is not present at Lil’ Daydreamers. (Again, this is standard practice for the majority of Daycares to keep your spot.) The first month of every year I will give out my closure dates for the whole year.

**Sign-in & Sign-out Procedures/Attendance Records**

Arrival and pick-up instructions:

* Upon arrival, the parent, guardian, or authorized person must sign the child *in* using signature of full name, the date and time thru the Procare App.
* Upon departure, the parent, guardian, or authorized person must sign the child *out* using signature of full name, the date and time thru the Procare App.
* The sign-in/sign-out is on an App thru Procare. I will invite you with an email and/or cell phone number. I have set up a GPS perimeter around my home so when you’re in it, the App will prompt you to sign-in/out. This App makes it so you can see when your child is being picked-up/dropped-off (if you’re not the one doing it) and keeps an electronic attendance.

Signing in and out is subject to a ***Civil Penalty Fine by the State of Washington***. If I am fined due to you not signing in your child in and out, the amount of that fine will be on your next billing and must be paid within 48 hours of that bill.

Please identify on the Child Care Registration Form, who is authorized to pick up your child. I will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing your child.

**Garbage/Recycling/Waste Pick-ups**

Pick-ups for these bins are every Wednesday. Tines varies upon when, but I’ve noticed it being anywhere from 7am – 2pm. Please do not block these bins during drop-off/pick-up if this happens Waste Management fines me under ***“push/pull out service charge or trip service charge”***. If I happen to do get a charge, I will determine by who from my Ring camera in my driveway and this fine must be paid within 24hrs or subject to late fees. If service days for these bins change I will update families through text message of this.

**Daily Schedule**

7:30-8:30 Arrivals/Drop-off

8:00-9:00 Breakfast/Free play

9:00-9:15 Potty/Change Diapers

9:15-9:45 Storytime/Art/Sing songs

9:45-10:15 Snack

10:30-11:30 Outside play

11:30-12:00 Clean-up/Free play

12:00-12:30 Lunch

12:45-1:00 Change diapers/Getting set up for nap

1:00- 3:00 Nap time/Quiet time

3:00-3:15 Potty/ Change Diapers

3:15-3:30 Snack

3:30-4:15 Outside Play

4:15-5:30 Free play/Pick up Time

**Breakfast**

If parents could please have children here by 9AM if they would like them to have breakfast. Otherwise, breakfast will be missed.

**Separation**

Sometimes mornings can be a very hard time for a child to get dropped off and being away from their parents. I want to help any family transition as easily as possible. However I can help, I am more than happy to do so. I do recommend a quick goodbye, as sometimes the longer a parent stays, the harder it can be for the child.

**Food**

Food and proper nutrition are critical to a child’s growth and development, especially at such a young age. This is the time to introduce delicious, fresh foods and instill a healthy diet that will follow them as they grow.

Breakfast, lunch & two snacks will be available daily for each child. Each meal is prepared here at Lil’ Daydreamers and is in accordance with Washington State’s food guidance requirements for children and U.S. Department of Agriculture guidelines. No home-canned foods are allowed to be served. Clean and purified water only will be served to children.

If you plan on preparing your child’s lunch, please remember that it needs to include at least:

* + Meat (Tofu)
	+ Grain
	+ Dairy
	+ Fruits or Vegetables

The food preparation area will be cleaned and sanitized each time after use and food will be properly stored at an appropriate temperature. If parents choose to pack their child’s lunch, then at the end of each day the food that was unfinished will either be thrown away, or parents will bring the leftovers back home with them. A new lunch needs to be packed daily. Lil’ Daydreamers is a ***NUT FREE*** daycare. I am highly allergic to all types of nuts and carry EpiPen’s if needed. If your child has something with nuts before arriving, please make sure to wash their hands. If you choose to pack a lunch, please make sure it’s nut free. These are the same precautions I would take if a child had a similar food allergy. During birthdays or holidays families are more than welcome to bring treats to share with the kids and have a celebration. I can give you info on any allergies prior and please leave the original labels on.

**Menu**

Week 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday |
| Breakfast | Whole wheat blueberry pancakesStrawberriesWater | Assorted cold cerealAppleWater | MuffinsAssorted fruit bowlWater | Scrambled eggYogurtBlueberriesWater |
| Snack | String cheeseGrapesWater | Granola barBaby CarrotsWater | PretzelsBaby cherry tomatoes w/ ranchWater | BananaCranberriesWater |
| Lunch | Steamed rice w/ chickenRaspberriesMixed veggiesMilk | Sun butter & jelly sandwich on wheat bread Baby mandarinsCucumberMilk | Chicken nuggetsAvocadoGrapesMilk | Turkey, cheese & mayo sandwich on wheat breadPeasPearsMilk |
| Snack | Z barEdamame beansWater | Hummus & pita breadDried strawberriesWater | GoldfishFruit rice cakesWater | Celery w/ sun butterRaisinsWater |

Week 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday |
| Breakfast | OatmealBananaWater | Mini bagel & cream cheeseRaspberriesWater | Whole wheat blueberry waffleStrawberriesWater | Broccoli QuicheMangoWater |
| Snack | Apple sauceCheese crackersWater | Fruit barVeggie SticksWater | Yogurt raisinsWheat thins crackersWater | Fruit rice cake String cheeseWater |
| Lunch | Grilled cheese sandwichCucumberWatermelonMilk | Chicken mac n cheeseBroccoliGrapesMilk | Meatball subsCauliflowerPeachesMilk | Cheese wrapCornStrawberriesMilk |
| Snack | Wheat ThinDried bananaWater | Hummus & pretzelCeleryWater | Graham crackerString CheeseWater | Veggie SticksDried blueberriesWater |

**Staff**

Every individual working or volunteering at Lil’ Daydreamers has undergone a criminal history background check. Each person is also required to have a current first aid and infant, child, & adult CPR training certification, HIV/AIDS training certification, TB test results, and a Washington State food handler’s permit. In addition, each employee or volunteer will complete 30 hours of STARS training. It is required annually that our staff completes 10 hours of STARS training. STARS is a career development system designed to improve childcare through basic and ongoing training for childcare providers.

**Child to Staff Ratio**

A licensee working alone can have a maximum of 6 children in their care with a maximum of 2 infants who are not walking independently yet. An additional staff member or volunteer will join Lil’ Daydreamers whenever the need arises, as the ratio grows. If your child is participating in any outside water activities parents will be notified and asked to sign a permission slip in advance.

**Handwashing**

Learning the importance of handwashing at a young age is key to maintain a healthy lifestyle throughout life. When first dropping off your child in the morning, please wash their hands after you enter Lil’ Daydreamers. This eliminates bringing in outside germs that can spread between the children.

To help reduce 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, turn water faucet off, and properly discard paper towels.*

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

* When arriving at the early learning premises.
* After using the toilet.
* After diapering.
* After outdoor play.
* After playing with animals.
* After touching body fluids such as blood or after nose blowing or sneezing.
* Before and after eating or participating in food activities including table setting.
* And as needed or required by the circumstance.

Staff will wash their hands:

* When arriving at work.
* After toileting a child.
* Before and after diapering a child.
* After personal toileting.
* After attending to an ill child.
* Before and after preparing, serving, or eating food.
* Before preparing bottles.
* After handling raw or undercooked meat, poultry, or fish.
* Before and after giving medication or applying topical ointment.
* After handling or feeding animals, handling an animal’s toys or equipment, or cleaning up after the animal.
* After handling bodily fluids.
* After gardening activities.
* After handling garbage and garbage receptacles.
* And as needed or required by the circumstance.

Please set a good example for your child and help them to wash their hands with the steps above. Hand sanitizer will only be used in accordance with WAC110-300-3650 and will not be substituted when regular hand washing procedures can be practiced and can only be used by children over twenty-four months and for whom I have a signed parents’ permission on file. Hand sanitizer will not be within reach of the children.

**Cleaning & Sanitizing**

All toys and play equipment are cleaned and sanitized at the end of the day or whenever necessary. Toys will be cleaned daily with hot water and soap. At the end of the week the toys will soak in a bleach solution and then be washed with warm water and soap, to make sure any bacteria or germs have been killed. Tables and food prep areas are sanitized before and after each meal, snack, or activity. This also includes highchairs. After each meal the silverware, plates, and cups will be rinsed with warm water and then put into the dishwasher. At the end of each day the dishwasher will be run through a normal cycle. At the end of each week, I will wash the sheets that are provided on the sleeping mats. I will also wash the crib sheets as well as any other clothing, blankets etc.

**Outdoor Activities**

 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) Lightening storms, 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 public safety authority; and (g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy, and cold. Our yard is fully fenced with a self-closing gate. It is designed to meet the needs of the children that are in care. We inspect the yard to make sure it is safe and in good repair daily. Since we go outside daily you are required to bring appropriate clothing including coats, shoes, and boots.

**Cubby Items**

Each child has their own cubby and parents are responsible for checking daily what is needed.

Things your child will need to have:

* + 3 pairs of extra pants
	+ 3 pairs of extra shirts
	+ 3 pairs of socks
	+ 3 pairs of underwear
	+ Nap blanket
	+ Water bottle

(When the seasons change**,** I will ask parents to bring extra clothes that are appropriate for that season.)

 Seasonal items: Jacket, raincoat, hat, gloves, swimsuit, and sunscreen.

Anything brought from home will be put in their individual cubby’s and left there for the remainder of the day.

 Sleeping mats and sheets will be provided by Lil’ Daydreamers.

**Diapers & Wipes**

Parents are responsible for bringing **ALL** diapers/pull-ups according to your child’s needs.

In addition, parents are also required to bring 2 packs of baby wipes per month.

After changing your child’s diaper, each diaper will be thrown away into a diaper garbage pail, and at the end of each day that will be emptied into the garbage can outside. Then the garbage pail will be wiped down with hot water and soap. After each diaper change, I will wash my hands with hot water and soap.

**Infant Diapers**

Infant diapers will be changed every 2 hours, unless needed to do so earlier.

**Infant Bottles**

Every family has different beliefs and practices when it comes to introducing food to their baby. Until your child is old enough to eat solid food, parents are responsible for bringing all the food or bottles your child needs.

Each morning, parents are responsible for bringing enough breast milk/formula depending on your child’s needs. Bottles need to be ready prepared and labeled with name and date kept in your child’s individual container in the refrigerator. Leftover food or bottles must be taken home daily and cannot be used the next day if left overnight. Parents should plan on bringing 4-5 bottles each day.

**Naps/Rest**

Each child will have their own mat and blanket for rest time which is after lunch every day. Children who don’t sleep are encouraged to quietly read a book or do another quiet activity that will not disturb the others sleeping. This is a time for your child to sleep with their blanket (or special item) that they have brought from home.

**Infant Naps**

Young babies run on their own schedule and eat and sleep whenever they please. Naps and bottles will be accommodated to the child whenever they show a need for either one. During naps all babies will be placed on their backs to sleep unless there is written documentation for a medical condition that requires an alternate sleeping condition. Stuffed toys, blankets, pillows, or crib bumpers are not allowed in the cribs. Infants can have a sleep sack on but only a zip up, none with the swaddle attachment.

**Mixed Age Groups**

Our childcare has mixed age grouping, during the day the children will be participation in learning, play, eating and sleeping with children from different age groups. We will set up programs and curriculum for the age of you child/children. The age group ranges from infants to five years old.

**Potty Training**

When your child is ready to start toilet training it will require both the parents and the staff here at Lil’ Daydreamers to work closely together. Consistency and positive encouragement are the two most important things that will help your child on this new learning path they’re on. Each child begins toilet training at a different age, and they will progress differently as well. Our job is to be there to encourage, help them and make this learning process as smooth and stress free as possible.

**Biting**

Biting is very common among young children and as much as we would like to keep it to a minimum, it will happen. When it does happen, both parents of the biter and the one bitten will be notified in an accident report that keeps children’s names anonymous

**Special Needs for Children**

I will work with families that have special needs for their child, such as a feeding therapist, speech therapy or any other type of therapy a child may need. We can work together to figure out what is best for your child.

**Holidays**

Holidays are a great and significant time when families get together and can begin creating traditions that hopefully grow and last through the years. Around holidays such as Thanksgiving and Christmas we will make themed art projects. For the month of December, we will have a Christmas tree in the home and each child will make an ornament to bring home to their families.

Birthdays are one of the most important days of the year in a child’s life. We want to celebrate along with your family and will make your child’s birthday a special day for them with presents and singing Happy Birthday. If you’d like to bring a snack to share with everybody such as cupcakes or a fruit platter. Please bring all food items in its original store package so that all the ingredients are properly listed. No homemade food can be served to anybody other than your own child.

**Guidance, Discipline & Physical Restraint Policy**

Just like any other life skill or practice, young children are learning how to behave based on their environment and listen to authority. They are learning how to play with other children and share toys and their time.

Whenever a child is having a hard time with a certain rule or wanting to do something that the rest of the group is not doing at the moment, it is an opportunity to show positive guidance and take the time to explain to them what is going on and why they cannot do what they want to. If you just tell a child “No, don’t do that.” They do not fully understand what the reason behind it is and they will most likely repeat what they are doing. It is important when dealing with young children to correct inappropriate behavior right from the start but do so in a loving manner.

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

My behavior management practices are:

* Redirect the child to a new activity
* Remove the child to another play area
* Model appropriate behavior
* Prevent situations by anticipating areas of stress and conflict
* Creating a physical environment that provides adequate space and equipment for each level and their needs.

As a last resort, if the inappropriate behavior continues, the child will be removed from the group and get a 1–2-minute quiet-time. This will help the child to not be disruptive in the group and calm themselves down. The child will also get an explanation at the end of their quiet-time as to why they were put in quiet-time in the first place. I will always comfort the child and give them a hug if they're having a hard time.

There will be absolutely **NO** corporal punishment including grabbing, slapping, jerking, shaking, spanking, hitting, kicking, or restraining a child. 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.

The parents and family members, along with us here at Lil’ Daydreamers, are a team working together to provide the very best for your child. The best solution is to communicate and discuss any issues before they have time to turn into actual problems and we can compromise and decide what teaching style best suits your child. The earlier we can do this, the faster we can eliminate behavioral problems.

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

**Expulsion Policy**

 At my 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 concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child’s care will be terminated. Examples of this may include biting beyond the toddler age, throwing objects at others, throwing objects inside the facility, hitting or harming others, leaving the facility and other behaviors that put the child or others in harm.

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

* We will have a parent or guardian meeting weekly or sooner as needed.
* We will review the expulsion policy with the parents or guardian.
* We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents.
* We will give parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
* 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 involved. No information about a child will be shared with other parents.
* We will have the parent come to the childcare with the child for brief periods of time.
* We will have the parent spend the day with the child.
* We will give the parents or guardians referrals to community-based programs/settings

The Department will be notified of the expulsion.

**Child Abuse & Neglect**

It is our job as care providers to protect children from all forms of child abuse or neglect. It is mandatory for us to report any suspected child abuse, neglect, or exploitation to Child Protective Services immediately without prior notification to the parents. I will also inform my licensor of the allegations and the child involved.

Any workers or volunteers here at Lil’ Daydreamers will follow the same procedure as well.

**Off-Site Field Trips**

At this time Lil’ Daydreamers will not be offering any field trips.

**Transportation**

All transportation to and from daycare will be provided by the parent or others authorized to do so. During the day we will not be taking trips that require car transportation. Whenever we take a field trip that requires transportation parents will be notified prior and asked to sign a permission slip that will outline the specific method and route to our location. Since Lil’ Daydreamers is very new there are no scheduled field trips at this time.

**Dental Hygiene Practices & Education**

We understand the importance of tooth brushing, flossing and regular dental exams. We will provide tooth brushing at least once per day and help the children learn developmentally appropriate tooth brushing activities. Our activities are safe, sanitary, and educational. Our toothbrushes are stored in a manner that prevents cross contamination. If you would like to opt out of the daily tooth brushing activities, please sign our written form.

 ***\*Current dental hygiene practices are on hold\****

**Immunizations**

Parents have different beliefs as far as vaccinating their children, and as childcare providers we respect either decision parents make. If your child is getting vaccinated, their immunization record must be kept current and up to date in their file. We will follow the Department of Health Certification of Immunization Status (CIS) form and the Department of Health Certification of Exemption form. (Both forms will be in your application packet, and you choose which one you need to fill out) All children and staff must have their MMR Immunization (no exceptions, except for religious or medical reasons).

**Getting Sick**

Young children can be perfectly fine and playing one minute and feeling down and weak a second later with no warning or prior symptoms. If your child becomes sick and it is better for them to be home and away from other children, the parent will be called and asked to come pick up their child within an hour. If neither parent can come pick up, then a person from their emergency contact list will be authorized for pick up. If any staff, or myself, at Lil’ Daydreamers, realizes that a child is having a hard time and is showing signs of not feeling well, the child needs to be picked up. (Such as, not wanting to play, crying nonstop, food intake has drastically changed and refuses to eat.) There are certain communicable diseases that pose a great risk of infecting all people that get exposed to the virus and we cannot take that risk with young children. Any staff or child that shows the following symptoms will be temporarily excluded from coming to Lil’ Daydreamers until all symptoms have been gone for at least 24 hours.

\*I will no longer give **any type of oral medicine** unless it’s an emergency or with a doctor’s note. This means **no Tylenol**, **no Ibuprofen**. If a child needs these types of mediations, they should not be in Daycare, they should be at home.

**If your child has any of the following:** (they will be temporarily excluded from coming to Lil’ Daydreamers until all symptoms have been gone for at least 24hrs)

* + Fever of 100 and above- which will be taken under armpit, orally or forehead
	+ Earache
	+ Headache
	+ Sore throat
	+ Fatigue that prevents the child from participating in regular activities.
	+ Vomiting that occurs two or more times in a 24-hour period
	+ Diarrhea with three or more watery stools, or one bloody stool, in a 24-hour period
	+ Rash not associated with heat, diapering, or an allergic reaction
	+ Drainage of thick mucus or pus from the eye

If a staff member or child comes down with any of the following diseases, all parents of children in the daycare will be notified as well as The Department of Health within 24 hours.

* + Chickenpox
	+ Conjunctivitis (bacterial)
	+ Diphtheria
	+ E. coli infection
	+ Giardiasis
	+ Hepatitis A virus
	+ Invasive haemophiles influenzae disease (except otitis media)
	+ Measles
	+ Meningitis (bacterial)
	+ Mumps
	+ Pertussis
	+ Rubella
	+ Salmonellosis
	+ Shigellosis
	+ Tuberculosis (active)
	+ Hand, Foot & Mouth

**Medication Management Policy**

I will no longer give **any type of oral medicine** unless it’s an emergency or with a doctor’s note. This means **no Tylenol**, **no Ibuprofen**. If a child needs these types of medications, they should not be in Daycare, they should be at home.

Prescription medication is placed in a lockbox in the first upper left cabinet (that has a child lock) in the bathroom/laundry room, keeping it out of the child’s view and reach. Lil’ Daydreamers can only accept prescriptions from the child’s parent or legal guardian in its original container labeled with the child’s first and last name, the date the prescription was filled, the mediations expiration date, the instructions that include how to give the medication, how often to give the medication, and how to store the medication properly. If any of the above information has been crossed out, then the medicine cannot be given to the child.

All other lotions, ointments, or powders must still be in their manufacturer’s container. We do not accept homemade medications.

It is mandatory for Lil’ Daydreamers to keep a written medication log documenting the administration of medical and nonmedical items, this will include; the child’s first and last name, the name of the medication given to the child, the dose amount that was given, notes about any side effects exhibited by the child, the date and time of each medication given or reasons that a particular medication was not given, the name and signature of the person that gave the medication

**Bloodborne Pathogen Plan**

All staff caring for children in my program have completed the Blood Borne Pathogen training yearly. When staff comes into 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 blue plastic bags. All persons exposed will wash hands before returning to care.

**Injury**

In case of a serious injury or medical emergency Lil’ Daydreamers will:

#1: Call 911

#2: Administer CPR/ First Aid (If necessary & appropriate.)

#3: Call parent/guardian or emergency contact.

#4: Call licensor and describe the incident. Fill out “Injury/ Incident Report” and E-mail to licensor. Parents will be given a copy.

**Pets Policy**

All our pets are currently on all their vaccinations and current on their vet visits. They are in good health, show no evidence of disease and are not aggressive. There are several health risks associated with dogs such as allergies, Campylobacter, Tapeworm, Hookworm, Roundworm and Rabies. If these symptoms appear, our pet will be removed from the licensed space until appropriately treated for the condition. I will always be present when children play with pets, and the children and I will wash our hands after handling pets. I have a separate area, other than the children’s play space for pets to relieve themselves.

I have a complete file on the pets, and it is open for you to see.

**Fire Evacuation Plan**

In case of a fire in the home it is our priority to get all children outside the house as safely and efficiently as possible. There are smoke detectors in the house that will go off if there is a fire. There will also be a ring bell if for some reason the smoke detector doesn’t go off, that I will use in our monthly practices. Smoke detectors are also checked monthly to make sure they are all in working order. Children who do not walk independently will be carried out by me. All other children will walk out independently and be guided to the Emergency exit. We will exit onto 44th Pl W, ( or in the event of bad weather outside to my neighbors 23004 44th Pl W) and will call 911. There, I will take attendance to make sure everyone is present. We will wait for the fire department to arrive to make sure the residence is safe to enter again.

If it is not safe to enter back in, parents/guardians will be contacted and asked to pick up their child. If parent or guardian is not able to pick up their child, they must plan with their emergency contact person or others authorized to pick up the child to get them as soon as possible.

I will conduct a monthly fire drill to practice and be prepared in the event of a real fire. The fire evacuation plan will also be posted on the wall for parents/guardians to see. In case of a fire in the living room or kitchen we will exit through the garage at the end of the hall. In case of a fire in the garage or bathroom we will exit through the patio door/main entrance.

**Disaster Plan**

In case of a disaster emergency and we need to evacuate the home, we will follow the same procedure as exiting in case of a fire. Children who do not walk independently will be carried out by myself. The rest of the children will walk out independently to the specified area. Licensee will be responsible for taking First Aid Kit, children’s medication records, and children’s medication if necessary. We will exit onto 44th Pl W (or in the event of bad weather outside to my neighbors 23004 44th Pl W) and will call 911, there we will take attendance and make sure everyone is present. We will wait for further instruction from authorized personnel such as fire department or police as to whether we may enter back into the home.

If it is not safe to enter back in, parents/guardians will be contacted and asked to pick up their child. If parents or guardians are unable to pick up, then they must plan with their emergency contact person or others authorized to pick up the child to get them as soon as possible.

I will conduct a disaster drill quarterly to practice and be prepared in the event of a real disaster.

**Earthquake Plan**

In case of an earthquake, I will be responsible for moving children to the center of the room as much as possible and remove children close to windows. Children will be instructed to duck and cover and younger children will be covered as much as possible by staff. After an earthquake, attendance will be taken to ensure all children are accounted for and damages will be assessed. If there is damage that poses a risk to the children, we will evacuate the home (to 44th Pl W or in the event of bad weather outside to my neighbors 23004 44th Pl W) and parents will be contacted to pick up their child.

If there is no major damage, we will continue with the day and parents will be contacted to let them know their child is safe.

I will conduct an earthquake drill quarterly as well to prepare in case of a real earthquake.

**Lockdown Plan**

If police or an emergency response agency notifies Lil’ Daydreamers that it is unsafe to leave the facility or be outdoors during an emergency situation, we will go into a lockdown. During this time all doors and windows will be shut and locked, and all children will remain inside until we are notified that the emergency is over. Parents and guardians will be contacted and notified of the emergency taking place.

There is a 3-day supply of food, water, and each child’s medication in case of a serious lockdown or disaster incident where parents and guardians are unable to pick their child up.

We will annually conduct a lockdown/shelter in place drill.

**Inclement Weather Conditions/Outdoor Hazard Policy**

I understand that the decision to open, close or delay daycare opening during inclement weather often disrupts family schedules. This decision will be made the night before, or in uncertain conditions, not later than 7AM on the day of. I will always try my best to give families plenty of time to make any arrangements. Communication will be sent as quickly as possible following a decision via text message. Please make sure your contact information is up to date with me. If conditions worsen throughout the day, we may need to have an early dismissal, I will give as much notice as possible through the previously mentioned method of communication. Please make your best judgements on driving conditions, give yourself plenty of time when dropping off or picking up. It is my top priority to keep everyone safe. Conditions that post a health or safety risk include but not limited to:

* Information on road conditions from local law enforcement and road crews (it is ***NOT*** advised to drive down into the cul-de-sac when there is ice & snow, I am not able to leave the children unattended to help & many cars have gotten stuck there)
* Amount of snow and/or ice accumulated
* House conditions (electricity, heat or water service disrupted)
* Heat excess of 100 degrees Fahrenheit or pursuant advice of the local authority
* Cold less than 20 degrees Fahrenheit or pursuant advice from the local authority
* Lightning storm, tornado, hurricane, or flooding if there is immediate danger or likely danger
* Earthquake
* Air quality emergency ordered by a local or state authority on air quality or public health
* Lockdown notification ordered by the public safety authority and similar incidents

**No Smoking Policy**

No smoking is allowed (a.) anywhere in or around the daycare even during nonbusiness hours, (b.) in motor vehicles used to transport enrolled children, (c.) by any provider who is supervising children, including during field trips, (d.) within 25feet from entrances, exits, operable windows, and vents; that includes cigarettes, vapes, and cannabis of any kind per Washington State Law RCW 70.160 Clean Air Act. We are a smoke free home.

It is prohibited for ANY person to use, consume or be under the influence of cannabis in any form on licensed space and during business hours.

**No Drugs or Alcohol**

No drugs are allowed anywhere in or around Lil’ Daydreamers. We are a drug free home. Alcohol may not be consumed during business hours and will not be in the visual proximity or reach of children. It is located upstairs in an unlicensed space, inaccessible to children. No one under the influence of alcohol or drugs will be allowed in the presence of children at any time and may not be on licensed space especially during business hours.

**No Guns or Weapons**

There are no guns or weapons in the home. We highly encourage parents or others picking up your child to avoid bringing in guns and/or other weapons, to altogether avoid any possible incident that may occur.

**Religion Policy**

No religious activities will be performed during operating hours. Any specific religious preferences can be discussed with staff so that proper arrangements can be made for your child.

**Open Door Policy**

We invite all parents and authorized family members of the children in the daycare to drop in anytime they wish to observe their child playing.

**Family Engagement & Partnership Communication Plan**

Dropping your child off at daycare can be a nerve-racking experience for the child, as well as the parent. Staying in constant communication is key for a smooth relationship between us, and ultimately, the best well-being for your child. At such a young age, each day is a learning experience and a new adventure. We are here to embrace each child’s unique personality and let their character shine through. Please feel free to bring up any questions or concerns you may have about your child at any time. Again, parents/guardians are welcome to come at any time to come watch their child here at Lil’ Daydreamers. Every six months I would like to schedule a short meeting to discuss your child’s progress and any other issues you may have. In addition, please let me know if any specific needs your child may need so that the proper arrangements can be made. Please contact me in person, by phone, or email anytime you have a question or about your child or our childcare program. I will share with you your child’s accomplishments, their struggles, their joys and sadness. I will share with you their milestones and concerns. I would like for you to share them with me as well.

**Over Night Care**

Lil’ Daydreamers will not be offering any overnight care at this time.

**Photography, Videotaping & Surveillance**

I have three Ring cameras that families will encounter when arriving and departing the childcare facility. These Ring cameras are on all the time for security purposes only. The first camera is on my front door, the second camera is on the side of the house right after you enter the gate, and the third is in my driveway.

I use pictures and videos in some artwork, as display pictures on our walls and to give to parents so that they can see what their child is doing. I will have you sign a document stating that you know that we take both pictures and videos of your child, only for these reasons, and give approval for this. Along with signing that you’re aware of the security cameras on the premises.

**Confidentiality**

Each child’s file will be kept confidential and private. I will have access to children’s health records whenever needed for administering medication or for a medical emergency. Parents and guardians will have full access to their child’s file whenever they request it

**Non-Discrimination Policy**

Lil’ Daydreamers does not discriminate against parents, children, or staff based on race, creed, color, national origin, sex, honorably discharged veteran or military status, martial status, gender, sexual orientation, age, religion, or ability.

**Insurance Coverage**

I carry liability insurance through State Farm Insurance Company.

**Covid Policies**

Parents and staff are not currently required to wear a mask in the daycare. I do highly suggest that anyone with symptoms do wear one. This is subjected to change, please keep an eye out for any updated text or emails from Lil’ Daydreamers. Children under five years old are not required to wear a mask. If parents would like them to wear a mask, please let us know and we can help assist your family in any way. Children are not allowed to come with any cold symptoms unless they receive a negative PCR Covid test. Once families have sent me a negative PCR test then the child will be allowed to come back. Children two years and younger will need to get a Covid test from a provider, at home tests are not acceptable per Snohomish County Health Dept. Children two years and older may use an at home Covid test. We ask parents to check temperatures daily before leaving the house, a child is not allowed to come with any elevated temperature during this time. As your child enters the daycare, I will assist them to the bathroom to wash their hands upon arrival. The daycare is cleaned daily, and all items are washed at the end of the day and week. In the event a child, staff, immediate family member to child or family living in the household tests positive for covid please notify me as soon as possible so I can let other families know, contact my licensor, and contact the local health department. I will close for one week and wish that everyone who’s in contact get tested as well. In the event that I must close for two weeks per the health department, tuition will still be due at the same time. Please feel free to ask any questions about Covid, as rules and policies are changing.

**Agreement**

Both Parents or Guardians signatures, stating I have read and fully agree to the terms and conditions at Lil’ Daydreamers.

Sign and Date