

Little Trailblazers

Early Learning Center
West Seattle

PARENT HANDBOOK



Table of Contents

[My Training and Experience](#)7

The facilities background and the background of the Director or owner.....7

[Curriculum Philosophy and Program Description](#)7

[Family engagement and partnership communication plan](#).....8

[Introductory Visit](#)9

[Trial Period](#).....9

[Admission Requirements and Enrollment Procedures](#).....9

[Deposits and Registration Fees](#).....9

[Admission Forms](#).....9

[How children's records, including immunization records are kept current](#)10

[Certificate of Immunization Status](#)10

[Confidentiality policy including when information may be shared](#)11

Non-discrimination Statement, Anti Bias and Bullying11

[Abuse and Neglect-Protection and Training](#)12

[Permission for Free Access](#)12

[Definitions of Care](#)12

[Sign-in and Sign-out Procedures](#)13

Cost of Care Rates14

[Payment Plan, Holiday charges and discounts](#)14

[Payment Penalties:](#)15

[Extra Charges:](#)15

[Receipts and Taxes:](#).....15

[Hours and Days of Operation](#)16

[Holidays](#)16

[Family/Parent/Guardian Vacations and Absences](#)16

[Provider Vacation/Emergency Closure Policy](#)17

[Back-up Child Care and Consistent Care Policy](#).....17

[Staffing Plan, Classroom types and Ratios](#)17

[Termination of Services](#).....18

Expulsion policy.....18

Posting requirement19

[Items Brought From Home](#)19

<u>Checklist of Child Care Supplies</u>	20
Dual Language learning policy (written plan)	21
<u>Typical Daily Activity Schedule</u>	21
Screen time activities.....	21
Outdoor activities.....	21
<u>Napping/sleeping</u>	22
Mixed age groups.....	22
Individual Care plan and Special Needs Accommodation (written plan).....	22
<u>Religious and Cultural Activities</u>	23
Child Guidance plan, Physical Restraint policy and Corporal punishment.....	24
<u>Specialized Care for Infants & Toddlers:</u>	24
<u>Diapering Procedure</u>	24
<u>Toilet Learning</u>	25
<u>Infant</u> and Toddler nutrition and Feeding	25
Bottle Preparation.....	26
Breast Milk.....	27
<u>Naps, Rest Periods and Infant Sleep Patterns</u>	27
Infant and toddler safe sleep practices(SIDS).....	28
Special care for children entering Kindergarten.....	28
<u>Meals and Snacks Schedule</u>	29
<u>Sample Menu and Description of How Foods Are Served</u>	29
<u>Food Handling Practices</u>	31
<u>Dishwashing Practices</u>	31
<u>Safety of Food Containers and Preparation Area</u>	31
<u>Policies for Food Brought From Home</u>	32
Water activities.....	32
<u>Transportation and Off Site Field Trips</u>	32
<u>Transportation to/from School:</u>	33
<u>Nighttime Care, Overnight care and Staffing</u>	33
<u>Dental hygiene practices</u>	33
<u>Health Care Practices</u>	34
<u>Emergency preparedness and Evacuation Plan</u>	34
<u>Earthquake Plan</u>	35
<u>Evacuation Plan:</u>	36
<u>Fire Evacuation Plan:</u>	37

<u>Lockdown Plan:</u>	37
<u>Injury or medical emergency response and reporting</u>	38
<u>Medicine Management</u>	40
<u>Exclusion/Removal Policy of Ill Persons</u>	40
<u>Reporting and notifying conditions to public health</u>	42
<u>Pesticide Policy</u>	42
<u>Hand Washing Practices and Hand Sanitizers</u>	42
<u>Cleaning, Sanitizing, and Disinfecting Procedures</u>	44
<u>Blood Borne Pathogen Plan</u>	44
<u>Injury Prevention</u>	44
<u>Pets</u>	45
Photography, videotaping and surveillance.....	45
Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs ...	46
<u>Guns or Weapons</u>	47
<u>Insurance Coverage</u>	47
<u>Safe water sources</u>	47
<u>Retaining facility and program records</u>	48

Please read this handbook thoroughly.

WELCOME

Dear _____,

Thank you for enrolling your child at Little Trailblazers, Early Learning Center, West Seattle (“Little Trailblazers”). 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 center has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law.

This handbook was updated on 05/13/2020

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

Owners' Background, Training and Experience

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 them and their families build and strengthen their foundation at an early age. We are here to support children grow physically, cognitively and socio-emotionally.

We have individually earned our degrees focusing on different specializations.

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.

Stephanie Co – 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 also been a Certified Public Accountant in Washington State since 2012.

Nikki Co – Co-Owner / Director of Marketing

Nikki’s background is in Marketing. She has 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 and is currently taking her Master’s Degree in Curriculum and Instruction, specializing in Early Childhood Education in Arizona State University’s Online Program. 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.

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. Three years later, we opened Little Trailblazers West Seattle. Sometime in 2020, Marclen will be stepping down to pursue her dream in the Philippines.

Our Training

The State of Washington requires that we take annual training on topics related to caring for young children. We have completed 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
7. Families Experiencing Homelessness Training

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.

Director's Background

Denise Paquette has been an Early Childhood Educator for over 20 years! Her love and passion for children and their curiosity for learning has led her on a wonderful journey. She started her career as a co-op teacher at North Seattle Community College. This led to directing/supervising/and teaching in school-aged programs, private preschools/daycares, and Head Start. She has made many lifelong friendships with many of the families and looks forward to creating more!

A northwest native, she enjoys the outdoors! She also loves bicycling, hiking with her dogs, and coffee!

Curriculum Philosophy, Implementation and Program Description **WAC 110-300-0305**

Little Trailblazers Early Learning Center (“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 the 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.

Vision

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 the appropriate communication tools in a timely manner. Parents may request for an update on their child's progress at any time.

Methods of Communication:

E-mail WS@LittleTrailblazersEarlyLearningCenters.com

Text

Phone Call

Letter

Bulletin

Website: <http://www.LittleTrailblazersEarlyLearningCenters.com>

Facebook Page: <https://www.facebook.com/LittleTrailblazersWestSeattle>

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.

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

Ways to get involved:

- Make crafts for the program
- Share culture
- Share a talent or a job
- Participate in class activities
- Contribute to the curriculum
- Share ideas
- Donate toys, books, supplies, etc.

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

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.

Introductory Visit

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

Little Trailblazers
WS@littletrailblazersearlylearningcenters.com
(206) 631 – 0421

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 childcare 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 childcare.

Deposits and Registration Fees

Deposit: Your child's position is reserved upon receipt of two week's tuition deposit. This deposit will be applied to the last two weeks of care.

Registration Fee: We require a non-refundable registration fee of \$75 to cover administrative costs.

Admission Forms [WAC 110-300-0085, 0106\(9\)](#)

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

1. Child Care Registration
2. Permission Authorization for field trips, transportation, water activities, photo, video and surveillance activity.
3. Child Care Handbook Agreement
4. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
5. Completed USDA food program enrollment (if applicable)
6. A plan for special or individual needs of a child, including allergies (if applicable)
7. An approved plan for physical restraint, which includes holding a child as gently as possible to accomplish restraint (if applicable)
8. Medication authorization and medical procedure training (if applicable)

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.

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 form 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 childcare 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 of the presence of children. On a need to know basis, staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this childcare.

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 childcare 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, as well as our family members, 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.

Permission for Free Access WAC 110-300-0085

During business hours, you have the right to access any areas of our licensed childcare facility. 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 the director, teacher or other staff, so we can arrange to speak away from the children.

Definitions of Care

Full Time: Monday to Friday 7am to 6pm
Part Time: Monday/Wednesday/Friday 7am to 6pm
Part Time: Tuesday/Thursday 7am-6pm

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:
 - Upon arrival; the parent, guardian or authorized person must sign the child in using signature of full name, the date and time.
 - Upon departure; the parent, guardian or authorized person must sign the child *out* using signature of full name, the date and time.
 - The sign-in/sign out form is located near the front door. You are required to sign in/out using your full name, the date, and time.
2. Please identify on the Child Care Registration form, 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 childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, 911 will be called.

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 2020 are:

			Monthly Pricing per Age Group	
			12months-3 years	4+ years old
Full Time	Part Time	Hours	\$2,376	\$2,079
Part Time	MWF	7-6pm	\$1,584	\$1,386
Part Time	T/TH	7-6pm	\$1,056	\$ 924

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 \$20 per hour, 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 cash, checks 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 \$1 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 childcare. Upon request, we will give you your year-end statement.

Our EIN Number is: 84-3961493.

Hours and Days of Operation

The childcare program is open during the following hours, except holidays. Parents are welcome to visit their children at any time during the day.

Holidays	Day	Hours	
Childcare is the following celebration holidays:	Monday	7am to 6pm	closed for days in of the
	Tuesday	7am to 6pm	
	Wednesday	7am to 6pm	
	Thursday	7am to 6pm	
	Friday	7am to 6pm	
	Saturday	Closed	
	Sunday	Closed	

Holiday	Date, Comments
New Year's Day	January 1, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Day before Thanksgiving	November 25, 2020
Thanksgiving Day	November 26, 2020
Day after Thanksgiving	November 27, 2020
Christmas	December 23, 2020 to December 26, 2020
New Year's Eve	December 31, 2020

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 when 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., the 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.

Provider Vacation/Emergency Closure Policy

We will give you at least a month's advance notice of our vacation schedule.

We will send you an email or text message when we have emergency closures or early dismissal such as snow days, lice outbreak, contagious airborne illness, or other natural disasters.

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 for school closure days, inclement weather, contagious disease outbreak or emergencies such as no electricity. If there is an emergency or reason that center 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*

Staffing Plan, Classroom Types and Ratios WAC 110-300-0015,0495

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

If the director, assistant director, and program supervisor are simultaneously absent 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 absence.

If the director, assistant director, and program supervisor are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering. We will notify all parents in writing at least one week before the absence of the name of the temporary staff member and we will also notify DCYF.

We will have two classrooms. Our toddler classroom will have a maximum of 14 children, ages 12 months to 29 months. Our ratio will be at least 1:7. Our preschool classroom will have a maximum of 16 children, ages 30 months to 5 years old. Our ratio will be at least 1:10. During the busy times of our day. We will have a better ratio, with at least 3 teachers per classroom.

Termination of Services [WAC 110-300-0485](#)

1. You are required to give us a 2-week 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 2 weeks of payment.
2. The following are conditions that will cause childcare to be terminated:
 - A. Non-receipt of payment
 - B. Continual late payments
 - C. Continual late pick-ups
 - D. Child behavioral problems that cannot be controlled (Explained further in our Expulsion Policy)
 - E. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the childcare facility, staff or policies

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:

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

DCYF will be notified of the expulsion.

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 monthly menu is posted on our Facebook Page every month.

We have a parent communication board where you can find the sample daily schedule, emergency drills, licensing information, lesson plan, 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.

Checklist of Child Care Supplies

	<i>We Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
1.		X	Bottles	
2.		X	Bottle Liners	
3.		X	Formula	
4.		X	Nipples	
5.		X	Diapers	
6.		X	Pacifiers	
7.		X	Teething devices	
8.		X	Toilet training diapers	
9.			Car seat/Booster seat (appropriate for your child’s size/age)	Not Applicable
10.	X	X	Change of clothes	Please bring 3 sets of (shirt, short, socks and underwear) and extra shoes.
11.	X	X	Cold and rainy weather clothes	Please bring a set
12.	X		Blanket and sleeping necessities	
13.		X	Toothbrush	
14.		X	Sunscreen (must have written permission)	

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.

Typical Daily Activity Schedule **WAC 110-300-0360, 0295, 0296**

Little Trailblazers Daily Schedule

As always, schedule and curriculum at Little Trailblazers remain flexible to allow for responsiveness to individual needs.

7:00-8:45	Arrival, Hand Washing, Breakfast, Individual Attention
8:45-9:00	Bathroom/Diapers
9:00-9:30	Outside Time
9:30-9:45	Hand Washing, Snack
9:45-10:20	Discovery Centers/Free Play
10:20-10:30	Clean-up, Prepare for Outside
10:30-11:00	Outside Time
11:00-11:15	Music and Movement Circle
11:15-11:45	Bathroom/Diapers, Hand Washing, Lunch
11:45-12:00	Quiet Activities, Story
12:00-2:45	Nap Time
2:45-3:00	Bathroom/Diapers, Hand Washing, Snack, Prepare for Outside
3:00-3:30	Outside Time
3:30-3:45	Music and Movement Circle
3:45-4:30	Discovery Centers/Free Play
4:30-4:45	Clean-up
4:45-5:15	Bathroom/Diapers, Hand Washing, Snack
5:15-6:00	Individual Attention, Story, Free Play

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:
 - (1) 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
 - (2) 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.
 - c) 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.

Screen Time Usage WAC 110-300-0155

Little Trailblazers does not allow screen time in our program.

Outdoor Activities WAC 110-300-0147

Our facility offers an outdoor programming daily for all children enrolled, except during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold.

We will have a mini village for the children to play at and also a sports area. We will provide outdoor toys and activities for the children such as a bubble machine, chalk to draw, 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.

We will be rotating the outdoor time and space for the 2 classrooms so they will have more space and will prevent more noise from fighting and crying.

We will have an outdoor time in the morning and an outdoor time in the afternoon.

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. Here are some places that we are planning on exploring:

1. SW Branch: Seattle Public Library

Address: 9010 35th Ave SW, Seattle, WA 98126

Distance: .6 miles = 13 min walk

2. Roxhill Park

Address: 2850 SW Roxbury St., Seattle, WA 98126

Distance: .1 mile = 2 min walk

3. Westwood Village

Address: 2600 SW Barton St

Distance: .5 miles = 10 min walk

4. Fautleroy Park

Address: 3951 SW Barton St., Seattle, WA 98136

Distance: .7 miles = 15 min walk

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.

Children 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.

Mixed Age Groups WAC 110-300-0357, 0450

We have two classrooms:

Toddler Classroom – 14 children ages: 12 months to 29 months

Preschool Classroom – 16 children ages: 30 months to 5 years old

During the start and end of day, we will combine the two classrooms with different age groups, with appropriate teacher to student ratio. We will set up programs and

activities that are appropriate for the age and development of your child/children.

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 at 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. 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.

We will celebrate each of these events and more by doing art, music, and hands on exploration. Throughout the year, we will have family participation:

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 behavioral management policy and practices:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **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.
3. **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 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.

Each classroom has a child accommodating toilet and handwashing sink. The toddler room has a comfortable changing table and is easily accessible from the preschool.

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 Preparation 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 encouraged to sit at the designated snack table 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 encourage families to breast feed their children. We welcome parents to come in to nurse their child or bring breast milk. When a parent or guardian provides breast milk, we will immediately refrigerate or freeze the breast milk. The breast milk must be in a closed container, labeled with the child's first and last name and the date received. We will keep frozen breast milk for no more than thirty days upon receipt and then any unused frozen breast milk will be returned to the parent after thirty days. We will keep unfrozen breast milk for up to twenty-four hours. Thawed breast milk or breast milk that has not been previously frozen and has not been served within twenty-four hours will be returned to the parent or guardian at the end of each day. We will throw away contents of any bottle not fully consumed within one hour.

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

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.

Meal and Snack Schedule WAC 110-300-0180

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.

Home canned foods are not allowed to be served.

Safe drinking water will be served.

Organic Whole milk will be served to all the children.

Sample Menu and Description of How Foods Are Served

BREAKFAST	4-6 OZ MILK, ¼ C BANANA, ½ SLICE WHOLE GRAIN BREAD	4-6 OZ MILK, ¼ C APPLE, ½ SERVING BISCUIT	4-6 OZ MILK, ¼ C CEREAL, ½ C BERRIES	4-6 OZ MILK, ½ SCRAMBLE EGGS WITH ½ SLICE TOAST, ½ C AVOCADO	4-6 OZ MILK, 1/8 C GRANOLA, ½ C ORANGES
AM SNACK	4 OZ OJ, ¼ C YOGURT, ½ C BERRIES, ¼ C PUFFED CEREAL	WATER, ½ SERVING ASPARGUS CRACKERS, ½ C ORANGES	WATER, ½ SERVING VEGETABLE MUFFIN, ½ C BANANA	WATER, ½ SERVING FRUIT BAR, ½ C CARROTS	4 OZ OJ, ¼ C YOGURT, ¼ C PUFFED CEREAL
LUNCH	4 OZ MILK, ¼ C PASTA MARINARA WITH WHITE BEANS, 1/8 C CARROTS, 1/8 C BANANA	4 OZ MILK, 1 OZ SOUP WITH CHICKEN, WHOLE GRAIN NOODLES, ½ C VEGETABLES, ½ C BANANAS	4 OZ MILK, 1 OZ MEATBALLS WITH ¼ C BROWN RICE, ½ C VEGETABLES, ½ C APPLE	4 OZ MILK, ¼ C WHOLE GRAIN PASTA, 1 OZ CHICKEN, ½ C VEGETABLES, ½ C APPLE	4 OZ C MILK, ¼ C CAULIFLOWER AND BROCCOLI RICE, 1 OZ SHREDDED CHHESE, ½ SERVING BISCUIT, ¼ C BANANA
PM SNACK	WATER, ½ OZ CHEESE, ½ OZ WHOLE GRAIN CRACKERS AND HUMMUS	WATER, ½ SERVING WHOLE GRAIN BREAD, ½ C APPLE	WATER, ½ SERVING CAULIFLOWER BITES, ½ C ORANGES	WATER, 1 OZ APPLE SAUSAGE, 4 OZ FRUIT SMOOTHIE	WATER, ½ OZ WHOLE GRAIN CRACKERS, 1 TBS SOY BUTTER, ½ C APPLE

WATER IS PROVIDED THROUGHOUT THE DAY

WHOLE MILK IS SERVED TO CHILDREN 12-24 MONTHS/1% MILK IS SERVED TO CHILDREN 2-5 YEARS

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 and serving food for the children will be required to maintain a current and valid Food Handler's 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 teaching them table etiquette.

Dishwashing Practices WAC110-300-0198

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 Preparation Area WAC 110-300-0197

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served.

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.

Policies for Food Brought from Home WAC 110-300-0190

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with child's first and last name and the date it was prepared. If you choose to provide alternative food for your child, 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.

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. We will always have spare clothes available where needed.

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.

We try to invite a dentist or dental practitioner at least once a year to talk to the children about the importance of dental hygiene.

Health Care Practices **WAC 110-300-0500**

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the

observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy; the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

For more information, please see our detailed Health Policy. Our health policy is reviewed and approved by DCYF and can be found on our website. It is also available upon request.

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 facility 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 facility for potential hazards on a regular basis.

Should our facility become inhabitable in a disaster, the children and staff will be located at

1. Roxhill Park (if weather permits)

Address: 2850 SW Roxbury St., Seattle, WA 98126

Distance: .1 mile = 2 min walk

2. SW Branch: Seattle Public Library (back up, if we need an indoor location)

Address: 9010 35th Ave SW, Seattle, WA 98126

Distance: .6 miles = 13 min walk

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is

appropriate to evacuate **WAC 110-300-0470(1)(c).**

Evacuation Routes/Exits:	<ul style="list-style-type: none"> Exit doors have signs and lights that are visible (all doors are checked regularly to ensure opening)
Notification:	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> 911 will be called. Parents will be notified of the evacuation.
Emergency Kits/Information:	<ul style="list-style-type: none"> Emergency kits will be taken with all the children's information.
Evacuation Sites:	<p>1. Roxhill Park (if weather permits) Address: 2850 SW Roxbury St., Seattle, WA 98126 Distance: .1 mile = 2 min walk</p> <p>2. SW Branch: Seattle Public Library (back up, if we need an indoor location) Address: 9010 35th Ave SW, Seattle, WA 98126 Distance: .6 miles = 13 min walk</p> <p>Out-of-town (e.g. hurricane, widespread flooding) Contact Person: Gaile Edrozo 206.595.3947</p>
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> Children will walk or will be carried to the neighborhood evacuation site and weather permitting to the playground.

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

Earthquake Plan **WAC 110-300-0470**

When Indoors:

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
 - **DROP** to floor

- **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
- **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults 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 building calmly and quickly head to our designated meeting spot located at:

Roxhill Park

Address: 2850 SW Roxbury St., Seattle, WA 98126.

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:

Roxhill Park

Address: 2850 SW Roxbury St., Seattle, WA 98126.

- 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.

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

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 facility 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 after a disaster 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

- 1) All staff is required to have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
- 2) 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.
- 3) For head injuries, severe bleeding or other serious injuries, we will contact the parent immediately and write an injury report.
- 4) In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
- 5) 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.
- 6) 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

1. **Reasonable accommodations:** We will make reasonable accommodations for children requiring medications for disabilities and other medical conditions.
2. **Nonprescription medication:** including over-the-counter oral medication, will be given to children on a case by case bases. If the medication, ointments or creams can be used or given at home we recommend doing this. If the medication has been approved by the director, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the

medication. We will follow the instructions on the label or the parent must provide a medical professional's note. The medication must be labeled by the manufacturer for the use that it is intended for and will not be used for any other symptom or reason.

3. **Prescription medication:** Prescription medication must only be given to the child named on the prescription. Prescription medication must be 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:
 - a. The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.
4. **A detailed medication log:** inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form will be kept with all medicines given out at our child care facility.
5. **Storage:** Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
6. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from a doctor and stored separate from topical medications.
7. **Permissions:** Doctor's permission is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).
8. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
9. **Unused medication:** All unused medication must be taken home by the parent or guardian.

For more information, please see our detailed Health Policy.

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

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in our care will be notified by phone within 24 hours 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.
3. Please call us if your child will not attend due to illness. If you are unsure if your child should come or not, please call.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. Children and staff who are exhibiting the following symptoms will be excluded from our child care facility per instruction of the Department of Public Health. A doctor's letter may be required to return to our child care facility.

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

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

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

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

Appearance/Behavior: A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, unusually tired, pale, lack of appetite, difficult to wake, confused, irritable or a significant change in behavior or activity level indicative of illness.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

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

Fever: A fever of at least 101 degrees Fahrenheit for children measured by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);

Lice, ringworm, or scabies: Individuals with head lice, ringworm, or scabies must be excluded from the child care premises as soon as it is discovered. All

parents of children in the facility will have to pick up their children so that we can disinfect the facility. The individual with head lice or scabies may return after receiving treatment and after checking if the individual is free from lice or scabies.

Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound.

Chicken Pox: Children may return when the blisters have dried and formed scabs.

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

For more information, please see our detailed Health Policy.

Keep Me Home If...

<p>I'm Vomiting</p> <p>Two or more times in 24 hours.</p>	<p>I have a rash, lice or nits</p> <p>Body rash, especially with a fever or itching. Lice or nits.</p>	<p>I have diarrhea</p> <p>3 or more watery stools in 24 hours.</p>	<p>I have an eye infection</p> <p>Thick mucus or pus draining from the eye.</p>	<p>I have a sore throat</p> <p>With fever or swollen glands.</p>	<p>I'm just not feeling very good.</p> <p>Unusually tired, pale, lack of appetite, confused or cranky.</p>	<p>I have a fever</p> <p>Temperature of 100° (F) or more, (taken under the arm) AND sore throat, rash, vomiting, diarrhea, earache or just not feeling good.</p>
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When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

Seattle King County Department of Public Health

I NEED TO STAY HOME IF ...						
						
If my temperature is 100.4 or higher.	I vomited in the past 24 hours.	I had diarrhea in the past 24 hours.	I have an itchy rash with a fever.	I have an itchy head and active head lice.	I have an eye infection with red, crusty drainage.	I have been in the hospital or ER.
I AM READY TO GO BACK TO SCHOOL WHEN ...						
I am fever-free for 24 hours without any medication.	I am able to eat two meals without vomiting.	My diarrhea has stopped for 24 hours.	My rash is gone and no longer itches.	I have been appropriately treated for lice and can show proof to the school nurse.	When I have seen a medical provider and have a note to return to school.	My medical provider provides a release to return to school.
UPMC Pinnacle			UPMCPinnacle.com			

Reporting and Notifying Conditions to Public Health **WAC 246-110-010**

We are required to notify the Department of Health, our licenser, 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.

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:

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

Staff will wash their hands:

- (a) When arriving at work;
- (b) After helping a child use the toilet;

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

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

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

For more information, please see our detailed Health Policy.

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: ¾ 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.

For more information, please see our detailed document on our Blood Borne Pathogen Plan.

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 exposed 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 have a surveillance video that will not be accessible to families and that will only be used for ensuring the safety of the children.

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 notice posted on our bulletin board.

Safe Water Sources [WAC 170-300-0235](#)

We have hot and cold running water available at our program. 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

Appendix A: School Closures and Half Days

Full Day Closures:

New Year's Day – January 1, 2020

Memorial Day – May 25, 2020

Independence Day – July 3, 2020

Labor Day – September 7, 2020

Thanksgiving Break – November 25, 2020 – November 27, 2020

Christmas Break – December 23, 2020 – December 26, 2020

New Year Break – December 30, 2020 – January 1, 2021

Half Day Closures: (Dismissal at 1pm)

In-Service Teacher Training –

In-Service Teacher Training –

In-Service Teacher Training –

In-Service Teacher Training –

I, _____ (print name), have received and read the Parent Handbook and by signing I agree to adhere to all the policies stated within.

Parent/Guardian Signature

Date

Licensee Signature

Date

Program Name

Program Address

Please sign and return to program