



# LUNA DAYCARE

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# Child Outcomes

## WAC 110-300-0055 - Developmental screening and communication to parents or guardians

LUNA DAYCARE must inform parents or guardians about the importance of developmental screenings for each child from birth through age five.

If not conducted on-site, LUNA DAYCARE must share information with parents or guardians about organizations that conduct developmental screenings such as a local business, school district, health care provider, specialist, or resources listed on the department web site.

## WAC 110-300-0065 - School readiness and family engagement activities

At least once per calendar year, LUNA DAYCARE will supply to parents or guardians kindergarten or school readiness materials when developmentally appropriate for enrolled children.

Kindergarten or school readiness materials must be the same or similar to resources posted online by OSPI, the department, or other equivalent organizations.

These materials may address:

- Kindergarten transition activities, if applicable; and
- Developmentally appropriate local school and school district activities designed to engage families.

# Family Engagement and Partnerships

## WAC 110-300-0085 - Family partnerships and communication

LUNA DAYCARE will communicate with families to identify individual children's developmental goals. and attempt to obtain information from each child's family about that child's developmental, behavioral, health, linguistic, cultural, social, and other relevant information. LUNA DAYCARE must make this attempt upon that child's enrollment and annually thereafter.

LUNA DAYCARE must:

- Attempt to discuss with parents or guardians information including, but not limited to:
- A child's strength in areas of development, health issues, special needs, and other concerns;
- Family routines or events, approaches to parenting, family beliefs, culture, language, and child rearing practices;
- Internal transitions within the early learning program and transitions to external services or programs, as necessary;
- Collaboration between the provider and the parent or guardian in behavior management; and
- A child's progress, at least two times per year.
- Communicate the importance of regular attendance for the child;
- Give parents or guardians contact information for questions or concerns;
- Give families opportunities to share their language and culture in the early learning program;
- Arrange a confidential time and space for individual conversations regarding children, as needed;
- Allow parents or guardians access to their child during normal hours of operation, except as excluded by a court order; and
- Communicate verbally or in writing any changes in drop-off and pickup arrangements and daily activities as needed.

# Professional Development, Training and Requirements Environment

[WAC 110-300-0100 - General staff qualifications](#)



Cada personal y voluntario que ingresa a su cuidado infantil tiene una variedad de requisitos de desarrollo profesional, capacitación y otros, según su función. En este capítulo, revisará los roles y requisitos de los miembros del hogar, voluntarios y profesionales remunerados para determinar. Seleccione sus respuestas con cuidado. Una vez que cree sus políticas, será su responsabilidad seguirlas.

Recuerde, puede guardar su progreso en cualquier momento y regresar cuando lo desee. ¡Empecemos!

#### FAMILY HOME LICENSEE

Family home early learning program licensees work from their private residence to provide early learning programming to a group of no more than twelve children present at one time.

As a family home licensee, I certify that I am at least 18 years old, have a high school diploma or equivalent and have completed all preservice requirements according to WAC 110-300-0105. I am a newly licensed provider and have completed both my ECE initial certificate and ECE short certificate.

My continued professional development will be documented annually.

As a family home licensee, I provide the following services:

- Be on-site for the daily operation of the early learning program fifty percent or more of weekly operating hours, or designate a person with the qualifications of a family home licensee to be on-site when not present.
- Comply with these foundational quality standards.
- Develop a curriculum philosophy, communicate the philosophy to all early learning program staff and parents, and train staff to ensure the philosophy serves all children in the early learning program.
- Have knowledge of community resources available to families, including resources for children with special needs and the ability to share these resources with families.

- Oversee early learning program staff and support staff in creating and maintaining staff records.

## LEAD TEACHERS

Lead teachers are responsible for implementing the early learning program. Lead teachers develop and provide a nurturing and responsive learning environment that meets the needs of enrolled children.

At LUNA DAYCARE, our lead teachers must be at least eighteen years old; have a high school diploma or equivalent; complete the applicable preservice requirements, pursuant to WAC 110-300-0105; and have an ECE initial certificate or equivalent as approved and verified in the electronic workforce registry by DCYF within five years of the date this section becomes effective, or five years from being employed or promoted into this position at any licensed early learning program.

Lead teachers must also have an ECE initial certificate or equivalent as approved and verified in MERIT registry by DCYF by July 2024, or within five years from being employed or promoted into this position at any licensed early learning program. Prior to being in charge of their early learning program fifty percent or more of the time, a family home lead teacher must meet the qualifications of the family home licensee and complete or be registered in orientation training required in WAC 110-300-0105(1). Lead teachers' professional development progress must be documented annually.

## ASSISTANT TEACHERS

Assistant teachers help a lead teacher or licensee provide instructional support to children and implement developmentally appropriate programs in center or family home early learning programs.

At LUNA DAYCARE, our assistant teachers must be at least eighteen years old; have a high school diploma or equivalent; have a minimum of an ECE initial certificate or equivalent as approved and verified in the electronic workforce registry by DCYF within five years of the date this section becomes effective, or from being employed or promoted to this position at any licensed early learning program; and complete the applicable preservice requirements, pursuant to WAC 110-300-0105. Assistant teachers must have their professional development progress documented annually. Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job classroom training from the classroom's assigned lead teacher who is primarily responsible for the care of the same group of children for the majority of their day. For continuity of care, assistant teachers can act as a substitute lead teacher up to two weeks. If longer than two weeks, the provider must notify DCYF with a plan to manage the classroom.

## AIDES

Aides provide classroom support to an assistant teacher, lead teacher, program supervisor, center director, assistant director, or family home licensee.

At LUNA DAYCARE our aides must meet the following qualifications:

- Be at least fourteen years old;
- Have a high school diploma or equivalent, or be currently enrolled in high school or an equivalent education program;
- Complete the applicable preservice requirements, pursuant to WAC 110-300-0105;
- Have their professional development progress documented annually; and
- Aides may be counted in the staff-to-child ratio if they are working under the continuous oversight of a lead teacher, program supervisor, center director, assistant director, assistant teacher, or family home licensee.

Aides working nineteen hours per month or less can count towards ratio with applicable preservice requirements pursuant to WAC 110-300-0105 and without in-service training requirements pursuant to WAC 110-300-0107 (1)(a). Aides who work twenty hours or more per month with a cumulative twelve months of employment must complete applicable preservice requirements pursuant to WAC 110-300-0105 and in-service training pursuant to WAC 110-300-0107 (1)(a).

#### OTHER PERSONNEL

Other personnel who do not directly care for children must meet the following qualifications:

- Complete and pass a background check, pursuant to chapter 110-06 WAC
- Have a negative TB test, pursuant to WAC 110-300-0105

#### VOLUNTEERS

##### Regular Volunteers

Volunteers help at early learning programs. Volunteers must meet the following qualifications:

- Be at least fourteen years old (volunteers must have written permission to volunteer from their parent or guardian if they are under eighteen years old).
- Work under the continuous oversight of a lead teacher, program supervisor, center director, assistant director, assistant teacher, or family home licensee.

Regular, ongoing volunteers may count in staff-to-child ratio if they:

- Complete and pass a background check, pursuant to chapter 110-06 WAC.
- Complete a TB test, pursuant to WAC 110-300-0105.

- Complete the training requirements, pursuant to WAC 110-300-0106.
- Complete program based staff policies and training, pursuant to WAC 110-300-0110.
- Have their professional development progress documented annually.

## Occasional Volunteers

Occasional volunteers, such as a parent or guardian helping on a field trip, must comply with the following requirements:

- Be at least fourteen years old (volunteers must have written permission to volunteer from their parent or guardian if they are under eighteen years old).
- Work under the continuous oversight of a lead teacher, program supervisor, center director, assistant director, assistant teacher, or family home licensee and do not count in ratio.

## WAC 110-300-0105 - Preservice requirements

This section outlines the preservice requirements for staff at LUNA DAYCARE. All applicants, coapplicants, family home licensees, center directors, assistant directors, and program supervisors must complete a department provided orientation for the applicable early learning program. Prior to being in charge of the early learning program fifty percent of the time or more, those newly promoted or assuming a role of one of the roles listed here must complete or be registered in orientation training.

Before being in charge of your early learning program fifty percent of the time or more, staff must complete or be registered in orientation training.

Early learning providers and household members in a family home early learning program must complete a department background check, pursuant to chapter 110-06 WAC.

Early learning providers, including volunteers and household members in a family home early learning program ages fourteen and over, must provide documentation signed within the last twelve months by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of:

- A negative TB symptom screen and negative TB risk assessment;
- A previous positive FDA-approved TB test and a current negative chest radiograph and documentation of clearance to safely work or reside in an early learning program; or
- A positive symptom screening or a positive risk assessment with documentation of:
  - A current negative FDA-approved TB test.
  - A previous or current positive FDA-approved TB test.

- A current negative chest radiograph and documentation of clearance to safely work or reside in an early learning program.

Upon notification of TB exposure, early learning providers may be required to be retested for TB as directed by the local health jurisdiction.

## WAC 110-300-0106 - Training requirements

This section outlines the staff training requirements at LUNA DAYCARE. License applicants and early learning providers must register with the electronic workforce registry (MERIT) prior to being granted an initial license or working with children in an unsupervised capacity.

### CHILD CARE BASICS

License applicants, center directors, assistant directors, program supervisors, lead teachers, assistant teachers, and aides must complete the child care basics training as approved or offered by DCYF:

- Prior to being granted a license; or
- Prior to working unsupervised with children

### CHILD ABUSE AND NEGLECT

All early learning providers at LUNA DAYCARE must complete the recognizing and reporting suspected child abuse, neglect, and exploitation training as approved or offered by DCYF within three months of hire and prior to working in an unsupervised capacity with children. Training must include the prevention of child abuse and neglect as defined in RCW 26.44.020 and mandatory reporting requirements under RCW 26.44.030.

### EMERGENCY PREPAREDNESS

All early learning providers at LUNA DAYCARE must complete the emergency preparedness training as approved or offered by DCYF (applicable to the early learning program where they work or volunteer) within three months of the date of hire and prior to working in an unsupervised capacity with children.

### SHAKEN BABY/HEAD TRAUMA

Early learning providers licensed to care for infants must complete the prevention and identifying shaken baby syndrome/abuse head trauma training as approved or offered by DCYF within three months of the date of hire and prior to working in an unsupervised capacity with children.

### CHILDREN EXPERIENCING HOMELESSNESS

All early learning providers must complete the serving children experiencing homelessness training as approved or offered by DCYF within three months of the date of hire and prior to working in an unsupervised capacity with children.

#### INFANT SAFE SLEEP

License applicants and early learning providers licensed to care for infants must complete the safe sleep training as approved or offered by the department. This training must be completed annually and:

- Prior to being licensed
- Prior to caring for infants or
- Within three months of the date of hire and prior to working in an unsupervised capacity with children

#### CHILD RESTRAINT

Family home licensees, center directors, assistant directors, program supervisors, lead teachers, and other appropriate staff may provide care environments that are therapeutic and inclusive in nature and delivery. The Child Restraint reference in WAC is intended to speak to programs who are working closely with families and other licensed professionals to develop individual care plans (ICP) to meet these specific needs.

#### MEDICATION MANAGEMENT

Family home licensees, center directors, assistant directors, program supervisors, lead teachers, and other appropriate staff may provide care environments that are therapeutic and inclusive in nature and delivery. The Child Restraint reference in WAC is intended to speak to programs who are working closely with families and other licensed professionals to develop individual care plans (ICP) to meet these specific needs.

#### BLOODBORNE PATHOGENS

All early learning providers at LUNA DAYCARE who directly care for children must complete the prevention of exposure to blood and body fluids training that meets Washington state department of labor and industries' requirements prior to being granted a license or working with children. This training must be repeated pursuant to Washington state department of labor and industries regulations.

#### CPR

All early learning providers at LUNA DAYCARE must have a current first-aid and cardiopulmonary resuscitation (CPR) certification prior to being alone with children. Early learning providers must ensure that at least one staff person with a current first-aid and CPR certificate is present with each group of children at all times.

- Proof of certification may be a card, certificate, or instructor letter.
- The first-aid and CPR training and certification must:
  - Be delivered in person and include a hands-on component for first aid and CPR demonstrated in front of an instructor certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification program.
    - Include child and adult CPR
    - Infant CPR, if applicable
  - Be delivered in person and include a hands-on component for first aid and CPR demonstrated in front of an instructor certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification program.
- The first-aid and CPR training and certification must:

#### FOOD WORKER CARD

Early learning providers who prepare or serve food to children at an early learning program must obtain a current food worker card prior to preparing or serving food. Food worker cards must be obtained online or through the local health jurisdiction; and renewed prior to expiring.

#### WAC 110-300-0107 - In-service training

Staff at LUNA DAYCARE must complete ten hours of annual in-service training after twelve months of cumulative employment.

Family home licensees, center directors, assistant directors, program supervisors, lead teachers, and assistant teachers must complete the department enhancing quality of early learning (EQEL) in-service training within thirty-six months of being hired in a licensed facility, unless the provider has completed a department approved alternative training. EQEL hours may count towards the ten hours of annual in-service training.

In-service training requirements may be met by completing college courses that align with the Washington state core competencies. These courses must be delivered by a postsecondary institution and approved by the department.

Only five in-service training hours may be carried over from one fiscal year to the next fiscal year.

#### REQUIRED TRAINING COMPETENCIES

Every thirty-six months, following the completion of EQEL or a department approved alternative training, family home licensees, center directors, assistant directors, and program supervisors, must complete a minimum of ten hours of in-service training on ""child development"" and a minimum of ten hours of in-service training on "leadership practices".

Child development training includes the following Washington state core competencies:

- Child growth and development
- Curriculum and learning environment
- Ongoing measurements of child progress
- Family and community partnerships
- Health, safety, nutrition
- Interactions

#### LEADERSHIP

Leadership practices training includes the following Washington state core competencies:

- Program planning and development
- Professional development, and leadership

### WAC 110-300-0110 - Program based staff policies and training

LUNA DAYCARE follows written policies for early learning program staff. Staff policies must be reviewed and approved by the department prior to issuing a provider's initial license. Providers must notify the department when substantial changes are made.

#### JOB DESCRIPTIONS

Luna Daycare es un cuidado infantil familiar operado por un proveedor autorizado, Petrita Villada. Luna daycare es responsable de implementar el Código Administrativo de Washington del estado de Washington para promover la salud y seguridad de todos los niños y el personal en nuestro negocio de cuidado infantil. Luna Daycare seguirá las pautas y políticas de empleo del estado de Washington que cumplen con los requisitos locales, estatales y federales. Los empleados contratados por un horario de trabajo mínimo tendrán la oportunidad de salir temprano o tener un día libre cuando la inscripción sea baja, o quedarse y trabajar en la planificación, proyectos o tareas adicionales. También se espera que los empleados se queden hasta tarde o lleguen temprano para satisfacer las necesidades de la proporción de niños por personal. Las horas extraordinarias se calculan en tiempo y medio para los empleados que trabajan más de 40 horas por semana.



Pago de días festivos: El pago de días festivos se pagará cuando el cuidado infantil esté cerrado para el trabajo a todos los empleados que estaban programados para trabajar un mínimo de 25 horas por semana. Los días festivos que estén abiertos al público recibirán una tarifa de pago regular. Los empleados con mayor antigüedad pueden determinar si quieren trabajar en un día festivo en el que se necesita menos personal debido a la inscripción.

Licencia por enfermedad: La licencia por enfermedad se acumula a razón de una hora por cada 40 horas trabajadas, debido a la estricta proporción de niños por personal, le pedimos que avise con la mayor antelación posible.

- Todos los empleados deben mantener actualizada la cuenta MERIT. .
- Luna Daycare recibirá y mantendrá vigente una capacitación sobre resucitación cardiopulmonar y primeros auxilios para todo el personal y los voluntarios.
- Todo el personal tendrá una orientación sobre el programa, los procedimientos de emergencia y cumplirá con los requisitos estatales para su función. Luna Daycare puede emplear personas calificadas para los siguientes roles y deberes

Maestro principal: un maestro principal puede asumir tareas que incluyen la planificación y el desarrollo de programas, supervisa el cuidado directo de los niños, garantiza que el entorno sea seguro y supervisa a los asistentes, el personal y los asistentes cuando trabajan juntos. El maestro principal puede asumir la responsabilidad del negocio de cuidado infantil cuando el titular de la licencia está fuera del sitio.

Maestro asistente: Los maestros asistentes son responsables del cuidado directo de los niños y la seguridad del medio ambiente, así como de implementar la planificación y el programa con la orientación del maestro principal o el titular de la licencia. Los asistentes pueden asumir el papel de maestros líderes durante las vacaciones o las ausencias de un maestro líder.

Ayudante: Un ayudante puede trabajar hasta 19 horas por semana y es responsable del cuidado directo de los niños y la salud y seguridad del medio ambiente; un ayudante siempre está supervisado por un asistente, un maestro principal o el titular de la licencia.

Los voluntarios siempre son bienvenidos. Las personas que se ofrezcan como voluntarias regularmente presentarán una prueba de tuberculosis y completarán una verificación de antecedentes portátil. Los voluntarios siempre son supervisados por personal.

Miembros del hogar: los miembros del hogar pueden tener acceso a los niños y, a menos que desempeñen un papel como personal, siempre serán supervisados cuando haya niños presentes. Los miembros del hogar que tienen 13 años o más presentarán una verificación de antecedentes portátil o una verificación de antecedentes no criminal según lo requiera la WAC.

ADMINISTRATIVE AND CAREGIVING DUTIES

Las tareas administrativas se llevarán a cabo fuera del horario normal de cuidado infantil. Las tareas administrativas solo serán manejadas por el titular de la licencia. Esto libera al titular de la licencia y al personal durante las horas de operación para que puedan jugar con los niños. En ocasiones, ciertas tareas requerirán atención inmediata y se realizarán de una manera que provoque una interrupción mínima del horario normal.

#### OBSERVATION, EVALUATION, AND FEEDBACK

LUNA DAYCARE will observe, evaluate and provide feedback to staff on an ongoing basis.

#### STAFF RESPONSIBILITIES

Early learning program staff at LUNA DAYCARE are responsible for:

- Child supervision requirements, including preventing children's access to unlicensed space;
- Child growth and development;
- Developmentally appropriate curriculum;
- Teacher-child interaction;
- Child protection, guidance, and discipline techniques;
- Safe sleep practices, if applicable;
- Food service practices;
- Off-site field trips, if applicable;
- Transporting children, if applicable;
- Health, safety, and sanitization procedures;
- Medication management procedures;
- Medical emergencies, fire, disaster evacuation and emergency preparedness plans;
- Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW 26.44.020 and 26.44.030 and all other reporting requirements;
- Implementation of child's individual health care or special needs plan;
- Following nonsmoking, vaping, alcohol and drug regulations;
- Overnight care, if applicable;
- Religious, equity and cultural responsiveness;

- Nondiscrimination;
- Planned daily activities and routines.

An early learning provider at LUNA DAYCARE must have and follow written policies requiring staff working, transitioning, or covering breaks with the same classroom or group of children to share applicable information with each other on a daily basis regarding:

- A child's health needs, allergies and medication;
- Any change in a child's daily schedule;
- Significant educational or developmental information;
- Any communications from the family; and
- Information to be shared with the family.

LUNA DAYCARE will develop, deliver, and document the delivery of early learning staff training specific to the early learning program and premises.

- Training topics must include:
- Staff policies;
- Chapter 43.216 RCW; and
- Chapters 110-300 and 110-06 WAC .

Training must be updated with changes in program policies and state or federal regulations.

El cuidado de niños procederá como de costumbre en caso de que el titular de la licencia esté ausente debido al tiempo libre programado. El miembro del personal principal será responsable de asegurarse de que se sigan todas las políticas y procedimientos y de que el personal / voluntarios que se traen para cubrir el turno sepan lo que se espera de ellos. Ambos padres y el Departamento serán notificados de los días libres programados.

## WAC 110-300-0111 - Staff oversight

El cuidado infantil de Luna daycare ofrece oportunidades continuas de aprendizaje y crecimiento para nuestro personal. Observamos las habilidades e interacciones del personal para brindar apoyo y orientación a cada persona que trabaja en nuestro cuidado infantil. Esto puede ser durante las rutinas y actividades diarias, así como evaluaciones formales dos veces al año. Nuestro personal es apoyado para atender desarrollos profesionales específicos cuando se acuerda que el área de crecimiento sería apoyada en este proceso, así como oportunidades de capacitación formal e informal para desarrollar y perfeccionar continuamente sus habilidades.

An early learning provider who oversees staff must:

- Establish a work plan with clear expectations
- Be aware of what staff members are doing; and
- Be available and able to respond in an emergency as needed to protect the health and safety of children in care.

When the family home licensee, center director, assistant director, program supervisor, lead teacher, or assistant teacher is the only staff supervising an aide or volunteer, the aide or volunteer may be out of the supervisor's visual and auditory range only when the aide, volunteer or supervisor is attending to personal needs.

## WAC 110-300-0115 - Staff records

LUNA DAYCARE must establish a records system for themselves, household members, staff, and volunteers that complies with the requirements of this chapter. Early learning program staff records must be:

- Verified by the licensee, center director, assistant director, or program supervisor;
- Entered and maintained in the electronic workforce registry, if applicable. Paper records may be discarded once entered into the electronic workforce registry and confirmed by the department;
- Updated to delete staff names from the electronic workforce registry when no longer employed at the early learning program; and
- Kept on-site or in the program's administrative office in a manner that allows the department to review the records.

Records for each early learning provider and staff at LUNA DAYCARE must include:

- First and last name;
- Date of birth;
- Job title;
- First and last day of employment, if applicable;
- Proof of professional credentials, requirements, and training for each early learning staff member, pursuant to WAC 110-300-0100 through 110-300-0110.

LUNA DAYCARE will maintain the following records for each early learning provider and staff in a confidential manner. These records must be reviewable by the department and must include at a minimum:

- A copy of current government issued photo identification;

- Emergency contact information;
- Completed employment application or resume;
- Annual observation, evaluation, and feedback information; and
- The licensee's Social Security number, federal EIN, or a written document stating the licensee does not possess either.
- Immunization records including exemption documents (center early learning programs only).

## WAC 110-300-0120 - Providing for personal, professional, and health needs for staff

LUNA DAYCARE will provide the following for the personal and professional needs of staff:

- Having a secure place to store personal belongings that is inaccessible to children;
- Having a readily accessible phone to use for emergency calls or to contact the parents of enrolled children; and
- Providing file and storage space for professional materials.

Staff at LUNA DAYCARE must be excluded from the early learning premises when that provider's illness or condition poses a risk of spreading a harmful disease or compromising the health and safety of others. The illnesses and conditions that require a staff member to be excluded are pursuant to WAC 110-300-0205.

If a staff person has not been vaccinated or has not shown documented immunity to a vaccine preventable disease, that person may be required by the local health jurisdiction or the department to remain off-site during an outbreak of a contagious disease.

An early learning program's health policy, pursuant to WAC 110-300-0500, must include provisions for excluding or separating staff with a contagious disease described in WAC 246-110-010, as now and hereafter amended.

# Space and Furnishings

## WAC 110-300-0135 - Routine care, play, learning, relaxation, and comfort

LUNA DAYCARE has accessible and child-size furniture and equipment (or altered and adapted) in sufficient quantity for the number of children in care. Tables must not be bucket style.

In order to provide a safe environment in which children can learn and thrive, LUNA DAYCARE will observe the policies within this section.

Furniture and equipment will be:

- Maintained in a safe working condition;
- Developmental and age appropriate;
- Inspected weekly for hazards, broken parts or damage and repaired as soon as possible and inaccessible to children until repaired per the manufacturer's instructions.

All furniture will be:

- Arranged in a way that does not interfere with other play equipment,
- Installed and assembled according to the manufacturer's specifications,
- Stored in a manner to prevent injury and accessible to the child's height so she or he can find, use and return materials independently.

LUNA DAYCARE will supply soft furnishings accessible to children.

## WAC 110-300-0147 - Weather conditions and outdoor hazards

LUNA DAYCARE observes weather conditions and other possible hazards in order to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include, but are not limited to:

- Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;
- Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;
- Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;
- Earthquake;
- Air quality emergency ordered by a local or state authority on air quality or public health;
- Lockdown notification ordered by a public safety authority; and
- Other similar incidents.

LUNA DAYCARE will dress children for weather conditions during outdoor play time.

# Activities

## WAC 110-300-0150 - Program and activities

LUNA DAYCARE supplies children in care with early learning materials that are age and developmentally appropriate. For each age group of children in care, a provider must supply a variety of materials that satisfy individual, developmental, and cultural needs. Early learning materials are:

- Clean;
- Washable or disposable;
- Accommodating to a range of abilities of children in care;
- Available to children in care appropriate to a child's age and developmental level;
- Nonpoisonous and free of toxins. If an early learning provider is using prepackaged art materials, the materials must be labeled "non-toxic" and meet ASTM standard D-4236 as described in 16 C.F.R. 1500.14 (b)(8)(i), as now and hereafter amended;
- In good and safe working condition;
- Accommodating to special needs of children in care; and
- Removed from the early learning program space once an item has been recalled by CPSC.

LUNA DAYCARE ensures a sufficient quantity and variety of materials to engage children in the early learning program (for example: arts and crafts supplies, various textured materials, construction materials, manipulative materials, music and sound devices, books, and social living equipment).

Materials must:

- Encourage both active physical play and quiet play activities;
- Promote imagination and creativity;
- Promote language development and literacy skills;
- Promote numeracy (counting and numbers) and spatial ability;
- Encourage discovery and exploration; and
- Promote learning skills.

## WAC 110-300-0155 - Use of television, video, and computers

At LUNA DAYCARE, children are not be required to participate in screen time activities. Alternative activities will always be provided to children in care when screen time is offered. Screen time is never provided during scheduled meals or snacks.

### CHILDREN UNDER 24 MONTHS

There must not be intentional screen time for children under twenty-four months of age. An infant or toddler must be redirected from an area where screen time is displayed.

### CHILDREN AGES 24 MONTHS THROUGH PRESCHOOL

Total screen time must not exceed two and one-half hours per week for each child over twenty-four months of age through preschool in full-day care (one and one-quarter hours per child in half-day care).

### SCHOOL AGE CHILDREN

For school-age children, screen time must be limited to two and one-half hours per week for each child unless computer use is required for homework or a part of curriculum.

## WAC 110-300-0160 - Promoting acceptance of diversity

LUNA DAYCARE seeks to provide an affirming environment that celebrates each child's unique racial and cultural identities. Similarly, LUNA DAYCARE does not tolerate racism or discrimination and will actively intervene when racism or discrimination occurs to protect the well being of the children in our care. Therefore, LUNA DAYCARE will adhere to the following policies related to anti-bias early childhood education policies:

- LUNA DAYCARE provides culturally and racially diverse learning opportunities that extends to its curriculum, activities and materials and seeks out materials that represent all children, families, and staff.
- LUNA DAYCARE provides a variety of materials that reflect the identities of our staff and the children in our care, including diverse dolls, books, pictures, games, or materials that do not reinforce stereotypes; diverse music from many cultures in children's primary languages; and a balance of different ethnic and cultural groups, ages, abilities, family styles, and genders.
- LUNA DAYCARE will intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to:
  - Redirecting an inappropriate conversation or behavior
  - Being aware of situations that may involve bias and responding appropriately



- Refusing to ignore bias
- LUNA DAYCARE will intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to:

# Safety

## WAC 110-300-0166 - Emergency preparation and exiting

In preparation for a possible emergency or disaster, LUNA DAYCARE will ensure that a working flashlight or other emergency lighting device is available for use as an emergency light source. Battery powered flashlights must have an extra set of batteries easily available. A working telephone must be available for use with sufficient backup power to function for at least five hours.

Emergency exit doors must remain unlocked from the inside but may be locked from the outside while the early learning program is open. The door handle must be of the type that can be opened from the inside without the use of a key, tools, or special knowledge, and must automatically unlock when the knob or handle is turned. Exit doors that are not designated as an emergency exit door may be locked during operating hours and locking interior doors in early learning program space must be designed to be unlocked from either side. An unlocking device must be readily available. Exit doors must not be partially or entirely blocked. Family home early learning programs must have at least one pivoting or side-hinged swinging exit door. Other exit doors may be sliding glass doors.

## WAC 110-300-0170 - Fire safety

LUNA DAYCARE will comply and will remain in compliance with the state building code.

LUNA DAYCARE must arrange for a fire safety inspection annually with a local government agency. If a local government agency is not available to conduct a fire safety inspection, LUNA DAYCARE must inspect for fire safety using the state fire marshal form.

To ensure a safe environment for children in care, LUNA DAYCARE must comply with the following fire safety requirements:

### COMBUSTIBLE MATERIALS

Combustible materials include, but are not limited to, lint, gasoline, natural gas, diesel, fuel, propane, rags soaked in combustible materials, oils, chemicals, or solvents. Combustible materials must be properly discarded according to local jurisdictions, removed from the premises, or properly stored in closed metal containers specifically designed to hold such combustible materials. Combustible materials stored in a closed metal container must not

be stored in the premises licensed space or any place that may be accessible to children in care.

#### FURNACES AND OTHER HEATING DEVICES

Paper, rubbish, or other combustible materials must be at least three feet from furnaces, fireplaces, or other heating devices. Furnaces and other heating devices must be inaccessible to children in care and an appliance or heating device that has a surface capable of burning a child or reaching 110 degrees Fahrenheit must be inaccessible to children in care unless a program activity involves such an appliance or device and children are being actively supervised.

#### ELECTRICAL MOTORS

Electrical motor fans and appliances must be regularly cleaned to prevent accumulation of dust or lint.

#### OPEN FLAME

Except for the use of a gas kitchen range, open flame devices must not be used in early learning program space or any other space accessible to children in care during operating hours. Candles must not be used during operating hours and matches and lighters must be inaccessible to children.

#### PORTABLE HEATERS AND GENERATORS

Portable heaters or fuel powered generators must not be used inside early learning program space during operating hours. In case of an emergency, a generator may be used but must be placed at least twenty feet from buildings, windows, doors, ventilation intakes, or other places where exhaust fumes may be vented into the premises or early learning space. Appliances must be plugged directly into a generator or into a heavy duty outdoor-rated extension cord that is plugged into a generator.

#### Chimneys, Fireplaces, Gas Burning Fireplaces, Wood Burning Devices or Similar Devices

LUNA DAYCARE does not have a chimney, fireplace, gas burning fireplace, wood stove or similar wood-burning device on premises.

#### FIRE ALARMS AND SMOKE AND CARBON MONOXIDE DETECTORS

LUNA DAYCARE has and maintains at least one smoke detector per licensed sleeping area and one per floor.

LUNA DAYCARE has and maintains carbon monoxide detectors.

Family early learning providers must comply with WAC 51-51-0314, as now and hereafter amended. Family early learning providers must comply with WAC 51-51-0315, as now and hereafter amended.

#### BACKUP METHOD TO SOUND AN ALARM

In addition to working smoke detectors, LUNA DAYCARE must have another method to alert all staff and enrolled children of a fire, emergency situation, or drill.

#### EXTINGUISHERS

LUNA DAYCARE must have and maintain working fire extinguishers that are marked with a minimum rating of 2A:10 BC. Fire extinguishers must be located pursuant to the state building code chapter 51-54A WAC, as now and hereafter amended, and must be readily available for use in case of an emergency and located on each level of the early learning program space used by children and mounted within seventy-five feet of an exit next to the path of the exit. If a fire extinguisher is mounted in a closet, there must be a sign indicating the location of the extinguisher and obstructions must not block access to the closet.

#### MONTHLY INSPECTIONS

LUNA DAYCARE must have and maintain working fire extinguishers that are marked with a minimum rating of 2A:10 BC. Fire extinguishers must be located pursuant to the state building code chapter 51-54A WAC, as now and hereafter amended, and must be readily available for use in case of an emergency and located on each level of the early learning program space used by children and mounted within seventy-five feet of an exit next to the path of the exit. If a fire extinguisher is mounted in a closet, there must be a sign indicating the location of the extinguisher and obstructions must not block access to the closet.

### WAC 110-300-0175 - Water hazards and swimming pools

The following bodies of water are inaccessible to children in care:

- Swimming pools when not being used as part of the early learning program, hot tubs, spas and jet tubs;
- Ponds, lakes, storm retention ponds, ditches, fountains, fish ponds, landscape pools or similar bodies of water; and
- Uncovered wells, septic tanks, wastewater, wastewater tanks, below grade storage tanks, farm manure ponds or other similar hazards.
- Five gallon buckets or other similar containers are not be used for infant or toddler water play.
- Water tables or similar containers are emptied and sanitized daily, or more often if necessary.

These bodies of water are made inaccessible to children by a physical barrier with a locking mechanism in compliance with WAC 246-260-031(4).

## BODIES OF WATER

There are bodies of water in close proximity to LUNA DAYCARE. For safety reasons, there is a physical barrier on the property that makes these bodies of water inaccessible to children in care.

# Food and Nutrition

## WAC 110-300-0180 - Meal and snack schedule

LUNA DAYCARE serves meals and snacks to children in care as follows:

- Meals and snacks must be served not less than two hours and not more than three hours apart unless the child is asleep;
- Children in care for five to nine hours:
  - At least one meal and two snacks; or
  - Two meals and one snack.
- Children in care for five to nine hours:
- Children in care for more than nine hours:
  - Two meals and two snacks; or
  - Three snacks and one meal.
- Children in care for more than nine hours:
- After school snack, dinner, evening snack, and breakfast:
  - A snack or meal must be provided to a child that arrives to the early learning program after school;
  - Dinner must be provided to children in nighttime care if a child is at an early learning program after his or her dinnertime, or has not had dinner;
  - An evening snack must be provided to children in nighttime care;
  - Breakfast must be provided to children in nighttime care if a child remains in care after the child's usual breakfast time; and

- A breakfast or morning snack must be available to children in care.
- After school snack, dinner, evening snack, and breakfast:

## TOOTHBRUSHING

At least once per day, LUNA DAYCARE must offer children an opportunity for developmentally appropriate tooth brushing activities.

- Tooth brushing activities must be safe, sanitary, and educational.
- Toothbrushes must be stored in a manner that prevents cross contamination.
- The parent or guardian of a child may opt out of the daily tooth brushing activities by signing a written form.

## WAC 110-300-0185 - Menus, milk, and food

To ensure proper nutrition of children in care, LUNA DAYCARE complies with the child nutrition requirements described in this section. Meals, snack foods, and beverages provided to children in care must comply with the requirements contained in the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards, or the USDA National School Lunch and School Breakfast Program standards.

LUNA DAYCARE supplies dated menus. Food and beverage substitutions to a scheduled menu must be of equal nutritional value. LUNA DAYCARE only serves water, unflavored milk or one hundred percent fruit or vegetable juice. LUNA DAYCARE limits the consumption of one hundred percent fruit juice to no more than four to six ounces per day for children between one and six years old, and eight to twelve ounces per day for children seven through twelve years old.

LUNA DAYCARE serves a fruit or vegetable as one of the two required components during at least one snack per day.

## WAC 110-300-0186 - Food allergies and special dietary needs

LUNA DAYCARE must obtain written instructions (the 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 must:

- Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- Identify foods that can substitute for allergenic foods; and
- Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction.

LUNA DAYCARE must arrange with the parents or guardians of a child in care to ensure it has the necessary medication, training, and equipment to properly manage a child's food allergies.

If a child suffers from an allergic reaction, staff at LUNA DAYCARE must immediately:

- Administer medication pursuant to the instructions in that child's individual care plan;
- Contact 911 whenever epinephrine or other lifesaving medication has been administered; and
- Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
  - The child is having an allergic reaction; or
  - 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.
- Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:

LUNA DAYCARE staff must review each child's individual care plan information for food allergies prior to serving food to children.

## WAC 110-300-0190 - Parent or guardian provided food and written food plans

LUNA DAYCARE will work with a child's parent or guardian to develop a written food plan if the child has:

- Special feeding needs;
- Special diets;
- Religious or cultural preferences;
- Family preference; or
- Other needs.

LUNA DAYCARE will follow this plan and ensure that it is signed by all parties.

### FOOD PROVIDED BY PARENTS OR GUARDIANS

LUNA DAYCARE does not allow parents and guardians to bring food for their child.

## SPECIAL OCCASIONS

On special occasions, such as birthdays, may allow parents or guardians to bring in snacks that may not satisfy the nutritional requirements for all children. The snacks provided must be limited to:

- Store purchased fruits and vegetables (uncut);
- Foods prepackaged in the original manufacturer containers; or
- Snacks prepared, cooked, or baked at home by parents or guardians of a child in care.

LUNA DAYCARE will need written permission from each child's parent or guardian stating their child may consume food prepared, cooked, or baked by another child's parent or guardian.

## WAC 110-300-0196 - Food sources

Food prepared and served by LUNA DAYCARE must not be tampered with or spoiled.

Food prepared and served by LUNA DAYCARE is obtained from an approved source licensed and inspected by the local health jurisdiction, the Washington state department of agriculture (WSDA), or the USDA. Food items not approved to be served to children in care include:

- Meat, fish, poultry, eggs, or milk that has not been inspected by the USDA or WSDA;
- Home canned food;
- Game meat or other meat that has not been inspected by the WSDA or USDA;
- Leftover food that was previously served from outside of the early learning program;  
or
- Food from roadside stands selling without a permit.

Food not prepared on-site is provided by:

- A licensed food establishment, kitchen, or catering business that meets food service requirements (chapter 246-215 WAC) and is regularly inspected by a local health jurisdiction;
- A parent or guardian for his or her own children; or
- A manufacturer of prepackaged food.
- Fruits and vegetables (produce) grown on-site in a garden as part of an early learning program may be served to children as part of a meal or snack.

Fruits and vegetables (produce) grown on-site in a garden as part of an early learning program may be served to children as part of a meal or snack.

Prior to preparing and serving:

- The produce must be thoroughly washed and scrubbed in running cold water to remove soil and other contaminants;
- Damaged or bruised areas on the produce must be removed; and
- Produce that shows signs of rotting must be discarded.

## WAC 110-300-0197 - Safe food practices

Staff must wash their hands, according to LUNA DAYCARE's handwashing and hand sanitizing policies.

Staff must store, prepare, cook, hold food, and wash dishes, according to LUNA DAYCARE's food service, equipment and practices policies.

For all foods offered by LUNA DAYCARE or given to an enrolled child by a parent or guardian, LUNA DAYCARE will:

- Provide appropriate refrigeration to preserve foods from spoiling. Foods that may be subject to spoiling include, but are not limited to, meats, cooked potatoes, cooked legumes, cooked rice, sprouts, cut melons, cut cantaloupes, milk, and cheese; and
- Refrigerate foods requiring refrigeration at 41 degrees Fahrenheit or less and freeze foods required to be frozen at 10 degrees Fahrenheit or less.

Food must be stored as follows:

- In original containers or in clean, labeled, dated, and airtight food grade containers, if appropriate;
- Food not required to be refrigerated or frozen must not be stored directly on the floor;
- In a manner that prevents contamination;
- Food and food service items (such as utensils, napkins, and dishes) must not be stored in an area with toxic materials (such as cleaning supplies, paint, or pesticides);
- Food that is past the manufacturer's expiration or "best served by" date must not be served to enrolled children; and
- Raw meat must be stored in the refrigerator or freezer below cooked or ready to eat foods.



Prior to storing leftover food in a refrigerator or freezer, LUNA DAYCARE must label the food with the date the leftover food was opened or cooked.

LUNA DAYCARE may serve leftover food that originated from the early learning program if the leftover food was not previously served and:

- Refrigerated leftover food must be stored and then served again within forty-eight hours of originally being prepared; or
- Frozen leftover food must be promptly served after thawing and being cooked.
- Frozen food must be thawed by one of the following methods:
  - In a refrigerator;
  - Under cool running water inside a pan placed in a sink with the drain plug removed; or
  - In a microwave if the food is to be cooked as part of the continuous cooking process.
- Frozen food must be thawed by one of the following methods:

# Health Practices

## WAC 110-300-0200 - Handwashing and hand sanitizer

LUNA DAYCARE complies with the following handwashing procedures or those defined by the United States Center for Disease Control and Prevention, and children should strongly be encouraged to:

- 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;
- Properly discard paper single-use cloth towels after each use.

To prevent children from being burned, air hand dryers have a heat guard (barrier that prevents user from touching heating element) and turn off automatically.

## HANDWASHING PROCEDURES

### Adults

Early learning providers at LUNA DAYCARE will wash their hands after the following activities:

- When arriving at work
- After toileting a child
- Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed)
- 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 animals
- After handling bodily fluids
- After using tobacco or vapor products
- After being outdoors
- After gardening activities
- After handling garbage and garbage receptacles
- As needed or required by the circumstances.

### Children

Early learning providers at LUNA DAYCARE will direct, assist, teach, and coach, children to wash their hands, using the steps listed above:

- When arriving at the early learning premises

- After using the toilet
- After diapering
- After outdoor play
- After gardening activities
- 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
- As needed or required by the circumstances.

#### HAND SANITIZERS AND WIPES

Hand sanitizers or hand wipes with alcohol may be used for adults and children over twenty-four months of age when proper handwashing facilities are not available, and hands are not visibly soiled or dirty.

Children will be actively supervised when using hand sanitizers to avoid ingestion or contact with eyes, nose, or mouths. Hand sanitizer will not be used in place of proper handwashing. An alcohol-based hand sanitizer will contain sixty to ninety percent alcohol to be effective.

#### WAC 110-300-0205 - Child, staff, and household member illness

To ensure the health and safety of children in care, LUNA DAYCARE will observe all children for signs of illness when they arrive at our program. Parents or guardians of a child will be notified, as soon as possible, if the child develops signs or symptoms of illness. If staff at LUNA DAYCARE becomes ill, a licensee, center director, assistant director, or program supervisor will determine whether that person should be required to leave the licensed early learning space. When a child becomes ill, LUNA DAYCARE will determine whether the child should be sent home or separated from others. Staff will supervise the child to reasonably prevent contact between the ill child and healthy children.

#### SENDING HOME AND SEPARATION

##### Children

An ill child will be sent home or reasonably separated from other children in the following circumstances:

- The illness or condition prevents the child from participating in normal activities;
- The illness or condition requires more care and attention than the early learning provider can give;

- The required amount of care for the ill child compromises or places at risk the health and safety of other children in care; or
- There is a risk that the child's illness or condition will spread to other children or individuals.

## Children and Staff

Unless covered by an individual care plan or protected by the ADA, an ill child, staff member, or other individual will be sent home or isolated from children in care if he or she has any of the following symptoms:

- 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);
- Vomiting two or more times in the previous twenty-four hours;
- 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;
- A rash not associated with heat, diapering, or an allergic reaction;
- Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;
- Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice or scabies was discovered. The provider may allow an individual with head lice or scabies to return to the premises after receiving the first treatment; or
- 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.

## Reporting

At the first opportunity, but in no case longer than twenty-four hours of learning that an enrolled child, staff member, volunteer or household member has been diagnosed by a health care professional with a contagious disease listed in WAC 246-110-010(3), [Business Name] will provide written notice to the department, the local health jurisdiction, and the parents or guardians of the enrolled children.

## Taking Temperatures

LUNA DAYCARE does not take ear or rectal temperatures to determine a child's body temperature. Staff will use developmentally appropriate methods when taking infant or toddler temperatures (for example, digital forehead scan thermometers or underarm

auxiliary methods). Oral temperatures may be taken for preschool through school-age children if single-use covers are used to prevent cross contamination. Glass thermometers containing mercury will not be used.

## Returning to Care

LUNA DAYCARE may readmit a child, staff member, volunteer or household member into LUNA DAYCARE with written permission of a health care provider or health jurisdiction stating the individual may safely return after being diagnosed with a contagious disease listed in WAC 246-110-010(3).

## WAC 110-300-0210 - Immunizations and exempt children

LUNA DAYCARE only enrolls children who are vaccinated against vaccine-preventable disease, unless otherwise exempted from immunization due to an illness protected by the ADA or WLAD or by a completed and signed COE.

Before attending LUNA DAYCARE, a child must be vaccinated against or show proof of acquired immunity for the vaccine-preventable disease.

### DOCUMENTATION

For each enrolled child, LUNA DAYCARE will document the following items:

- A current and complete department of health approved certificate of immunization status (CIS) form;
- A department approved certificate of exemption (COE) form, if applicable; or
- A current immunization record from the Washington state immunization information system (WA IIS).

If children in the foster care system or children experiencing homelessness are enrolled at LUNA DAYCARE, LUNA DAYCARE written obtain proof from the child's family, caseworker, or health care provider that he or she is in the process of obtaining the child's immunization records.

### EXCLUSION FROM CARE

Any child who meets any of the following criteria will be excluded from care:

- Parent(s) fail to provide a completed CIS form on or before the child's first day of attendance.
- A child attending under conditional status fails to make satisfactory progress toward full immunization.

- A child has been admitted under a temporary medical exemption and the particular vaccine for which the exemption was granted is no longer contraindicated and the child fails to make satisfactory progress toward full immunization.
- A local health officer excludes the child during an outbreak of a vaccine-preventable disease if the child has not been fully immunized against that disease due to:
  - Conditional status
  - Medical exemption
  - Religious exemption
  - Philosophical exemption
  - Personal exemption
- A local health officer excludes the child during an outbreak of a vaccine-preventable disease if the child has not been fully immunized against that disease due to:

If an outbreak of a vaccine-preventable disease occurs within LUNA DAYCARE, LUNA DAYCARE will notify the parents or guardians of children exempt from immunization for that disease and children without vaccination documents.

LUNA DAYCARE requires tuition payment in the event a child is excluded from care due to an outbreak of vaccine-preventable disease.

## WAC 110-300-0215 - Medication

All staff at LUNA DAYCARE will adhere to the following policies related to medication. Staff only give medication to a child if the staff member has successfully completed an orientation about the early learning program's medication policies and procedures, the department standardized training course in medication administration that includes a competency assessment (or equivalent) and, if applicable, a training from a child's parents or guardian for special medical procedures that are part of a child's individual care plan. This training will be documented and signed by the provider and the child's parent or guardian (or designee).

### PRESCRIPTION MEDICATION

LUNA DAYCARE will not give medication to any child without written and signed consent from that child's parent or guardian. Staff will administer medication following to directions on the medication label and using appropriate cleaned and sanitized medication measuring devices.

Prescription medication will only be given to the child named on the prescription. Prescription medication will be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication will be accompanied with medication

authorization form that has the medical need and the possible side effects of the medication.

At LUNA DAYCARE, prescription medication must be labeled with a 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.

#### NONPRESCRIPTION (OVER-THE-COUNTER) MEDICATION

Nonprescription (over-the-counter) oral medication brought to the early learning program by a parent or guardian will be in the original packaging.

Nonprescription (over-the-counter) medication needs to be labeled with child's first and last name and accompanied with medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. Early learning providers will follow the instructions on the label or the parent will provide a medical professional's note.

Parents or guardians must provide a medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. LUNA DAYCARE will follow the instructions on the label or the parent will provide a medical professional's note; and Nonprescription medication will only be given to the child named on the label provided by the parent or guardian.

LUNA DAYCARE requires written authorization from a child's parent or guardian and health care provider with prescriptive authority prior to administering the medication if the item does not include age, expiration date, dosage amount and length of time to give the medication. This applies to the following items:

- Vitamins
- Herbal supplements
- Fluoride supplements
- Homeopathic or naturopathic medication
- Teething gel or tablets

Amber bead necklaces are not allowed at LUNA DAYCARE.

#### NONMEDICAL ITEMS

LUNA DAYCARE requires that a parent or guardian will annually authorize LUNA DAYCARE to administer the following nonmedical items:

- Diaper ointments (used as needed and according to manufacturer's instructions)

- Sunscreen,
- Lip balm or lotion
- Hand sanitizers or hand wipes with alcohol (which may be used only for children over Twenty-four months old)
- Fluoride toothpaste (for children two years old or older)

#### ADDITIONAL MEDICATION POLICIES

Children may take their own medication with authorization from a parent or guardian authorization. A staff member will observe and document that the child took the medication.

No staffmember at LUNA DAYCARE will give a child any medication for the purpose of sedating the child unless the medication has been prescribed for that specific child for that particular purpose by a qualified health care professional.

LUNA DAYCARE will keep a current written medication log that includes:

- A child's first and last name
- The name of the medication that was given to the child
- The dose amount that was given to the child
- 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

Medication will be stored and maintained as directed on the packaging or prescription label, including applicable refrigeration requirements.

LUNA DAYCARE will comply with the following additional medication storage requirements:

- Medication will be inaccessible to children
- controlled substances will be locked in a container or cabinet which is inaccessible to children
- Medication will be kept away from food in a separate, sealed container
- External medication (designed to be applied to the outside of the body) will be stored to provide separation from internal medication (designed to be swallowed or injected) to prevent cross contamination



LUNA DAYCARE will return a child's unused medication to that child's parent or guardian. If this is not possible, a provider will follow the Food and Drug Administration (FDA) recommendations for medication disposal.

LUNA DAYCARE does not accept or give to a child homemade medication, such as diaper cream or sunscreen.

## WAC 110-300-0220 - Bathroom space and toilet training

El entrenamiento para ir al baño puede ser un proceso desafiante para algunos niños. Luna daycare busca brindar seguridad y apoyo para que los niños hagan una transición exitosa al uso de los inodoros cuando estén listos para hacerlo. Todo el personal seguirá las siguientes políticas relacionadas con el espacio en el baño y el entrenamiento para ir al baño.

### BATHROOM REQUIREMENTS

LUNA DAYCARE must provide at least one indoor bathroom in the licensed space that has one working flush toilet, one working sink and faucet and a means for providing privacy for children who demonstrate the need for privacy while toileting.

### TOILETS

- Toilets are an appropriate height and size for enrolled children. Otherwise LUNA DAYCARE will provide a platform to accommodate the height and size of children that can be easily cleanable and resistant to moisture and slipping.
- Staff may use toilets in licensed and unlicensed space

### SINKS

- Sinks and faucets are an appropriate height and size for children. A platform may be used to accommodate the height and size of children. Platforms must be easily cleanable and resistant to moisture and slipping.
- Faucets used for handwashing provide warm running water.
- Sinks and faucets are located inside the bathroom
- Water controls on bathroom sinks are accessible for the intended user.
- Bathroom sinks are not used as a drinking source or for food preparation.

### OTHER REQUIRED AMENITIES

- Bathrooms are equipped with a toilet paper dispenser for each toilet that is appropriate for the height and size of children.

- There is an operable window or exhaust fan and an easily cleanable floor.
- The floors have a washable surface, are resistant to moisture and are cleaned and disinfected daily, or more often as needed.

## BATHING

LUNA DAYCARE only gives a bath or shower to a child with consent from that child's parent or guardian and only uses the bath or shower to clean a child after an accident, such as diarrhea or vomiting or during overnight care hours. The area around our bathtub(s) or shower(s) is resistant to slipping or equipped with a conveniently located grab bar.

## TOILET TRAINING

LUNA DAYCARE uses positive reinforcement (which does not include food items); culturally sensitive methods; developmentally appropriate methods; and a toilet training routine developed in agreement with the parent or guardian.

LUNA DAYCARE may use a modified toilet seat if it is cleaned and disinfected using a safe disinfectant at least daily or more often if soiled.

Toilet training equipment cannot be cleaned in a sink used for food preparation, handwashing or clean up.

LUNA DAYCARE uses a bathtub to clean toilet training equipment.

LUNA DAYCARE will only use a stand up diapering procedure when a child is developmentally ready and in the bathroom or a diaper changing area.

## WAC 110-300-0221 - Diaper changing areas and disposal

Each diaper changing area is separate from areas where food is stored, prepared, or served and has a sink with hot and cold running water, not used for food preparation and clean up. The area is furnished with a sturdy surface or mat.

## SURFACE MATS

Surface mats are not torn or repaired with tape. They are washable, equipped with a moisture resistant surface that is cleanable and is large enough to prevent the area underneath the diaper changing area from being contaminated with bodily fluids. Surface mats are on moisture resistant, washable material that horizontally or vertically surrounds and extends at least two feet from the diaper changing station and handwashing area and is uncluttered and not used for storage of any items not used in diapering a child.

Children will not be left unattended on the diaper changing surface or mat during the diaper changing process.

## DIAPER CHANGING STATIONS

LUNA DAYCARE uses diaper changing stations. Each station has a handwashing sink within arm's reach of, or be readily accessible to, an early learning provider to prevent cross contamination and is on moisture resistant, washable material that horizontally or vertically surrounds and extends at least two feet from the diaper changing station and handwashing area.

It is also equipped with a table or counter large enough to accommodate the length of a child with a protective barrier of at least three and one-half inches high on all sides. It is also equipped with a wall mounted diaper changing station that meets manufacturer guidelines and specifications. Each diaper changing station will have an easily viewable diaper changing procedure posted. Staff will follow each step described in the procedure.

LUNA DAYCARE provides a container that is only for throwing away soiled diapers and diapering supplies and is hands-free and covered with a lid to prevent cross contamination, lined with a disposable plastic trash bag and is within arm's length of the diaper changing area.

## WAC 110-300-0230 - First-aid supplies

In order to keep children safe, LUNA DAYCARE will keep a complete first-aid kit in the licensed space, on any off-site trip and in a vehicle used to transport children in care. First-aid kits will be stored in a location that is easily accessible to staff, inaccessible to children, separate from food or chemicals; clean and sanitary, stored in a manner that prevents contamination and have sufficient supplies for the number of enrolled children and staff consistent with the early learning program's licensed capacity, or sufficient supplies for each room in the licensed space.

LUNA DAYCARE first-aid kits always include:

- Disposable nonporous protective nonlatex gloves
- Adhesive bandages of various sizes
- Small scissors
- Tweezers
- An elastic wrapping bandage
- Sterile gauze pads
- Ice packs
- A disposable or mercury free thermometer that uses disposable sleeves, or is cleaned and sanitized after each use
- A sling, or a large triangular bandage

- Adhesive tape
- A CPR barrier with a one-way valve or both an adult and pediatric CPR mask with a one-way valve
- A current first-aid manual
- Hand sanitizer (for adult use only)

# Cleaning and Sanitation

## WAC 110-300-0265 - Sleep, rest and equipment

LUNA DAYCARE offers a supervised daily rest period for children preschool age and younger who are in care for more than six hours per day or who show a need for rest. Quiet activities are made available for children who do not require rest. Quiet activities will be minimally disruptive to sleeping children. LUNA DAYCARE will communicate a child's sleep needs and patterns with that child's parent or guardian.

### SLEEP EQUIPMENT

LUNA DAYCARE will not place children directly on the floor to rest or sleep.

For children not using cribs or playpens, LUNA DAYCARE will provide developmentally appropriate mats, cots, or other sleep equipment made of water-resistant material that can be cleaned and sanitized. Mats, cots, and other sleep equipment used in an early learning program will be in good condition, have no tears or holes and have no repairs with tape; be cleaned, sanitized and air dried at least once per week or more often as needed if used by only one child or after each use if used by more than one child; and stored so sleeping surfaces are not touching each other unless cleaned and sanitized after each use.

Floor mats designed for sleeping and mattresses will be at least one inch thick. Floor mats will be spaced apart from other floor mats, cots and mattresses to reduce germ exposure and allow early learning providers' access to each child during sleep time. There will be at least eighteen inches on each side between each floor mat, cot, or mattress. LUNA DAYCARE does not allow children less than six years of age to use loft style beds or upper bunks of bunk beds.

### BEDDING

LUNA DAYCARE will make sure that each child's bedding will have a clean sheet or blanket to cover the sleeping surface and a clean blanket for the child that is suitable given the child's size and room temperature; be laundered weekly or more often if soiled, or laundered daily if used by more than one child; and be stored separately from bedding used by another child, unless it is cleaned and sanitized after each use.

## WAC 110-300-0270 - Overnight care

LUNA DAYCARE is approved by the department to provide overnight care.

We supply every child an individual bed or other sleep equipment that meets the following standards:

- Is safe and in good working condition;
- Is made of moisture resistant material that can be cleaned and sanitized;
- Meets the child's developmental needs; and
- Is stored so sleeping surfaces are not touching each other unless cleaned and sanitized after each use.

Each child's bedding must:

- Have a clean sheet or blanket to cover the sleeping surface and a clean cover for the child except for infants;
- Be laundered weekly or more often if soiled. Bedding must be laundered daily if used by different children; and
- Be stored separately from bedding used by another child, unless it is cleaned and sanitized after each use.

LUNA DAYCARE staff will:

- Supervise children until they are asleep, except where children demonstrate the need for privacy to change clothes and can safely do so; and
- Have department approval prior to using night latches, deadbolts, or security chains.

Staff who sleep while children are in overnight care must:

- Have written permission and documentation that parents are aware that the provider is sleeping while their children are in care and have read the facilities policies and procedures for overnight care;
- Stay awake until all children are asleep or returning to sleep;
- Remain on the same floor level as sleeping children at all times;
- Sleep in the same room with infants and toddlers;
- Be physically available and responsive, available to immediately respond to a child's needs;
- Have alarms to alert them if a child should leave the room;

- Have monitoring devices to assist in hearing and visibly checking on children in each room used for sleeping; and
- Be awake for the arrival and departure of each child in overnight care.

An early learning provider who accepts infants for overnight care must comply with all safe sleep rules pursuant to WAC 110-300-0291 for at least the first fifteen nights a new infant is enrolled in that program.

Staff may sleep while the infant sleeps during overnight care if: \*The provider continues to comply with WAC 110-300-0291 (1)(b), (c), (f), (g), (h), (i) and (2);

- Once that provider has become familiar with the sleep routines and patterns of that infant; and
- The provider has observed no apparent health or safety risks while the infant sleeps.

# Infant and Toddler

WAC 110-300-0275 - Infant and toddler care

As an early learning provider working directly with infants, LUNA DAYCARE complies with all of the following policies. All staff responsible for infant care completes the department-required infant safe sleep training pursuant to WAC 110-300-0106(8).

Wheeled baby walkers are not permitted at LUNA DAYCARE.

## WAC 110-300-0280 - Bottle preparation

LUNA DAYCARE may allow parents to bring from filled bottles clearly labeled with the date and infant's first and last name for daily use from home. Bottles must be immediately refrigerated.

LUNA DAYCARE's bottle preparation area includes a sink and is located at least eight feet from any diaper changing tables or counters and sinks used for diaper changing.

## WAC 110-300-0281 - Breast milk

When a parent or guardian provides breast milk, LUNA DAYCARE will follow the steps described below:

- Immediately refrigerate or freeze the breast milk;
- Label the breast milk container with the child's first and last name and the date received;

- Store frozen breast milk at zero degrees Fahrenheit or less, and in a closed container to prevent contamination; and
- Keep frozen breast milk for no more than thirty days upon receipt and return any unused frozen breast milk to the parent after thirty days.

#### FROZEN AND THAWED BREAST MILK

Frozen breast milk must be kept in the refrigerator at a temperature of 39 degrees Fahrenheit for up to twenty-four hours after thawed.

Thawed breast milk that has not been served within twenty-four hours must be labeled "do not use" and returned to the parent or guardian. LUNA DAYCARE must thaw frozen breast milk in the refrigerator, under warm running water, in a container with warm water, or in a bottle warmer. LUNA DAYCARE must not thaw or heat breast milk in a microwave oven or on the stove.

LUNA DAYCARE must return any unused refrigerated, not been previously frozen, bottles or containers of breast milk to the parent at the end of the child's day, or label "do not use."

### WAC 110-300-0285 - Infant and toddler nutrition and feeding

After consulting a parent or guardian, an early learning provider must implement a feeding plan for infants and toddlers that includes:

#### NEEDS OF BREASTFEEDING

LUNA DAYCARE will provide an area for mothers to breastfeed their infants and educational materials and resources to support breastfeeding mothers.

#### NEEDS OF INFANTS

LUNA DAYCARE will feed infants and toddlers when hungry according to their nutritional and developmental needs, unless medically directed. We only serve breast milk or infant formula to an infant, unless the child's health care provider offers a written order stating otherwise.

When bottle feeding, we will:

- Test the temperature of bottle contents before feeding to avoid scalding or burning the child's mouth;
- Hold infants and, when developmentally appropriate, toddlers to make eye contact and talk to them;
- Stop feeding the infant or toddler when he or she shows signs of fullness; and
- Not allow infants or toddlers to be propped with bottles or given a bottle or cup when lying down.

## TRANSITIONS

LUNA DAYCARE will transition a child to a cup only when developmentally appropriate and introduce age-appropriate solid foods no sooner than four months of age, 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. LUNA DAYCARE 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 should be cut into pieces one-quarter inch or smaller to prevent choking. We allow older infants or toddlers to self-feed soft foods from developmentally appropriate eating equipment.

## HIGH CHAIRS

LUNA DAYCARE places 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. If high chairs are used, each high chair must:

- Have a base that is wider than the seat;
- Have a safety device, used each time a child is seated, that prevents the child from climbing or sliding down the chair;
- Be free of cracks and tears; and
- Have a washable surface.

LUNA DAYCARE does not leaving infants or toddlers more than fifteen minutes in high chairs waiting for meal or snack time and removing a child as soon as possible once he or she finishes eating.

## SWEETENERS AND ADDITIVES

LUNA DAYCARE will not add food, medication, or sweeteners to the contents of a bottle unless a health care provider gives written consent. We do not serve one hundred percent 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 helping prevent tooth decay by only offering juice to children older than twelve months from a cup.

## EATING UTENSILS



LUNA DAYCARE prevents infants or toddlers from sharing the same dish or utensil does not serve any uneaten food from the serving container after the intended meal and does not serve food to infants or toddlers using polystyrene foam (Styrofoam) cups, bowls, or plates.

## WAC 110-300-0290 - Infant and toddler sleep, rest, and equipment

Luna daycare se toma muy en serio la seguridad y el bienestar de los bebés y niños pequeños. Por lo tanto, todo el personal seguirá las siguientes políticas mientras atiende a bebés y niños pequeños.

### SLEEP EQUIPMENT

LUNA DAYCARE's sleep equipment not covered in WAC 110-300-0265 will meet the following standards:

- Be approved by CPSC or ASTM International Safety Standards for use by infants and toddlers;
- Cribs must have a certificate of compliance, sticker, or documentation from the manufacturer or importer stating the crib meets 16 C.F.R. 1219 and 1220
- Have a clean, firm, and snug-fitting mattress designed specifically for the particular equipment
- Have a tight-fitted sheet that is designed for the sleep equipment
- Have a moisture resistant and easily cleaned and sanitized mattress, if applicable.
- The mattress must be free of tears or holes and not repaired with tape
- The sheet must be laundered at least weekly or more often, such as between uses by different children or if soiled
- Cribs and playpens arranged side by side must be spaced at least thirty inches apart
- Cribs and playpens placed end to end must have a moisture resistant and easily cleanable solid barrier if spaced closer than thirty inches.

LUNA DAYCARE will immediately remove sleeping children from car seats, swings, or similar equipment not designed for sleep unless doing so would put another enrolled child at risk.

### INFANTS

For infants, LUNA DAYCARE will supply a single level crib, playpen, or other developmentally appropriate sleep equipment. LUNA DAYCARE will not use sofas, couches, or adult-sized or toddler beds for infant sleeping.

### TODDLERS

For toddlers, LUNA DAYCARE will supply a single level crib, playpen, toddler bed, or other developmentally appropriate sleep equipment. LUNA DAYCARE will allow toddlers to follow their own sleep patterns.

#### TRANSITION TO NEW EQUIPMENT

LUNA DAYCARE will consult with a child's parent or guardian before that child is transitioned from infant sleeping equipment to other sleep equipment.

### WAC 110-300-0291 - Infant safe sleep practices

LUNA DAYCARE takes infants' safety while sleeping extremely seriously. In order to ensure children remain safe while sleeping, LUNA DAYCARE follows infant safe sleep practices when infants are napping or sleeping by following the current standard of the American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction.

#### PRACTICES

- All infants are actively supervised by staff at LUNA DAYCARE by visibly checking on them every fifteen minutes and being within sight and hearing range when children are falling asleep, asleep or waking.
- Infants are placed on their back to sleep or in accordance with the standard of the American Academy of Pediatrics.
- If an infant turns over while sleeping, staff will return the infant to their back until the infant is able to independently roll from back to front and front to back.
- Sleep positioning devices are not allowed at LUNA DAYCARE unless we are directed in writing by an infant's health care provider. We will store the directive in the infant's file.
- There is always enough lighting for staff to observe the sleeping infant's skin color.
- Infants' breathing is also monitored.
- Infants are allowed to follow their own sleeping patterns.
- Blankets, stuffed toys, pillows, crib bumpers and similar items are not allowed inside a crib, bassinet or other equipment if occupied by a resting or sleeping infant.
- Blankets or other items are not allowed to cover or drape over an occupied crib, bassinet or other equipment where infants commonly sleep.
- LUNA DAYCARE does not allow any bedding or clothing to cover any portion of an infant's head or face while sleeping and readjusts these items when necessary.

LUNA DAYCARE prevents infants from getting too warm while sleeping. Staff will look for signs like:

- Sweating
- Flushed, pale, or hot and dry skin;
- Skin that is warm to the touch
- A sudden rise in temperature; vomiting
- Refusing to drink
- A depressed fontanelle
- Irritability

In the event LUNA DAYCARE receives notice of a safe sleep violation, we must:

- Post the notice in the licensed space for two weeks or until the violation is corrected, whichever is longer, pursuant to WAC 110-300-0505
- Within five business days of receiving notice of the violation, provide all parents and guardians of enrolled children with a letter describing the safe sleep violation and written information on safe sleep practices for infants.

## WAC 110-300-0295 - Infant and toddler programs and activities

LUNA DAYCARE supports each infant and toddler's culture, language, and family. LUNA DAYCARE ensures that there is an adequate supply of age and developmentally appropriate program materials and equipment for infants and toddlers. Materials and equipment meet individual, developmental, and cultural needs of children in care.

Materials must be:

- Clean and washable or disposable
- Nonpoisonous, free of toxins, and meet ASTM D-4236 labeling requirements for chronic health hazards
- Large enough to prevent swallowing or choking
- Safe and in good working condition
- Child size
- Accommodating to a range of abilities and special needs of enrolled children, if applicable
- Accessible for children to find, use, and return independently

- Removed from the early learning premises as soon as a provider becomes aware an item has been recalled by CPSC.

## WAC 110-300-0296 - Infant and toddler development

LUNA DAYCARE exposes infants and toddlers to a developmentally appropriate curriculum.

Types of developmentally appropriate curriculum we may use includes, but is not limited to:

- Developing infant and toddler language and communication,
- Developing infant and toddler physical and cognitive activities,
- Developing infant and toddler social and emotional abilities

Our curriculum helps in the development of infant and toddler language and communication by:

- Talking and listening to children
- Encouraging soft infant sounds
- Naming objects, feelings, and desires, and describing actions

We give individual attention to children when needed. We play and read with children, mirroring similar infant sounds and share a child's focus of attention. Staff communicate throughout the day and during feeding, changing, and cuddle times and provide materials and equipment that promote language development and communication such as soft books, interactive storybook reading, rhymes and songs, and finger puppets.

Our curriculum helps in the development of infant and toddler physical and cognitive abilities by allowing each infant actively supervised tummy time throughout the day when the infant is awake. LUNA DAYCARE provides infants and toddlers freedom to explore and learn on their own on the floor and access to active outdoor playtime (we enforce sun safety precautions for infants younger than six months old by keeping them out of the direct sunlight and limiting sun exposure when ultraviolet rays are strongest (typically from 10:00 a.m. to 2:00 p.m.)). Staff encourage infants and toddlers to play, crawl, pull up, and walk by using materials and equipment that promotes physical and cognitive activities, such as rattles, grasping and reaching toys, riding toys, balls, squeezable toys, books, dolls, and limited use of equipment such as bouncers, swings, or boppies. LUNA DAYCARE also provides materials and equipment to promote spatial and numeracy understanding, for example counting toys, soft blocks and toys with different sizes such as measuring cups or spoons, and toys with different shapes and colors to help introduce sorting and categorization.

Our curriculum helps in the development of infant and toddler social and emotional abilities by:

- Providing social contact with infants and toddlers in addition to time spent feeding, diapering and bathing by playing with children, naming and acknowledging emotions, and encouraging peer interaction;
- Immediately investigating cries or other signs of distress;
- Providing comfort to an upset or hurt child;
- Positively responding to a child's verbal and nonverbal cues;
- Intervening during negative peer interactions such as when a child grabs other children's toys, pulls hair, or bites
- Providing physical stimulation through holding, cuddling, rocking, talking, singing, playing, carrying, and changing positions; and
- Providing materials and equipment that promote social and emotional activities such as pictures of children and adults exhibiting different emotions, pictures of infants and family members, dolls and soft toys, rattles, music, and dancing scarves.

# Interactions and Curriculum Learning Supports

## [WAC 110-300-0300 - Individual care plan](#)

As an early learning provider, LUNA DAYCARE must develop an individual care plan for each child with special needs and must notify the department when a child with special needs is enrolled or identified in the early learning program.

Individual care plans and documentation must:

- Meet the requirements of this section;
- Be available for department review;
- Have written permission from a child's parent or guardian stating that a visiting health professional may provide services to the child at the early learning program, if applicable;
- Have verification that early learning program staff involved with a particular child has been trained on implementing the individual care plan for that child, if applicable;
- Be updated annually or when there is a change in the child's special needs; and Be kept in the child's file.

All individual care plans must be signed by the parent or guardian and may be developed using a DCYF provided template.

#### REQUIRED DOCUMENTATION

All individual care plans must contain:

- The child's diagnosis, if known;
- Contact information for the primary health care provider or other relevant specialist;
- A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
- Directions on how to administer medication;
- Allergies;
- Food allergy and dietary needs, according to WAC 110-300-0186;
- Activity, behavioral, or environmental modifications for the child;
- Known symptoms and triggers;
- Emergency response plans and what procedures to perform; and
- Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

LUNA DAYCARE must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- Physician or physician's assistant;
- Mental health professional;
- Education professional;
- Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
- Registered nurse or advanced registered nurse practitioner.

LUNA DAYCARE's written plan and documentation for accommodations must be informed by any existing:

- Individual Education Plan (IEP);
- Individual Health Plan (IHP);
- 504 Plan; or

- Individualized Family Service Plan (IFSP).

## WAC 110-300-0305 - Curriculum philosophy and planning

LUNA DAYCARE's curriculum philosophy addresses all age groups being served and is informed by the Washington state early learning and development guidelines.

### SOCIAL, EMOTIONAL, COGNITIVE AND PHYSICAL DEVELOPMENT

En Luna Daycare sabemos que los niños aprenden a través de ricas interacciones y rutinas en un entorno en el que se sienten seguros y aceptados. Nuestro entorno de aprendizaje temprano está diseñado para promover la curiosidad, las conversaciones y las oportunidades continuas para desarrollarse social, emocional, física y cognitivamente. En Luna daycare, nos esforzamos por construir relaciones durante los primeros años de vida de un niño. Los niños se desarrollarán social y emocionalmente a través de interacciones enriquecedoras, preguntas abiertas y aceptación. El entorno interior y exterior está diseñado para explorar y desarrollar habilidades motoras finas y gruesas que promoverán el desarrollo social / emocional, físico, cognitivo, del lenguaje y la alfabetización. Además de fomentar el respeto y los valores, la confianza en sí mismos y por los demás a través del amor y la paciencia.

### EARLY LEARNING AND AREAS OF FOCUS

Nuestro enfoque con los bebés y niños pequeños es jugar tanto como sea posible en el piso, modelando el lenguaje y las habilidades a medida que identificamos objetos y acciones. Tenemos materiales para explorar al alcance y un maestro receptivo para apoyar el aprendizaje y responder a las necesidades de cada niño. A medida que los niños pasan de la infancia a los primeros años, clasificaremos, apilaremos, contaremos y usaremos nuestro cuerpo y movimiento en aritmética, a través de canciones y lenguaje modelo para relacionarnos con otros niños. A medida que hacemos la transición de niños pequeños a niños en edad preescolar, aprendemos a identificar nuestros sentimientos, cómo expresar esos sentimientos y navegar la participación de actividades grupales. A medida que los niños hacen la transición al preescolar, a menudo seguimos su interés en ampliar el aprendizaje insertando accesorios, haciendo preguntas abiertas e identificando oportunidades de aprendizaje ampliadas. En Luna Daycare, encontrará un entorno que promoverá el aprendizaje en todos los dominios al garantizar que tengamos un centro de vida en el hogar, juego dramático, área de construcción, estudio de arte, espacio tranquilo para leer y un área de ciencias para explorar. En todos los entornos proporcionamos herramientas para medir y utensilios de escritura para documentar. En nuestro cuidado infantil familiar, encontramos que el entorno de grupos de edades mixtas se presta al aprendizaje natural a través de cada etapa del desarrollo. Mientras que los bebés aprenden muchas habilidades y obtienen el apoyo de los preescolares, los niños en edad preescolar y escolar a menudo aprenden habilidades de empatía, paciencia y liderazgo. En todos los entornos proporcionamos herramientas para medir y utensilios de escritura para documentar.

### CULTURAL AND DUAL LANGUAGE LEARNERS

En Luna Day care damos la bienvenida a todos los niños y familias. Nos esforzamos por incluir aprendizajes y experiencias que reflejen las culturas, idiomas y rutinas de todos los niños matriculados. Les pedimos a los padres y familias que compartan información con nosotros que incluirá sus culturas e idiomas y agradecemos la participación de todas las familias. En todo nuestro entorno, muchas culturas e idiomas están representados a través de cosas como música, baile, juegos, libros y comidas. Damos la bienvenida a la participación y al intercambio familiar en cualquier momento y estamos ansiosos por recibir invitados especiales que puedan compartir experiencias para enriquecer nuestro aprendizaje.

#### LEARNING AND SOCIAL INTERACTIONS

En Luna Day care, encontrará un entorno que promoverá el aprendizaje en todos los dominios al garantizar que tengamos un centro de vida en el hogar, juego dramático, área de construcción, estudio de arte, espacio tranquilo para leer y un área de ciencias para explorar. En todos los entornos proporcionamos herramientas para medir y utensilios de escritura para documentar. En nuestro cuidado infantil familiar, encontramos que el entorno de grupos de edades mixtas se presta al aprendizaje natural a través de cada etapa del desarrollo. Mientras que los bebés aprenden muchas habilidades y obtienen el apoyo de los preescolares, los niños en edad preescolar y escolar a menudo aprenden habilidades de empatía, paciencia y liderazgo.

#### PLAY AND LEARNING

Los niños practican y refuerzan su aprendizaje a través del juego en sus entornos que los apoyan al permitir la exploración. Nuestros maestros inspiran el aprendizaje a través de preguntas abiertas y la adición de materiales que pueden ampliar las oportunidades de aprendizaje.

#### CONSISTENT RELATIONSHIPS

Los cerebros de los bebés están programados para tener relaciones desde el nacimiento, no cualquier relación, sino relaciones que responden a sus intereses y necesidades. El cerebro infantil crece literalmente dentro de estas relaciones de apoyo y cariño. Las interacciones con las personas y el medio ambiente hacen que se formen y fortalezcan conexiones en el cerebro (National Scientific Council on the Developing Child, 2004). Cuando los adultos responden en sus interacciones y satisfacen las necesidades de un bebé o un niño pequeño, se crea una base sólida en el cerebro del niño que respalda el aprendizaje, las relaciones y el desarrollo posteriores.

All staff at LUNA DAYCARE are trained on our curriculum philosophy.

A lead teacher or family home early learning provider must be given regularly scheduled time to plan and develop curriculum and activities. Planning may be done during rest time but all supervision requirements pursuant to WAC 110-300-0345 must be met.



# Emotional Support and Classroom Organization

## WAC 110-300-0330 - Positive relationships and child guidance

LUNA DAYCARE works to maintain positive relationships with children by using consistent guidance techniques to help children learn. Guidance techniques will adapt to an early learning program's environment, routines, and activities to a child's strengths, developmental level, abilities, culture, community and relate to the child's behavior.

Guidance techniques may include:

- Coaching behavior
- Modeling and teaching social skills such as taking turns, cooperation, waiting, self-control, respect for the rights of others, treating others kindly, and conflict resolution
- Offering choices
- Distracting
- Redirecting or helping a child change their focus to something appropriate to achieve their goal
- Planning ahead to prevent problems and letting children know what events will happen next
- Explaining consistent, clear rules and involving children in defining simple, clear classroom limits
- Involving children in solving problems
- Explaining to children the natural and logical consequence related to the child's behavior in a reasonable and developmentally appropriate manner

## WAC 110-300-0331 - Prohibited behavior, discipline, and physical removal of children

LUNA DAYCARE takes steps to prevent and, once aware of, must not tolerate:

- Profanity, obscene language, "put downs," or cultural or racial slurs;
- Angry or hostile interactions;

- Threats of physical harm or inappropriate discipline such as, but not limited to, spanking, biting, jerking, kicking, hitting, slapping, grabbing, shaking, pulling hair, pushing, shoving, throwing a child, or inflicting pain or humiliation as a punishment;
- Intimidation, gestures, or verbal abuse including sarcasm, name calling, shaming, humiliation, teasing, derogatory remarks about a child or the child's family;
- Emotional abuse including victimizing, bullying, rejecting, terrorizing, extensive ignoring, or corrupting a child;
- Prevent a child from or punish a child for exercising religious rights; or
- LUNA DAYCARE takes steps to prevent and, once aware of, must not tolerate anyone to:
  - Restrict a child's breathing;
  - Bind or restrict a child's movement unless permitted under WAC 110-300-0335;
  - Tape a child's nose, mouth, or other body part;
  - Deprive a child of sleep, food, clothing, shelter, physical activity, first aid, or regular or emergency medical or dental care;
  - Force a child to ingest something as punishment such as hot sauce or soap;
  - Interfere with a child's ability to take care of his or her own hygiene and toileting needs;
  - Use toilet learning or training methods that punish, demean, or humiliate a child;
  - Withhold hygiene care, toileting care, or diaper changing from any child unable to provide such care for himself or herself;
  - Expose a child to extreme temperatures as punishment;
  - Demand excessive physical exercise or strenuous postures. Excessive physical exercise includes, but is not limited to, running laps around the yard until overly tired, an extensive number of push-ups, having a child rest more than the child's development requires, standing on one foot for an uncomfortable amount of time, or holding out one's arms until tired or painful;
  - Place the separated child in a closet, bathroom, locked room, outside, or in an unlicensed space; and
  - Use high chairs, car seats, or other confining space or equipment to punish a child or restrict movement.

- LUNA DAYCARE takes steps to prevent and, once aware of, must not tolerate anyone to:

LUNA DAYCARE will supervise to protect children from the harmful acts of other children and immediately intervene when we become aware that a child or children are teasing, fighting, bullying, intimidating, or becoming physically aggressive. We may separate a preschool age or school age child from other children when that child needs to regain control of him or herself. During separation time, the child must remain under the appropriate level of supervision of a licensee, center director, assistant director, program supervisor, lead teacher or an assistant teacher. Separation time should be minimized and appropriate to the needs of the individual child. If a child is separated from other children, we will:

- Consider the child's developmental level, language skills, individual and special needs, and ability to understand the consequences of his or her actions; and
- Communicate to the child the reason for being separated from the other children.

If we follow all strategies in this section, and a child continues to behave in an unsafe manner, only a licensee, center director, assistant director, program supervisor, lead teacher, or an assistant teacher may physically remove the child to a less stimulating environment. Staff must remain calm and use a calm voice when directing or removing the child. Physical removal of a child is determined by that child's ability to walk:

- If the child is willing and able to walk, staff may hold the child's hand and walk him or her away from the situation.
- If the child is not willing or able to walk, staff may pick the child up and remove him or her to a quiet place where the child cannot hurt themselves or others.

## WAC 110-300-0335 - Physical restraint

LUNA DAYCARE will follow these written physical restraint protocols and only use these protocols when appropriate and in accordance with WAC 110-300-0330 and 110-300-0331.

- Physical restraint is only used if a child's safety or the safety of others is threatened, and must be:
  - Limited to holding a child as gently as possible to accomplish restraint
  - Limited to the minimum amount of time necessary to control the situation
  - Developmentally appropriate
  - Only performed by early learning providers trained in a restraint technique pursuant to WAC 110-300-0106(9)
- Physical restraint is only used if a child's safety or the safety of others is threatened, and must be:

- No person may use bonds, ties, blankets, straps, car seats, high chairs, activity saucers, or heavy weights (including an adult sitting on a child) to physically restrain children.
- Licensees, center directors, assistant directors, program supervisors, lead teachers or trained staff will remove themselves from a situation if they sense a loss of their own self-control and concern for the child when using a restraint technique if another early learning provider is present. If an early learning provider observes another staff using inappropriate restraint techniques, the staff must intervene.
- If physical restraint is used, staff must:
  - Report the use of physical restraint to the child's parent or guardian as soon as possible, but no later than the release of the child at the end of the day, and to DCYF within twenty-four hours, pursuant to WAC 110-300-0475
  - Assess any incident of physical restraint to determine if the decision to use physical restraint and its application were appropriate
  - Document the incident in the child's file, including the date, time, early learning program staff involved, duration and what happened before, during and after the child was restrained
- If physical restraint is used, staff must:
- Develop a written plan with input from the child's primary care or mental health provider, parents or guardians, to address underlying issues and reduce need for further physical restraint if:
  - Physical restraint has been used more than once; and
  - A plan is not already a part of the child's individual care plan.
- Develop a written plan with input from the child's primary care or mental health provider, parents or guardians, to address underlying issues and reduce need for further physical restraint if:
- Notify the department when a written plan has been developed.

## WAC 110-300-0340 - Expulsion

LUNA DAYCARE may expel a child only if:

- The child exhibits behavior that presents a serious safety concern for that child or others; and
- The program is not able to reduce or eliminate the safety concern through reasonable modifications.

If a child is expelled, LUNA DAYCARE must:

- Review the program's expulsion policy with the parent or guardian of the child;
- Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record must include the date, time, early learning program staff involved, and details of each incident that led to expulsion; and
- Provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child.

LUNA DAYCARE must report to the department when children are expelled. The information must include:

- Child demographic data including, but not limited to, the age, race, ethnicity, and gender of the child;
- The reason the child was expelled; and
- The resources that were provided to the parent or guardian of the child.

# Program Structure and Organization

## [WAC 110-300-0345 - Supervising children](#)

LUNA DAYCARE only allows the following people to have unsupervised access to a child in care:

- That child's own parent or guardian;
- Licensees or early learning program staff authorized by the department in chapter 110-06 WAC;
- A government representative including an emergency responder who has specific and verifiable authority for access, supported by documentation; and
- A person authorized in writing or over the phone by that child's parent such as a family member, family friend, or the child's therapist or health care provider.

LUNA DAYCARE will ensure that it meets capacity, group size, mixed age grouping, and staff-to-child ratios while children are in care. This includes, but is not limited to:

- Indoor and outdoor play activities;

- Off-site activities;
- During transportation;
- Meal times;
- Rest periods;
- Evening or overnight care; and
- When children are on different floor levels of the early learning program.

LUNA DAYCARE must supervise children in care by:

- Scanning the environment looking and listening for both verbal and nonverbal cues to anticipate problems and plan accordingly;
- Visibly checking children on many occasions with little time in between;
- Positioning him or herself to supervise all areas accessible to children;
- Attending to children and being aware of what children are doing at all times;
- Being available and able to promptly assist or redirect a child as necessary; and
- Considering the following when deciding whether increased supervision is needed:
  - Ages of children;
  - Individual differences and abilities of children;
  - Layout of the indoor and outdoor licensed space and play area;
  - The risk associated with the activities children are engaged in; and
  - Any nearby hazards including those in the licensed or unlicensed space.
- Considering the following when deciding whether increased supervision is needed:

Staff member may undertake other activities for a temporary time period when not required to be providing active supervision required under subsection (5)(c) of this section. Such activities include, but are not limited to, cleaning up after an activity or preparing items for a new activity. This early learning staff member must remain in visual or auditory range, and be available and able to respond if needed. An early learning provider must not use devices such as a baby monitors, video monitors, or mirrors in place of supervision, unless used pursuant to WAC 110-300-0270(5).

Staff must be able to hear when doors in the immediate area are opened to prevent children from leaving unsupervised and actively supervise children when the children:

- Interact with pets or animals;

- Engage in water or sand play;
- Play in an area in close proximity to a body of water;
- Use a safe route to access an outdoor play area not immediately adjacent to the early learning program;
- Engage in planned activities in the kitchen;
- Ride on public transportation;
- Engage in outdoor play; and
- During field trips.

Staff will ensure no infant or child is left unattended during diapering, bottle feeding and tummy time and will provide developmentally appropriate supervision to children while bathing

## WAC 110-300-0350 - Supervising children during water activities

During water activities, LUNA DAYCARE will ensure a one-to-one (1:1) staff-to-child ratio for infants; hold or have continuous touch of infants, nonambulatory toddlers, and children with special needs as required; and keep toddlers within arm's length. An early learning provider must have written permission for water activities from each child's parent or guardian.

For water activities on or off the early learning program premises, where the water is more than twenty-four inches deep, an early learning provider must ensure a certified lifeguard is present and on duty and at least one additional staff member than would otherwise be required is present to help actively supervise if the children are preschool age or older. An early learning provider must have life-saving equipment readily accessible during water activities if a pool is six feet or more in any direction and two feet or more in depth. Life-saving equipment may include a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity.

If an early learning provider takes children off-site to an area with an accessible body of water more than four inches deep (for example, a park with a lake or stream) but children are not engaging in a water activity, there must be at least one more staff person than required in the staff-to-child ratio; and at least one attending staff person must be able to swim.

## WAC 110-300-0360 Daily Schedule

Start-End	Event
06:00 - 06:30	Bienvenida y lavado de manos - Welcoming and handwashing
06:30 - 07:15	Juego de Mesa/Juego Libre- Table and Rug Games/Free Choice

07:15 - 08:15	Areas Abiertas/ Juego libre - Open Areas / Free Choice
08:15 - 08:30	Higiene/Hygiene
08:30 - 09:00	Desayuno, lavado de manos y dientes etc... - Breakfast, Hand washing and teeth brushing etc...
09:00 - 09:15	Reunion Matutina - Circle Time/ Story, Songs, Music instrument, Dancing, games and daily discussions. Learning play invitation at the tables available.
09:15 - 09:45	Actividad en grupo pequeño/ Tiempo individual con metas y andamiaje guiado - Small- Group Activity/ Individual goal time and scaffolding.
09:45 - 10:30	Areas abiertas con invitaciones de juego y aprendizaje
10:30 - 10:45	Carpet Group Reflection, students divide tasks for an easier transition - Reunion de Grupo en la Carpeta, los estudiantes dividen las tareas para una transicion facil
10:45 - 11:45	Juego afuera, actividades de motor grueso- Outdoor play free choice, gross motor activities
11:45 - 12:00	Higiene, lavado de manos - Hygiene, handwashing
12:00 - 12:30	Almuerzo - Lunch
12:30 - 12:45	Higiene, baño y lavado de manos, preparacion para la siesta - Restroom/handwashing, prep. for nap -
12:45 - 03:00	Siesta y actividades tranquilas - Nap Time and quiet activities
03:00 - 03:15	Levantarse y Higiene - Wake up and Hygiene
03:15 - 03:30	Merienda - Snack time
03:30 - 03:45	Tiempo de circulo - Circle time
03:45 - 04:15	Actividad de grupo pequeno - Small group activities
04:15 - 05:15	Juego al aire libre - Free choice outdoor play
05:15 - 05:45	tiempo de historia y juegos de mesa y carpeta - Story time and table and rug games
05:45 - 06:45	despedida y merienda tardia- farewell and late snack

# Program Administration and Oversight

[WAC 110-300-0420 - Prohibited substances](#)



Smoking is not allowed in inside or outside licensed space at any time, including when the child care is closed.

Smoking, vaping or similar activities is prohibited in licensed indoor space, even during non business hours, in motor vehicles used to transport enrolled children and for any provider who is supervising children, including during field trips. Smoking, vaping or similar activities is prohibited within 25 feet from entrances, exits, operable windows and vents, pursuant to RCW 70.160.075. LUNA DAYCARE posts "no smoking or vaping" signs in clearly visible locations at each building entrance used as a part of the early learning program.

LUNA DAYCARE will enforce the following policies related to prohibited substances:

- Prohibit any person from consuming or being under the influence of alcohol on licensed space during business hours
- Prohibit any person within licensed space from consuming or being under the influence of illegal drugs or misused prescription drugs
- Store any tobacco or vapor products, or the packaging of tobacco or vapor products in a space that is inaccessible to children
- Prohibit children from accessing cigarette or cigar butts or ashes
- Store any cannabis or associated paraphernalia out of the licensed space and in a space that is inaccessible to children
- Store alcohol in a space that is inaccessible to children (both opened and closed containers).

It is against LUNA DAYCARE's policy for anyone to use, consume or be under the influence of cannabis products in any form on licensed space during business hours.

# Records, Policies, Reporting and Posting

## [WAC 110-300-0460 - Child records](#)

LUNA DAYCARE must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or more often as health records are updated. A child's record must be kept in a confidential manner but in an area easily accessible to staff and a child's parent or guardian must be allowed access to all of his or her own child's records.

## ENROLLMENT RECORDS

Each child's enrollment record must include the following:

- **The child's birth date;**
- **An enrolled child's parent or guardian phone numbers, address, and contact information for reaching the family while the child is in care;**
- **Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted;**
- **Names and phone numbers of persons authorized to pickup enrolled children;**
- A plan for special or individual needs of the child, if applicable, including parent or guardian signature, pursuant to WAC 110-300-0300;
- Signed parent or guardian permissions, pursuant to WAC 110-300-0450 as applicable for:
  - Field trips;
  - Transportation;
  - Bathing;
  - Water activities including swimming pools or other bodies of water; and
  - Photo, video, or surveillance activity.
- Signed parent or guardian permissions, pursuant to WAC 110-300-0450 as applicable for:
- The beginning and end enrollment date for children no longer in the early learning program's care;
- A parent or guardian approved plan for use of physical restraint and documentation of parental or guardian notification;
- Expulsion information, documentation, and steps taken to avoid expulsion;
- Termination of services documentation and communication; and
- Notification of child developmental screening information given to the child's parent or guardian, if applicable.

## HEALTH RECORDS

Each child's health record and all other required information described above and **bolded** must be available to staff for medical administration or emergencies.

## WAC 110-300-0470 - Emergency preparedness plan

LUNA DAYCARE will follow the written emergency preparedness plan described below. The plan will be reviewed and approved by DCYF prior to when changes are made.

The following emergency preparedness plans are intended to do the following:

- Be designed to respond to fire, natural disasters, and other emergencies that might affect the early learning program;
- Be specific to the early learning program and able to be implemented during hours of operation;
- Address what the provider would do if he or she has an emergency and children may be left unsupervised;
- Address what the early learning program must do if parents are not able to get to their children for up to three days;
- Must follow requirements in chapter 212-12 WAC, Fire marshal standards, as now or hereafter amended and the state fire marshal's office requirements if a center early learning program
- Be reviewed at program orientation, annually with all early learning program staff with documented signatures, and when the plan is updated; and
- Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.

En la guardería de Luna daycare practicamos planes de seguridad y preparación para emergencias. Si ocurre una emergencia durante el horario de cuidado infantil, un miembro del personal atenderá a todos los niños mientras que un miembro del personal se encargará de la emergencia. Si por alguna razón solo un miembro del personal está en el sitio y experimenta una emergencia, les pediremos a los niños que se reúnan en un área que sea segura y que permita que el personal los vea o los escuche. Nos esforzamos por mantener nuestro entorno libre de peligros y peligros, en caso de que una emergencia incapacite al único personal, los niños se encuentran en un entorno seguro y tienen práctica con las emergencias y marcando el 911.

LUNA DAYCARE's written emergency preparedness plan will cover:

- Disaster plans, including fires that may require evacuation
- Earthquake procedures
- Public safety related lockdown scenarios where an individual at or near an early learning program is harming or attempting to harm others with or without a weapon
- How parents or guardians will be contacted after the emergency ends

## DISASTER PLANS

An evacuation floor plan is attached to this section of the policy book and identify room numbers or names of rooms, emergency exit pathways, emergency exit doors, and for family home-based programs, emergency exit windows if applicable.

## SOUNDING ALARMS AND CALLING 911

En Luna Daycare hemos instalado detectores de humo en funcionamiento en cada habitación de la guardería, así como en las demás áreas de la casa. Todas las alarmas de humo suenan con una alarma y una luz intermitente. Si, por alguna razón, estos detectores de humo no se activan, tenemos un método de respaldo en el que usamos silbidos. Los niños participan en simulacros de incendio mensuales y rotamos entre el uso de los detectores de humo y los silbatos para hacer sonar el simulacro para que los niños se acostumbren a ambos sonidos. Tan pronto como todos los niños y adultos estén a una distancia segura del incendio y sean contabilizados, y después de que se haya notificado a los servicios de emergencia, se llamará a los padres o contactos de emergencia utilizando un teléfono celular o el teléfono de un vecino.

## DISCOVERING AN EMERGENCY

Cualquier miembro del personal o voluntario que descubra un incendio hará sonar la alarma, alertando tanto a niños como a adultos de que es necesario evacuar la casa. Esta persona les dirá claramente a todos si estamos evacuando por la parte delantera o trasera de la casa. A medida que el edificio está siendo evacuado, se le pedirá a un adulto o un niño que agarre la tableta electrónica de asistencia, y la mochila de primeros auxilios. Un miembro del personal o un voluntario siempre será la última persona que salga del edificio haciendo las comprobaciones de última hora para ver si quedan niños. Una vez que todos los niños y adultos estén fuera del hogar y en el área de reunión asignada, haremos una verificación de asistencia y se llamará a los servicios de emergencia desde un teléfono celular o usando el teléfono de un vecino. Tan pronto como todos los niños y adultos estén a una distancia segura del incendio y se les haya informado, y después de que se haya notificado a los servicios de emergencia, se llamará a los padres o contactos de emergencia usando un teléfono celular o el teléfono de un vecino. A los padres o contactos de emergencia se les dará un lugar donde se pueda recoger a los niños. Si no se puede localizar a nadie para un niño específico, permanecerá con el personal y hasta que se haga contacto con el padre o el contacto de emergencia.

## EVACUATION

Durante nuestros simulacros de incendio, se les enseña a los niños a dejar todo y dirigirse a la puerta y salir al lugar de reunión acordado. A los niños mayores se les enseña que, cuando sea posible, deben tomar la mano de un niño más pequeño para asegurarse de que todos lleguen al lugar de reunión y que ningún niño pequeño se pierda. Cualquier niño que no pueda caminar solo será sacado de la casa por un adulto, o un niño mayor si es necesario.

En caso de una emergencia durante el horario de cuidado infantil, nuestra prioridad es evacuar a todos los niños de la casa y trasladarlos a un lugar seguro afuera. En cada habitación se encuentra un plano de las salidas, las ventanas de emergencia y los lugares de reunión. Hemos asignado la parte trasera del área de juegos en el patio se encuentra una plataforma como el lugar de reunión donde hay una puerta de salida en caso de que necesitemos alejarnos más de la casa. Nuestro lugar de encuentro para el patio delantero es a un costado la jardinera. También hemos hablado con los niños sobre el hecho de que es posible que tengamos que alejarnos más de la casa si la emergencia lo requiere. También les hemos enseñado que nos trasladaremos al patio delantero del vecino, como grupo, y permaneceremos visibles para cualquier padre o personal de emergencia que ingrese al área.

Además de un botiquín de primeros auxilios, copias de la información de contacto de emergencia, registros de medicamentos para niños y medicamentos para niños individuales, tenemos un equipo de suministros de emergencia que llevaremos al evacuar. Incluye una linterna con pilas extra, barras luminosas, teléfono celular y batería de respaldo, pañales, toallitas húmedas para bebés, bocadillos y una manta térmica.

El cuidado infantil de Luna Daycare se dedica a garantizar la salud, la seguridad y el bienestar de los niños, especialmente durante una emergencia. Para cumplir con este requisito, les pedimos a los padres que cumplan con el horario contratado y apliquen un cargo por pago atrasado cuando no se cumpla. Esto asegurará que podamos pagar horas extra al personal para asegurarnos de que cumplimos con la proporción de adultos por niños durante las operaciones comerciales normales y en situaciones de emergencia. Cuando algún miembro del personal está enfermo o no puede asistir al trabajo, el cuidado infantil de Luna se esforzará por utilizar el cuidado de respaldo o ajustar los horarios de trabajo de otros empleados para asegurar el personal de cuidado infantil adecuado para el día. Cuando esto no sea posible, es posible que les pidamos a los padres que usen el cuidado de respaldo o que se queden en casa y no vayan al trabajo para cuidar a su hijo.

La comunicación entre las familias y el cuidado infantil es fundamental, especialmente durante y después de una emergencia. Para necesidades emergentes, para informar una enfermedad o ausencia o simplemente para controlar a su hijo, la guardería de Luna Daycare tiene una línea de teléfono celular dedicada para las familias. Puede comunicarse con nosotros por teléfono al (206) 310 0608. Si no podemos contestar el teléfono, deje un mensaje y los escucharemos y responderemos tan pronto como todos los niños estén seguros y sean atendidos. Para compartir información extendida, solicitudes o inquietudes, no dude en enviarnos un correo electrónico a [lunadaycares@gmail.com](mailto:lunadaycares@gmail.com). Durante las operaciones normales, si prefiere reunirse por teléfono o en persona, programe una cita con Petrita.

Tan pronto como todos los niños y adultos estén a una distancia segura de la emergencia y sean contabilizados, y después de que se haya notificado a los servicios de emergencia, se llamará a los padres o contactos de emergencia utilizando un teléfono celular o el teléfono de un vecino. A los padres o contactos de emergencia se les dará un lugar donde se pueda recoger a los niños. Si no se puede localizar a nadie para un niño específico, permanecerá con el personal hasta que se haga contacto con el padre o el contacto de emergencia.

## EARTHQUAKES

Los niños practicarán simulacros de terremoto cada trimestre. La práctica se llevará a cabo tanto dentro como fuera de nuestra guardería para ayudar a los niños y al personal a estar preparados para una emergencia. Usaremos el método de agacharse, cubrirse y sostenerse durante nuestros simulacros de terremoto. Después de los simulacros, continuaremos las conversaciones sobre cómo puede sonar, cómo se siente un terremoto e identificaremos otras áreas que puedan brindar seguridad en caso de un terremoto.

Al igual que con nuestro plan de incendios, se debe tener en cuenta a todos los niños. Debido a que los terremotos ocurren sin previo aviso y pueden durar solo unos segundos, usaremos el método de recuento de personas para asegurarnos de que se tenga en cuenta a todos los niños. El personal y los voluntarios recalcan la importancia de saber qué niños están presentes en un momento dado para que, en caso de que necesitemos hacer un recuento, no se cometan errores.

## COORDINATING WITH OFFICIALS

Si nuestro espacio se declara inseguro o si tenemos alguna razón para creer que nuestro espacio no es seguro, trabajaremos con los funcionarios locales o estatales para identificar las áreas que deben tratarse, realizar los cambios necesarios y luego pedirles a los funcionarios locales o estatales que inspeccionen nuestro espacio para garantizar que sea seguro para su ocupación antes de reanudar las operaciones.

## LOCKDOWNS

El personal que recibió instrucciones de iniciar el cierre se moverá por toda la casa cerrando todas las puertas y ventanas, así como también cerrando todas las cortinas y persianas.

La persona que reciba la información que necesitamos para cerrar la casa informará inmediatamente a todo el personal y voluntarios de la situación y estará a cargo de instruir qué personal moverá a los niños y qué personal iniciará el cierre. Se les pedirá a los niños que se muevan a un grupo y a la parte de atrás en la habitación de lado derecho donde no hay puertas de salida. El personal que recibió instrucciones de iniciar el cierre se moverá por toda la casa cerrando todas las puertas y ventanas, así como también cerrando todas las cortinas y persianas. Un adulto siempre permanecerá con los niños. Si solo asiste un adulto, se les pedirá a los niños que se queden con el adulto mientras se completan estas tareas. Usaremos el registro de asistencia para dar cuenta de todos los niños bajo cuidado.

## CONTACTING PARENTS

Los padres o contactos de emergencia serán contactados durante la emergencia si es posible para informarles de la situación, pero no se permitirá que ningún niño se vaya hasta que las agencias de respuesta de emergencia nos informen que la orden de cierre se ha levantado. Una vez que se levante la orden de cierre, los padres serán notificados por teléfono que el cierre se ha levantado y que pueden recoger a sus hijos.

## EMERGENCY PREPARATION

LUNA DAYCARE keeps a three-day supply of food, water, and life-sustaining medication for the licensed capacity of children and current staff for use in case of an emergency on its premises.

LUNA DAYCARE practices and records emergency drills with staff and children as follows:

- Fire and evacuation drill once each calendar month;
- Earthquake, lockdown, or shelter-in-place drill once every three calendar months; and
- Emergency drills must be conducted with a variety of staff and at different times of the day, including in the evening and during overnight hours for early learning programs that care for children during those hours.

Information on drills are recorded on a DCYF form and include:

- The date and time of the drill;
- The number of children and staff who participated;
- The length of the drill; and
- Notes about how the drill went and how it may be improved.

In areas where local emergency plans are already in place, such as school districts, an early learning program may adopt or amend such procedures when developing their own plan.

## WAC 110-300-0475 - Duty to protect children and report incidents

When LUNA DAYCARE has reasonable cause to believe that a child has suffered abuse or neglect, we must report such incident, or cause a report to be made, to the proper law enforcement agency or the department.

LUNA DAYCARE will report any of the following situations to law enforcement or the department as soon as we become aware of them and at our first opportunity and never longer than 48 hours:

- The death of a child while in the early learning program's care or the death from injury or illness that may have occurred while the child was in care;
- A child's attempted suicide or talk about attempting suicide;
- 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; or

- Inappropriate sexual contact between two or more children.

## REPORTING

### Emergency Services

Additionally, LUNA DAYCARE will report any of these situations to emergency services (911) immediately and to the department within 24 hours:

- A child missing from care, triggered as soon as staff realizes the child is missing;
- A medical emergency that requires immediate professional medical care;
- A child who is given too much of any oral, inhaled, or injected medication;
- A child who took or received another child's medication;
- A fire or other emergency;
- Poisoning or suspected poisoning; or
- Other dangers or incidents requiring emergency response.

### Poison Control

LUNA DAYCARE will report any of the following situations to Washington poison center immediately after calling 911 and to the department within 24 hours:

- A poisoning or suspected poisoning
- A child who is given too much of any oral, inhaled, or injected medication; or
- A child who took or received another child's medication;
- The provider must follow any directions provided by Washington poison center.

### Health Department

LUNA DAYCARE will report any of the following situations to the the local health jurisdiction or the department of health immediately, and to the department within twenty-four hours about an occurrence of food poisoning or reportable contagious disease as defined in chapter 246-110 WAC, as now or hereafter amended.

### The Department of Children, Youth, and Families

LUNA DAYCARE will notify the department at the first opportunity, but in no case longer than twenty-four hours, upon knowledge of any person required by chapter 110-06 WAC to have a change in their background check history due to:

- A pending charge or conviction for a crime listed in chapter 110-06 WAC;



- An allegation or finding of child abuse, neglect, maltreatment or exploitation under chapter 26.44 RCW or chapter 388-15 WAC;
- An allegation or finding of abuse or neglect of a vulnerable adult under chapter 74.34 RCW; or
- A pending charge or conviction of a crime listed in the director's list in chapter 110-06 WAC from outside Washington state, or a "negative action" as defined in RCW 43.216.010.

In addition to reporting to the department by phone or email, LUNA DAYCARE must submit a written incident report of the following on a department form within twenty-four hours:

- Situations that required an emergency response from emergency services (911), Washington poison center, or department of health.
- Situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation.
- A serious injury to a child in care.

## Parents or Guardians

LUNA DAYCARE must immediately report to the parent or guardian:

- Their child's death, serious injury, need for emergency or poison services; or
- An incident involving their child that was reported to the local health jurisdiction or the department of health.

## WAC 110-300-0480 - Transportation and off-site activity policy

LUNA DAYCARE will adhere to the following policies regarding the transportation of children on personal or public transportation, or nonmotorized travel offered to children in care. Routine trips will not exceed two hours per day for any individual child. [Business Name] requires written authorization from a parent or guardian to transport a child. LUNA DAYCARE will notify parents or guardians at least twenty-four hours before field trips are taken.

The written authorization must include:

- A specific event, date, and anticipated travel time.
- A specific type of trip (for example, transporting to and from school, or transporting to and from a field trip).
- A full range of trips a child may take while in the early learning provider's care.

LUNA DAYCARE will provide written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.

La guardería Luna Daycare ofrece muchas oportunidades de aprendizaje en nuestra comunidad. Exploraremos nuestros parques, bibliotecas y museos locales cada semana caminando o en nuestro autobús de cuidado infantil. Algunos viajes de campo como natación, gimnasia, presentaciones u otros eventos pueden incurrir en una tarifa. Le pedimos que pague tarifas adicionales y considere unirse a nosotros cuando pueda.

During travel to an off-site activity, LUNA DAYCARE will:

- Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;
- Have a phone to call for emergency help;
- Have a complete first-aid kit;
- Maintain the staff-to-child ratio, mixed groupings, and active supervision requirements;
- Have at least one staff member currently certified in first aid and CPR supervise children;
- Take attendance using a roll call or other method that assures all children are accounted for each time children begin and end travel to an off-site activity, and every time children enter and exit a vehicle; and
- Never leave children unattended in the vehicle.

## WAC 110-300-0485 - Termination of services policy

LUNA DAYCARE recognizes that continuity of care is critical for the healthy development of children. Therefore, LUNA DAYCARE will only terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space.

## WAC 110-300-0490 - Child restraint policy

LUNA DAYCARE follows a child restraint policy that contains behavior management and practices, pursuant to WAC 110-300-0335.

LUNA DAYCARE's policy is:

- Appropriate for children's developmental level, abilities, and language skills;
- Directly related to the child's behavior; and
- Designed to be consistent, fair, and positive.

Family home licensees, center directors, assistant directors, program supervisors, lead teachers and other appropriate staff members are trained annually in the program's child restraint policy. and only trained staff may restrain a child in care in accordance with WAC 110-300-0335.

## WAC 110-300-0495 - Consistent care policy

Uno de los muchos beneficios de un cuidado infantil familiar son las relaciones duraderas con las familias que están arraigadas en la comunidad. En luna day care Inscibimos a familias de la comunidad, contratamos personal de la comunidad y nos centramos en garantizar que los niños tengan maestros estables, capacitados y confiables.

When possible, staff will be assigned to work with a consistent group of children for much of the day with a goal of building long-term, trusting relationships.

# Daily Schedule and Activities

## Program Days and Hours of Operation Including Closure Dates and All Holidays

### DAYS AND HOURS OF OPERATION

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Nuestro cuidado de niños normalmente está abierto de Lunes a Sabado de 6:00 am a 11:00 pm. Si su familia requiere atención antes o después del horario de atención, podemos extender nuestro horario por una tarifa adicional.

### CLOSURES

Luna Daycare intenta permanecer abierta y cuidar a sus hijos con la excepción de los días festivos y de desarrollo profesional. Está preparado para hacer arreglos alternativos para el cuidado en los siguientes días festivos.

- Diciembre 31 y 1 de enero - Día de Año Nuevo

- Cumpleaños de Martin Luther King, Jr.
- Cumpleaños de Washington
- Día de los Caídos
- Día de la Independencia
- Día del Trabajo
- Día de los Veteranos
- Día de Acción de Gracias
- El día después de Acción de Gracias
- 24 y 25 de diciembre - día de Navidad

Si un feriado cae durante el fin de semana, podemos tomar el viernes anterior o el lunes siguiente. En la mayoría de los casos, intentaremos permanecer abiertos, sin embargo, podemos cerrar hasta cinco días de desarrollo profesional para la educación continua, le avisaremos con al menos 1 mes de anticipación antes del cierre. En caso de emergencia, seguiremos las pautas de Everett Emergency Management, el Departamento de Salud y los CDC y cerraremos cuando sea absolutamente necesario para la salud y el bienestar de los niños y las familias a nuestro cuidado. El cierre de emergencia puede incluir, pero no se limita a: desastres naturales, problemas de alcantarillado o agua, enfermedades transmisibles.

## HOLIDAYS

En Luna Daycare, sabemos que a los niños les encanta celebrar. Las vacaciones se celebrarán con cultura, comida, música y festividades. No incluiremos ninguna enseñanza religiosa durante nuestras celebraciones y las familias siempre son bienvenidas a unirse. Si su familia tiene alguna tradición especial, por favor considere discutir cómo podemos incorporar estas celebraciones en nuestro cuidado infantil.