

2024

West Queen Anne

LITTLE TRAILBLAZERS
EARLY LEARNING CENTER



PARENT HANDBOOK



www.LittleTrailblazersEarlyLearningCenters.com

QUEEN ANNE | WEST SEATTLE





INTRODUCTIONS

WELCOME!

Thank you for enrolling your child at Little Trailblazers, West Queen Anne. We are committed to building a great relationship filled with trust, respect, and open communication with you and your child. We are offering a play-based program with activities that will have a positive impact on your child.

We are excited to get to know you and your family, as we all explore and grow together. We promise to provide the best care possible for you and your child.

Please do not hesitate to ask questions. We will be happy to answer all the questions you may have.

We look forward to our very important relationship as parent, child and care provider.

Our home has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law.

CONTACT US:

Phone Number: 425-985-7758

Address: 1906 10th Ave W. Seattle, Wa 98119

Email: Admin@Littletrailblazersearlylearningcenters.com

Website: LittleTrailblazersEarlyLearningCenters.com

Message us on BrightWheel. For all teachers: use the regular chat. For just admins/directors: Use the "Admin" Chat.

This handbook was updated on 11/16/2023

This handbook has been approved in partnership with the Department of Children, Youth and Families Child Care Licensors.

**This handbook template was prepared for WAC Chapter 170-300 in effect
08/01/2019**





BACKGROUNDS

ABOUT US AND OUR EXPERIENCE

The founders (“We, Us, Our”) comprise of the Co Sisters, Nikki and Stephanie, and Marclen. We have known each other since 2005, back in the Philippines. We have always dreamt of creating a business together that involved children. We want to make a difference in children’s lives. We want to be able to help children and their families build and strengthen their foundation at an early age. We are here to support children grow physically, cognitively and socio-emotionally.

With our different specializations, we decided that we would complement each other if we decide to make our dream of creating and cultivating a business that focused on the development of children, into a reality. Therefore, in January 2017, we opened Little Explorers Family Day Care, now known as Little Trailblazers West Queen Anne. Marclen has stepped down to pursue her dream in the Philippines but her curriculum still stays strong at Little Trailblazers.

Stephanie Co Mason – Co-Founder / Co-Owner/ Director of Finance and Accounting

Stephanie is one of the only two students who graduated with a Bachelor’s Degree in Business Management Honors from Ateneo de Manila University, one of the most prestigious schools in Manila, in 2005. She has been a Certified Public Accountant in Washington State since 2012. She also works as a Manager at Baker Tilly’s Forensics, Litigations & Valuation Services Group.

Nikki Co Nelson – Co-Founder / Co-Owner / Director of Marketing and Operations

Nikki’s background is in Marketing. She has a Master’s Degree in Curriculum and Instruction, specializing in Early Childhood Education from Arizona State University, a Master’s Degree in International Marketing from Boston University and a Bachelor’s Degree in Integrated Marketing Communications from the University of Asia and the Pacific. She also took a few units in Child Development in 2008 because of her love for children. She has been caring for kids since 2009. She has been coaching middle school since 2015 and high school basketball since 2016. In her spare time, she loves exploring the world and playing basketball.





Marclen Ricafort – Co-Founder

Marclen earned her Bachelor's Degree in Humanities with a Professional Certificate in Child Development Education from University of Asia and the Pacific. She has been in the early childhood setting since 2010. She was a teacher in California for 7 years before deciding to move to Seattle to set up our own Child Care Facility. She has created the curriculum and a strong foundation for our school. She has moved back to the Philippines to get married and start her life over there.

Krishna Allado Esposito – Executive Director

Krishna graduated with her Bachelor of Arts in Human Development with an Early Childhood Education Certificate in 2018 from Washington State University (Go Cougs!). Krishna has then worked in multiple positions in the childcare setting including positions in the classroom and administrative positions. She has worked with Little Trailblazers since May of 2021. Krishna has always wanted to help people at a young age and have come across early childhood education where she found a passion for helping families and children.

Luciana Baird – Assistant Director

Luciana started to work in childcare during her high school years as summer camp counselor in France. After moving to the U.S., she worked in multiple positions for 5 years while working on her Business and Accounting AA as well as Early Childhood Education AA. She started working with Little Trailblazers since May 2022 as Toddlers Lead Teacher before starting her new position of Program Assistant Director in December 2023.





OUR TRAININGS



The State of Washington requires that we take annual training on topics related to caring for young children. Each staff member completes the required certifications in the following:

1. First Aid and CPR
2. HIV Blood Borne Pathogens
3. Food Handler's Permit
4. 30 Hours of Stars Child Care Basic Training with 10 hours of STARS continuing education annually.
5. Safe Sleep
6. Mandated Reporter Training

In addition to the required certifications, our staff also completes the following training from the Department of Children, Youth and Families:

- Families Experiencing Homelessness
- Disaster and Emergency Preparedness
- Abusive Head Trauma
- Medication Management

We pride ourselves with providing a high quality, safe and nurturing child care; therefore, we make sure that the staff we hire are given proper training and resources to achieve this.

Please feel free to further ask us about our training. We believe in open communication and we will share our resources with the families in our program.





CURRICULUM PHILOSOPHY, IMPLEMENTATION AND PROGRAM DESCRIPTION

WAC 110-300-0305

Little Trailblazers West Queen Anne (“Little Trailblazers”) values a child-centered, play-based program enriched by our warm, home-like, and nurturing environment. We follow a theme-based program that provides developmentally appropriate activities which targets all domains of development (Biosocial, Cognitive, and Socio-Emotional). We believe that each child can grow and develop at their own pace through exploration and interaction; both inside and outside the child care. Our goal is to help children develop a positive self-image, a sense of responsibility, and independence. We plan to achieve this through positive guidance and unconditional acceptance, along with the support of a good relationship between parents and staff.

MISSION

- To provide a safe, healthy, and home-like environment that encourages social play for toddlers.
- To provide high-quality learning through a cooperative partnership between parents and staff.
- To satisfy parents’ need for convenience, flexibility, and peace of mind.
- To offer a play-based program that will cater to the holistic development of each child.

VISSION

- To be the recognized leader in providing exceptional, fun, educational programs in a safe, nurturing environment, for toddlers in our community.

Values

- Sharing
- Play and learn
- Acceptance
- Creativity and curiosity
- Equality

These values will lead to the growth and development of each child.





FAMILY ENGAGEMENT AND PARTNERSHIP COMMUNICATION PLAN WAC 110-300-0305



We believe that communication is the key to any successful relationship. We will make sure that important information is disseminated using appropriate communication tools in a timely manner. Parents may request for an update on their child's progress at any time.

For family's convenience, we utilize multiple forms of communication. Primarily emails, Brightwheel, and phone calls. Please let us know what the preferred form of communication for your family is.

Please contact us on Brightwheel, in person, by phone or email anytime you have a question or concern about your child or our child care program.

DAILY COMMUNICATION FROM US

One of the most important parts of our philosophy is relationship building and family partnership so we are always happy to chat with you about your child's day or any questions you have at drop off and pick up.

We also utilize the Brightwheel App for communications amongst all our teachers as well as photo sharing. Prior to your child's first day, we will help you get set up with the platform.

On Brightwheel, we are able to communicate with each other through the messaging app. Teachers and parents are also able to share videos and photos on the children's "feed" as well as other information such as naps, accident reports, lesson plans, important dates and many more!



DAILY COMMUNICATION FROM YOU

In addition to cute stories and weekend plans, we want to hear about your child's morning/night before, any injuries that happened, diaper rash, waking up early, and anything we might need to know for them to have their best day at school.

It is also super helpful for us to have a general schedule of each child's drop off/pick up time and even more so for any late drop off or early pickups. You can let us know via Brightwheel, email or phone call if your child will be out for the day or coming in later.



DROP OFF/PICK UP COMMUNICATION

Drop off and pick up times are opportunities for us to communicate anything important about your child on a daily basis so that we can support each other in providing the best care to help your child thrive. Be sure to share with us anything you think we should know and we will do the same.

If you would like a longer conversation to discuss concerns, goals and/or plans, please schedule a time with us so that we can focus on your concerns.

WHAT TO COMMUNICATE TO TEACHERS

Communication is a very important part of a teacher to family relationship. We need to be able to communicate with each other in order to keep the center running smoothly. Below are a list of things that needs to be communicated, in person, email or through the Brighwheel messaging.

01 When your child or anyone in your household is sick.

This helps us know if we need to inform other families of contagious disease or bacteria spreading.

02 When your child will be absent

Teachers are able to plan ahead with the number of kiddos they have as well as be aware that the child is at home fine.

03 When going on a long Trip/Vacation

This helps teachers plan ahead especially with meals.

04 If you plan to drop off or pick up late

This helps with the planning of the day. Please DO NOT drop off from 12:30-2:30 (Nap/quiet time)

05 Important Doctor visit information

Any important health information from the doctor, therapist, etc. that will affect the child's daily interaction at school. Also the child's latest doctors and dentist visit.

06 Major life changes that affect the child at school

Children are sensitive to change, any change in their daily lives could drastically affect their behavior and mood. It is great to communicate with the teachers to help the child during the time.

07 Rough nights, Change of routine

Communicating with teachers if the child had an off night or different routine, helps the teacher predict and plan for the child's day. This better supports the child.

08 Questions and/or concerns

Any questions or concerns you may have. The teachers are there to support your family and the child. Any questions or concerns that are not solved can be directed to the Director.



PARENT TEACHER CONFERENCES AND MEETINGS

We are very open to scheduling a time to meet with you to discuss goals, strengths and challenges for your child, and how we can support you in your parenting, as you support us in care-giving. At the time of registration and throughout the time that your child is in our care, please inform us of your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate each child's individual characteristics, strengths and needs so we can support your family accordingly.

We are happy to set up a meeting when requested, in addition to offering twice yearly parent teacher conferences (winter and summer).

FAMILY INVOLVEMENT

Families are welcome, even encouraged, to participate in class activities and school events.

Ways to get involved

- Share culture
- Share a talent or a job
- Contribute to the curriculum
- Share ideas
- Donate toys, books, supplies, etc.
- Share recipes for meals

Attend events hosted by the school such as:

- Park Days
- Graduation
- Donut and Coffee Mornings
- Halloween Party (Trunk or Treat)
- Holiday Events



If you have any other ideas on involvement please share with us and we can discuss the best way to implement your idea.



INTRODUCTORY VISIT

Each new family needs to visit our home at least 1 time prior to enrollment. Please email in advance to schedule a visit.



TRIAL PERIOD

The trial period will be one month. This period is used to observe the child's adjustment to care and to talk about concerns. We will talk to you daily about your child's day. Please tell us if you have any concerns. After a one-month trial period, we will determine if the child care services are satisfactory to everyone. If any problems cannot be resolved, the care will be terminated.



ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES WAC 110-300-0460

Please bring all the completed admission forms stated below, before or on the first day of child care.

ADMISSION FORMS WAC 110-300-0085, 0106(9)

There are several forms you are required to complete prior to your child's attendance:

1. LT Online Application form.
2. DCYF Child Care Registration form.
3. Permission Authorization for field trips, transportation, water activities, photo, video and surveillance activity.
4. Child Care Handbook Agreement
5. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
This form does need to be the version reviewed from https://wa.myir.net/consumer_family.
6. A plan for special or individual needs of a child, including allergies.
7. Medication authorization and medical procedure training (if applicable).
This includes topical medications such as sunscreen and diaper cream
8. LT Photo Consent form.

We keep all documents on record for 5 years, as required by Department of Children, Youth, and Families ("DCYF"), in a file cabinet that can only be accessed by employees on a need to know basis and will be kept confidential.

DEPOSITS AND REGISTRATION FEES

Deposit: Your child's position is reserved upon receipt of \$500 deposit. This deposit will be applied to the last month's tuition.

Registration Fee: We require a non-refundable registration fee of \$100 to cover administrative costs.



HOW CHILDREN’S RECORDS, INCLUDING IMMUNIZATION RECORDS, ARE KEPT CURRENT WAC 110–300–0460 and WAC 110–300–0210

A record for your child is very important to us. The records will be used to plan your child’s curriculum, classroom setting, daily activities and in emergency situations. All children’s files, including immunization records, must be updated by parents as personal and contact information changes and should be updated as needed or be reviewed at least once a quarter.

Immunization records will be updated at the time of registration and on the following day after the child receives an immunization or the next day the child attends childcare. Changes such as job changes, address and phone numbers will be updated on the day of the change or the next day that the child attends childcare.

CERTIFICATE OF IMMUNIZATION STATUS (CIS) WAC 110–300–0210

A CIS or similar form supplied by a health professional must be used; and be current and updated yearly. All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records.

Children exempted from immunization by their parent/s or guardian will not be accepted into care unless that exemption is due to an illness protected by the ADA or WLAD or by a completed and signed COE.





CONFIDENTIALITY POLICY INCLUDING WHEN INFORMATION MAY BE SHARED WAC 110-300-0465

Children’s records will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtained while caring for your children. This information will remain confidential. You have the right to access your child’s records at any time. Anything of a sensitive nature will be shared outside the presence of children. On a need to know basis, staff members may access your child’s file to obtain contact information, medical information, and other information to ensure your child has the best experience while at this child care.

DCYF may also access your children’s files.

NON_DISCRIMINATION STATEMENT, ANTI BIAS AND BULLYING WAC 110-300-0030, 0331, 0160

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in our employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran’s status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member, or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

ABUSE AND NEGLECT-PROTECTION AND TRAINING WAC 110-300-0475

As a child care provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are 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 our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licensor. All staff or volunteers in this program are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation. We are all required to take the Mandatory Reporters Training that is provided by the State.





SIGN-IN AND SIGN-OUT PROCEDURES/ ATTENDANCE RECORDS WAC 110-300-0455



It is a state requirement for all children to be signed in when the child arrives and signed out when the child departs the facility.

1. Arrival and pick-up instructions:

- a. Upon arrival: the parent, guardian or authorized person must use the Brightwheel app to scan the QR code, enter their personal code, and answer health questions to sign their child in.
- b. Upon departure: the parent, guardian or authorized person must use the Brightwheel app to scan the QR code, enter their personal code and answer the health questions to sign their child out.
- c. The sign-in/sign out QR code is located near the front door. You are required to sign in/out using your Brightwheel app with your personal code and signature.

2. Please identify on the Child Care Registration form and Brightwheel app, who is authorized to pick up your child, if other than parents. We 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 child care 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.



PERMISSION FOR FREE ACCESS WAC 110-300-0085

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

DEFINITIONS OF CARE

Extra Care: Children enrolled part time may add occasional days, when available, at your current rate. This is based on availability and must be pre-arranged with the Director.

Enrollment Priority is given to families with currently enrolled siblings first.

When spots open up, families who are currently enrolled are given priority to extend their part-time schedules.





COST OF CARE RATES

Rates are evaluated and may be raised every year on January 1st. At least one month’s notice will be given to families for rate increases.

The program rates for 2024 are:

Queen Anne Location			1906 10th Ave W, Seattle, WA 98119	
Schedule:			Monthly Prices:	
Type	Days	Time	12 Months - 3 years old	4 + years old
Full Time	M-F	8:00am - 5:30pm	\$2,815	\$2,590
Part Time	MWF	8:00am - 5:30 pm	\$1,877	\$1,727
Part Time	T/TH	8:00am - 5:30 pm	\$1,252	\$1,151

**These are rates for families starting in 2024

PAYMENT PLAN, HOLIDAY CHARGES AND DISCOUNTS

Payment Plan

Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment for care is due in advance on every first day of the month. Occasionally, special payment terms are negotiable and will be defined in writing.

Holiday/Weekend/Special Request

Fees are not reduced during months/weeks that have holidays, vacations or in-service. We are very flexible and we will try to accommodate requests for after hours or for holidays. We will charge a drop-in fee of \$156, depending on the hours needed for these special days.

Family Discount

When more than one child from the same family is enrolled, a 10 % reduction is given for the child with a lower tuition fee.

Payment Options

We accept checks, Venmo, through the Brightwheel app, and bank transfers.



PAYMENT PENALTIES

1. The fee for late payment is \$35 per day, with a 5-day grace period. If fees remain unpaid after a period of seven days, your child will not be admitted until ALL fees are paid in full.
2. The penalty for NSF checks is \$35 plus any bank costs incurred by us. Cash payment is required for returned checks. You may be put on a cash only basis after the second NSF check.
3. Late pick-up fees are \$5 per minute, with a 10-minute grace period. If you will be late, please let us know so we can arrange staff coverage.

RECEIPTS AND TAXES

We will give you a payment receipt when you pay for child care. Upon request, we will give you your year-end statement.

Our EIN Number is: 81-2552871.

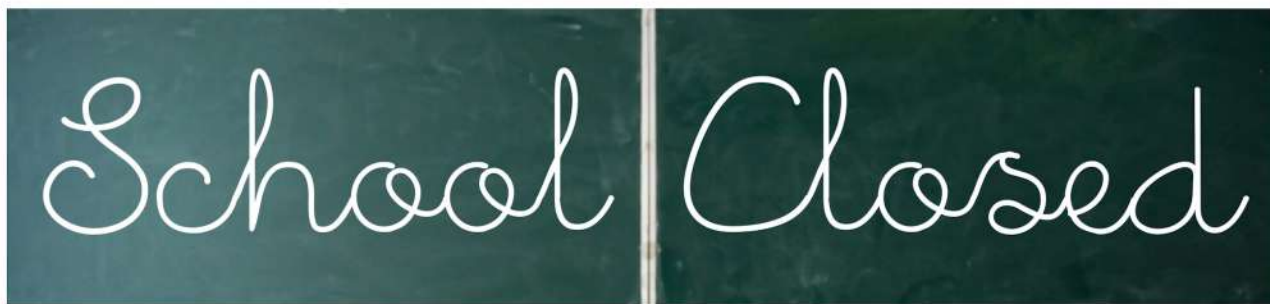




HOURS AND DAYS OF OPERATION

The child care program is open during the following hours, except holidays and in-service days. Parents are welcome to visit their children at any time during the day.

Monday - 8am to 530pm
Tuesday - 8am to 530pm
Wednesday - 8am to 530pm
Thursday - 8am to 530pm
Friday - 8am to 530pm
Saturday - Closed
Sunday - Closed



HOLIDAYS

We are closed on regular holidays but if you need special arrangements, we will try to accommodate you. The fees for these days are not prorated.

Child care is closed for the following holidays:

New Year's Day - January 1, 2024
Memorial Day - May 27, 2024
Juneteenth - June 19, 2024
Independence Day - July 4, 2024
Labor Day - September 2, 2024
Thanksgiving Day - November 28, 2024
Day After Thanksgiving Day - November 29, 2024
Day Before Christmas - December 24, 2024
Christmas Day - December 25, 2024

*** Please see "Provider Vacation/Emergency Closure Policy" for a list of all the closures (not just the holiday closures).



PROVIDER VACATION

We will give you at least a month's advance notice of our vacation schedule. We will take at least 2 weeks of vacation per year. The fees for these weeks are not prorated.

We will have a summer break from July 1st to July 5th, 2024.

Winter Break: December 23, 2024 to December 27, 2024

We will also have 3.5 days of In-Service Training, so we are able to do some professional development, program planning, deep cleaning, and organizing. The fees for these days are not prorated.

In-Service Training - February 2, 2024

In-Service Training - May 3, 2024

In-Service Training - August 30, 2024

In-Service Training Half Day for children (Dismissal at 1:00) - November 27, 2024

EMERGENCY CLOSURE POLICY

We will send you a message on Brightwheel, an email or text message, when we have emergency closures or early dismissal such as snow days, lice outbreak, contagious airborne illness, staff shortages or other natural disasters. We will not prorate payment for these closures.

When there is a power outage:

- We will contact families as soon as possible to inform them of the situation.
- We will communicate with the city to have an estimate of when the power will be back on.
- If the estimate is more than 2 hours, we will have to close the child care and ask families to pick up their children as soon as possible.
- If there is a power outage before the child care opens at 8:00 am, we will close the child care.

When there is a water outage:

- We will close immediately

We are not allowed to open in conditions that may affect childrens' health and safety in compliance with WAC 110-300-0165, WAC 110-300-0147, WAC 110-300-0165.



BACK-UP CHILD CARE AND CONSISTENT CARE POLICY WAC 110-300-0495

We require that you have access to an alternate child care arrangement. You may need care if our teachers are ill, during our 2-week vacation, inclement weather, contagious disease outbreak or emergencies such as no electricity. If there is an emergency or reason that our facility needs to be closed, 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
1-800-446-1114

FAMILY/ PARENT/ GUARDIAN/ VACATIONS AND ABSENCES

1. You are required to give a 2-week advance notice for vacation. (Sorry, charges still apply).
2. Please call and inform us if your child will not attend due to illness or some other event. (Sorry, charges still apply).
3. Please advise us upon enrollment if you plan to remove your child from child care for any length of time (i.e. summers for school teachers, or when you are on maternity leave with another child, etc.).
4. We cannot hold your child/children's spot/s while you are on vacation without full payment.





TERMINATION OF SERVICE WAC 110-300-0485

You are required to give us one month's notice of your intent to terminate care. If you should terminate your child's care without notice, the tuition will not be refunded and/or you will be liable for 1 month of payment.

*You are also required to give us one month's notice of your intent to change your schedule. Any decrease in fees due to a schedule change will take effect one month after notice was given.

The following are conditions that will cause child care to be terminated:

- Non-receipt of payment; Continual late payments; Continual late pick-ups;
- Child behavioral problems that cannot be controlled (Explained further in our Expulsion Policy);
- Family members or other adults not meeting the program requirements; inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies.

EXPULSION POLICY WAC 110-300-0486, 0340

At our facility, we will work with each individual child, promoting consistent care and maximizing opportunities for child development and learning. When a child exhibits behavior that presents a 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.

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

- We will have a parent or guardian meeting weekly or sooner, as needed.
- We will review the expulsion policy with the parents or guardians.
- We will record the incidents that led up to the expulsion, including the date, time, staff involved, and details of the incidents.
- We will give the parents or guardians a copy of the steps that were taken to avoid expulsion.
- We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
- 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.
- We will give the parents or guardians referrals to community-based programs/settings.

DCYF will be notified of the expulsion.





DAILY OPERATIONS



POSTING REQUIREMENTS WAC 110-300-0505

Parents can locate our policies on our website. You are also welcome to request any documents regarding the program or the facility.

A weekly menu is posted on Brightwheel weekly.

We have a parent communication board where you can find the sample daily schedule, emergency drills, licensing information, lesson plans, evacuation routes, and other important information.

ITEMS BROUGHT FROM HOME

Children are not permitted to bring personal toys to the child care. However, books, CDs, and photographs are always welcome for the children to share. (Please label all items).

Items brought from home will be kept in the children's respective cubbies for safekeeping. Please do not bring items that you do not want to lose. We will not be liable for lost items.



STAFFING PLAN, CLASSROOM TYPES AND RATIOS WAC 110-300-0495

We will maintain the State required staff to child ratios at all times. Any Staff who covers due to a staff member's absence will meet all State requirements to care for the children and be fully trained according to State requirements and on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If the director is absent for more than ten consecutive operating days, the program will remain open for the care of children. We will have a fully qualified staff member that meets DCYF's qualifications covering during our director's absence and we will notify you and DCYF.

In the event that we become short-staffed, we will be asking families to stay home.

We offer a mixed-age group classroom with a maximum of 12 children; ages 1 to 6. We will maintain a ratio of at least 1:7; during our busy times of the day, we will have a better ratio, with at least 3 teachers.

*There may be times when we do not have enough teachers to cover the required ratio (i.e. sick leave), and we will have to ask families to volunteer their child to stay home or leave earlier. Please note that fees will not be prorated since these instances are out of our control and we still have the same expenses.





DAILY CLASSROOM SCHEDULE/ ROUTINE

Little Trailblazers Early Learning Centers West Queen Anne Daily Schedule		
8:00	Free Choice/ Tabletop Activity	Toys are put out in the carpet/play area while there will be teacher led activities on the tables.
9:40	Circle Time	Morning Circle consist of movement, singing, discussing about which friends are here, the weather, days and month. Discuss the theme of the week.
10:00	Snack	Enjoy yummy snacks with everyone
10:30	Outside Time/ Gross Motor Activities	Children are required to go outside in the morning. They practice gross motor activities as well as sensory activities.
12:00	Lunch	Enjoy yummy lunch with everyone
12:30 - 2:30	Nap Time/ Rest Time	Children are given the option to take a nap and rest their bodies. If they do not nap, quiet activities will be offered or extra outside time.
3:00	Snack	Enjoy yummy snacks with everyone
3:30	Circle Time	Afternoon Circle consists of movement, singing, discussing how the day went, and reading books.
3:40	Free Choice/ Table Top Activity	Toys are put out in the carpet/play area while there will be teacher led activities on the tables.
4:30	Outside Time/ Gross Motor Activities	Children are required to go outside in the afternoon. They practice gross motor activities as well as sensory activities.
5:30	Pick up/ Dismissal	Pick up before 5:30
<p>*Diaper Changes/pottying are done every two hours throughout the day or as needed. *Children are required to go outside unless weather permits (extreme weather conditions such as storms, hail, etc.) Although it is raining and cold, we will be going outside per the childcare weather watch chart</p>		



CHILD CARE WEATHER AND AIR QUALITY CHARTS

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27	
30	30	25	21	19	17	16	15	14	13	
20	20	13	9	6	4	3	1	0	-1	
10	10	1	-4	-7	-9	-11	-12	-14	-15	
0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	

■ Comfortable for out door play
 ■ Caution
 ■ Danger

Heat Index Chart (in Fahrenheit %)

Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									

AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.



OUTDOOR ACTIVITIES WAC 110-300-0147

Our facility offers a daily outdoor program for all children enrolled, except during the following conditions:

- Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;
- Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;
- Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;
- Earthquake;
- Air quality emergency ordered by a local or state authority on air quality or public health;
- Lockdown notification ordered by a public safety authority;
- Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy or cold.

We will have at least 30 minutes of outdoor time in the morning and in the afternoon. Our backyard and front yard that wraps around the backyard are licensed areas.

We provide outdoor toys and activities for the children such as a bubble machine, chalk to draw and create games, balls, bats, play transportation, etc. For non-walkers, we make sure that a teacher is close by to make sure the non-walkers are safe and happily crawling or sitting.

Children are required to bring clothes that are appropriate for the rain or the cold, so that their play will not be limited because they are cold.

We will also have neighborhood walks and park days where they can explore the area and be in a different environment.





DUAL LANGUAGE LEARNING WAC 110-300-0305

We support children with dual languages by being aware of the basic words they know. We use Google Translate so we can learn and teach children more effectively. We try to expose other children with these foreign languages so that they are also aware of different languages. We have teachers who are bilingual and we try to create lessons for the children to learn a different language.

SCREEN TIME USAGE WAC 110-300-0155

Children use limited screen time (videos or computers) for educational purposes at our program.



MIXED AGE GROUPS WAC 110-300-0345, 0450

During the day, the children will be participating in learning, playing, eating, and sleeping with children from different age groups. We will set up programs and activities that are appropriate for the age and development of your child/children.



WATER ACTIVITIES WAC 110-300-0175

We have outdoor water play when weather permits. We provide toys and equipment that can be used for water play, such as water balloons, water sprayers, water table, etc.

We make sure that their clothes are changed right after water play so they do not get cold. Please always have a set of extra clothes in the cubby.

TRANSPORTATION AND OFF-SITE FIELD TRIPS WAC 110-300-0480

Parents are responsible for transportation to and from our facility. We do not transport children from one place to another. We do neighborhood walks and walk to parks. Whenever we leave the facility, we make sure that we bring the go-bag with the emergency first aid kit and children's files. We maintain the appropriate ratio, even outside the facility.

DENTAL HYGIENE PRACTICES AND EDUCATION WAC 110-300-0180(2)

Parents need to provide a toothbrush and toothpaste if they want to include it in our daily routine for their child. It is a requirement to have the name of a dentist or a dental plan in the child's application form.





PROGRAMS AND ACTIVITIES FOR TODDLERS: WAC'S 110-300-0295 AND 0296

1. We will expose toddlers to a developmentally appropriate curriculum.
2. Developmentally appropriate curriculum may include, but is not limited to:
 - a. Developing toddler language and communication by:
 - i. Talking and listening to children, naming objects, feelings, and desires, and describing actions;
 - ii. Giving individual attention to children when needed;
 - iii. Playing and reading with children;
 - iv. Sharing a child's focus of attention;
 - v. Communicating throughout the day and during feeding, changing, and cuddle times; and
 - vi. Providing materials and equipment that promote language development and communication such as soft books, interactive storybook reading, rhymes and songs, and finger puppets.
 - b. Developing toddler physical and cognitive abilities by:
 - i. Providing toddlers freedom to explore and learn on their own on the floor;
 - ii. Providing toddlers access to active outdoor playtime; and
 - iii. Encouraging toddlers to play, crawl, pull up, and walk by using materials and equipment that promotes:
 - Physical and cognitive activities, for example rattles, grasping and reaching toys, busy boxes, nesting cups, small push and pull toys, riding toys, balls, squeezable toys, books, dolls, press-together blocks, and limited use of equipment such as bouncers, swings, or boppies; and
 - Spatial and numeracy understanding, for example counting toys, soft blocks and toys with different sizes such as measuring cups or spoons, and toys with different shapes and colors to help introduce sorting and categorization.



- a. Developing toddler social and emotional abilities by:
 - i. Providing social contact with toddlers in addition to time spent feeding, diapering and bathing by playing with children, naming and acknowledging emotions, and encouraging peer interaction;
 - ii. Immediately investigating cries or other signs of distress;
 - iii. Providing comfort to an upset or hurt child;
 - iv. Positively responding to a child's verbal and nonverbal cues;
 - v. Intervening during negative peer interactions such as when a child grabs other children's toys, pulls hair, or bites;
 - vi. Providing physical stimulation through holding, cuddling, rocking, talking, singing, playing, carrying, and changing positions; and
 - vii. Providing materials and equipment that promote social and emotional activities such as pictures of children and adults exhibiting different emotions, pictures of infants and family members, dolls and soft toys, rattles, music, and dancing scarves.

NAPS AND REST PERIODS WAC 110-300-0265; WAC 110-300-0290

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. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. Toddlers will follow their own individual sleep patterns and never be forced to sleep.

Toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission or ASTM international Safety Standards. Napping equipment will be clean and firm with a snug-fitting sheet that does not have tears or holes. Children will be removed from car seats, swings, rockers, or other similar equipment if they have fallen asleep.

In addition, we will provide fitted sheets and blankets for the children. It is our responsibility to make sure that these are washed weekly. We will communicate your child's sleeping pattern during pick up. For any specific requests during nap time, please coordinate with one of the teachers.

If needed, sleepy friends (stuffed toy/ special blanket) from home are allowed as long as it fits in the cubby.



TODDLER SAFE SLEEP PRACTICE WAC 110-300-0291

To reduce the risk of Sudden Infant Death Syndrome (SIDS), we require all our staff to complete a yearly safe sleep training. We will actively supervise toddlers by visibly checking often and being within sight and hearing range, including when a toddler goes to sleep, is sleeping, or is waking up. We follow the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction.

We will not use a sleep positioning device unless directed to do so by a toddler's health care provider. The directive must be in writing and kept in the toddler's file. We will have sufficient lighting in the room in which a toddler is sleeping to observe skin color. We will monitor breathing patterns of a toddler and allow toddlers to follow their own sleep patterns.

We will not allow a blanket, bedding, or clothing to cover any portion of a toddler's head or face while sleeping, and will readjust these items when necessary. We will prevent 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.

SPECIAL CARE FOR CHILDREN ENTERING KINDERGARTEN TRANSITION PLAN WAC 110-300-0065

For children turning five years old or six months before the child is ready to attend a Kindergarten program, we will meet with the family to provide resources and write a transition plan with the parents.





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 supporting 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).

These special plans will help actualize our goal of helping these children succeed and have a great learning experience while in our care.



RELIGIOUS AND CULTURAL ACTIVITIES

We provide culturally and racially diverse learning opportunities. Diverse learning opportunities are demonstrated by curriculum, activities, and materials that represent all children, families, and staff. We use equipment and materials that include, but are not limited to, diverse dolls, books, pictures, games, or materials that do not reinforce stereotypes. Diverse music from many cultures in children's primary languages and introducing them to music from around the world are used. We provide a balance of different ethnic and cultural groups, ages, abilities, family styles, and genders to the curriculum.

Our teachers are required to intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to, redirecting an inappropriate conversation or behavior and being aware of situations that may involve bias and responding appropriately; and refusing to ignore bias.

The Little Trailblazers program is committed to providing the best care for all children. We will work with parents hand in hand to be able to meet every child's need.

Because we follow the children's interests as we plan our curriculum we will celebrate many holidays and events by doing art, music, and hands-on exploration as well as family participation. Some that we celebrate are but not limited to:

- The Seasons
- Valentine's Day
- Earth Day
- Mother's Day
- Father's Day
- Halloween
- Thanksgiving
- Winter Festivities

If you do not want your child/children to participate in any of these occasions, please let us know so we can accommodate your request and plan a different activity for your child/children.





CHILD GUIDANCE PLAN, PHYSICAL RESTRAINT POLICY, AND 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.

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.

All staff and volunteers will be trained on the following behavior management policies and practices:

Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection: The child is redirected to another activity and given an opportunity to try again at another time. We want to make sure the child understands why he/ she is redirected. For them to fully understand, it is important to talk about it and check in with them. Follow through and consistency is a MUST.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, parents will be contacted. If the problem cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.





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 or not more than every four hours. The parents or guardians will need to supply appropriate diapers including disposable or cloth diapers, if applicable. We will have extra disposable diapers on hand. 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, we 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.

We provide a small potty right outside of the restroom, next to the diaper changing area. We also have a small potty that can be placed on the toilet to make it easier for the children to use the big toilet. They will be able to choose which one they are more comfortable using. We want it to be easy and fun for them to encourage them to go more often.





TODDLER NUTRITION AND FEEDING WAC 110-300-0285

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 toddlers at each step of this process. We will provide educational materials and resources to support breastfeeding mothers and nutritional information on infant formulas.

When a toddler first enrolls in our care we will follow and support their nutritional and developmental needs. Teachers will gently guide the child to follow the schedule and routine of the classroom and eat with the group.

BOTTLE PREPERATION WAC 110-300-0280

Parents or guardians who bring bottles must label the bottle with the child's 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. 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). Toddlers will be held at all times when bottle feeding, we do not prop bottles up or let children feed themselves while lying down. Bottles will be checked to ensure temperature is safe before feeding. Medications, cereal supplements, or sweeteners will not be added to the contents of bottles unless prescribed by a health care professional and the medication management procedure has been followed.

BREAST MILK WAC 110-300-0281

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 toddlers at each step of this process. We will provide educational materials and resources to support breastfeeding mothers and nutritional information on infant formulas.

When a toddler first enrolls in our care we will follow and support their nutritional and developmental needs. Teachers will gently guide the child to follow the schedule and routine of the classroom and eat with the group.



MEAL AND SNACK SCHEDULE WAC 110-300-0180

We do not participate in the USDA Food Program.

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 us of any allergies or adverse reactions your child may have with certain foods or beverages.

Safe drinking water will be served. Whole milk will be served.



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 the child's first and last name and the date it was prepared. If you choose to provide alternative food for your child, we 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 from all parents of children who will consume the item.



FOOD ALLERGIES AND 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:

1. Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
2. Identify foods that can be a substitute for allergenic foods; and
3. 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:
 - a. Names of all medication to be administered;
 - b. Directions for how to administer the medication;
 - c. Directions related to medication dosage amounts; and
 - d. 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:

1. Administer medication pursuant to the instructions in that child's individual care plan;
2. Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
3. Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
 - a. The child is having an allergic reaction; or
 - b. The child consumed or came in contact with food that was identified as a food restriction by the parents or guardians, 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. Please discuss this before enrolling your child so we can come up with a plan. We are open to families bringing in alternative food if you do not want your child/children to consume what we will be serving.





FOOD HANDLING PRACTICES WAC 110-300-0195

Anyone preparing food for the children will be required to maintain a current and valid Food Handlers Permit and will follow all procedures. 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.

Teachers help children during meal times to ensure that they are eating their food and to teach them table etiquette.

DISHWASHING PRACTICES WAC 110-300-0198

Dishes are washed in a dishwasher using the sanitize cycle. Whenever dishes are not washed using a dishwasher, dishes are hand washed by immersion in hot soapy water, rinsed, sanitized, and air dried.

SAFETY OF FOOD CONTAINERS AND PREPERATION 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.

Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as "microwave use", "microwave safe", or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.





MENU SAMPLE

<p>LITTLE TRAILBLAZERS WEEKLY MENU</p>  <p>WEEK: DEC 11TH-15TH</p>	<p>MONDAY</p> <p>AM Snack</p> <p>animal crackers (½ serving) with strawberries (½ cup) and carrots (½ cup)</p> <p>Lunch</p> <p>dino nuggets and spring rolls(½ serving) with mixed vegetables (½ cup), apple slices (½ cup) and Milk (4-6 fl oz)</p> <p>PM Snack</p> <p>saltine crackers (½ serving), bell peppers (½ cup), and hummus (½ cup)</p>	<p>TUESDAY</p> <p>AM Snack</p> <p>goldfish (½ serving), apple slices (½ cup) and carrots (½ cup)</p> <p>Lunch</p> <p>quesadilla(½ serving) with mixed fruit (½ cup), broccoli (½ cup) and Milk (4-6 fl oz)</p> <p>PM Snack</p> <p>bread with butter(½ serving) with raisins (½ cup) and banana (½ cup)</p>
<p>WEDNESDAY</p> <p>AM Snack</p> <p>snap pea crisps (½ serving) with string cheese (½ cup) and grapes(½ cup)</p> <p>Lunch</p> <p>pizza bread (½ serving) with broccoli (½ cup), mixed fruit (½ cup) and Milk (4-6 fl oz)</p> <p>PM Snack</p> <p>nurtrigrain fruit bar (½ serving) with carrots (½ cup) and raisins(½ cup)</p>	<p>THURSDAY</p> <p>AM Snack</p> <p>applesauce(½ serving), ritz crackers(½ cup), and string cheese (½ cup)</p> <p>Lunch</p> <p>pasta with marinara sauce(½ serving) with apple slices, (½ cup) mixed vegetables (½ cup) and Milk (4-6 fl oz)</p> <p>PM Snack</p> <p>cheezit crackers(½ serving) with bell pepper (½ cup) and grapes (½ cup)</p>	<p>FRIDAY</p> <p>AM Snack</p> <p>rice puffs (½ serving), with apple slices (½ cup), and cucumber(½ cup)</p> <p>Lunch</p> <p>sunbutter and jam sandwiches(½ serving) with pears(½ cup), mixed vegetables (½ cup) and Milk (4-6 fl oz)</p> <p>PM Snack</p> <p>dried mango (½ serving) with granola (½ cup) and banana (½ cup)</p>

1. Water is served throughout the day
2. We serve Whole Milk for ages 1-2½, 1% Milk for ages 2½-5





HEALTH AND SAFETY ✨



EMERGENCY PREPAREDNESS AND EVACUATION PLAN WAC 110-300-0470, 0166

You will find our program's evacuation plan posted on our bulletin board. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to our posted evacuation plan for a full list of details, floor plan, and gathering place outside of our home so you are aware of our emergency and disaster evacuation procedures.

We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check our home for potential hazards on a regular basis.

Should our home become inhabitable in a disaster, the children and staff will be located at Coffee Mind, 1907 10th Ave W, Seattle, WA 98119.

Our emergency preparedness includes developmentally appropriate training for 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)**.

**EVACUATION ROUTES/EXITS:**

- Children are cared for on the main level of the house only and are not permitted on the second level or in the basement.
- Exits (all doors are checked regularly to ensure opening):
Living Room/Dining Room: Front and back door.

TRANSPORTATION TO EVACUATION LOCATIONS:

Children will walk or will be carried to the neighborhood evacuation site and, weather permitting, to the playground.

EMERGENCY KITS/INFORMATION:

Emergency kits will be taken with all the children's information.

NOTIFICATION:

- Once all children are safely evacuated:
- 911 will be called.
- Parents will be notified of the evacuation.

EVACUATION SITES:

Neighborhood (e.g. for fire)
Coffee Mind
1907 10th Avenue West
Seattle, Washington 98119
Contact: Brock: 206. 412.1883

Out-of-neighborhood (e.g. explosion, flooding):

PLAYGROUND

Rachel's Playground at Soundview Terrace
2500 11th Ave W, Seattle, WA 98119

Out-of-town (e.g. hurricane, widespread flooding)

Contact Person: Stephanie Mason 425.985.7730

Out-of-state contact person:

Joan Martinez Ho 415.613.3819

Emergency kits will be taken with all the children's information.



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 the 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 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 a life-threatening emergency.
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate the building calmly and quickly head to our designated meeting spot located at:

Coffee Mind, 1907 10th Ave W, Seattle, WA 98119.

If gas is smelled; the main gas valve will be immediately turned off.

- We will monitor our cellphones 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 the building until it has been inspected for re-entry and determined safe.

For more information, please see our detailed Emergency Preparedness Plan.



EVACUATION PLAN WAC 110-300-0470

When On-site:

- All children will be gathered and escorted to the designated meeting spot located at: Soundview Terrace, 2500 11th Ave W, Seattle, WA, 98119.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone.
- If safe to do so, the whole home will be checked to ensure that all children have left the building safely.

When Off-site:

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

For more information, please see our detailed Emergency Preparedness Plan.

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



LOCKDOWN PLAN 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 the floor.
- When possible, we will bring attendance sheets, first aid kits, pacifiers, books and other comforting items to our safe lockdown area.
- To maintain a calm atmosphere in the room we will read or talk quietly to the 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 case of a disaster of any kind, we have prepared our 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. After a disaster, we will keep the children at our facility until the parents are able to safely arrive to pick up their children and we will not leave any child unsupervised.

For more information, please see our detailed Emergency Preparedness Plan.





INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING WAC 110-300-0475

- All staff is required to have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
- Minor cuts, bruises, and scrapes will be treated and washed with soap and water. Parents will be notified with an injury report. With some minor injuries, parents may be called to help decide whether the child should go home.
- For head injuries, severe bleeding or other serious injuries, we will contact the parent immediately and write an injury report.
- In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
- If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to our Department's Licensor and child's social worker, if any. You will be given a copy.
- All injuries that the child arrives with will be documented and an injury report will be written.
- For more information, please see our detailed Health Policy and our Emergency Preparedness Plan.

MEDICINE MANAGEMENT AND POLICY WAC 110-300-0215

Reasonable accommodations: We will make reasonable accommodations for children requiring medications for disabilities and other medical conditions.

Nonprescription medication: including over-the-counter oral medication, will be given to children on a case by case basis. If the medication, ointments or creams can be used or given at home, we recommend doing this. If the medication has been approved by the director, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with the 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 manufacturer for the use that it is intended for and will not be used for any other symptom or reason.



Prescription medication: Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with a 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.

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 child care facility.

Storage: Medication 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.

Oral medication: Any medicine taken by mouth for children under two will need written permission from a doctor and stored separate from topical medications.

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).

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).

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

For more information, please see our detailed Health Policy.



HEALTH POLICY



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 are documented.

Our Health Policy changes as new exposures happen, please see our most recent Health Policy if updated after January 2024. Our health policy is reviewed and approved by DCYF and can be found on our website. It is also available upon request.



DAILY HEALTH CHECK

Parents are required to sign their kids in through the Bright Wheel app and complete the Health questions provided before entering the classroom. When signing in parents are confirming that their child is well and are able to participate fully in our daily activities.

WHEN TO STAY HOME

To protect the health and safety of children and staff, Please keep your child home if they present TWO or more of the following symptoms (during the time where we have a Covid Case, it will be ONE symptom):

- Fever of 100.44°F or 38°C or higher
- Cough
- Runny nose that is not clear
- More than 3 diarrhea in 72 hours
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Other signs of new illness that are unrelated to a pre-existing condition (such as seasonal allergies)

If any of these conditions develop or become apparent during care, children will be sent home. Decisions about whether a child is well enough to attend will be made by the Director, Assistant Director and/or Lead Teachers. For the child's comfort and to reduce risk of spread, the child will need to be picked up within 90 minutes after the notification. Until then, the child will be kept comfortable, may be isolated or masked, and will continue to be observed for symptoms.





WHEN CAN MY CHILD RETURN?

- Children may return to school once the symptoms have subsided and fever free for more than 24 hours without the help of fever-reducing medicine.
- If it's one of those regular colds that last long, a doctor's note will also suffice, as long as they are fever free for more than 24 hours without the help of fever-reducing medicine.
- Able to participate comfortably in all usual program activities, including outdoor time.
- A medical clearance from a medical provider and/or clearance from the local health department may be required before return. (Cannot be provided by family members, unless the family member is the child's primary medical provider).
 - For all reportable communicable disease, the medical clearance must state that the child is 1) no longer contagious, and 2) well enough to return to group care.
 - For other diseases, rashes, or continuing symptoms, the medical clearance must state that the child is well enough to return to group care.

See the next page for specific exclusion and return requirements for various symptoms, conditions, and illnesses. **The child may not return to the program until all requirements are met and applicable clearance is provided.**

EXCLUSION/ REMOVAL POLICY OF ILL PERSONS WAC 110-300-0500

- Children who are contagious must stay at home. All parents of children in our care will be notified through our Brightwheel app or email within 24 hours of when a communicable disease or food poisoning is discovered.
- The Health Department will be notified of food poisoning and of all reportable diseases at the facility.
- Please message on Brightwheel if your child will not attend due to illness or if you are unsure if your child should come or not.
- If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child within 90 minutes of the call/message. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.
- The parent is responsible for finding substitute care in case of a child's illness.





SPECIFIC EXCLUSION AND RETURN REQUIREMENTS

Symptoms	Exclusion and Return	Medical Clearance Required
Hand Foot and Mouth Disease (HFMD)	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease AND rash has been healed/scabbed over. HFMD is highly contagious and easily spread.	Yes
Rash w/ fever or behavior changes	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease and rash has been healed/scabbed over.	Yes
Skin sores	Excluded until cleared by a medical provider after determination has been made that the illness is not infectious disease and sores have healed/scabbed over.	Yes
Abdominal pain	Excluded if abdominal pain continues for more than 2 hours or if the child is experiencing intermittent pain associated with fever or other signs of symptoms of illness.	Yes
Diarrhea	Excluded until the child has no more than 3 loose stools in the last 72 hours. As long as there is a doctor's note, they can excuse the diarrhea if it is the child's normal bowel movement, however if there is a stomach bug going on, then the child will have to be sent home regardless of the doctor's note, due to this being a possible virus.	No
Diarrhea with blood or mucous	Excluded until cleared by medical provider after determination has been made that the illness is not an infectious disease.	Yes
Vomiting	Excluded and can return when the child has not vomited within the last 24 hours.	No



SPECIFIC EXCLUSION AND RETURN REQUIREMENTS Cont.

Symptoms	Exclusion and Return	Medical Clearance Required
Pink or red conjunctiva with white or yellow eye discharge	Excluded for at least 24 hours after antibiotic treatment has been started, if antibiotic has been prescribed. Able to return once there is no more residue from the eyes.	Yes
Mouth sores with drooling	Excluded until cleared by the medical provider after determination has been made that the illness is not an infectious disease.	Yes
COVID-19 Symptoms	(See below COVID-19 Policy)	
Abdominal pain	Excluded if abdominal pain continues for more than 2 hours or if the child is experiencing intermittent pain associated with fever or other signs of symptoms of illness.	
	Exposures	
COVID-19 (SARS CoV-2)	(See below COVID-19 Policy)	
Exposure to other communicable disease	Excluded per local requirements	per local requirements



WHEN TO STAY HOME:

FEVER

A TEMPERATURE OF 100.4 OR HIGHER



WHEN TO RETURN TO SCHOOL

FEVER FREE FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATION

CONSISTENT COUGHING

THAT WONT STOP OR PROBLEMS WITH BREATHING



COUGH IS MILD AND INFREQUENT AND EVALUATED BY DOCTOR IF NEEDED

DIARRHEA OR VOMITING

VOMITING WITHIN THE PAST 24 HOURS
3 DIARRHEAS WITHIN 72 HOURS



FREE FROM DIARRHEA AND/OR VOMITING FOR ATLEAST 24 HOURS AND EVALUATED BY DOCTOR IF NEEDED

RASHES

BODY RASH WITH ITCHING AND/OR FEVER



FREE FROM RASH, ITCHING, OR FEVER AND EVALUATED BY DOCTOR
DOCTOR NOTE STATING NON CONTAGIOUS

HEAD LICE

ITCHY HEAD, ACTIVE HEAD LICE



NO ACTIVE HEADLICE OR NIT AND TREATMENT DONE

EYE INFECTION OR ANY BODY DISCOMFORT

EYE IS RED AND OOZING A YELLOW OR GREEN DISCHARGE



24 HOUR AFTER STARTING ANTIBIOTIC EYE DROPS OR OINTMENT.
DOCTOR NOTE STATING NON CONTAGIOUS

THE TEACHERS AND DIRECTOR WILL DECIDE IF THE CHILD NEEDS TO GO HOME IF THEIR SYMPTOMS ARE INTERFERING WITH THE CHILDS DAILY ACTIVITIES



COVID-19 POLICY

(It may change without any given notice, depending on situation, new mandates, new guidance, etc)

****There are a lot of different scenarios and situations, and every case is different. When in doubt, please message your director. ****

CLASSROOM EXPOSURE (Quarantine rules will also apply to those who have been exposed outside of their household and outside of the classroom)

What to expect:

School will send a Brightwheel message as soon as we receive confirmation of a positive test.

If the school finds out in the middle of a school day:

1. We will send a Brightwheel Alert to all families to inform everyone of the exposure.
2. We will ask to pick up their children *if children are experiencing ANY symptoms.*
3. Please communicate if you plan to quarantine so teachers have knowledge of attendance.

If the school finds out after school hours:

1. We will send a message ASAP, and ask for receipt of the message.
2. Please communicate if you plan to quarantine so teachers have knowledge of attendance.

Quarantine:

Quarantine will now be optional for those who have been exposed at school (as long as it is not a household exposure) and are **NOT** experiencing any symptoms. However, a negative Covid test will be required and must be presented before entering classrooms, for those who are exhibiting any symptoms.

If your child is exposed and exhibiting symptoms, your child will have to stay out until symptoms have gotten better, no fever for the last 24 hours AND present a negative covid test.



Next Steps:

- If a child has already tested positive within the last 90 days and is exposed at school, they will not need to take a covid test. However, if they are exhibiting symptoms, we ask that they stay home. Please see our Health policy.
- Your child **DOES NOT** need to quarantine if your child **DOES NOT** have any symptoms.
- If your child is exhibiting symptoms but tests negative, please see Health Policy.
- If your child tests positive, please keep your child home and see Ill. positive test result.

**Please note, teachers may also need to quarantine so if we do have an outbreak among the teachers, we will have to shorten hours or close. Fees will not be prorated. Sorry for the inconvenience.





HOUSEHOLD EXPOSURE

If someone in your household tests positive:

Isolate the person who tests positive immediately, unless it is not feasible.

If you are able to isolate the person who tests positive immediately:

1. You can test your child immediately, so if the test is positive, you can already start the quarantine days. Your child can come back to school if your child tests negative with no symptoms and no fever for the last 24 hours.
2. If your child tests negative but have symptoms, they can come back to school if the following requirements are met:
 - if their symptoms have gotten better
 - if they are fever free for 24 hours without any medication,
 - if they have a doctor's note clearing them to come to school, and
 - if they have a negative covid test.

If you are not able to isolate your child from the person who tests positive:

1. We will treat this as if your child is positive. Once the household member (who tested positive) tests negative or after a 10-day quarantine (whichever one comes first), the child can come back to school. If the child exhibits any symptoms, they will need to present a negative antigen test before coming to school.

**If a child has already tested positive within the last 90 days and is exposed outside of school, they do not need to quarantine unless they are exhibiting symptoms.*

POSITIVE TEST RESULT

The child may return to care after 10 full days of isolation, if:

1. Their symptoms have improved or they are asymptomatic, AND
2. They are without a fever for the past 24 hours without use of fever-reducing medications,

**Day 0 starts when the child presents symptoms or the day when the child took the covid test that says positive.*



SICK POLICY DURING A COVID POSITIVE CASE

If your child has ONE of these symptoms, please keep your child home until you get a negative PCR or Antigen test and a doctor's note clearing your child of any other infectious diseases. Unfortunately, COVID-19 is not the only virus that is contagious.

- Fever of 100.44°F or 38°C or higher
- Cough
- Runny nose that is not clear
- More than 1 diarrhea
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Other signs of new illness that are unrelated to a pre-existing condition (such as seasonal allergies)

*As COVID -19 is highly contagious and fast spreading, please be diligent in monitoring children's symptoms.

*Child will be allowed to come back if the PCR or antigen test is negative AND if the child has been fever free for more than 24 hours without the help of fever-reducing medicine.

A child who has had covid in the last 90 days should stay home or will be sent home if this symptom is present:

- Fever of 100.44°F or 38°C or higher .



A child who has had covid in the last 90 days should stay home or will be sent home if two of these symptoms are present:

- Cough
- Runny nose that is not clear.
- More than 1 diarrhea Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

They may return to school once the symptoms have subsided and fever free for more than 24 hours without the help of fever-reducing medicine. If it's one of those regular colds that last long, a doctor's note will also suffice, as long as they are fever free for more than 24 hours without the help of fever-reducing medicine.

*There are other contagious viruses out there, aside from COVID-19, thus even if the child is immuned from getting covid for 90 days, we still want to prevent other contagious diseases.





SICK POLICY DURING A COVID POSITIVE CASE

If your child has not had covid in the last 90 days:

1. Please keep your child home if a household member (who has not had covid in the last 90 days) has one of these symptoms:
 - Fever of 100.44°F or 38°C or higher
 - Cough
 - Runny nose that is not clear.
 - More than 1 diarrhea
2. Please keep your child home if a household member (who has not had covid in the last 90 days) has two or more of these symptoms:
 - Chills
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

*Child is allowed back to school if the household member who is sick tests negative for covid.

If your child has had covid in the last 90 days:

1. You can bring your child to school even if there is a household member who is sick, as long as your child does not have any symptoms outlined in the Health Policy.



AIR TRAVEL POLICY

Regardless of vaccination status, please take a PCR test or an antigen test before coming to school if experiencing ANY symptoms. If you have tested positive within 90 days, you do not need to do anything.

If you are experiencing symptoms please follow the Health Policy.

PREVENTIVE MEASURES

Drop Off/ Pick-Up

1. You will be allowed to drop off and pick up inside the classroom with or without being masked.
 - a. Cubby areas ONLY unless invited by the teachers for a quick visit in the classroom.
2. Drop off and pick up will still be on the porch/entryway if you do not feel comfortable coming in.
3. Shoes and jackets will be removed and stored in their cubbies.
4. Children's hands will be washed as soon as they come in. Please assist your child before bringing into the play area.
5. Please respect the different comfort levels of everyone at school, in terms of distancing and masking.

Mask Policy

Teachers and parents will have the option to wear a mask.

****If you would like to have your child wear a mask throughout the day, please notify the teachers at drop off. We will then monitor and encourage the child to wear their mask.**

Ventilation

We have a HEPA filter air purifier per classroom to help with air ventilation.

Outside Times

Outside time will be extended depending on weather conditions.

Constant Hand Washing

Being diligent in handwashing at home and in school.



TEACHERS

All teachers are required to be fully vaccinated and has an option to wear their masks.

Please do understand that teachers also get exposed and get sick, even with these preventive measures. There might be times when we will have to limit capacity, shorten hours or close but we hope it does not happen.

TUITION POLICY

Our tuition system pays for the spot and not for attendance. Unfortunately, there are things that we cannot control (i.e., virus, weather, etc). Please know that we pay our teachers during these times and that all of our major expenses do not change when we are closed. Thank you for your support and understanding.

REPORTING ILLNESS OR COMMUNICABLE DISEASE

As long as the child is enrolled with the program, the Center Director must be notified within 24 hours of any diagnosis of or exposure to a communicable illness, even if the child remains at home.

REPORTING AND NOTIFYING CONDITIONS TO PUBLIC HEALTH WAC 246-110-010

We are required to notify the Department of Health, our licensor, and all families of children in our 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).

For more information, please see our detailed Health Policy.





PREVENTIVE POLICIES



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.



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 or single-use cloth towels after each use.

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

- When arriving at the early learning premises;
- After using the toilet;
- After diapering;
- After outdoor play;
- After gardening activities;
- After playing with animals;
- After touching body fluids such as blood or after nose blowing or sneezing;
- Before and after eating or participating in food activities including table setting; and
- As needed or required by the circumstances.

Staff will wash their hands:

- When arriving at work;
- After helping a child use the toilet;
- Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- After using the toilet;
- After attending to an ill child;
- Before and after preparing, serving, or eating food;
- Before preparing bottles;
- After handling raw or undercooked meat, poultry, or fish;
- Before and after giving medication or applying topical ointment;
- After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;



- After handling bodily fluids;
- After using tobacco or vapor products;
- After being outdoors;
- After gardening activities;
- After handling garbage and garbage receptacles; and
- 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 we 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 placed in the mouth 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. When using a bleach solution to disinfect, we follow the proper ratio of: $\frac{3}{4}$ teaspoon of chlorine bleach to one quart of cool water.



BLOOD BORNE PATHOGEN PLAN WAC110-300-0400

All staff caring for children in our 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.

INJURY PREVENTION WAC 110-300-0475

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass and toys, 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 in the kitchen cabinet under the sink. 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.

PETS WAC 110-300-0225

We do not have pets.

PHOTOGRAPHY, VIDEOTAPING AND SURVEILLANCE WAC 110-300-0450

We take pictures of the children for facility use, for social media, and to send to parents. If you do not want your child's picture to be posted or available to the public, please let us know. During your child's registration or first day, you will be asked to sign a photo waiver form to inform us of your child's photo restrictions.

We also have video surveillance inside and outside the school. This will not be accessible to parents.



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.
- During neighborhood walks or park excursions.

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 child care 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 vehicles 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

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises.

INSURANCE COVERAGE RCW.43.215.535 WAC 110-300-0410

We do carry liability insurance. Please see the notice posted on our bulletin board.

SAFE WATER SOURCES WAC 170-300-0235

We have hot and cold running water available at our facility. We also use filtered water as a drinking source for the children.

RETAINING FACILITY AND PROGRAM RECORDS WAC 170-300-0465

We keep all required records for a minimum of five years. We will keep records of all our currently enrolled children and children enrolled in the past twelve months in the licensed space and they will be immediately available for DCYF or other state agency's review. All the records will be kept confidential.





Enrollment Agreement

This Enrollment Agreement (the "Agreement"), effective the __ day of __, 20__, is between Little Trailblazers ("School"), located at 1906 10th Ave W, Seattle 98119, and _____ ("Parents").

- The School's non-refundable registration fee of \$100.00 shall be paid at the time of initial application.

INITIAL HERE: _____

- An annual registration fee of \$100 will be added to your January invoice.

INITIAL HERE: _____

- A non-refundable tuition deposit of the first month's tuition is required to reserve the child's spot.

INITIAL HERE: _____

- Monthly tuition fee is due on or before the 1st of each month. A \$35 late fee per day shall be charged for any monthly tuition payments received after the 5th of the month. If monthly tuition fees (including applicable late fees) are not received at the School by the 7th of the month, the child will not be readmitted to the program. If the School is compelled to take legal action to collect unpaid tuition, Parents agree to pay the School's reasonable attorneys' fees and costs incurred.

INITIAL HERE: _____

- The School requires a 30-day written notice of withdrawal or change in schedule. If a 30-day written notice of withdrawal is not provided, the standard tuition fee shall be charged for that period. If a 30-day notice is provided after the 1st day of the month for withdrawal in the next month, the prorated tuition for the next calendar month will be billed.

INITIAL HERE: _____





- Monthly tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days, in-service days or School closures resulting from causes beyond the reasonable control of the School or its Management including, but not limited to, pandemics, government order, public health crisis, fire, floods, power outages, civil commotions, strikes, lockouts or other labor disturbances, “Acts of God”, or acts, omissions or delays in acting by any government authority. The School and its management will make reasonable efforts to avoid unscheduled closures and will resume operation as soon as feasible; however, the School may choose to close at the discretion of the School’s owner. Parents should check for Brightwheel messages, and/or Brightwheel text alerts for details regarding closings.

INITIAL HERE: _____

- The School reserves the right to deny, cancel, sever, or suspend a child’s enrollment at any time if the School, in its sole discretion, deems such action to be in the best interest of the child or the School. In such an event, any unused tuition will be refunded.

INITIAL HERE: _____

- The School opens at 8:00am. and closes at 5:30pm.* A fee will be charged for any child not picked up before the School’s regular closing time. This charge shall be \$5 per minute, with a 10-minute grace period. Parents should communicate the late pick-up. Consistent late pick-ups will be cause for the child’s dismissal from the School. A 10-minute grace period will only be accommodated 3 times a month at most. On the fourth day of late pick-up, the charge will be \$5 per minute.

INITIAL HERE: _____

*We reserve the right to adjust hours and closures depending on the needs of the School.





- Monthly tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days, in-service days or School closures resulting from causes beyond the reasonable control of the School or its Management including, but not limited to, pandemics, government order, public health crisis, fire, floods, power outages, civil commotions, strikes, lockouts or other labor disturbances, “Acts of God”, or acts, omissions or delays in acting by any government authority. The School and its management will make reasonable efforts to avoid unscheduled closures and will resume operation as soon as feasible; however, the School may choose to close at the discretion of the School’s owner. Parents should check for Brightwheel messages, and/or Brightwheel text alerts for details regarding closings.

INITIAL HERE: _____

- The School reserves the right to deny, cancel, sever, or suspend a child’s enrollment at any time if the School, in its sole discretion, deems such action to be in the best interest of the child or the School. In such an event, any unused tuition will be refunded.

INITIAL HERE: _____

- The School opens at 8:00am. and closes at 5:30pm.* A fee will be charged for any child not picked up before the School’s regular closing time. This charge shall be \$5 per minute, with a 10-minute grace period. Parents should communicate the late pick-up. Consistent late pick-ups will be cause for the child’s dismissal from the School. A 10-minute grace period will only be accommodated 3 times a month at most. On the fourth day of late pick-up, the charge will be \$5 per minute.

INITIAL HERE: _____

*We reserve the right to adjust hours and closures depending on the needs of the School.





- Parents are responsible for signing their child in and out of the Brightwheel App. The School will use this timesheet in calculating late fees, if applicable.

INITIAL HERE: _____

- A fee of \$35 plus any bank costs incurred by the School will be charged for checks returned by the School’s bank.

INITIAL HERE: _____

- The School is closed* for the Holidays on the following days in **2024**:

New Year’s Day – January 1, 2024
Memorial Day – May 27, 2024
Juneteenth – June 19, 2024
Independence Day – July 4, 2024
Labor Day – September 2, 2024
Thanksgiving Day – November 28, 2024
Day After Thanksgiving Day – November 29, 2024
Day Before Christmas – December 24, 2024
Christmas Day – December 25, 2024

Summer Break from July 1st to July 5th, 2024.
Winter Break: December 23, 2024 to December 27, 2024

INITIAL HERE: _____

- The School is closed for in-service Trainings on the following days in 2023:

In-Service Training – February 2, 2024
In-Service Training – May 3, 2024
In-Service Training – August 30, 2024
In-Service Training Half Day for children (Dismissal at 1:00) – November 27, 2024

INITIAL HERE: _____

*We reserve the right to adjust hours and closures depending on the needs of the School. We use In-Service Trainings for meetings, deep cleaning of the classrooms and professional development trainings





- At the time of enrollment, the child shall be scheduled for specific days and times. Additional days may be added for additional fees, however, the School’s director/office must be contacted. Additional days are offered based on enrollment and may not always be available. The director/office must approve any other schedule changes in advance.

INITIAL HERE: _____

- Children may not attend the School while ill. Children who become ill at school must be picked up immediately (within 90 minutes of initial communication). Teachers and Director will have the final decision whether the child needs to go home.

INITIAL HERE: _____

- The School requires the Parents to communicate any household illnesses. Parents will need to keep children home if the household illness is contagious or if the household member is not able to isolate. Examples of household illnesses are Covid, Flu, Norovirus, Pink Eye, etc. Please tell the School if a household member is experiencing symptoms like fever, colds, vomiting and diarrhea, so the School, together with the Parents can come up with a plan.

INITIAL HERE: _____

- A child’s absence or lateness should be reported on Brightwheel.

INITIAL HERE: _____

- When there is a power outage:
 - We will contact families as soon as possible to inform them of the situation.
 - We will communicate with the city to have an estimate of when the power will be back on.
 - If the estimate is more than 2 hours, we will have to close the child care and ask families to pick up their children as soon as possible.
 - If there is a power outage before the child care opens at 8:00 am, we will close the child care.

INITIAL HERE: _____





- When there is a water outage:
 - We will close immediately

INITIAL HERE: _____

- Parents outside engagement with employees of the School are not for the benefit or convenience of the School, and Parents hereby irrevocably release and discharge the School and their respective present or former owners, employees, shareholders, directors, representatives, parents, subsidiaries, affiliates, heirs, successors, and assigns, in their individual or corporate capacities (the "Releases"), from all claims, demands, liabilities, actions or causes of action whatsoever, arising in law or equity, whether known or unknown, which Parents have, may have or claim to have at any time in the future against the Releases based in whole or in part on, arising out of or related to any outside engagements.

INITIAL HERE: _____

- Parents acknowledge and have read the parent handbook and health policy and agree to adhere to all the policies stated within.

INITIAL HERE: _____

The undersigned Parents have received an executed copy of this Agreement and a copy of the Parent Handbook and Health Policy. Parents acknowledge and understand the terms of this Agreement and agree to be bound by them.

----- Signature of Parent or Guardian	----- Date
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----- Signature of Parent or Guardian	----- Date
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----- Signature of Management Team	----- Date
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