**Up to date as of 7/22/22**

**Big Center:**

**823 E Street**

**Washougal, WA 98671**

**And**

**Small Center:**

**2011 Main Street**

**Washougal, WA 98671**

**360-567-7539**

**Hours of operation:**

**M-F 7:00am-5:30pm**

**Providing quality care for children ages Birth through 6**

**(Before and after school Kindergarten)**

**PROGRAM PHILOSOPHY**

**We believe that all children need a safe and loving environment. It is our goal to provide children with a safe environment that nurtures self-esteem and that they have a sense of security all day and especially throughout the time he or she is in our care. We believe children learn through play. Our program reflects the belief that learning takes place primarily through exploratory activities and discovery. We have 100% supervision of all the children in our program at all times of the day. We always maintain ratios between children and staff as well. We believe that a good program offers directed and non-directed experiences, encouraging your child to plan and think about their actions. We encourage parents to discuss expectations they have and/or want for their child and our child development team, communication is how we can all be able to know each other’s needs and wants. We are always open to any feedback about the child development team. It is important that parents and providers communicate together and establish a good relationship, which is in everyone’s best interest, especially the children. We encourage training of good manners and positive reinforcement to promote the behavior that is desired, along with redirection. We believe in offering children the opportunity to experience their world around them by providing them choices to make.**

**GETTING ACQUAINTED:**

**We like to set up interviews to meet with you and your child. This way we can have an opportunity to get to know the child with the parents or guardian present. It gives you and your family the ability to see the program and know if it feels like a good fit for you and your child. This sometimes makes it easier and more comfortable for the child on their first day in our Early Childhood Development program. Also prior to starting we would love a little bio on your child/family, and what he or she likes or doesn’t like. This will help us get to know your child and family. We have bios on all staff on the parent board for you to read. We recommend that you do a transition period prior to starting, a few hours a day for a few days before your child’s set schedule begins.**

**CHILD CARE PROGRAM:**

**Our childcare program is semi-structured with individual activities, group activities, supervised free time and supervised outdoor play. We have a pre-school program for children 2.5 years to 5 years of age, along with a toddler program that is toddler appropriate. All classrooms curriculum is based off creative curriculum learning through play. Each room provides a child-centered environment with a wide range of materials and developmentally appropriate activities, which allows your child to create, manipulate, explore, and discover according to their particular and unique interest. Through both group and individual activities, your child is encouraged to develop socially, emotionally, cognitively, and physically at his or her own rate.**

**Sample lesson plan:**

**Theme: Bumblebees and Dandelions**

**Group Activity: book about bees**

**Creative/sensory Activity: pick up plastic bees with kid's tweezers**

**Motor Activity: Animal Action song with actions**

**Art Activity: Scrub brush dandelion flowers**

**WATER PLAY:**

 **We have a water table at our facility, we also have a splash pad, and**

 **sprinklers for water play during the hot weather. We have supervision**

 **at all times while children are playing at the water table, in the sprinklers**

 **and or splash pad. We ask parents to bring in a change of clothes,**

 **sunscreen, bathing suits, and water shoes for water play. Please let us**

 **know at time of enrollment if you don’t want your child to participate in**

 **water play.**

**NON-DISCRIMINATION STATEMENT:**

**The right to be free from discrimination because of race, creed, color, national origin, sex, or the presence of any sensory, mental, or physical handicap is recognized as and declared to be a civil right.**

**PARENT COMMUNICATION PLAN:**

**Here at Candy’s Learning & Play Playce we feel it is very important to have family engagement within our program. When we have family engagement it shows the child that both the center and parents are working together. Also, it is very important to let us know of any changes that may come up in your family dynamics etc. We want to work together to make your child/rens experience here at our center the best it can be. We will make sure to update you daily on how your child/rens day was. This will be done at pick up but throughout the day we will be updating and adding things to Brightwheel so you are able to see in real time how your child/rens day is going. Brightwheel is also a great way for you to send messages or just check in on your child/ren. We will also have parent conferences 2 times a year, this is for you to see how your child has progressed throughout the past 6 months or so.**

**PERMISSION FOR PHOTOGRAPHY OF CHILDREN:**

**In our new child enrollment packet, we have a form for you to fill out to**  **either give permission or not give permission to have your child/ren.**  **Please make your wishes known to us at time or enrollment if you don’t**  **wish to have your child photographed. This also includes on our**  **Brightwheel app and our website. We do have security cameras in the**  **classroom, any recordings that are taken will only be accessed by the**  **owner or director, and licensor if needed. At the end of this handbook is a**   **place to sign if you don’t wish to have your child photographed.**

**RELIGIOUS ACTIVITIES:**

**In our childcare/pre-school development we recognize Easter, Thanksgiving, and Christmas as religious holidays and celebrate them as such. We do different types of crafts pertaining to each of these holidays. If you have any objections to your child’s participation with crafts, stories, music, etc. We also respect and welcome all diversities and cultures in our program, and we welcome families to share their cultures with us through crafts, food, etc. Please make your wishes known and they will be respected.**

**TRANSPORTATION:**

**Parents/Guardians are responsible for transportation to and from daycare. In the event we have a field trip planned, we will have permission slips signed and ask parents/guardians to chaperone. All children will be required to be in a booster seat, or car seat that always meets all safety requirements for both Washington and Oregon state laws. You will be asked to leave your child’s car/booster seat. (See field trips below) to read what the WAC requires of childcare centers to have in place before transporting children.**

**FIELD TRIPS:**

**We normally on do one field trip a year. Parents will be notified in advance as to when a field trip is being planned. A child may not participate on a field trip unless parents have signed the travel authorization form. Children will not be allowed to be in care if parents have failed to sign the authorization. Children will be always supervised on field trips and never out of an adult’s sight. We will ask each parent to leave their child/children’s car seat and any fees that may apply. We encourage parents to attend the trip with their child. WAC 110-300-0480, we will have with us the child’s health history, emergency information, rescue medication (if applicable), and emergency medical authorization forms accessible for each child being transported. We will also have a phone, and a complete first aid kit. At least on staff person on the trip will be currently certified in first aid and CPR. We also do roll call when we all arrive and again when we leave. Our staff will follow all rules of the road, with vehicles that are in good repair, with a valid license and full coverage insurance. Each vehicle used to transport children will also have working hazard lights.**

**TRIAL PERIOD:**

**There will be a two –week trial period or “get to know each other” period for all children starting care in our program. This contract may be terminated by Candy’s Learning and Play Playce Child Development Program or by the child’s parents within two weeks if either party feels there are reasons to do so without the need of a two-week notice.**

**Slow start: We offer to new families the opportunity to slowly transition your child/children in the program. This can be with or without the parent and able to do for a few hours a day for a week period. This can be a positive opportunity for all parties. It helps the child/children get to know the other kids and staff.**

**TERMINATING CHILD CARE:**

**After the trial period, a month notice must be given prior to terminating childcare services. Parents will be responsible for paying for the month after notice is given regardless of whether parents choose to keep children in care or not for the month. If we feel that the requirements of the contract are not being met or if there is a conflict in caring for a child, we may choose to terminate the contract. We will give families a minimum of a two-week notice and assist in any way we can to help families find new childcare. We reserve the right to suspend or terminate enrollment if a child’s attendance creates a hazard to any person at the center. This includes, but is not limited to excessive biting, inappropriate behavior, physical abuse, or excessive inappropriate language.**

**CHILD ABUSE REPORTING:**

**REPORTING OF INCIDENTS:**

**Washington State Law WAC 110-300-0475 we are required to report to the proper authorities of any of the following.**

* **An incident report will be completed and signed by teacher on duty at time of accident, Director, and parent or legal guardian, for all incidents from minor to serious.**
* **A death, serious injury requiring medical treatment, or illness requiring hospitalization of a child in care, by telephone and in writing, to the parent, licensor, and child’s social worker, if any.**
* **Any occurrence of food poisoning or communicable disease, as required by the State Board of Health, by telephone, to the local public health department.**
* **Any instance when the licensee or staff has a reason to suspect the possibility of physical, sexual, or emotional child abuse, child neglect, or child exploitation as required under chapter 326.44 RCW, by telephone, to DCYF (CPS) or local law enforcement. We may not notify parents when the police or DCYF (CPS) is called about possible child abuse, neglect, or exploitation. This depends on the recommendation of DCYF (CPS) when they are called.**

**CONFIDENTIALITY POLICY:**

**We will be sure to communicate with parents in a location that will be confidential for their liking. This will help with communication between staff and parents to keep confidential information about your family and kids private. We keep all child files in a locked drawer of a file cabinet.**

**SERVING CHILDREN WITH SPECIAL NEEDS:**

 **We welcome ALL children to our center if you have a child with special**

 **Needs we will work closely with you and the family and any other caregivers**

 **or specialists to provide the best care for your child. Please make us aware**

 **at time of enrollment so you can fill out an individualized care plan for your**

 **child. WAC 110-300-0300. We will work closely with you, DCYF and any**

 **medical personnel to help your child to feel included and a part of our**

 **school.**

**WHAT I ASK OF PARENTS/Parent Communication**

**When dropping off your child/ren and saying good-bye if your child/ren are upset and crying we feel the best way is to always say goodbye to your child/ren before you leave. Yes, it may be difficult for you to leave but make sure to always say goodbye in a happy manner. This allows your child/ren to associate childcare/the center with pleasure but with saying goodbye remember to not stay to long as staying to long when your child/ren are upset tends to only make things harder. The teachers here know how to redirect and help your child/ren adjust when upset at drop off.**

 **It is important that we try to reduce any dirt or debris to maintain a clean environment for the children to play.**

 **Here at Candy’s Learning & Play Playce child/rens birthday are a very important day. If you/your child/ren would like to bring a special treat to share with their class, please notify us in advance and we can arrange that.**

**Another thing is we do discourage all children from bringing gum, candy, money, and ALL toys from home. We will not be held responsible for something that was brought from home and ends up getting broken or lost.**

**Please do not gossip or ask me questions about any other children or families in our care. We respect confidentiality with all clients. Please only ask about your child/ren. If you ever have any questions or concerns, you may send a message on Brighwheel or contact us at (360)567-7539 or Email (****06clpp@gmail.com****)**

**We will be setting up times twice a year with all parents to discuss your child progress, please note that we may come to you as needed as you may do as well. This can be done in person, via phone, email or through texting.**

**ALL families & parents need to make sure to always be signing your child/ren in/sign out daily on Brighthwheel. When you first enroll with us you will be assigned a 4-digits code from Brightwheel and that will be what you will use to sign your child/ren DAILY. This is VERY important that it is done daily. This is a state requirement. If you are having any trouble with Brighthweel or your 4-digit code, please make sure to reach out and we will help you with anything you need help with. If you are not signing your child/ren in/out daily, we will remind you and if it continues then you will be charged $10.00 fee. This is a requirement with the state to have all children signed in/out daily from their parents.**

**In our lobby we have a parent board hanging up on the wall. On the board there is important information. We always encourage parents to ask any questions, concerns and/or suggestions you may have. Please bring these things to the director or program manager. We utilize the Bright wheel app to be able to communicate with the teachers in your child/rens classroom as well as the director. You parents can communicate at pick up or can always use Bright wheel send a message. We post updates and pictures on Bright wheel throughout the day for you parents to see in real time how your child/ren day is going.**

**COMMUNICATION:**

**The purpose of this handbook is to keep misunderstandings from happening and open communication is always key to successful relationships between you parents & families. We hope with this communication it provides parents with a clear picture of the expectations we have for you all also as well as the expectations you have for us.**

**If at any time you parents have any questions or concerns about this handbook or anything else, please make sure to bring these questions or concerns to the director or program manager immediately so that we can address them right away. We feel that communication between parents and providers is very important and the key to each child/ren getting the best care possible and the care they deserve! If we believe that we need to discuss anything with you about your child/ren we will make sure to give you the respect and privacy. We will communicate with you either at pick up or in a message over brightwheel and will make sure to take the time necessary time to communicate with you. We encourage you to always ask any questions, concerns and/or ideas that you may have. If the director or program manager are unable, they will be relied on the message and will reach out to you to set up an appointment with you.**

**VISITS**

**Here at Candy’s Learning and Play Playce we have an open-door policy. We encourage all families to come visit if you would like. With us having an open-door policy we do like to remind you to think about your child/ren and how they may react to you coming to visit during the day. As most children associate when their parents arrive that it means it’s time to go home so many child/ren many have a hard time if you came to the center and then left again so, please remember and be mindful of that with your child/ren. If at any time you want to see how your child/ren are doing you may always call or text the center phone or send a message on Brighthwheel and one of the staff members/teachers will always reply to you.**

 **If you would like to volunteer some of your time to the childcare, please ask the Director and she will assist you. Visitors must check in with director or program manager upon arrival at the center. Visitors are defined as anyone other than a child’s parent or guardian, it can also include any person that is coming into the program to share a special job, talent, or animal that we have asked to come in. Parents may have access at any time to area of the school that are used by children. Parents have unsupervised access ONLY to his/her own child. Visitors must be authorized by the enrolling parent and will not be allowed unsupervised access to children.**

**PARKING:**

**In the parking lot at drop off times in the AM and pick up times in the PM it is very busy, and we need you parents to keep your child/ren right next to you and DO NOT let them run around the parking lot or run to the car. This is VERY important and is a safety issue not only for you & your child/ren but also the staff here at Candy’s Learning & Play Playce. Also, please do not block driveways, also be aware of other children coming and going and make sure to drive slowly. NO SMOKING ON THE PROPERTY that includes in your vehicle while parked. (Washington State Law: No smoking**

**NON-SMOKING POLICY:**

**Please refrain from smoking in any outdoor or indoor licensed space and within 25 feet of the building. We will keep tobacco products, cigarettes and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.**

**DRUG AND ALCHOLOL POLICY:**

 **We will not have or use illegal drugs on the premises. Also, will not consume alcohol during operating hours or be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care.**

**FREE ACCESS:**

**Parents have the right to access any areas used by their child in our facility during childcare hours. Please consider your child’s reaction before you come to visit your child prior to pick up time. Remember that some children will assume it is time to leave when you arrive and may become upset when you leave without them. You may also call at any time to check on your child’s well-being. Texting is another way of checking in with us. We are more than happy to face-time with those that have the ability to do so and using Brightwheel is helpful as well you are able to see all activities, pictures, meals and more on Brightwheel.**

**DAYS & HOURS OF OPERATION:**

**We are open 7:00am until 5:30 pm. Monday through Friday. If you are late picking up your child there will be a $25.00 late fee charge for every 10 minutes past 5:30pm.**

**Please note: When you first enrolled your child/ren and filled out all the new child/ren enrollment paperwork you filled out the child/ren agreement form which states the days & times your child/ren will be coming to the center and time they will be dropped off & picked up. Those times are what we base off our teachers' schedules to staff accordingly and to make sure we have enough teachers on time to stay in ratio. Please make sure to notify the director and/or program manager if there is a day that you will be bringing in your child/ren later or different time as well as pick up time too. This helps us and your child/ren keep their routine running smoothly. Also, if you plan to pick up your child/ren early please let us know so we can plan accodingly and allow for enough time for projects, meals and more before they must leave. We believe this makes the transition easier if children know what to expect. Lastly please remember and be cautious of the 10-hour rule of childcare, your child cannot be in childcare longer than 10 hours a day.**

**Drop-in Childcare:**

**For drop-in days your child/ren must be already registered with in our program to use drop-in services. All enrollment paperwork must be filled out and signed by parents prior to using drop-in services. Drop-in service is only available on a first come, first serve basis. (Space is limited) You may call to reserve a spot for your child if available, if you no show, your account will be charged. If you call within 24hrs to cancel you will not be charged. Drop-in fee is $85.00 per child per day. Must ask the director and program manager first if we have room within your child/rens classroom for a drop-in day.**

 **ALL NEW ENROLLMENT PAPERWORK:**

**The following forms must be filled out BEFORE childcare begins: We need to have the following to be able to provide quality care.**

* **Certificate of Immunization Status \* Complete medical forms**
* **Orientation with Director \* Authorization form**
* **Complete registration form** **\* Childcare agreement form**
* **Registration fee**  **\* Transportation authorization**
* **ALL new child/ren enrollment forms/packets**

**Upon enrollment, a non-refundable registration fee of $75.00 must be paid each calendar year per child.**

**IMMUNIZATION RECORDS:**

 **All immunization records must be updated annually. We will send out a letter informing all parents when they are due. Please when any shots are given also remember to bring records in. You may go on Brightwheel and update your child/rens immunization record and remember to bring a copy into the center as well.**

**Please make sure to let us know if any information has changed (Phone #, address etc.) so that we can update that information in your child’s file. All child/ren files are kept in a file cabinet, the only people who have access to those files, are the director, owner, and your child’s teacher. We do not share children’s information without parental approval. DCYF also has access to the child files.**

**KINDERGARTEN TRANSITION PLAN:**

 **When it comes time for your child to head off to kindergarten we will work**

 **with you and your child to make the transition as smooth as possible.**

**TUITION**

**Tuition payments must be paid on time to avoid a $50.00 late fee. On the Brightwheel app you can pay with a debit/credit card and a fee of 2.9% is added if you pay that way or you can do ACH (Having it pulled directly from your checking account and that way is only 90cents per transaction.**

**RATES & TERMS:**

**\*There is a yearly registration fee of $75.00 per child per family.**

 **\* There is a $70.00 per child fee for 3 days of emergency food, water and**

 **other basic essentials.**

**Full Time Day Care (anything over five hours)**

**Ages infants through preschool is $78.00 per day**

**Drop-In fee per day is: $85.00 per child per day. Drop-in care is only if we have the space in your child/ren class. Must as the director and/or program manager to see if we have the space. The $85.00 must be paid that morning before the drop-in care.**

**Before and After School Care- $35.00 per day, per child.**

**Full Time Rate in effect during closed school days.**

**All full time childcare needs to be paid in advance. If not paid a week in advance, there will be a fee of $25.00 for being late of payment. I require one week (5 days) prepayment of fees (nonrefundable) we prefer monthly or bi-weekly tuition to be paid, however can be flexible as needed.**

**Cash and Money Orders are NOT accepted! Brighthwheel you can pay ACH or with a debit or credit card or you can bring a check to the center! NOTE: ALL NFS CHECKS WILL BE CHARGED $25.00. PLUS, THE COST OF ANY BANK FEES CHARGED TO US AS A RESULT OF YOUR NSF CHECK.**

**Late fees will be defined as 10 minutes past your schedule pick up time.**

**Fees are to be paid at time of pick-up of the day you are late.**

**Fees will be as follows:**

**Anything after 10 minutes= $25.00 per child per 10 minutes.**

**If you need to have a spot held, we require a two-week deposit $75 registration and depending on the length of time that is needed there will be a holding fee discussed in interview. Along with a $70.00 fee for a disaster kit that is mandatory for the State.**

**Late fees are up to the discretion of the provider regarding emergencies.**

**WE DO OFFER A PRE-SCHOOL CURRICULUM FOR A $25.00 EXTRA A MONTH!!**

* **Full time is described as anything over five hours per day but no more than ten hours per day. Full time is determined at five days per week, every week on a continuous basis.**
* **There may be a discount for children in the same family depending on provider’s situation of number of kids.**
* **You will pay for holidays, and your child/rens holidays. You are paying for the spot your child is occupying. All children will be allowed two unpaid weeks off per year, with a one-month notice. If childcare starts on or after July 1st or childcare is terminated before July 1st only one week of unpaid vacation will be allowed. These are a one-year flex. You start vacation days after being enrolled one year.**
* **There is no reduction of fees or credit given when you pick up your child early, bring your child in late, or when your child is not in attendance due to illness or a doctor’s appointment, etc.**

**Copayments**

**State paid families that owe monthly co-payments are due by the 1st of each month. If the co-payment is not paid by the 1st of each month, your account will be charged a $15.00 late fee for each week co-payment is late. If more than two weeks late childcare will be terminated until paid in full**

**Absences:**

**Please call or text the childcare center phone if possible, by the night before if you child will be absent the following day. If the morning of your child will not be coming be sure to call prior to the start of childcare. 7:00 AM. On Brightwheel you can send a message as well letting us know your child/ren will be absent from the center for the day. If you child is absent more than one week and you have not contacted the center, enrollment will be terminated.**

**HOLIDAYS, VACATION, & TIME OFF:**

**We will have the following days off with pay: MLK Day, President’s Day (Staff in-service day) Juneteenth, Memorial Day, Independence Day, Labor Day, Columbus Day (Teachers In-Service Day), Veteran’s Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve Day, Christmas Day and the day after Christmas, New Year’s Eve, and New Year’s Day. Any child that is not present will pay for their time off, this means if your child is sick, on vacation, or normally attends on the days the holidays fall on payment is still due. If your child does not attend on the days those holidays fall on you do not pay. Vacation/sick days will be calculated on the number of days attending per week (example) if you child is here three days a week you will get six days of vacation/sick time. Once that time is used you will be responsible to pay for any additional time off even counting when the facility is closed for our vacations. A two-week notice must be given if a family expects a change in hours or days that care is needed. We reserve the right to terminate care if I don’t feel that I can agree with the changes. We will always give at least one month notice prior to any time off so that you may secure alternate care. Parents that are School employees that will not be committing to schedule that is followed during September through July and will only be coming a fraction of their normal schedule will not receive vacation days. As well as school employees that wish to only come part time during the summer will be asked to pay 50% of their monthly tuition regardless of if the child is here or not. If you choose to utilize care for what you have paid this will need to be discussed and agreed upon what days and hours are available for them.**

 **CLPP CLOSURE DATES:**

**\*New Year’s Eve & New Year’s Day**- CLOSED

\***MLK Day** -CLOSED

\***Presidents Day**- CLOSED FOR KIDS

**(Teacher In-Service Day)**

**\*Memorial Day** -CLOSED

\***Juneteenth** -Observed date if falls on the weekend is 6/20

\***4th of July** 7/4- CLOSED

\***Labor Day** 9/5- CLOSED

\***Columbus Day** -CLOSED

(Teacher In-Service Day)

\***Veterans Day** 11/11- CLOSED

\***Thanksgiving Day & The day after Thanksgiving**- CLOSED

\***Christmas Eve, Christmas Day & The day after Christmas** (If it doesn’t fall on the weekend)-CLOSED

\***New Year’s Eve & New Year’s Day-** CLOSED

If you have any questions or concerns about any of these dates, please don’t hesitate to contact us!

The (2) teacher in-service days are days that we will be doing required continual trainings as well as work on the center & the classrooms to prepare and make them a better learning environment for all children!

**If care is needed for children at a time that is different than those stated in a family’s contract, parents must request it prior to the time the day care is needed. We would appreciate a 24-hour notice. We do understand that situations come up and we will try to help however we can, parents need to be aware that we may not always be able to grant requests.**

**If we cannot care for children for some unexpected reason, I.E Illness, death in the family, etc. We will try to give the parents as much notice as we can. Families will need to have their own back up care for those times when we cannot possibly give care.**

**Diaper Changing:**

**We will use a diaper-changing table with a vinyl pad or a portable vinyl pad for diapering. We have a step-by-step guide placed in each bathroom that children’s diapers are changed. After children are changed, the soiled items are placed in a Hands free, lined, and covered container, which is emptied daily. The diaper-changing surface is disinfected between each use, using a three-step process with soap water, rinse water and then bleach products. Parents are responsible for providing diapers. We do however share the cost of baby wipes. Each family is asked to bring a case of wipes at the start of childcare and then we rotate the expense to all parties. You will be billed $2:00 per diaper if the center must donate/use the centers extra/backup diapers for your child and this ends up being an ongoing issue!**

**Soiled clothing/Diaper Changing**

**Soiled clothing will be placed, without rinsing in a plastic bag and returned to parents. When accidental wetting occurs, it will be placed in a plastic bag and returned to parents to take home.**

**TOILET TRAINING:**

**When a parent feels a child is ready and a child shows readiness, we**

**will assist parents in the toilet training of their child. We will have a written agreement from our staff and parents to start potty training. Parents will need to bring extra clothing and the type of toilet training products they prefer such as Pull Ups. We will not force children to sit on the potty and will use only positive encouragement to promote using the potty. We believe a child will start using the potty or trying to use the potty when he/she feels ready. We are not able to reward toilet training with food rewards. If that is what works at home for families, please don’t bring them to childcare. Speak to your child’s teacher directly if you wish to implement a sticker chart for toilet training.**

 **Staff will also clean and disinfect that toilet training equipment after each**

 **use.**

**SUPPLIES:**

**Each child will have designated space for their personal items. Please mark names on your children’s belongings. Please bring the following items for children to have available.**

**\*A complete change of extra clothing (may need to be sent often)**

 **\*Paint shirt-an old shirt from Mom or Dad is fine.**

 **\*Diapers, baby wipes, pacifiers, bottles, nipples with covers**

 **\*Special blanket or toy for resting time, for children 12 months and older,**

 **and a crib sheet for their resting mat.**

 **\* Sunscreen and insect repellent, etc. (only to be used with consent form**

 **Signed)**

**\*Please note that we go outside, and children need to be dressed**

 **accordingly**

**\* We often do messy activities and clothes can get dirty.**

**\*Parents are encouraged to bring extra outdoor clothing such as hats,**

 **Mittens, boots, light weight coats, winter coats etc. to keep at childcare.**

**MEALS AND SNACKS:**

**We will be providing meals that meet the USDA guidelines of a nutritious meal. Whole milk will be provided for toddler’s age 12 months to 24 months. If you choose to not participate in our meal program, you will be asked to bring your child’s meals and snacks. All meals brought to the childcare home must meet USDA guidelines. We provide nutritious snacks. Meals and snacks are served at the following times:**

**8:30am-9:00am Breakfast**

 **10:15 am.-10:45pm A.M Morning snack**

**12:15 pm.-12:45pm Lunch**

 **3:30pm-4:00pm Afternoon Snack**

 **4:00pm-4:30pm School Children’s Snack (their opt.)**

**Sample Menu:**

 **Breakfast: pancakes, peaches, milk**

 **AM snack: yogurt, strawberries, water**

 **Lunch: meatloaf, mashed potatoes, pears, milk**

 **PM snack: mini muffins, milk**

**Food Service:**

**Any food brought from a child’s home will be labeled with the child’s name, the date it was brought, and stored properly depending on of it is a perishable item or not. Any food from home will be required to complete a food plan form ensuring that the child’s food meets USDA guidelines, and we are required to supplement if necessary. Any food left over will be covered, labeled and have child’s name, the date, and stored properly Cold foods will be kept in the refrigerator to prevent spoiling, and warm foods, if not consumed immediately will also be stored in the refrigerator after proper cooling down until ready to be eaten. When ready to be eaten, the foods will either be warmed in the microwave, oven, or stove. If warmed in the microwave it will be heated in a microwavable dish.**

**Food Handling**

**All staff preparing food will obtain a food handlers card required by the State of Washington. All surfaces will be sanitized before and after each use. Food is stored in proper areas with controlled temperatures to ensure good fresh quality food. We prepare healthy and nutritious food. Our childcare development center encourages children and families to eat healthy.**

**Menus are posted outside of the kitchen and on Brightwheel weekly!**

**The menus will be posted on your child’s feed on Brightwheel. As other things get posted after menus are posted it will start to push the menu down on the feed so if you aren’t able to see it, please make sure to scroll down your child/ren feed to find the posted weekly menu!**

**Allergy Policy:**

**We ask that all parents be sure to communicate the director and staff as needed to inform us of any allergies your child or children may have. Please note that if they need items for their allergies these will need to be provided by the parents, example milk allergy and or any food allergies, we will try and be proactive in choosing meals to help with these allergies as much as possible. We ask that these are updated every six months. We are required by the U.S. Department of Agriculture to offer milk at breakfast and lunch. If a child is allergic to milk a doctor’s note must be provided stating an appropriate substitute. Milk substitutes must be provided by the parent. We are also required to serve whole milk to children 12 months-24 months old. Parents, please review our menus. If menu items are unacceptable for your child/ren please feel free to provide a “sack lunch”. Make sure you have your child’s name and date on the lunch.**

**DAILY SCHEDULE:**

**(This may vary as to ages/stages of the children in care.)**

**6:00am - 8:30am Arrive/welcome/free play**

**8:30am – 9:00am** **Breakfast (Teachers will be engaged while the children eat)**

**9:00am -9:30am Wash up/self -reading/teacher led book**

**9:30am-10:15am outside play/physical play**

**10:15am-10:45am cleanup/washup/change diapers**

 **Have snack**

**10:45am-12:15pm Preschool/Toddler time/dancing**

 **Story time and wash**

**12:15-12:45pm Lunch**

**12:45pm-1:00pm Clean up/ Story Time**

**1:00pm-3:00pm Quiet Time/Nap Time**

**3:00pm-3:30pm Wash up/snack time**

**3:30pm-4:30pm outside play or physical activity**

**4:00pm School age snack**

**4:30pm-6:00pm free play/choice/play/games/sensory**

 **Clean up to go home**

**Please be aware of these times! If a child comes after mealtime, please be sure they have already been fed. Please note our Quiet Times and come and go quietly. Children that arrive during this time should be made aware that they will be doing silent activities. Please if you will be later than lunch time without a reasonable cause please keep your child home for this is very hard on them as well as for the other kids in care. We ask that your children or child are here by 9:30am.**

**Sign in and out**

**The State of Washington (WAC 110-300-0455) REQUIRES that the parent, or person authorized by the parent to take the child to or from childcare, shall sign the child on arrival and out when departing, using a full legal signature. A parent or other authorized person must accompany their child into the childcare facility, as well as when leaving the center at 2011 Main Street, Washougal WA 98671 or 823 E St. Washougal WA 98671 Children are not permitted to sign themselves in and out. A child will only be released to individuals 18 years of age and authorized on the registration form. Our staff will ask for identification before releasing a child. When we release a child to a parent or guardian who appears to be under the influence of drugs and/or alcohol, we are obligated to notify law enforcement. The staff will sign school age children in and out if they leave and arrive by school bus near the childcare center.**

**We will also be using an iPad for electronic sign in and out for parents to use.**

 **SLEEPING & REST ARRANGEMENTS:**

**All children of one year of age or younger will be put to sleep following the SIDS (Back to Sleep) program. Toddlers and preschool age children will have a mat to rest on. Each child will be given clean separate bedding. Every day we have a quiet time and children will lay down to rest or nap. Children who do not nap will be given quiet activities to do like looking at books, but they must observe the quiet time also. This is very important for children to have a rest time.**

**f for some reason you forget to bring them back the next week, we have extras to use temporarily.**

**GUIDANCE AND DISCIPLINE PLAN:**

**Our plan is to eliminate any problems before they start by using thoughtful planning to provide a variety of age-appropriate activities and set ground rules. Our staff will not expect a child to act older than they are, and staff should always practice what they preach. We will try our best to teach children how to better manage their feelings and how to communicate better with each other by teaching basic values such as trust, respect, responsibility, caring, safety, and honesty. We will teach children to make choices, and not by restraining or isolating children for punishment. We believe in positive discipline for children rather than punishment and redirection is the key. When children exhibit negative behavior, we will: Tell them gently and firmly that their behavior is unacceptable. Give them positive choices (show them what is acceptable) Talk to the child about their behavior, reprimands will not be public or frequent; it is most likely we will just redirect the child to another activity or project. Loss of privileges or a cooling off period will be used only as a last measure. Cooling off periods often give the child a chance to calm down and the child will be asked to rejoin the group when they are ready to. Cooling off periods is inappropriate for children under the age of two. A brief reminder of the rule and redirection are usually sufficient. Spanking or any form of corporal punishment is prohibited by anyone on the premises including children’s parents. If there is a major behavior problem with a child, the parents will be informed, and a conference may be scheduled to devise a plan to help the child overcome the behavior.**

**EXPULSION POLICY:**

 **If a problem arises with a child, we will do our best to work through it, with the help of parents. We will also ask for help from outside sources for behavior management. If the behavior becomes something that causes harm to other children. Or to themselves, and nothing we have tried helps we have the right to expel the child. We will review our expulsion policy with the family and provide a detailed record of the steps that were taken to avoid expulsion, and also give parents community-based resources that may help their child. We also have the right to expel a child due to parents’ nonpayment of services.**

**CONSISTENT CARE POLICY:**

 **We also have a consistent care policy in place at our center. What that**

 **means for you and your child is that, when possible, your child will have the**

 **same teacher much of the day, with the goal to build lasting, trusting**

 **relationships.**

**CHILD RESTRAINT POLICY:**

 **All staff of Candy’s Learning and Play Playce will take the departments**

 **approved child restraint training when it becomes available, until that time**

 **there will be no restraining a child.**

 **If the need should arise that we need to use physical restraint to keep a**

 **child from harming himself or others we will hold a child the child as gently**

 **as possible to accomplish restraint, limit the time the child is being**

 **restrained. We will also make sure that physical restraint is**

 **developmentally appropriate. All staff is trained annually on our child**

 **restraint policy.**

**HEALTH CARE PRACTICES CONCERNING MEDICATION MANAGEMENT:**

 **Each child that takes a daily medication must have a medical form filled**

 **Out and signed by the parent/guardian of the child. WAC 110-300-0500**

**\* All medication must have the child’s name and dosage on the label. Any medications dispersed will be recorded and kept in each child’s file. We will return to the parent or other responsible party any medications no longer being taken.**

 **\* All medication will be in a labeled bin on shelf in kitchen area.**

* **Prescription medications must be in the original container with the child’s name, dosage, date filled and expiration.**
* **Over –the-counter medications must be in the original container and must have dosage instructions for the age/weight of the child or a doctor’s note will be required.**
* **Parents signature**
* **Nonmedical items: diaper ointments, sunscreen, lip balm or lotion must have parent signature to use, and signature must be updated annually.**

**Injury prevention:**

**Our childcare center is set up as a safe environment for children. We have emergency fire procedures. Practice drills will be completed regularly. We check our indoor and outdoor areas and all equipment and supplies daily for safety hazards. We also have a disaster plan, needing all parents to bring supplies of food and water to last three or more days in case of earthquakes, terrorist attacks or alike. If it becomes necessary to remove the children from the childcare center, you will either be notified by phone or in extreme cases a note on the door with information.**

**Treatment of Illnesses:**

**If a child becomes ill while in our care, the child will be comfortably placed in a separate room away from the other children, and the parents will be notified that he/she must be picked up within one hour. The child will be cared for until he/she is picked up. All staff is HIV/AIDS/CPR/FIRST AID Certified, in case of a minor or medical emergency, first aid will be administered and depending on the severity paramedics will be called or the child will be taken to the hospital. The director or assistant director will report any such occurrences to the parents immediately, along with our DCYF licensor and the child’s social worker, if any. If we have a major medical emergency parents will then be notified and will need to pick children up ASAP! All medical emergencies, both minor and life threatening will be logged and kept in each child’s file.**

**HEALTH CARE POLICIES AND PROCEDURES**

**Hospital used for emergencies:**

**Peace Health Southwest Medical Center**

**400 NE Mother Joseph Pl**

**Vancouver, WA 98664**

**(360)256-2000**

**WHERE TO FIND CENTER INFORMATION:**

 **You can find all our policies and procedures, information about staff**

 **and relevant program polices located on our parent board.**

**FIRST AID**

**All staff or individuals that have completed first aid course approved by the State, as well as of course in cardiopulmonary resuscitation (CPR) shall be always present in all areas. A complete first aid kid is kept in each room needed. First aid supplies are checked weekly by the Primary staff or Director and replaced as needed. The following procedures will be followed in the event of a medical emergency.**

* **Appropriate first aid will be applied immediately to the injured child.**
* **Emergency rescue (911) will be called if needed**
* **Parents will be immediately informed of the incident**
* **If parents are not able to be reached another authorized person will be contacted**
* **An accident report will be completed and signed by the teacher on duty at time of accident as well as the director and parent or legal guardian**

**INJURY PREVENTION**

**To help prevent injuries we will check indoor areas, including supplies, toys, and other object and furniture daily. Including the daily cleaning at the end of each day and the deep cleaning once a month or sooner if needed.**

**Communicable Disease Prevention, Management & Reporting:**

**We cannot always give a sick child the attention they need and deserve when they are ill. It is in everyone’s best interest that a sick child stays home. If a child has any of the symptoms listed below, they will not be able to attend childcare until 24 hours after the last incidence of fever, vomiting, severe diarrhea (3), or until 24 hours after medical treatment has begun as prescribed by a physician.**

 **1) Fever of 100 degrees F or higher/Cough/Runny nose**

 **2) Vomiting two or more times within the past 24 hours.**

**3) Diarrhea (three or more watery bowel movements) within the past 24 hours.**

**4) A draining rash.**

**5) Eye discharge or pink eye.**

**6) Chickenpox-until all blisters have dried and formed scabs, about 6 days after the rash.**

**7) Lice or nits.**

**8) Fatigue that prevents usual activities.**

**Upon arrival, primary staff or director will greet each child and check for any illnesses the child may have.**

**Anytime you take your child to the doctor please provide the director with a doctor note.**

**We are required by the State Board of health to report by telephone, any occurrence of communicable disease to the local public health department immediately. License Rule requires that a child’s parents notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infection. The provider must then inform the parents of each exposed child the same day the provider is notified of the positive diagnosis. If there is any occurrence of a communicable disease in my childcare home, I will report it as required and sanitize all equipment used by the child immediately. All families will be notified if such communicable infection is reported, by a letter sent home that day.**

**CLEANING AND DISINFECTING**

**Toys and equipment will be sanitized with bleach and water solution daily after each use. The bathroom, toilet, and any toilet training equipment will be cleaned and disinfected daily. We clean the childcare areas daily to maintain a clean and sanitary environment for the children in our care at all times.**

**Hand Washing Practices:**

**We will do our best to maintain a healthy environment for the children. Although, no environment can be made germ free; way to reduce the spread of germs is by thorough and frequent hand washing. We will wash our hands before eating, drinking, or snacking, after using the toilet, after playing outdoors, after coughing or sneezing, before preparing or serving food, after caring for a sick child, after cleaning up a mess, after helping a child with toileting, after cleaning up spills, and after other cleaning activities. We will have all children wash their hands after using the toilet, before eating, drinking, or snacking, after playing outdoors, and after coughing or sneezing. Also, after playing with animals or handling animal toys or as needed. All children will know the steps to washing their hand and be able to reach the area for hand washing.**

**Staff Hand Washing**

 **Staff will wash hands immediately after**

* + - **Arrival**
		- **Diaper changing or toileting**
		- **In contact with body fluids**
		- **Before serving or preparing food**
		- **Personal toileting**
		- **Attending to an ill child**

**Staff**

 **All our staff at Candy’s Learning and Play Playce have met or will meet all WAC 110-300-0100 qualifications put forth by the Department of Children, Youth and Families. The director has either their CDA, or ECE degree, as does our assistant director, our lead teachers will also either have or work on receiving their ECE degree or CDA. Our assistant teachers will also have or be working towards the same degrees. All new, and current employees will be required to complete the trainings under WAC 110-300-0106. Staff is also responsible to complete 10 hours of continuing education annually.**

**Disaster Response**

**In an event of a disaster: natural, fire, or lock down for any reason, our center will be prepared with your help as well. The director will be responsible for following each part of the plan.**

 **Our center has a disaster plan as well that we go over with each family at**

 **time of enrollment.**

 **Our center provides a 3-day emergency supply of food, water and other**

 **essentials in case of an emergency.**

**Children with special needs will be assigned to one teacher who will be responsible for getting them to safety as well as the help of the director if needed.**

* + - **We will be prepared to tape windows, ventilations, in daycare building. All children will be combined until it is safe to leave the building**
		- **Teachers and assistants are trained to have the children line up in a safe manner at our meeting spot**
		- **The director will have the correct forms of all children and staff to account for everyone’s presence**
		- **The children will rehearse quarterly disaster drills with their assigned classes.**

 **\* Staff will do monthly fire drills, during these drills we will find a**

 **covered location to keep the children dry. (Under building**

 **overhang on 20th and Main)**

**We look forward to getting to know your child and your family, Thanks for the interest in our Child development center.**

**I have read, understood, and agree with Candy’s Learning and Play Playce Childcare handbook and I agree to send my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to be cared for under the conditions of this contract.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Date**

**I DO NOT wish to have my child photographed by the staff at Candy’s and Play Playce.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Date**