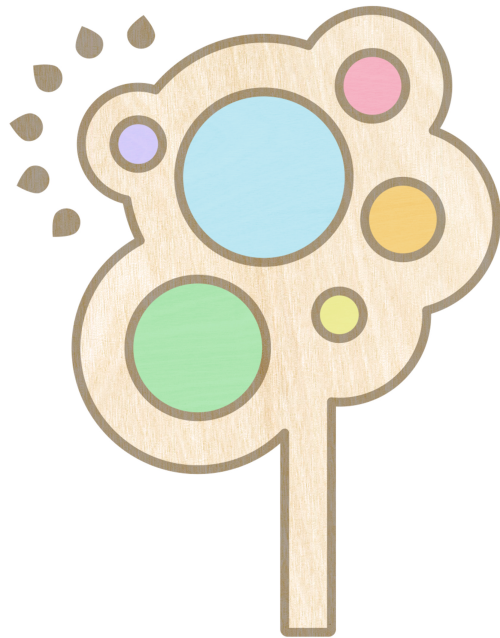


Dash Point Highlands

Child Care & Learning Center



Pauline and Jeff Nastasi
Co-Directors

(253) 952-7572

September 1, 2015

I. PHILOSOPHY	5
II. COMMUNICATION	5
III. ENROLLMENT PROCEDURES	5
IV. NON-DISCRIMINATION	6
V. DAYS AND HOURS OF OPERATION	6
VI. HOLIDAYS AND CLOSURES	6
A. RELIGIOUS & NATIONAL HOLIDAYS	6
B. PAID HOLIDAYS	7
C. VACATIONS	7
D. PROVIDER ILLNESS AND EMERGENCY TIME OFF	8
E. SEVERE WEATHER/ROAD CONDITIONS	8
VII. RATES AND OTHER FEES.	8
A. BASIC RATES (effective September 1, 2015)	8
B. LATE FEES	8
C. OTHER FEES	9
• REGISTRATION	9
• ACTIVITY FEE	9
• TUITION EXPRESS RETURN FEE	9
• COURT FEES	9
D. TERMINATION	9
E. TRIAL PERIOD	9
F. TAXES	9
VIII. SIGNING IN & OUT	10
IX. A TYPICAL DAY	10
A. DAILY SCHEDULE	10
B. OUTSIDE PLAY	11
X. INFANT/TODDLER NEEDS	11
A. TYPICAL DAILY SCHEDULE	11
B. DIAPERS	11
C. TOILET TRAINING	11
D. BACK TO SLEEP	11
E. DAILY REPORTS	11
F. BI-YEARLY EVALUATIONS	11

XI. BEHAVIOR MANAGEMENT & DISCIPLINE POLICY	12
XII. MEALS & SNACKS	12
A. NUTRITION	12
B. MEALTIMES	12
C. SPECIAL DIETS	12
D. MENUS	12
E. SAMPLE MENU	13
XIII. HEALTH & SAFETY PRACTICES	13
A. HAND WASHING	13
B. DIAPER CHANGING	13
C. TOYS & EQUIPMENT	13
D. BEDDING & SOILED CLOTHING	13
E. HEALTH CARE PLAN	13
F. ACCIDENTS & INJURIES	13
G. FIRST AID TRAINING	13
H. RELEASE OF CHILDREN	13
I. REPORTING CHILD ABUSE	14
J. CARE OF ANIMALS	14
K. FACILITY MAINTENANCE	14
XIV. POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN	14
XV. MEDICAL EMERGENCIES	15
XVI. MEDICATIONS	15
A. CONSENT	15
B. PRESCRIPTION MEDICATION	16
C. NON-PRESCRIPTION MEDICATION	16
D. UNLISTED NON-PRESCRIPTION MEDICATION	16
E. UNUSED MEDICATION	16
XVII. HEALTH CARE PRACTICES	16
A. WASHING/SANITIZING	16
B. LAUNDRY	16
C. HAND WASHING	17
XVIII. TRANSPORTATION & FIELD TRIP ARRANGEMENTS	17
XIX. ADJUSTMENT	17

A.	WHAT IS NORMAL	17
B.	FIRST EXPERIENCE	17
C.	COMMON BEHAVIORS	17
D.	WHAT TO DO	17
XX.	CHILDREN'S SUPPLIES, & VISITATIONS	18
A.	CHILDREN'S SUPPLIES	18
B.	PERSONAL BELONGINGS	18
C.	VISITATIONS	18
D.	NO SMOKING POLICY	18
XXI.	EMERGENCY AND DISASTER PREPAREDNESS PLAN	19
A.	PHONE NUMBERS	19
B.	MEDICAL EMERGENCIES	19
C.	POWERLOSS / EARTHQUAKE	19
D.	FIRST AID KIT	19
E.	FIRST AID	20
F.	DISASTER PLAN	20
G.	EARTHQUAKE DRILLS	20
H.	FIRE DRILLS	20
I.	FIRE EVACUATION PLAN	21
J.	FIRE HAZARDS	21
XXI.	STAFF PLANNING	21
XXII.	CONFIDENTIALITY STATEMENT	21
XXIII.	GOALS	22
	SIGNED AGREEMENT	23

I. PHILOSOPHY

As family child care providers, our goal is to provide a safe and happy place for children where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. We believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development and social interaction. The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults, and property.

II. COMMUNICATION

Communication is very important to us. When we accept a new family into our business, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference.

Conferences will not be scheduled as a routine part of your child's care; however, should you like to have a conference, you may request one at any time.

You are encouraged to call us at any time between the hours of 7:00 am.-9:00 pm If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you leave a message on our voice mail, we will call you back as soon as possible. The best time to call during the day is during our daily quiet time.

We look forward to a terrific relationship with you and your child!

III. ENROLLMENT PROCEDURES

- Ages of admission are birth through 12 years of age.
- We attempt to be flexible in our enrollment policies to suit the needs of individual families.
- Full time registrations are accepted subject to availability of space and accommodations.

All necessary forms must be completed and returned to us before we will assume the responsibility of caring for your child. NO EXCEPTIONS! You are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the below forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Listed below you will find the list of forms that you need to return to Dash Point Highlands Child Care and Learning Center before or on your child's first day.

1.	Signed Parent/Guardian Handbook (last page only)
2.	Signed Child Care Agreement
3.	Signed Child Care Home Register/Consent to Medical Care and Treatment
4.	Certificate of Immunization Status
5.	Signed Permission Authorization

IV. NON-DISCRIMINATION

Dash Point Highlands Child Care and Learning Center admits children of any race, religion, disability, color, national and ethnic origin to all the rights, privileges, programs and activities made available to children at this childcare. We do not discriminate in any way within the administration of our educational policies, enrollment policies, financial plan or any other administered program. A multi-cultural, anti-biased curriculum is offered.

V. DAYS AND HOURS OF OPERATION

Dash Point Highlands Child Care and Learning Center is open Monday – Friday 6:00 am to 5:30 pm. Childcare is never offered on weekends or holidays. **Please remember that your fee is based on the hours you contract for, not the hours that Dash Point Highlands Child Care and Learning Center is open. Please drop your child off on the agreed upon time and pick up at the agreed upon time.**

If you at times require an earlier drop-off or a late pick-up, you must call in advance to authorize this. An extra fee will be charged. Late fee's will also be charged for unauthorized pick-ups past your agreed upon times. (See Child Care Agreement)

Any child that is in our care after 7:00 pm will follow all guidelines under WAC 388-155-150 Evening and Nighttime Care. During sleep hours, children will have appropriate bedding on their assigned cot. All night wear and individual toiletry items will be provided with separate dressing and sleeping areas arranged for children over six years. Children will sleep in our family room with an adult present at all times maintaining staff-child ratios. All other regulations set forth in our policy apply.

VI. HOLIDAYS AND CLOSURES

A. RELIGIOUS & NATIONAL HOLIDAYS

Parent/guardians who might have objections to recognition of religious or other holidays, such as Christmas, Thanksgiving, Easter, or Valentine's Day, should so indicate to the Director so that proper arrangements can be made to respect you and your child's wishes.

B. PAID HOLIDAYS

Dash Point Highlands Child Care and Learning Center is closed all major holidays. The following are observed holidays:

Paid Holidays for 2015	
Monday, September 7, 2015	Labor Day
Thursday/Friday, November 26-27, 2015	Thanksgiving
Thursday/Friday, December 24-25, 2015	Christmas
Thursday, December 31, 2015	New Years Eve
Paid Holidays for 2016	
Friday, January 1, 2016	New Years Day
Monday, January 18, 2016	MLK
Monday, February 15, 2016	President's Day
Monday, May 30, 2016	Memorial Day
Monday, July 4, 2016	4 th of July

Please arrange for back-up care if needed. These are paid holidays and your fee will not reduce during daycare closure. Depending on the day of the week that certain holidays fall, we may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, we will take off the Friday before or the Monday after. Generally this would be the same day that most businesses observe.

C. VACATIONS

Each year we will take the below scheduled vacation days and have the option to take five training/personal days. All training/personal days are at no charge to you. You will be notified at least 2 weeks in advance of personal days off.

Vacation	
November 4-13, 2015	No Charge
March 28-April 1, 2016	Paid Vacation
July 27-31, 2015	Paid Vacation
Personal/Training Unpaid (5 days)	
5 days TBD with 2-week notice	No Charge

Child care payments for our paid week of vacation must be left the Friday prior to the start of our vacation and will be held until the scheduled payment due date. You are required to arrange and pay for your own back-up care.

Please notify us at least two weeks in advance as to your family vacations. You will receive two free weeks of vacation every business year. Our business year is from September 1 – August 31. Note: Newly contracted families are eligible for two free weeks of vacation only after completing their first six months. These free days may not be used in conjunction with paid holidays and our paid vacation. These free days may be used separately if you so choose,

BUT you must give a 2-week written notice of your vacation. If you fail to give a 2-week written notice of your vacation, you will be required to pay your full rate during your vacation. You are required to pay for all other absent days in excess of your 2 free weeks.

D. PROVIDER ILLNESS AND EMERGENCY TIME OFF

Please have back-up care available to you. We can never know when to expect an emergency or when we may become ill. The amount of notice we can give you is never known. Please be prepared so fewer conflicts occur. You are not charged due to this type of closing.

E. SEVERE WEATHER/ROAD CONDITIONS

For your child's safety, when the School District closes (Tacoma or Federal Way) due to severe weather/road conditions, Dash Point Highlands Child Care and Learning Center has the option to close. A decision will be made by 7:00 am. You will not be charged.

VII. RATES AND OTHER FEES.

A. BASIC RATES (effective September 1, 2015)

Age	Full Time Weekly Rates (10 hours maximum)**
Birth -18 months	\$237.50 (\$47.50/day)
19 Months - 36 Months	\$212.50 (\$42.50/day)
3 - 12 years	\$187.50 (\$37.50/day)

**Children in daycare longer than 10 hours a day may be charged an additional \$10.00 per day.

Your weekly childcare rates are outlined in your Child Care Agreement. You may pay weekly fees by cash or Tuition Express. **Payments for the upcoming week must be made by 5:30 pm. every Friday. NO EXCEPTIONS! This simply means you are paying for care a week in advance.**

B. LATE FEES

Dash Point Highlands Child Care and Learning Center opens at 6:00 am and closes at 5:30 pm. Contracted care before 6:00 am and after 5:30 pm may be pre-arranged on an individual basis. All children must be picked up at the end of their contracted daily scheduled time. If you are contracted for a 4:30 pm pick-up, you will be charged late fees starting at 4:31 pm. It is the responsibility of the parent to have their child picked up on time. Plan accordingly. If you know of a possible conflict, it is your responsibility to have an authorized alternate person pick up your child.

Late fees will be billed accordingly at the rates below:

- 1 – 15 minutes past pickup time = \$5.00 per child
- 16 – 30 minutes past pickup time = \$10.00 (additional) per child

C. OTHER FEES

- **REGISTRATION**

An initial non-refundable registration fee of \$50.00 will be due upon full time enrollment, along with one-week tuition in advance.

- **ACTIVITY FEE**

There will be an activity fee of \$25.00 per child due each year on September 1st. This fee will be used for materials and activities.

- **TUITION EXPRESS RETURN FEE**

You are responsible for all charges we may incur from our bank as a result of returned tuition through Tuition Express. Childcare will immediately be halted until you reimburse us for the return fee and all expenses that have incurred. Reimbursement will be in cash only. Future payments will be required to be made in cash.

- **COURT FEES**

Should it become necessary to go to court over non-payment of fees owed, court and attorney fees will be added to your bill.

D. TERMINATION

If you decide to remove your child from Dash Point Highlands Child Care and Learning Center, we require a two-week written notice. You are required to pay for these two weeks. If we decide we can no longer provide care for your family we will also provide you with a two-week written notice. If violations of this agreement occur, you may be given immediate termination from Dash Point Highlands Child Care and Learning Center. Examples of why we would terminate your child's care include (but are not limited to):

- Failure of parent/guardian to pay fee
- Failure to complete and sign any required forms
- Lack of parental/guardian cooperation
- Failure of child to adjust after a reasonable amount of time
- Our inability to meet the child's needs without additional staff
- Gross misconduct on the part of the parent/guardian or child

E. TRIAL PERIOD

All new children will be cared for on a 30-day trial period beginning on your child's first actual day of care. During that time the parent/guardian or provider may terminate the childcare agreement with 24 hours notice. After the trial period, a two-week written notice is required by either party to terminate the agreement. As a reminder, your registration fee is non refundable.

F. TAXES

We will supply you with a year-end summary of all fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time.

VIII. SIGNING IN & OUT

Dash Point Highlands Child Care and Learning Center uses a child care management software. You will be required to provide a four digit security code and will sign in/out on the computer.

Children will not be permitted to sign themselves in/out. If your child leaves the facility to attend school, then we, with parent/guardian permission, may sign your child in/out. The State of Washington prohibits a childcare provider from releasing children to a parent/guardian or any other person who is clearly under the influence of alcohol or other drugs.

IX. A TYPICAL DAY

A. DAILY SCHEDULE

	6:00 AM - 8:30 AM	Arrival and Breakfast
	8:30 AM - 9:45 AM	Free Play
	9:45 AM - 10:00 AM	Wash-up/Bathroom/Change Diapers
	10:00 AM - 10:15 AM	Snack
	10:15 AM - 11:00 AM	Group Activities
	11:00 AM - 11:45 AM	Outside Play
	11:45 AM - 12:00 PM	Wash-up/Bathroom/Change Diapers
	12:00 PM - 12:30 PM	Lunch
	12:30 PM - 12:45 PM	Wash-up/Bathroom
	12:45 PM - 3:15 PM	Quiet Time
	3:15 PM - 3:30 PM	Wake-up/Bathroom/Change Diapers
	3:30 PM - 3:45 PM	Afternoon Snack
	3:45 PM - 5:00 PM	Outside Play/Free Time
	5:00 PM - 5:30 PM	Departure/Free Time

B. OUTSIDE PLAY

We play outside everyday rain or shine!

- Please send appropriate clothing for weather (i.e., jackets, sweaters). Please label attire with your child's name.
- Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains in our new clothes.
- Please provide a pair of old sneakers to stay on site if your child does not wear sneakers everyday.

X. INFANT/TODDLER NEEDS

A. TYPICAL DAILY SCHEDULE

The Infant/Toddler schedule follows along the same guidelines as the above schedule with the addition of diaper changes and quiet time. Infants will take a morning quiet time.

B. DIAPERS

Changes are scheduled for every 1-1/2 to 2 hours with the exception of quiet time in which case each child will be diapered as soon as he or she awakens. In addition, a child will be changed when needed. Diaper changing procedures will be followed as posted in the changing area.

Diapers are provided by the parent/guardian. If at anytime diapers are not provided, we will provide diapers at a rate of \$1.00 each.

C. TOILET TRAINING

When you feel your child is ready for toilet training, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. Toilet training will be done in a relaxed manner with the cooperation of the family. **We require that the child must show signs of readiness.** Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we will continue to use pull-ups until your child can and will announce that s(he) must use the bathroom (not just at home, but here, as well.) Please provide 2-3 extra change of clothing. You can leave outfits in our care and we will rotate and wash them here. (Don't forget the socks!)

D. BACK TO SLEEP

Placing babies on their backs to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS), also known as "crib death." All babies will be put on their backs to sleep at Dash Point Highlands Child Care and Learning Center.

E. DAILY REPORTS

- may be written about your child's activities upon your request.

F. BI-YEARLY EVALUATIONS

- may be observed and recorded upon your request.

XI. BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. No corporal punishment will be used or tolerated. Techniques used are as follows:

- Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.
- Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
- "When... Then" Statements: A statement in which the child is encouraged to accomplish something before going on to something else. Sample: "When you finish picking up the blocks, then you can go outside."
- "If... Then" Statements: A statement in which the child is encouraged to make a positive choice. Sample: "If you pick up the blocks, then you can go to the Dramatic Play area."
- Take A Break: The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

XII. MEALS & SNACKS

A. NUTRITION

All meals are nutritious and are served according to federal nutrition guidelines. Children are never expected to clean their plate, but are asked to try everything just once. If your child has any allergies please let me know. **Due to allergies, at no time should your child bring food from home unless pre-approved and enough is brought for all.** Please allow your child time to finish all uneaten food prior to arriving inside Dash Point Highlands Child Care and Learning Center. If your child wishes to bring an occasional treat, please call us to verify quantity and approved foods. All treats must arrive in sealed packages. We practice manners at childcare. We use thank you, please, your welcome and many more!

B. MEALTIMES

Well-balanced breakfast, lunches, and snacks will be provided. All children arriving prior to 8:30 am will be offered breakfast, 12:00 pm will be offered lunch. **If your child is not here prior to these hours, please feed them.**

C. SPECIAL DIETS

If a child has a particular dietary need, substantiated by a medical evaluation, the owner of Dash Point Highlands Child Care and Learning Center must be so informed and given a doctor's note. Substitute meals or snacks may be brought from home.

D. MENUS

Monthly menus will be placed in your child's cubbie upon request.

E. SAMPLE MENU

BREAKFAST – Whole grain mini bagel with cream cheese

MID-MORNING SNACK – Rice Cakes with peanut butter

LUNCH – PB&J!

MID AFTERNOON SNACK – Applesauce and graham crackers

XIII. HEALTH & SAFETY PRACTICES

A. HAND WASHING

Hands will be washed immediately when entering Dash Point Highlands Child Care and Learning Center, before and after meals, before and after bathroom use, after nose blowing or wiping, and after handling an ill child.

B. DIAPER CHANGING

Hands will be washed before and after changing diapers. We use disposable changing mats. Soiled diapers will be disposed of in a closed and sanitized container.

C. TOYS & EQUIPMENT

These will be sterilized daily or as needed with the recommended bleach solution.

D. BEDDING & SOILED CLOTHING

These items will be laundered at the facility on a weekly or as needed basis.

E. HEALTH CARE PLAN

An advisory physician, physicians' assistant, or registered nurse may assist in the development, approval, and periodic review of the facility's health care plan. Only children who are current on immunizations shall be admitted. Medical records and immunizations will be kept up to date in children's files.

F. ACCIDENTS & INJURIES

First Aid will be administered to a child needing care. Each accident will be recorded on a report. Parent/guardians will be given a copy of this report and the center will maintain a copy. Serious accidents will be reported to the Department of Social and Health Services (DSHS).

G. FIRST AID TRAINING

We require all of our staff to maintain a current CPR & First Aid Certificate, and HIV/AIDS training certificate.

H. RELEASE OF CHILDREN

Children will NOT be released to anyone except those authorized to pick up the child on the enrollment form. Identification will be required of those authorized who are unfamiliar to staff. In the event you wish another adult to pick up child, it would require that you give written permission in advance or a phone call to verify.

I. REPORTING CHILD ABUSE

Washington State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Services (CPS) any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parent/guardians of this report.

J. CARE OF ANIMALS

Dash Point Highlands Child Care and Learning Center does have pets on the premises that are well groomed and maintained in a healthy and safe environment. Children will wash their hands before and after handling or petting the animals. Parent/guardians who have children with known allergies to furry animals must alert me immediately.

K. FACILITY MAINTENANCE

It is our practice at Dash Point Highlands Child Care and Learning Center to discard any recalled toys, items or equipment as a safety precaution. All toys are kept in working order and safety inspections are conducted regularly.

Additionally, our play space and learning environments following licensing requirements regarding minimum space-this means that each child has an adequate space to play, explore and nap, unlicensed areas are kept inaccessible to children. To keep a comfortable environment, indoor temperature is maintained between sixty to sixty five degrees between napping and waking times. In the warmer months, we employ fans that are kept inaccessible to children to help regulate the atmosphere.

As required by licensing, all exits are free and clear, windows with pull cords have been removed and emergency exits are all accessible. All electrical outlets in licensed areas have safety coverings, we use eco-friendly lighting and coverings and appropriate locks on all doors and windows.

All hand washing are equipped with warm running water, proper waste equipment which are cleaned regularly.

Our outdoor licensed play area is regularly supervised when children are present and is an adequate enough space so that children can have a comfortable play space while in a group or individually.

XIV. POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN

Children with any of the following symptoms are not permitted to remain in care:

Fever of at least 100 ° F as read under arm (axillary temp.) using a digital thermometer *accompanied by one or more of the following:*

- Diarrhea or vomiting
- Earache
- Headache
- Signs of irritability or confusion
- Sore throat

- Rash
- Fatigue that limits participation in daily activities

Vomiting: 2 or more occasions within the past 24 hours

Diarrhea: 3 or more watery stools within the past 24 hours or any bloody stool

Rash (especially with fever or itching)

Eye discharge or conjunctivitis (pinkeye): until clear or until 24 hours of antibiotic treatment

Sick appearance, not feeling well, and/or not able to keep up with program activities

Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.

Lice or scabies:

Head lice: until no lice or nits are present.

Scabies: until after treatment

Any other contagious illness

Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met.

Children with any of the above symptoms/conditions are separated from the group and cared for in a separate area. Parent/guardian or emergency contact is notified to pick up child.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition.

Staff members follow the same exclusion criteria as children.

XV. MEDICAL EMERGENCIES

In the event of a medical emergency, we will first call 911, and then the parent/guardian will be contacted as soon as possible. If the parent/guardian cannot be reached, the directions on the enrollment form will be followed. In the event IMMEDIATE medical attention should be required, we will use St. Francis Hospital located at 34515 9th Ave. South (253) 838-9700. If you have a preference other than the one listed, we will try to accommodate you, if possible. All accidents and illnesses are recorded on a monthly health and accident report.

XVI. MEDICATIONS

Medication may be administered under the following conditions:

A. CONSENT

WRITTEN parent/guardian and physician's consent is required to administer ANY medication.

B. PRESCRIPTION MEDICATION

All prescription medication must be in its original container and properly labeled with child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration, such as manufacture's instruction or prescription label.

C. NON-PRESCRIPTION MEDICATION

The following classifications can be given with written parent/guardian consent only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing medication. The following is a list of acceptable non-prescription medication:

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Decongestants
- Anti-itching ointments or lotions, intended specifically to relieve itching
- Diaper ointments and powders intended specifically for the use in the diaper area of the child
- Sunscreen

D. UNLISTED NON-PRESCRIPTION MEDICATION

A physician's authorization is needed for non-prescription medication that is not included in the above list, or if it is to be taken differently than indicated on the label or lacks labeled instructions.

E. UNUSED MEDICATION

- will be returned to the parent/guardian or properly disposed.

XVII. HEALTH CARE PRACTICES

A. WASHING/SANITIZING

In an effort to keep the participants in our program healthy, we take appropriate measures to reduce illness and keep maintain cleanliness. Every week toys, napping cots and furniture are washed with antibacterial soap, sanitized with a diluted bleach solution, rinsed and air dried. Also, at the end of each work day, the floors are swept, vacuumed and mopped as needed.

B. LAUNDRY

Bibs, sheets, towels are laundered after each use. We require that a parent take home their children's blankets and clothes each week to launder them and return them. We do not do children's laundry. If a child has soiled a clothing item, we will place it in a tied plastic bag and place it in a child's cubby to be taken home that day.

C. HAND WASHING

The most common, effective and preventive practice to avoid illnesses is hand washing. Every child and adult in the program follows the hand washing steps as directed by the Public Health Nurse. We wash hands when entering the classroom, before and after preparing bottles or food, before and after eating, changing a diaper, administering medicine, after touching bodily fluids or excretions and as needed throughout the day. In between hand washing, we use an alcohol based hand sanitizer.

XVIII. TRANSPORTATION & FIELD TRIP ARRANGEMENTS

- Parent/guardians will provide transportation to and from the facility, except in special circumstances.
- Written authorization is required for parent/guardian to fill out before their child may attend a field trip including walks to the local parks.

XIX. ADJUSTMENT

A. WHAT IS NORMAL

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

B. FIRST EXPERIENCE

If this is the first time your child has been separated from you, it is natural for he/she to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back after work is all you need to do. Our caring staff will take it from there. Please do not sneak out when your child is not looking. Usually the child will settle down shortly after you leave.

C. COMMON BEHAVIORS

Depending on their age, some children will "act out" their feelings by:

- Clinging to you and refusing to let go
- Having tantrums
- Forgetting their toilet training
- Not eating
- Waking up at night or having bad dreams
- Thumb sucking
- Bed-wetting
- Expressing desire to stay home

D. WHAT TO DO

Usually these problems are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to text us at any time after you arrive at work. Chances are that your child will be busy playing and you can relax and concentrate on work.

XX. CHILDREN'S SUPPLIES, & VISITATIONS

A. CHILDREN'S SUPPLIES

Parent/guardians are requested to supply those items necessary for the proper care of your child:

- A COMPLETE change of clothing for each child
- Sneakers to be left on site
- Wipes (you may pay a one time fee of \$20)
- Diapers*
- Sun screen during summer months
- Swimming suit/towel during summer months
- Necessary medications (refer to Medications section)
- Substitute food (for children with food allergies)
- PLEASE LABEL ALL ITEMS

* Diapers are provided by the parent/guardian. If at anytime diapers are not provided, we will provide diapers at a rate of \$1.00 each.

B. PERSONAL BELONGINGS

No toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. We are not responsible for lost, broken, or stolen objects that are brought from home.

C. VISITATIONS

We have an "open door" policy. Parent/guardians have free access at all times to all areas used by children. The only limitations to this policy are contained in Washington State Law (WAC 388-150-440) which states:

During facility operating hours or while the child is in care, only the licensee, employee, volunteer, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child in care.

We will allow the parent/guardian of the child in care unsupervised access only to their child.

D. NO SMOKING POLICY

Our program is a non-smoking facility. If you smoke, we respect your choices; however, keeping the children in mind, we ask that you do not smoke in or around the perimeters of the business. Thank you.

XXI. EMERGENCY AND DISASTER PREPAREDNESS PLAN

A. PHONE NUMBERS

Emergency phone numbers are posted by the home phone. Address and directions are also posted.

B. MEDICAL EMERGENCIES

In the event of a serious medical emergency, we will take the following actions:

- We will contact Emergency Medical Services (EMS) and will describe the situation, state the physical location of the emergency, follow all direction of the EMS professional, and will stay on the line until told to hang up.
- Appropriate first aid will be administered.
- The parent will be contacted or if the parent cannot be reached, the alternate emergency contact person will be called.
- Emergency transportation will be determined by the emergency response team and/or the parent.
- We will make available copies of emergency contact information and immunization records if asked by EMS professional.
- After action report, capturing a chronological chain of events will be drafted.

C. POWERLOSS / EARTHQUAKE

- Should we experience a power loss, flashlights are located in each learning area.
- We can generally remain open for a few hours without lighting, but adequate heat is needed depending on the season.
- Minimize opening doors to maintain appropriate heat.
- Emergency supplies, including lanterns, flashlights, emergency blankets, and water are located in the daycare closet.
- Electricity can be shut off from the breaker box located in the main daycare room.
- Gas can be shut off from the exterior gas main located on the north side of the building.
- Water can be shut off from the exterior water main located at the end of the driveway.
- There is >one week of food in the emergency closet in case of natural disaster.

D. FIRST AID KIT

- The first aid kit is located in the entry closet. The kit is fully stocked and inventoried/maintained regularly.
- The kit contains all required items as defined by the WAC.
- A portable first aid kit is also available for outside time.
- Band aids, thermometer and gloves are located in both the changing room and kitchen medicine cabinet.

E. FIRST AID

- Staff will offer first aid to the child appropriate for the injury type.
- Staff will clean the wound using water and soap, cover it with a bandage, and apply ice if necessary.
- TLC and quiet time have calming effects on the children, as well as helpful in recovery.
- Head injuries are reported immediately.
- Complete an accident form to give to the parent describing incident and first aid administered. One copy is kept on file.
- Open communication and reassurance benefit parents greatly.

F. DISASTER PLAN

- Emergency situations such as earthquake, forest fire, bomb threat, local government emergency, etc. will be communicated amongst staff immediately.
- The director will inform the staff of what preventative measures or evacuation plan that needs to be enacted.
- Generally, parents will be notified. The safety of all will be the top priority.
- Teachers may be asked to have all children get into a defensive / cover position or to leave the building quickly. Children will practice learning to be quiet and follow directions.
- Be sure to use the word “emergency” to help the children understand seriousness of the event and not to unduly alarm them. Stay calm.
- In stormy conditions, keep blinds down to prevent glass from flying.
- Teamwork is necessary in helping keep all the children calm.

G. EARTHQUAKE DRILLS

- Earthquake drills will be conducted on a regular basis.
- We teach what shaking means and what to do: stop everything, stop talking, and follow the teacher’s instructions.
- All children and staff should go under a table or loft until the shaking stops.
- After the shaking stops, wait until the OK is given before coming out from under the table.
- Evacuation route is posted on the emergency communication board.
- Multiple children counts are taken throughout the process.
- Consistent calm communication is key to keeping the children reassured.

H. FIRE DRILLS

- Fire drills will be conducted on a regular basis.
- We teach what the alarm bell and fire alarms mean and what to do: stop everything, stop talking and follow the teacher’s instructions.

- Children will line up at the pre-arranged place. This includes children in the bathroom, on an errand, etc. At the teacher's signal, all walk quickly and silently to escape route.
- Evacuation route is posted on the emergency communication board.
- Multiple children counts are taken throughout the process.
- Children are taught to stop, drop and roll if clothing catches fire, and to crawl if smoke is present.
- Wait until the OK is given before returning to the building.

I. FIRE EVACUATION PLAN

- Evacuation route is posted on the emergency communication board.
- Smoke detectors are located in each room. Alarms are synchronize.
- Fire extinguishers are located in the kitchen, the daycare room, and the main entry closet.
- It is more important to evacuate the children and call 911, than to extinguish the fire.

J. FIRE HAZARDS

- It is the responsibility of each staff member to immediately report and/or correct any fire hazards they detect.
- Fire hazards will be corrected immediately.
- Smoking is not allowed anywhere on the property during operating hours.

XXI. STAFF PLANNING

All staff is trained with 20-30 Hours of STARS, First/Aid and CPR. Current staff trainings will be kept posted. All efforts are made so that the proper children/staff ratio is maintained as required by licensing to ensure proper supervision of all children. Staff and volunteers are regularly observed and attend trainings to strengthen the competence of each staff member. If the primary child care provider is ill or an emergency occurs, all parents will be notified before business hours or as soon as possible.

XXII. CONFIDENTIALITY STATEMENT

Dash Point Highlands Child Care and Learning Center respects you and your child's privacy. We will not share or discuss you or child's family information to third parties. The information you provide with us will be kept strictly confidential.

In addition, children will be released only to the adults who are authorized on the enrollment or emergency contact form. No child will be released to any adult not listed on the registration form unless communication between parent and the primary child care provider has taken place. If there is an unauthorized person on the premises whose presence is prohibited, local law enforcement will be contacted. Please note, that you have access to your child's file at all times.

XXIII. GOALS

The primary goal of our child care program is to provide a loving, safe, stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child's needs. We look forward to a long and rewarding friendship with your child and family. We reserve the right to make changes in the child care environment without advance notice to parents/guardians, as long as any change remains within state licensing requirements and regulations. There may be updates to this parent/guardian handbook occasionally. We will give you a separate addendum as the need arises. Thank you for your interest in finding the best possible care for your child!

Welcome to Dash Point Highlands Child Care and Learning Center!

Please sign agreement for each child and return this page to Dash Point Highlands Child Care and Learning Center. This page will be attached to your signed Child Care Agreement and will be a binding contract.

Child's Name _____ Date _____

SIGNED AGREEMENT

I have read and understand the policies of Dash Point Highlands Child Care and Learning Center. I understand that Dash Point Highlands Child Care and Learning Center, providing two-week notice to me, may change the contents of this contract anytime. I have received a copy of this handbook dated September 1, 2015.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

I have read and understand Section XIV Policy and Procedure for Excluding Ill Children.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____