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Dear Parents,

Welcome to Just Like Home Childcare, Inc. and thank-you for your interest. I know for all of us as parents, it can be a difficult time choosing a daycare that we are comfortable with and I understand that completely. I would like to take a moment to just let you know that I realize daycare, as with any other business is a choice, and it is extremely important that you and your child feel respected and cared for while in our home and at the same time understands that there are rules, for the safety and well being of all the kids in our childcare home.

I know in the past when my own kids have been in daycare, the one that you choose truly makes all the difference in the world! It truly does make it much easier on everyone involved if you as a parent can go to work and not worry all day long about your child! So again, thank-you for your interest and if you have any questions or concerns, please feel free to contact me.

When you place your child here, you have entered into a partnership with me for the benefit of your child. Our primary goal is to support each child in a safe and loving home that builds self esteem, encourages home living skills, and actively promotes each child's sense of curiosity and discovery.

### **OUR PHILOSOPHY**

As research has proven, children do their most important learning from birth to the age of five. Just Like Home Childcare, Inc. believes that as Early Childhood Educators, it is our job to provide children with an age appropriate environment that encourages them to learn through play, discover and explore.

We believe that every child needs hands-on experiences, warmth, attention, enthusiasm, and encouragement. Most of all, they need the joy and challenge of doing things for themselves.

We further believe that parents are the child's most important significant adults in a child's life. We strive to create mutual respect between parents and teachers. We encourage open communication.

My policies and procedures will be posted on the parent information board inside the childcare. My policies and procedures are also posted on my website, [www.justlikehomeinc.com](http://www.justlikehomeinc.com)

## ADMISSION REQUIREMENTS AND ENROLLMENT INFORMATION

Before your child can begin daycare, there are five forms that you must fill out completely and return on the first day of care. These forms are:

- 1 Child Care Home Register
- 2 Certificate of Immunization
- 3 Permission Form
- 4 Child Care Agreement
- 5 USDA Food Program Enrollment Form

These forms are a must and there can be no exceptions. All children's records are kept confidential. Staff will have access to children's files for medical administration or emergencies. Parents may have access to any information / records regarding your child.

I will keep immunization records up to date by checking them in January, and on your child's birthday. I need parent cooperation for this process, so if you take your child to the doctor for any shots, please ask for a copy of their record for me on the day of your appointment. Doctors may also fax the immunization record to me at 493-8645.

I have a "get acquainted" visit before your child begins. I would like your child to come and play for a couple of hours. The reason for this is to make the transition period a little easier when they actually begin childcare. There is no charge for this visit, however; it does need to be scheduled ahead of time. Parents have free access to any room in my home that is licensed for childcare. Parents also have access to their child's records.

## BUSINESS HOURS AND LATE PICK-UPS

When I first started this childcare venture, I had normal business hours however; I am quite flexible with children coming and going as parents need...so long as I have the capacity to provide this flexibility. I do need to have my own family time so, please don't take advantage of my flexibility.

Children start arriving at 5:00 a.m. I am also the only licensed childcare in White Salmon to offer 24 hour care. If you need a flexible schedule and my capacity will allow that, please ask. However, also keep in mind that we do need some family time as well.

In consideration of our family times, I may decide to charge a late fee if you are continually late to pick up your children. The exception to this is of course an emergency. The late fee will be \$10.00 per hour you are late. If you think you might be running a few minutes late, please call us to make sure we have no other commitment we need to engage in.

## DROP OFF / PICK UP AND ATTENDANCE RECORDS

**All children are to be delivered INTO MY HOME and signed in** on the Sign In/Out sheets provided for you with the parent's **full legal signature** and the time. All children are to be picked up inside my home and signed out with the parent's **full legal signature** and the time. I can not release any child to any person who is not authorized to pick them up and listed on the enrollment form.

**Full signatures are a requirement by me and The State of Washington. I can be fined \$75.00 per signature if it is missing, and if I am fined, you will be fined! It's so simple, just make it a daily habit and it will not be a problem for either of us.**

## **FEES, PAYMENTS, AND BUSINESS PRACTICES**

At Just Like Home, I do not charge by the hour. I sell you a "slot" for daycare. This means that you pick the days and times you need childcare and I hold that spot open for you. You will be charged a flat rate for this every two weeks and **must pay the full amount, even if your child missed any days. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

My rates are as follows:

I charge \$15.00 per half day (4 or less hours) and **anytime over 4 hours is as follows:**

Full Day Infants: \$30.00

Full Day Over 2: \$25.00

Full Day (School Age on non school days) \$25.00

Half Day (School Age) \$15.00

Half Day Preschool Age: \$15.00 (A child who only comes to preschool)

There is also a \$25.00 per month preschool fee as well as a \$50.00 per child enrollment fee that is due yearly at time of re-enrollment.

I realize with the economy, childcare can get expensive. We may offer a small sibling discount for families with more than one child. Please ask me about that.

All private pay clients will be charged twice monthly. Payments are due on the 15<sup>th</sup> and the last working day of the month. All state pay clients will be charged monthly, with co-pays being due no later than the 10<sup>th</sup> of each month. **All payments are to be paid on the due date. There will be a late fee of \$10.00 per day that applies if needed. NO EXCEPTIONS!**

If I receive a check that bounces, you will be charged an additional \$30.00 and all future payments will be in cash or money order only.

I will review my rates yearly to decide at that time if they will change or stay the same. I will do this as per the date on your contract.

We are certified to accept military payments through NACCRRRA, State pay through DSHS, and we also take Visa, Master Card, Discover and American Express.

## **TWO WEEK TRIAL PERIOD**

This is to determine if you and your child are happy with my services, as well as to see if your child fits into the surroundings in our daycare home. At the end of that time, you will need to decide if my services fit your needs and I will decide if your child is adjusting alright to the new surroundings. If either party decides at the end of the two week trial period that care is not working, any fees will be due at the time of the notice and must be paid in full.

## **BUSINESS PRACTICES**

It is always a good idea to have a back-up childcare arrangement in the event that I should become ill or have an emergency. In this case, I will call you as soon as possible to allow you as much time as possible for you to make other arrangements. Please ask me if you need some names of other Licensed Providers and I will be happy to accommodate you.

I am a business; therefore my time is valuable, just like yours! If you are scheduled to bring your child and you do not show up, you will be charged your regular rates. Because I am only allowed to care for a few children to make my living, when you fail to notify me about an absence, I can't schedule someone else for that time frame. Thank-you for understanding that this is my job.

## **SCHEDULE CHANGES**

In the event that your schedule may change, please try to give me as much notice as possible so that I may try to accommodate any changes. If I am not able to accommodate your scheduling change, I am happy to give you some names of other licensed providers who may have availability.

## **CLOSED HOLIDAYS**

**We are closed on the following Holidays:**

- 1 New Year's Day**
- 2 Memorial Day**
- 3 July 4<sup>th</sup> Weekend**
- 4 Labor Day**
- 5 President's Day**
- 6 Thanksgiving Day and Weekend**
- 7 Christmas (December 24<sup>th</sup>-January 2<sup>nd</sup>)**

**My family may also decide to take a week of vacation off during the year, at which time I would give you sufficient notice to make other childcare arrangements.**

## **TERMINATION NOTICE**

If you feel that my business is not working for you and your family, I will need a two week notice. If your child becomes continually disruptive to the point that I cannot provide adequate care, then I will have to terminate your child's care with a two week notice as well. If termination notice is given by either party, **all childcare charges are due in full at the time of the notice.**

**Under certain circumstances listed below, this notice will be waived, and immediate termination of services will result:**

1. **Child's behavior is a risk to themselves or other children.**
2. **Child's behavior is aggressive to another child.**
3. **Fees are not paid and are overdue.**
4. **Parent (or their behavior) is a risk to provider or other children in care.**
5. **Parent is on premises and visibly under the influence of drugs and/or alcohol.**
6. **Parent is verbally abusive or threatening to provider.**
7. **Parent demonstrates any physical, mental, or verbal abuse to any child while at the provider's home.**
8. **Child does not show up for childcare for three or more days with no contact from parent.**

## **TYPICAL SCHEDULE**

6:00-8:00 - Breakfast  
 8:00-8:30 - Clean up, free play  
 8:30-9:30 - Free Play  
 9:30-9:45 - AM Snack  
 10:00-10:30 - Circle Time, Sharing, Preschool Activities  
 10:30-11:00 - Music, singing, dance-a-long  
 11:00-12:00 - Clean up, wash, and Lunch time  
 12:00-12:30 - Story time followed by resting  
 2:00 - 2:30 - Individual free time (color, draw, games, etc)  
 2:30-3:00 - PM Snack  
 3:00-4:00 - Arts, crafts, games, group activity  
 4:30-5:30 - Outdoor fun, clean up, get ready to go home  
 5:30-6:30 - Dinner for evening children  
 6:30-7:30 - Free play  
 7:30-8:00 - Evening snack  
 8:00-9:00 - Quiet activities, reading, drawing, games, coloring  
 9:00-9:30 - Brush teeth, get ready for bed

As children and the weather vary, so does this schedule. This is just an idea of our daily routine.

I like everyone to take a little rest. I don't mind if they don't need to sleep but, we will all lie down and take a little break. Those children not needing to nap may read stories quietly but, please don't ask me not to make your child lie down if they are of napping age, as we all lay down. This is also a state requirement for children of napping age.

Naps are provided on nap mats in either our playroom, or living room. Each child has their own sheet, blanket and pillow that are sanitized weekly.

## **PRESCHOOL PROGRAM**

We provide a preschool program where each child learns at his or her own pace. We open with a Circle Time that includes songs, finger plays, stretching and dancing. We understand each child is unique and to encourage that, we've tailored our program to meet their individual needs. We focus on the following:

**Social Skills :**

Sharing  
Inviting others to play  
Conflict Resolution  
Manners

**Language Development:**

Conversation Skills  
Speaking Clearly  
Expanding Vocabularly

**Physical Development:**

Writing  
Running  
Jumping  
Hand Eye Coordination  
Balancing  
Scissor Skills

**Cognitive Development:**

Letter Recognition  
Letter-Sound Connection  
Colors  
Shapes  
Counting  
Sorting

We also use the Second Step Curriculum, which is a violence prevention program. Second Step is a curriculum that uses large cards, puppets, posters, and music to teach children how to recognize their own feelings, how to calm themselves down when upset, and how to solve social problems with their peers. It is a great way for children to engage in conversation and to learn skills to help manage their emotions. To read more about this program, visit their [website](#).

We are fortunate to have taken what we believe to be the three best preschool philosophies and have incorporated them into something that we feel works excellent:

**“Learning Through Play” – “Montessori” – “Reggio Emilia”**

We believe that each of these programs offer wonderful learning experiences for young children, including infants, toddlers, and preschoolers.

**“Learning through play”** provides a very fun and active way for children to learn by doing what they do best – playing. We strongly support children participating in storytelling to allow them to use their own imaginations. We change our environment at Just Like Home very often, providing the children with a great variety of social, play, and educational experiences. We also work on plenty of social skills and work daily on manners, feelings, and how to treat those that we care about.

**“Montessori”** is more structured to provide individual learning and a variety of daily living and work activities. Montessori incorporates the whole child in their social, emotional, and cognitive development – it’s a hands-on learning environment. Children use their senses to learn. They learn at their own level and at their own pace as opposed to being teacher-directed.

**“Reggio Emilia”** is more of a project-based, student-directed, group learning environment that is less structured than the Montessori program. Students work with teachers to plan long-term projects. We do most of this during the spring and summer months when the children grow their own vegetables, flowers and plants in our garden, feed and tend to our chickens in the play yard and watch the life cycles of frogs, ladybugs, and butterflies, among other things.

We also practice being good listeners, how to treat our friends, and so on. I’m very happy to share that each year, Kindergarten teachers from Whitson Elementary say things to me like “Kathy, We love getting kids from your daycare; they are very eager to learn and many of them are already writing their names, some are beginning to read but they are also prepared socially too and it makes our jobs much easier when kids come to school prepared!”

The children absolutely love preschool and I am convinced it is making a difference in their Early Learning routines. The cost for this is only \$25.00 per month to cover the expense of the program.

Our formal preschool days are Mon, Wed, and Fri from 9:00 – 11:30 a.m. however; we are doing a lot of preschool related activities throughout our day. If your child comes only for Preschool, there is also an additional half day rate on those days. Please ask me for an information packet if you are interested in our preschool program. Our goal is to get children Kindergarten ready!

### **CHILD ABUSE / NEGLECT REPORTING**

Federal Law (and my conscience) require me to report any suspected injury, child neglect, abandonment, food poisoning, or death to the proper authorities. I take this duty very, very seriously for the sake of the children. If I report any suspected case of abuse or neglect, I will have done so in good honor. I am a mandated reporter by law.

### **BEHAVIOR MANAGEMENT AND DISCIPLINE**

- Any form of corporal punishment is against the law.
- I have tried to arrange my daycare room and home with the needs and safety of the children.
- I use locks on doors that the children don't belong in or have access to.
- Shelves are set up so that the toys and materials are child accessible.
- I explain a clear and simple set of rules and they don't change.
- Consistency is the key to clear understanding by the child.
- I prefer to talk to the kids at their eye level and explain to them why they need to follow the rules.
- The goals of positive discipline are to help kids learn to make good choices, to problem solve, and learn basic human values of respect, trust, responsibility, honesty and caring for others.
- I will practice positive re-enforcement to diminish any unacceptable behavior.
- Before there is a problem, I may separate children and explain why they are being separated. I will also ask them to help me decide if they can work it out or if they need a little break to think about their behavior.
- I will do my best to interact with them so that hopefully, there are no problems.
- I will explain to them that sometimes we all have hard days, and we just might need a little more understanding on those days.
- I encourage children to use words, not actions in explaining their feelings. I feel that if they can

talk about it, they won't feel like they need to act impulsively through anger.

- I know everyone has some tough days and, on those days I will try to show that child some special attention.
- I will try to let the kids work out what ever problem may arise with my supervision and try to get them to find the solution together. I will also remind them that we all need to be treated with respect, caring, and understanding.
- Sometimes, I may be having a day when I'm not feeling that great myself. I might need to take a brief "time out" myself, to remember that I wouldn't be doing this if I didn't love kids....even on hard days!!
- I talk with kids and get on their eye level; I speak to them depending on their age and level of understanding.
- To help kids problem solve, I might give them some suggestions of different solutions.
- The kids see me role model behaviors during the day by staying calm, being understanding and fair.
- Our schedule for different activities promotes social behavior.
- We use a "Be by Myself" area. It is a soft area in full view of the playroom with soft floor pillows, and a basket that contains items to help children calm down and take a little break like books, calm your mind jar, soothing water bead jar, sensory balls, etc. The purpose of this is not a typical "time out" but, rather children are "invited" to go to the "Be By Myself" area if they choose to do so. Children are allowed to use this area one at a time.

When there is a problem, I try to explain to the children what has happened and try to get the group focused on another project. I like it when we can all blend together as a group. I have a wonderful group of kids and they are pretty close. They get concerned if someone is not here or is having a hard day.

### **NON DISCRIMINATION STATEMENT**

I will not discriminate based on any religion, sex, sexual orientation, creed, color, national origin, marital status, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal of any child or family member. All children's families are represented in the things we see, do, read, and hear. We welcome and encourage diversity so we may learn from it.

### **DIVERSITY**

We embrace diversity at Just Like Home. We are all different and here, we celebrate our differences. We respect other cultures, languages, foods, and the diversity in our society. We have different books about different cultures, dolls from other cultures, and we also learn about other cultures through our preschool program.

### **RELIGION STATEMENT / HOLIDAYS**

I will not practice any forms of religion with your child. However, If your child chooses to say a prayer before a meal (for example) that is fine with me. That choice is between you and your child and I will respect it.

We do celebrate Holidays and seasons throughout the year.

## **MEDICAL EMERGENCIES AND INFORMATION**

### **INJURY PREVENTION**

I will check indoor and outdoor areas, all equipment and supplies for safety hazards daily. When a child has an injury that requires only first aid, I will give written or verbal notice to the child's parent or guardian and keep a record in the child's file.

### **TREATMENT OF MINOR ILLNESS**

- I will care for ill children waiting to be picked up on the couch in my living room.
- I will notify you to pick up your child if he/she is running a fever or vomiting.
- I will record the child's illness on the family child care home record of injury-illness-medication-accidents form.
- I will do the following in case of a minor medical emergency: I will call the parents and go by the information in the child's records

### **INJURIES REQUIRING PROFESSIONAL MEDICAL TREATMENT**

I will do the following in case of a major medical emergency:

- (a) Call 911
- (b) Treat the child to the best of my abilities that I am trained for,
- (c) Call the parents,
- (d) Try to go with the child to the hospital if possible
- (e) Call DEL
- (f) Within 24 hrs, submit an completed injury/incident report form to DEL

### **MEDICATION MANAGEMENT**

I will store medications of my families in my bathroom which is off limits and locked during daycare hours and not accessible. I will record medications given on the permission to give medication forms. I

will dispose of medications by giving them back to the parents. All medications must be in the original container. All daycare medications will be stored in a lock box on the top shelf in the playroom.

Any rescue medications (epi-pen, inhaler, bee sting kit, seizure medication, etc) will be stored inaccessible but not locked.

No medications may be administered without written permission from the child's parent or guardian. I will record all medications on the DEL form.

Parents and guardians may give the licensee a 90 day permission slip for any of the following:

- (a) Sun screen
- (b) Hand sanitizers
- (c) Hand wipes with alcohol
- (d) Diaper ointments and talc free powders for the diaper area

The licensee or primary staff person may give a prescribed medication to a child only if the following conditions are met:

- (1) The medication is prescribed only for the child the medication is being given to;
- (2) The parent or guardian has provided written permission including the child's name, name of the medication and condition being treated, dose and frequency to be given, instructions for any specialized equipment or procedures for giving the child's medication, start and stop date for administering medication not to exceed 30 calendar days, parent or guardian signature, date of signature.
- (3) The prescribed medication is given in the amount and frequency prescribed by the child's health care professional with prescription authority;
- (4) The prescribed medication must only be given for the purpose or condition that the medication is prescribed to treat;
- (5) The medication must:
  - (a) Be in the original container;
  - (b) Be labeled with the child's first and last name;
- (6) The container must have or the parent or guardian must provide information from the pharmacy about:
  - (a) Medication storage;
  - (b) Potential adverse reactions or side effects and;
- (7) The medication has been stored at the proper temperature noted on the container label or pharmacy instructions.

### **NON PRESCRIPTION MEDICATIONS**

The licensee or primary staff person may give nonprescription medications, only when the following conditions are met:

- (1) The parent of guardian has given signed written permission;
- (2) The nonprescription medication is:
  - (a) Given to or used with a child only in the dosage, frequency, and as directed on the manufacturers label
  - (b) Given in accordance to the age or weight of the child needing the medication;
  - (c) Given only for the purpose or condition that the medication is intended to treat;
  - (d) Is in the original container; and
  - (e) Has a nonexpired expiration date, if applicable.

- (3) The medication container or packaging includes, or the parent or guardian provides information about:
  - (a) Medication storage
  - (b) Potential adverse reactions or side effects.
- (4) The medication has been stored at the proper temperature noted on the container label or instructions.

### **CHILDREN TAKING THEIR OWN MEDICATIONS**

The licensee may permit a child to take his or her own prescriptions medication if:

- (1) The licensee follows all of the requirements above in numbers 1-6 under medication managements;
- (2) The child is physically and mentally capable of properly taking the medicine;
- (3) The licensee has on file the child's parent or guardian written approval for the child to take his or her own medication;
- (4) The medication and related medical supplies are locked and inaccessible to other children and unauthorized persons, except emergency rescue medications that may be stored inaccessible to other children but not locked; and
- (5) The licensee or a primary staff person observes and documents in the child's medication administration record that the medication was taken.

### **BLOOD BORNE PATHOGENS PLAN**

What is a BLOODBORNE PATHOGEN?

A BLOODBORNE PATHOGEN is an organism that is present in the human blood that can cause disease to humans, such as:

- HUMAN IMMUNODEFIENCY (HIV)
- HEPATITIS B VIRUS (HBV)
- HEPATITIS C VIRUS (HCV)

Any employee that comes in contact with ANY type of bodily fluid, including blood, feces nasal discharge, saliva, urine or vomit MUST do the following to disinfect the area:

- Put on latex gloves
- Clean up the area or spill with disposable towels
- Apply bleach water solution of 1T bleach per 1 qt. of water-made daily
- Dispose of used latex gloves and disposable towels into a double bag tied tightly and put into outside covered garbage.
- Contaminated clothing must be either double bagged in a plastic bag and tied tightly and sent home with the child, or washed separately from other items.

Any employee must wash their hands after each of the following:

- Diapering or going to the bathroom
- Handling bodily fluids of any kind
- Before and after giving First Aid(bloody nose, cuts/scratches)
- Cleaning up spills or objects contaminated with bodily fluids

- Touching animals
- Blowing their nose
- After coming in from outside

Any employee must wear latex gloves during any of the following:

- During any contact with blood or bodily fluids(such as vomit or feces which contain blood that you can see)
- When any individual has a cut, scratch or rash that causes a break in the skin of their hands.

Disinfecting should be done regularly and as needed:

- TOYS: bleach solution= 1T bleach to 1 qt H2o
- Surfaces/diapering area: bleach solution= 1T bleach to 1 qt H2o

Blood spills or objects with blood on them need to be disinfected with a stronger bleach solution using ¼ C bleach to 2 1/2 C water. Employees MUST always wear gloves when handling blood.

“Standard Precautions” is a term for Infection Control Measures that childcare providers should follow to protect themselves from infectious disease. Standard precautions involve cleaning and sanitizing contaminated surfaces and use of appropriate barriers. Appropriate barriers include materials such as disposable diaper table paper, disposable towels and surfaces that can be sanitized.

I will document any exposure situation, whether or not I have received a medical exam and follow-up, and also whether or not a Hepatitis B vaccination was necessary.

### CLEANING AND DISINFECTING PROCEDURES

I will clean and disinfect toys and equipment with bleach water at least 1 time weekly. Our bleach solution is ¾ tsp to 1 qt water. Other cleaners may be used so long as they are labeled approved for food contact surfaces and used according to the manufacturers instructions.

Toys being mouthed by toddlers will be cleaned and sanitized before another child begins to play with it. Toys will be cleaned and sanitized if they become contaminated with bodily fluids or are visibly soiled.

I will clean and disinfect the bathroom daily with bleach water. I will generally clean child care areas daily with bleach water. Any laundry done during childcare hours will be done using warm or hot water, laundry soap and bleach.

Below is the cleaning, sanitizing, and disinfecting table used at Just Like Home:

CLEANING, SANITIZING, AND DISINFECTING TABLE

	“X” means CLEAN	And SANITIZE Or DISINFEC	FREQUENCY
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		T	
(1)Kitchen Countertops/ tabletops, floors, doorknobs, and cabinet handles	X	Sanitize	Daily or more often when soiled
(2)Food preparation surfaces.	X	Sanitize	Before/after contact with food activity, between preparation of raw and cooked foods.
(3)Carpets and large area rugs/small rugs.	X		(a) Vacuum daily. (b) Installed carpets – Clean yearly or more often when soiled. (c) Small rugs – Shake outdoors or vacuum daily. Launder weekly or more often when soiled.
	X	Sanitize	(d) Removable rugs – May be used in the bathroom. They must be easily removable and able to be washed when needed. Launder and sanitize weekly or more often when soiled.
(4)Utensils, surfaces/toys that go in the mouth or have been in contact with other body fluids	X	Sanitize	After each child’s use; may use disposable, one-time utensils.
(5)Toys that are not contaminated with body fluids and machine-washable cloth toys. Dress-up clothes (not worn on the head or come into contact with the head while dressing). Combs/hairbrushes (none of these items should be shared among children).	X	Sanitize	Weekly or more often when visibly soiled.
(6)Bedding, blankets, sleeping bags,	X	Sanitize	Weekly or more often when soiled.  Items that are put in the washing machine must be

individual sheets, pillowcases (if used)			cleaned by using laundry detergent and sanitized by temperature (hot or warm water cycle) or chlorine bleach.
(7)Wash cloth or single use towels.	X	Sanitize	After each use.
(8)Hats and helmets	X		After each child's use or use disposable hats that only one child wears.
(9)Cribs and crib mattresses	X	Sanitize	Weekly, before use by different child, and more often whenever soiled or wet.

### COMMUNICABLE DISEASE PREVENTION, MANAGEMENT, REPORTING

I will report any communicable disease to the Health Department in White Salmon, Wa at 493-1558. (except notice is not required for a diagnosis of chickenpox, conjunctivitis, or invasive haemophilus influenza;

Disease	Also known as:
Chickenpox	Varicella
Conjunctivitis (bacterial)	Pink eye
Diphtheria	
E. coli infection	
Giardiasis	
Hepatitis A virus	
Invasive haemophilus influenza disease (except otitis media)	
Measles	
Meningitis (bacterial)	Meningoccal meningitis
Mumps	
Pertusis	Whooping cough
Rubella	German measles
Salmonellosis	Salmonella or (food poisoning)
Shigellosis	Shigella
Tuberculosis (active)	TB

**I will not accept children with any of the following:**

- **Fever of or over 101 F.**
- **Vomiting on two or more occasions in the past 24 hours.**
- **Diarrhea, three or more watery bowel movements in the past 24 hours.**

- **Draining rash.**
- **Eye discharge or pink eye.**
- **Head Lice or Nits.....NO EXCEPTIONS!!!**
- **Fatigue that prevents regular participation in activities.**

Runny noses, colds are to be expected with little ones. But please, if your child is not feeling well....keep them home. That's where they want to be anyway when they are not feeling well.

If the school calls you to pick up your child because they are running a fever or not feeling well.....please don't ask me if they can come to daycare. **If they are too sick for school, they are too sick for daycare too!!**

**Coughs: A lot of children have some type of allergy which can cause coughing, if your child is coughing to the point of gagging, and spitting up mucous.....you will be called to pick them up. The only way to stop spreading germs and stay healthy is to keep sick kids home UNTIL they are over whatever ails them.**

**I cannot afford to get sick, I do not want my own children sick, and I do not want numerous childcare parents angry at me because sick kids come to day care....if they are sick, keep them home, if you bring them sick, you will be called to pick them up!!!!**

I will not provide childcare if I have a communicable disease.

### **HAND WASHING PRACTICES**

I will wash my hands before and after bathroom use. After coming into contact with any bodily fluids (stool, urine, blood, drool, vomit, mucus) before and after food preparation and before and after eating.

I will help younger children wash their hands by wetting hands with warm water, applying soap, washing, rinsing, drying with paper towels, and turning off water with paper towel. Children wash their hands:

After bathroom use  
 Before and after eating and cooking activities  
 After playing outside  
 As needed  
 Before they leave to go home

### **FOOD AND FOOD SERVICE**

I am by Law required to feed each child two meals and one snack during the day if your child is in our home over 7 hours. I do participate in the USDA Food Program. Parents may bring snacks if they wish, please just let me know so I can tell you how many children will be present.

Typical Meal:

Spaghetti, corn, peaches, milk

Typical Snack:

Apple slices, cheese & crackers, juice or milk

I will label, date and store foods brought from home in the refrigerator or cupboards. I will keep hot foods hot and cold foods cold.

Parents may bring alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. A written food plan is not required for infant formula, breast milk, or baby food supplied by the child's parent or guardian.

A written food plan may include accommodations for:

- (a) The child's medical needs
- (b) Special diets
- (c) Religious or cultural preference
- (d) Family preference

The licensee must supplement the food provided by the parent or guardian with foods listed in the USDA CACFP requirements if the food provided by the parent or guardian does not meet the nutritional needs of the child.

Home canned foods are not allowed in childcare due to the risk of botulism poisoning.

Drinking water is available at all times throughout the day. We are on city water. Disposable cups are available in the bathroom as well.

I serve milk according to the ages of the children in care. I am responsible to serve:

- (a) Breast milk or formula to children from birth to twelve months old. Parents may request that their child remain on breast milk or formula after their child turns twelve months old.
- (b) Whole pasteurized milk to children from twelve months through twenty-four months old if the child is ready to be served whole milk.
- (c) Pasteurized milk or pasteurized milk product to children over twenty-four months old.

Any variations of this section do require a written statement from the child's health care provider.

We serve most foods to children individually; however some foods may be served family style which allows each child the opportunity to serve themselves.

I will:

- (a) Stir and test for safe temperature any heated food before serving;
- (b) Closely supervise all children when eating;
- (c) Not force or shame a child to eat or try any food;
- (d) Not punish a child for refusing to try or eat foods;
- (e) Serve meals in a safe and sanitary manner;
- (f) Be respectful of each child's cultural food practices; and
- (g) Sit with children during meals when possible.

Effective March 31, 2013 all staff and myself will be required to have Washington State Food Handler Cards. All cards will be in staff employee files.

### **FIRE INFORMATION**

Fire drills are practiced at least once a month. Smoke detectors are checked monthly. Fire extinguishers are serviced annually. We have a fire and safety record hanging on the playroom wall. Our evacuation plan is next to it as well. We always do a fire drill when a new child is enrolled to get them acquainted to our drills and explain to them why they are done.

Disaster drills are done quarterly. Records of disaster drills are on the form hanging near the fire extinguisher in the playroom.

### **DISASTER PLAN**

In the event of a disaster, I am prepared to keep your children (if necessary) for several days. I have enough of the following on hand:

- Several jugs of water
- Enough food for 15 people for at least three days
- Extra pillows, blankets, quilts
- Flashlights, radio, batteries
- First Aid Kit full of supplies
- Extra clothes for several children
- Ready to eat canned fruits, vegetables, soups, crackers, grains, peanut butter
- Comfort / Stress Foods, cookies, cereals, crackers, granola bars

In the event of a disaster, if you were unable to contact us by land line telephone, my cell phone number is 541-806-0940.

If we had to evacuate I will ensure that all children exit the building first, I will do a headcount and I will be the last person to exit the building. Any child who cannot walk will be carried. Upon evacuation, we would take first aid kits with us, child records, child medication records, child's medications.

If we were unable for any reason to stay in our home, we would be located at the Grace Baptist Church on Hwy 141.

### **EARTHQUAKE**

In the event of ground movement the following procedures should be carried out:

Staff "drop, covers and hold." Direct all children to "**DROP, COVER and HOLD**" and remain that way until the earth stops moving – stay away from windows, bookcases, and filing cabinets. Hold onto the item you are using as a cover, if it moves, move with it. Keep talking to children until it is safe to move.

If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.

If outside “drop, cover and hold,” keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

**When the earthquake stops the following procedures should be carried out:**

Licensee and staff check themselves and children for any injuries

Check evacuation routes for damage

Evacuate children and staff, do a headcount and close doors behind you; take the following items with you:

Disaster supplies which are stored in the storage shed outside the back door

Children / staff attendance sheets

Children’s emergency and medical information/supplies

Cell phone, if available

Staff will render first aid to those who need it.

Licensee will take attendance outside to account for all children and adults.

Check utilities for disruption/damage (electricity, water, and sewer).

Have a team of two individuals inspect the exterior of the building following the post-earthquake damage.

Determine if it is safe for a rescue team to go into building to locate anyone missing or injured.

Listen to KIHR 1410 AM for information on the surrounding area.

Determine status of emergency supplies and equipment.

Call child care's out-of-area contact with information on the daycare’s status (injuries, evacuation children remaining in care, children who need to be picked up.

Have the same team of two individuals (one person trained in building assessment) assess the interior of the building and determine if it is safe to move children back into the building or to whether it is best to evacuate; follow the post-earthquake damage assessment and report findings to the Licensee.

If it is decided to evacuate to an alternate location, post a notice indicating your new location, date and time you left.

Call parents with daycare status information; if not possible, report daycare status information to KIHHR radio station for announcement over the air for parent to hear. Call Sheriff's Office at 509-773-4545.

If parents cannot be contacted after 4 hours, the child's out-of-area contact will be called if possible

Licensee will report incident to licenser

Licensee will complete a written incident report at the earliest opportunity; and submit to DEL.

### **INFORMATION REGARDING YOUR CHILD**

Please bring one extra set of clothes for your child to keep here. We all have accidents!

Please don't bring toys from home. I can't be responsible if they get lost or broken and I **can't and won't go on a treasure hunt to look for something when it's time to go home!**

If your child would like to bring a special blanket to rest with, that's fine. All nap blankets and pillows are stored individually to prevent the spread of germs.

Please dress your child according to the weather. We need fresh air as a way to release our energy so we do go outside in all kinds of weather for different activities. They need to be warm so they can stay healthy. Let me know if you need coats, hats, etc, I can be on the lookout for extras.

### **TOILETRY AND DIAPERING**

I will assist you in helping your child become toilet trained. Children who need this assistance will need extra clothing that can be kept here. I'm not a fan of pull-ups for potty training but, prefer underwear. Potty training will require your help at home as well. It's confusing to the child if they are using the toilet at daycare and wearing diapers at home, it sends a mixed message to them.

Diapers and wipes are your responsibility to bring and I must have a supply on hand at all times. I will change diapers on a vinyl mat on top of my dryer. It will be disinfected with a bleach water solution after each use. There is a hand washing sink right next to the diapering area that is used only for washing hands and never food preparation. Diapers are disposed of in the Diaper Genie located right next to the diaper changing station. Gloves are worn during diaper changes and proper hand washing techniques are followed before and after diaper changes.

Diapers are changed at least every two hours, needed or not. More often if needed, we have NEVER had a child with diaper rash in my daycare!

### **INFANT CARE**

I will not prop a bottle while feeding. I will hold them and cuddle them!

To help prevent the chance of Sudden Infant Death Syndrome all babies in my care and put to sleep on their backs on regular pack and play mattresses. I do not have any cribs or crib bumper pads. I do not put stuffed animals in with them, or tight fitting blankets. All babies are checked on continuously while sleeping.

Babies in my care are also encouraged to use a pacifier. As recent research has shown, pacifier use **may** reduce the risk of Sudden Infant Death Syndrome.

Babies in my care are encouraged to crawl and explore. That's how they learn! They are not just put into an exersaucer and left alone! Walkers with wheels on them are against the law and are not used, ever, no exceptions!

All babies get regular tummy time as part of their daily routine. When babies are awake, we supervise tummy time at least three times per day. While babies are on the play mat on the floor, they are supervised at all times.

### **Effective March 31, 2012 per WAC 170-296A-7125 Infant Bottles**

**The licensee must:**

- (1) Use glass bottles or use plastic bottles labeled with a “1”, “2”, “4”, or “5” on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates.**
- (2) If heating a bottle, heat the bottle in warm water that is not more than one hundred twenty degrees Farenheit;**
- (3) Not use a microwave oven to warm the contents of the bottle;**
- (4) Clean bottles and nipples before each use, only with warm soapy water and a bottlebrush, or in a dishwasher;**
- (5) Keep bottle nipples covered if bottles are prepared ahead, and label the bottle with the date it was prepared;**
- (6) Not allow infants to share bottles or infant cups;**
- (7) Have a method to identify the individual child’s bottle or cup (We use blue masking tape)**
- (8) Keep the contents of a child’s bottle inaccessible to other children; and**
- (9) Throw away milk, breast milk, or formula if it has been sitting at room temperature for more than one hour.**

### **Effective March 31, 2012 per WAC 170-296A-7150 Breast milk.**

- (1) For breast milk to be used on the day received, refridgerate and label the breast milk container;**
- (2) If the breast milk is to be frozen, label the container with the child’s name and date the milk was brought to the child care. The licensee must:**

- (a) Store frozen breast milk at ten degrees Fahrenheit or less;
- (b) Keep frozen breast milk not more than two weeks;
- (c) Use frozen breast milk within twenty-four hours after thawing;
- (d) Thaw breast milk in the refrigerator, under warm running water, or in a container with warm water that is not more than one hundred twenty degrees Fahrenheit; and
- (e) Never thaw breast milk in a microwave oven or on the stove.

Effective March 31, 2012 per WAC 170-296A-7175 Bottle feeding infants.

(1) When bottle feeding, the licensee or staff must:

- (a) Test the bottle contents before feeding, to avoid scalding or burning the infant's mouth;
- (b) Hold infants when the infant is unable to hold his or her bottle;
- (c) Not prop bottles when feeding an infant;
- (d) Not give a bottle or cup to an infant who is lying down;
- (e) Feed infants on demand or based on the parent or guardian's recommended feeding schedule;
- (f) Stop feeding the infant when he or she shows signs of fullness and;
- (g) Not add medication, cereal, supplements, or sweeteners to the contents of the bottle unless prescribed by a health care provider.

(2) When an infant can hold his or her own bottle, the licensee or staff:

- (a) May hold the infant or place the infant in a semi-reclining or upright position during bottle feeding; and
- (b) Must be in the same room within visual range of the infant during feeding.

(3) The licensee or staff must take the bottle from the infant when the child finishes feeding.

Effective March 31, 2012 per WAC 170-296A-7200 Feeding solid food to infants.

(1) The licensee must consult with and have approval from the infant's parent or guardian before introducing solid food to an infant.

(2) When serving infants solid food the licensee or staff must:

- (a) Hold or sit the infant in a semi-reclining or upright position;
- (b) Not allow infants to share the same dish or utensil;
- (c) Stir and test for safe temperature after heating food and before serving;
- (d) Throw away any uneaten food from the serving container;
- (e) Serve solid food by utensil or let the child feed themselves; and
- (f) Feed the infant when hungry unless the parent or guardian gives written instructions for an alternative feeding schedule, and stop feeding when the infant shows signs of fullness.

## TRANSPORTATION / FIELD TRIPS

No transportation is provided at this time unless otherwise agreed between parents and myself. However, we do go on some great field trips occasionally and use the Mt. Adam's Transportation Bus

or my personal vehicle. Parent notification and permission slips are required for all field trips.

When we do take field trips, we ensure a staff / child ratio that will ensure supervision at all times.

Copies of children's files are also taken on field trips and include:

- (a) Emergency contact information;
- (b) Medical records;
- (c) Immunization records;
- (d) Individual medications for children who have them; and
- (e) Medication administration log;

We also take our first aid kit. We maintain the current requirements for insurance on our vehicle. All children are required to be in seat belts or car seats. Any driver holds a current drivers license. All children will be accounted for while getting into and out of the vehicle. No child will ever be left unattended in the vehicle.

We do go on occasional walks in our neighborhood and I do not require a specific permission slip for this. On the permission form you filled out, it has walks listed on it. There is an Elder Assisted Living facility in our neighborhood that is also licensed by Washington State. We do stop there and visit. The kids refer to them as "The Grandma's". They love visiting them and we've taken them several craft projects we've made in the past. This is a great way to build community and it's a wonderful memory maker not only for the kids; but for "The Grandma's" as well. The children are in constant visual **and** auditory range of myself and my staff (if applicable) and all employees there have also had background checks per Washington State Law.

## **STAFFING, TRAINING, CLASSES AND CERTIFICATES**

I will provide qualified staff to fulfill the staffing requirements and ratios in WAC 170-296A-5600 at all times during operating hours including off-site trips or when transporting children in care. I will provide any extra staff required when children are participating in water activities or activities near water.

In the event of my absence of more than seven days, parents will be notified in writing or verbally prior. In the event of my absence of more than four hours per day and reoccurring, I will also notify parents verbally or in writing. The majority of the time I am at work with my assistant other than an occasional appointment or meeting.

My staff and I maintain current Adult/Infant/Child CPR, First Aid, and HIV / Blood Borne Pathogen Certification.

All staff must follow the written policies in the staff handbook that they are trained on in the beginning of their employment. Parents are welcome to review our staff handbook if they so choose.

We have been tested for TB. We must according to State Law receive 20 hours of Early Childhood Education training, as well as an additional 10 hours of Early Childhood Education training each year.

Parents may have access to my training records, as well as staff training development records if they would like.

I have obtained my CDA (Child Development Associate Certificate).

In the event that I have an appointment, a qualified assistant (s) will be present at all times to ensure the safety and quality care for your child.

Staff will have their own sign in sheet located in the file where parents sign their children in and out daily. It is labeled staff. Each day, staff are required to sign in / out on the daily attendance record.

### **EVENING AND NIGHT TIME CARE**

Occasionally, I have children here for evening hours. In the event of night time care you will need to bring pajamas, or sweats and a shirt for child to sleep in. It is also a good idea to include their toothbrush that can be kept here.

Children spending the night will be slept on air beds and exceed the current WAC requirement for width and depth. Boys and Girls are slept in separate areas of the playroom.

I don't provide any bathing. Children use the bathroom for changing clothes in and have complete privacy in doing so.

I will be awake for all drop off's and pick up's. I will be awake until overnight children have fallen asleep. Overnight children sleep in our playroom, I sleep in my bedroom right around the corner with my bedroom door open so I am within auditory range at all times. All staff / child ratios are maintained at all times; including overnight care.

Overnight children are provided with beds (Air Beds) that meet or exceed WAC 170-296A-3800:

If the licensee is approved by the department to provide overnight care, the licensee must provide every child a bed or other sleeping equipment to sleep that:

- (1) Is safe and in good condition;
- (2) Is waterproof or washable; and
- (3) Meets the child's developmental needs

I do not have any bunk beds or loft beds in my home. All bedding is stored separately and laundered weekly. Exit doors remain unlocked when children are present for overnight care. Doors are equipped with monitoring devices that sound in the event they are opened.

### **LIABILITY INSURANCE**

I have opted out of Liability Insurance at this time and carry only Homeowners Insurance as well as Accidental / Medical Insurance purchased through my childcare association.

### **COMMUNICATION WITH PARENTS / OPEN DOOR POLICY**

I encourage open communication between the parent's and myself. If you feel there is something you wish to discuss with me please, feel free to do so. I am also available for telephone calls in the

evening if you have any questions; I do ask that phone calls be limited to before 8:00 p.m. so that I may enjoy my family time. I am more than willing to discuss anything with parents regarding their children and my business.

I also communicate with parents daily at pick up and drop off, through postings on our parent information board, through email, through our daycare facebook page, and by sending notes home. I will try to be supportive of parents through offering resources available to them. Open communication is the key to a positive childcare partnership!

At Just Like Home, we have an "open door policy" this means that parents are welcome anytime during the day or evening that we are open for business. Parents also have access to any licensed space both indoor and in outside areas of my business.

### **NO SMOKING POLICY / DRUG & ALCOHOL INFORMATION**

Per Washington State Law RCW 70.160 Clean Air Act. No smoking is allowed inside the home, in any outdoor or indoor licensed space, in motor vehicles while transporting children, or within 25 feet from any entrance, exit, window or ventilation intake of the home during operating hours.

We will not allow anyone on the premises to have any illegal drugs, consume alcohol during operating hours, be under the influence of alcohol or illegal drugs, misused prescription drugs at any time when working or in the presence of children in care. All alcohol, in either open or closed containers shall be inaccessible to children.

### **GUNS / WEAPONS**

We have no guns or ammunition on our property that permits are required for.

### **PETS**

We do have one outdoor dog. She is a Newfoundland and is non aggressive. She is current on vaccinations. She mostly stays in her kennel area during daycare hours. When she is not in her kennel, she wanders on our property but is not generally in the daycare yard without supervision. Children will wash their hands after they have come into contact with our pet.

You may have noticed we also have a chicken coop in our play yard. They are totally fenced in and the children have no direct access to them. They can see them, hear them, and they love to feed scraps to them through the small door in the front of the coop but, they don't pet or touch them. I clean out the inside of the coop as the weather allows. Their names are LuLu, Sally, Betsy and Waffles (courtesy of the kids!).

### **PESTICIDES**

We do not use any pesticides at Just Like Home Childcare, Inc. In the event, we were to use an outdoor bug spray for example; it would be after childcare hours and parents will receive a 48 hour notice prior. We use no lead based paint.

## **POND**

You may have noticed our Koi pond as you enter the childcare. It's on the other side of our patio entirely surround by a 5 foot fence on one side, 20 foot fence on the other side, and more 5 foot fencing on the back side of it. The fence slats are 3.5" apart as required by WAC 170-296A-5225. There is no way children can access it, yet they can still hear the waterfall running. It has been approved by The Department of Early Learning as it is not accessible to the children I provide care for.

## **HOT TUB**

We do have a hot tub on the back patio off of my bedroom. It is covered and locked at all times during operating hours and they children do not access it. Sometimes during the year it is also empty.

## **WILDLIFE**

Due to the location of where we live, occasionally...we may have some wildlife. We are even a "Certified Wildlife Habitat" through the National Wildlife Federation. This is because we have bird feeders, houses, and blackberry bushes on the outside of our property perimeter that wildlife feed on.

I'm sure some of you have seen Rabbits, Quail, Deer, etc. A few years ago, there was even a bobcat that was seen walking down the street.

We have also had Rattlesnakes in the road and I'm happy to say only once in many years at this location has one been on the concrete patio. (My husband killed it for us!)

I realize this is alarming especially with children and I have done and will continue to do everything in my power to prevent poisonous snakes from coming into the play yard. I check outside daily before the children go outside to play. I move toys away from the concrete wall and check behind it. We keep our lawn mowed short and weeds cut down. We keep the patio (s) clean, swept and free from debris. The point is, I am happy about wildlife in the yard...just not snakes! I am doing everything in my power to prevent any accident from happening.

I have also been informed by Skyline Hospital that they keep four doses of anti venom in their Emergency Room.

We talk to the children and explain to them that if they see a snake, bunny, bird, or any animal in the yard, please DO NOT try to catch it, instead tell an adult. We also tell them if they do see a snake, STOP what they are doing and slowly walk backwards away from it. We are ALWAYS outside with the children but, we need them to be aware also.

This is not meant to scare any of you, I am simply informing you that wildlife does exist and I am aware of it and it is my intention to keep every child safe and free from any harm! Please feel free to ask me any questions you may have about this issue.

## **VACATION**

I will not charge you for a one week vacation during the year. I will need at least a one month notice prior to any vacation days you have planned.

In order for me to take care of myself so that I may take excellent care of your children, I will be closing for one week during the year to take a vacation myself. I am also closed the week of December 24-January 2. I will allow you plenty of time to make back up childcare arrangements but, I will be closed during my vacation time.

**TIME SLOTS AND DAYS NEEDED FOR CHILDCARE**

These are the days and times my child will need childcare:

Monday from \_\_\_\_\_ to \_\_\_\_\_

Tuesday from \_\_\_\_\_ to \_\_\_\_\_

Wednesday from \_\_\_\_\_ to \_\_\_\_\_

Thursday from \_\_\_\_\_ to \_\_\_\_\_

Friday from \_\_\_\_\_ to \_\_\_\_\_

Total flat rate is \$\_\_\_\_\_ per day.

I understand I will be charged this daily rate regardless if my child was in attendance or not.

I have read all of the Policies and Procedures listed in this contract. By signing this agreement, I agree to all that is listed here. Please initial each page of my Policies and Procedures are return to me. I'm happy to provide you with a copy as well.

The days we have discussed for payment are the 15<sup>th</sup> and the last working day of the month. I understand that a late fee may apply if I am late with payment and that fee is \$10.00 per day until my account is paid in full.

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

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

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

Thank-you for choosing Just Like Home Childcare & Preschool, Inc. for your childcare needs.

Kathy Miller / Owner

