

Parent or guardian Policies Handbook



Tiny Hearts daycare

11604 se 236th st kent

Wa 98031

INTRODUCTION

This parent/guardian policy serves several important purposes. Firstly it ensures the safety and well-being of the children in the facility. Second will be good communication between daycare staff and parents/guardians. This policy will outline everything:

Provider: Masoumeh Dastjerdi (206)-643-1138

Family engagement and partnership communication plan

At Tiny hearts childcare, we believe in the importance of fostering partnerships with families to ensure the well being and development of the children in our care. This family and partnership communication outlines our approach to involving families in their child's learning experience and promoting effective communication between parents and daycare staff.

Goals:

1. To establish a collaborative relationship between parents and staff, working together to support each child's growth and development.
2. To provide families with regular updates about child's progress
3. To ensure open and effective communication, allowing concerns, feedback between daycare and families.

Strategies:

1. Initial orientation: We will have an orientation for all new families, where we provide a detailed overview of our childcare and our policies and expectations. Gathering information about child's preferences to have a smooth transition to our daycare.
2. Regular communication: Daily-check-ins, we will establish a daily checking with families during pick up and drop off to discuss concerns or updates. Daily reports will be provided to each child's family.

Curriculum Philosophy:

At Tiny Hearts childcare, we are committed to providing a nurturing, educational, and developmentally appropriate environment for the children in our care. Our curriculum philosophy is rooted in the belief that every child is unique, capable, and deserving of the highest quality early childhood education. We are dedicated to fostering a love for learning, promoting individual growth, and preparing children for a successful transition into school and life.

Recognizing each child's individuality, our curriculum is tailored to honor diverse interests, abilities, and learning styles. Play serves as a cornerstone, driving cognitive, social, emotional, and physical development. Embracing inclusivity, we celebrate diverse backgrounds and abilities through activities that

promote a sense of belonging for all. Partnering with parents, we communicate openly, sharing daily experiences and milestones. Our focus on essential skills like literacy, numeracy, critical thinking, and problem-solving prepares children for formal education. Within our safe, supportive environment, every child feels secure, respected, and valued, fostering holistic growth and a love for learning.

Curriculum philosophy on how children learn and develop, and how this philosophy is implemented:

At Tiny hearts child care we believe that children learn best when they are actively engaged in meaningful experiences that are based on their interests, abilities and development stages. We understand that children are unique individuals with diverse backgrounds, strengths and learning styles. We aim to provide a nurturing environment that promotes development and support for each child's cognitive, social, emotional and physical growth.

Philosophical Approach:

1. **Child-centered learning:** We recognize that each child has unique needs and interests. We encourage children to take an active role in their learning program by providing opportunities, this promotes problem solving, creativity skills.
2. **Play based learning:** We believe that play is the primary vehicle through which young children learn and make sense of the world around them/ we incorporate purposeful play experience that encourage cognitive growth and social interactions. We provide various play centers within our home daycare setting, including imaginative plays, building and concentration play, literacy and numeracy activities learning.
3. **Language and literacy:** We provide rich language experiences, including story telling, reading aloud, and engaging children in conversation. We integrate mathematics into daily activities and play experiences.

Hours of operations/ Business:

We are currently open Monday to Friday from 6:30am to 5:00pm

(subject to change, parents will be notified in advance)

Except holidays that are listed below: Closed

New Years Eve & New Years Day	Dec 31st & January 1st*
Martin Luther Kings Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th*
Labor Day	First Monday in September
Veterans Day	Nov 11th
Thanksgiving and the day after	Last Thursday and Friday of Nov
Christmas eve & Christmas day	Dec 24th & 25th*
Persian New year	March 20th or 21st (Varies each year)

*If the holiday falls on SAT-SUN, I will observe the last business day/days.

In case of emergency and illness the daycare will be closed and parents will be notified in a timely manner.

Back-Up Childcare

I recommend that you have access to an alternate childcare arrangement. You may need alternate care if I am ill for an extended period or when I am on vacation. Or not here due to an emergency. If I am ill, you will be notified as soon as possible so you can make other arrangements. It is always your responsibility to find back-up childcare.

Rates

Contracts and rates are evaluated every year and rates may be raised every year on January 1st or as needed. A one-month notice will be given for rate increases. If other adjustments are needed, a two-week notice will be given.

Age	Full-time	Part-time 3 days or less	Drop-ins
Infants 3m-12m	\$480.00	\$420.00	\$150
1-2yrs	\$450.00	\$400.00	\$90
2-5yrs	\$400.00	\$350.00	\$90
Kindergarten-6ry	\$350.00	\$300.00	\$70
Before & After	\$250.00	\$200.00	\$70

- The \$300.00 rate applies for one-year old who can walk independently. If your child does not walk independently, the Infant rate will be applied.
- The \$280.00 rate applies for the children that are fully potty trained (going potty without reminder), if your child is not potty trained the Ones rate will be applied.
- Extra charge would apply for 1/2 days or no school days.
- Drop-in is only offered if the facility is not at its ratio limit. Weekend care needs to be requested at least 1 week ahead.

Definitions:

Full-time is 4 or 5 days per week.

Part-time is 3 days or less per week.

Drop-in is care that is not on a regularly-scheduled basis.

Drop-in care that is less than 5 hours the rate is \$15 per hour. (Minimum 4 hours required)

The displayed rates are the weekly rates for regular work hours. Rates may increase for second shift or late drop-off and pickup.

Your contract will specify your child's days and hours of care.

Deposits and registration fee

- Deposits: Your child's position is reserved upon receipt of two week's tuition deposit. This deposit will be applied to the first two weeks of care.
- Registration Fee: I require a non-refundable annual registration fee of \$90 per child to cover administrative and supply costs.

Payments

Parents are required to pay for the time their child is scheduled to be in care. In other words, parents are paying for a space whether their child is here or not. Payment for care is due in advance every other Friday. The copayment for DSHS families is due the 1st of each month. Special payment terms are negotiable on occasion and will be defined in the contract. If your child will not be attending when the payment is due, please pay in advance. I will be happy to hold your check until the due date.

Receipt of Payment: A receipt of your payment will be provided to you.

Holiday Pay: Fees are not reduced during weeks that have holidays.

Vacations: Fees are discounted to 50% when a child is on vacation with the following limitations.

1. The vacation cannot be longer than 1 month.
2. Vacation discount is limited to 2 vacations per calendar year regardless of its duration.

Extreme Circumstances Payment

On the rare occasions when a global pandemic or disaster happens, special payment options are available. If the situation prevents you from bringing your child for care, you have 2 options:

1. unenroll your child and stop all future payments with a 1 day notice. Any previous payments already made are non-refundable and non-transferable; however, it will be credited towards future payments if your child is enrolled again within 3 months. With this option, I cannot guarantee that your child's spot will be reserved. Registration fee is waived for re-enrollment.
2. Use vacation discounted rates to keep your child enrolled. If the extreme circumstance does not change, the vacation discount can be extended beyond 1 month. If the vacation discounted rate is used

beyond 2 months, no additional vacation discounts will be awarded in that calendar year.

Payment Penalties

1. The fee for late payment is \$10 per day. If fees remain unpaid after a period of 3 days, your child will not be admitted until ALL fees are paid in full.
2. The penalty for NSF checks is \$25 PLUS any bank costs incurred by me. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check.
3. Late pick-up fees are \$10 per 15 minutes or any part thereof. If late pick-ups or early drop-offs continue (2 or more per month), I will schedule a conference and attempt to find a solution which works for both families and the daycare. Please understand that my goal is not to charge you overtime/late fees. If we practice mutual respect, I'm certain we will have a successful relationship.

Hours of care

The maximum number of hours that your child can stay at the daycare is 9 hours per day. In case of an emergency, your child can stay for as long as the daycare is open. However, you may be required to pay an additional fee of \$25 per hour.

Changing Your Schedule

Should the need arise to change your schedule in any way, you must check with me to make sure the adjustment will work with both our schedules. If you need occasional early drop-off or late pick-up, it must be arranged ahead of time. You will be charged overtime fees due at time of pick-up.

Overnight care

I do not provide overnight care.

Expulsion policy:

At Tiny hearts childcare, our primary goal is to provide a safe and nurturing environment for all children in our care. We strive to maintain a positive and inclusive atmosphere that supports the well being and development of children. However there may be rare circumstances where the expulsion of a child becomes necessary to ensure safety and overall well being of all children in the childcare. This will outline the expulsion policy and the procedure:

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 incidence that lead up to the expulsion include the date, time, staff involved and details from the incidence.
- We will give the parents or guardians the 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 programs/settings. The department will be notified of the Expulsion.

Transition Period

The trial period will be two (2) weeks. This period is used to observe the child's adjustment to care and to talk about concerns. I will talk to you daily about your child's day. Please tell me if you have any concerns. After a 2-week transition period, we will determine if the childcare services are satisfactory to everyone. If any problems cannot be resolved, the care is terminated. Care can be terminated by either party without notice during this trial period. If care is terminated by a childcare provider, your two-week fee will be prorated.

Termination

1. Non- payment: failure to fulfill financial obligations as outlined in the daycare agreement including fees. We recognize that financial difficulties can arise, and we encourage open communication to explore alternative arrangements or if available financial assistance.
2. We respect and value diversity but acknowledge the need for a harmonious and inclusive environment for all children and families in our care.
3. Non-Compliance with policies and procedure: Failure to adhere daycares policies and procedure, or safety regulation will result in termination.

Termination Procedure: Written notice, discussion, transition period, confidentiality and respect.

Early Learning program staff-to-child ratio and classroom types:

At Tiny Hearts childcare, we are committed to providing high-quality care and education for the children in our program. We understand the importance of appropriate staff-to-child ratio.

1. As of this year 2023 our ratio is 1:6, however if anything changes the parents and guardians will be notified in advance.
2. Children from ages 3 month to 9 years old are accepted in our daycare program.
3. Our rooms are designed to encourage active exploration, sensory experiences, social interaction and a safe environment.

Description of where parent and guarding can find the daycare policy and program

Our policy is easily accessible and available for parents and guardians in the parent handbook and will be emailed to parents. Also everything will be discussed at the initial orientation and by personal communication. We are happy to answer any questions or concerns regarding our policy.

Admission Forms

Parents must complete all admission forms including immunization and physical and medical exam forms. Anytime an immunization form gets updated a copy of the immunization form is required to be given to the provider.

Consistent care policy

At Tiny hearts childcare, we recognize the importance of providing consistent care for children in our home daycare program. Consistency plays a crucial role in establishing a sense of security, trust, and familiarity which contributes to a child's overall well-being and development.

1. Each child will be enrolled and be under the teachers program.
2. Any changes with the students, teachers and the families will be notified.
3. We follow consistent daily routines and schedules for children in our home daycare program.
4. Routines include meal times, nap times, play times, learning activities. Consistent routines help children feel and develop self-regulation skills.

Family engagement partnership communication plan

By implementing this Consistent Care policy, we aim to provide a stable and nurturing environment for children in our home daycare program.

Creating a Family Engagement Partnership Communication Plan for a home childcare setting is crucial for maintaining a collaborative and supportive relationship with the parents or guardians of the children in your care. Here's a sample plan tailored to a home childcare environment:

Objective: Build Trust & Share Progress

Cultivate trust via open, ongoing communication channels.

Regular updates on daily activities and developmental milestones to involve families in their child's experiences.

Encourage dialogue, ensuring both sides can voice concerns and insights.

Offer language support in Farsi, Turkish, and Dari for inclusive communication.

Strategies:

Initiate an orientation meeting to acquaint families with childcare routines and policies.

Provide daily reports and scheduled updates to keep families informed.

Conduct regular conferences and involvement days to engage parents and discuss their child's growth.

Establish clear emergency protocols for swift communication during urgent situations.

Extend support in Farsi, Turkish, and Dari to aid diverse families.

Roles:

Caregivers implement communication strategies and address inquiries.

Families actively participate, share insights, and stay involved.

Evaluation:

Regularly collect feedback to assess the effectiveness of communication strategies.

Adapt and refine the plan to enhance communication and meet evolving needs.

Mandatory Reporting

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.

Forbidden Corporal Punishment Policy

At Tiny Hearts Childcare, we are committed to providing a safe, nurturing, and positive environment for all children. We strictly prohibit the use of corporal punishment or any form of physical discipline.

Additionally, we do not perform any form of restraints on any of our students at all. We prioritize positive discipline techniques, emphasizing teaching over punishment. We do not endorse or allow any physical harm. Our approach values respect, open communication, and clear boundaries. We avoid physical harm and use alternatives like time-outs and discussions. Child protection is central to our policies, ensuring emotional and physical well-being.

Items Brought from Home

Tiny Hearts childcare facility is not responsible for any broken or lost items brought from home. Weapons, toys that resemble a weapon or action figures are not allowed in daycare premises.

Permission to photograph, videotaping or surveillance of his or her child

In order to promote the facility and share practices with the community, I share photos and videos of children on social media. Parents are asked to sign a photo release form. If you do not wish your children's photo or video to be taken, I may have to exclude them from group photos. Children and family's privacy is my top priority. Photos and videos taken will not be accessible anywhere except on the daycare social media page.

Ensure the safety and security of all children within our facility.

The facility is equipped with a security surveillance camera., the. Opting out of signing the photo release form does not prevent the footage from being shared with the licensing department and law enforcement in cases of emergencies.

Confidentiality: Recordings will be handled with the utmost confidentiality and will only be accessible to authorized personnel directly involved in the care and education of the children.

Alcohol, tobacco, cannabis use and prohibition of illegal drugs

This is a non-smoking/vaping environment. Smoking or vaping is not permitted by anyone on the premises, within sight of the children, or within 25 feet of my home. This includes your vehicle when parked in my driveway. No one is allowed to have or use illegal drugs or cannabis on the premises, and consume alcohol during operating hours, or be under the influence of cannabis, alcohol, illegal drugs, or misused prescription drugs when working with or in the presence of children in care. Prescription medications and alcohol are always made inaccessible to children.

Sanitizing and Cleaning

I will clean and maintain this childcare in a manner which I feel meets or exceeds DEL requirements. A bleach/water solution will be used daily or as needed on all hard surfaces, toilet area, and equipment. All toys and bedding will be washed weekly or as needed. Infant toys will be washed, and mild bleach solution used (then rinsed) daily or after use between different children.

Injury Prevention

I will check daily to make certain that both the indoor and out-door play areas are safe for children and families – free from broken glass or broken toys, and equipment is safe, and the area is free from hazards. All medications, cleaning products and chemicals will be inaccessible to the children.

Disaster Response Plan

In the event of a disaster of any kind, I have prepared my home for evacuating the children and have emergency supplies for up to 72 hours. You may also review my complete disaster plan kept in the blue binder near the sign-in sheet.

Emergency supplies include:

- Drinking water (1 gallon per day per person)
- 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
- Blankets

Many of the above items will be kept in separate secure storage in the garage in the event we have to evacuate the house.

The children will practice emergency procedures (fire, earthquake, lock-down) and evacuation on a regular basis. I have practiced turning off water and power. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. I continually check my home for potential hazards.

I have established an OUT-OF-STATE contact in the event of a large-scale disaster. This person will be notified of the condition and location of your child as soon as possible.

Contact: Diana Rashidi

Phone number: 206-637-9650

Evacuation Plan

In case of an emergency that makes the childcare environment unsafe, the evacuation plan is as it follows. All children will be gathered and escorted to the designated meeting spot located:

Meridian Middle School: 23480 120th Ave SE, Kent, WA 98031 [\(253\) 373-7383](tel:2533737383)

A head count of the children and staff will be taken to ensure everyone is present. Adults will talk to children to keep them calm. If safe to do so, the entire house will be checked to make sure everyone has left the building. Complete evacuation plan is explained in The Disaster Response Plan.

Healthcare Policy

Written Plan for Children with Special Needs

If your child has any special needs, we will discuss how to best address those needs. This may require a written plan with health care provider verification and approval by my Department of Children, Youth, and Families licensor.

Medical Emergencies:

1. I have first aid, child CPR, and blood-borne pathogens training.
2. Minor cuts, bruises, and scrapes will be treated on the premises. Parents will be notified upon arrival. With some minor injuries, parents will be called to help decide whether the child should go home.
3. 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.
4. If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department of Children, Youth, and Families licensor and the child's social worker, if any. The parent will also be given a copy.

Medicine Management:

1. All medications (prescription and non-prescription) shall be administered only
2. with the written approval of a parent or guardian and administered or supervised by me if a child is allowed to take their own medicine.
3. A Medication Treatment Authorization form (authorization to administer medication) must be completed and updated every 30 days for most medications.

4. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
5. Medications must be stored in the original container. The container must have the patient's name, instructions, and date of expiration. If this is a prescription medication, have the pharmacist give you two labeled containers (one for home and one to bring here).
6. All medications, including those of this family, will be stored either locked or inaccessible to the children in accordance with Department of Children, Youth, and Families standards.
8. Medications must be given to me by parents when arriving. Medications may not be given to children to hand over or left in the diaper bag.
9. Doctor's permission is not required for non-prescription drugs such as:
 - a. antihistamines
 - b. non-aspirin pain relievers and fever reducers
 - c. non-narcotic cough suppressants
 - d. decongestants
 - e. anti-itching creams or lotions
 - f. diaper ointments and talc-free powders
 - g. sunscreen
 - h. Baby Wipes
 - i. hand-wipes with alcohol
10. Non-prescription medication not included in the categories listed above, or taken differently than indicated on the manufacturer's label, or lacking labeled instructions shall only be given if authorized in writing by a physician.
11. Any medicine taken by mouth for children under two years of age will need written permission from your doctor.
12. A detailed record will be kept of all medicines given at this childcare.

Children:

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in our care, as well as the Health Department, will be notified by phone of communicable diseases or food poisoning. The following communicable diseases must be reported to me as soon as they are diagnosed so I can report as needed:
 - a. chickenpox
 - b. bacterial conjunctivitis (Pinkeye)
 - c. diphtheria
 - d. e. coli infection
 - e. giardiasis
 - f. hepatitis A virus
 - g. invasive Hemophilus influenza (except otitis media)
 - h. measles
 - i. meningitis (bacterial)
 - j. mumps
 - k. pertussis (whooping cough)
 - l. rubella (German measles)
 - m. salmonellosis (salmonella or "food poisoning")
 - n. shigellosis (shigella)
 - o. active tuberculosis (TB)
3. If your child has any communicable disease (except a cold with minor symptoms), you must have a physician's written clearance before returning to childcare.
4. Please call me if your child will not be coming due to illness. If you are unsure if your child should come or not, please call.
5. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such an event, your child will be isolated (and supervised at all times) from the other children until you arrive.
6. The parent is responsible for finding substitute care in case of the child's illness.

7. The following illnesses are not accepted in this childcare:

- a. Diarrhea – Three or more watery stools in a 24-hour period, especially if the child acts or looks ill.
- b. Vomiting – Vomiting on two or more occasions within the past 24 hours.
- c. Rash – Body rash not associated with diapering, heat, or allergic reactions, especially with fever or itching.
- d. Eyes – Thick mucus or pus draining from the eye, or pink eye.
- e. Appearance / Behavior – Unusually tired, pale, lack of appetite, difficult to wake, confused, or irritable.
- f. Sore Throat – Especially if associated with fever or swollen glands in the neck.
- g. Fever – Temperature of 100 degrees F. or higher and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- h. Lice – Children who have lice may not return to daycare until they are louse and nit (egg) free.

Dental Hygiene Practices and Education

The health of the children in our childcare is important to us. Brushing a child's teeth helps to remove the bacteria and plaque that causes tooth decay and gum disease. It's good for children to start having their teeth brushed early so that they see tooth brushing as part of their daily routine. We will provide an opportunity for developmentally appropriate tooth brushing activities for all children at least once per day.

We will offer children tooth brushing activities that are safe, sanitary, and educational and store the toothbrushes individually in the bathroom, in a manner that prevents cross contamination. We will not use toothpaste for children. We will have a form for parent or guardian of the child who may want to opt out of the daily tooth brushing activities to sign.

Biting Policy

Biting is a behavior that is often unexpected and one that can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times it is a temporary behavior and one that is seen between the ages of 11 and 24 months old. Toddler's bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong

verbal skills, are impulsive and lack strong self-control and it is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly and can be shocking to observe. My primary concern is the safety and health of the children and our staff. I take all biting situations seriously and use our knowledge as educators to handle these tough situations in positive, constructive and meaningful ways to stop them from occurring.

When it comes to a biting incident, my goal is to help identify what is causing the biting and resolve this issue immediately. I will encourage the children to "use their words" if they become angry or frustrated. I will maintain a close and constant supervision of the children at all times.

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. For every bite incident, two actions will occur

1. Parents will be contacted with a phone call.
2. An accident report will be completed and signed by the parent / guardian at pick up for the child who bit, and the child who was bitten.

If the biting becomes excessive and the school's techniques have been exhausted, I have the right to discharge the student. Please note, many measures will be taken prior to help the student prior to it getting to this point. These measures are outlined as follows:

Procedure Employees will follow if Biting Occurs:

I do not use techniques to alarm, hurt, or frighten children. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified with a phone call. If a parent cannot be reached, an email will be sent, and an additional phone call will occur until the parents are reached directly.
3. An accident report form is filled out documenting the incident for both children

Hand Washing Practices

We (children and adults) will be washing our hands with soap and warm water before and after preparing food, before eating, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand washing practices and Hand sanitizers (WAC 110-300-0200) to reduce the spread of germs and infections we will help direct, assist, teach, and coach your children to wash their hands. we

will use the following steps.

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with paper towel or single use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically;and properly discard paper single-use cloth towels after each use.

we will have all children wash their hands at the following times: (a) When arriving at the early learning premises;

b) After using the toilet;

(c) After outdoor play;

(d) After gardening activities;

(e) After touching body fluids such as blood or after nose blowing or sneezing;

(f) Before and after eating or participating in food activities including table setting;and (g) As needed or required by the circumstances.

Staff will wash their hands

(a) When arriving at work;

(b) After toileting a child;

(c) After personal toileting;

(d) After attending to an ill child;

(e) Before and after serving, or eating food;

(f) After Handling Raw Or Undercooked Meat,poultry,or fish;

(g) Before and after giving medication or applying topical ointment;

(h) After handling bodily fluids;

(j) After being outdoors;

(k) After gardening activities;

(l) After handling garbage and garbage receptacles;

(m) As needed or required by the circumstances

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

Pets

We have 1 small breed dog in my family that is kept on the property.

1. Pets will be inaccessible to children and kept off the licensed area.
2. No aggressive or harmful pets will be allowed on the premises.
3. Pets are kept in the the dedicated pet room
4. No pets are allowed:

Around infants and toddlers

Where any child eats, sleeps or actively plays, entrances, hallways

Where food preparation takes place and in children's restrooms

Teddy: Small white pomeranian

Vaccination is up to date and a record of vaccination and health record is kept in the documents.

Our veterinarian is Banfield Pet Hospital: Tukwila WA, [\(206\) 575-9145](tel:2065759145)

Daily schedule and activity

Schedule is posted on the daycare board

Separation

I will communicate with you daily on how your child's day has gone. It is normal for young children to have some separation anxiety in a new setting, but it should lessen overtime.

Infant Feeding

Infants are held when feeding. Bottles will not be propped. Infant's parents must provide bottles (labeled with name), with cap, and an unopened can of formula (no preparation other than correct dilution with water and prepared on the childcare premises). Bottles will be warmed using a bottle warmer. Any bottle not finished within one hour will be emptied. New foods will not be introduced without permission of the parents. Let me know if you are breast-feeding and appropriate arrangements will be made. Infants over 9 months old may hold their own bottle while sitting up in a high chair and will be closely monitored.

Diapering Procedure

Parents are to provide disposable diapers and wipes. Your child will be checked at least every two hours or more often if necessary. Diapers will be changed in the bathroom on a water- impervious changing pad. I will wear disposable gloves. The changing pad will be sanitized with a bleach solution after each

use. My hands and the child's hands will be washed immediately after changing diapers. Diapers will be disposed of in a specialized diaper trash can.

Toilet Learning

When your child is ready to start training, it is very important that we work together on this. Please put your child in clothes that the child can pull up and down on their own. I will provide appropriate potty seats which will be cleaned and sanitized with a bleach solution after each use. I will discuss progress with the parents and get approval before any actions.

Tummy Time

When infants are awake, I will allow each infant supervised "tummy time" at least three times daily based on their individual schedule. "Tummy time" means the infant is placed in a non-restrictive prone position, lying on his or her stomach when not sleeping equipment.

Naps and Rest Periods

Scheduled nap and rest periods will be given daily. Infants will be on their own napping schedule. Children not napping will be given quiet activities such as coloring, reading, and puzzles. Some educational TV or computer time may also be available on a limited basis.

Dual Learning

At Tiny Hearts childcare, we speak Farsi, Dari, Turkish, English. We support our students in developing proficiency in these languages at their own level. Any plans related to dual language learning will be communicated to parents/guardians for their awareness and input.

Structured Learning: Our curriculum includes structured activities and materials designed to support dual language learning, such as books, games, and songs in both languages.

Language-Rich Environment: We create a language-rich environment where both languages are actively used and promoted in daily routines, activities, and interactions.

Nutrition

I will follow the USDA food guidelines for children in preparing meals.

It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverages. Typical menu items are listed below. All food is homemade, and lunch will always include a soup portion. We use organic meat and vegetables. Infants will be fed according to their own schedules and I will work closely with you on your child's transition to solid foods when appropriate. A snack will be served to all children arriving after school.

Meal	Sample Menu Items
Breakfast	Cheerios Sliced banana Milk Goldfish Morning snack
Launch	Chicken Buttered rice Green beans Apples Milk
Afternoon snack	Yogurt Crackers
Dinner	Chicken Buttered rice Green beans oranges / apples Milk

Food Brought from Home

Food must be labeled (name and date), for child's personal consumption, and only if it is for the child's medical needs, special diets, religious or cultural preference, or family preference. Food brought for special occasions must be store-purchased and in unopened packages. Please check with me first. No gum or hard candy is allowed in the day care.

Food Handling Practices

Foods will be kept at the proper temperatures. After meals and snacks, food will be disposed of or refrigerated immediately. When preparing foods, preparation surfaces and hands will be washed. Food preparation surfaces will be washed and sanitized according to the Health Department's recommendations after each use. I have a certified food handler's card and if I am unable to prepare the food myself, I will directly supervise the individual preparing it.

Religious and cultural activities, including how holidays will be celebrated

At Tiny Hearts childcare, we celebrate and respect the rich diversity of cultures and religions represented by the children in our care. Our policy is designed to create an inclusive environment where all children feel valued and supported in expressing their cultural and religious identities. No religious doctrine is taught or expected of the children in this program. I respect all religions. Please feel free to discuss any particular needs so your child feels comfortable

Inclusivity: To create an inclusive environment where children from various cultural and religious backgrounds can appreciate and respect one another's traditions.

Opt-out option: Parents have the option to inform us if they do not wish their child to participate in specific cultural or religious activities or celebrations. We respect their choices without judgment.

Safety and Allergies: We ensure that any foods served during cultural celebrations are safe for all children and do not pose allergy risks.

Television, Video, and Computer Use

The television and computer may be used occasionally on a limited basis for educational purposes and under my supervision. Children under age 2 will be directed to other activities.

Off-Site activities and Transportation

I do not offer transportation. Parents are responsible for transportation to and from my home.

Special Activity

Parents will be notified in advance for any special activity.

Water Activities

At Tiny Hearts childcare, we offer water activities (sometimes) as part of our curriculum to provide children with enjoyable and educational experiences. Our policy aims to ensure the safety, supervision, and enjoyment of all children during water-related activities. (Parents will be notified)

Prioritizing safety, our water activities require written parent/guardian consent. Qualified staff supervise all activities with a 1:1 ratio for infants staff are CPR trained, ensuring a safe environment. Children wear suitable swimwear and sunscreen for sun protection. We maintain clean water sources, monitor temperature, and provide safety gear when necessary. Hydration and sun safety are prioritized, and rules prevent running near water. Regular communication with parents includes activity details and safety precautions. An emergency plan, regular cleaning, and maintenance procedures ensure a safe and enjoyable water play experience while promoting learning, creativity, and outdoor fun.

Sign in and out requirements

Parents or guardians are required to sign in their child upon arrival and sign them out upon departure, indicating the exact time. Only authorized individuals listed on the child's enrollment form may sign in or out the child. A staff member will verify the identity of the person picking up the child. It is essential to maintain accurate records for safety and security purposes.

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 photo identification for verification before I will release your child.

Anyone who appears to be under the influence of drugs or alcohol arriving at the childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, I will call 911.

Information required for the child's record

Maintaining comprehensive records for each child in a home daycare is essential for ensuring their safety, well-being, and appropriate care. Here's a list of information that should be included in a child's record:

Child's Full Name and Date of Birth

Parent/Guardian Contact Information

Emergency Contacts

Medical Information and Immunization Records

Authorization Forms (Medical, Medication, Transportation)

Special Dietary Needs/Allergies

Daily Schedule

Developmental Milestones

Parent Communication

Emergency Evacuation Plan

Photograph Permissions

Incident Reports

Legal Documents (if applicable)

Attendance Records

Privacy and Confidentiality Acknowledgment

The importance and plan for keeping the information current

Keeping information current is crucial for child care to ensure the safety, health, and well-being of each child, facilitate effective communication with parents, and comply with regulations. vaccination for each

child must be up to date and a copy of the immunization needs to be provided by the parent to the childcare facility.

Regular Updates: Review and update child records annually or when there are changes in medical, contact, or emergency information.

Parent Communication: Encourage parents to promptly inform the daycare of any changes in contact details, medical conditions, or emergency contacts.

Scheduled Reviews: Designate specific times for staff to review and verify the accuracy of records.

Emergency Drills: Conduct periodic emergency drills to test and update emergency contact information.

Record Audits: Perform random audits of records to ensure accuracy and completeness.

Who may legally access the child's information

Only authorized individuals, including parents or legal guardians, childcare staff, and regulatory authorities, may legally access a child's information in a childcare setting.

What parents or guardian must supply for their child

Diapers, wipes, and diaper cream (if applicable).

Sheets to cover sleep equipment

Blanket

Teething devices

Toothbrush and toothpaste

Extra set of clothing, including underwear. WEATHER APPROPRIATE

Baby formula or breast milk (if not breastfeeding). NO OPEN CAN

Bottles and pacifiers (if used).

Special dietary foods or snacks (if required).

Baby food and utensils (for infants).

Sunscreen and insect repellent (seasonal). WITH WRITTEN PERMISSION

Comfort items (e.g., blankets or stuffed animals).

Any necessary medications and medical supplies. WITH WRITTEN PERMISSION

(PARENTS MUST WASH EQUIPMENT WEEKLY)

Permission for a parent or guardian's access to areas of the license space during operation hours

Parents already enrolled may access designated areas of the licensed space during operational hours without scheduling a tour. New/future parents must schedule a tour to access designated areas of the licensed space during operational hours.

Liability insurance

If the childcare provider obtains liability insurance in the future, parents will be promptly notified of the update, and the policy will be adjusted accordingly.

Policy Update:

10/13/2024	Hours have been changed and restraints policy updated	Masoumeh Dastjerdi
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Agreement to Parent and guardian Policies

By signing below I, (_____), acknowledge that I have received, reviewed and understand the all policies outlined in the attached policy agreement for Tiny Hearts daycare. I agree to comply with these policies and understand that failure to do so may result in termination of service. I further acknowledge that I have the opportunity to ask questions and seek clarification regarding any aspects of the policies. I understand that the policies are subject to periodic updates and revision, and I will be notified of any significant changes in a timely manner.

Signature:-----

Print Name:-----

Date:-----