



EL ARCOIRIS BILINGUAL FAMILY HOME DAYCARE
PARENT HANDBOOK AND ENROLLMENT FORMS

Bienvenidos!

You've made a great choice for your child! We're honored to become a part of your child's life at El Arcoiris Bilingual Daycare.

Training and Experience

The State of Washington requires that I take annual training on topics related to caring for young children and leadership practices. Feel free to ask me about my training. I will frequently share interesting things I learn with the families in my program. Our teachers and myself have met all the training needed for my home program.

My Family and Background

We are a faith based family, my husband and I were born in Mexico, we met in Seattle back in 2004, with the passing of the years we got married and have three kids. I graduated as an Accountant Assistant at Renton Technical College in 2010. My husband works in the construction field and now he owns his general contractor business for the past decade. When my last kid was born in 2021 I chose childcare as my new profession so I can stay home with my daughter. In the current year I start with all the requirements, training and upgrades to my house to become licensed through the state.

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

HOURS OF OPERATIONS: 7am -6pm Monday thru Friday

Will be closed:

New Year's Eve

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving and day after

Christmas Eve

Christmas Day

Professional development- August

(will inform you when your when will be closed for these training days)

Will be open whenever possible on a regularly scheduled day, except in the case of severe weather or other emergency.

Tuition is not reduced as a result of center closures.

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

Daily Schedule

El Arcoiris Bilingual Family Home Daycare operates from 7am-6pm. We will follow a general daily schedule. Snacks, meals and rest times will be consistent every day. Other activities are subject to change due to the age group, weather and feel of the day. The class will have 2-3 hours of outside time each day in the playground.

The following schedule is an example. All kids are taught Spanish - English on a regular basis.

7:00am: Bienvenidos! Free play
7:30am: Early Snack
8:00am : Free play
9:00am: AM Snack
9:30am: Morning Circle, Music, Creative movement, Sharing, Story, Art, Science, Outside Play, Specialists (Order and participation may vary)
12:00am: Lunch often with songs
12:30pm: Free Play and Group Time
1:00pm: Resttime/Nap/Quiet activities (Puzzles, coloring,books,music,outside)
3:00pm: Snack
3:30pm: Free Play, and Outside Play(May vary on the day)
5:00pm Late Snack
5:30pm: Free play
6:00pm Pick up time, adios!

Our educators make it their mission to provide a bilingual, bicultural education and care for your child. The cultural relevancy and the addition of a second language (Spanish) to optimize development. We're excited to get to know you, your family.

Family engagement and partnership communication plan (WAC 110-300-0305)

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

Drop off and pick up times are very busy times for us. 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 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 about your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate each child's individual characteristics, strengths and needs. This enrollment agreement

collects the information we need to ensure that we all have the best start possible. We use this information to complete your enrollment, to meet all your child needs and communicate with you, and comply with child care licensing regulations. It is your choice to provide us with information about yourself and your family, and whether you consent to us using your information in the ways described below. 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 goals, strengths and challenges for your child, and how I can support you in your parenting as you support me in my care-giving.

The most important thing we want you to know is this: We are committed to making your time with us a positive one. Please call us any time, no matter how small your question may seem—especially in the first few weeks, as your family gets used to a new routine. You can reach us by email elarcoirisbilingualdaycare@gmail.com and by phone at 206-790-8097. We can also set up a time to review our Family Handbook with you.

Welcome again!
We're so glad you're here.
TELL US ABOUT YOUR CHILD

First Name:	Last:	Nickname:
Date of Birth:		
Language spoken at home:		
Child's home address:		
Primary phone:		

Please list family members your child lives with, including the names and ages of siblings:

My program has an orientation meeting with new families prior to their child enrolling. Newly enrolling children are encouraged to visit for a half-day prior to beginning care, and allowed to gradually transition into full-day care, if family desires. Family members are encouraged to visit and spend time with their child at care. Regularly scheduled family meetings encourage discussion of relevant developmental information and program news. We have a newsletter monthly or electronic correspondences, ongoing individual child assessment information is shared with each family.

Admission Requirements and Enrollment Procedures (WAC 110-300-0460)

The people named here are authorized to pick up my child. I will notify the Daycare on days when an authorized “**Emergency Contact**” will pick up my child.

Contact #1	<u>Name:</u>	<u>Relationship:</u>	<u>Address:</u>	<u>Primary phone:</u>
Contact#2				
Contact#3				

The safety of children in our place is our top priority. EL Arcoiris staff will release your child only to the parents and guardians listed on the registration form. If you do need to authorize a new pickup person by phone, you may do so. For your child’s safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID. Parent / Guardian Relationship to child Primary phone and Home address. Our goal is to provide your child excellent care and safety.

We have a few questions that will help us be better prepared to meet your child’s individual needs.

MY CHILD’S MEDICAL CARE PROVIDER

Medical Care Provider name	
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Practice/Clinic name:	
Provider Address:	
Preferred Hospital:	
Dentist name/clinic:	

Is there anything else we need to know about your child to ensure he or she can be well supported by our staff?

TUITION AND FEE INFORMATION

Tuition is for a full time schedule, five days a week. I will be charged additional tuition if the child's attendance increases beyond this schedule.(\$5 dollar for every 10 minutes past the scheduled pick up time, as stated on your child care contract).

Full time tuition \$1,550.00 Monthly. Five days per week.

Part time tuition \$1,125.00 Monthly. Three days per week

- Late Payment Fee.

All tuition is due in advance of services rendered. If tuition is not paid in advance, a late fee of \$_25.00___ will be charged. Payment is due the 5th of each month.

- Registration Fee.

A nonrefundable annual registration and/or equipment fee of \$_50_ is due at the time of enrollment and payable each year. If my child has withdrawn from the daycare and subsequently re-enrolls, a new registration and/or equipment fee is due at that time.

- Late Pick-Up Fee.

A late pick-up fee of \$__5 dollar_ per 10 minutes past the scheduled pick-up time per child will be assessed when a child is left beyond the daycare operating hours. Late fee is due the next day of service, we can not provide care for a child with unpaid fees. The late pick-up fee does not constitute an agreement to provide after hours service.

- School-Age Care Fees If your child regularly attends elementary school but school is not in session due to a school holiday, closure, or early release, he or she may attend a

full/half day at the daycare for an additional \$ __50.00__ per day when school is not in session for the entire week, full-time tuition is \$ __250.00__ per __week__.

• Attempt to collect on returned checks fee is \$35.00

Family/Parent/Guardian Vacations and Absences

1. You are required to give two weeks advance notice for vacation.
2. Please call and inform me when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. 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.).

Child Not Picked Up If I fail to pick up my child and/or contact the daycare, and I or another authorized person cannot be reached you within __2 hrs__ after closing time, El Arcoiris staff may release my child to the custody of child protective services or other local authorities.

Provider Vacation/Emergency Closure Policy

I will give you at least four week(s) advance notice of my vacation schedule. I will take one week of vacation per year. Payment will not be reduced during my vacation.

Emergency closures such as snow days, out of power, water or flooded will result as an emergency closure, or other natural disasters. We will contact you with instructions of the pick up location. Our center follows the Bellevue School District closure days.

Back-up Child Care and Consistent care policy (WAC 110-300-0495)

I recommend that you have access to an alternate child care arrangement. You may need care if I am ill, school closure days or when I am on vacation. If I am ill you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup child care. For a child care referral, please call:

Child Care Aware of Washington

(206) 329-5544

1-800-446-1114

Financial Obligations As the parent/guardian signing this Enrollment Agreement all amounts due are ultimately my responsibility. Accounts two weeks in arrears may result in immediate termination of service overdue accounts may be referred to a collection agency.

I am responsible for all account balances, plus reasonable collection and attorney fees associated with the collection of the account. Written notice is required prior to the last day of attendance. If I do not give written notice of withdrawal, I agree to pay full tuition and fees due for the final two weeks regardless of my child's attendance.

Parent/Guardian Signature

Date

How children's records, including immunization records, are kept current (WAC 110-300-0460 and WAC 110-300-0210)

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations. All children's files, including immunization records, must be updated by parents as personal and contact information changes and they will be updated quarterly.

Medication policy: Parents need to provide a written permission for El Arcoiris staff to administer medication with written instructions by the child's health care provider, as permitted by local child care licensing regulations. Parents need to complete and sign authorization forms at the time of registration or administer the medications. Only medication in the original container will be accepted (with the pharmacist's label for prescriptions).

Certificate of Immunization Status (CIS) (WAC 110-300-0210)

A CIS form or similar form supplied by a health professional must be used, and be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician,

the child will be excluded from 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.

Immunizations policy: Parents will provide the center with updated immunization information or an exemption for my child. I agree my child's records may be reviewed. 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 attend child care center.

Illness policy If center staff notifies me that my child is ill, I will pick up my child as soon as possible after being contacted. Due to COVID-19, our illness policy currently includes all household members, not just the child. If COVID symptoms are present, we require a negative COVID test to return to school. Temperature will be taken throughout the day with a digital forehead scan thermometer. It is not unusual when a child starts in any type of group play or childcare to develop more illnesses than before. Children who have been in childcare are LESS likely to develop illness in their school age years, compared to children who have not been in childcare. All children are observed for signs of illness when they arrive and throughout the day. Parents will be notified right away if there are any signs or symptoms of illness. If a child or staff member has any of the following illnesses or symptoms, they are required to leave the early learning space and must remain home for at least 24 hours after being symptom free: • Unexplained rash • Fever of 100 F or higher • Excessive cold including runny nose or cough • Sore throat • Vomiting • Diarrhea or if stool contains more than a drop of blood or mucus. • Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from the childcare premises beginning from the end of the day the head lice, ringworm, or Scabies was discovered. The provider may allow an individual with head lice, ringworm, or scabies to return to the premises after receiving the first treatments • Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling • Discharge from eyes or ears including Conjunctivitis (pink eye) • Communicable diseases • Lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness It is everyone's responsibility to do everything possible to prevent contagious infections from spreading to the other children in our care. If a child develops an illness while in our care, they will be isolated from the other kids (as best possible) and you will be contacted so that you can immediately pick up your child or make such arrangements. Your child may also be sent home if their illness or condition prevents them from participating in normal

activities, requires more care and attention than teachers can reasonably give, the amount of care the child needs places the health and safety of other children in care at risk or there is a risk that the child's illness or condition will spread to other children or individuals. State regulations require that they do not return until they have been symptom-free for at least 24 hrs. This policy will be strictly enforced to keep the children as healthy as possible. This also applies to illness over the weekend or while at home. Please keep in mind that bringing a sick child to daycare can result in the teachers becoming ill and or potentially having to close the daycare for all the families in care. If your child is ill, please notify us regarding the nature of the illness, especially if it is contagious. If more than 3 children in a class have the same illness, we will notify the families in the class. If a staff member or child is diagnosed by a healthcare professional with a contagious disease, we must provide a written notice to the department, the local health jurisdiction, and the parents or guardians of the enrolled children within 24 hours. If my child contracts a contagious illness, I understand that my child may return only when he or she is well, as described in this the Family Handbook.

Allergies policy: We know how common allergies are and we will do everything we can to accommodate your child's needs. Please provide written instructions (the individual care plan) from the child's health care provider and parent or guardian if your child has a known food allergy or special dietary requirements due to a health condition. Please identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction, as well as foods that can be substituted. Please provide a specific treatment plan to follow in response to an allergic reaction. The specific treatment plan must include the names of all medications to be administered and directions for how to administer the medication.

MY CHILD'S ALLERGIES MEDICAL ACKNOWLEDGMENTS

Medications Reaction	
Food Reaction	
Respiratory Reaction	
Bee sting Reaction	

Other Reactions, are any of the allergies severe or life-threatening? Yes No
(If yes, please talk to your Director about completing an allergy plan.)

Emergencies policy: In case of an emergency, I understand that El Arcoiris staff will attempt to contact me immediately. Changes such as job change, address and phone number will be updated on the day of change or the next day that the child attends child care center. I also authorize El Arcoiris staff to:

- Consult the physician or dentist named above.
- Administer first aid and/or cardiopulmonary resuscitation.
- Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility.
- Obtain any emergency medical, surgical or dental treatment deemed necessary by medical authorities.
- Transport my child to a local emergency shelter in the event of an emergency evacuation of the place.

Pet Policies Our in-home pet, French bulldog name Oreo and Snow will not be in with the kids or daycare assign place at any time. She is fully vaccinated and goes to the veterinarian for her regular visits. She has her own assigned place for her bathroom needs away from kids play areas.

Parent/Guardian Signature

Date

Staffing Plan, Classroom types and Ratios (WAC 110-300-0495)

We will maintain the State required staff to child ratios at all times. 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. Any Staff who covers for me in my absence will meet all State requirements to care for the children, and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified in writing or by electronically.

We are two and three staff child ratios are twelfth and we offer mixed age group classroom settings

Termination of Services (WAC 110-300-0485)

1. You are required to give me two weeks' notice of your intent to terminate care.
2. The following are conditions that may cause child care to be immediately terminated:
 - A. Non-receipt of co-pay
 - B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies
 - C. Continual late payments or unpaid bills
 - D. Continual late arrivals or pick-ups

Expulsion Policy (WAC 110-300-0486, 0340)

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 serious safety concerns for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated.

Some examples such as on-going biting beyond the toddler age, throwing objects to others, hitting with objects, leaving the facility and other behaviors.

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

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 will be notified of the expulsion.

Screen Time Usage (WAC 110-300-0155)

We do not use television, videos, or computers for educational purposes at our program.

Outdoor activities (WAC 110-300-0147)

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

Our outdoor play area is full fence and includes different ground textures for the kids to explore. We have a playground house with kitchen toys, sand box, slide, tricycles, bolls, train table and others. We provide winter pants for each kid to use while it is an outdoor activity.

Photography and Other Terms ACKNOWLEDGMENTS I do / do not give permission for my child to be photographed and videoed in the daycare and during program functions. I understand that photographs/videos may be taken by daycare staff or by other parents/guardians, and by giving permission I consent to the use of these photographs/videos for communication purposes, such as communication with families and internal business communications by email, website, mobile applications, or other means. Privacy I understand that EL ARCOIRIS LLC, BILINGUAL FAMILY HOME

DAYCARE Privacy Notice and Terms of Use apply to the information I provide under this Agreement and notifies me of my privacy rights and how to exercise those rights.

Resolving Disputes We do not expect any disagreements. However, we agree that, in the unlikely event we have one we can't resolve, any dispute or claim will be submitted to nonbinding mediation before beginning arbitration, litigation, or any other proceeding. We agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. All parties to the mediation will share equally in its costs.

PHOTOGRAPHY OF CHILDREN OTHER TERMS

Parent/Guardian Initials

Parent/Guardian Signature Date

Napping/sleeping (WAC 110-300-0265)

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. 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: (WAC 110-300-0345, 0450)

Our program cares for mixed age groups of children. 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 (WAC 110-300-0300)

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

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialist;

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

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

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

We can help the parents obtain the needed requirements and that your goal is to help their child to succeed and have a great learning experience while at your facility.

Child Guidance plan, Physical Restraint policy and Corporal punishment (WAC 110-300-0331, 0335, 0490)

We will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

We will remove a child to a less stimulating environment, we will redirecting, positive behavior supports, we use the 2-5 minutes time-out for kids two years old and up.

All staff and volunteers will be trained on the guidance and discipline practices.

Specialized Care for Infants & Toddlers:

Diapering Procedure (WAC 110-300-0221)

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

Toilet Learning (WAC 110-300-0220)

Before a child is ready to start toilet training, I will discuss with the parent or guardian their views on toilet training. 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. We have the infant seat for the toilet for the kids to sit on, we give support and assistance to the kids.

Infant and Toddler nutrition and Feeding (WAC 110-300-0285)

We support families as their children transition from formula and breast milk to eating solid foods at the table. We will consult with the parent or guardian to implement a feeding plan for 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 introduce 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.

Bottle preparation (WAC 110-300-0280)

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 be glass or stainless-steel bottles, or use plastic bottles labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates. 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 the 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.

Breast Milk (WAC 110-300-0281)

We encourage families to breastfeed 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 the 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. Mothers can feed their infant in our infant room if needed, we can also help to provide information about food banks or other donation centers for baby formula for those in need.

Naps, Rest Periods and Infant Sleep Patterns (WAC 110-300-0290)

Infants 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. 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 or it is no longer developmentally appropriate for the child to sleep in an infant crib we will consult with the parent and develop a transition plan to a mat or other approved sleeping equipment.

Infant and toddler safe sleep practices. (WAC 110-300-0291)

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. I will follow the current standard of the American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction. I will place an infant to sleep on his or her back or follow the current standard of American Academy of Pediatrics. 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. Infants and toddlers will sleep in our infant room.

Guns or Weapons (WAC 110-300-0165)

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

Insurance Coverage (RCW.43.215.535 WAC 110-300-0410)

I do not carry liability insurance.

Safe water sources (WAC 170-300-0235)

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

I have a copy of the water testing results on the premises in our files please feel free to ask for a copy at any time for your convenience.

Retaining facility and program records (WAC 170-300-0465)

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 state agency's and parents for review. We keep all our records in our office and unlock the medications cabinet in the classroom.

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

Parent/Guardian Signature

Date

Licensee Signature

Date



106 130th Ave NE

Bellevue WA 98005

Please sign and return to program

