**Seven Days Sunny**

**Child-Care**

Family Home Daycare

Childcare Provider: Sofia Eptaimeros

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**Parent/Guardian Handbook**

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| **Table of Contents** |
| **3** | **Welcome** | **7** | **Daily Schedule**  |
|  | **Program Philosophy** |  | **Infant/Toddler Care**  |
|  | **Hours of Operation** |  | ***SIDS*** |
|  | **Staff-to-Child Ratios** | **8** | ***Infant Feeding*** |
|  | **Parent/guardian Access to Children During Care** |  | ***Diapering*** |
|  | **Arrivals and Departures** |  | ***Potty Training*** |
|  | **Alternate Care** | **9** | **Guidance and Discipline Policy**  |
| **4** | **Closures/Holidays** |  | **Religious Activities** |
|  | **Child Absence** | **10** | **Holidays** |
|  | **Enrollment Process** |  | **Provider Absence**  |
|  | **Trial Period**  |  | **Mandatory Reporting**  |
|  | **Termination of Care**  |  | **Health and Emergency Preparedness** |
|  | **Child Records** |  | ***Immunization Tracking*** |
| **5** | **Confidentiality Policy** |  | ***Medication Management*** |
|  | **Special Needs Plan** | **11** | ***Medication Storage*** |
|  | **Communication Plan**  |  | ***Removal of Ill Persons Policy***  |
|  | **Rates, Fees, and Payment**  |  | **Emergency and Evacuation Plans**  |
| **6** | **Parent/guardian Supplied Items**  | **12** | **No Smoking Policy**  |
|  | **Food Service Practices** |  | **Drug and Alcohol Policy**  |
|  | **Napping/Sleeping** | **13** | **Gun and Weapons Storage** |
|  |  |  | **Pet Policy** |
|  |  |  | **Insurance** |

**Welcome:**

Hi there! I’m Sofia, a 26-year-old college graduate and mama to two wonderful little girls. I earned my Bachelor of Science with honors in psychology and specialized in neuroscience; my education spans human development in many different facets. Professionally, I have had three jobs; I started working with elderly people in an assisted living home when I was 16. I worked my way up to graveyard manager for about a year until I switched careers to work for the City of Portland in the detective division serving victims from all socio-economic, cultural, and religious demographics alongside other advocates. I also have spent over 5 years working at KinderCare as a teacher, support staff, and substitute while I continued my education.

Becoming a mama completely changed my perspective for my life’s purpose. My passion has always been to serve my community- I just didn’t have clarity on what that looked like. After having my daughters, I realized that my purpose was to provide a safe and enriching environment for them to grow into strong, kind young women. It would be a privilege to provide that experience for other like-minded families. I believe that children should be allowed to explore their environments, cultivate creativity, appreciate the outdoors, learn through trial-and-error, and gain confidence to tackle challenging things.

To maintain a safe and conducive environment for each child, the age range I serve is 3 months to 5 years of age. Additionally, I will maintain state regulated ratios between myself and the children (this number does not include my own children). This number will differ dependent on the age of the youngest child I am caring for during any given time, and whether or not I have additional staff during the day.

An update to the licensing through Washington State:

State licensing requires that the property that the children are at be fenced in completely. Our house resides on a compound with another house on six acres, which we have not been able to completely fence, thus I cannot get licensed by the state until fencing is complete. That endeavor will hopefully be finished soon!

All other aspects of getting licensed by the state have been passed and approved with flying colors including our water quality, and education certifications.

**Program Mission:**

My mission is to provide a safe and nurturing environment for the littles of our future to learn, grow, discover, and challenge themselves through adaptation, experimentation, and creation.

**Hours of Operation:**

I am open Monday through Friday, 07:00 hours to 18:00 hours. If special accommodations need to be made for earlier drop-off times, I will need to be notified at least 48 hours in advance. Pick-up times any later than 18:00 hours will result in an overtime charge of $1.00 per minute that the parent/guardian is late.

**Staff-to-Child Ratios:**

To provide the best care for the littles in my program, and stay within compliance of state regulations, the number of children I can provide for is dependent on the youngest child's age. These ratios can differ day to day, according to who is in my care each day, and whether I have staff assisting me that day. Child ratios do not include my own children.

Ratios:

1 staff member per 4 infants (6 weeks – 11 months)

1 staff member per 7 toddlers (12 months – 29 months)

1 staff member per 10 preschoolers (30 months – 5 years)

**Arrivals and Departures:**

Parent/guardian responsibilities during drop off include bringing their child with clean day clothes appropriate for weather (no pajamas please), brushed hair, and appropriate shoes. Responsibilities for picking up include taking home their child’s belongings for the day including soiled/dirty shoes, clothing, lovies, blankets, cloth diapers etc. Child’s belongings will be in a personalized cubby next to the front door. When the parent/guardian is on premises of SDSCC, their child is their responsibility. Please make sure your child is not running around making unsafe choices.

If somebody is picking up a child that is not the scheduled parent/guardian, a copy of their driver’s license, contact information, and written permission from the parent/guardian with signatures from both parties will be required. When they come to pick up the child, I will ask to see their driver’s license. This is to ensure the safety of the children in my care, as well as maintain state regulations for pick-ups.

Additionally, if your child is sick and cannot come, please notify me by 08:00 A.M. the morning of. If your child has a planned absence, I ask for notice *at least* **24 hours** in advance, giving opportunity for another child to take their place for that day.

Signing children in/out is done through Washington State’s electronic attendance system. A step-by-step guide on how to download and use the app will be provided after enrollment.

**Alternate Care:**

In the event that the daycare is closed, it is the parent/guardians’ responsibility to find alternate care. It is also a good idea to have alternate care in case a child is too ill and cannot attend daycare.

**Closures/Holidays:**

Seven Days Sunny Child Care is closed during all federally recognized holidays. A list of those holidays is provided below, and reminders will be given the Monday prior to the week with the holiday via announcements in person, on my website, and on the Daily Connect App. *If the holiday is to land on a Saturday, the preceding Friday will be closed. If the holiday is to land on a Sunday, the following Monday will be closed.*

SDSCC will also be closed three weeks out of the year for personal vacation time. Parent/guardians will not be charged childcare dues for these weeks. Parent/guardians will be notified of these vacation closures 6 weeks in advance, and reminders will be sent out 2 weeks in advance.

If there are unexpected closures for illness or family emergencies, parent/guardians will be reimbursed by time for the day(s) missed, and notified as soon as possible.

**Closed:**

January 1st - New Year’s Day

Monday of Martin Luther King Jr. Day

Monday of President’s Day,

Monday of Memorial Day,

June 19th - Juneteenth

July 4th & 5th - Independence Day,

Monday of Labor Day,

Monday of Columbus Day,

November 11th - Veterans Day,

Thanksgiving Day as well as the Wednesday that precedes it and the Friday that follows,

December 24th - Christmas Eve,

December 25th - Christmas Day,

December 31st - New Year’s Eve

3 weeks off for paid vacation yearly.

**Child Absence:**

If a child is sick, they cannot attend SDSCC. Knowingly dropping off a child that is sick will result in immediate termination of childcare. Each child is allotted 3 free sick days a year; after the third sick absence, a full day charge will be applied to the weekly payment due.

Children are also allotted two weeks of vacation free each year (10 workdays). I ask to be notified for a planned absence *at least* 24 hours in advance.

If a child is enrolled full time and attends only part time hours during the week they have already paid for, parent/guardians will be reimbursed for part time hours the following pay period. If a child attends full time hours but is only contractually enrolled for part time, they will be billed the following pay period for full time hours.

**Enrollment Process:**

Enrollment criteria includes providing all documents and payments listed below prior to the first day of care.

|  |
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|  |
| * Child Intake form
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| * Enrollment contract signed and dated
 |
| * Financial contract signed and dated
* Medication Authorization Form signed and dated
 |
| * Pick-up/drop off forms signed and dated
 |
| * Enrollment fee
 |
| * First weeks payment
 |

**Trial Period:**

There is a two-week trial period after enrollment for myself as the provider, and parent/guardians to see if their child is a good fit. If before the two weeks are up, it is decided that childcare is not a good fit there will be termination of contract without consequence, however the enrollment fee is non-refundable. Notice of termination of care must be given before the two-week trial period is up, and childcare will not exceed the two-weeks of care.

**Termination of Care:**

After the trial period, parent/guardians need to provide two-week’s notice before terminating care. Termination of 3-month and 6-month contracts before the end of their expected time will result in payment of half of the remaining contractual balance. Termination notices must be provided in written form, signed, and dated by both the parent(s)/guardian(s) and myself with payment of the remaining balance.

I, as the childcare provider, hold the right to terminate care immediately or at any time for reasons including, but not limited to: failure to pay fees on time, failure to comply with policies, failure to comply with agreed upon pick up times, and/or lack of parent/guardian cooperation and respect.

**Child Records:**

Records of children will be kept per Washington State Licensing guidelines, including contact information, medical information, payment history, behavioral records, and attendance records. These records are used for licensing and tax purposes.

**Confidentiality Policy:**

Confidentiality is a high priority at Seven Days Sunny Child Care. Child records will be kept on paper in a locked filing cabinet. I will be the only person with access to this filing cabinet. Child records will also be available for authorized personnel upon request such as: State Licensers, Police Departments, and Health and Social Services. A written log will be kept of those outside of staff that have accessed children’s flies.

I also ask that parent/guardians maintain confidentiality between themselves and other parent/guardians, children, and families. To maintain professionalisms and prevent gossip, or otherwise uncomfortable situations, please do not talk about or ask inappropriate questions about other families/parent(s)/guardian(s)/children without them present.

**Special Needs Plan:**

I will not provide care for children that require more specialized care beyond simple special needs such as food accommodations, and/or basic medication needs. I am not properly equipped to care for a child that requires dedicated and specialized trained care. I want to provide the best environment for all children in my care and cannot properly do so with children requiring high special needs.

 **Communication Plan:**

Communication between parent/guardians and childcare providers is imperative to maintaining a healthy and professional relationship. Clear communication leaves little room for errors and/or misunderstandings occurring and keeps everyone at peace with expectations. As a parent/guardian, I understand that having access to your little ones’ daily meals, activities, and other habits keep you at ease while you’re away. It is my goal to provide excellent communication and standard practices to the families that I serve.

Parent/guardians will be kept up to date via the app Daily Connect. They will be able to see meals, naps, daily activity reports, bathroom logs, and photos through this app. The beauty of Daily Connect is that parents/guardians are able to see what is going on with their child and directly communicate with me throughout the day, so there is no waiting until the end of the day to get a “report card”. Hopefully this brings ease of mind knowing a quick check in is at the click of a button; seeing their child happy, healthy, and doing well while they’re away is every parents dream.

 Parent/guardians will receive newsletters the Sunday preceding the new month with program updates, closures, events, and more. The meal plan will be posted on the website the Sunday preceding the new week, every week.

Parent/guardians are more than welcome to text me during the day, however, please expect that responses may be delayed as my priority is taking care of the children. If there is an emergency, please call me and I will do my best to answer right away.

If there are behavioral issues and/or concerns, meetings can be set up either by myself, or the parent/guardian outside of business hours to discuss.

**Rates, Fees and Payment:**

***Childcare Rates***: Rates are discussed in the financial contract and are subject to change per my discretion. If a 3-month or 6-month contract is signed, those rates are locked in for the duration of that contract.

***Enrollment Fees:*** An enrollment fee of $75.00 will be due before the first day of care. This fee is non-refundable.

***Holding Fee:*** If a child will not attend daycare for two weeks after enrollment, parent/guardians will need to pay $250.00 to keep that spot open. Holding spots will not exceed a two-week period. If parent/guardians decide not to enroll their child in SDSCC, their holding fee will not be refundable.

***Late Fees*:** If parent/guardians are late picking their child up, they will owe an additional dollar per minute that they are late. For example, if a parent/guardian picks up their child at 06:17 p.m., they will owe an additional $17, and payment will need to be received before the next pay period begins.

***Bills and Receipts:*** Families will receive payment receipts at the end of each month.

***Payment Due:*** Payments are due on the first and third Monday of each month. Late payments will result in a charge of $50. If parent/guardians are more than one week behind on payment, their child may no longer continue to attend childcare until the full balance is paid.

***Payment Forms:*** Payment will be accepted in the form of Apple Cash, PayPal, Venmo, Zelle, Visa, Mastercard, AMEX, Discover, JCP, UnionPay, cash, or check. Checks should be written out to Sofia Eptaimeros. No other forms of payment will be accepted.

***Additional Costs to You*:** Parent/guardians will be responsible for payment of items broken by their child. If fieldtrip opportunities arise, parent/guardians will be responsible for additional fees including admissions, food, gas, etc. All supplies at SDSCC are provided in the child’s tuition. No surprise fees will ever be applied.

***Taxes*:** Parent/guardians will receive tax information by the end of January in the year that the taxes are being filed.

**Parent/guardian Supplied Items:**

Parent/guardians will need to provide *at least* two pairs of extra weather appropriate clothing, one pair of weather appropriate shoes, as well as diapers, and any creams/lotions used for their child.

**Toys/Items From Home:**

It is okay, and even encouraged for children to bring blankets and lovies from home to daycare for naptime. I ask that parent/guardians do not bring any other toys or personal items from home. I am not responsible for any lost or damaged personal toys or items from home.

**Food Service Practices:**

All children are fully supervised while eating meals and snacks. Meal preparations are maintained through Washington State’s Food Handling practices, and meals are designed to fit the requirements of Washington State’s USDA Child and Adult Care Food Program guidelines.

Children’s manners will be reinforced by using sign language and encouraging phrases like “no thank you”, “yes please”, “I’m all done, thank you”, etc., Meals will also be diverse with options so that everyone has at least one thing on their plate that they like. I will not be making additional meals for children who do not like what is being served. Because the meal plan for the weak will be provided the Sunday prior, it is the parent/guardians’ responsibility to provide healthy food that their child will eat ifmeals are not to the child’s liking. Seven Days Sunny Child Care encourages curious eaters with diverse pallets.

Two meals are served each day – breakfast and lunch – with two snacks.

If a child has food allergies or intolerances, please be sure to include that information in the child intake form, as well as provide a list of all foods that the child cannot eat on a separate sheet of paper. It is up to the parent/guardian to provide substitutions for their child’s meals when they cannot eat what is being served. Precautions will be made to ensure children do not ingest anything that they are intolerant/allergic too. This policy also applies to foods that cannot be eaten due to personal and/or religious practices.

Parent/guardians are able to bring food and/or treats for their child’s birthday or holidays. I ask that they bring enough to share for all of the children in care. As a curtesy to other families, please make sure that treats/foods do not have artificial flavors or colorings, or toxic preservatives.

**Napping/Sleeping:**

Naptime will be between the hours of 12:00 p.m. and 02:00 p.m. Children are required to lie down for a minimum of two hours per Washington State’s licensing requirements. Children will each be provided with a cot or a pack n’ play – whichever is most age appropriate – and their own sheet which will be washed weekly. Children who are not sleeping can quietly play independently with soft toys or read. Infants will be allowed to follow their own sleep schedule, and children will not be intentionally woken up from their naps, even if they exceed the two hours.

**Daily Schedule:**

|  |  |
| --- | --- |
| 7:00 | Daycare Opens – free play  |
| 7:45 | Breakfast  |
| 8:30 | Outside Play |
| 9:00 | Preschool Activities – circle time, crafts, music, stories |
| 10:00 | Art |
| 10:45 | Free play |
| 11:00  | Lunch |
| 12:00-02:00 | Nap/Rest Time, quiet play for non-sleepers |
| 3:00 | Snack |
| 3:30 | Outdoor play |
| 4:30 | Free Play |
| 5:30 | Clean up, individual play  |
| 6:00 | Daycare Closed  |

**Infant/Toddler Care:**

***SIDS/Infant Sleeping:***

In order to reduce the risk of SIDS the following rules will be applied:

* All infants under one year of age will be placed on their backs to sleep.
* NO Pillows or comforters. Only a thin receiving blanket will be used, the infant will be placed at the foot of the playpen with the blanket tucked into the mattress and reaching only as far as their chest.
* The infant’s head shall remain uncovered at all times.
* When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleeping position they prefer.

IF you have any questions about this or need further information please ask me or call the SIDS alliance at 1-800-221-SIDS or Back to sleep campaign at 1-800-505-CRIB.

**Infant Feeding:**

***Bottle Feeding:***

Bottles must be glass or plastic labeled with “1,” “2,” “3,” or “5” on the bottle and do not contain the chemical biphenyl-A (BPA) or phthalates. Bottles will not be heated in the microwave or, if warmed by water, to temperatures above 120 degrees. Bottles and nipples will be cleaned before each use using only warm soapy water and a bottle brush, or in the dishwasher. If bottles are prepared ahead, including those sent from home, the nipples will be kept covered and the bottle will be labeled with the date prepared. Infants will not be allowed to share bottles or infant cups and all bottles or cups will be labeled with the child’s name. Infant bottles will be kept inaccessible to other children as well. Any milk, breast milk, or formula that has been sitting at room temperature for more than one hour will be thrown away.

***Solid Foods:***

Parent/guardians must give written approval before any solid food can be introduced to an infant. To ensure the safety of the infant while being served solid foods, I will hold or sit the infant in a semi-reclining or upright position and not allow infants to share dishes or utensils. After heating and before serving all food will be stirred and tested for safe temperature. All uneaten food left in the serving container after the infant is full will be thrown away. Infants will be served solid food by utensil or allowed to feed themselves by hand. Infants will always be fed when hungry unless the parent/guardian has given written instructions for an alternative feeding schedule and feeding will stop when the infant shows signs of fullness.

***Diapering:***

Diapers will be checked and changed every two hours. Hand washing policies include washing hands before and after diapering. Staff must also wash the child's hands immediately after diapering the child or cleanse with baby wipes. The changing table will also be wiped down after each child is changed.

Cloth diapers are acceptable, however they will not be laundered or emptied at SDSCC. It is up to the parent/guardians to provide wet bags that the diapers will be put in during the day, and all cloth diapers will be sent home each day. It is expected that the appropriate amount of clean cloth diapers will be provided every morning.

Non-cloth diapers will also need to be provided by parent/guardians, as well as all ointments and creams. I will provide wipes for each child.

***Potty Training:***

I am more than happy to help assist in potty training. I will only start potty training at SDSCC if parent/guardians have started at home and have committed to consistent training. Potty training plans can be written up and discussed so that parent/guardians and myself are on the same page about expectations and consistency with methods used. Each child is vastly different with needs and abilities, so encouragement will be appropriate for what they need/want, including stickers, star charts, treats, etc. When children are potty training, it is the parent/guardians’ responsibility to ensure the child has enough clean clothes and underwear. It is also the parent/guardians’ responsibility to take soiled clothes home and wash them after each day in care.

**Guidance and Discipline Policy:**

At Seven Days Center Child Care I believe that discipline should be used as a technique to help teach children learn to make good decisions, and be helpful, kind members of their society. I take the time to explain the rules of the daycare frequently and in a way that is developmentally appropriate for each child so that they may understand what is expected of them. Once a child understands the daycare rules the following techniques are used to guide behavior.

***Positive Guidance Techniques:***

* **Redirection** - Offering alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
* **Verbal Intervention** – Explaining to the child the inappropriate behavior and showing them the appropriate way to handle the situation with words.
* **Logical Consequences** - We help the child understand the logical consequence of their actions by removing the object or activity in which the child is engaged.
* **Take a Break** - The child is separated from the group to allow them to relax and calm down, and to help them not to be influenced by peers. The child will have access to limited activities and will be closely monitored. The child may return to the group as soon as the negative behavior stops.
* **Ignoring** - Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. I will use this technique unless a safety issue is involved.

**Religions Activities:**

As a spiritual person, I enjoy practicing my faith in my own home. I also appreciate and respect other faiths and belief systems. My intention is not to teach children about religions or belief systems; however, I do value and will be teaching core values such as gratitude, honesty, integrity, kindness, and helpfulness. I also believe in affirmations and having those reminders displayed out for children. Examples include aphorisms such as: “The inner reality creates the outer form”, “Gratitude is the sign of noble souls”, and “No act of kindness, no matter how small, is ever wasted”.

**Holidays:**

Traditionally Christian holiday decorations, and commercial decorations will be displayed during holidays such as Halloween, Thanksgiving, Christmas, Valentine’s Day, etc., however I will not be teaching religious meanings or practices of holidays.

**Mandatory Reporting:**

As a childcare provider, I am a mandatory reporter of child abuse. My obligation is to serve the children in my care and protect them if suspected abuse and/or neglected is occurring. I am legally required to report any suspected emotional, physical, or sexual abuse or neglect.

**Health Care and Emergency Preparedness Policy:**

Promoting good health and safety is a goal at Seven Days Sunny Child Care. To prevent the spread of childhood diseases and illness, please do not bring your child to daycare if they are ill. Knowingly bringing your child in for care when they are sick will result in immediate termination of childcare contracts.

***Immunization Tracking:***

As an in-home childcare provider, I am *not* legally required to obtain immunization records for any purposes. I respect the privacy of the families that I care for and will not be asking.

***Medication Management:***

A Medication Authorization Form will be required for prescriptions and/or non-prescription medications, signed by *at least* *one* parent/guardian. If a child needs medication, a form indicating what medication, how much, and when it was given, by whom, with dates and signatures will be filled out. Medications given will also be noted on the Daily Connect App for parent/guardians to be up to date.

Medications will be stored in a locked cabinet so that children will not have access to them. Medications will be checked monthly for expiration dates, and parent/guardians will be notified if medications have expired. It is up to the parent/guardian to dispose of expired medications and provide new ones if necessary.

***Removal of Ill Persons Policy:***

SDSCC aims to ensure the health of every child in our care. With this in mind we will remove from the group any child, staff member, or household member who is exhibiting any of the following symptoms:

* Fever of 100 degrees or higher. (Needs to be fever free for 24 hours to return) WITHOUT THE USE OF A FEVER REDUCING MEDICINE
* Diarrhea (2 or more stools while here that differ from normal BM) \*
* Vomiting (2 or more times during the day) \*
* Rash not associated with heat, diapering, or allergic reaction – must be gone before returning
* Eye discharge – Pink eye or from a cold - must be gone before returning
* Lice or nits – can return only after being free of them for 24 hours \*
* Communicable disease: chicken pox, measles, etc. - must be gone before returning to daycare
* Consistent complaints of ear, stomach or headaches, or other pain
* Any color of nasal discharge, it must be clear before returning to daycare unless it is a severe clear runny nose, then they need to remain home until it becomes a mild runny nose – wiping it less than every 15 minutes or so.
* Sore throat
* Severe coughing- congested, with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds – must be mild before returning to daycare
* Fatigue that prevents the individual from participating in group activities.

**Before returning your child to daycare they MUST be free of all symptoms for 24 hours from the last onset of symptom(s). Any parent/guardian who knowingly brings their child to care with these symptoms will result in immediate termination of contractual care.**

 **Emergency and Evacuation Plans:**

If there is a fire in the home during childcare operating hours, the provider, and staff's first responsibility is to evacuate the children in care to a safe place outside the home. Our written fire evacuation plan is posted near the entrance of the daycare and is evaluated annually and updated as needed. An evacuation floor plan that identifies emergency exit pathways, emergency exit doors, emergency evacuation windows, and our “Safety Spot,” where we will meet up and wait for emergency services, is also posted near the entrance.

In the event of a fire or other disaster the alarm may be sounded by either the installed fire detectors going off or by me blowing our “emergency whistle.” When an adult discovers a fire, or other need for evacuation, their first action will be to sound the alarm, open the nearest exit door or window, and help children to evacuate the building safely. When evacuating from the building, the provider and staff will place first priority on attending to the children who cannot walk and carry them from the building to the “safety spot” at the end of the driveway on the property. In the event of a major fire the staff and children will first meet up here and then continue to the end of the road by the mailboxes to wait for emergency personnel. While the children have begun to evacuate the building, I will bring the Emergency Backpack to the safety spot which includes the emergency binder, first aid kit, and other essentials.

Once in the safety spot, I will call 911 and take attendance from the Emergency Binder. Once emergency services have been contacted and all children and staff are accounted for, the provider will begin calling children’s parents/guardians to inform them of the event and arrange pick up of children if needed.

**No Smoking Policy:**

Smoking is prohibited by all persons inside the building; in any indoor or outdoor licensed space; within 25 feet from any entrance, exit, window, or ventilation intake on the building; and in motor vehicles while transporting children. No tobacco products including cigarettes, ashtrays, cigarette/cigar butts, and/or ashes will be accessible to the children. This is a non-smoking home.

**Drug and Alcohol Policy:**

Seven Days Sunny Child Care expressly prohibits all persons from having or using drugs on the premises, consuming alcohol during operating hours, and from being under the influence of alcohol, drugs, or misused prescription drugs when working with or in the presence of children in care. Any alcohol belonging to the household will be kept locked, and far inaccessible to children.

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child.

If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.

**Guns and Weapons Storage:**

There are absolutely no guns in this household. All knives, including kitchen knives, X-Acto blades, bread lathes, etc., are stored in a locked cabinet away from children where they will not have access.

**Pet Policy:**

We have one dog, one cat, and 18 chickens on the property. During business hours, the dog and the cat roam freely inside and outside of the house; they are both old and rather lazy and are great with children. If a parent is not comfortable with either the dog or the cat, they can discuss with me and accommodations will be made. The chickens are in a coop/run behind our house and love to play on their jungle gym.

**Insurance:**

Seven Days Sunny Child Care carries liability insurance, additional daycare insurance, homeowner insurance, and car insurance.