



# Squaxin Island Child Development Center

Parent Handbook  
January 2009

# Squaxin Island Child Development Center

***“LEARNING FOR LIFE”***



“Lifelong learning through  
play in a safe, secure, and  
challenging environment”

# TABLE OF CONTENTS

|  |              |
|--|--------------|
| <b>YOUR BELIEFS ARE OUR BELIEFS .....</b>                      | <b>3</b>     |
| <b>PROGRAM DESCRIPTION.....</b>                                | <b>3</b>     |
| <b>TRAINING AND EXPERIENCE.....</b>                            | <b>3</b>     |
| <b>ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES* .....</b> | <b>4-5</b>   |
| • Introductory Visit   |              |
| • Deposits and Registration Fees                               |              |
| • Admission Forms  |              |
| • Transition Period  |              |
| • Trial Period   |              |
| <b>RATES AND PAYMENT PLAN* .....</b>                           | <b>5-7</b>   |
| • Monthly Tuition Rates  |              |
| • Definitions (Full-Time, Part-Time, Drop-In)                  |              |
| • Payment Plan, Penalties, and Extra Charges                   |              |
| • Waiting List   |              |
| • Vacations and Absences                                       |              |
| <b>BUSINESS PRACTICES .....</b>                                | <b>7-9</b>   |
| • Arrival & Pick-up  |              |
| • Notification of Absences                                     |              |
| • Termination of Services                                      |              |
| • Late Pick-up Policy  |              |
| • Receipts and Taxes   |              |
| • Items Brought from Home                                      |              |
| • Insurance Coverage   |              |
| <b>HOURS OF OPERATION AND DAILY ACTIVITY SCHEDULE* .....</b>   | <b>10-12</b> |
| • Hours and Days of Operation                                  |              |
| • Holidays   |              |
| • Inclement Weather  |              |
| • Staff/Child Ratios   |              |
| • Daily Schedule   |              |
| • Daily Activities   |              |
| • Outdoor Play   |              |
| • Special Events   |              |
| • Field Trips  |              |
| • Permission for Free Access                                   |              |
| <b>MEALS AND SNACKS* .....</b>                                 | <b>13-14</b> |
| • Meal and Snack Schedules                                     |              |
| • Sample Daily Menu  |              |
| • Food Brought from Home                                       |              |
| <b>GENERAL POLICIES* .....</b>                                 | <b>14-15</b> |

- Child Abuse Reporting
- Behavioral Management & Discipline
- Children Moving to another Age Group
- Non-Discrimination Policy

**CARE OF YOUNG CHILDREN\*** ..... 15-16

- Diapering Procedures
- Toilet Learning
- Infant Feeding
- Naps and Rest Periods

**HEALTH CARE PRACTICES\*** ..... 16-20

- Medical Emergencies
- Medicine Management Policy
- Ill Children
- Immunizations
- Cleansing and Disinfecting
- Hand Washing Procedures
- Injury Prevention
- Clothing
- Biting

**EMERGENCY PROCEDURES\*** ..... 20-21

- Disaster Response Plan
- Emergency Drills

**COMMUNICATION AND PARENT CONFERENCES** ..... 22

- Parent/Provider Communication
- Parent/Provider Conferences
- Parental Involvement

*Please read this handbook thoroughly. Items in the table of contents with an asterisks (\*) are required by licensing to be reported to parents in writing. Other items include necessary information about this child care, its business practices, and the caregivers. We have a copy of Washington's Minimum Licensing Requirements available for review. We look forward to our very important relationship as parent, child and care provider. We have been inspected by a state licenser and meet the minimum licensing requirements as required by Washington State law.*

**This handbook was modified in January 2009**

- **Your beliefs are our beliefs**

The Squaxin Island Child Development Center believes in, and will guarantee the following;

- To provide a quality of service with incomparable standards.
- Build lifelong learning through play in a safe, secure, and challenging atmosphere.
- To promote a learning environment that meets the needs of a child's emotional, intellectual, and physical development.
- Create an environment that builds lifelong, positive relationships with our staff, children, and families.
- Establish a commitment to our staff for the ability to grow professionally through on-going training that provides and encourages unparalleled standards, team work, and retention.
- Provide a Center Leadership that supports the family through active listening and parental/community participation.

- **Program Description**

Our curriculum will be designed and planned realizing that the future is in our hands. All programs and activities will be designed and planned by professionally trained staff that will encourage your children to spend their time with us participating in high yield learning activities that promote hands-on, interactive learning in a stimulating environment. The curriculum is based on the following beliefs;

- Process is more important than the product.
- Children learn by doing.
- The creativity of each child is to be promoted at all times.
- Each child and family has individual needs.

Our classrooms are designed to help stimulate activities that build self-esteem, provide opportunities for individual and group success, and encourage positive interaction with other children and adults.

Our staff will incorporate individual and group programs, and activities that will include language experience, creative play, math, science, discovery, arts & crafts, physical development, self-help skills, and social development. All programs and activities will allow children to experience others interests, hobbies, cultures, and languages.

- **Training and Experience**

The State of Washington requires that our staff take annual training on topics related to caring for young children. Our goal is to have the most experienced and fully trained staff available. SICDC staff is required to take at least ten (10) hours of training annually, on average our staff will exceed those mandatory training hours with attendance at local, state, and regional trainings and conferences, as well as quarterly staff in-service days. The SICDC Management and Board will strive to provide our staff with the ability to grow professionally through on-going training that provides and encourages unparalleled standards, teamwork, and retention. Feel free to ask the Center Director about our extensive training program. We will share any interesting things we learn with the families in our program.

- **Admission Requirements and Enrollment Procedures\***

***Introductory Visit***

It is encouraged that each new family schedules to visit the center at least one (1) time prior to enrollment. Please call the center in advance to schedule a visit.

***Deposits and Registration Fees***

**Deposit:** Your child's position is reserved upon receipt of \$50.00 tuition deposit. This deposit will be applied to the 1st month of care.

**Enrollment Fee:** We require a non-refundable registration fee of \$100 per child/\$150 per family to cover administrative costs. This is an annual fee and is billed in the month of September.

***Admission Forms***

There are several forms you are required to complete prior to your child's attendance:

- Enrollment Application – (*This form includes*):
  - Emergency Medical Care Consent Form
- Certificate of Immunization Status (to be updated yearly)
- Permission Authorization
- Child Care Agreement
- Health and Personal Information
- Photo Release

### **Transition Period**

We understand that a family can experience difficulties adjusting to center based care, we will help you and your child in any we can with your safe and secure transition to the program. You and your child will have the opportunity to meet with the staff, and familiarize yourself with our programs and schedules prior to starting at the center. We have an open door policy, and are always happy to assist.

In the event your child does not adjust to our staff and the center, we will evaluate the issues with you and develop a plan that assists in your and your child's concerns. However, some children do not adjust to center based care and alternative options may need to be explored.

### **Trial Period**

The trial period will be two (2) weeks. This period is used to observe the child's adjustment to care and to talk about concerns. The staff will talk to you daily about your child's day. Please let the Center Director or Program Director know if you have any concerns. After a two (2) week trial period, we will determine if the child care services are satisfactory to everyone.

### **• Rates and Payment Plan\***

Rates are evaluated and may be raised every year on September 1<sup>st</sup>. A thirty (30) day notice will be given for rate increases. If other adjustments are needed, a sixty (60) day notice will be given.

Rates are:

| <b><u>Age</u></b>                           | <b><u>Full time<br/>Monthly</u></b> | <b><u>Part-time<br/>Monthly</u></b> | <b><u>Day Rate<br/>Daily</u></b> |
|---|-------------------------------------|-------------------------------------|----------------------------------|
| Infant<br>(1 month-8 months)                | \$705/\$680 *                       | \$505                               | \$40.00                          |
| Mobile Infant<br>(9 months – 16 months)     | \$675/\$650*                        | \$475                               | \$40.00                          |
| Wobbler<br>(17 months – 24 months)          | \$625/\$600*                        | \$425                               | \$40.00                          |
| Toddler<br>(2 years – 3 years)              | \$610/\$585*                        | \$410                               | \$40.00                          |
| Preschool/School Age<br>(3 years – 7 years) | \$560/\$535*                        | \$375                               | \$40.00                          |

\* Denotes EFT (Electronic Funds Transfer) Discount

***The SICDC does accept State of Washington (DSHS), and Squaxin Island Tribal subsidies.***

Approved by Board of Directors July 8, 2008

### **Definitions - Full Time, Part Time and Drop In**

Full time enrollment is defined as using the center at least three (3) or more days per week. Part time enrollment is defined as using the center three (3) or fewer days per week, and/or fewer than 110 hours per month. Drop-in is defined as using the center on a daily basis, as long as there are open enrollment spots for each day, and each age group.

### **Payment Plan, Penalties, and Extra Charges**

#### **Payment Plan:**

Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment for care is due in advance by the 1<sup>st</sup> of each month. Special payment terms are negotiable on occasion and will be agreed upon by Center Management and Parent(s).

The SICDC does accept State of Washington (DSHS), and Squaxin Island Tribal subsidies.

#### **Holiday Pay:**

Fees are not reduced during months/weeks that have holidays.

#### **Family Discount:**

When more than one child from the same family is enrolled, a 10% reduction is given for the second/third and fourth child

#### **Payment Penalties:**

- Policy #4003- Adopted January 13, 2009. All payments are due by the 5<sup>th</sup> of each month.
- **If you anticipate having difficulty paying your tuition fees on time, please contact the SICDC Administration immediately.** Any payments not received by the due date will be assessed a \$35.00 late fee. If payment has not been received, or if arrangements have not been made with center administration by the end of the month, the SICDC Board of Directors reserves the right to terminate child care until the account balance is paid in full. If there is a waiting list, your child's place may be forfeited and given to the next child on the list.
- The penalty for NSF checks and insufficient funds for Tuition Express is \$35 plus any bank costs incurred by the center. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check.
- Late pick-up fees are: \$35 late fee and \$1 per minute/per child after 6:30 pm. Only CASH will be accepted.
- After 7:00 pm CPS/DSHS will be called.

#### **Waiting List:**



If there are no open enrollment spots in your child(ren)'s age group your name may be placed onto our waiting list. This list is updated and used on a first come/first serve basis. You will be required to fill out a complete enrollment packet for each child, as well as, pay a deposit for each child. Enrollment is based upon availability of each age group according to our licensing agreement with the State of Washington. When a slot becomes available the center will notify you to discuss and finalize enrollment arrangements.

### ***Vacations and Absences\****

- You are required to give two (2) weeks advance notice for vacation.
- Please call and inform the center before 8am daily if and when your child will not attend due to illness or some other event.
- Please advise the center 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.)

- **Business Practices**

### ***Arrival and Pick-up***

- **Arrival and pick-up instructions:**  
Once enrolled each family will be given a personal identification number (PIN#) that will allow the parents access to their child(ren)'s classroom. During each days arrival parents are required to sign in at the front desk, as well as, in your child(ren)'s classroom. Daily attendance is kept for the purpose of tracking enrollment, and emergency procedures.

Arrival at the center is an important part of your child(ren)'s day. Parents are responsible for getting their child(ren) to his/her assigned classroom. During this transition it is a good time to restock any supplies that may be required of you, as well as, report any pertinent information in our daily log or to the staff.

It is important that each family develop a daily routine in arriving and leaving. Parents are always welcome to spend time with their child(ren) as you arrive and before you leave for the evening.

Parents are responsible to sign each child out at the front desk, as well as, in each child's classroom in the afternoon/evening prior to leaving the premises. This is a good time to pick up any items that need to be taken home (i.e. diapers, classroom projects, newsletter, bulletins, etc.)

It is of the utmost importance that each family keeps their individual PIN# to themselves. Only those people approved by the parents in advance will be allowed to pick-up their child(ren).

Please identify on the Enrollment Form who is authorized to pick up your child. The center will not release your child to any person without your written permission or a confirmed telephone call in the case of an emergency. The person picking up your child must have identification. Anyone who appears to be under the influence of drugs or alcohol arriving at the center to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, the center will call 911.

### ***Notification of Absences***

Parents are requested to call if your child(ren) is sick or absent for the day, especially if it is a communicable disease so that we may be required to post for other parents to be aware of symptoms. Please call and inform the center before 8am daily if and when your child will not attend due to illness or some other event.

State Laws require that children are in care for no more than ten (10) consecutive hours per day.

### ***Termination of Services\****

You are required to give the center two (2) weeks notice of your intent to terminate care. We will ask you to fill out an exit questionnaire. There will be no refunds of monthly tuition if a two (2) week notice is not given. Monthly tuition will be prorated only if a two (2) week notice is given.

The following are conditions that will cause child care to be terminated:

- continual late payments
- child behavioral problems that cannot be controlled
- not respecting child care setting and policies (children and/or parents)
- continual late pick-ups

### ***Late Pick-up Policy***

Our classrooms are staffed in accordance to enrollment and children's scheduled hours. Please let us know of any deviations in schedules, or if an emergency arises. This is for our sakes, but also it allows us to make children aware that mom and/or dad are running late.

Parents are required to pick-up their child(ren) no later than 6:30pm daily. If your child(ren) is picked up after 6:30pm you will receive a late charge of \$35 late fee and \$1.00 per minute per child. If we have not received a call

to make us aware of your situation by 6:30pm, an emergency designee will be notified. In the event that the emergency person or you have not picked up your child(ren), or contacted the center by 7:00 pm the staff are required to contact Child Protective Services (CPS). Consistent problems with late pick-up will be dealt with on an individual basis.

### ***Receipts and Taxes***

The center staff will give you a receipt of payment when you pay for child care. Please pay all monthly tuition at the front desk. Our teachers are not responsible for accepting monthly tuition.

If requested, you will receive an Internal Revenue Service (IRS) W-10 Form reporting your annual child care expenditures for the applicable tax year.

### ***Items Brought From Home***

Special toys and pets may be brought to the center only during show and tell time, or as part of a scheduled activity such as pet day, or studying dogs. Cuddly toys that help during nap time or transition from home to center may be brought at anytime and stored with naptime equipment. We cannot take responsibility for toys that may become lost or damaged.

At no time will a weapon like a toy, such as a sword, gun or knife be allowed in the center. There is truly only one way to play with these toys and that is aggressively. Please leave these toys at home.

The center is equipped with enough toys and games for all the children and your cooperation is much appreciated.

### ***Insurance Coverage***

Squaxin Island Child Development Center carries general liability, property and automobile insurance through Brown & Brown Insurance, Seattle, Washington.

- **Hours of Operation and Daily Activity Schedule\***

***Hours and Days of Operation\****

The Child Development Center is open 6:00 a.m. to 6:30 p.m., Monday through Friday, except holidays. Parents are welcome to visit their children at any time during the day.

***Holidays\****

**The center is closed for the following holidays:**

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thursday & Friday of Thanksgiving
- Christmas Day

***Inclement Weather***

In the event of inclement weather, power outage or water outage, the Operations Director will make a determination whether it is necessary to close the center. The Operations Director will make that determination before 5:00am each day. The center voice mail will have any or all information concerning center closure or late start. You can also listen to KMAS 1030 AM or ROXY 94.5FM.

***Staff/Child Ratios***

The center cares for children ages one (1) month through the summer of their kindergarten year. Each classroom is set up for the children in the following age groups with the following number of staff;

- Infants 1:3
- Mobile Infants 1:3
- Wobblers 1:4
- Toddlers 1:6
- Preschoolers 1:8

***Daily Schedule\****

The daily schedule will vary depending on the weather, field trips, staffing, and on the needs of the children and each classroom. Each classroom will post a daily, weekly, and monthly schedule for parent's information and planning. Parents are encouraged to keep informed of all schedule postings and changes.

## **Daily Activities**

We believe children learn best through experiential learning and play. Our activities will be planned with the following in mind.

- **Infants –**

A program of safe stimulating activities that develop the five (5) senses, and an environment that is conducive with psychological nurturing with emphasis on engaging activities.

- **Mobile Infants/Wobblers –**

This program is still targeting learning and experimenting with the five (5) senses, but also beginning to focus on social interactions, and activities planned in conjunction with gross and fine motor skills.

- **Toddlers –**

Our teachers will focus on social interactions, building relationships, developing a positive self-image, language/communication, and exploration. Activities will include development of problem solving skills, music, creative movement, and self help skills.

- **Preschool –**

Here children will begin a more structured environment within the curriculum and classroom. The program will stress more on language, creative art, gross and fine motor skills, and science and discovery. Our preschoolers are developing more of an independent manner, and so the emphasis of the process will involve the continuation of a positive self-esteem, and preparing for school in the years ahead.

Parents please remember we will be doing messy projects. It is highly suggested that an old oversize shirt labeled with your child's name be left at the center for those messy projects.

## **Outdoor Play**

Children will play outdoors daily. It is important that children get fresh air and engage in gross motor skills and activities. If your child is well enough to come then your child is well enough to play outside. Remember children should have the appropriate clothing for outdoor play.

## **Special Events**

The staff with Squaxin Island Child Development Center will schedule special events regularly. Information will be dispersed far enough in advance for you and your family the ability to attend. Occasionally there will be extra fees associated with special events.

It is the responsibility of the parent/family to have all fees associated with special event paid prior to the day of the special event.

### ***Field Trips\****

Field trips will be a part of regularly scheduled activities, and will be planned accordingly. All Children will participate in nature walks around the center area, and a signed permission slip will be on file for this kind of trip at all times. Children under the age of three (3) will not participate in longer field trips, as we feel this should be a meaningful family activity, and it is not age appropriate for younger children to go on longer rides. The older children however may go on longer trips within the local area, and an additional more specific permission slip will be handed out to parents and families. Parents will sign a field trip permission slip that allows your child(ren) to attend the specific trip.

### ***Permission for Free Access\****

You have the right to access the center for your child. You are welcome to visit or drop-in unannounced to observe your child. Please schedule time in advance if you would like to have a meeting with Center Director or providers, we have very limited free time and want to devote enough time with your concerns and questions.

### ***Celebrating Birthdays/Holidays\****

**Birthdays:** Each child's birthday will be celebrated in a manner that meets the needs of the family. Individual teachers will acknowledge children's birthdays with activities that are age appropriate, and honoring the child and families beliefs.

**Holidays:** Will be planned with respect to anti-bias curriculum. We respect the fact that not all families celebrate the same holidays, nor do they celebrate holidays the same way. Our goal is to help children learn about holidays as a part of a more inclusive curriculum about cultural diversity.

- **Meals and Snacks\***

**Meal and Snack Schedule**

Nutritional needs of the children are provided for with two (2) meals, and two (2) snacks daily. The monthly menu will be posted on the Parent Information Board, in each classroom, and copies are available for parents. All USDA standards are met for food service

Breakfast will be served at 8:00am, morning snack at 10:15am, lunch at 12:00pm, and afternoon snack at 2:45pm. Children who are in attendance during these times will be included in the meal service. Please help us with the difficult situation of children who arrive just after meal time, or even during clean up, and have not eaten. Children need to be at the center in time for meals or need to have eaten before arriving.

If children are unable to eat what is planned on the menu because of allergies or religious activities, parents are then responsible for providing for their child's needs.

Parents are also welcome to join their child for meals at any time, but we ask that, if possible, you let us know so you may be included in the meal count. Please do not bring your own lunch as this may cause problems for young children who may want what you have.

**Sample Daily Menu\***

**Breakfast**

- Milk
- Cereal
- Fruit

**Lunch**

|                                    |
|------------------------------------|
| Milk<br>Spaghetti<br>Peas<br>Fruit |
|------------------------------------|

**Snacks**

- Juice
- Oatmeal Cookies
- Yogurt

### ***Food Brought From Home\****

Only store bought/prepackaged food may be brought for special occasions. This will consist of a healthy nutritious snack that does not contain frosting or sugar coated goodies.

Infants may be provided with cereals and unopened store bought food jars.

In the event of a family needing special types of food, store bought food may be purchased and prepared by the cook onsite.

## **• General Policies**

### ***Child Abuse Reporting\****

The Squaxin Island Child Development Center and its employees are required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or local law enforcement agency immediately (without prior notification to the parents involved). The Center Director will also inform our licensor.

Whenever a Child Abuse allegation is made towards an employee will make it a policy to immediately notify the parents of the following;

#### 1) The factual circumstances surrounding the allegation

- The fact that an allegation has been made;
- The working status of the individual;
- The fact that the matter has been reported to DSHS (CPS) and law enforcement for investigation;
- Parents should contact Center Director with their concerns;
- Parents will be notified of the final outcome of the investigation.

### ***Behavior Management and Discipline\****

Our staff recognizes and respects children as people with unique feelings, values, and needs. Our behavioral strategy will provide positive reinforcement, redirection, and behavior modification through consequences that are effective methods of interaction, particularly when dealing with behavioral issues.

Spanking or any form of corporal punishment, physical or mechanical restraint, or withholding of food, or any form of emotional abuse is prohibited by anyone on the premises.



### ***Children moving to another Age Group***

Developmental needs of the individual child are the determining factor when considering the placement of a child in another age group. Staff will consult with parents regarding a child's physical, social, and cognitive skills. The Department of Social and Health Services, child care regulations will also be followed when considering moving a child into the next age group.

### ***Non-discrimination Policy\****

The Squaxin Island Child Development Center does not discriminate in any enrollment, hiring practices, or in the care of children because of race, color, creed, ethnicity, national origin, gender, marital status, veterans status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a disabled person, communication and learning styles.

### ***Special Needs/Inclusion\****

Our center is committed to meeting the needs of all children. This includes children with special health care needs such as asthma and allergies, as well as children with emotional or behavior issues or chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families and children benefit.

1. Confidentiality is assured with all families and staff in our program.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
4. Written individual health care plans will be developed collaboratively with the center director, parent/guardian, Health Care Provider and center health consultant. (Your local Public Health consultant can be of assistance).
5. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, we may consult with our public health nurse consultant and other agencies/organizations as needed.
6. All staff will receive general training on working with children with special needs and updated training on specific special needs that are encountered in their classrooms.

- **Care of Young Children\***

***Diapering Procedures\****

Diapering is done on an as need basis and diaper routines are done in conjunction with State Licensing requirements. Generally, changing times are every 1-1 ½ hours for infants, and every two hours for wobblers. We accept both disposable and cloth diapers. If you are using cloth diapers, parents must supply plastic liners. It is the responsibility of the parents to furnish and stock the diaper shelf with their child's diapers each day.

***Toilet Learning\****

Toilet training is a part of a child's normal development and is done with cooperation of the parents. Teachers will consult with the parents and follow the parent's direction as to when to begin toilet training. A positive attitude will be maintained at all times regarding toilet training.

***Infant Feeding\****

In order to maintain consistency from home to the center, and the needs of our children, infants will eat on an as need basis according to their own schedule. For infants parents are required to supply and restock fresh juice and baby cereal as needed.

Your child's bottle must be labeled clearly with full name and date. ALL bottles will be sent home at the end of each week. For older infants the center will provide snacks, crackers, fruit, etc.

If you are nursing your infant, we will be more than happy to make arrangements for you to come and nurse at the center, or you may supply the expressed milk on a daily basis for your infant.

## ***Naps and Rest Periods***

Nap time is just as important for a developing child as is playtime. Quiet time is after lunch daily, until about 2:00pm. Children are encouraged to rest and take their naps on cots or mats covered with a sheet provided by the center. A Story is read and quiet music is played, backs are rubbed and children are helped to unwind. Blankets and “cuddlies” from home are important for a child’s comfort and families are encouraged to bring them for their child(ren).

Infants are on their own napping schedule, and may be rocked to sleep, patted on the back, and helped to fall asleep. Your infant’s well-being is our main concern, and it has been determined by the US Public Health Department, that infants should sleep on their backs to reduce the chance of SIDS. At first babies do not like sleeping on their backs, but will adjust.

**\*Parents who require their infant to sleep on their side or stomach must sign a liability waiver for the center to make an exception from policy and liability, and provide the center with approval from your families Health Care Provider.**

- **Health Care Practices\***

### ***Medical Emergencies***

Staff will take appropriate emergency measures to stabilize a medical emergency until medical assistance arrives or parent(s) assume responsibility. ALL center staff is trained and prepared with First Aid/CPR.

Incidents requiring treatment beyond everyday “TLC”, will be recorded on an incident report form with parents given a copy.

Parents will complete an Emergency Contact section in the registration packet, listing their local contact names and phone numbers.

## ***Medicine Management Policy***

All prescription medications shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed.

Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.

Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.

Doctor's permission is not required for non-prescriptions drugs such as:

- Anti-histamines
- Non-aspirin pain relievers and fever reducers
- Cough medicine
- Decongestants
- Anti-itching creams
- Diaper ointments and powders
- Sunscreen/Lip Balm

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

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

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

All prescription and non-prescription forms are good for only thirty (30) days. Parents will be asked to fill out a current form after thirty (30) days.

### **III Children\***

Each child will be observed daily for signs of illness.

Children who are contagious must stay at home. All parents of children in the care of SICDC, as well as the Health Department, will be notified by phone of communicable diseases or food poisoning.

Please call the center if your child will not be coming due to illness. If you are unsure if your child should come or not, please call the center.

If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive.

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

Children will not be allowed at the center as per State of Washington Department of Health, for the following illnesses. This list covers the most common illnesses, but is not inclusive to all illness.

- **Diarrhea:** Three or more watery stools in a 24-hour period, especially if child acts or looks ill.
- **Vomiting:** Vomiting on two or more occasions within the past 24 hours.
- **Rash:** Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.
- **Eyes:** Thick mucus or pus draining from the eye, or pink eye.
- **Appearance/Behavior:**  
Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- **Sore Throat:**  
Especially if associated with fever or swollen glands in the neck.
- **Fever:** Temperature of 101 degrees F. or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.
- **Lice:** Children who have lice may not return to day care until they are louse and nit (egg) free.
- **Nasal Drainage:**  
Colored discharge from the nose

We ask that for the comfort of your child and reduction of contagion, children be picked up within two (2) hours of parental notification. Children need to remain home for twenty-four (24) hours without symptoms before returning to the center. In the case of suspected contagious disease or continuing symptoms, a doctor's note stating the child is no longer contagious is needed on file.

### ***Immunization(s)***

A current immunization record must be on file at all times. Parents will receive information prior to attending center, and must be updated regularly.

### ***Cleaning and Disinfecting***

The equipment and furnishings at the center are cleaned on a regularly scheduled plan by staff, as well as, a janitorial company. The following is an example of a typical cleaning schedule the center staff will follow;

- Cribs and mats are sanitized daily
- Furniture and equipment are sanitized weekly
- Sheets and Blankets are machine washed on a weekly basis, and more if needed
- Personal items are sent home weekly for washing
- Diapering surfaces and all items in contact with bodily fluids are sanitized after each use
- Toilets, Water Play areas, Tables, Floors, and Chairs are cleaned and sanitized daily, or if visible contamination appears

### ***Hand Washing Practices***

We (children and adults) will be washing our hands before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. All staff and children will wash hands when they arrive at the Center.

### ***Injury Prevention***

The center staff, and management will check daily to make certain that both the indoor and outdoor play areas are safe for children and families (i.e. free from broken glass, toys and equipment are safe and the area is free from hazards). All medications, cleaning products and chemicals will be inaccessible to the children as per State of Washington licensing requirements.

### ***Clothing***

Parents must dress their child(ren) in comfortable, washable, sturdy, and suitable clothing appropriate for weather and planned activities. ALL clothing must be labeled with your child(ren)'s first and last name. Please remember we do messy art projects, and play outside in sand and dirt, and we do get dirty. A child cannot participate fully if they are worried about their clothing.

Center Staff will work with parents to supply seasonal clothes for children (i.e. rain jackets, boots, gloves, etc.). These clothes will be left at the center during specific season, and returned when no longer needed.

## ***Biting***

Biting is a normal stage of child development, most commonly seen in infants and toddlers, and sometimes even in preschoolers. It is an event that is sometimes scary, stressful, and frustrating for all parties involved.

When a biting situation happens we will care for the child who was bitten, help the biter to learn other behaviors, and then examine our program to ensure we maintain an environment that helps counteract these situations if possible.

If in the event that a child becomes a habitual biter, and it is apparent that we are not able to provide the most appropriate learning environment for that child, and our behavioral modification management procedures is not successful, our decision will be to look at the well-being of the other children involved, and an alternative choice of care may be necessary for the biter.

- **Emergency Procedures\***

In the event of emergencies or injury all staff is trained in First Aid/CPR and will be able to handle all emergencies and injuries if necessary. Procedures for emergency situations are as follows;

- One staff member will stay with injures staff/child performing needed first aid
- Second staff member will go for help
- 911 will be called in a life threatening, or a emergency situation that requires more than basic first aid skills or procedures
- A call to the parent will be made. EVERY EFFORT WILL BE MADE TO REACH THE PARENT OR EMERGENCY CONTACT.
- If necessary, the injured staff/child will be transported to the local hospital

### ***Disaster Response Plan\****

In the case of a disaster of any kind, we have prepared the center for evacuating the children and have emergency supplies for up to seventy-two (72) hours.

If you would like more information on the Center's Emergency Disaster Plan, please consult with the Center Director.

Emergency supplies include:

- Drinking water
- Non-perishable food
- First aid supplies
- Battery operated radio
- Flashlights and extra batteries
- Fire extinguisher
- Diapers and formula for infants
- Emergency documents and phone numbers
- Garbage bags

Parents are responsible for providing the center a Personal Comfort Kits. The following items should be placed in a gallon size re-sealable plastic bag;

- One (1) extra change of clothes
- Wool Socks, Hat
- Family Picture/Letter
- Small Comfort Toy
- Family out-of-area phone contact
- Mylar (space blanket) or large garbage bag
- Diapers/Pull-ups (3-5 if needed)

### ***Emergency Drills\****

The children and staff will practice emergency procedures and evacuation on a regular basis. Fire Drills are conducted monthly, and Earthquake Procedures are reviewed and practiced with the children. Center staff and management have practiced turning off water, power and gas.

Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. Center staff and management will continually check the center for potential hazards.

### ***Pesticides Policy***

The Child Development Center has a comprehensive Pesticides Management Policy on file in the center office. Any person may request to review or have a copy of the policy.



- **Communication and Parent Conferences**

***Parent/Provider Communication***

Communication is essential in developing a relationship that is not only a positive one, but one that builds trust between staff and parents. Parents will receive monthly newsletters, and daily/weekly flyers about upcoming programs, activities, or special events.

Parents are encouraged to look at Parent Information Boards placed throughout the facility for more information on schedule changes, upcoming activities, or to be impressed by the work your child is doing while at the center.

***Parent/Provider Conferences***

Parents are welcome to ask for a parent-teacher meeting at any time. Notes for staff may be left in the teacher's mailbox, or each individual's classroom communication journal. It is important for us to know how you, your family, and your child feel about our center.

Our staff will develop personal journal's for your child so that we may share with you important news, successes, and struggles. Please see your teacher for more information.

***Parental Involvement***

Opportunities are available for parent's to participate within center activities at many different levels. You will have the opportunity to bring a special item to share, be a part of the activities for the day by helping as a parent helper in the classroom, attending field trips, or participating and attending quarterly parent meetings. It is always important to us to hear your perceptions, suggestions, or compliments about our center staff, our programs, and activities for your child(ren). The Center Director is available to speak with you at anytime, please call and make an appointment.

## Parental Acknowledgement of Receipt and Understanding

\_\_\_\_\_ I/We acknowledge I/We have received and read the SICDC Parent Handbook.

\_\_\_\_\_ I/We understand and agree that it is my/our responsibility to familiarize myself/ourselves with the Policies & Procedures of the SICDC.

\_\_\_\_\_ In addition, I/We understand that this handbook reflects SICDC Policies, as well as, Policies of the Squaxin Island Tribe, and State of Washington.

\_\_\_\_\_ I/We acknowledge that I/We have read and understand all Policies & Procedures of the SICDC.

\_\_\_\_\_ I/We understand that if I/We have any questions or concerns with any stated Policies & Procedures of this handbook, I/We will speak with the Center Director to clarify any or all questions or concerns.

\_\_\_\_\_ I/We understand that information in this handbook is subject to change.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Date

**\*A copy of this signed document  
must be kept in your child(ren)'s files**