



Parent Policy

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Hello Everyone and Welcome!

Thank you for considering Academy of Busy Bees (ABB) for your child care needs and a special *THANK YOU* to all the parents who have become a part of the Academy of Busy Bees family. I strive to provide the best possible child care environment for children ages 3 months through 12 years of age. This is an ongoing effort, and I welcome the opportunity for suggestions. My belief here is that every child deserves and has the right to a quality education in a caring, safe, and developmentally appropriate environment. Children excel when they have access to quality child care. Meaningful learning opportunities are the key to success when it comes to children becoming life-long learners. I will always do my best with the precious gift of each child who I am privileged to care for. With that said, I would like to share some of my background information, and my reasons for going into the child care field.

I started this child care facility because of my love for children, and because the opportunity presented itself at the right time. I feel that working with children isn't work at all. Working with children for me is the most rewarding profession. After 15 years of experience in Early Childhood Education working with children in the United States and abroad, I decided to open the Academy of Busy Bees in 2012 with the goal of creating a warm and friendly child care environment. I also wanted to provide a strong foundation in giving an enjoyable learning experience for every child. I was eager to create a facility where the parents leave their children in safe, secure surroundings with a loving home environment at affordable rates. For a long time I have dreamt about a child care facility where the kids can feel safe and comfortable while learning through storytelling, art projects, math and ABC games, songs, and sciences.

Moreover, we never use frozen processed food. The children are fed with homemade food according to and exceeding the requirements of the USDA program.

The name *Academy of Busy Bees* was chosen because of the idea to keep the children actively engaged with the goal of helping their intellectual development and their creativity by utilizing various fun and interactive activities, or, in other words, keeping them busy as bees.

Through my teaching experience I realized that the quote from Franklin D Roosevelt, "We may not be able to prepare the future for our children, but we can at least prepare our children for the future." was very powerful and contained a huge amount of common sense. I work very hard to prepare the children for their future learning experience. Never give up, try, and you succeed. You can't if you do not try. I can say with pride that the children that attend my child care are prepared for their life's future endeavors.

Even though I have my Master's degree from my home country (Belarus), I was eager to receive my Associate Degree in Early Childhood Education at Bates Technical College in order to stay current with new teaching techniques. I also wanted to improve my business skills, and I received my Associate in Business from Tacoma Community College in Spring 2021.

As an innovative child care provider, I participate in various ongoing training, training workshops, and conferences to improve my educational and professional levels. My child care is a participant of "Ready for Books" program from Pierce County Library. Every month the children enjoy reading the new bag of books. Also I am a vice president of the Family Child Care Association of Pierce County (FCCAPC). Since 2015 the Academy of Busy Bees is a part of Early Achievers, Washington's quality rating and improvement system (QRIS). This program helps early learning programs offer high-quality care. It is key to helping all children grow, develop, and successfully transition from early childhood into early elementary. In December

2017 the child care was rated at level 4 and demonstrated a Quality Level of Excellence in the following areas of specialization: Interactions and Environment.

The role of family and community is very important and decisive in my work. Working together with the families and community agencies helps to determine the appropriate resources and support for the best possible learning experiences for the children. The Academy of Busy Bees created a strong partnership with the following community organizations: First 5 FUNdamentals, Pierce County Library, Child Care Resources, Child Care Aware, United Way of Pierce County, MDC Food Program etc., and with their support offer the following projects, programs and events to the Academy of Busy Bees' families, as well as to the Tacoma community: Eat Healthy Strawberry Project, Paint to Learn Program, Cook to Learn Program, Baby Books to Go Project, Launch into Literacy (LIL) READERS Program, "Tour of Homes" project, etc.

My home has been inspected by a state licensor and meets the licensing requirements as required by Washington State law. I am a professional Child Care Provider, not a babysitter, and as such I expect my clients to show respect for my home, family, and myself. I am also a small business owner. I would love for your family to have a chance to enjoy all that my child care has to offer, but in order for us to have a successful placement for your child you must read and fully accept my terms before we sign a contract. If you have any questions, please ask them! It is very important that we communicate openly from the start.

If you decide to enroll your child here at Academy of Busy Bees, he/she will become part of our extended family.

Once again, thanks for your interest in Academy of Busy Bees, and I look forward to working with you and your family.

Sincerely,

Liliya Aukhimovich

Please read this handbook thoroughly.

This handbook has been approved in partnership with the Department of Children, Youth and Families Child Care (DCYF) licensors.

The policy listed below is set by Liliya Aukhimovich, the Child Care Provider, and is in accordance with state regulations. The Parent Handbook includes all the policies and rules established by Washington Administrative Code (WAC) along with specific administrative policies designed by Academy of Busy Bees (ABB). Throughout the enrollment documents and other policies, the terminology of “Parent Handbook” and “Parent Policy” will be used interchangeably.

This contract becomes effective upon acceptance by the parent/guardian and Liliya Aukhimovich, the Child Care Provider. Please keep your Parent Handbook accessible so you can periodically review the child care's policies and procedures as necessary. Failure to comply with this policy may result in immediate termination and loss of your deposit and fees at the discretion of the child care provider.

Admission Requirements and Enrollment Procedures

An interview with a parent and a child is required before enrollment! When you have made the decision to apply for child care at ABB, application forms will be made available to you. Upon approval for enrollment at ABB, we will contact you. ABB does not discriminate against clients for religious preference, sexual orientation, gender, handicap, race, or color.

Upon enrollment, the following forms must be completed in their entirety and returned along with a **\$75.00 enrollment/administrative fee**, prior to your child’s attendance at ABB:

- Child Care Application/Agreement
- Child Care Tuition Agreement
- Emergency Contact Information
- Certificate of Immunization Status
- General Permission Authorization
- Medication Permission Authorization
- USDA Food Program Enrollment.
- Notification of Policy Acceptance
- “Introducing Me!” (getting to know your child)
- Copy of Parents/guardians Photo ID

This applies to part-time, full-time, and drop-in children. The parents/guardians are required to pay the enrollment/administrative fee **annually (in January)** thereafter. This non-refundable fee will go towards administrative expenses including processing the paperwork required for enrollment and re-enrollment, as well as bedding and related materials and supplies for your child(ren). The deposit and two week tuition is due on/or before your child’s first day at ABB after signing this policy. If you need assistance completing the forms, please let me know. In addition, specific forms must be completed and return intermittently.

Depending on your individual child and how well he or she adjusts to the program, it would be beneficial for parents to be available to pick up their child early for the first several days. This will allow your child to get adjusted and gradually increase his or her time in child care.

Trial Period

The trial period will be 2 weeks. The first two weeks of child care is considered our “get acquainted period”. During this time, we get to know your child(ren) and his/her personality.

Your child(ren) will learn our routines, get to know the other children, and become acquainted with his/her surroundings. If during this period either party decides that this is not a workable situation for any involved, the child care may be subject to termination at the end of the two weeks without penalty. After the two-week get-acquainted period, the 30-day notice to terminate child care is in effect. If proper notice is not given, I will charge you a termination fee equal to two weeks of service.

Hours of Operation

Our hours here at Academy of Busy Bees (ABB) are **CLIENT BASED**. ABB is open to providing care Mon. – Fri. (6 a.m. — 8 p.m.), operating hours on Sat. and Sun. are provided upon request. I am very cognizant of the reality that parents need reliable child care and therefore remain consistent in my business hours and in my business practices. As you can imagine, working these long hours is demanding and if I don't have any children scheduled for a given day, then I will close the facility.

It would only be in the case of a severe emergency that ABB would close without notice during typical business hours (i.e. medical emergency, family emergency, inoperable facility, etc.), but if ABB can't open for any reason, it is entirely up to the parent/guardian to secure alternate child care.

In the unlikely event of the permanent closure of ABB, I agree to give clients a 30-day notice (if possible) and I will assist all clients in the search for alternate care.

Tuition Policy

ABB uses a monthly tuition fee-based schedule. **Tuition is based on the space reserved for your child. Most of the costs associated with child care occur whether your child is present or absent. Therefore, there is no adjustment to tuition for absent days. You are responsible for the entire month of tuition** and are required to give 30-day written notice in the event you choose to withdraw your child. Payment for care is due in advance. If you participate in any of the tuition assistance programs, you may be held liable for any of the absences and withdrawal without notice fees. All fees are due and payable in advance as agreed in the *Financial Agreement*. Fees are re-evaluated annually. If it is deemed necessary to increase fees, a notice will be distributed a month in advance with the adjusted fees becoming effective in the next month.

My current rates are as follows:

Age of the child	FT per week	FT per day	Drop-in per hour	Drop-in per day / Part time (daily)*
3 months–12months	375.00	75.00	15.00	86
13 months–18months	320.00	64.00	15.00	80.00
19months–3 years*	285.00	57.00	14.00	73.00
3 years* (potty trained) –5 years	255.00	51.00	14.00	62.00

6 years – 12 years	215.00	43.00	14.00	50.00
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All State and Federal Holidays are included in the payment!

Holidays are billed at the regular daily rate when a child normally attends on that day.

See vacation policy below in *PROVIDER VACATION POLICY* section regarding payments for provider vacation.

If the child's birthday 13 months, 19 months, 3 years (potty trained), or 6 years falls in any day of the month, the new (lower) rates start in the next month. (See month chart above)

3 years* If the child at the age of 3 years old and older is still using the diapers/pull-ups, the payment rates will be for the age group 19 months to 3 years old.

Payment in advance: by the 1st of every month (monthly)
every Friday (weekly)
on the 1st (for DSHS)

Full-time: Up to a maximum 10 hr x 5 days per week depending on parents/guardians schedule.

Part time (daily)*: Part time is up to 3 days per week. Monthly rate will be determined based on a daily rate (see last column of the table above) multiplied by the number of days in the month care is arranged. Part time is offered depending on availability.

Hourly: Hourly rate is reserved for regular clients who may need additional hours of child care. The parents/guardians are required to talk in advance with the child care provider if their child needs extra care in addition to regular scheduled hours. Additional hours are on an availability basis ONLY and MUST be arranged in advance. The hourly rates are the same as drop-in rates (referred to the table above). **Payment is a whole hour even if 15 minutes. No exceptions.**

Deposit: Two weeks tuition. This non-refundable deposit is applied to the last two weeks of child care tuition provided the client has given Liliya Aukhimovich 30-day notice of termination.

Field trip/Quality Enhancement Fee:

These fees apply to all children and are charged to support the children's learning through creativity & exploration and additional enrichment activity. This includes field trip fees, the enrichment programs, ongoing lessons, the purchase of a per-kindergarten curriculum, homework lab, etc. The activity fee averages **\$35 - \$40 per month**. Field trip fees will be charged when necessary. You will receive advance notice of any charges.

Annual Activity Fee: \$50.00 (collected in April). It will go toward classroom activities: arts & crafts, preschool science projects, holiday celebrations and other activities planned by the teachers to complement their monthly programming.

ABB "House" Diapering Supplies: \$2/\$1 - per one diaper/wipe if you don't send enough.

Extra Clothes: \$5 – per item if not washed and returned next day.

Fee for not singing in or out for any reason: \$30 per child per signature

Late pick-up fees are **\$1.00 per MINUTE** past the agreed upon pick-up time outlined in the Tuition Agreement. If the phone call was received regarding emergency late pick-up and it's not enough time for an alternate person to pick up your child, the hourly rate will apply.

Other Fees: \$20.00 annual restocking fee of emergency supplies (collected in September)

Sheets/Blankets: ABB provides waterproof bed covers, sheets and blankets for the mats and cots with **no additional cost** to the parents. In addition, cleaning and sanitizing sheets, waterproof bed covers and blankets are also at **no charge** to the parents.

All payments may be made by check, cash, money order, or cashier's check. Payments made after the payment due date outlined in the *Child Care Tuition Agreement* will be assessed **\$15.00 per day** late fee. Checks returned by your financial institution for any reason will be assessed a **\$35.00** fee plus any bank costs incurred by me.

If any parent/guardian has a returned check that was written for tuition or co-pay, they are deemed totally responsible for all fees associated with the bounced check (including checks written off their respective payments — bill payments, etc.). Parents/guardians will be provided with documentation from Academy of Busy Bees' bank as a reference for all fees. If any parent/guardian was to have a minimum of three checks returned, it may result in the immediate termination of the child care.

If you don't pay on time, I cannot accept your child!

Once the hours of the child care attendance and a payday have been established, they must be maintained. Please let me know about any changes that affect your payment plan, state assistance programs, hours of attendance, new address or phone numbers.

Receipts and Taxes

Upon request I will give you a payment receipt when you pay for child care. I will be giving you a year end statement in January.

Late and Additional Time Policy

Please understand the importance of maintaining the hours of care outlined in your *Child Care Tuition Agreement*, because staffing, meals, and activities are based upon the number of children projected to be present. We are required by law to maintain a specific child-to-staff ratio. Department of Children, Youth, and Families (DCYF), the Child Care Food Program (CACFP), and other governmental agencies have the right to make unannounced visits and report any violations. If you find that you need to change your child care hours, either temporarily or permanently, please schedule a meeting with the child care provider to discuss if the schedule can be changed. **All changes are subject to availability.**

Please do not assume that the child care has children every day of the week and that it will be open, because that's not the case. Parents are not allowed to arrive late or drop-off early without prior permission, because it is crucial to follow the set schedule. Please do not think that if you

are late or early it makes no difference! It makes a huge difference because we schedule everything, and you being late or early could put us over capacity. The best way to avoid a situation where you attempt to drop off your child and upon your arrival you discover the facility is closed is to provide me, the child care provider, with a schedule or verbal notice if you need to deviate from your contractual hours (even a day-to-day schedule is better than no notice at all). If parents/guardians have a contracted time to drop-off their children, they have to get prior permission to change their schedule. If parents/guardians do not get prior permission, they will not be allowed to drop-off their child more than 30 minutes past the schedule drop-off. If you are late by 30 minutes or more for drop off without a phone call, we will consider you to be a no-show and we will not accept your child. In this case you should secure alternate care. ABB is not a personal babysitting service. It is a licensed child care facility with rules as required by law and a firm schedule.

If you have an unplanned, unavoidable emergency, please call immediately to alert a staff member of the change. This includes absences as well as overtime. The overtime rate, if pre-arranged, is based on ABB's hourly rate. Please be considerate to us and your children as well—when it comes to pick-up/drop-off times! It is not okay to leave your child(ren) at our facility for extended periods of time without prior authorization. It is at the sole discretion of child care staff if the overtime care is acceptable (availability is based upon capacity). See hourly rate in *FEE AND PAYMENT PLANS*. If no call is received by ABB staff, the overtime rate is **\$1.00 per MINUTE** past the agreed upon pick-up time outlined in the *Child Care Agreement*.

Extra Time, School Closures, & School Suspensions

When extra time is needed outside of your regular scheduled childcare hours, it is very important that you speak to an ABB staff person about the availability of that time. Please do not assume that we always have children in attendance, and that we will always have the space available. Permission is necessary to avoid any issues that may arise from a scheduling conflict. In the case of school closures, we have that information ahead of time, and we plan meals, activities, and staffing according to who is scheduled. In the case of a suspension from school, this is an unexpected event and therefore permission must be obtained for your child to attend during the school day. It is solely up to the staff if your child may attend.

Holidays

The child care will be closed on state and federal holidays. Please check sign in/out sheet. The following holiday/maintenance/vacation closures will be observed for the **2022** calendar year:

- ✓ ***New Year's Day Holiday (Friday, December 31, 2021)***
- ✓ ***Martin Luther King, Jr. Day (Monday, January 17)***
- ✓ ***President's Day (Monday, February 21)***
- ✓ ***Memorial Day (Monday, May 30)***
- ✓ ***Juneteenth Day (Monday, June 20)***
- ✓ ***Independence Day (Monday, July 4)***
- ✓ ***Labor Day (Monday, September 5)***
- ✓ ***Columbus Day (Monday, October 10)***
- ✓ ***Veterans' Day (Friday, November 11)***
- ✓ ***Thanksgiving Day (Thursday, November 24)***
- ✓ ***Native American Heritage Day (Friday, November 25)***

✓ **Christmas Day (Friday, December 26)**

If an eligible holiday is on a Saturday, the Friday before is the eligible holiday. If an eligible holiday is on a Sunday, the following Monday is the eligible holiday. Fees are not reduced during months/weeks that have holidays.

Family/Parent/Guardian Vacations and Absences

Please inform me in advance if your child will be absent from the child care. I want to be clear that to hold your child's space, payment must be paid whether your child is present or not.

Payment is based on contract, not attendance.

Parents/guardians are required to give no less than 30-day's notice about their planned vacations. The vacation is fully paid by parents. Parents/guardians are required to pay the same regular tuition amount regardless of vacation. If parents/guardians make the decision to cancel child care during a vacation or absence, and the last attending day is before the vacation or absence, their two weeks deposit will not be reimbursed. The child care spot will be filled and if parents/guardians want to reinstate child care, a new deposit will be required. Please advise me upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).....

Provider Vacation/Emergency Closure Policy

The provider vacation/personal care can be scheduled at any time during the year. In order to continue to provide high quality care, I must set a side personal days to maintain my physical well-being. If the provider intends to close the facility during vacation, parents/guardians will be provided with at least 30 day notice. Only in the case of unexpected emergencies, parents/guardians will be given notice less than 30 days. I will take up to 2 weeks' vacation per year. Provider's scheduled vacation is fully paid by parents/guardians. If the provider chooses not to close during his/her absence, the provider will contact DCYF for approval to leave in charge a qualified employee(s)/volunteer(s).

ALL REGULATIONS ARE THE SAME IN MY ABSENCE!

ABB will follow the Tacoma Public Schools in the event of snow or other weather closures and delays. However, when necessary, the child care provider does reserve the right to make a decision different than Tacoma Public Schools. Refunds are not given for closures due to severe weather.

Moreover, the child care might close the program temporarily because of a public health emergency, State of Emergency or similar words to that effect. If I am forced to shut down by a government agency, or because I believe it is in the best interest of my families to do so to protect everyone during a public health emergency, the parents must pay holding fee which is 50% of the tuition.

Required Professional Training

The State of Washington requires that the child care provider and all employees/volunteers take annual training on topics related to caring for young children and leadership practices. Feel free to ask me about our training. I will frequently share interesting things I learn with the families in my program.

As a result, there will be 5 (five) professional training days throughout the fiscal year that the child care facility will be closed. I will notify parents/guardians as soon as possible because training dates are not set at the beginning of the year by the governmental agencies that apply to the child care. There are trainings throughout the year that require enrollment and we can never be sure about exact dates. **The training days will be fully paid by parents/guardians.** If a parent/guardian is absent while notice is given, it's still the parents/guardians responsibility to organize back up care.

Curriculum Philosophy, Implementation and Program Description

The mission of ABB is to provide a safe, nurturing, encouraging, and educational family environment for children where parents/guardians can feel secure and certain that their children's needs are being met. We strive to incorporate cultural diversity into our program. We support children's development using Russian and English languages, and we also understand various other Slavic languages.

We believe that every child has his/her own unique way of acquiring knowledge, and that children learn well when they are surrounded by an assortment of stimuli. Therefore the ABB's physical environment, curriculum, and activities are created to appeal to children and enhance their development and learning. We are eager for your child to learn and develop in a secure, caring, and comfortable environment. Every child would benefit from a quality learning environment and from caring early childhood professionals at the Academy of Busy Bees.

Academy of Busy Bees is licensed by the DCYF for ages newborn to 13 years old. Here at ABB we adopt various activities according to the child's age and development and we focus on productive constructive learning for each age group being served. In fact, developing consistent and nurturing relationships with caregivers is a very crucial component of learning for infants and toddlers. Early relationships, environments and experiences set the stage for what happens in life. Good experiences supports healthy growth and development. Here at ABB we thrived to be our best to provide consistent and nurturing relationship for the children.

I believe learning begins at birth. The infants are learning through play, the active exploration of their surroundings in countless ways (stretching on the floor, reaching for objects), interaction with the early childhood professional (cuddling with a caregiver, listening to language, trying out sounds), tasting food etc. Toddlers learn through numerous ways. By trying out new activities, they can learn problem solving, physical skills, reading number skills and social skills through joint play with other children, playing with dolls or trucks, playing with books and making up stories, playing with water and sand, outside play in the garden, imaginative and make believe play. We offer preschoolers free-choice times as they learn to negotiate, develop patience and tolerance, express ideas, stretch their imagination, develop good self-esteem that will last a lifetime, improve listening and communication skills etc. Here at ABB we provide toys and materials for play and learning for school-age children including action figures, building sets, games, sports, and outdoor equipment, and books.

Our schedule at ABB is always full. In keeping with my beliefs and philosophies regarding childcare, I believe it is necessary to have a plan where children can explore and learn. We use an emergent curriculum. That is, a curriculum that is created from the children's guided interest. Therefore, the curriculum is not a dry and stale workbook that is used whether the children are interested or not. But rather a curriculum that is planned around events that usually occur during pre-determined times, allowing the children to take the lead in where and how we explore the subject. I design the curriculum at ABB, which incorporates different learning styles

(tactile/kinesthetic, visual, and auditory) and I understand that intelligence can be measured in different ways. Children may excel in many areas, and need the opportunity for growth and development in an age-appropriate environment. Our days are filled with an assortment of jumping, running, napping, eating, writing, reading, watching, listening, communicating, and so on. Although we try to stick to the schedule, sometimes things happen. For example, an activity goes longer than expected because the children aren't ready to move on yet. When something like this happens, it throws off meal times, and other activities. **So if you come in and we are not on schedule, don't be surprised!**

On a daily basis we may go for a walk in the park, pick up bits of nature to explore and make new friends. We may fall down and scratch our knees and hands. We may get frustrated and yell. We may go through a myriad of emotions. We will learn to show our feelings positively and with respect for ourselves and others. We may learn to tie our shoes and spell our names. We will draw, color, paint, and sing about the ABC's. No day will be the same; but we will do a lot of the same things every day. We will always have breakfast, lunch, dinner, and snacks. Sometimes the adults will cook and sometimes the kids will help. We will wash our hands with warm water and lots of bubbles. We may nap in a crib, on a cot, or on a mat with a blanket and pillow. Sometimes we will read a story at nap-time and sometimes we will listen to music, but we will have plenty of time to rest. We will learn about taking turns and about what is mine and what is ours. We will learn to share and respect others' belongings. Our day will be full and exciting, our home is a place for growing and learning.

We implement a lot of learning through play activities. The children learn a lot when they play. Play is very important and beneficial to a child's learning process as it encourages communication, improves cognitive development, strengthens relationship building, develops literacy skills, advances physical abilities, etc.

Here at ABB, we can see the importance of Lev Vygotsky's socio-cultural theory and the importance of using it in our everyday lives. He believed that human development is a socio-genetic process with learning coming about through social interactions between children and adults. Also, we utilize scaffolding, a technique that is used to help children increase their learning capacity and the understanding of their abilities to gain scholarly achievement by working with their teachers or mentors. When the educators provide support for the child, they will adjust the amount of help they give depending on the child's progress. Collaborative learning, modeling, and scaffolding are strategies for supporting the intellectual knowledge of learners and facilitating intentional learning and problem-solving. Scaffolding children's learning can be done by providing hints, offering a range of answers for the children to choose from, and encouraging them to use additional resources without giving ready answers.

This is a multilingual child care. We support dual language learners through promoting culturally responsive and anti-bias environment and by utilizing information gained from families about their home language to support children in both their home language and English language. Most of the children can speak or understand Russian and English languages; likewise, I strive to meet the cultural needs of the parents/guardians as well as the children and expect all to show respect for different cultures. I encourage every family to introduce their culture and traditions at the child care by organizing events, reading stories, sharing basic words and sentences in their language.

The staff is trained on the program's curriculum philosophy upon hiring.

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Dual Language Learning

ABB supports children who are learning more than one language. The children are introduced to the Russian language at the child care. See additional information about dual language learning in *Curriculum Philosophy, Implementation and Program Description* section.

Water Activities

We offer water tables or similar containers for our regular water activities.

Screen Time Activities

Children do use screen time (videos) for educational purposes at our program in accordance with the Foundational Quality Standards for Early Learning Programs.

Outdoor Activities

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

- a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;
- b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;
- c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;
- d) Earthquake;
- e) Air quality emergency ordered by a local or state authority on air quality or public health;
- f) Lockdown notification ordered by a public safety authority; and
- g) Other similar incidents.

Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold.

Religious and Cultural Activities

ABB does not offer a particular religious program. The following Christian holidays are observed: Christmas and Easter. We realize that the children all have their own religion and we respect all beliefs and national origins. Children are encouraged to share their cultures and beliefs. Any parents that would like to help ABB with multicultural activities are welcome to volunteer their services and experiences. Please let us know if you have a special holiday tradition that you would like to share with us.

Typical Daily Activity Schedule See Appendix A.

Family Engagement and Partnership Communication Plan

Your child is important to us. Please contact me in person, by phone, or email anytime you have a question or concern about your child or our child care program. Nap time or evenings are the best time to call to discuss progress, health or other concerns. You can also send an email that I will reply to after-hours. It is expected that we will have many conversations regarding your child. Another source for interaction is through receiving notes in the *Sign In/Out Book* (on your child's page).

Next, I encourage you to review the *Parent Information* bulletin board regularly — where you can find valuable information about parenting advice and practical tips. In addition, you can gain

more in-depth knowledge pertaining to you and your child by reviewing our website located at www.academyofbusybees.com. Understanding and valuing various parenting styles and family systems with respect to boundaries and confidentiality is important to a successful child care experience for you and your child. We will make every effort to assist you with questions and locate resources if needed.

Family engagement refers to ongoing, goal-directed relationships between teachers and families that are mutual, culturally responsive, and that support what is best for children and families both individually and collectively. Teachers and families share responsibility for the children's learning and development, the progress toward outcomes for young kids and families, and for parents' involvement in the program using a formal assessment based on Washington's Early Learning Guidelines

Drop off and pick up times are very busy times for us. This period of time is not the best time to discuss serious problems. Little ears and minds hear and understand everything. I am not comfortable discussing a child in the presence of anyone but his/her parents. Topics that concern day-to-day events or light-hearted discussions are fine. If you would like to share with us important information about your child, please feel free to do so. If you would like to have a longer conversation, please schedule a time with us so that we can focus on your concerns. Twice yearly, I will schedule a regular time to meet with you to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about program news, goals, strengths and challenges for your child, and how I can support you in your parenting as you support me in my care-giving.

At the time of registration and each year thereafter we will ask you to complete the "Introducing Me!" form about your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate each child's individual characteristics, strengths and needs.

Child Outcomes

It is important for us to provide the best program for your child. As of June 30, 2017, we have implemented a new developmental screening policy. This policy is included in both our staff and parent handbooks. As of this date, we have started conducting Center for Disease Control (CDC) screenings on all children ages 0-5 who are not yet in kindergarten. All newly enrolled children will be screened within 90 calendar days of their enrollment date moving forward. The results of this screening will be shared with the children's parents/guardians within 30 calendar days of their screening date. At this time, information about how to find resources for possible developmental delays will be given to parents/guardians on an as-needed basis. The original screenings, along with the date of data sharing, will be kept in the File of Supporting Materials.

Continuing assessments of all children will be done using a formal assessment based on Washington's Early Learning Guidelines. Each family will receive a formal assessment twice a year, fall and spring, and an informal assessment in the form of a portfolio at the end of the school year. If the child is enrolled between the 2 conference times, the child will receive an assessment within 90 days of enrollment. Results will be shared with the parents/guardian.

Permission for Free Access

During business hours, you have the right to access any areas of my home licensed for child care. ABB has an open-door policy. We enjoy visits by parents/guardians, grandparents, and

siblings. It is also nice to have planned visits and activities. Be sure that when you come, you are dressed to play, because we'll want you to join in any activity we are involved with. **PLEASE RESPECT OUR POLICY pertaining to visits—only parents/guardians, grandparents, and siblings are allowed to visit without prior permission.** Please, if you need to come in during nap time, do so quietly so as not to disturb the children

You have the right to access your child's file, provider training log(s), DCYF inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with me or my staff, so we can arrange to speak away from the children.

Back-up Child Care and Consistent Care Policy

I recommend that you have access to an alternate child care arrangement. You are responsible for finding back-up care for your child when I go on vacation, become ill, have professional training days or must close for any reason. You are also responsible for finding back-up care if your child is ill or during school closure days. If I am ill, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find back-up child care. For a child care referral, please call:

Child Care Aware of Washington
(206) 329-5544
1-800-446-1114

For consistency of care I or a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. See more information about consistent care in *Curriculum Philosophy, Implementation and Program Description* section.

How Children's Records, Including Immunization Records, are Kept Current

Children's records are confidential. However, they are readily available for staff, the child's parents/guardians or licensors to review. The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations. All records are kept accurate and up-to-date. All files will be reviewed by staff twice annually in January and July. Parents/guardians are requested to update their child's information on a regular basis, especially immunization records. Immunization records will be updated at the time of registration and on the following day after the child receives an immunization or the next day the child attends child care. Changes such as job changes, address and phone numbers will be updated on the day of the change or the next day that the child attends child care.

Certificate of Immunization Status (CIS)

Immunization forms have to be filled out and kept current per **state law** or child will not be allowed to attend child care. CIS will be reviewed by the provider on a regular basis. The parents/guardians will be asked to make updates at that time if they have not been done previously. All children must be current on their immunizations

The only exception that will be made is if you provide a Department of Health (DOH) medical exemption form signed by a health care practitioner. Religious membership exemption does not need a health care practitioner signature.

If there is a signed Certificate of exemption (COE) from a licensed physician, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child

has not been immunized for.

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

Dental Hygiene Practices and Education

The health of the children in our child care 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 tooth brushes in the bathroom in a manner that prevents cross contamination. We will not use fluoride toothpaste for children under two years old. We will have a form for the parent or guardian of the child who may want to opt out of the daily tooth brushing activities to sign. To help prevent tooth decay will not be providing juice for children under twelve months old and will only provide older children juice on very limited occasions. The juice that is provided will only be 100% fruit or vegetable juice and will only be served in a cup. We will not use teething gels or tablets unless prescribed from a physician. We will have on file the name of the child's dentist contact information or an emergency dental plan.

Health Care Practices

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, as well as a policy for pets and animals that have access to licensed areas. The health risks of interacting with pets and animals should be discussed by the parents upon enrollment and thereafter.

During the sign in procedure, the parents/guardians are required to do a child's health screen through Brightwheel app.

Due to the uncertainty of how the pandemic will affect the child care business on an everyday basis, policy regarding Covid-19 will be followed in accordance with the Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) recommendations and guidelines. Please be aware that the guidelines can be changed during pandemic. If any client has had any potential case of exposure to Covid-19, has travel arrangements and/or has any other complicated situation that might cause exposure, we will contact DOH regarding the next steps to be taken.

Our health policy is reviewed and approved by the department and can be found in the second shelf of the gray storage bin by the elephant slide.

Confidentiality Policy Including When Information May Be Shared

All children's records are managed in a confidential manner. The DCYF may access your children's files. Moreover, on a need to know basis staff members may access your child's file to obtain contact information, medical information, classroom placement information and other data to support your child having the best experience while at this child care. Parents/guardians are permitted access to their child's records. The children's files and teachers/ volunteers files with all the required training are kept in the office.

Non-discrimination Statement, Anti Bias and Bullying

Our program is defined by state and federal law as a place of public accommodation. We respect and accept everybody regardless of race, color, national origin, disability, creed, ethnicity, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

Any staff member will intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to:

- a) Redirecting an inappropriate conversation or behavior;
- b) Being aware of situations that may involve bias and responding appropriately; and
- c) Refusing to ignore bias.

We take steps to prevent and, once aware of, do not tolerate emotional abuse including victimizing, bullying, terrorizing, extensive ignoring, or corrupting a child. We are closely supervise to protect children from the harmful acts of other children. We will immediately intervene when the staff member becomes aware that a child or children are teasing, fighting, bullying, intimidating, or become physically aggressive.

Abuse and Neglect-Protection and Training

We want a truly peaceful, safe, and secure diverse place to grow up. In this setting there is no room for abuse or neglect. **ABB staff is required by law (WAC 170-300--0475; RCW Chapter 26.44.020) to report any suspected child abuse (physical, sexual, or emotional), child endangerment, a child's disclosure of sexual or physical abuse and maltreatment, child neglect or exploitation to DSHS Children's Administration Intake (Child Protective Services) at this phone number:1(253)983-6100 or local law enforcement: 911 immediately (without prior notification to the parents involved).** In addition, no child will be released to a parent/guardian appearing to be intoxicated or under the influence of a mind-altering substance. An alternate authorized individual will be called. Repeated offenses of this nature are considered grounds for immediate termination and report to Child Protective Services I will also inform my licensor. All staff or volunteers in this program, as well as my family members, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation.

For Parents Utilizing DSHS & Working Connections Subsidy

We also accept DSHS subsidies, including the Child Care Subsidy Programs (CCSP).

If you receive assistance with your child care bill through the Child Care Subsidy Program, I am only authorized to provide care when you participate in **approved activities such as work, training, and educational programs**. If you are paying through DSHS, please see attached information from “Child Care Subsidies, a Guide for Licensed and Certified Family Home Child Care Providers.” According to the mentioned document, if I provide care for your days off, errands, or other unauthorized activities, there will be an additional fee that is due in advance. Even though I mentioned these unauthorized activities, I am not an authority of DSHS subsidies. You must contact your designated social worker to develop a plan of the assistance that you receive from the state.

Please do not leave your children in the child care to run errands, attend private appointments, or conduct any type of business without prior permission from your case worker and then from an ABB staff person.

You are required to give at least 30 days’ notice to Academy of Busy Bees if you intend to terminate care.

You should be aware that ABB does not accept DSHS clients whose vacation/absences due to non activity exceeds 10 days per fiscal year. The fiscal year counts from July 1 to June 30. If in case you expect more than 10 days vacation/absences due to non activity during the year, you are required to discuss this situation with the child care provider. as to avoid possible termination at the child care.

It’s totally parents/guardians responsibility to renew their child care subsidy when they receive an end date reminder from DSHS. The provider receives end date reminders and child care will not be provided if the provider does not receive approval from DSHS through email, phone call or award letter. The provider is not responsible to remind parents about the renewal process.

Once the provider receives the end date notice, a note will be placed in the child’s page of the Sign In/Out Book. No further reminder will be given to the parents/guardians. Child care services will not be provided after the termination date if the termination letter is received and the parents/guardians did not renew their child care subsidy. Please complete the renewal process in a timely manner because DSHS usually does not back date payments. Authorization for child care is usually given from the date the application is received.

Definition care by DSHS :

Full Time: 5-10 hours of care a day

Part Time: less than 5 hours of care a day

Drop In: DSHS/Working Connections does not cover drop in/hourly care.

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Sign-in and Sign-out Procedures/ Attendance records

Children must be accompanied into the facility and picked up inside the facility by an authorized adult. **Please make contact with a caregiver upon pick up and drop off. Daily attendance is monitored, and parent/guardian/alternate pick-up/drop-off person is required to sign the child in/out on the attendance log using his/her signature of full name or electronic signature.**

It is extremely important that you advise everyone authorized to pick up the children of the pick-up and drop-off policies. Please identify on the Child Care Registration form, who is authorized to pick up your child. I will not release your child to any person without your written

permission. This form should be kept current. Valid picture ID will be required when authorized person arrives to pick up the child.

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

Always say goodbye to your child at drop off time, but please try to maintain a short goodbye to your child. The longer you spend saying goodbye, the more stressful it is for the child to accept the separation.

During pick up I encourage every parent to ask the child how was his/her day. It establishes a strong child-parent bond for a long period of time.

Please stop talking on the phone during pick up or drop off time. You are an example of the behavior for your child. Talking on the phone during arrival and departure is showing ignorance and disrespect for the child and not the best teaching strategy for the child-parent communication. Your child is the most precious gift in your life. The children never forget the way the parents make them feel special each day.

Please be in control of your child during drop-off and pick-up times.

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Parking

- There are a number of spaces on the street in front of the facility.
- **Please use consideration for others when parking** by leaving enough room for other vehicles.
- Please be courteous to your fellow parents by not sitting in your vehicles for long periods of time texting and talking on your cell phones. In addition, when the children see you drive up, they are excitedly waiting for you after a long day apart.
- Please do not block the garbage bins (ABB's or the neighbors) on Thursdays as it's pick-up day.

Please do not forget to turn off your car's engine when you leave the car.

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Staffing Plan, Classroom Types, and Ratios

ABB either meets or exceeds the State of Washington's licensing requirements with regard to the ratio of number of staff to the number of children present. It is important that ABB has enough staff to accommodate the needs of the children even in the case of an emergency. The staffing policy is the same during sleeping and waking hours. We will maintain the State required staff to child ratios at all times. An adult staff member is required to be present at all times. All staff members (including volunteers) are required to have background checks.

In my absence I plan to provide qualified assistants to fulfill the State staffing requirements and ratios according to WACs and will be trained on the policies and procedures of our program..

If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified as soon as possible.

You may ask for access to our staff training and professional development records. Binders that contain all staff training and professional development records will be kept in the office.

I try to go above and beyond what is required by licensing!

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Child Guidance plan, Physical Restraint Policy and Corporal Punishment

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. Constructive and natural consequential discipline is the process used at ABB to guide a child in making wise choices. We consider all children exceptional, yet capable of making poor choices. All discipline will be initially handled by positive reinforcement and redirection. I will use behavior guidance that is fair, reasonable, and suited to the age of your child. In the event a child makes a poor choice, a natural consequence will occur. For example, if a child throws his/her crayons/toys, etc. he/she will first be required to take a brief time to think about his/her action, re-evaluate the situation, and then pick up the objects thrown. A staff member will communicate with the child, explaining the unacceptable behavior and why it is not acceptable, showing more appropriate ways to behave, and explaining the consequence. If I find that after repeated poor decision-making our methods are not effective, I will have a conference with the parents/guardians/teachers to discuss the behavior and possible resolutions.

Parents/guardians may be required to immediately pick up any child who becomes too disruptive for care. It may be necessary to suspend child care services if the child is destructive to the child care environment or violent to child care staff or children. Suspension will be based on the severity of your child's behavior and can range up to 3 days.

Sometimes if both a parent/guardian and a provider are in the same area during drop-off and pick-up times, a child may forget the rules or test the boundaries. Please help show your child that you respect us, the guidelines of the child care, and the property by reminding him/her that the rules still apply when you are around. We will also remind the children of the guidelines and direct them accordingly.

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.

Corporal punishment is not allowed by law at this (or any other) child care facility.

Physical restraint must only be used if a child's safety or the safety of others is threatened. An early childhood professional may separate a preschool age or school age child from other children when that child needs to regain control of him/herself. The procedure of physical restraint will be followed in accordance to WACs.

All staff and volunteers are trained on the guidance and discipline policy and practices.

Expulsion Policy

At our facility 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 a serious safety concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications, the child's care will be terminated. This type of behavior can include but is not limited to things such as on-going biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility etc.

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

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.

3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents.
 4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion.
 5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
 6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
 7. We will give the parents or guardians referrals to community-based programs/settings.
- The Department of Children, Youth, and Families will be notified of the expulsion.

Termination of Services

You are required to give me 30 days' notice of your intent to terminate care. Your deposit will cover 2 last weeks of the child care. If you should terminate your child's care without notice, the deposit will not be refunded.

I reserve the right to remove your child from the Academy of Busy Bees at any time with verbal or written notice with or without the 30 days' notice. Refunds are not available for cases of involuntary dis-enrollment. As an early learning provider, I may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program may include but not limited to unpaid bills, continual late arrivals or pick-ups, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space.

Posting Requirements

Postings such as the childcare license, floor plan with emergency routes and exits, emergency numbers and information, liability insurance covering, etc are clearly visible for parents and staff on the wall by the entrance.

Supplies and Clothing to Be Provided by Parents

Please provide the following items for your child:

• Bottle	• Toilet training diapers
• Formula	• Change of clothing
• Bibs	• Appropriate clothing for cold and/or rainy weather (for required outside play time)
• Diapers	• Sleeping necessities
• Wipes	• Toothbrush, toothpaste
• Teething devices	• Play shoes which will allow free movement. No shoes with laces under 3 years old. Unless the child is trained to lace his/her shoes.

Each child is assigned a cubby. **Please provide two additional, complete changes of clothes including socks and underwear for your child.** If you wish, play shoes may be left in his/her cubby also. **All clothing should be marked with the child's name or initials to help staff identify clothing. ABB will not be responsible for clothing and belongings that are not**

labeled. Unlabeled clothing will be placed in a visible holding space in the entrance room for your identification. Clothing or belongings unclaimed after 1 week will be donated.

Please make sure that your child is dressed appropriately and comfortably for a play environment. If you need to go somewhere in nice clothes after leaving the child care, please bring the child's nice clothes with you and change your child(ren) at the end of the day during pick up time. Dress your child(ren) appropriately for the weather conditions especially during the winter months (warm jackets and proper winter boots according to the weather) and rainy days (rain jackets and rain boots).

Please don't bring personal items such as books, videos, and toys because I will not be responsible for any personal belongings that may be lost or damaged.

Napping/Sleeping

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. 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.

Mixed Age Groups

As ABB is a home family child care, the children of various ages will be present during the day. During the day the children will be participating in learning, play, eating and sleeping with children from different age groups. We will set up programs and curriculum for the age of your child/children.

Individual Care Plan, Special Needs Accommodation

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialist;
3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
7. Activity, behavioral, or environmental modifications for the child;
8. Known symptoms and triggers;
9. Emergency response plans and what procedures to perform; and
10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant;
- b. Mental health professional;
- c. Education professional;

- d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
 - e. Registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following it must accompany the child's service plan.
- a) Individual education plan (IEP);
 - b) Individual health plan (IHP);
 - c) 504 Plan; or
 - d) Individualized family service plan (IFSP).

Specialized Care for Infants & Toddlers

Diapering Procedure

Children will be attended to at all times during the diapering procedure. Diapers will be checked every two hours and changed when necessary and not less than every four hours. The parents or guardians will need to supply appropriate disposable diapers and diaper wipes. We do not use cloth diapers at the child care. All staff, parents or guardians will wash their hands immediately before and after diapering. The child's hands will also be washed immediately after diapering. ...

Toilet Learning

Toilet training begins as the child shows interest/capability, usually between the ages of 18 months and 3 years. Size and age appropriate toilet training equipment is provided by ABB. I will interact with the parents/guardians how to work collectively for encouraging child's toilet learning. It is essential that toilet learning can be managed in a developmentally appropriate way with least possible stress for the parent, child care provider, and child. For toilet training I use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians. The child will wear a diaper or pull up until he/she becomes fully trained.

Infant and Toddler Nutrition and Feeding

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. We will have a designated area for nursing and bottle-feeding mothers. All infants and toddlers will eat when hungry according to their nutritional and developmental needs, unless medically directed. We will serve only breast milk or infant formula to an infant, unless the child's health care provider offers a written order stating otherwise. We will hold infants and toddlers while making eye contact with them. We will stop feeding the infant or toddler when he or she shows signs of fullness. We will not allow infants or toddlers to have propped bottles or given a bottle or cup when lying down. We will transition a child to a cup only when developmentally appropriate and with the permission of the parent or guardian. In consultation with the parent or guardian we will begin introducing solid foods. We will not introducing solid foods sooner than four months of age, and it will be based on an infant's ability to sit with support, hold his or her head steady, close his or her lips over a spoon, and show signs of hunger and being full, unless identified in written food plan pursuant to WAC 110-300-0190 or written medical approval. We

will not add food, medication, or sweeteners to the contents of a bottle unless a health care provider gives written consent. We will not serve juice or any sweetened beverages (for example, juice drinks, sports drinks, or tea) to infants less than twelve months old, unless a health care provider gives written consent, and to help prevent tooth decay we will only offer juice to children older than twelve months from a cup. In consultation with the parents or guardians we will increase the texture of the food from strained, to mashed, to soft table foods as a child's development and skills progress between six and twelve months of age. Soft foods offered to older infants will be cut into pieces one-quarter inch or smaller to prevent choking. We will allow older infants or toddlers to self-feed soft foods from developmentally appropriate eating equipment. Placing infants or toddlers who can sit up on their own in high chairs or at an appropriate child-size table and chairs when feeding solid foods or liquids from a cup, and having an early learning provider sit with and observe each child eating. See policy for storing and serving breast milk. Infants and toddlers will not be served food from polystyrene (Styrofoam) cups, bowls, and/or plates. We use glass bottles or plastic bottles labeled with "1," "2," "4," or "5" on the bottle for feeding infants.

Bottle preparation

Parents or guardians who bring bottles must label the bottle with the child first and last name and the date. The bottles and nipples must be in good repair. The bottles should be glass or stainless-steel bottles, or plastic bottles labeled with "1," "2," "4," or "5" on it. A plastic bottle must not contain the chemical bisphenol-A or phthalates. Infants are fed on demand or based on parents/guardians recommended feeding schedule. Infants will stop being fed when the child shows signs of fullness. Bottles will be emptied when a child is done feeding. We will throw away contents of any formula bottle not fully consumed within one hour (partially consumed bottles will not be put back into the refrigerator). Infants and toddlers will be held at all times when bottle feeding, I do not prop bottles up or let children feed themselves while lying down, children sitting up in a high chair or at a table may feed themselves their bottles if that is their preference. Bottles will be checked to ensure temperature is safe before feeding. Medications, cereal supplements, or sweeteners will not be added to the contents of bottles unless prescribed by a health care professional and the medication management procedure has been followed. We do not allow infants to share bottles or infant cups and keep the contents of a child's bottle inaccessible to other children.

Breast Milk

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

Naps, Rest Periods and Infant Sleep Patterns

Infant and toddlers will follow their own individual sleep patterns and never be forced to sleep. Infants and toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission or ASTM international Safety Standards. Napping equipment will be clean and firm with a snug-fitting mattress that does not have tears or holes. There will be no loose clothing, pillows, or toys in the bed with the infant. Children will be removed from car seats, swings, rockers, or other similar equipment if they have fallen asleep. When children are able to climb out of a crib/pack-n-play or it is no longer developmentally appropriate for the child to sleep in an infant crib/pack-n-play, we will consult with the parent and develop a transition plan to a cot or other approved sleeping equipment. The linens are kept separate for each child and laundered weekly (or more often if necessary).

Staffing during bed-time hours is the same as staffing during waking hours.

Infant and Toddler Safe Sleep Practices

To reduce the risk of Sudden Infant Death Syndrome (SIDS) I and all my staff have completed yearly safe sleep training. I will actively supervise infants and toddlers by visibly checking often and being within sight and hearing range, including when an infant or toddler goes to sleep, is sleeping, or is waking up. According to the standards of the American Academy of Pediatrics, to reduce the risks of Sudden Infant Death Syndrome (SIDS) infants will be placed on their backs on a firm sleep surface, mattress when sleeping. If you require your infant to sleep in a different position, I need a signed request form from your health care practitioner for the child's file. If an infant turns over while sleeping, I will return the infant to his or her back until the infant is able to independently roll from back to front and front to back. I will not use a sleep positioning device unless directed to do so by an infant's or toddler's health care provider. The directive must be in writing and kept in the infant's or toddler's file. I will have sufficient lighting in the room in which an infant or toddler is sleeping to observe skin color. I will monitor breathing patterns of an infant or toddler and allow infants and toddlers to follow their own sleep patterns;

I will not allow loose blankets, stuffed toys, pillows, crib bumpers, and similar items inside an occupied crib, bassinet, or other equipment where infants commonly sleep. I will not allow a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep. I will not allow a blanket, bedding, or clothing to cover any portion of an infant's or toddler's head or face while sleeping, and will readjust these items when necessary. I will prevent infants or toddlers from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

Special Care For Children Entering Kindergarten. Transition Plan

When children are turning five years old or six months before the child is ready to attend a Kindergarten program, we will meet with the family to provide resources and create a transition plan with the parents. Kindergarten or school readiness materials can be found in the "Parent Resources" binder. These materials are the same or similar to resources posted online by OSPI, the Department of Children, Youth, and Families, or other equivalent organizations and may address kindergarten transition activities and developmentally appropriate local school and

school district activities designed to engage families. We also provide a parent information night, usually in the spring, for families getting ready to enroll their child into kindergarten. This can include a list of local elementary schools and their open house dates or how registration works in our school district. You will also get a copy of the WaKids “Introducing Me” pamphlet for your family to fill out and give to the child’s kindergarten teacher.” In addition, I encourage the parents to contact the school that the child will be attending to get more information about kindergarten registration. Before entering kindergarten, the child care will organize a graduation party for the preschoolers who will be entering kindergarten. If your child leaves the program to go to a different program, you will be given the child’s assessments, including his or her portfolio. Parents are welcome to coordinate with me to set up a goodbye party, if that is desired.

Meal and Snack Schedule

When we eat, we eat right! ABB participates in the U. S. Department of Agriculture (USDA) Food Program. We eat as much fresh fruits and vegetables as we can. All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards. A sample menu is attached.

It is your responsibility to notify me of any allergies and adverse reactions your child may have with certain foods or beverages.

Home canned foods are not allowed to be served. Safe drinking water will be served. Whole milk will be served to children 12-24 months.

Infants are fed according to their individual schedules and nutritional needs. They are held by a staff member in a semi-upright position until they are able to hold their own bottle and feed themselves. See more information about infant feeding, bottles and breast milk in the *Infant and Toddler Nutrition and Feeding* section of this handbook.

Sample Menu See Appendix B

Food Allergies and Special Dietary Needs

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC [110-300-0300](#) must include the following:

- a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- b) Identify foods that can be substitute for allergenic foods; and
- c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
 - i) Names of all medication to be administered;
 - ii) Directions for how to administer the medication;
 - iii) Directions related to medication dosage amounts; and
 - iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies. If your child suffers from an allergic reaction, we must immediately:

- a) Administer medication pursuant to the instructions in that child's individual care plan;
 - b) Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
 - c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
 - i) The child is having an allergic reaction; or
 - ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.
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Food Handling Practices

Anyone preparing food for the children will be required to maintain a current and valid Food Handlers Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling.

Safe food, bottle and formula storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current Department of Health Washington State Food and Beverage Workers' manual and current foundational Quality Standards WAC 110-300.

Dishwashing Practices

Dishes are washed in an automatic dishwasher using the sanitizing cycle.

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Safety of Food Containers and Preparation Area

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces are 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 cook or reheat food with a microwave at the child care.. All hot meals are cooked from scratch.

Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.

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Policies for Food Brought from Home

ABB provides food for all meals and snacks. The parents should not provide meals for their children at our facility. Food from home is not allowed unless special dietary needs require it.

Please, do not bring any other food to the child care facility; especially gum, candy, and other treats!

We observe birthdays individually. Birthday treats may be brought from home if you wish. Please let ABB's staff know in advance, so we can schedule some time to celebrate. The birthday treats provided must be limited to store purchased fruits and vegetables (uncut) and foods prepacked in the original manufacturer containers. The parents/guardians are required to bring a receipt of the purchased items.

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Transportation and Off-Site Field Trips; Transportation to/from School

ABB carries liability insurance at this time.

I do not transport child care children using a vehicle or public transportation at this time.

I do not drop off or pick up children at school (at this time).

ABB does not offer any off-site field trips at this time. The parents will be notified about any changes by the provider of the child care.

Nighttime Care, Overnight Care and Staffing

Overnight care can be provided for regular clients upon request and should be approved by the DCYF. Overnight care plan should be signed by the parents/guardians. All parents that would like to have overnight care must sign permission and documentation that you are aware that the provider is sleeping while their children are in care and have read the facilities policies and procedures for overnight care. Every child in overnight care is provided by the child care his/her own cot. The cots are safe, washable, and in good condition. They are standard size and meet the child's developmental needs. Required staff-to-child ratio will be maintained during overnight hours. The licensee/primary staff member will be on the same level of the home as the children in the child care. If any child staying overnight in the child care is ill, or becomes ill, the same daytime policy will apply. The child care provider will stay awake until all children are asleep or returning to sleep.

Emergency Preparedness and Evacuation Plan

The staff at ABB is trained in emergency and disaster escape and survival. I have practiced turning off water, power and gas. I continually check my home for potential hazards on a regular basis. We also practice emergency (fire, earthquake, and intrusion drills) escape and survival regularly with the children as required by WAC. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Training and practices are conducted in a serious but positive manner. 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 WAC 110-300-0470(1)(c). You will find our programs evacuation plan posted on the wall at the entrance. 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..**Please make sure that you keep the staff at ABB informed of any changes to your emergency numbers.** In the event of any disasters that affect our area, please secure your personal safety first. The staff at the facility will first secure the safety of the children and then themselves, administer first aid if/when necessary, call 911, and then begin calling parents. The children will be accounted for using the daily attendance list. Remember that telephone communication is difficult and delayed during a disaster, because so many people try to use the telephone and it jams the lines. We do not want to contribute to that difficulty. We will attempt to call the parents/guardians at the contact numbers available to us. In the event that we are unable to reach you and you are unable to reach us, a second number of (360) 500-3527/ (352)701 0296 may be called for an update on the status of your child. **This number is for EMERGENCY DISASTER USE ONLY, and will not provide you any other child care**

information. If the person who answers this number has no information, it is because we have not been able to contact them. If you choose to come to the childcare facility during/after a disaster strikes, you will be required to follow our disaster procedures regarding removing your child from the site. It is in the best interest of all the children and the staff that no one is removed without prior notification to the staff. In addition, the facility is stocked with enough food and water to provide nutrition and liquids to the children enrolled for a minimum of three (3) days. Emergency supplies prepared for a disaster, lockdown, or shelter-in-place incident are drinking water, non-perishable food, first aid supply and medications required by individual children, battery operated radio, flashlights, diapers and formula for infants, emergency documents and phone numbers, and garbage bags.

Our emergency meeting place is walking distance by the Harborstone Credit Union (7220 Tacoma Mall Blvd., Tacoma, WA 98409) next to The Home Depot (7050 Tacoma Mall Blvd., Tacoma, WA 98409). If this meeting place is unsafe, we will meet at 3002 South 72nd St., Tacoma, WA 98409 (stadium of Arlington Elementary School). If you cannot reach us at the business phone number or if no information is available at our out-of-state contact, please utilize Ms. Liliya's cell phone at (253)432-0268.

Earthquake Plan

When Indoors:

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
 - **DROP** to floor
 - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
 - **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

When Outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over
- A head count of the children will be taken to ensure all children are present

After earthquake:

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located in front of the house by the easement next to the sidewalk.

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

- We will monitor our portable radio or cell phone for information and emergency instructions

- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of building until it has been inspected for re-entry and determined safe.

Evacuation Plan:

When On-site:

- All children will be gathered and escorted to the designated meeting spot located: **S Trafton St. in the front of the house by the easement next to the sidewalk**
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- If safe to do so, the whole home will be checked, to ensure that all children have left the building safely.

When Off-site:

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

Fire Evacuation Plan:

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
 - If anyone's clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building
- A designated staff member will check areas where children may be located before they leave the building
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.

Lockdown Plan:

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor;
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;
- If a phone is available, we will call 911 to ensure emergency personnel have been notified;
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. Please bring a three-day supply of any required medications for your child/children. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave your child unsupervised.

Injury or Medical Emergency Response and Reporting

The child care facility takes precautions to prevent injury of children. My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training. The child care has been inspected for safety issues by Department of Children, Youth, and families and Tacoma Fire Department. However, accidents occur. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injuries parents may be called to help decide whether the child should go home. Head injuries, severe bleeding or other serious injuries we will contact the parent immediately and write an injury report. In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will notify the parents/guardians as soon as safely possible. If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department's Licensor and child's social worker, if any. The parents/guardians will be given a copy. If the child had an injury at home, the parents/guardians are required to inform the child care staff about the incident

Medicine Management and Policy

All medications including vitamins, herbal remedies, and dietary supplements are stored in a locked container or cabinet unless they are being used at that immediate time. Rescue medications are accessible to staff in emergencies and inaccessible to children. We will not administer any internal medicines unless your child has a specific ongoing condition that requires it during an emergency. Even within that context, the label must be clearly printed with your child's full name, and we must have clear written directions (with a physician's

signature and contact info) on how much and when to administer. A child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee). In the case that your child needs medication every few hours, please keep your child at home or arrange for alternate care. A parent or guardian must annually authorize an early learning provider to administer the following non-medical items: diaper ointments (used as needed and according to manufacturer's instructions); sunscreen; lip balm or lotion; hand sanitizers or hand wipes with alcohol, which may be used only for children over twenty-four months old; and fluoride toothpaste for children two years old or older.

All unused and/or expired medication must be taken home by the parent or guardian.

We will not accept or give to a child homemade medication, such as diaper cream or sunscreen.

Exclusion/Removal Policy of Ill Persons

If a household member, staff person or child in child care has been diagnosed with a communicable disease described in WAC 110-300, that person must be excluded from the child care until he/she is completely recovered and is no longer contagious. A doctor's letter may be required to return to child care. Children who are contagious must stay at home. The parents/guardians of each of the children will be notified within twenty-four hours of communicable diseases or food poisoning about the exposure in ABB. The Health Department will be notified of food poisoning and of all reportable diseases at the facility.

Each child will be observed daily for signs of illness. Our policy regarding sick children is in accordance with the public health office guidelines. Any child over 2 months who has an oral temperature of 101 degrees Fahrenheit or higher (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, along with any behavior changes or other signs and symptoms of illness, such as

- sore throat (Especially if associated with fever or swollen glands in the neck)
- body rash not associated with heat, diapering, or an allergic reaction
- fatigue that prevents the individual from participating in regular activities
- vomiting that occurs two or more times in a twenty-four hour period
- diarrhea where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;
- earache
- headache
- drainage of thick mucus or pus from the eye or pink eye
- appearance/behavior: 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. unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- open sores or wounds: discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;:
- an illness or condition: that prevents the child from participating in normal activities such as outdoor play.

will be sent home.

Children must be symptom free for 24 hours before returning to the child care.

If your child becomes ill with any of the above symptoms, we will call you to come and pick him/her up. In such event, we will reasonably prevent contact between the ill child and other children until you arrive. The child will be kept separate from the other children to help prevent spreading of the illness while awaiting pickup. We do our best at Academy of Busy Bees to take care of all the children who attend the facility, and illness causes an unsafe and unhealthy place for the other children in our care. If you are not available to pick up your child, it is imperative that you have another authorized person pick up your child A.S.A.P. In the event of an extreme emergency, we will administer FIRST AID/CPR, call 911, and then call you to alert you of an illness/accident and let you know the status of your child's injury or illness.

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 or scabies was discovered. The child with head lice or scabies is allowed to return to the premises after receiving the first treatment. Children who were exposed to chicken pox may return when the blisters have dried and formed scabs.

ABB can't completely prevent the spread of any disease, however, measures will be taken to reduce the spread of disease whenever it's possible. This includes requesting that children exhibiting any signs or symptoms of illness will stay at home. ABB does not allow the parents/guardians to bring a child to the child care with a fever, communicable disease or other symptoms of illness. ABB is not licensed to provide care for sick children. When sick children come to the child care, they jeopardize the health of every other person in the child care. Even if you give the child a medication at home to lower the temperature, the child is still sick. Parents and staff get quite upset when a sick child is being left at the child care - we all need to work together to protect the health of our children and teachers. If a child is sick upon arrival, the parents will be asked to take the child home.

ABB request that parents help in prevention of the spread of disease by carefully observing their children for the signs and symptoms of illness. If a child is excluded from care for the prevention of the spread of infectious disease, it is important that you obtain a letter from your health care provoker for re-entry.

Please make sure that your child feels well enough to fully participate in the child care activities every day. If your child is well enough to attend, it means that your child is well enough to go outdoors. ABB is not able to provide staff to stay indoors with your child when the other children are outdoors

Please call me if your child will not attend due to illness. If you are unsure if your child should come or not, please call.

The parent is responsible for finding substitute care in case of the child's illness.

Reporting and Notifying Conditions to Public Health

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC 246-110-010(3))

Hand Washing Practices and Hand Sanitizers

To reduce the spread of germs and infections we will help direct, assist, teach, and coach your children to wash their hands. We will use the following steps: wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands

with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

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

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

Staff will wash their hands:

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

Please set a good example for your child and help them to wash their hands with the steps above. Hand sanitizer will be used in accordance with WAC 110-300-3650 and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom I have a signed parent permission on file. Hand sanitizers will not be within reach of the children.

Cleaning, Sanitizing, and Disinfecting Procedures

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once every six months. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing

bleach solutions for child care and similar environments.

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. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care. All employees/volunteers at ABB have been trained on a Blood Borne Pathogen plan .The Blood Borne Pathogen plan reviewed yearly.....

Injury Prevention

I will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

Pesticide Policy

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found. We will document all steps taken to remove or exterminate the pests and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the pesticide manufacturer's instructions. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

Pets

ABB does not have any pets or animals. But we believe that the association of pets with children enriches the lives of both. We welcome any pet visit if the parent/guardian monitors the pet while at the facility. **Please arrange, in ADVANCE, for pet visits.** If your child has allergies, you are responsible to notify the childcare provider about it. As a result, we will not allow any pet visits at all.

Photography, Videotaping and Surveillance

Here at ABB we take photos and videos. The parents will be asked to fill a permission form for photography and videotaping. The photographs and videos can be used in the childcare activities both educational and business purposes: for example, preschool pictures, annual calendars, Child Care Aware Tacoma/Pierce County newsletters, teachers conferences, bulletin board, sign in/out

book, postcards, facility decoration, Craigslist, www.academyofbusybees.com etc. All the parents have an opportunity to copy all photos and video from the ABB flash drive. I am not responsible if any parent use the photo of another child on social media (Instagram, Facebook, Twitter etc) without other parent's permission. I do not have surveillance video at the moment.

Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs

There is a **NO SMOKING** policy on the childcare property. ABB is a Non-Smoking Environment for the Health and Welfare of Our Children. The use and visual possession of tobacco, vaping, alcohol, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs are allowed on the premises. Alcohol, vaping and Cannabis may not be consumed during business hours. The licensee, staff, volunteers, or household members must not, or allow others to:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children and out of the view of children.
- Cannabis and/or Cannabis products in a family child care home will be stored out of the licensed space and inaccessible to the children.
- The licensee must keep tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue and all paraphernalia inaccessible to the children.
- All vaping devices will be stored inaccessible to children and out of the view of children.
- Smoking or vaping tobacco products that are used during business hours must not be in a "public place" or "place of employment," as defined in RCW [70.160.020](#)., in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075](#).

Please extinguish all smoking material before entering the premises. This includes the parking areas, sidewalks, steps, etc. Thank you for keeping our area smoke and litter free.

Guns or Weapons

I do not have any guns, weapons or ammunition on the property of the child care.

Insurance Coverage

I do carry liability insurance. Please see notice posted on the picture frame at the entrance.

Safe Water Sources

Hot and cold running water will be available at my program.

I have a copy of the water testing results on the premises. There is no lead or copper in the water.

Retaining Facility and Program Records

I keep all required records for a minimum of five years.

I will keep records from the previous twelve months in the licensed space and they will be immediately available for the Department or other state agency's review.

Liliya Aukhimovich

Owner/Director

P.S. Although I would love to state that this policy is set in stone, in reality it isn't. Things change almost daily in this field, so I reserve the right to change this policy as necessary without any prior notice, but you will be advised of any changes as soon as possible.

Appendix A

DAILY SCHEDULE

06:00:00 AM	Arrival / Free Play
08:00 am – 8:30 am	Breakfast
8:30 am – 9:15 am	Center Time/All Areas Open
9:15 am – 9:45 am	News and Views Small Groups / Work Stations / Free Play
9:45 am – 10:00 am	Clean up / Transition to Snack / Washing Hands
10:00 am –10:20 am	Snack
10:20 am –10:40 am	Circle Time / Music Time *alternate activities available for those who do not wish to participate
10:40 am –10:55 am	Diapering / Toileting /Transition to Outdoors
10:55am - 11:45 am	Outdoors Time
11:45 am -12:00 pm	Transition Indoors / Washing Hands
12:00 pm -12:30 pm	Lunch

12:30 pm – 12:45 pm	Bathroom Break / Diapering
12:45pm – 3:00 pm	Quiet Time / Nap Time
3:00 pm – 3:15 pm	Diapering / Bathroom Break
3:15 pm – 3:45 pm	Snack Time
3:45 pm – 4:30 pm	Centers / Transition to Outdoors
4:30 pm – 5:15 pm	Outdoor / Departure
5:15 pm – 5:30 pm	Diapering / Bathroom Break
5:30 pm – 6:00 pm	Free Play Inside
6:00 pm – 6:30 pm	Dinner
6:30 pm – 8:00 pm	Free Play Inside / Departure

Appendix B

Sample Menu – Academy of Busy Bees

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast Cheerios Bananas Milk	Breakfast Cream of Wheat(hot cereal) Grapes Milk	Breakfast Pancake/Waffle Orange Milk	Breakfast Oatmeal(hot cereal) Applesauce Milk	Breakfast Corn Chex Strawberries Milk
Mid-morning Snack	Mid-morning Snack	Mid-morning Snack	Mid-morning Snack	Mid-morning Snack

Vanilla Wafers 100% Orange Juice	Bagel Swiss Cheese Water	Snack Crackers Milk	Graham Crackers 100% Cherry Juice	Goldfish Crackers 100% Pineapple Juice
Lunch Spaghetti Ground Beef Marinara Sauce Pineapple Slices Milk	Lunch Multi-grain Bread Mashed Potato Meatballs Kiwi Milk	Lunch Rolls Vegetable Pasta Soup with Chicken Fresh Pears Milk	Lunch Buckwheat Baked Pork Broccoli Carrots Milk	Lunch Borsch with Meat and Vegetables Rye Bread Fruit Cocktail Milk
Afternoon Snack Raisin bread/cream cheese Apple Slices Water	Afternoon Snack Steamed carrots/broccoli Cottage cheese dip Pita triangles Water	Afternoon Snack Trail mix (cereal mixture) 100% Mixed Juice	Afternoon Snack Peanut Butter- Banana Tortilla Wraps Water	Afternoon Snack Fruit Smoothies Saltine Crackers
Dinner Stewed Chicken Rice with carrots Watermelon Slices Milk	Dinner Cheese Pizza Peaches Green Peas Milk	Dinner Hot Dog/Bun Green Salad Fruit Plate Milk	Dinner Homemade Chicken Noodle Soup with Vegetables Saltine Crackers Corn Milk	Dinner PB&J Sandwiches Yogurt Mandarins Steamed Carrots Milk
Evening Snack Saltine Crackers Milk	Evening Snack Granola Bar Bananas Water	Evening Snack Club Crackers Cantaloupe Slices Water	Evening Snack Biscuits Milk	Evening Snack Snack Crackers Orange Water

NOTIFICATION OF POLICY ACCEPTANCE

I/we have received, read, agreed, and understood the policies, rules, and procedures to which child care will be provided by Academy of Busy Bees. I/we will adhere to these conditions while our child is enrolled in the care of the staff at the Academy of Busy Bees. Failure to follow the rules, policies, and procedures required by ABB, Department of Children, Youth, and Families (DCYF), Washington Administrative Code (WAC), and Child Care Food Program (CACFP) may lead to termination of child care services.

I understand that an early learning provider may terminate a child's services due to the parent's/guardian's inability to meet the expectations and requirements of the early learning program. Possible reasons for termination may include but not limited to unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate behavior in or near early learning program space.

I/we acknowledge that this handbook (policy) will serve as a guide and it is not final. Moreover, changes occur throughout the year and new procedures are implemented in an ongoing basis.

1st Parent/Guardian name: _____ Signature: _____ Date: ____ / ____ / 2022

2nd Parent/Guardian name: _____ Signature: _____ Date: ____ / ____ / 2022

I agree to provide child care services according to the above plan. I agree to promptly notify parents or guardians of any changes to the above information. I accept enrollment of the above mentioned child and confirm that I have explained the child care agreement and guidelines listed in the *Parent Handbook (Policy)*.

Provider name: _____ Signature: _____ Date: ____ / ____ / 2022

NOTIFICATION OF POLICY CHANGES

I/we have read, agreed, and understood the changes in *Parent Handbook (Policy)*. I/we will adhere to these conditions while our child is enrolled in the care of the staff at Academy of Busy Bees.

1st Parent/Guardian name: _____ Signature: _____ Date: ____ / ____ / 202...

2nd Parent/Guardian name: _____ Signature: _____ Date: ____ / ____ / 202...

Provider name: _____ Signature: _____ Date: ____ / ____ / 202...

NOTIFICATION OF POLICY CHANGES

I/we have read, agreed, and understood the changes in *Parent Handbook (Policy)*. I/we will adhere to these conditions while our child is enrolled in the care of the staff at Academy of Busy Bees.

1st Parent/Guardian name: _____ Signature: _____ Date: ____ / ____ / 202...

2nd Parent/Guardian name: _____ Signature: _____ Date: ____ / ____ / 202...

Provider name: _____ Signature: _____ Date: ____ / ____ / 202...