

DAISIES HOME DAYCARE

Live. Laugh. Learn

PARENT POLICY HANDBOOK

LICENSED HOME DAYCARE

16218 22ND AVE W LYNNWOOD, WA 98087

HOURS: MONDAY TO FRIDAY 8 AM – 5 PM

PHONE: (425) 772 – 9279

WEBSITE: www.daisieshomedaycare.com

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This handbook has been approved in partnership with the Department of Children, Youth and Family
(DCYF)

Welcome to Daisies Home Daycare

Welcome to Daisies Home Daycare. I have prepared the following handbook as an informative guide for parents, so that they know and understand my childcare philosophies, business and my expectations so that there will be no misunderstandings later. Please take time to read through this handbook carefully and feel free to discuss any questions or comments that you may have about it with me. I want to make our relationship as pleasant as possible, so please let me know of any concerns you may have right away so that they can quickly be resolved.

Revisions to Handbook and Contract

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. I reserve the right to make changes in rates and policies, as I deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes. Thanks.

Mission Statement/Philosophy:

Philosophy

The early childhood years are very critical for any child's development. As a licensed Childcare Provider, my most important task will always be to nurture developmental growth in a positive and effective manner.

As a Childcare Provider I incorporate these tenets into my service:

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

Daisies Home Daycare has over 18 years of providing licensed childcare services. I (Khawla) modified my home with the daycare in mind. With a fenced back yard with lots of room for children to play with toys, and a wide range of child development toys, books, art materials, and plenty of children furniture.

Dual language learning:

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

My mission is to create and maintain a quality daycare that prepares children, emotionally, academically, socially, and physically for the future. Our home daycare provides a safe and clean environment for children. Our goal is to provide the resources each child will need for their long term success in life and an environment that focuses on the individual child's age and ability to stimulate social, cognitive, physical and emotional growth.

About Me/Experience

My name is Khawla Alzeir and I am the Licensed Childcare Owner and Provider of Daisies Home Daycare. I have been working with children for over 18 years as of now. Along with being a mother, I started off teaching at a private Montessori School in Seattle. Then I went to work at a Childcare Center. From my experience working at both places I found great joy working with children so I went on to open my own licensed home daycare business in 2003.

My Training & License: WAC(110-300-0010, 110-300-0355)

The State of Washington requires that I take annual training on topics related to caring for young children (including: CPR, First Aid, HIV, 20 Hours Stars). Feel free to ask me about my training.

Non-Discrimination Statement: (WAC 110-300-0030)

I do not discriminate in my enrollment and hiring practices or in the care of children because of race, color, gender, ethnicity, origin, age, religion, etc.

Promoting Acceptance of Diversity (WAC110-300-0160)

Promoting acceptance of diversity is very important to us. We aim to provide culturally and racially diverse learning opportunities, through curriculum, activities, and materials that represent all children, families, and staff.

Hours and Days of Operation

Daisies Home Daycare is open from 8 am to 5 pm. Monday thru Friday.

Overnight Care: (WAC 110-300-0270)

There are no overnight care services at our facility.

10 Hour Care Limits

Daisies Home Daycare has a ten-hour care limit a day.

Holiday Observance

Daisies Home Daycare is closed on the following holidays:

- January: New Year's Eve, New Year's Day, Martin Luther King Jr. Day
- February: President's Day
- May: Memorial's Day, Child Care Provider's Day
- June: Juneteenth
- July: Independence Day
- September: Labor Day
- November: Thanksgiving Break (Thursday + Friday).
- December: Christmas Eve, Christmas Day

- Plus my Islamic holidays (Eid Al Adha + Eid Al Fitr) both fall on different months each year - staff and parents will be notified at least two weeks in advance.
- Two week annual vacation: At least two week notice will be given.

Admission Requirements

Rates:

Ages	Prices	Drop-In
Infants	F: <i>Call for rates</i> P: <i>Call for rates</i>	Drop-In: <i>Call for rates</i>
Toddlers and Older	F: <i>Call for rates</i> P: <i>Call for rates</i>	Drop-In: <i>Call for rates</i>

Introductory Visit:

Each new family needs to visit my home at least one time prior to enrollment. Please call in advance to schedule a visit.

Trial Period:

The trail will be two weeks. This period is used to observe the child’s adjustment to care and to talk about concerns. . This is generally sufficient time to make sure that the child is going to do well in child care. I will talk to you daily about your child’s day. If it becomes apparent during this trial period that your child has needs that I cannot meet, then the enrollment will be terminated.

Wait List:

In the event we cannot immediately offer your child a space in the program, the child’s application will be kept on file in a wait list. Parents will be contacted as space becomes available and can decide at that point whether to enroll. There is no fee to be included in the waitlist.

Enrollment Policy:

There are several forms that I must have completed and in my possession before I can assume the responsibility of caring for your child.

NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from me. The forms are as follows:

- ChildCare Home Registration
- Certificate of Immunization Status (to be updated yearly)
- Permission Authorization (Photography & Video Recording)
- ChildCare Agreement
- Parent Handbook Signed Agreement Form

You are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Enrollment Supply List: A print out of all supplies needed will be provided along the enrollment forms. It is also available to all on our website under the enrollment tab.

Deposit and Registration Fees:

Security/Registration Deposit: I require a non-refundable deposit fee of **\$250** and **first month payment** to reserve your child's spot in my daycare.

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 First DAY they start. Special payment terms are negotiable on occasion and will be defined in the contract.

Receipts and Taxes:

I will give you a payment receipt when you pay for childcare upon request

Back-Up Child Care

I recommend that you have access to an alternative childcare arrangement. You may need to care if I am ill or when I am on vacation. If I am ill, you will be notified as soon as possible, so that you can make other arrangements. Same goes with vacations; you will be notified at least two weeks in advance.

Vacation and Absence Policy:

You are required to give two weeks advance notice for vacation

I will give you at least two weeks advance notice of my vacation schedule

Please call and inform me when your child will not attend due to illness or some other event

Please advise me upon enrollment if you plan to remove you child from childcare for any length of time.

Vacation Pay:

We do not decrease tuition for vacation. Our expenses remain the same whether or not your child is here. If you withdraw your child for an extended vacation month(s) without paying the tuition (or taking the deposit with a two-week notice) we are unfortunately unable to guarantee that your space will be available to you, should you wish to return.

My Vacation:

I'm entitled to a two week vacation every year. Parents/guardians will be notified at least two weeks in advance.

Field Trips and Transportations(WAC 110-300-0480)

- We do not offer neither transportation nor off site field trips. The Safety of the children is top priority. Our play area is beautiful and spacious both indoors and outdoors.
- Children will remain on the premises at all times.
- Transportation to and from childcare is the responsibility of the parents. Children are only released to parents, guardians, or people who are listed as alternative drivers on the child's Home Register. The parent or guardian will be required to sign in and sign out their child using their full name. They must also list the date and hours the child is in childcare. The sign-in/sign-out records will be kept in the attendance log binder. Children will not be released to anyone who appears to be under the influence of drugs or alcohol. If a parent insists upon picking up his or her child under these circumstances, the Lynnwood Police will be notified.

Termination & Expulsion Policy: (WAC 110-300-0485)

Termination:

You are required to give me two weeks' notice of your intent to terminate care. The deposit is non-refundable.

Expulsion Policy:

At Daisies Home Daycare we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a child exhibits behavior that presents serious safety concerns 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. The Department will be notified of the expulsion.

- Example:* such as on-going biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility and other behaviors.

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

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

** Other conditions that will cause child care to be terminated:

- Continual late payment
- Not respecting childcare setting and policies (child/parent)

Continual late pickups

Arrival and Departure Policy

You will arrive and pick up your child from the Daycare entrance (around the back, the yellow gate) Please identify on the ChildCare Home Registration who is authorized to pick up your child. I will not release your child to any person without your written permission or a confirmed telephone call in the case of an emergency. The person picking up your child MUST have identification.

Indoor Early Learning Program Space: 110-300-0130, 110-300-0165, 110-300-0354

Our indoor space meets state requirements and complies with space capacity guidelines. The space is safe and appropriate for activities

Outdoor Early Learning Program Space: 110-300-0145, 110-300-0146, 110-300-0147, 110-300-0165

Our facility is compliant with state outdoor safety requirements. Outdoor play space promotes a variety of age and developmentally appropriate active play areas for children in care. Activities encourage and promote both moderate and vigorous physical activity and our play areas are enclosed with a fence. Weather conditions and outdoor hazards are also compliant, children will be dressed appropriately for weather conditions during outdoor play time.

'Open Door' Policy:

I maintain an open door policy for parents. This means that you are always welcome to call and come to see your children at any time during regular childcare hours. Daycare main entrance door is unlocked for the safety of your children. It's the law WAC 170-296A-4400 & WAC 170-296A-4525. I use a chime, bell, alarm, or other device as an alert method. I also do not want little ones leaving the daycare unsupervised. You are required to let me know of your presence before entering the premises. I would appreciate you taking into consideration my schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children. If at all possible it would be appreciated if you gave me a call or let me know that you wanted to stop by but not necessary.

Sign In and Out

I am required to have all parents sign in and out for pick-ups and drop-offs each day. A sign in/out sheet, pen and a clock are located by the door for your convenience. This gives me a written record of the child's attendance, hours and the person who brought/picked up the child each day.

Late Pick-Up Policy:

The late fee for picking up a child late is \$10 starting five minutes after being late. We understand traffic can be bad at times, but we do REQUIRE a phone call letting us know a parent/guardian is running late. Daycare closes at 5pm every day, if no parent calls to notify, and no one picks up including emergency contacts, daycare provider will have to call the Police Department for the safety of the child at an hour of being late (7pm)

Schedule (WAC 110-300-0360)

8 AM - 9 AM: DROP OFF & FREE PLAY
9 AM - 9:30 AM: WASH UP & BREAKFAST
9:30 AM - 10:30 AM: CIRCLE TIME & ALL ABOUT TODAY
10:30 AM - 11 AM: OUTDOOR PLAY
11 AM - 11:30 AM: PLANNED ACTIVITY & LESSON /CRAFT
11:30 AM - 12 PM: LUNCH TIME
12 PM - 2 PM: NAP/QUIET TIME
2 PM - 2:30 PM: MUSIC/MOVEMENT ACTIVITY
2:30 PM - 3 PM: ART & SENSORY PLAY
3 PM - 3:30 PM: EVENING SNACK & STORY TIME
3:30 PM - 4 PM: FREE INDOOR PLAY & CLEAN UP
4:30 PM - 5 PM: OUTDOOR PLAY & PICK UP

Infant & Toddler Program/Activities: (WAC 110-300-0150, 110-300-0295, 110-300-0296)

children in care will be provided with early learning materials that are age and developmentally appropriate. Each age group of children in our care will have access to a variety of materials that satisfy individual, developmental, and cultural needs.

Water Activities: (WAC 110-300-0350)

All supervision requirements will be met during planned water activities by myself and staff members. A 1:1 staff to child ratio will be implemented at all times.

Nap/Quiet Time - (WAC 110-300-0265)

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. Rest time is 12 PM TO 2 PM. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. No child will be forced to sleep/nap. I will work with you to discuss your child's sleep patterns and needs. I must allow infants and toddlers to follow individual sleep schedules. Each child has a mat to sleep on and I have blankets for children to use. Infants are in cribs with a small single pile blanket. If your child wants their own blanket that is fine to bring in but it must go home on Friday to be washed.

Television, Video and Computer Use: (WAC 110-300-0155)

TV time is very minimal in our facility, but if provided, material will be educational, developmentally and age appropriate, nonviolent, and culturally sensitive. Children will not be required to participate in screen time activities. Alternative activities will be provided to children in care when screen time is offered. Total screen time will not exceed two and one-half hours per week for each child over twenty-four months of age through preschool in full-day care.

Parent & Provider Communication & Engagement:(WAC 110-300-0055, 110-300-0065, 110-300-0085)

Communication is very important to me and is a key to a successful child care arrangement. The parent and the provider need to have a good working relationship so they can communicate and work together. Parents and the provider need to exchange pertinent information in the child's life, such as changes in routine, special events or activities as well as changes such as death, divorce, separation, moving, visitors and any other changes that would or might affect your child. All of this information is very important in understanding the child's feelings, behavior and well-being. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child/children. Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. **Conferences will be scheduled as a routine twice a year part of your child's care;** however, should you like to have a conference, you may request one at any time outside of your child's regular daycare times

School Readiness and Family Engagement Activities: (WAC 110-300-0065)

I will be providing, at least once per calendar year, kindergarten or school readiness materials when developmentally appropriate for enrolled children. Upon request we will work with you to create a transition plan to help make it smoother for your child. If you need additional information about what school your child will be going to please check local school districts online for zoning.

Children's Records:

Information on how children's records are kept current:

Including: Immunization Records

Each year in September, parents will be required to complete a new Enrollment paperwork and submit updated immunization records to Daisies Home Daycare. In addition, parents are required to inform Daisies Home Daycare if any of the information on their enrollment paperwork changes for reasons such as, but not limited to, a move, a phone number change, a change of employment, divorce or separation, changes to emergency contacts and their contact information (phone number).

Confidentiality policy including when information may be shared (WAC 170-296A-6275)

Information about children in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children.

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

We do not have any surveillance cameras. If one is installed at any point I will inform you before. We do take pictures of the children to display in the childcare room and on the website gallery page. All families will be required to fill out a form allowing or opting out their child to be photographed/filmed.

Behavior Management and Discipline – Restraint Policy (WAC 110-300-0490)

All staffs at Daisies Home Daycare will be trained on the following policy and practices:

- When problems do arise, the provider calmly reminds the children of the rules and helps the child come up with a solution for avoiding the situation next time.
- Young children are not always able to fully express their feelings. We work to help them find the words to describe how they feel and what they need. This generally solves any problem as once the child feels (s)he is understood, the frustration quickly dissipates.
- If a child is too upset to immediately return to the group or activity, they are asked to spend some time on their own until they feel ready to return to the group or resume the activity. We encourage children to draw or play with play-doh during this time, as both of these activities are healthy and safe outlets for frustration.
- 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.
- Children are never scolded, shamed, threatened or physically punished in any way. Spanking or any form of corporal we, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.
- If a child's behavior becomes an ongoing issue, I will confer with the parents using the following steps:
 - Calling a parent/teacher conference to discuss the issues and come up with a plan for resolving them.

Prohibited behavior, discipline, and physical removal of children. - 110-300-0331

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. At this facility we will work to maintain positive relationships with children by using consistent guidance techniques to help children learn. 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. We will supervise closely to protect children from the harmful acts of other children and take steps to prevent anyone in our facility from doing harm to children. Once you become aware of any inappropriate conduct by any adult at the facility you must report it to myself and if it raises to the level that you believe a child has been abused you also must report it to Children's administration at 1-866-END-HARM (1-866-363-4276)

All staff and volunteers will be trained on our facilities discipline policy and must-read and acknowledge an understanding of WAC 110-300-0325, 0330, 0331.

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

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

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

Time-Outs/Separation:

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

Here is what we do:

- First, we give the child a verbal warning if he or she is misbehaving: "Stop pulling Megan's hair or we'll have to have a time-out."
- If the child persists, we say, "Okay, time-out for pulling Megan's hair" and immediately take the child to the time-out place. The time-out place is safe, a spot that is isolated from the other children, but within sight of me.
- We don't scold, lecture, or talk to the child on the way to the time-out place, except to say, "Time-out for pulling hair."
- The time is of short duration: only about one minute per year of the child's age. But even this short time in the corner is amazingly effective, for it gives the child (and you!) a chance to calm down.
- During the time-out, the child isn't allowed to interact with you or any of the other children (except, of course, in the case of an emergency).
- When the time-out is over, we welcome the child back to the group and do not scold the child further or mention the problem behavior.

Care of Young Children

Separation:

We at Daisies Home Daycare are aware that sometimes children have difficulty separating from their parents, especially if this is their first daycare experience. We are fine with parents staying longer to help their child separate, although we find that sometimes this only prolongs and heightens the child's (and parent's) anxiety. You know your child best, and we respect your decision to stay or leave. Sometimes it helps children to wave goodbye to mom and dad out the window/door as they're leaving. Mostly what works best is getting the child quickly engaged in something interesting. We are always there with a hug or a cuddle when it's needed. We've seen plenty of tears and tantrums through the years at separation

time, and the child almost always stops crying within minutes of the parent leaving, so please, leave with a clear conscience – your child will be fine, and most likely will have a terrific day without you.

Child Abuse Reporting (WAC 170-296A-6275)

I am required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or my local law enforcement agency immediately (without prior notification to the parents involved). I will also inform my licensor.

Meals and Snacks (WAC 110-300-0180)

All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines. It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods and/or beverages and provide written instructions (the 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. Typical menu items are listed below. I will work closely with you on your child's transition to solid foods when appropriate..

Parent or guardian provided food and written food plans WAC 110-300-0190

Packed lunches brought from homes are allowed and are what most choose to do.

- A written food plan is completed and signed by the parent or guardian and by me.
- A written food plan is not required for infant formula, breast milk or baby food supplied by the child's parent or guardian.
- A written food plan may include accommodations for:
 - The child's medical needs.
 - Special diets, religious or cultural preference or family preference.
- Home canned foods are not allowed to be served.
- Safe drinking water will be served.
- Whole milk will be served to children 12-24 months

Sample Menu:

- Breakfast: Cereal with milk
- Lunch: Peanut butter and jelly sandwich, juice/milk
- Snacks: Cheese sticks, apples, carrots/crackers with milk
- Dinner: Veggie, rice, chicken and fruit

Tooth Brushing Activity: (WAC 110-300-0180)

At least once per day, we offer children an opportunity for developmentally appropriate tooth brushing activities. Upon enrollment families will have the option to choose to participate or opt out their child by signing a yearly written form. Tooth brushing activities will be safe, sanitary, and educational and age appropriate. Toothbrushes used will be stored in a manner that prevents cross contamination.

Food Handling Practices (WAC 110-300-0195)

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

Dishwashing Practices: 110-300-0197

Dishes are washed daily in a dishwasher.

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

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served. I do not use or allow cookware containers to be used to cook or reheat food in a microwave oven, unless the container is labeled by the manufacturer as "for microwave use," "microwave safe," or similar labeling. I use disposable plates and when a child is finished, the plate is thrown away. I keep utensils and other utensils that may cause serious injury or a choking hazard inaccessible to children when the utensils are not in use. I do not serve food to infants or toddlers using polystyrene foam (commonly known as Styrofoam) cups, bowls and plates. When I use a bleach solution to sanitize surfaces, the solution is one tablespoon of chlorine bleach to one gallon of cool water.

Professional Development, Training & Requirements: WAC 110-300-0100, 110-300-0105, 110-300-0106)

We will maintain the State required staff to child ratios at all times. If I need to be absent for any amount of time, you will be notified. Any Staff who covers for me in my absence will meet all State requirements to care for the children, and be fully trained according to State requirements and on the policies and procedures of our program. You may ask for access to our staff training and professional development records. If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified in writing. My self and all staff members will be completing yearly continuing training per state requirements. Yearly Safe Sleep Training, maintaining First Aid/CPR and Food Workers Permit. Provider will complete ten hours of annual in-service training. Child development training includes the following Washington state core competencies: Child growth and development, curriculum and learning environment, ongoing measurements of child progress, family and community partnerships, health, safety, nutrition, and interactions. Feel free to ask for more information regarding staff training records. All staff and volunteers will also be provided with a staff policy handbook and all state required guidelines will be implemented and there will be staff oversight.

Prohibited Substances (Alcohol, Drugs, Smoking & Vaping: (WAC 110-300-0420)

No illegal drugs are allowed on the premises. Alcohol may not be consumed during business hours. No one under the influence of drugs or alcohol may be in the presence of the children at any time.

Parents/guardians are not allowed to pick up children if alcohol or drug use is indicated by behavior and/or smell. In that event Daisies Home Daycare supervised staff and provider will not allow the child to leave with the person or persons under the influence and names listed on the child's emergency form will be contacted to come pick up the child. If a person leaves with a child while they appear to be under the influence, I will call 911.

- Smoking, vaping and the use and visual possession of tobacco and unapproved nicotine delivery products are prohibited on our property during business hours
- Smoking or vaping are not permitted. Caregivers, on-site parents, or volunteers are not allowed to smoke during child care hours. (WAC 110-300-0420) No clothing that smells of smoke will be worn when working

Guns or Weapons (WAC 110-300-0165)

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

Pets in the Home

No pets at Daisies Home Daycare.

Emergency & Fire Preparedness and Evacuation Plan :(WAC 110-300-0470

You will find our program's evacuation plan posted on the Parent Board. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home so you are aware of our emergency and natural and unnatural disasters /evacuation procedures. I have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. I continually check my home for potential hazards on a regular basis. My emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate. We are also less than 5 minutes away from a fire station (Martha Lake Fire Station)

Power Outages:

Power outages at our house are very rare, but we are always ready in case. There are flashlights located in the kitchen, living room, bedroom where the children sleep. If the power remains out for some time, there are non-perishables located in the kitchen that will be given to the children to eat. If the weather is snowy, or very cold and the house is getting too cold for the children, you will be called to pick up your child. I will do everything in my power to keep your child safe, warm and calm.

Emergency Supplies Include:

- Drinking water
- non-perishable food
- first aid supplies

- battery operated radio
- flashlights and extra batteries
- fire extinguisher
- diapers and formula for infants
- emergency documents and phone numbers
- garbage bags

First Aid Supplies: (WAC 110-300-0230)

There is a complete first-aid kit in the licensed space, stored in a location that is easily accessible to staff

Safe Water Sources: (WAC 110-300-0235)

Hot and cold running water is accessible at home.

Injury or Medical Emergency Response and Reporting (WAC 170-296A-3575, 3600 and 2275):

- My staff and I have First Aid, Infant, Child, and Adult CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
- Minor cuts, bruises, and scrapes will be treated. Parents will be notified. With some minor injuries parents will be called to help decide whether the child should go home.
- In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will then notify you as soon as possible and tell you where your child is being treated.
- If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department of Social and Health Services Licenser and child's social worker, if any. You will be given a copy.

Medication Management (WAC 110-300-0215)

All medications (prescription and non-prescription) shall be administered only by written approval from the parent or guardian. A Medication Treatment Authorization form (Authorization to administer Medication) must be completed. This form must be initiated and dated every 30 days for ongoing permission for over the counter medications.

Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician. Medications must be in the original container. The container must have the patient's name, doctor's name, instructions and date of expirations.

Medications are kept in a locked area away from access and if necessary in a container in a fridge.

Doctor's permission is not required for non-prescriptions drugs depending on the child's age and over the counter medication, Antihistamines, Non-aspirin pain relievers and fever reducers, Cough Medicine, Decongestants, Anti-itching creams, diaper ointments and powders, Sunscreen.

Nonprescription medication not included in the categories listed above, taken differently than indicated on the manufacturer's label, or lacking labeled instructions shall only be given if authorized in writing by physician.

Any medicine taken by mouth for children under two will need written permission from the doctor.

A detailed record will be kept of all medicines given to the child at the child care.

Cleanliness and Hygiene:

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. I use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. I wash my hands frequently and also use antibacterial gel. Infants sleep in separate cribs or pack & play, with clean sheets used only by them. Beginning at about age 2, washable nap mats are used. Each child has a separate nap mat, with sheets, blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary). Children use separate cups, plates, bowls and eating utensils that have been washed in the dishwasher and dried on the heat setting. High chair trays, tables, etc. are disinfected after each use

Diapering/Potty Training: (WAC 110-300-0221)

All children will have their own containers for diapers, labeled wipes, and any labeled creams that you provide. Children should be checked for wetness upon arrival and will be checked hourly. Children that are being potty trained will be sent each hour at first, then every two hours. They will be trained directly on the child seat on the toilet, as our bathroom is set-up for this. Children in diapers will be changed on a sanitized changing station. Dirty and soiled clothing will be placed in a plastic bag. Due to health regulations we will not rinse soiled clothing out. Dirty diapers will be disposed of in a proper garbage can with a lid. 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.

Health And Safety Procedures For Children And Staff: (WAC 110-300-0205)

Children and staff with the following symptoms will be excluded from daycare.

Temperature of 101° F by any method for children 2 months or older (or 100.4 ° F for an infant younger than 2 months) AND who also have one or more of the following:

- headache
- earache
- sore throat
- rash
- behavior change
- Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice, ringworm, or scabies was discovered.

- other sign of illness
 - vomiting on 2 or more occasions within the past 24 hours
 - diarrhea (increased fluidity and/or frequency of bowel movements relative to the person's usual pattern) occurring two times above normal for that person within 24 hours; or one stool containing blood or mucus
 - a rash not associated with previously diagnosed heat rash, diaper rash, or allergic reaction
 - open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sore with drooling
 - a child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness
 - symptoms of illness that prevent participation in regular activities or require a greater level of care than can be provided at the child care without compromising the health and safety of other children

Temperatures are taken with a digital forehead thermometer. No rectal nor ear temperatures are taken.

Parents will be notified in writing when their children have been exposed to infectious diseases or parasites/lice. The notification is provided to parents by:

- emailing parents
- placing copies by the sign-in book to take
- posting on the door

Depending on the particular illness or injury, staff and children will be readmitted to the program when they no longer pose a disease risk to others and can participate in program activities. Criteria are dependent on the condition and may include, but are not limited to:

- they no longer have symptoms
- they have been without fever for 24 hours without being treated by an antipyretic such as acetaminophen or ibuprofen (e.g. Tylenol, Advil)
- 24 hours have passed since starting appropriate treatment
- they no longer have discomfort
- the child care has been advised by a Public Health Nurse on communicable disease exclusion guidelines for child care
- when provider or staff person has been diarrhea-free for at least 24 hours (ideally 48 hours) if preparing food at the child care (or have children bring food from home that does not need to be handled by the caregiver until the caregiver has been symptom free for 24-48 hours) - CDC
- they have a note to return from their health care provider

Following surgery or injury requiring medical care, a note from the physician stating that the child may return to routine child care activities and environment may be required.

Reporting and Notifying Conditions to Public Health: (WAC 110-300-0205)

I am required to notify the Department of Health, my licensor, and all families of children at Daisies Home Daycare within 24 hours if there is an outbreak of a communicable disease in the school, or in my family.

Licensed child care facilities are required to report certain communicable diseases, called notifiable conditions, to their local public health department and to their licensor. The following is a partial list of the diseases that must be reported. Access the Washington State Department of Health website for a [complete list of notifiable conditions](#) that must be reported. Children and adults who have a reportable disease may not be in attendance unless approved by the local health department.

The following communicable diseases will be reported to DCYF assigned licensor, giving the caller's name, the name of the child care program, address, telephone number, and name of child involved:

Animal bites	Listeriosis
COVID-19	Measles (rubeola)
Diphtheria	Meningococcal disease
Food or waterborne illness	Pertussis (Whooping cough)
Haemophilus Influenza Type B (HIB)	Salmonellosis
Hepatitis A (acute infection)	Shiga toxin-producing E. Coli (STEC), including
Hepatitis B (acute and chronic infection)	E. Coli 0157:H7
Hepatitis C (acute and chronic infection)	Shigellosis
Influenza (if more than 10% of children and staff are out ill)	Tetanus
	Tuberculosis (TB)

Should a child at the child care be diagnosed with a reportable disease and expose others, the local health department will provide the child care with a letter that must be given to all parents and legal guardians in accordance with the health department instructions. Delivery of this information to parents will be the responsibility of the provider.

Snohomish County: The child care provider may also consult with the Child Care Health Outreach Program at the Snohomish Health District at 425-252-5415 for information about common childhood illnesses that are not reportable, disease prevention, and guidance to determine when a child or staff member should be excluded and when they may return to the child care.

Children's Health Records (WAC 110-300-0460)

Each child's file will contain:

- Identifying information about the child, including date of birth ([WAC 110-300-0460-2a](#))
- health, developmental, nutrition, and dental histories ([WAC 110-300-0460-4b](#))
- date of last physical exam ([WAC 110-300-0460-4f](#))
- health care provider and dentist names, addresses, and phone numbers ([WAC 110-300-0460-4e](#))
- allergies ([WAC 110-300-0186-1](#))

- Individualized Care Plans for special needs or considerations (medical, physical, or behavioral) (WAC 110-300-0460-4b)
- list of current medications and medication logs (WAC 110-300-0460-4c)
- current immunization record (CIS form) (WAC 110-300-0210-2a)
- consents for emergency care and authorization to take the child out of the facility to obtain emergency health care (WAC 110-300-0460-4g)
- preferred hospital for emergency care (WAC 110-300-0460-4e)
- incident and injury reports (WAC 110-300-0460-4i)

The above information will be collected by the provider before a child enters the program and will be updated annually or sooner if changes are brought to the provider's attention. (WAC 110-300-0460-1)

If more than one adult cares for the same child during the day will share any applicable health or development information as needed. (WAC 110-300-0110-3)

COVID-19 Child Care Health Policy Addendum

- Excluding ill children and staff: During a pandemic, exclusion criteria and procedures are more strict. In addition to following usual exclusion guidelines, a child should also be excluded from care if they have one or more COVID symptoms
- Health Screenings: parents should screen their children for signs of illness before bringing them. Children exhibiting symptoms should not be in care
- Close Contacts: Children or staff that are considered a close contact of COVID-19 should quarantine per DOH and local health department guidance. Close contacts are those that have been within 6 feet of a COVID-19 case for 15 minutes or more cumulative minutes (regardless of whether a mask was worn) or obvious exposure such as being coughed or sneezed on. Please work with your local health department to determine when a child can return to care after an exposure. Note: if the close contact lives in the same home as the case, the quarantine period for the close contact typically starts at the end of the case's
- isolation period.
- COVID-19 Case: Children or staff that test positive with COVID-19 need to stay in isolation until 24 hours after fever is gone without using medicine and other symptoms have improved and 10 days have passed after the symptoms started. Cases without symptoms must quarantine for 10 days from their test date.
- COVID-19 is a reportable disease and must be reported to your local health department. For Snohomish Health District call 425-252- 5415 to report.

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

The best way to reduce the spread of germs is by using good handwashing practices and washing hands often. We will assist and teach your children to wash their hands. We will use both handwashing procedures defined by the United States Center for Disease Control and Prevention and the Snohomish County Health District hand washing steps. We will have kid friendly hand washing posters at all sink stations.

Hand sanitizer will be used in accordance with WAC 110-300-200 and will not be substituted when regular hand washing procedures can be practiced and can only be used by children over twenty-four months and for whom I have a signed parent permission on file. Hand sanitizers will not be within reach of the children.

Cleaning and Disinfecting (WAC 110-300-0240)

Cleaning, sanitizing and disinfecting practices include daily sanitizing all toys and eating utensils that are mouthed by children. Tables and all food prep surfaces are sanitized before and after each meal, snack or other messy play activity. Carpets within the school space are vacuumed daily and undergo a deep clean at least once a year. When using a bleach solution to disinfect, I follow the proper ratio of: ¾ teaspoon of chlorine bleach to one quart of cool water.

Blood Borne Pathogen Plan

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated and then properly dispose of all waste. All persons exposed will wash hands before returning to class.

Infant & Toddler Care: (WAC 110-300-0275, 110-300-0285)

Upon enrollment all families will provide and maintain their child's supplies. We will notify you of any shortage in supplies for restocking. Supplies list will be provided along with enrollment forms.

Individual Care Plan (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. The list of items required in the individual care plan are listed under the WAC 110-300-0300 and will be provided in print upon its need.

Infant Feeding, Bottle Preparation & Breast Milk - (WAC 110-300-0280, 110-300-0281, 110-300-0285)

- Feeding of infants will be provided on an individual basis agreed upon by the parents and me.
- Parents are responsible for providing bottles, plastic bottle liners, commercial formula, and baby food. I will rinse the nipples and bottles when they are empty, but parents are responsible for sanitizing them.
- Bottles must be clearly labeled with the date and infant's first and last name for daily use. Bottles will be immediately refrigerated. If formula is used, parents must supply labeled formulas
- We support families as their children transition from formula and breast milk to eating solid foods at the table. We will consult with the parent or guardian to implement a feeding plan for

infants and toddlers at each step of this process. We will provide educational materials and resources to support breastfeeding mothers and nutritional information on infant formulas. All infants and toddlers will eat when hungry according to their nutritional and developmental needs, unless medically directed.

Breast milk: (WAC 110-300-0281)

- Must label the breast milk container with the child's first and last name and the date received
- Thawed breast milk that has not been served within twenty-four hours will be labeled "do not use" and returned to the parent or guardian.
- Our facility will be following Washington state guidelines with the handling of breast milk. More information provided upon request.

Infant & Toddler Sleep, Rest & Equipment (WAC 110-300-0290)

Our facility will comply with state guidelines regarding sleep equipment regulations and will provide, developmentally appropriate sleep equipment

Safe Sleep Practices : (WAC 110-300-0291)

Everyone employed at Daisies Home Daycare must and will be certified yearly in safe sleep practices. We follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction. Detailed information is available under the WAC 110-300-0291 - I will provide a full printout of sleep practices policy upon request.

Infant Sleep Position: The SID Foundation of Washington and the Department of Health currently recommends placing infants to sleep on their backs, and to avoid using pillows, fluffy blankets and crib bumpers. Because this has been shown to reduce the risk of SIDS, I will follow all recommendations.

Insurance Coverage (RCW.43.215.535)

Daisies Home Daycare has chosen to opt out of carrying daycare insurance. This notice is provided in accordance with Washington state RCW 74.15.350 daycare insurance.

NOTE: We reserve the right to terminate anyone as we see it fit, if problems arise and are unable to get an agreement.

THANK YOU,

Daisies Home Daycare
Khawla Alzeir