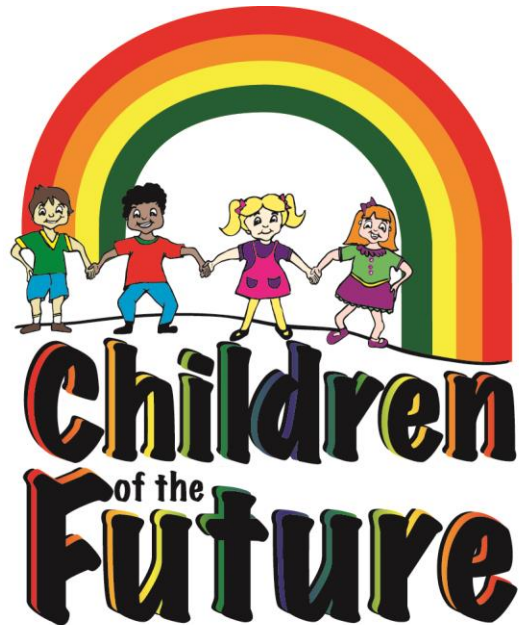


Policy Effective Date: Fall 2021



Parent & Procedure Handbook

To make our relationship as enjoyable as possible the following are some mutual requirements that are necessary to assure that there are no misunderstandings between both parties, and that each party is aware of the requirements. These requirements are to be carried out in a businesslike manner. Please read this handbook carefully. These policies are enforced for the same reasons policies are enforced in any job situation for fairness and respect. If you have any question, please ask me. My business has been inspected by a DCYF state licenser and meets the minimum licensing requirements as required by Washington State law.

HOURS OF OPERATION 7:30AM-4:30PM
24-hour license case by case

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BUSINESS# 425.988.3691 CELL PHONE# 425.443.8203
EMAIL: childrenofthefuture2007@gmail.com
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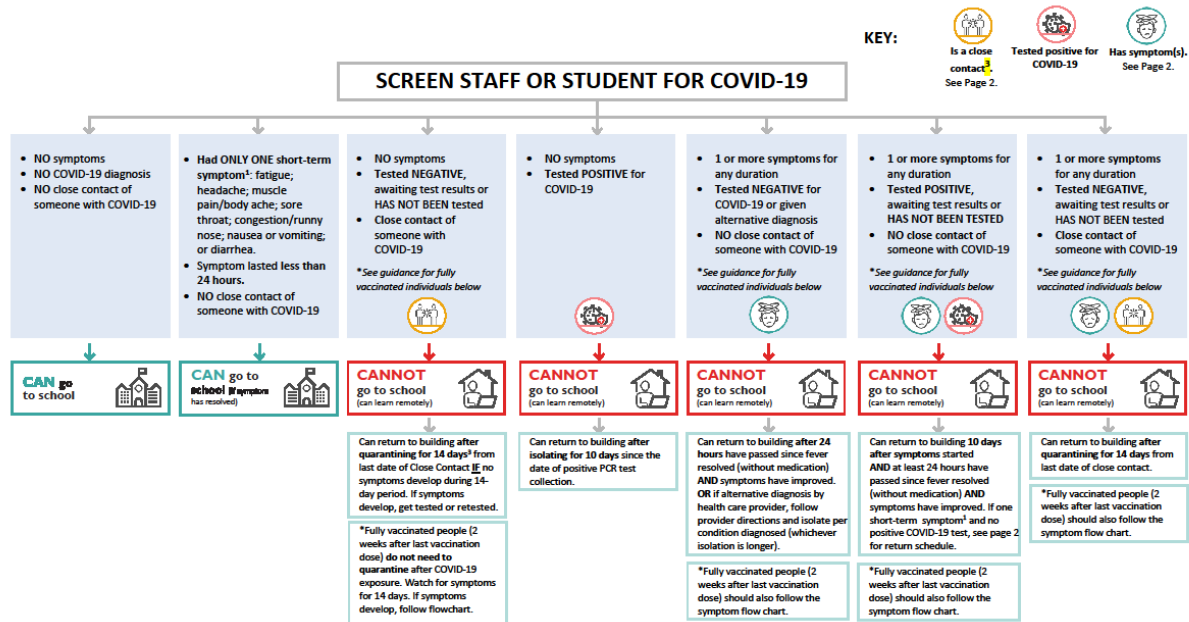
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COVID PRECAUTIONS

Outside Drop-off and Pick up, Parents do not enter. Face coverings are required for all adult for drop and pick up. Also required children over 3 years old mask. We take everyone temperature drop off and afternoon.

COVID-19 Return to Work/School Flow Chart

Public Health
Seattle & King County



Updated May 16, 2021. Adapted from document of Health Officers in Clark, Cowlitz, Klickitat, Pacific, Skamania, and Wahkiakum Counties.

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COVID-19 Return to Work/School Flow Chart

 Public Health
 Seattle & King County
 


COVID-19 SYMPTOMS²

- Fever (100.4°F / 38°C or higher)
- Cough
- Loss of taste or smell
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- Muscle pain or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

²That are not explained by a preexisting condition, such as asthma.

³A short-term symptom is defined as: A person has only one of the following symptoms (fatigue; headache; muscle pain or body aches; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea) AND the symptom begins and resolves in less than 24 hours AND no known COVID-19 exposure (close contact).

A person can return to school the next day if the short-term symptom resolves. A COVID-19 test is not required.



CLOSE CONTACT DEFINITION³

"Close Contact" includes anyone in one or more of the following categories:

- Been within 6 feet (2 meters) of a person with COVID-19 for a combined total of 15 minutes or more within a 24-hour period
- Live in the same household as a person with COVID-19
- Cared for a person with COVID-19
- Been in direct contact with saliva or other body secretions from a person with COVID-19 (for example: been coughed on, kissed, shared utensils, etc.)

Public Health will help identify close contacts.

If you've been exposed to someone with COVID-19 and you have no symptoms, Public Health recommends the following:

1. Stay in quarantine for 14 days after your last contact. This is the safest option.
2. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing.
3. If the first two options are not possible, stay in quarantine for 7 full days beginning after your last contact **and** if you receive a negative test result (get tested no sooner than day 5 after your last contact). This option depends on availability of testing resources and may not be recommended in some settings.

*Fully vaccinated people (2 weeks after last vaccination dose) with no symptoms do not need to quarantine after COVID-19 exposure. Watch for symptoms for 14 days. If symptoms develop, follow flowchart.

Updated May 16, 2021. Adapted from document of Health Officers in Clark, Cowlitz, Klickitat, Pacific, Skamania, and Wahkiakum Counties.

MISSION STATEMENT

All children can learn. All children can be taught to be social and productive. Every child is loved, safe and respected as an individual and all are important. To create a health atmosphere there, must be tenderness, patience, listening, encouragement, and respect, as well as a nurturing environment where children can grow and develop physically, mentally, emotionally, and socially. We are here helping to support the parents in the upbringing of their child/children lives.

PHILOSOPHY

Children are important. Each child will be treated with love and respect. I believe children are individuals that deserve attention to better encourage their development and self-esteem. Children learn through their play and age-appropriate activities, toys, expectations, and materials shall be provided.

PROGRAM DESCRIPTION

My goal is to provide your child with a clean, safe, comfortable environment. I provide childcare from Monday to Friday during your contracted working hours or attending school only. I am a professional Childcare Provider, **NOT** a babysitter. I as your provider have a personal life too. No trip to the grocery store etc. on your way here just because you find it more convenient, ultimately the care of your child is your responsibility.

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EARLY ACHIEVERS RATING

Children of the future is a level 3.

Level 3 programs demonstrate supporting and nurturing interactions with children, developmentally appropriate practice, and view parents as partners in their children's learning. These programs may be implementing some best practices in early childhood education (ECE) and working toward implementing others to help prepare children for kindergarten. Some staff may have ECE-specific degrees and credentials.

MY TRAINING AND EXPERIENCE

This childcare has been licensed since 2007 by the state of Washington Department of Early learning. I am a professional childcare provider certified in yearly CPR and First Aid HIV/AIDS & Bloodborne Pathogen. I participate in 10+ hours yearly in early childhood education. Also, I attend Green River community on and off to better my education. I have a current degree in (CDA) Children Development Associate, AA Degree from Green River College.

MY FAMILY AND BACKGROUND

I come from a family of childcare providers. I have (2) two sons, with one still at home. For several years, I have been providing childcare services working in a family childcare business. I have (19) years of experience.

STAFFING PLAN

Staff is required to maintain good health around the childcare. All staff/volunteers have their current Washington State Background check and TB test as well as their CPR and first Aid HIV/AIDS & Bloodborne Pathogen. **These items are required each year.** The Washington State Background checks are good for 3-year total. Ten hours of training/education is required each year.

NON-DISCRIMINATION STATEMENT

We do not discriminate in our enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member, communication, and learning styles. All Children have the right to attend this program if we can meet their needs. Diversity is like the rainbow with many beautiful colors.

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ABUSE AND NEGLECT- PROTECTION AND TRAINING

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

PERMISSION FOR FREE ACCESS

During business hours, you have the right to access any areas of the licensed childcare. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child's file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with me or my staff, so we can arrange to speak away from the children.

HOUSE RULES

The following rules are reinforced for the safety and wellbeing of everyone. There is **no running** in the house. **There is no hitting, pushing, biting, grabbing, kicking, pinching the other children.** Obscene language is not allowed. Children are not allowed to walk around the house with food, cups, or bottles. Respectful treatment of other children and all property, toys, and furniture is expected. When parents are present and staff, please help us enforce our house rules.

BITING RULES

1st time out, talk with child, and notify parents. 2nd time call parent to pick-up. 3rd time (2) two-day suspension. 4th time termination.

DAMAGES

It is expected that your child be respectful of my personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages my property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

CELL PHONES

Parent(s) are required to finish all cell phone calls before entering the childcare. To drop-off and pick-up and to communicate about any needs of the child or events that occurred, a parent's full attention is needed.

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CHILDCARE ENTRYWAY

The childcare is entered through the backyard. The gate opens on the top (**PULL UP**). If the back door is locked, ring the doorbell and we will come to unlock the door. Also, **WIPE YOUR FEET**. Remind children not to go upstairs or play with the lights.

CONFIDENTIALITY

Confidentiality of families is to be respected always. No information, verbal or written, regarding a childcare family shall be released to anyone other than the parent/guardian of the child. In the case of an emergency your child, information may be released to police authorities, medical staff attending to your child or, in the case of abuse, the appropriate child welfare authorities. Access to a child's information record is given only to the legal parent/guardian of the child and to the regular staff of Children of the Future.

CUSTODIAL /NON-CUSTODIAL PARENTS/LEGAL GUARDIANSHIP

Custody Issues & Court Orders Regarding Divorce/Legal Guardianship: To enforce non-custodial visitation and possession, you must provide the childcare with a certified copy of the Court ordered possession papers.

Custody Issues & CPS Placement Orders Regarding Foster Care: Foster parents must provide CPS placement papers and all mandated documentation regarding enrollment, including immunization records and Child's Health Statement.

ARRIVAL/PICK UP

It is especially important to escort your child into the childcare facility. This is required by the childcare licensing agency, and it also ensures the safety of your child. You must legibly check your child in/out when arriving and picking up. If you desire to have someone other than yourself pick your child up, it is required that you list in writing (your signature included) the name(s) of the person or persons with permission to pick your child up. Picture ID is required. **Penalty fees will be charged should your child be dropped off before designated time.** Please pick up your child at your designated time. There will be a \$1.00 late fee per minute upon pick up after your designated time.

Verification of legal custody: I must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise, I have no choice except to release the child to his/her parent.

DEPOSIT

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

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REGISTRATION FEE

A non-refundable registration fee of \$75.00 per child is required prior to attendance to cover administrative fees. The registration fee is **YEARLY**. Any absences over (1) one month or more requires a new registration fee.

ADVANCE PAYMENT

Advance payment is required at the time of enrollment. This advance payment will be applied to the last (2) two-weeks of care, after the required (2) two-week notice that has been provided in writing. The payment may be made by a cash, check, money order, cashier check. **Payment arrangements are available.**

ADMISSION FORMS

These forms must be filled out and returned by parent(s) and or guardian(s) before childcare begins.

Provider & Parent Interview Form	Agree to Comply with the Polices
Child Care Registration Form	Out of State Emergency Form
Child Care Agreement Form	Certificate of Immunization (CIS)
Permission Authorization	General Permission Authorization
USDA Food Program Enrollment Form	NSF/Returned Check Form

CHILDREN'S RECORDS

Children's records files are state maintained for each child in childcare. The file contains things like address, telephone number, emergency contact numbers, and immunization records that help us to provide care and protection for your child. **Parents, please help the childcare keep these records current this is important to program, so if there is a change, please let us know as soon as possible.** Notice will be given when it is time for the yearly medical history update that is required by Public Health Department.

INTRODUCTORY VISIT

Each new family needs to visit the childcare prior to enrollment. Please bring your child and who ever helps with the decision making to the visit. Enrollment visits are by appointment only. Children cannot be enrolled over the phone.

TRIAL PERIOD

The trial period is (2) two weeks (10) ten business days. This period is used to observe the child's adjustment to care and talk about any concerns. We will talk to the parent(s) daily. Please talk with us if you have any concerns. During this time, either the parent(s) or Children of the Future may cancel the contract immediately without a written notice. If the contact is cancelled during this (2) two-week trial period, the parent(s) will pay a

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prorated fee. Payments is due for each day unless the contract is cancelled before the day begins.

FAMILY COMMUNICATION/CONFERENCE

Please contact me in person, by phone, or email anytime you have a question or concern about your child or our childcare program. Drop off and pick up times are opportunities for us to communicate daily anything important about your child so that we can support each other in providing the best care to help your child thrive. Be sure to share with me anything you think I should know, and I will do the same. Twice yearly, I will schedule a regular time to meet with you to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths, and challenges for your child, and how I can support you in your parenting as you support me in my caregiving.

TERMINATION OF SERVICES

You are required to give me a (2) two weeks' notice of your intent to terminate care. Your **advance payment** will cover the last (2) two weeks of care. If you should terminate your child's care without notice, the advance payment will not be refunded.

The following are conditions that will cause childcare to be terminated:

A. Non-receive of co-pay	B. Continual late payments
C. Continual late pick-ups	D. Child behavioral problems that cannot be controlled
E. Not respecting childcare setting and policies (children and/or parents)	

Prior to termination of services (3) three or more of the below supports will be attempted:

1. Parent meetings	2. Expert evaluations
3. Behavior plan with documentation	4. Referral to alternative programs/settings

Fees, Payment Plans & Business Practices Rates

Rates are evaluated and may be raised every year on your **anniversary date** AND or **JULY**. A (4) four-week notice will be given to families for rate increases. If other adjustments are needed, a (2) two-week notice will be given.

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METHODS OF PAYEMENT ACCEPTED

Cash, Checks, Money Orders. Paper Payment needs to be payable to **Children of the Future. Tuition Express:** Recurring Payments (weekly, bi-weekly, monthly, Credit Card (POS) there could be up to 2.5% fee when using Credit Cards.

REFUND

There is no reduction in childcare payments for changes that the parent makes in their work/school schedule that has already been set at the program. In extreme cases of extended illness/ hospitalization, considerations may be made if this is discussed prior to the incident.

PAYMENT PLAN

Payments are due on the First (1st) of each month. No payments later than the fifth (5th) of the month, upon drop off. Payments made after the due dates are subject to a late fee in the amount of **Thirty -five dollars \$35.00 PER WEEK**. The co-pay for state subsidized care must be paid the (1st) first of each month before childcare begins. When the (1st) first falls on a weekend or holiday, fees are due on the Friday before **OR** by Monday morning. I realize the financial burden that childcare places on parents, and hope parents understand that as a business childcare places financial burdens on the provider. These include, but are not limited to groceries, utilities, insurance, programming, toys, and equipment. I also have a financial Responsibility to my family.

Payment Method	Due Date
Monthly	1st day of month
Semi-monthly	1st and 15th days of the month
Weekly & Bi-weekly	Mondays

HOLIDAY PAY

Fees are not reduced during months/weeks that have holidays.

FAMILY DISCOUNTS

There are **NO** family discounts.

LATE PAYMENT FEES

Late payment is \$35.00 thirty-five per week. If fees remain unpaid after a period (1) one week your child will not be admitted until ALL fees are paid in full. After (5) Five late payments you are immediately terminated.

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OVERTIME FEE

Attendance over 10 hours in any one day is charged \$32.00 per hour.

TUITION FEES

INFANT BIRTH-11mos

FULL TIME/DAY	\$76.36 daily	\$381.80 weekly	\$1527.20 monthly
PART TIME/DAY	\$38.18 daily	\$190.90 weekly	\$763.60 monthly
PARTIAL TIME/DAY	\$57.28 daily	\$286.40 weekly	\$1145.60 monthly

ENHANCED INFANT 12mos-17mos

FULL TIME/DAY	\$76.36 daily	\$381.80 weekly	\$1527.20 monthly
PART TIME/DAY	\$38.18 daily	\$190.90 weekly	\$763.60 monthly
PARTIAL TIME/DAY	\$57.28 daily	\$190.90 weekly	\$1145.60 monthly

TODDLER 18mos-29mos

FULL TIME/DAY	\$71.28 daily	\$356.40 weekly	\$1425.60 monthly
PART TIME/DAY	\$35.64 daily	\$178.20 weekly	\$712.80 monthly
PARTIAL TIME/DAY	\$53.46 daily	\$267.30 weekly	\$1069.20 monthly

PRESCHOOL 30mos-5yrs

FULL TIME/DAY	\$66.18 daily	\$330.90 weekly	\$1320.00 monthly
PART TIME/DAY	\$33.10 daily	\$137.50 weekly	\$660.00 monthly
PARTIAL TIME/DAY	\$49.64 daily	\$248.20 weekly	\$992.80 monthly

SCHOOL AGE 5yrs-12yrs

FULL TIME/DAY	\$45.00 daily	\$225.00 weekly	\$950.00 monthly
PART TIME/DAY	\$27.50 daily	\$137.50 weekly	\$750.00 monthly
PARTIAL TIME/DAY	\$33.60 daily	\$168.00 weekly	\$672.00 monthly

Providers Name: Shalise Burke
DSHS Provider #: 911522

BUSINESS PRACITCES

Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a **space** whether their child is there or not.

Full Day- 5-10 hours of care	Part Day for up to 4 hours and 59 minutes
Partial Day when care is Split (AM or PM)	

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RECEIPTS/ TAXES

The parents will be given a receipt upon request. You will receive a Form reporting your annual childcare expenditures for the applicable tax year. The form will be email out by **January 31**.

NSF/RETURNED CHECK FORM

A fee of **\$35.00**, Plus any additional fees imposed by childcare provider's financial institution, will be charged to your childcare account. Additional fees may include but are not limited to any check fees returned from Children of the Future account due to parents' NSF check fees. Until all fees are paid in full, a late fee will be place on your childcare account and your family may not return to Children of the Future. Parents who have two (2) NSF checks will be required to pay by cash or money order. **Court Fee: All outstanding accounts will be taken to court and collections; in which case, should it be necessary, parents/ guardian is responsible for all court costs.**

DELINQUENT ACCOUNTS

A **\$35.00** late charge when account first becomes delinquent. If account is more than (2) two days late, childcare services will be suspended until account is paid in full. If after (5) five days the account is still not settled, your child's position will be opened for enrollment.

LATE PICK -UPS

Parents pick up child from childcare late after their contacted time, will be **\$1.00** per minute per child. **The late pick fee needs to be paid on the same day or morning of the next day.** Notified the childcare with the reason for delayed pick-up. **If the childcare is still not notified after 1-hour local police & CPS will be notified.**

HOLDING FEE

A holding fee is to reserve a spot in our program before a child is born. Another situation would be a client who is a teacher or just wants to stay home with their child in the summer months (July-August) and return them to the program in the fall. Which the holding fee is the full rate. **The holding fee cannot be applied to care once the child is enrolled.**

FIELD TRIP FEES

Parents will be notified of all field trips, fees, and special events. Permission slips will have to be signed and returned before a child can attend any field trip or event. If you do not want your child to go on field trip you will have to make other arrangements at you own expense for that day. Regular childcare fees will still apply for field trip days, whether your child attends. **Parent's volunteers are always welcome and appreciated.**

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HOURS OF OPERATION

Monday- Friday 7:30am to 4:30pm.

24-hour license case by case

Saturday-Sunday: **Case by Case base.**

BEREAVEMENT LEAVE

The provider may take up to (3) three days paid bereavement time, as they choose. This could be immediate family includes Spouse, Child, Parents, Siblings, Grandparents, Aunt/Uncle, Immediate Cousins, and In-laws in the same respect. Bereavement time does not take the place of Personal Days and may be taken for each death in the family. I reserve the right to take any vacation days in addition to the (3) three days bereavement.

DROP IN-CARE

Drop-In Care will be charged as a daily rate. Drop-In care is pay in full before service. The drop-in care is only guaranteed through the prepaid date.

SUBSIDIZED CARE

Children of the Future is accepting all state subsidized program families who qualified.

TARDY POLICY

Children must arrive before 9:30am, or your designated time. It is especially important for both the provider and parent(s) to respect each other's careers and professional needs. Late arrival due to medical appointments will be considered excused. Please let the childcare provider know in advance if your child has a medical appointment. **If you feel your child is too ill to go to school, then they are too ill to come to childcare and they should stay at home. If your child must leave school due to illness or behavioral issue's the parent is responsible for picking the child up from school.**

BABYSITTING

If you desire to employ a staff member from Children of the Future to provide **BABYSITTING** for you and your family either after hours or away from the childcare it is a private agreement between your family and that staff member.

FINE POLICY

If your child loses or damage childcare equipment or material, including damages done to childcare facilities, you will be fined a fair repair or replacement value. Even if the item is stolen the parent is still responsible. Fines must be paid within one month from the time the daycare issue a bill.

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CHANGE OF SCHEDULE

If your schedule is changing, please let the childcare know as soon as possible or a (2) two-week written notice.

PARKING

DO NOT park in the driveway. **DO NOT** park in front of the mailboxes. **DO NOT** park in front of the neighbor's driveway. Hold your child's hand always when going to and from your car. **DO NOT** leave small children unattended in your car or car running. The childcare is not responsible for injuries incurred before a child is signed-in and once a child is signed-out.

TOYS/ITEMS BROUGHT FROM HOME

Personal toys are permitted for **SHOW N TELL** days only. No guns, war toys, or other toys of destruction may be brought in. Also, no mouth sized objects such as money, hard candy, and marbles from home.

INSURANCE COVERAGE

Children of the Future carry business liability Insurance.

ABSENCES/FAMILY VACATIONS

Please notify the childcare as soon as possible if your child will not be attending for the day. Payments are not reduced for your child's absence (this includes illnesses), excluding planned vacation. If a holiday falls during my scheduled vacation period or the family scheduled vacation, it is still expected to be paid in advance to the provider and is this is a Holiday not a vacation day.

HOLIDAYS

The childcare is closed all federal holidays. If a holiday falls on a weekend either the Friday before or the Monday after will be taken as the holiday. Fees are not reduced during months that have holidays.

New Year's Day January 1	Labor Day The 1 st Monday in September
Martin Luther King's Day The 3 rd Monday January	Veterans Day November 11 th
President's Day The 3 rd Monday February	Thanksgiving Day The 4 th Thursday in November
Memorial Day The last Monday of May	Native American Heritage Day The 4 th Friday November
Juneteenth June 19	Christmas Day December 25 th
Independence Day July 4 th	

Note: If the holiday falls on a **Saturday**, the childcare will be closed on the preceding **Friday**. If the holiday falls on a **Sunday**, childcare will be closed on the following **Monday**. Early Dismissal, Vacation Days, Holidays, Snow Days, Teacher Workshops,

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etc.... will be calculated at a full day rate.

PROFESSIONAL TRAINING DAYS

Up to 5 days yearly.

PERSONAL EMERGENCIES CLOSING

In case of sudden personal emergency excluding illness, it may become necessary to close the childcare with little notice. It should be expected that situation may arise, albeit rarely. In case of emergency, the childcare will immediately attempt to notify parents/guardians. If parents/guardians are unavailable, the childcare will attempt to contact the emergency contact people listed on the form.

EARLY CLOSING

When it is necessary for an early closing, there will be a notice send out email/text or and posted on the door as soon as it's known.

BACK UP CHILDCARE

I request that parents have backup care for the childcare. There may be an occasion in which the childcare will have to be closed due to illness or unforeseen emergencies. The parent is responsible to provide backup childcare.

Child Care Resource: 206.329.1011 Child Care Aware of Washington: 1-800-446-1114

SIGN IN/ SIGN OUT POLICY

Parent(s) must check-in/out for each child everyday they are in attendance. The computer Station is located on top of the child's cubbies. Anyone who appears to be under the influence **of drugs or alcohol** arriving at childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, I will call 911. **NO one under the age of 18 years with be able to check out/ in. Washington State may impose a \$75.00 fine per occurrence. If parent does not abide by this requirement and this facility is fined the parent will be required to pay the full balance of the fine and late fees will apply if not paid immediately.**

DAILY SCHEDULE

6:00am-7:00am	Quite Time/ Resting Time
7:00am-7:30am	Children Arrive, Quite Play/ Homework
7:20am-7:30am	Clean up/Wash hands/Water Break
7:30am -8:00am	Breakfast
8:00am-8:10am	Clean up/Wash Up
8:10am-8:20am	Walk School Age to School (Tiffany Park)

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8:20am-8:40am	Table Toys (Small Group)
8:40am-8:50am	Clean up/Wash Hands/Water Break
8:50am-9:00am	Exercise/Music/Movement
9:00am-9:20am	Morning Check-in Meeting (Group)
9:20am-9:50am	Free Play (Centers)
9:50am-10:00am	Clean up/Wash Hands/Water Break
10:00am-10:20am	AM Snack
10:20am-10:30am	Clean up/Wash Hands
10:30am-11:20am	Outside Play
11:20am-11:30am	Clean up/Wash Hands/Water Break
11:30am-11:50am	Small Activity (Puzzles, Journal, Table Toys,)
11:50am-12:00pm	Clean up/Wash Hands/Water Break
12:00pm-12:30pm	Lunch
12:30pm-12:50pm	Quiet Reading/Group Reading
12:50pm-1:00pm	Clean up/Wash Hands/Water Break
1:00pm-3:00pm	Nap Time/Resting Time/Quiet Time
3:00pm-3:10pm	Clean up/Wash Hands/Water Break
3:10pm-3:30pm	Pick up School Age from School (Tiffany Park)
3:30pm-3:50pm	PM Snack Homework/20 Min Reading
3:50pm-4:00pm	Clean up/Wash Hands/Water Break
4:00pm-4:40pm	Outside Play
4:40pm-4:50pm	Clean up/Wash Hands/Water Break
4:50pm-5:00pm	Afternoon Check-out Meeting
5:00pm-5:20pm	Free Play (Centers)
5:20pm-5:30pm	Clean up/Wash up/ Parent Pick-up
5:30pm-6:30pm	Dinner
6:30pm-6:40pm	Clean-up/Wash Hands
6:40pm-7:00pm	Reading/Table Toy/Homework
7:00pm-8:00pm	Free Play
8:00pm-8:30pm	Get Ready for Bed
8:30pm-8:50pm	Evening Snack
8:50pm-9:00pm	Clean up/Wash Hands
9:00pm-6:00am	Good night, Sleeping Time

COMMON ACTIVITIES

Indoors	I have puzzles, dolls and doll clothes, books for all age groups, art supplies and accessories, educational toys, trucks, tractors, and much more. There is also a table where we create our craft projects and tables for those need a studying area.
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Outdoors	I have a back yard with a trikes, balls, play house, jump ropes, blocks, white board, water table, sand box sprinklers, and more. Also, there is a park near the home that will be visited quite often
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SCREEN TIME

"Screen time" means watching, using, or playing television, computers, video games, video or DVD players, mobile communication devices, and similar devices. The limit for screen time for each child is a max of (2) two hours per day during operating hours.

TELEVISION/VIDEOS

We allow children to watch DVDs and Netflix and YouTube. Children may bring DVDs from home on special days. G and PG rated age appropriate and Educational. The children will be allowed to watch the programs under the following situations: during "free time" or "quiet time when the weather is bad or for a special occasion. Children are not required to watch television or videos, and other activities will be available during that time for children to use.

ELECTRONICS

Children can bring their electronics every **Friday**. There is **NO** WIFI. The childcare is not responsible for electronics.

NAPS/ REST PERIOD

A rest period will be offered for all children under (6) six years of age. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. No child will be forced to sleep. I will work with you to discuss your child's sleep patterns and needs. I must allow infants and toddlers to follow individual sleep schedules. Nap time or quiet and rest time is from 12:30pm to 2:30pm. Nap time sometime is off schedule, so I will let them sleep until 3:00pm. Please NO un-scheduled visiting. Please call-in advance. Rest time gives everyone a much-needed break during the day. Infants nap at varying times and their schedules will be accommodated.

SPECIAL NEEDS ACCOMMODATION

Parents must inform the childcare of special needs of their child before enrollment so that the childcare can determine if the staff and program is suited for the child. The record of each child with special needs will have written documentation from a qualified consultant prior to the child's enrollment and annually thereafter. The consultation will cover program, equipment, facility, staff ratio or staff training recommendations suited to the needs of the child. We do not have adequate wheelchair amenities to care properly for wheelchair bound children now.

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RELIGIOUS ACTIVITIES

We are Christian oriented. We will listen to Christian music and occasionally read bible stories. Prayer is also a part of our daily routine over their food. Please consider this when enrolling your child.

HOW HOLIDAYS ARE RECOGNIZED IN THE PROGRAM

At this childcare, we celebrate holidays and birthdays. Each child's birthday is a "special time" not just for them but for all of us. This is a time for us to have a party. Sometimes, when your child is under five, the children here at the childcare might be the only children with which they get to play. It is nice if parents bring a treat for their child's special day to share with everyone, but it is not necessary. We also have special parties for Valentine's Day, Halloween, Thanksgiving, and Christmas for the children and families. If you do not want your children to participate in holiday parties or birthdays, please inform me in advance or have your children take an absence so that they do not feel left out.

CHILDCARE SUPPLIES

All items supplied to childcare by parents must have your children's name. Please have your children dressed appropriately for **weather conditions**, also make sure your child comes to childcare ready and dressed for the day. An extra change of clothing should be provided to the childcare for **EACH** child in case of an accident or messy project. When children play outside, their clothing tends to become soiled. **All soiled clothes will be sent home to be washed.**

Items supplied by parents:

1. Blanket/ small Pillow (over 1yrs)
2. Extra change of clothes (shirt, pants/shorts, underwear, and socks)
3. Seasonal Items (snow pants, boots, winter or sun hat, scarf, gloves/mittens, raincoat, swimsuit, etc.)
4. Disposable Diapers/Training Pants
5. Baby Wipes
6. Baby Formula & Food/ Bottles
7. Any special diet foods (i.e., soy or rice milk, or meals if allergic to foods served)
8. Sunscreen (Summer (June-August))
9. **BOOTS FOR OUTSIDE/ OLD SHOES**

Items supplied by childcare:

1. Cubby
2. Vacation Schedule
3. Copy of contract
4. Breakfast
5. Lunch
6. Am/Pm Snack
7. Toddler sheet
8. Cot/Mat for Resting Time

A special blanket OR stuffed animal/Doll to use during nap time. This will be put up and ONLY used for the appropriate time. Please limit your child to (1) one thing.

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GUIDANCE AND DISCIPLINE

We will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture. Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

BEHAVIOR MANAGEMENT

Children are encouraged to show courtesy, manners, kindness for others, positive choices, and work out problems on their own. Children will be redirected to other areas and friends if that child is having trouble getting along with a child or group. We may point out solutions to problems by listening, guiding, or redirecting. When teaching children, our goal is to

- Learning to make positive choices.
- Learning problem solving skills
- Learn basic human values of respect, trust, responsibility, honesty and caring for one another

TIME OUT

Time out is appropriate to the child's age. Time-out is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other behavior management techniques. The "timeout" space is a chair which is Blue or green. The chairs say time out. During "time-out," the child has a chance to think about what they did. After sitting no more than 5 minutes, the teacher at that time will discuss the incident and appropriate behavior with the child. When the child returns to the group, the incident is over.

TIME OUT RULERS

1. Go Immediately
2. Sit in the designated spot (Blue Chair or Green Chair)
3. Think about why you are in the time out
4. Think about what else you could have done
5. Wait for you time out to end
6. Apologize when you are done

How to Encourage Good Behavior

Use praise and encouragement	Model appropriate
Use choice and consequences	Be consistent

What to Do For Unacceptable Behavior

Redirect	Use of Stop Light
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	<ul style="list-style-type: none"> • Green-Positive Behavior • Yellow-Warning • Red-Time Out, remove from childcare or call to parent based on severity of behavior
Time Out	Distract child with a toy or activity

DIAPERING PROCEDURE

Children will always be attended to during the diapering procedure. Diapers will be changed when necessary and/or checked at least every (2) two hours. Appropriate diapers include disposable or cloth diapers supplied by a commercial diaper service or the child's family. Anyone administering the diapering procedure will wash their hands immediately before and after diapering. The child's hands will also be washed immediately after diapering. All children will have their own containers with their names on it for diapers and wipes, kept in the bathroom. All diaper cream will be kept in bathroom in a container above children reach. Each diaper cream needs to have the child's name on it as well as a consent diaper cream form in child's folder. Due to health regulations the childcare will not rinse soiled cloth diapers out.

TOILET LEARNING

Before a child is ready to start toilet learning I will discuss parent/guardian views on toilet training. For toilet training I use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with parents/guardians. Dirty and soiled clothes will be put in a plastic bag send home daily. Due to health regulations the childcare will not rinse soiled clothing out.

INFANT FEEDING

Infants are fed on demand or based on parent/guardians recommended feeding schedule. Infants will stop being fed when the child shows signs of fullness, bottles will be put away when a child is done feeding. Infants are held at all times when bottle feeding, I do not prop bottles up or let children feed themselves while lying down. Bottles will be checked to ensure temperature is safe before feeding. Medications, cereal supplements, or sweeteners will not be added to the contents of bottles unless prescribed by a health care professional and the medication management procedure has been followed. Infants and toddlers will not be served food from polystyrene (Styrofoam) cups, bowls, and/or plates.

NAPS AND REST PERIODS

Infants and toddlers will follow their own individual sleep patterns and never be forced

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to sleep. Infants and toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission. Napping equipment will be clean and firm with a snug-fitting mattress that does not have tears or holes. Children will be removed from car seats, swings, rockers, or other similar equipment if they have fallen asleep. Children who are able to climb out of a crib will be transition to a mat or other approved sleeping equipment.

INFANT AND TODDLER CARE

Infant and toddler safe sleep practices

Everyone at Children of the Future will take safe sleep training annually.

SUDDEN INFANT DEATH SYNDROME

SIDS or Crib death is a leading cause of death in infancy after the 1st week to 4 months of life. About 1 of every 1,000 babies dies from SIDS every year, mostly boys than girls are victims, and most deaths occur during the fall, winter, and early spring months. Infants will be laid according to the SIDS foundation of Washington and D.E.L on their back to prevent SIDS. To help reduce the risk of SIDS is to put your baby on his or her back to sleep. Do this when you baby is being put down for a nap or to bed for the night. You can always check with your doctor or nurse. Children will not be left to sleep in highchairs or bounce chairs or swing or car seats.

Other **BIG** way to reduce the risk of SIDS

- **Bedding**-Firm mattress, No fluffy blankets, No pillows,
- **Temperature**-Not too hot, make sure it comfortable to you
- **Smoke free**- No one should smoke around your baby
- **Doctor or clinic visit**- Schedule shots
- **Prenatal care**-NO drugs, NO smoking, NO Alcohol
- **Breastfeeding**- helps keep baby healthy

SIDS Emergency Procedure

When a baby is found unresponsive:

- Call 911
- Administer CPR
- Call the child's parents
- Call your licensor
- Call the SIDS foundation (1-800-533-0376) WA, ID, OR

FOOD PROGRAM

Children of the Future participate in the USDA Food Program.

MDC Child Care Food Program 945 S. Fawcett Ave Tacoma, WA 98402

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MEALS AND SNACKS

All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines (USDA). It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverages. Home canned foods are not allowed to be served. Safe drinking water will be served. Whole milk will be served to children 12-24 months.

MEALS/SNACKS TIMES

All children in attendance are provided breakfast, lunch, and/or two (2) snacks served daily at no additional charge.

Breakfast	7:30am-8:30am
AM Snack	10:00am-10:30am
Lunch	12:00pm-12:30pm
PM Snack	3:30pm-4:00pm
Dinner	5:30pm-6:30pm
Evening Snack	8:30pm-8:50pm

STANDARD MEALS SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	Cold Cereal Banana Milk	Oatmeal Strawberries Milk	Yogurt Orange Milk	Mini Bagels Apple Milk	Waffle Peaches Milk
AM Snack	Graham Crackers Juice	String Cheese Apple Slices Water	Animal Crackers Pears Water	Salsa TortillaChips Water	Peanut Butter Celery
Lunch	Grilled Cheese Celery Orange Milk	Chicken Brown Rice Applesauce Milk	Fish Sticks Fries Strawberries Milk	Meatballs Cornbread GreenBeans Orange/Milk	Ham/Cheese Peas Carrots Milk
PM Snack	Ritz Crackers Carrots Water	Soft Pretzel Yogurt Water	Peanut Butter Apple Water	Bread Sticks Marinara Sauce Water	Cookies Milk Water
Dinner	Chicken Rolls Potatoes Mixed Fruit Milk	Ground Beef LettuceTomato Refried Beans Pears Milk	Mac & Cheese Banana/ Green Beans Pita Bread Milk	Salmon Broccoli Green Salad Rolls Milk	Meat Loaf RedPotatoes FruitCocktail WheatBread Milk

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Evening Snack	Gold Fish Milk	Rice Cakes Yogurt	Oranges Milk	Pretzel Cheese	Bagels Milk
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ALLERGIES/ADVERSE REACTIONS

It is the parent's responsibility to notify me in writing of any allergies or adverse reactions your child may have with certain foods or beverages.

FOOD HANDLING PRACTICES

Anyone preparing food for the children is required to maintain a current and valid Food Handlers Permit. Proper hand washing procedures will be followed during food handling. Safe food storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with the most current edition of the food workers manual prepared by the state department of health.

DISHWASHING PRACTICES

Dishes are washed in an automatic dishwasher using the sanitizing cycle.

SAFETY OF FOOD CONTAINERS AND PREPARATION AREA

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served. Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as "microwave use", "microwave safe", or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose as a choking hazard will be always kept inaccessible to children.

POLICES FOR FOOD BROUGHT FROM HOME

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with child's first & last name and the date it was prepared. If you choose to provide alternative food for your child, I will need a written plan. Any meal or snack brought from home that does not meet USDA requirements will not be served to your child.

SPECIAL OCCASIONS FOOD

No homemade goodies Please. (Wrapped or store-bought treats are preferred).

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ALLERGY/SPECIAL DIET

It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverage. **IN CASES OF ALLERGIES OR SPECIAL DIETARY NEEDS PLEASE SUBMIT IN WRITING FROM YOUR MEDICAL DOCTOR INFORMATION OUTLINING THESE CONCERNS AND ANY CHANGES TO A CHILD'S MEDICAL CONDITION.**

Parents will be notified of all field trips, fees and special events. Permission slips must be signed and returned before a child can attend any field trip or event. If you don't want your child to go on field trip you must make other arrangements at you own expense for that day. Regular childcare fees will still apply for field trip days, whether your child attends. **Parent's volunteers are always welcome and appreciated.**

TRANSPORTATION FEE

If transportation to and from school, there is non-negotiable transportation fee of \$50.00 per child per month. This amount is subject to change depending on mileage. We will not transport children in poor weather condition.

THIS SCHOOL YEAR WE ONLY WALK TO TIFFANY PARK.

TRANSPORTATION

The safety of children and staff must be provided in all activities of childcare programs. Proper self-control systems and the correct use of them are seriously important during travel to/from the childcare program as well as a part of the activities of the setting. Parents are responsible for transportation to and from your home. Children will be transported to and from the childcare in insured vehicles owned by the Director, parent volunteers, or a contracted bus service. Transportation provided by a contracted bus service will meet all Registry of Motor Vehicles requirements and have at least the minimum liability insurance. The number of children transported in private vehicles shall not exceed the number of operable seat belts. Everyone in vehicle is buckled always while the vehicle is moving. Children will never be left unattended in a vehicle, not even for a brief period. If your child is less than 40 pounds, Parents please provide a car seat on planned field trip days. Also, if you child used a booster seat please send the seat. A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.

RENTON SCHOOL DISTRICT

The school Children of the Future served is **Tiffany Park Elementary.**

Tiffany Park Elementary 1601 Lake Youngs Way SE Renton, WA 98058 425-204-4850	Renton School District 300 SW 7 th Street Renton, WA 98057 425-204-2300	Transportation Department 420 Park Ave N. Renton, WA 98057 425-204-4455
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BEFORE/AFTER SCHOOL ACTIVITY

Parents are responsible for ALL before/after school activity.

SUMMER PROGRAMS

During summer months (July-August) childcare will be doing, water fun, weekly park panics, local parks, boards game, movie, outdoor fun, and parties with other childcare programs.

SUNSCREEN

If you would like sunscreen to be applied at the childcare the parent needs to fill out a permission sunscreen form and return to the childcare. **Forms available 2nd week of June!**

OFFSITE FIELD TRIPS

Many of our outdoor activities include trips to the park, walks around the block, trips to the grocery store, etc. and may not always be pre-planned. Our mode of transportation for these outings will generally be by foot using strollers as needed. On occasion, we will use the childcare cars/trucks for outings that are not within walk distance. By signing the general Permission Authorization Form in the Enrollment Package, parents acknowledge and authorize this activity.

Type of Location	City	Example
Restaurants	Local Areas	<p>McDonalds:</p> <ul style="list-style-type: none"> • 23225 Maple Valley Black Diamond Rd Se, Maple Valley, WA 98038 • 17630 108th Ave Se, Renton, WA 98055 <p>Pizza Hut:</p> <ul style="list-style-type: none"> • 13003 Se Kent Kangley Rd, #116, Kent, WA 98030 <p>Kid Valley: 1201 Lake Washington Blvd N, Renton, WA 98056</p>
Other Locations	Renton (other cities by exception)	<p>Library:</p> <ul style="list-style-type: none"> • 100 Mill Ave S, Renton, WA 9805 • 17009 140th Ave Se, Renton, WA 98058 <p>Malls:</p> <ul style="list-style-type: none"> • Southcenter- 633 Southcenter Mall, Seattle, WA 98188 • Supermall- 1101 Supermall Way, Auburn, WA 98001 <p>Grocery Stores: Costco, Sam's Club, Fred Meyer, Safeway,</p>

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Parks	Local Areas	<p>Liberty Park: 1101 Bronson Way N</p> <p>Gene Coulon Memorial Beach Park: 1201 Lake Washington Boulevard N</p> <p>Philip Arnold Park :720 Jones Avenue South</p> <p>Renton Public Library : 100 Mill Avenue South</p> <p>Tiffany Park : 1902 Lake Youngs Way SE</p>
Elementary Schools	Local Areas	<p>Tiffany Park: 1601 Lake Youngs Way</p>

OVERNIGHT CARE

Children, who attend during the evening hours, but not the whole night, shall have the opportunity to sleep as needed. Children who are present at the time of dinner will be served dinner and an evening snack.

I will maintain the same required adult to child ratios during nighttime care as during the daytime hours with primary person remaining on the same floor as the children. One qualified staff person will remain awake until all children are asleep.

WEEKEND CARE

Weekend care will be charged as \$35.00 per. hour.

SEPARATION

Please keep in mind that a child adjusting to a new surrounding or going through separation anxiety may want to leave with you when you pop in for a visit. I would suggest that you limit visits during these difficult times, until your child has successfully adjusted. Even if you must leave your crying child, it is usually better to make your goodbyes short and sweet so that your child can sooner adjust to the new situation and go on with his/her day. After a few days, your child will realize that you will come back as you say, and his/her morning adjustment will go smoother.

EMERGENCY PREPAREDNESS AND EVACUATION

You will find our programs evacuation plan posted under the stairs. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home so you are aware of our emergency and disaster /evacuation procedures. I have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. I continually check my home for potential hazards on a regular basis.

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Should my home become inhabitable in a disaster, the children and I will be located at **King County Fairwood Library** if possible.

EARTHQUAKE PLAN

When Indoors:

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
 - o DROP to floor
 - o COVER head and neck with arms and take cover under heavy furniture or against internal wall
 - o HOLD ON to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe, and the earthquake is over

When Outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- DROP & COVER.
- Adults will talk to children in a calm reassuring tone until it is safe, and the earthquake is over
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe, and the earthquake is over

After earthquake:

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located:
- If gas is smelled; the main gas valve will be immediately turned off
- We will monitor our portable radio for information and emergency instructions

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- Our designated out-of-area contact will be notified of our status when possible and if needed
- We will remain outside of building until it has been inspected for re-entry and determined safe

EVACUATION PLAN

When On-site:

- All children will be gathered and escorted to the designated meeting spot located:
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- If safe to do so, the whole home will be checked, to ensure that all children have left the building safely.

When Off-site:

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for
- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out

Fire Evacuation Plan:

- Activate fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
 - o If anyone's clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building

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- A designated staff member will check areas where children may be located before, they leave the building
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.

Lockdown Plan:

- We will lock outside doors and windows, close and secure interior doors, all curtains/blinds will be closed, and all lights will be turned off
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area
- To maintain a calm atmosphere in the room we will read or talk quietly to children
- If a phone is available, we will call 911 to ensure emergency personnel have been notified
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine
- We will notify parents/guardians about any lockdown, whether practice or real.

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have emergency supplies for up to seventy-two hours.

Emergency supplies include:

A three day/72-hour supply of food and water for each child and staff, as well as a three-day supply of any required medications for individual children.

INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING

1. My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified. With some minor injury's parents will be called to help decide whether the child should go home.

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3. In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will then notify you as soon as possible and tell you where your child is being treated.

4. If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department of Early Learning Licensor and child's social worker, if any. You will be given a copy.

MEDICINE MANAGEMENT

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

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

3. Medications must be stored in the original container. The container must have the patient's name, instructions, and date of expiration.

4. Prescription and non-prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.

5. Any medicine taken by mouth for children under two will need written permission from your doctor.

6. Doctor's permission is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription). To find examples of non-prescription drugs please consult WAC: 170-296A-0010 (definitions).

EXCLUSION/REMOVAL POLICY OF ILL PERSONS

1. Each child will be observed daily for signs of illness.

2. Children who are contagious must stay at home. All parents of children in my care, as well as the Health Department, will be notified by phone within 24 hours of communicable diseases or food poisoning.

3. Please call me if your child will not attend due to illness. If you are unsure if your child should come or not, **please call.**

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4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive.

5. The parent is responsible for finding substitute care in case of the child's illness.

6. The following illnesses or children who are exhibiting these symptoms are not accepted in my home per instruction of the Department of Public Health:

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

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

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

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

Appearance/Behavior: unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

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

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

Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound

Chicken Pox: Children may return when the blisters have dried and formed scabs.

REPORTING AND NOTIFYING CONDITIONS TO PUBLIC HEALTH

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC 246-101).

CERTIFICATE OF IMMUNIZATION STATUS

To protect all children and staff, each child in our childcare program must have a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form is required. (Other forms/printouts are not accepted in place of the CIS form.)

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Children may attend childcare without an immunization if the parent/guardian completes a *Certificate of Exemption (COE) from School, Child Care and Preschool Immunization Requirements*, stating: They have personal/philosophical or religious reasons for not obtaining the immunization(s) **OR** The child is medically exempted. (Licensed health care provider signature required as well). **A current list of exempted children is maintained always.** Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division. **The childcare will keep each child's immunization records updated by the child's birthday.**

HAND WASHING PRACTICES AND HAND SANITIZERS

We (children and adults) will be washing our hands upon arrival, before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will be used in accordance with WAC and will not be substituted when regular hand washing procedures can be practiced and can only be used by children over (24) twenty-four months and for whom I have a signed parent permission on file.

CLEANING, SANITIZING, AND DISINFECTING PROCEDURES

Cleaning, sanitizing, and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables and all food prep surfaces are sanitized before and after each meal, snack, or other messy play activity. Carpets within the childcare space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets, and other items used during rest time are cleaned weekly or more often if soiled. When using a bleach solution to disinfect, I follow the proper ratio of: $\frac{3}{4}$ teaspoon of chlorine bleach to one quart of cool water.

BLOOD BORNE PATHOGEN PLAN

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures, and disinfect the items and surfaces that are contaminated and then properly dispose of all waste. All persons exposed will wash hands before returning to care.

INJURY PREVENTION

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

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PETS

We do have pet, FISH.

All pets are current on immunizations and in good health. Childcare staff will always be present when children interact with pets. Children and staff will always follow proper hand washing after interaction with pets.

SMOKING

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

- Indoor and/or outdoor licensed space
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the home
- In motor vehicles while transporting children
- Buildings
- The licensee must keep tobacco products, cigarettes, and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.

This policy applies to all persons on the premises, regardless of their purpose for being there.

Scientific evidence has linked respiratory health risks to secondhand smoke.

DRUGS AND ALCOHOL

No illegal drugs are allowed on the premises. Alcohol and marijuana may not be consumed during business hours. The licensee, staff, volunteers, or household members must not, or allow others to:

- Have or use illegal drugs on the premises
- Consume alcohol during operating hours
- Be under the influence of alcohol, illegal drugs, or misused prescription drugs when working with or in the presence of children in care
- The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children
- Marijuana and/or marijuana products in the home will be stored inaccessible to the children.

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GUNS OR WEAPONS

I do have guns, weapons of ammunition in my home. Guns, weapons and/or ammunition are safely stored in unlicensed space in a lock room.

SAFE WATER SOURCES

Hot and cold running water will be available at my program. I have a copy of the water testing results on the premises.

RECORDKEEPING, REPORTING AND POSTING

I keep all required records for a minimum of (5) five years. I will keep records from the previous twelve months in the licensed space and they will be immediately available for the Department or other state agency's review.

WEATHER POLICY

If operations of the Renton School are affected at any time due to severe weather conditions, Children of the Future will be affected as well. Announcements are generally made as early as 5:00am on the morning news station. Reports on the internet at www.schoolreport.org or www.renton.webnet.edu (click on transportation or school closure info) during snow days and all other days of bad weather the childcare will be closed if Renton School district is closed. Payments are due in full during this time.

RADIO STATION

FM STATION		AM STATION	
KLSY	92.5	KIRO	710
KMPS	94.1	KNWX	770
KXXO	96.1	KDMO	1000
KYPT	96.5	KLAY	1180
KMTT	103.7	KIXI	880
KPLZ	101.5	KRKO	1380
KBSG	97.3		

SNOW DAYS

We operate according to the Renton/Kent school district guidelines. If the schools are closed or running 2 hours late, we too are closed or running 2 hours late. If we have snow, please listen to your local news and adjust your schedule accordingly. Please remember if the school district feels the roads are unsafe, the roads to our home will not be cleared or safe either.

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POWER OUTAGES

(WAC) requires the temperature in the childcare facility be at least 68 F. In the event of power outages before or during childcare hours, parents will be notified if the temperature cannot be maintained as required.

OFF-SITE EMERGENCIES

In the event of an emergency while we're off site, we will relocate the children according to the Emergency Response professionals and notify parents as to where and when to be reunited with their children. If necessary, this will be done via the out of state contacts or according to the emergency phone numbers as listed on your child's enrollment register.

LOST CHILD

God Forbid, if I cannot locate a child, but I would contact the police and the child's parents immediately. If a child is lost, all children will be gathered in one area while I check the remainder of the childcare area and house for the lost child. I will then also check outdoors and neighboring homes.

FIRST AID KIT

All staff/volunteer with have a current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid is always present with the children. First Aid and CPR are taken every (2) two year. Documentation of staff training is kept in personnel files. Our first aid kits do not contain medications, medicated wipes, or medical treatments/equipment which would require written permission from parent/guardian or special training to administer. A fully stocked first aid kit is taken on all field trips and playground trips and is kept in out-site backpack as well as each vehicle used to transport children.

Disposable Gloves	First aid manual
Adhesive Bandages of various sizes	Adhesive Tape
Small Scissors	Ice packs
Tweezers	Thermometer
Elastic wrapping bandages	Sling/Triangular bandages
Sterile gauze pads	

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FUNDRAISERS

DONATIONS

Donations help me keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

Snack Foods (fruits, crackers, etc.)	Hats
Dress up clothing	Magazines for cutting
Costumes	Jewelry

FAMILY/FRIEND NIGHT

(4) four time a year.

1. Jan-Mar	3. Jul-Sep
2. Apr-Jun	4. Oct-Dec

QUESTIONS OR CONCERNS

The childcare encourages childcare families to share their questions, concerns, and comments with the childcare. No matter how small you may think it is, please let us know. We want you to be positive in the care we give your child. Concerns and suggestions help improve our program. This childcare cannot make our childcare an outstanding facility without parents' input.

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