

# Anne's Childcare & Preschool!



15618 N.E. 107<sup>th</sup> Ct.  
Redmond, WA 98052  
425-881-2138



## *Welcome to Anne's Childcare & Preschool*

Thank you for coming to visit and for considering me as your childcare provider. My name is Anne Mahdieh. I am a licensed daycare provider and have been offering childcare services to the community since 1991. I operate the daycare out of my home, which I believe provides a more familiar and comfortable environment for infants and preschool-age children than larger, institutional daycare facilities. You will observe that I provide a safe, clean environment, and that the children in my care enjoy being here. You will also note that I provide a full range of stimulating activities that are conducive to the development of your child. These include crafts, musical videos, playdough, painting, educational games, and other preschool activities. We also have a wide range of fun, safe play equipment in our fenced-in back yard.

The purpose of this informational packet is to provide you with a written overview of the policies and procedures by which I operate my childcare service. This may seem like a lot of information, but there are so many things that parents need and want to know that this is the only way to cover everything. I believe these materials will address most of your concerns, but of course I would be happy to answer any questions that you might have. If you enroll your child in Ann's Childcare and Preschool, you will be given a copy of these *Policies and Procedures* for your future reference.

Anne's Childcare and Preschool does not discriminate based on race, color, national origin, age, or gender.

*Anne Mahdieh*

Anne's Childcare and Preschool

# **My Philosophy**

(WAC 110-300-0305)

The preschool years are very critical for any child's development. Children start learning how to interact with others (social skills), to share with others, to help others, to respect others, and more during these years. From birth to five years old, children are developing their physically, emotionally, and mentally growing leaps and bounds. As a Childcare Provider, my most important task will always be to nurture developmental growth in a positive and effective manner.

As your Childcare Provider I incorporate these tenets into my service to you:

- Intelligence requires physical, mental, and social nourishment.
- Personality development depends on the relationships, learning opportunities, self-expressions and the guidance as appropriate.
- All individuals are unique and special. You are your children's uniqueness well be respected.

My job as your Families Provider is to produce quality childcare for you. That is my goal and I work hard to accomplish these services for you. I have over 26 years of providing licensed childcare services. I have modified my home with the Childcare in mind. I have a fenced back yard with lots of room for children to play, a long driveway for children to play with toys, and a wide range of child development toys, books, art materials, and up to date children furniture.

I feel a child's environment impacts them strongly on the way they development during their preschool years. The primary learning place for a child is their home. Childcare is not a substitute for parenting, good childcare adds to the positive development of your child. Quality Childcare prepares children, emotionally, academically, socially, and physically for the future. My Childcare Home provides a safe and clean environment for your child. My goal is to provide the resources your child will need for their long-term success in life.

# CONTENTS

## **Policies and Operations**

Contacts	6
Hours & Days of Operation	6
Provider Vacation/Emergency Closure Policy	6
Enrollment Procedures	6-7
Confidentiality	7
Free Access	7
Staff/Staff Planning	7
General Comments	7-8
Trial Period	8
Communication	8
Individual Care Plan & Special needs accommodation	8
Special Care for Children Entering Kindergarten transition plan	9
Items Brought from Home	9
Required items	9
Checklist of Child Care Supplies	9-10
Food Service and Nutrition	10
Home Canned Foods	11
Serving Milk	11
<b>Meal &amp; Snack Schedule</b>	
Sample Menu and Description of How Foods Are Served	11
Food Allergies & Special Dietary Needs	11-12
Serving foods	12
Food Handling Practices	12
Dishwashing Practices	12
Safety of Food Containers and Preparation Area	12-13
Policies for Food Brought from Home	13
Infant and Toddler Nutrition and Feeding	13
Bottle Preparation	13-14
Breast Milk	14
Typical Daily Activities	14
Outdoor Activities	14-15
Water Activities	15
Screen Time Usage	15
Napping/Sleeping	15
Infant and Toddler Safe Sleep Practices	15-16
Religious and Cultural Activities	16
Disciplinary Policies	16
Child Guidance plan, Physical Restraint policy & Corporal punishment	16-17
Transportation and Off-Site Field Trips	17
Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs	18-19
Guns or Weapons	19
Pets	19
Emergency preparedness and Evacuation Plan	19-21
Earthquake	
Fire	
Lockdown	
Comfort Kits	
Disaster Bag	

## **Health Concerns**

Health Care Practices	21-22
Hygiene	22
Dental Hygiene Practices and Education	22
Diapering Procedure	22
Toilet Training	22
Health Records and Medicine	22
Exclusion/Removal Policy of Ill Persons	23
Pesticide Policy	24
Blood Borne Pathogen Plan	24
Hand Washing Practices and Hand Sanitizers	24-25
Cleaning, Sanitizing, and Disinfecting Procedures	26
Injury Prevention	26
Injury or Medical Emergency Response & Reporting	26
Medicine Management and Policy	27-28
Abuse and Neglect-Protection and Training	28

## **Business Matters**

Sign-in and Sign-out Procedures/ Attendance records	28
Supply Charge	28
Rates	28-29
Deposit to Hold Spot/Last Two-Week Deposit	29
Changes to Childcare Days	29
Termination of Services	29
Expulsion Policy	29
Family/Parent/Guardian Vacations and Absences	30
Overtime	30
Back-up Child Care and Consistent care policy	30
Staffing Plan, Classroom Types & Ratios	31
Posting Requirements	31
Dual language Learning	31
Photography, Videotaping and Surveillance	31
Insurance Coverage	31
Safe Water Sources	31
Retaining Facility & Program Records	31
COVID-19 + Delta Plus Safety Plan Form	32-34

## **Forms**

Teacher Form	35
Vacations and Paid Holidays and Provider Vacation	36
Childcare Registration Form	37-38
Childcare Agreement Form	39
Each Child is Unique Form	40
Medication Permission Form	41
Facebook Page Permission Form	42
OPT-OUT TOOTHBRUSHING	43
Medical Emergency Authorization	44
Liability Insurance Notice Form	45
Childcare Parent/Guardian Permission Form	46
Sign and return Form	47

## **Evacuation Plan**

48

# Policies and Operations

## Contact Information

You can contact me by line phone 425-881-2138 or my cell phone 425-466-9531 or email redmondian@yahoo.com. Also, my DCYF Licensor Charling Chow, Phone: (425)917-7932 email: charling.chow@dcyf.wa.gov Department of Children and Families.

## Hours and Days of Operation

The child care program is open the following hours, except holidays. We have an open-door policy.

Day	Hours
Monday	7:00 am – 5:00pm
Tuesday	7:00 am – 5:00pm
Wednesday	7:00 am – 5:00pm
Thursday	7:00 am – 5:00pm
Friday	7:00 am – 5:00pm
Saturday	Closed
Sunday	Closed

## Holidays

Childcare is closed for the following holidays:

Holiday	Date, Comments
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	19th
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11
Thanksgiving Day and the day after	4th Thursday and Friday in November
Winter Break	2 weeks same as Lake Washington School District

## Provider Vacation/Emergency Closure Policy

I take two weeks off during the summer season, July to mid-August. I give you at least 4 to 8 weeks advance notice of vacation schedule for summer season. There are 5 floating days per year for sickness, emergencies, and appointments. It is the parents' responsibility to make alternative childcare arrangements. These are part of the paid vacation and holidays times. The only time I will not charge you for care is if I am unable to work due to sickness or emergence and it is less then 24-hour notice. We follow Lake Washington School Distract Weather closers.

## Enrollment Procedures

The procedures for enrolling your child in Anne's Childcare and Preschool are simple. First, you must review these *Policies and Procedures* and sign on page 8, signifying that you understand and accept the terms and conditions stated herein. Then you must detach and complete the followings that are provided at the back of this packet:

- Childcare Agreement
- Authorization to Administer Medication
- Permission Form
- Health Information

## Home Register

These forms, plus an immunization record for your child, must be completed and turned in to me before childcare services can be provided. I will give you a copy of these *Policies and Procedures* signed by you for your future reference.

### **Confidentiality**

I maintain records for all children in a confidential manner and each enrolled child's health record is available to staff when needed for medical administration or emergencies. Parent or guardians are allowed access to all records for their child. I do not share any information with other families in my childcare.

### **Access**

We have an open-door policy to all enrolled families of Anne's Childcare and Preschool.

### **Staff Records**

Records on file for the licensee and each staff person include documentation of:

- Current first aid and infant, child and adult CPR training certification.
- HIV/AIDS training certification.
- TB test results or documentation as required under WAC 170-296A-1750.
- Current state food handler permits for the licensee, and for other staff if required under WAC 170-296A-7675(3).
- Completed background check form, or noncriminal background check form if applicable under WAC 170-296A-1225 and copy of the department-issued authorization.
- Copy of a current government issued picture identification.
- Emergency contact information.
- Completed application form or resume for staff when hired.
- Documentation for the licensee's and primary staff person only of:
  - Basic twenty-hour STARS training.
  - Ongoing training completed; and
  - Registration in MERIT.
- Record of training provided by the licensee to staff and volunteers; and
- Resume for the licensee only.

### **Staff**

I, Anne Mahdieh, am the primary childcare provider. However, if I must be absent, my assistants will provide childcare at my childcare facility.

The Staffing Plan includes:

- States which staff person will be present and in charge at all times during my absent.
- Staff roles and responsibilities.
- How staff-to-child ratios will be met.
- How staff will meet the individual needs of children in care.
- How parents will be notified in writing of the licensee's absence described in WAC 170-296A-5810(1), closures, or staffing changes.

### **General Comments**

The childcare provides sleeping mats, blankets, pillows, cribs, playpens, paper towels, paper cups, bibs, breakfast, and morning snack, cold or hot lunch, and afternoon snack. Parents are responsible for providing diapers, baby wipes, bottles, nipples (mark the baby bottles with your child's name), and a full

change of clothes to be left at the childcare. In addition, the parents will provide a warm jacket and mittens in the fall and winter, and sunscreen in the summer.

Each child must visit the childcare at least once before being admitted reducing separation fears and to ensure that the child will fit in with the other children.

### **Trial Period**

To ensure that I can provide for the special needs of each child, I have a one-month trial period beginning when the child is first admitted. This is generally sufficient time to make sure that the child is going to be happy at Anne's Childcare and Preschool. If it becomes apparent during this trial period that your child has needs that I cannot meet, then the enrollment will be terminated.

### **Communication (WAC 110-300-0305)**

Communication is important. At pickup time, I will brief you on the things you need to know about your child's day – what she had for lunch, how long she stayed down for her nap, when her diaper was last changed, and so on. However, I must quickly change from my childcare provider role into my home-maker role and put a meal on the table for my family, so please arrange to pick up your child within five minutes. If you have questions or concerns about your child that you want to discuss, we can talk in the morning when you drop your child off or you can call me during the middle of the day at lunch and nap time from 12:30 to 2:30. Particularly if problems need to be discussed, please call me on the phone so that we are not talking about the child in his or her presence.

### **Individual Care Plan & Special Needs Accommodation (WAC 110-300-0300)**

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following:

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

Accompanying the individual care plan, we must have supported documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant.
  - b. Mental health professional.
  - c. Education professional.
  - d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
  - e. Registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following it must accompany the child's service plan.
- (a) Individual education plan (IEP).
  - (b) Individual health plan (IHP).
  - (c) 504 Plan; or
  - (d) Individualized family service plan (IFSP).



We will work with parents to help obtain the needed requirements and our goal is to help you and your child to succeed and have a great learning experience while at Anne’s Childcare and Preschool.

**Special Care for Children Entering Kindergarten Transition Plan (WAC 110-300-0065)**

I and staff will help with preparing your child for kindergarten when the child turns five years old or six months before the child is ready to attend a Kindergarten program. We will work with you to create a transition plan to help make it smoother for child and family. If you need additional information about what school your child will be going to please check local school districts online for zoning.

Lake Washington School District - <https://www.lwsd.org/>

Bellevue School District - <https://bsd405.org/>

Northshore School District: Home - <https://www1.nsd.org/>

Issaquah School District - <https://www.issaquah.wednet.edu/>

Riverview School District - [rsd407.org/](http://rsd407.org/)

**Items Brought from Home**

Children are allowed to bring toys or other favorite things from home, but they have to share them with others. If they can’t share, then it needs to stay home.

**Required Items**

I require that you the parent supplies the child’s diapers, wipes, and diaper creams. When child is getting low on an item, we will let you know. Below is also a check list to help you with what you need to bring for your child/children.

**Checklist of Child Care Supplies**

	<i>I Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
1.		X	Bottles	
2.		X	Bottle Liners	
3.		X	Formula	
4.		X	Nipples	
5.		X	Diapers	
6.	X		Pacifiers	
7.		X	Teething devices	
8.		X	Toilet training diapers	
9.		X	Wipes	Each Month
10.		X	Change of clothes	I can wash dirty cloths
11.		X	Cold and rainy weather clothes	

12.	X		Blanket and sleeping necessities	
13.		X	Toothbrush	
14.		X	Sunscreen (must have written permission)	
15.		X	Three-day supply of medication	
16.				

### Food Service and Nutrition

I provide meals and snack foods to children in care according to the current edition of the U.S. Department of Agriculture (USDA) and for childcare food program (CACFP) charts for the ages of children in my care.

**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 by me.

- A written food plan is not required for infant formula, breast milk or baby food supplied by the child's parent or guardian.
- A written food plan may include accommodations for:
  - The child's medical needs.
  - Special diets.
  - Religious or cultural preference; or
  - Family preference.
- The licensee must supplement the food provided by the parent or guardian with foods listed in the USDA CACFP requirements if the food provided by the parent or guardian does not meet the nutritional needs of the child.

**Home Canned Foods** are not used in my home due to the risk of botulism poisoning.

**Drinking water** is supply in a safe way for the children in care. Drinking water is served in a safe and sanitary manner and is available throughout the day.

### Serving Milk

- Breast milk or formula is given to children from birth to twelve months old. The parent or guardian may request breast milk or formula to be served to their child after the child turns twelve months of age.
- Whole pasteurized milk is given to children from twelve months through twenty-four months old if the child is ready to be served whole milk.
- Pasteurized milk or pasteurized milk product is given to children over twenty-four months old.

If there is anything you wish for your child to have or not have, please give me a written requires for my records.

### Meal & Snack Schedule (WAC 110-300-0180)

I do not participate in the USDA Food Program. I participate in the *Mountainview Daycare Nutrition Program*  
*P.O. Box F, Marysville, WA 98270*  
*360-653-7273,*

All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards. 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.

*See information about infant feeding, bottles and breast milk in the Infant and Toddler Nutrition and feeding section of this handbook.*

### **Sample Menu and Description of How Foods Are Served**

#### **Breakfast**

- Cold Cereal, 6 grams or less sugar
- Bananas
- Milk 1% or Fat free over 2/Whole Milk under 2

#### **Lunch**

- Chicken lunchmeat
- Ramen noodles – packaged
- Corn
- Peaches
- Milk 1% or Fat free over 2/Whole Milk under 2

#### **Snacks**

- Whole grain-rich pretzels
- Apple slices
- Water

### **Food Allergies & Special Dietary Needs (WAC 110-300-0186)**

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC 110-300-0300 must include the following:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction.
- (b) Identify foods that can be substitute for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
  - (i) Names of all medication to be administered.
  - (ii) Directions for how to administer the medication.
  - (iii) Directions related to medication dosage amounts; and
  - (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

- (a) Administer medication pursuant to the instructions in that child's individual care plan.
- (b) Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
- (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
  - (i) The child is having an allergic reaction; or
  - (ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

We are aware that families and children have food preferences that are not allergies. We will do our best to accommodate these food preferences, but that they need to be discussed with Anne before enrolling your child.

### **Serving Foods**

I am the one who prepares lunches and snacks for all the children in my childcare. If I am absent, I leave things out for my staff to serve to the children.

- Each child is served individually.
- Sometimes in family style in serving containers that allow each child the opportunity to serve themselves.
- With hot foods we stir and test for safe temperature before serving any food.
- We closely supervise all children when eating.
- We do not force or shame a child to eat or try any food
- We do not punish a child for refusing to try or eat foods
- We serve meals in a safe and sanitary manner.
- We are respectful of each child's cultural food practices
- We sit with children during meals when possible.
- 

### **Food Handling Practices (WAC 110-300-0195)**

I have a current state food handlers permit that I maintain each year. When I am absent, one staff person with a current state food handler permit will be the one who prepares or serves to the children. Only staff members with state food handler permits will be allowed to prepare and serve food in my childcare. There is a copy of each individual's food handler permit on file. Proper hand washing procedures will be followed during food handling. Safe food, bottle and formula storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers' manual and current foundational Quality Standards WAC 110-300.

### **Dishwashing Practices (WAC110-300-0198)**

I and staff wash dishes thoroughly after each use by one of the following methods:

- Automatic dishwasher, using the sanitizing cycle if available
- Hand washing method, by emersion in hot soapy water, rinse, sanitize and air dry
- If a bleach solution is used to sanitize, the solution must be three-quarters teaspoon of chlorine bleach to one gallon of cool water.

### **Safety of Food Containers and Preparation Area (WAC 110-300-0197)**

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.

I do not use or allow cookware containers to be used to cook or reheat food in a microwave oven, unless the container is labeled by the manufacturer as "for microwave use," "microwave safe," or similar labeling. I use disposable plates and when a child is finished, the plate is thrown away. I keep sharp utensils and other utensils that may cause serious injury or a choking hazard inaccessible to children when the utensils are not in use. I do not serve food to infants or toddlers using polystyrene foam (commonly known as Styrofoam) cups, bowls and plates. When I use a bleach solution to sanitize surfaces, the solution is one tablespoon of chlorine bleach to one gallon of cool water.

### **Policies for Food Brought from Home (WAC 110-300-0190)**

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 and 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 CACFP requirements will not be served to your child. **If items are brought from home to share such as birthday cakes or cupcakes a written permission must be obtained by all parents of children who will consume the item.**

### **Infant & Toddler Nutrition & Feeding (WAC 110-300-0285)**

Feeding of infants will be provided on an individual basis agreed upon by the parents and me. I usually feed infants on demand, unless you request otherwise. Parents are responsible for providing bottles, plastic bottle liners, commercial formula, and baby food. I will rinse the nipples and bottles when they are empty, but parents are responsible for sanitizing them.

We support families as their children transition from formula and breast milk to eating solid foods at the table. We will consult with the parent or guardian to implement a feeding plan for infants and toddlers at each step of this process. We will provide educational materials and resources to support breastfeeding mothers and nutritional information on infant formulas. All infants and toddlers will eat when hungry according to their nutritional and developmental needs, unless medically directed. We will serve only breast milk or infant formula to an infant, unless the child's health care provider offers a written order stating otherwise. We will hold infants and toddlers while making eye contact with them. We will stop feeding the infant or toddler when he or she shows signs of fullness. We will not allow infants or toddlers to have propped bottles or given a bottle or cup when lying down. We will transition a child to a cup only when developmentally appropriate and with the permission of the parent or guardian. In consultation with the parent or guardian we will begin introducing solid foods. We will not introduce solid foods sooner than four months of age, and it will be based on an infant's ability to sit with support, hold his or her head steady, close his or her lips over a spoon, and show signs of hunger and being full, unless identified in written food plan pursuant to WAC [110-300-0190](#) or written medical approval.

We will not add food, medication, or sweeteners to the contents of a bottle unless a health care provider gives written consent. We will not serve juice or any sweetened beverages (for example, juice drinks, sports drinks, or tea) to infants less than twelve months old, unless a health care provider gives written consent, and to help prevent tooth decay we will only offer juice to children older than twelve months from a cup. In consultation with the parents or guardians we will increase the texture of the food from strained, to mashed, to soft table foods as a child's development and skills progress between six and twelve months of age. Soft foods offered to older infants will be cut into pieces one-quarter inch or smaller to prevent choking. We will allow older infants or toddlers to self-feed soft foods from developmentally appropriate eating equipment.

Placing infants or toddlers who can sit up on their own in highchairs or at an appropriate child-size table and chairs when feeding solid foods or liquids from a cup and having a staff member sit with and observe each child eating. See policy for storing and serving breast milk. Infants and toddlers will not be served food from polystyrene (Styrofoam) cups, bowls, and/or plates.

### **Bottle Preparation (WAC 110-300-0280)**

Parents or guardians who bring bottles must label the bottle with the child first and last name and the date. The bottles and nipples must be in good repair be glass or stainless-steel bottles, or use plastic bottles labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates. Infants are fed on demand or based on parents/guardians recommended feeding schedule. Infants will stop being fed when the child shows signs of fullness. Bottles will be emptied when a child is done feeding. We will throw away contents of any formula bottle not fully consumed within one hour (partially consumed bottles will not be put back into the refrigerator). Infants and toddlers will be held at all times when bottle feeding, I do not prop bottles up or let children feed themselves while lying down, children sitting up in a highchair or at a table may feed themselves their bottles if that is their preference. 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.

### **Breast Milk (WAC 110-300-0281)**

When a parent or guardian provides breast milk, we will immediately refrigerate or freeze the breast milk. The breast milk must be in a closed container, labeled with the child's first and last name and the date received. We will keep frozen breast milk for no more than thirty days upon receipt and then any unused frozen breast milk will be returned to the parent after thirty days. We will keep unfrozen breast milk for up to twenty-four hours. Thawed breast milk or breast milk that has not been previously frozen and has not been served within twenty-four hours will be returned to the parent or guardian at the end of each day. We will throw away contents of any bottle not fully consumed within one hour. We will obtain parental consent prior to feeding infant formula or solid foods to an otherwise breastfed infant.

### **Typical Daily Activities**

Here is a sample daily program to illustrate the variety of activities that are available:

**Flexible Daily Schedule**

7:30	Opening time
7:30 – 9:00	Supervised free play; puzzles, table games, blocks, dolls, let children select their own activities.
9:00-9:15	Children pick up toys; wash hands for snack
9:15-9:45	AM Snack
9:45 – 10:00	Wash hands and diaper change or bathroom
10:00-10:30	Creative arts, crafts, crayons, playdough, music.
10:30-11:00	Structured activities; story time, preschool
11:00-12:00	Wash hands; lunch.
12:30-1:00	Set up mats for nap, diaper changing or bathroom
1:00-3:00	Rest time; nap or quiet time depending on the child
3:00-3:15	Clean up mats, diaper change or bathroom and wash hands
3:15-3:45	PM Snack
3:45-4:00	Clean up and wash hands
4:00-5:00	Free play, outdoor play if possible

Meals and snacks are served at the same time every day, but the activities vary depending on the season, the weather, what the children want to do, and so on. A diverse range of indoor activities are provided including coloring, painting, playdough, musical videos, and more. When time permits, we do art projects that your child will take home so share with you. Some preschool activities are also provided. Our day goes by so quickly that there's never enough time to do everything we want to do!

### **Outdoor Activities (WAC 110-300-0147)**

At Anne's Childcare and Preschool, we offer an outdoor play area in the front and back yard that is complete fenced in. I have a wide range of fun, safe play equipment of ride cars, bicycles, and sport equipment in the front play area. In the back yard is a large sandbox with slides, play house, and other toddler toys. The only times we do not go outside is during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold. We have so many rainy days around here that the children are encouraged to play outdoors when the weather is good and it's not too cold.

### **Water Activities (WAC 110-300-0175)**

During the summer months we will have a water table or sprinkler outside for children to enjoy water play to keep cool in the hot summer weather.

### **Screen Time Usage (WAC 110-300-0155)**

Children do use screen time (television, videos, or computers) for educational purposes at our program in accordance with the WAC.

### **Napping/Sleeping (WAC 110-300-0265)**

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. Rest time is 1pm to 3pm. 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/nap. 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. Each child has a mat to sleep on and I have blankets for children to use. Infants are in cribs with small single pile blanket. If your child wants their own blanket that is fine to bring in but it must go home on Friday to be washed.

### **Infant and Toddler Safe Sleep Practices (WAC 110-300-0291)**

To reduce the risk of Sudden Infant Death Syndrome (SIDS) I and all my staff have completed yearly safe sleep training. I will actively supervise infants and toddlers by visibly checking often and being within sight and hearing range, including when an infant or toddler goes to sleep, is sleeping, or is waking up. I will follow the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction. I will place an infant to sleep on his or her back or follow the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, I will return the infant to his or her back until the infant is able to independently roll from back to front and front to back. I will not use a sleep positioning device unless directed to do so by an infant's or toddler's health care provider. The directive must be in writing and kept in the infant's or toddler's file. I will have sufficient lighting in the room in which an infant or toddler is sleeping to observe skin color. I will monitor breathing patterns of an infant or toddler and allow infants and toddlers to follow their own sleep patterns.

I will not allow loose blankets, stuffed toys, pillows, crib bumpers, and similar items inside an occupied crib, bassinet, or other equipment where infants commonly sleep. I will not allow a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep. I will not allow a blanket, bedding, or clothing to cover any portion of an infant's or toddler's head or face

while sleeping and will readjust these items when necessary. I will prevent infants or toddlers from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability. Infants and toddlers will sleep in pack and play cribs in either dayroom or living room where they can be watched.

### **Religious and Cultural Activities**

We respect and facilitate the rights of the child in care to observe the tenets of the child's faith, consistent with state and federal laws. We do not punish or discourage the child for exercising these rights. Also, we maintain a written description of the center's religious policies and practices that affect the child in care. If you do not wish for your child to be a part of any of the activities, please let us know and we will accommodate you and your family.

This is a secular childcare. I do not provide overtly religious activities, but we may observe traditional seasonal holidays such as by singing Christmas songs, making Christmas cookies, watching special seasonal videos, or by making special craft projects at Christmas, on Valentine's Day, and Halloween. We will also observe your child's birthday with special decorations and by singing *Happy Birthday* if you would like. You may also send a treat for your child to share with the other kids on his or her birthday if you wish, but please let me know at least one day in advance if you plan to do this. If you would like us to observe a particular holiday, let me know and I will try to accommodate you.

### **Disciplinary Policies**

The children in my care should be able to play and get along together. Any child that I cannot control or who represents a danger to the other children must find other childcare arrangements. A trial period of one month is generally sufficient to know if a child can fit in with the other children.

Strong physical discipline or verbal reprimands will not be used. *Time-outs* are occasionally imposed if necessary (see below). Problems such as continual fighting, hitting, biting, and so on will be brought up with the parents and discipline will be left up to them.

If it becomes apparent that a child has severe behavioral problems that I cannot deal with, the parents will be notified immediately. If the problems cannot be resolved, I will give two weeks written notification that the child's enrollment in Anne's Childcare and Preschool is terminated. I will also provide a full written description of the behavioral problems leading to the child's suspension. In the unlikely event that the actions or behavior of a child puts the safety and welfare of the other children at risk, then I reserve the right to suspend that child immediately.

### **Child Guidance plan, Physical Restraint policy & Corporal punishment (WAC 110-300-0331, 0335, 0490)**

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. I never resort to physical or corporal punishment, but I do impose *time-outs* if necessary. Time-outs are an effective alternative to other forms of punishment, for they have the effect of reducing tension instead of increasing tension.

Here is what we do:

- First, we give the child a verbal warning if he or she is misbehaving: "Stop pulling Tracy's hair or we'll have to have a time-out."
- If the child persists, we say, "Okay, time-out for pulling Tracy's hair" and immediately take the child to the time-out place. The time-out place is safe. It's on the other side of the kitchen table, a spot that is isolated from the other children, but within sight of a staff member.
- We don't scold, lecture, or talk to the child on the way to the time-out place, except to say, "Time-out for pulling hair."



- The time is of short duration: only about one minute per year of the child's age. But even this short time in the corner is amazingly effective, for it gives the child (and staff member) a chance to calm down.
- During the time-out, the child isn't allowed to interact with me or any of the other children (except, of course, in the case of an emergency).
- When the time-out is over, we welcome the child back to the group and do not scold the child further or mention the problem behavior.
- If the child is old enough to talk about the bad behavior, we will before letting them go back to the group. We will see if they understand what bad behavior they did and talk to them on why it was wrong and how it makes others feel.

Children between the ages of 2 ½ and 3 ½ are learning about their feelings and how to safely express them without hurting others. We are on top of making sure children use their words and not their hands. 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.

If a child is doing anything that is causing harm to others, we will use safe restraint holds on the child till they are clam down. Staff member will hold child to their chest and fold their arms on top of child's arms to keep them from doing harm to self or staff member. This allows the child to kick without hurting staff member or others. Child will be moved to open space away from others.

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

### **Transportation & Off-Site Field Trips (WAC 110-300-0480)**

Transportation to and from childcare is the responsibility of the parents. Children are only released to parents, guardians, or people who are listed as alternative drivers on the child's *Home Register*. The parent or guardian will be required to sign in and sign out their child using their full name. They must also list the date and hours the child is in childcare. The sign-in/sign-out records will be kept in a drawer in the daycare room or at the changing table area.

Children will not be released to anyone who appears to be under the influence of drugs or alcohol. If a parent insists upon picking up his or her child under these circumstances, the Redmond Police will be notified.

***We do not do off-site field trips.***

## **Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal Drugs (WAC 110-300-0420)**

The use and visual possession of tobacco, vaping, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other childcare related activities.

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.

No illegal drugs are allowed on the premises. Alcohol, vaping and Cannabis 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 or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children and out of the view of children.
- Cannabis and/or Cannabis products in a family childcare home will be stored out of the licensed space and inaccessible to the children.
- The licensee must keep tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue and all paraphernalia inaccessible to the children.
- All vaping devices will be stored inaccessible to children and out of the view of children.
- Smoking or vaping tobacco products that are used during business hours must not be in a "public place" or "place of employment," as defined in RCW 70.160.020., in a motor vehicle used to transport enrolled children. Used by any provider who is supervising children,

including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW 70.160.075.

### **Guns or Weapons (WAC 110-300-0165)**

*I do not* have any guns, weapons or ammunition in my home.

### **Pets (WAC 110-300-0225)**

I do have pets. 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. Our file on our pets can be found in the closet by childcare room. There is a separate area, other than the children's play space, for pets to relieve themselves.

### **Emergency Preparedness & Evacuation Plan (WAC 110-300-0470, 0166)**

You will find our programs evacuation plan posted on the Parent Board in childcare room. 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 natural and unnatural disasters /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.

Should my home become inhabitable in a disaster, the children and I will be located at Redmond Regional Library at 15990 N.E. 85th in downtown Redmond. if possible.

My emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate WAC 110-300-0470(1)(c).

#### **Each family is required to Disaster Bag:**

- First aid kit
- Copy of children's medication records
- Children's individual medication if need
- Water bottles
- Flashlight

### **Earthquake Plan (WAC 110-300-0470)**

#### **When Indoors:**

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
  - DROP to floor
  - COVER head and neck with arms and take cover under heavy furniture or against internal wall
  - 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

When the earthquake has stopped, we will leave the building and go outside. Owner, Anne will go back to see if building is safe to return to. Drills will be conducted on a bi-monthly basis so that children and staff

have practiced what to do in an earthquake. We 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

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 or cell phone for information and emergency instructions
- 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.

**Fire Evacuation Plan: (WAC 110-300-0470)**

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
- 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 gathering at the top of the driveway.
- 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.

For children who are not yet walking or infants, they will be carried out by a staff member.

A fire extinguisher will be used by me if I feel it's safe for me to use. The fire extinguisher is checked each year and smoke detectors are checked on days of fire drills. Drills will be conducted on a bi-monthly basis so that children and staff have practiced what to do in a fire.

**Lockdown Plan: (WAC 110-300-0470)**

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, 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 and guardians about any lockdown, whether practice or real. If real, we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. Please bring a three-day supply of any required medications for your child/children. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster and will not leave your child unsupervised.

In an emergency, I will make every attempt to reach parents by phone. However, in many emergencies, phone lines are overloaded or not operational, making contact by phone impossible.

My cell phone number is 425-466-9531. Melanie's cell phone is 206-714-1486

It is I and staff's responsibility to make sure children are safe and healthy during the event of a disaster. One staff member will be assigned to bring with them the comfort kits and disaster bag. We will make sure to take children to a safe area before contacting you.

### **Comfort Kit**

In an emergency, it is helpful to have a comfort kit for your child. You will need to provide the following which will be assembled into a comfort kit and labeled with your child's name. In the case of an emergency (i.e., volcano eruption, fire, terrorist attack, power outage, etc.), if time and safety allow, comfort kits will be taken from the daycare center when leaving the facility. These items should be included in the comfort kit for each child:

- A photo of parents.
- Water bottle.
- A favorite snack (snack bars, etc.).
- Space blanket.
- Small flashlight.
- Whistle.
- Books.

### **Health Concerns**

#### **Health Care Practices (WAC 110-300-0500)**

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and

disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department and can be found under health policy can be located.

## **Hygiene**

As a licensed childcare provider, I maintain a clean and healthy environment for your child. The children and I wash our hands before and after eating, after using the bathroom, and after playing outdoors. Toys and play equipment are wiped off daily and sanitized at the end of each week. Each child has his own bed covering and blanket, which is laundered weekly. If a child has a special blanket or toy that he sleeps with, the parents are encouraged to bring this for nap times.

## **Dental Hygiene Practices and Education (WAC 110-300-0180(2))**

We teach children how to take care of their teeth by showing them with a toy mouth how to brush and floss their own teeth. We do this in September when we are learning about “Me and my body.” We feel it’s important for all ages including infants to practice good dental hygiene.

## **Diapering Procedure (WAC 110-300-0221)**

Children will be attended to at all times during the diapering procedure. Diapers will be checked every two hours and changed when necessary and not less than every four hours. The parents or guardians will need to supply appropriate diapers include disposable or cloth diapers and diaper wipes. All staff, parents or guardians will wash their hands immediately before and after diapering. The child’s hands will also be washed immediately after diapering.

## **Toilet Learning (WAC 110-300-0220)**

Before a child is ready to start toilet training, I will discuss with the parent or guardian their views on toilet training. For toilet training we use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians. Children around the ages of 2 to 3 years old will sometimes show sign of being ready for toilet training. If a child is dry and showing good signs of control, we will encourage the child to use the toilet and we will always talk to you about making a toilet learning plan. We do not force a child to use the toilet if they do not want to. Each child is different, and many will either be toilet trained at home first or at childcare. It all depends on the child’s comforter level and if they are ready.

## **Health Records and Medicine**

Immunization records must be kept up to date and must be current at the time of enrollment. No exceptions are made. If your child needs medication while at daycare, then I must have written authorization to administer the medicine. An *Authorization to Administer Medication* form is included in this packet. In addition, all medicines must be clearly labeled with the child’s name and dosage.

If there is an exemption to immunizations (must be signed by parents or guardian), the child may need to be excluded from childcare if there is an outbreak of a vaccine-preventable disease that your child has not been immunized against, until the outbreak is over.

Staff and family members living in my home are current on their TB skin test.

## **Exclusion/Removal Policy of Ill Persons (WAC 110-300-0500)**

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 will be notified by phone within 24 hours of communicable diseases or food poisoning. The health Department will be notified of food poisoning and of all reportable diseases at the facility.
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.
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, we will reasonably prevent contact between the ill child and other children until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. Children and staff who are exhibiting the following symptoms will be excluded from childcare per instruction of the Department of Public Health. A doctor's letter may be required to return to childcare. *Children must be symptom free for 24 hours before returning to Anne's Childcare and Preschool.*

**Diarrhea:** where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus.

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

**Rash:** Body rash not associated with diapering, heat or allergic reactions.

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

**Appearance/Behavior:** A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. 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.

**Open sores or wounds:** discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling:

**Fever:** A fever 101 degrees Fahrenheit for children over two months (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea).

**Lice, ringworm, or scabies:** Individuals with head lice, ringworm, or scabies must be excluded from the childcare premises beginning from the end of the day the head lice or scabies was discovered.

We will allow an individual with head lice or scabies to return to the premises after receiving the first treatment.

**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.

**An Illness or condition:** that prevents your child from participating in normal activities such as outdoor play.

#### Reporting and Notifying Conditions to Public Health (WAC 246-110-010)

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 246-110-010(3)).

#### **Pesticide policy (WAC 110-300-0255)**

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the pesticide manufacturer's instructions. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

#### **Blood Borne Pathogen Plan WAC110-300-0400**

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. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

This plan is readily available for your review upon request.

#### **Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)**

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

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

- (a) When arriving at the early learning premises.
- (b) After using the toilet.
- (c) After diapering.
- (d) After outdoor play.



- (e) After gardening activities.
- (f) After playing with animals.
- (g) After touching body fluids such as blood or after nose blowing or sneezing.
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands

- (a) When arriving at work.
- (b) After toileting a child.
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed).
- (d) After personal toileting.
- (e) After attending to an ill child.
- (f) Before and after preparing, serving, or eating food.
- (g) Before preparing bottles.
- (h) After handling raw or undercooked meat, poultry, or fish.
- (i) Before and after giving medication or applying topical ointment.
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals.
- (k) After handling bodily fluids.
- (l) After using tobacco or vapor products.
- (m) After being outdoors.
- (n) After gardening activities.
- (o) After handling garbage and garbage receptacles; and
- (p) As needed or required by the circumstances

*Please set a good example for your child and help them to wash their hands with the steps above.*

**Hand sanitizer** will be used in accordance with WAC 110-300-3650 and will not be substituted when regular hand washing procedures can be practiced and can only be used by children over twenty-four months and for whom I have a signed parent permission on file. Hand sanitizers will not be within reach of the children.

## **Cleaning, Sanitizing, and Disinfecting Procedures (WAC 110-300-0240,0241)**

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for child care and similar environments.

## **Injury Prevention (WAC 110-300-0475)**

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 and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

## **Injury or Medical Emergency Response & Reporting (WAC 110-300-0475)**

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 an injury report. With some minor injury's parents may be called to help decide whether the child should go home.
3. Head injuries, sever bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will notify you as soon as safely possible.
5. If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department's Licensor and child's social worker, if any. You will be given a copy.
6. All injuries that the child arrives with will be documented and an injury report will be written. Major and Life-Threatening Emergencies

In the event of a major or life-threatening emergency requiring immediate hospitalization, I will call 911, then take the child myself or have an emergency vehicle transport the child to a nearby hospital and notify you as soon as possible. If I am unable to contact you or your spouse, I will call one of the emergency contact people listed on your child's *Home Register*.

Designated hospitals for emergency situations are Overlake Hospital in Bellevue, Evergreen Hospital in Kirkland, and Group Health Hospital in Redmond if the child is enrolled in a Group Health insurance plan (please leave a duplicate Group Health card with me in the child's file). Parents or guardians assume full responsibility for payment of any and all medical services rendered, including transporting by emergency vehicles, if necessary. The parents are also responsible for filling out and submitting any required insurance forms. All injuries are recorded in the child's file. As a licensed daycare provider, I am regularly recertified in CPR and first aid and so is all my staff.

## **Medicine Management & Policy (WAC 110-300-0215)**

1. **Reasonable accommodations:** We will make reasonable accommodations for children requiring medications for disabilities and other medical conditions.
2. **Nonprescription medication** including over-the-counter oral medication will be given to children on case-by-case bases. If the medication, ointments or creams can be used or given at home we recommend doing this. If the medication has been approved by Anne Mahdieh, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the instructions on the label, or the parent must provide a medical professional's note. The Medication must be labeled by the manufacture for the use that it is intended for and will not be used for any other symptom or reason.
3. **Prescription medication.** Prescription medication must only be given to the child named on the prescription. Prescription medication must be pre-scribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:  
  
The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.
4. **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 with all medicines given out at our childcare facility.
5. **Storage:** Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
6. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and stored separate from topical medications.
7. **Permissions:** Doctor's permission is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).

8. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).

9. **Unused medication:** All unused medication must be taken home by the parent or guardian.

### **Abuse & Neglect-Protection & Training (WAC 110-300-0475)**

As a childcare provider, I will protect children from all forms of child abuse or neglect. I have a duty to report and am required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and 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, neglect, sexual abuse, maltreatment or exploitation.

## **Business Matters**

### **Sign-in and Sign-out Procedures/ Attendance Records (WAC 110-300-0455)**

1. Arrival and pick-up instructions:
  - Upon arrival, the parent, guardian, or authorized person must sign the child in using signature of full name, the date and time.
  - Upon departure, the parent, guardian or authorized person must sign the child out using signature of full name, the date and time.
  - The sign-in/sign out form is located at the front door. You are required to sign in/out using your full name, the date, and time.

You can add a statement to this policy about the cost of not signing in and out. "This is subject to a civil penalty fine, if I am fined due to you not signing your child in or out the amount of that fine will be on your next billing statement".

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

3. 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, 911 will be called.

### **Supply Charge**

A yearly supply fee of 150.00 pre-child is due with September's payment and if you have 2 children in enrolled the fee is 225.00 for the year. The supply fee covers operational costs for the childcare business such as playpens, mats, childcare insurance, crafts, cleaning supplies, replacement toys, and other childcare expenses. In addition to licensing fees for the childcare business license.

### **Rates**

Payment for childcare services is made on a monthly basis in advance on the 1<sup>st</sup> of the month. When payment date falls on the weekend, I must receive payment the day before the agreed payment day. If late on payment an automatic 10.00 charge will be add to each day of late payment. Payment can be made by cash, check, or money order. A \$25 fee is assessed for late payments and for NSF checks. I very much appreciate being paid on time.

Let me also clarify that full-time care reserves a place in my childcare. This means that you pay to maintain an opening here at the childcare whether your child is actually present or not. The rule is that you pay for your full-time position whenever the childcare is open whether your child is absent due to illness, snow, your family vacation, or other reasons. Full-time care is here defined as childcare services provided on three days or more per week. In addition, you also pay for the holidays listed on page 6 if those days fall within a week in which service is provided. In the event that the local schools are closed due to snow conditions or other reasons, the childcare will be closed, but this will be counted as a paid day. You do not pay for the days I am on vacation. Parents are responsible for finding alternative care under these circumstances.

I reserve the right to reassess my childcare rates, but parents will always be given at least one month's prior written notification before any rate changes go into effect.

### **Deposit to Hold Spot/Last Two-Week Deposit**

All new customers are required to give a **nonrefundable deposit** to hold spot for child or children in the childcare. This is to save your child's spot in the childcare till your child or children start at Anne's Childcare and Preschool. **If you change your mind before your child or children start you will not be refunded this deposit.** This is the policy at ALL childcares. This deposit is applied toward your child's last two weeks of childcare. A receipt for your deposit is kept in your child's file.

### **Changes to Childcare Days**

I need a 30-day notice of any changes to the days your child will or will not come to my daycare. If you are part time and need to change to full time or full time and are changing to part time or going on vacation. I need 30-day notice to make the needed changes to my work schedule.

### **Termination of Services (WAC 110-300-0485)**

1. Customers/clients are required to give 6 weeks or more advance notice of terminate of care at Anne's Childcare and Preschool. If less than 6 weeks advance notice is given, then your deposit will be used to make up the difference. When giving notice to terminate childcare, **notice must be given the last day of any month of care.** Your deposit will cover the last two weeks of pre-paid childcare. Deposit is **non-refundable.**

2. The following are conditions that may cause childcare to be immediately terminated:

A. Non-receipt of co-pay

B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the childcare facility, staff or policies

C. Continual late payments or unpaid bills (10.00 charge for every late day)

D. Continual late arrivals or pick-ups without communication (5.00 charges for every 7 minutes)

### **Expulsion Policy (WAC 110-300-0486, 0340)**

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a Child exhibits behavior that presents serious safety concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated. Give examples such as on-going biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility and other behaviors.

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

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents
4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion
5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
7. We will give the parents or guardians referrals to community-based programs/settings

*The Department will be notified of the expulsion.*

### **Family/Parent/Guardian Vacations and Absences**

1. You are required to give 2 weeks advance notice for vacation.
2. Please call and inform me when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. Please advise me upon enrollment if you plan to remove your child from childcare for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

### **Overtime**

I love kids, but after putting in nine-and-a-half-hours with no breaks, I do not want to be asked to start my day any earlier than scheduled or to extend my day beyond the time we have agreed upon. Just like you, I have family responsibilities before and after work, so I ask that you exhaust all possible alternatives before even considering asking me to work overtime. Overtime is defined as any time beyond the time we have agreed upon. I charge \$5 for every seven minutes of overtime (or \$20 per half-hour) to be included in your next monthly payment.

### **Back-up Child Care and Consistent care policy (WAC 110-300-0495)**

I recommend that you have access to an alternate childcare arrangement. You may need care if I am ill, school closure days or when I am on vacation. If I am ill, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup childcare. For a childcare referral, please call:

*Child Care Aware of Washington*

*(206) 329-5544*

### **Staffing Plan, Classroom types and Ratios (WAC 110-300-0495)**

We will maintain the State required staff to child ratios at all times. For consistency of care, I or a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any Staff who covers for me in my absence will meet all State requirements to care for the children and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified in writing or by electronically.

Our staff to child ratios is 1:7 and we offer multi-age type of classroom settings. First and foremost, the biggest benefit to a multi age approach is the establishment of pro-social behavior. Children that participate in a classroom of mixed ages develop attitudes of caring, sharing and helping. Older children in particular quickly learn that their younger counterparts can and should be included in their play. Sharing is a concept that older children can understand, and younger ones learn to share more quickly when they observe older children sharing with them. Caring is another concept that is easy for older children to learn. With multi-age classroom children of all ages learn from each other and grow together.

### **Posting requirements (WAC 110-300-0505)**

Posted in the daycare room parent board is “when your child is sick” policy, liability insurance, fire inspection reports, fire drill paperwork, emergency phone numbers, daily schedule, license of childcare, communication policy, my philosophy, building for the future, and playing outside in the northwest weather. Anne’s Childcare and Preschool policy is given in parent handbook at enrollment. If you ever need a new one just asks, and I will get you a new copy.

### **Dual language Learning (WAC 110-300-0305)**

If English is your second language, we will help your child in learning English and home language as well. We do not currently offer any language programs.

### **Photography, Videotaping and Surveillance (WAC 110-300-0450)**

We do take pictures of the children to display in childcare room and on the children’s cubbies. We do have a private Facebook page where we post pictures of the children with parent permission only. We may do short videos with parent permission of children participating in activities and post to private page. We do not have any surveillance cameras at this time. If I decide to install any I will inform you before they are up and running. The private Facebook page is under Annie’s Daycare and if you wish to be a part of it, friend me on Facebook and I can add you to the group.

### **Insurance Coverage (RCW.43.215.535 WAC 110-300-0410)**

I do carry liability insurance. Please see notice posted on parent board in childcare room.

### **Safe Water Sources (WAC 170-300-0235)**

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

### **Retaining Facility & Program Records (WAC 170-300-0465)**

I keep all required records for a minimum of 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. At any time, a parent can access their child’s records and records are kept confidential.

# COVID-19 + Delta Plus Safety Plan

## Anne's Childcare & Preschool

Help us at Anne's Childcare and Preschool stop the spread of illness. **If you answer "YES" to any of the following questions, keep your child/student home and contact your doctor.**

1. Has your child/student been in close contact with anyone with confirmed COVID-19?
2. Does anyone in your household have COVID-19 like symptoms &/or is anyone in your household being tested for COVID-19?
3. Has your child/student or anyone in your household had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told your child/student to self-monitor, self-isolate or self-quarantine because of concerns about COVID-19?

### COVID-like symptoms

If your child/student is experiencing any of the following symptoms **within the last 24 hours**. **PLEASE keep them home** and contact your doctor. If they show any of the following symptoms at Anne's Childcare, it is necessary to pick your child/student up as soon as possible. **Return** to Anne's Childcare must be approved by doctor after going home sick with one or more symptoms.

- **Fever of 100.4 or above**
- **Headache**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Chills**
- **Muscle pain or body aches**
- **Loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

**Contact your medical provider if your child/student is experiencing any other symptoms that are concerning to you.**



## Isolation and quarantine

- Child/Students that have any one of the above symptoms will be asked to isolate for 10 days unless they are able to submit a **negative molecular\* COVID-19 test** to Anne's Childcare & Preschool.
- \*Molecular COVID-19 tests: PCR, NAAT, RT-PCR, POC-PCR

## Additional too sick for Anne's Childcare symptoms

If your child has any of the following symptoms, please keep them home and contact your school nurse.

- Scabies
- Rash
- Ear infection
- Eye infection

**We understand these are rough times and we do our best to keep our group of students safe, happy, and health.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Closures due to Covid and natural disasters:

- As a licensed childcare provider, I am limited to the number of children I can care for. Therefore, I plan on your child attending Anne's Childcare on their scheduled days. **NO** deductions or make-up days are permitted for absences due to illness, personal reasons, or vacations (including my vacations as well). In other words, you are paying for your child to remain on my schedule regardless of if your child attends on their scheduled day or not.
- If Anne's Childcare & Preschool is closed due to Covid for any amount of time per the health department or CDC there will be no deductions in your tuition amount. If there is a natural disaster and Anne's Childcare is closed there will be no deduction in your tuition amount. Covid has provided additional challenges for everyone and to our business particularly, but please keep in mind it is critical that we take every precaution necessary to keep all the children and their families as safe as possible.

For **teachers only**, during mid-winter, spring, and summer break your child is home with you. There is no change in tuition for those days that you are home with your child.

However, during summer break, July & August tuition is half the price to hold your spot through summer. This makes up for the days that you pay for during mid-winter and spring break. Tuition will go back to full price in September when child returns.

I have read and understand the terms for Anne's Childcare and Preschool Teacher policy.

Parent \_\_\_\_\_ Date: \_\_\_\_\_

Provider \_\_\_\_\_ Date: \_\_\_\_\_

**Vacations and Paid Holidays**

Anne’s Childcare and Preschool is closed on the following holidays:

Martin Luther King Day	3 <sup>rd</sup> Monday in January
President’s Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	19 <sup>th</sup>
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans’ Day	November 11
Thanksgiving Day and the day after	4 <sup>th</sup> Thursday and Friday in November
Winter Break	2 weeks same as Lake Washington School District

*We are CLOSED when the Lake Washington school district is closed due to weather conditions. This is not the same as the floating days.*

**If a holiday falls on a Saturday, I will take off the preceding Friday; if a holiday falls on a Sunday, then I will be close on the next Monday.**

**Provider Vacation/Emergency Closure Policy**

I take two weeks off during the summer season, July to mid-August. I give you at least 4 to 8 weeks advance notice of vacation schedule for summer season. There are 5 floating days per year for sickness, emergencies, and appointments. It is the parents’ responsibility to make alternative childcare arrangements. These are part of the paid vacation and holidays times.

The only time I will not charge you for care is if I am unable to work due to sickness or emergence and it is less then 24-hour notice.

**Acknowledgment and Agreement**

In signing this agreement, we acknowledge having received and read *Anne’s Childcare and Preschool Policies and Procedures*, and agree to enroll our child (or children) in Anne’s Childcare Preschool under the terms and conditions outlined herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Child Care Registration Form (for family home or center program)</b>		Date child entered care	Date child left care																																								
Child's name (Last, First, Middle)		Name used (Nickname)	Birthdate																																								
Street address		City	Zip code																																								
Child's parent/guardian name	Circle the best number to contact you at when your child is in our care																																										
	cell phone # ( ) -	home phone # ( ) -	alternate phone # ( ) -																																								
Street address		City	Zip code																																								
Child's parent/guardian name	Circle the best number to contact you at when your child is in our care																																										
	cell phone # ( ) -	home phone # ( ) -	alternate phone # ( ) -																																								
<p><i>I give my permission for any of the following individuals to be contacted and my child may be released to any of them.</i></p> <p>Parent/Guardian signature: _____ Date: _____</p> <p><b>In an emergency, if you are not able to contact me, contact the following:</b></p> <table border="1"> <thead> <tr> <th>Name (first and last)</th> <th>cell phone #</th> <th>home phone #</th> <th>alternative phone #</th> </tr> </thead> <tbody> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> </tbody> </table> <p>These individuals also have permission to pick up my child:</p> <table border="1"> <thead> <tr> <th>Name (first and last)</th> <th>cell phone #</th> <th>home phone #</th> <th>alternative phone #</th> </tr> </thead> <tbody> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> <tr> <td></td> <td>( ) -</td> <td>( ) -</td> <td>( ) -</td> </tr> </tbody> </table>				Name (first and last)	cell phone #	home phone #	alternative phone #		( ) -	( ) -	( ) -		( ) -	( ) -	( ) -		( ) -	( ) -	( ) -		( ) -	( ) -	( ) -	Name (first and last)	cell phone #	home phone #	alternative phone #		( ) -	( ) -	( ) -		( ) -	( ) -	( ) -		( ) -	( ) -	( ) -		( ) -	( ) -	( ) -
Name (first and last)	cell phone #	home phone #	alternative phone #																																								
	( ) -	( ) -	( ) -																																								
	( ) -	( ) -	( ) -																																								
	( ) -	( ) -	( ) -																																								
	( ) -	( ) -	( ) -																																								
Name (first and last)	cell phone #	home phone #	alternative phone #																																								
	( ) -	( ) -	( ) -																																								
	( ) -	( ) -	( ) -																																								
	( ) -	( ) -	( ) -																																								
	( ) -	( ) -	( ) -																																								
Child's health information																																											
Child's medical care provider or parent's/guardian's preferred medical facility for treatment Name: _____ Phone: ( ) - Street Address: _____		Child's last physical exam, if available																																									
Child's dental care provider or parent's/guardian's preferred dental facility for treatment Name: _____ Phone: ( ) - Street Address: _____		Child's last dental exam, if available																																									
Known health conditions (An individual care plan from child's health care provider is required for any food allergies or special dietary requirement due to a health condition.)																																											

**Consent to medical care and treatment of minor children**

I give permission that my child, \_\_\_\_\_ may be given first aid/emergency treatment by the child care licensee and or qualified staff at:

Name of Licensee: Anne Mahdiah

Address of Licensee: 15618 NE 107th CT Redmond, WA 98052

Parent/guardian signature	Date	Parent/guardian signature	Date
---------------------------	------	---------------------------	------

When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or aid car attendant when deemed necessary or advisable by the physician or aid care attendant to safeguard my child's health. I waive my right of informed consent to such treatment.

I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

I certify under penalty of perjury under the laws of the State of Washington that this information is true and correct.

Parent/guardian signature	Date	Parent/guardian signature	Date
---------------------------	------	---------------------------	------

### Child Care Agreement

Child's name:	First	Middle	Last
Parent or guardian name:	First	Middle	Last
Parent or guardian name:	First	Middle	Last
Days and times my child will receive care:			
Check days of care	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
	<input type="checkbox"/> Saturday		
Arrival time			
Departure time			
Fee: \$      per:		Date payment due: <b>1st of the Month</b>	
<input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month		Source of payment: <input type="checkbox"/> Parent <input type="checkbox"/> Other (specify):	
Overtime rate: \$ <b>5</b> per <b>5 mins pass 5pm</b>		Late fee: \$ <b>10.00</b> per <b>Day after 1st</b>	
Other Fees: \$      Description:			
I agree to promptly notify the child care provider of any changes of the above information. I understand that I am fully responsible for the terms of this agreement as stipulated.			
I have read, understand and agree to comply with the policy and procedures and information for parents given to me by <b><u>Anne Mahdiah</u></b>			
Name of licensee			
Parent or guardian signature		Date	
Parent or guardian signature		Date	
I agree to provide child care services according to the above plan. I agree to promptly notify the parents or guardians of any changes to above information.			
Licensee signature			Date
Street address	City	State	Zip code
15168 N.E. 107th Ct.	Redmond	WA	98052
Comments			







CHILD'S INFORMATION		
NAME OF CHILD	DATE OF BIRTH	TODAY'S DATE
NAME OF MEDICINE	DOSE	
TIME(S) TO GIVE MEDICINE		
DATE TO START MEDICINE	DATE TO STOP MEDICINE	
KNOWN SIDE EFFECTS TO MEDICINE		
ADDITIONAL INSTRUCTIONS		
HOW IS THIS MEDICINE GIVEN? (CIRCLE ONE) <input type="checkbox"/> BY MOUTH <input type="checkbox"/> IN THE EAR <input type="checkbox"/> IN THE EYE <input type="checkbox"/> NEBULIZER <input type="checkbox"/> ON THE SKIN <input type="checkbox"/> OTHER	CHILD ALLERGIES	
PRESCRIBER'S INFORMATION		
PRESCRIBING HEALTH PROFESSIONAL'S NAME		
PERMISSION TO GIVE MEDICINE		
I hereby give permission for the licensee to give the medication as prescribed above.		
PARENT OR GUARDIAN NAME (PRINT)		
PARENT OR GUARDIAN SIGNATURE	DATE	
ADDRESS		
HOME PHONE NUMBER ( ) -	CELL PHONE NUMBER ( ) -	ALTERNATIVE PHONE NUMBER ( ) -

We have created a private Facebook page for Annie's Childcare where we can upload pictures of the children doing daily activities. It is a way for us to share with you what we do.

I would like to know if we have your permission to share your child's photo on the private Facebook page. Either I cannot show your child in the photo at all or just blurry their face.

Please check which one you want:

- I give my permission for my child, \_\_\_\_\_ to have their photo on the private Facebook page.
- I give my permission for my child, \_\_\_\_\_ to have their photo on the private Facebook page ***but*** have their face blurred.
- I do not give my permission for my child, \_\_\_\_\_ to have their photo on the private Facebook page at all.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# OPT-OUT TOOTHBRUSHING



I the parent of \_\_\_\_\_

Choose to opt-out of having Ann Mahdiah my childcare provider  
to brush my child's teeth.

Parent's Name (please print):

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **MEDICAL EMERGENCY AUTHORIZATION**

In the event of a serious injury or medical emergency involving my child and I cannot be contacted, I authorize the childcare provider to administer emergency first-aid care and to arrange whatever medical treatment and procedures are deemed necessary or advisable by a licensed physician, health-care provider, or ambulance attendant to safeguard the health of my child. I understand that I will assume full responsibility for payment of any services rendered, including transporting by emergency vehicles if necessary. As parent or legal guardian, I also acknowledge and accept that the childcare provider shall not in any way be held responsible in the event my child becomes a victim of Sudden Infant Death Syndrome (SIDS).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Liability Insurance Notice for Family Child Care

I am informing you of my insurance status.

- I do not carry liability insurance.
- I do carry liability insurance and I will notify you of changes to my insurance coverage.

\_\_\_\_\_  
Licensee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

Revised Code of Washington 43.215.535

This form is to be kept on file.

10.9.3.19 FH Liability Insurance Form  
Rev. 4/12

## Child Care Parent/Guardian Permission

Child's Name (First Middle Last)	Licensee's Name <b>Anne Mahdieh</b>				
<b>Water activities including swimming pools and other bodies of water</b> I give my permission for the licensee or the licensee's staff to:					
Play with child water table and small child pool .....	<table style="border: none;"> <tr> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>No</u></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<u>Yes</u>	<u>No</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Yes</u>	<u>No</u>				
<input type="checkbox"/>	<input type="checkbox"/>				
<b>Bathing</b> I give my permission for the licensee or the licensee's staff to:					
Give my child a bath or shower if my child needs to be cleaned after having an accident such as diarrhea or vomiting .....	<table style="border: none;"> <tr> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>No</u></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<u>Yes</u>	<u>No</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Yes</u>	<u>No</u>				
<input type="checkbox"/>	<input type="checkbox"/>				
<b>Photo, video, or surveillance activity</b> I give my permission for the licensee or the licensee's staff to:					
Take photographs of my child to use in the classroom & document growth .....	<table style="border: none;"> <tr> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>No</u></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<u>Yes</u>	<u>No</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Yes</u>	<u>No</u>				
<input type="checkbox"/>	<input type="checkbox"/>				
Take video of my child to use to document growth or send to parent. ....	<table style="border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
<b>Food cooked by another child's parent or guardian (on special occasions only)</b> I give my permission for the licensee or the licensee's staff to:					
Serve my child food prepared, cooked or baked at home by another child's parent or guardian (on special occasions only).....	<table style="border: none;"> <tr> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>No</u></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<u>Yes</u>	<u>No</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Yes</u>	<u>No</u>				
<input type="checkbox"/>	<input type="checkbox"/>				
<i>I have reviewed the licensee's written policies and have had the opportunity to discuss with the licensee the policies pertaining to the items listed on this permission form.</i>					
_____ Parent or guardian signature	_____ Date				
_____ Parent or guardian signature	_____ Date				

I, \_\_\_\_\_ (print name), have received, read and filled out forms of Anne's Childcare and Preschool Parent Handbook and by signing I agree to adhere to all the policies stated within.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

Anne's Childcare and Preschool

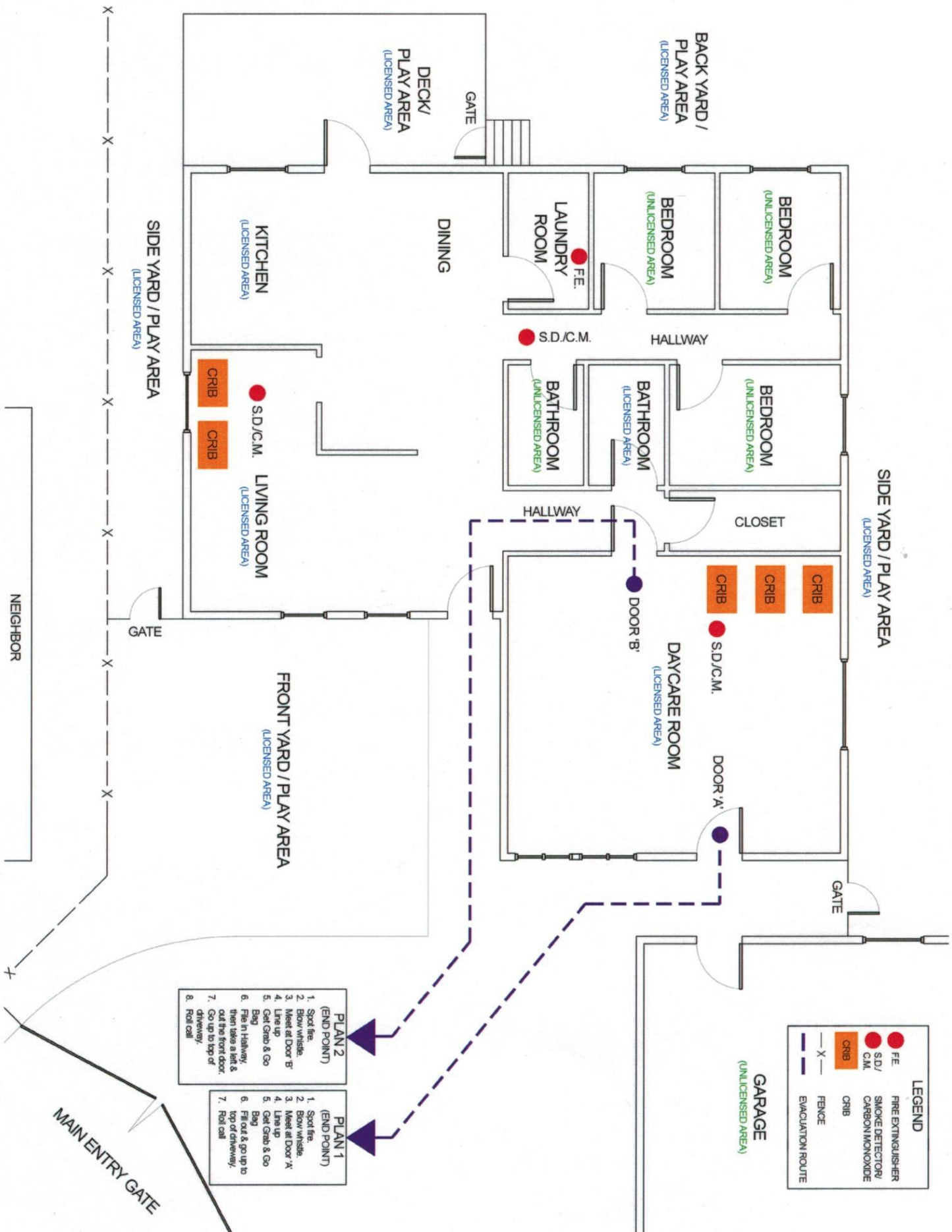
\_\_\_\_\_  
Program Name

15618 N.E. 107th Ct.  
Redmond, WA 98052

\_\_\_\_\_  
Program Address

Please sign and return to program

# EVACUATION FLOOR PLAN FOR ANNE'S CHILDCARE



- PLAN 2 (END POINT)**
1. Spot fire.
  2. Blow whistle.
  3. Meet at Door 'B'.
  4. Line up.
  5. Get Grab & Go Bag.
  6. File in hallway, then take a left & out the front door.
  7. Go up to top of driveway.
  8. Roll call.
- PLAN 1 (END POINT)**
1. Spot fire.
  2. Blow whistle.
  3. Meet at Door 'A'.
  4. Line up.
  5. Get Grab & Go Bag.
  6. Fill out & go up to top of driveway.
  7. Roll call.