



Just Like Home Childcare & Preschool, Inc.
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Dear Parents,

Welcome to Just Like Home and thank -you for your interest. I know for all of us as parents, it can be a difficult time choosing a daycare that we are comfortable with and I understand that completely. I would like to take a moment to just let you know that I realize daycare, as with any other business is a choice, and it is extremely important that you and your child feel respected and cared for while in our home and at the same time understands that there are rules, for the safety and wellbeing of all the kids in our childcare home.

I know in the past when my own kids have been in daycare, the one that you choose truly makes all the difference in the world! It truly does make it much easier on everyone involved if you as a parent can go to work and not worry all day long about your child! I think you'll find on some days; they may not even want to go home! So again, thank-you for your interest and if you have any questions or concerns, please feel free to contact me.

When you place your child here, you have entered into a partnership with me for the benefit of your child. Our primary goal is to support each child in a safe and loving home that builds self-esteem, encourages home living skills, and actively promotes each child's sense of curiosity and discovery.

Our Philosophy

Children need a safe place of their own where they feel loved, respected, and cared for. A place to spend their days where they fit in, feel comfortable and feel free to be themselves. A place where they feel that they are Just Like Home.

As research has proven, children do their most important learning from birth to the age of five. At Just Like Home, we believe that as Early Childhood Educators, it is our job to provide children with an age appropriate environment that encourages them to learn, play, and explore.

We believe that every child needs hands-on experiences, warmth, attention, enthusiasm, and encouragement. Most of all, they need the joy and challenge of doing things for themselves.

We further believe that parents are the child's most important significant adults in a child's life. We strive to create mutual respect between parents and teachers. We encourage open communication.

My policies and procedures will be posted in the parent information handbook inside the childcare. You can also find my policies posted on my website, www.justlikehomeinc.com and are required to read / initial each page along with your other enrollment forms.

Enrollment Information

Before your child can begin daycare, there are six forms that you must fill out completely and return on the first day of care. These forms are:

- 1 Child Care Home Register (Please list your email address on this form)
- 2 Certificate of Immunization
- 3 Permission Forms (3 of them)
- 4 Child Care Agreement
- 5 USDA Food Program Enrollment Form
- 6 Initialed copy of my Policies & Procedures

These forms are a must and there can be no exceptions. All children's records are kept confidential in a file cabinet near my desk. Staff will have access to children's files for medical administration or emergencies. Parents may have access to their child's records.

I will keep immunization records up to date by checking them each September, and on your child's birthday. I need parent cooperation for this process; if you take your child to the doctor for any shots, please ask for a copy of their record for me on the day of your appointment.

We have a 24 hour rule regarding immunizations. We require children be at home for 24 hours after immunizations are given. The reason for this is so parents can watch for any signs of complications that may arise after shots are administered. It might be helpful to schedule Doctor visits for Friday's so you don't need to miss work. Children are welcome to return to childcare 24 hours after immunizations are administered.

I have a "get acquainted" visit before your child begins. I would like your child to come and play for a couple of hours. The reason for this is to make the transition period a little easier when they actually begin childcare. There is no charge for this visit, however; it does need to be scheduled ahead of time. Parents have free access to any room in my home that is licensed for childcare.

Business Hours

We are open Monday- Friday from 5:30 a.m. to 5:00 p.m. If you need a flexible schedule and my capacity will allow that, please ask. However, also keep in mind that I have my own family to attend to and our family time is precious, just like yours is.

In consideration of our family time, I may decide to charge a late fee if you are continually late to pick up your children. The exception to this is of course an emergency. The late fee is \$10.00 per ½ hour you are late. If you think you might be running a few minutes late, please call us to make sure we have no other commitment we need to engage in.

Drop Off / Pick Up and Attendance

All children are to be delivered into my home and signed in on the Sign In/Out sheets provided for you with the parent's **full legal signature** and the time. All children are to be picked up inside my home and signed out with the parent's **full legal signature** and the time. I cannot release any child to any person who is not authorized to pick them up and listed on the enrollment form.

Full signatures are a requirement by me and The State of Washington. I can be fined \$75.00 per signature if it is missing, and if I am fined, you will be fined! It's so simple, just make it a daily habit and it will not be a problem for either of us.

Fees, Payments and Business Practices

At Just Like Home, I do not charge by the hour. I sell you a “slot” for daycare. This means that you pick the days and times you need childcare and I hold that spot open for you. You will be charged a flat rate for this every two weeks and **must pay the full amount, even if your child missed any days. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

My rates are as follows:

I charge \$20.00 per half day (4 or less hours) and **anytime over 4 hours is as follows:**

Full Day Infants: \$45.00 (We only take infants on a full time basis.)

Full Day Over 2: \$35.00

Full Day (School Age on non-school days) \$30.00

Half Day (School Age) \$20.00 (Before & After School)

Preschool Only: \$200.00 per month (A child who only comes to preschool)

There is also a \$30.00 per month preschool fee as well as a \$50.00 per child enrollment fee that is due yearly at time of re-enrollment. If you are receiving child care through the Working Connections Program, they will pay the preschool fee.

All private pay clients will be charged twice monthly. Payments are due on the 15th and the last working day of the month. All state pay clients will be charged monthly, with co-pays being due no later than the 10th of each month.

All payments are to be paid on the due date. There will be a late fee of \$10.00 per day that applies if needed. NO EXCEPTIONS!

If I receive a check that bounces, you will be charged an additional \$30.00 and all future payments will be in cash or money order only.

I will review my rates yearly to decide at that time if they will change or stay the same. I will do this in January.

Two Week Trial Period

This is to determine if you and your child are happy with my services, as well as to see if your child fits into the surroundings in our daycare home. At the end of that time, you will need to decide if my services fit your needs and I will decide if your child is adjusting alright to the new surroundings. If either party decides at the end of the two week trial period that care is not working, any fees will be due at the time of the notice and must be paid in full.

Back Up Childcare

It is always a good idea to have a back-up childcare arrangement in the event that I should become ill or have an emergency. In this case, I will call you as soon as possible to allow you as much time as possible for you to make other arrangements. Please ask me if you need some names of other Licensed Providers and I will be happy to accommodate you.

Schedule Changes

In the event that your schedule may change, please try to give me as much notice as possible so that I may try to accommodate any changes. If I am not able to accommodate your scheduling change, I am happy to give you some names of other Licensed Providers who may have availability.

Closed Holidays

We are closed on the following Holidays unless further noted:

- 1 New Year's Day
- 2 Martin Luther King Jr Day
- 3 Memorial Day
- 4 July 4th
- 5 Labor Day
- 6 President's Day
- 7 Thanksgiving Day and Wednesday before
- 8 Christmas (December 24th-January 2nd) (tentative)

My family may also decide to take a week of vacation off during the summer, at which time I would give you sufficient notice to make other childcare arrangements.

Termination Notice

If you feel that my business is not working for you and your family, I will need a two week notice. If your child becomes continually disruptive to the point that I cannot provide adequate care, then I will have to terminate your child's care with a two week notice as well. If termination notice is given by either party, **all childcare charges are due in full at the time of the notice.**

Under certain circumstances listed below, this notice will be waived, and immediate termination of services will result:

- 1. Child's behavior is a risk to themselves or other children.**
- 2. Child's behavior is aggressive to another child.**
- 3. Fees are not paid and are overdue.**
- 4. Parent (or their behavior) is a risk to provider or other children in care.**
- 5. Parent is on premises and visibly under the influence of drugs and/or alcohol.**
- 6. Parent is verbally abusive or threatening to provider.**
- 7. Parent demonstrates any physical, mental, or verbal abuse to any child while at the provider's home.**
- 8. Child does not show up for childcare for three or more days with no contact from parent.**

Daily Schedule

6:00-8:00 - Breakfast
8:00-8:30 - Clean up, free play
8:30-9:30 - Free Play
9:00 – 11:30 – Preschool on Mon, Wed, Fri
9:30-9:45 - AM Snack
10:00-10:30 – Circle Time, Sharing, Preschool Activities (May be outside)
10:30-11:00 - Music, singing, dance-a-long
11:30-12:30 - Clean up, wash, and Lunch time
12:30 – 2:30 – Quiet Time
2:30-3:00 - PM Snack
3:00-4:00 – Arts, crafts, games, group activity (May be outside)
4:30-5:00 - Outdoor fun, clean up, get ready to go home

As children and the weather vary, so does this schedule. This is just an idea of our daily routine. We do like to spend a lot of time outside getting fresh air, exercise and enjoying our Natural Playscape.

Quiet Time

Everyone lies down at Just Like Home for some rest time. Please don't ask me to exclude your child from quiet time, if your child is not of napping age; they will be offered storybooks to read during quiet time. Naps are provided on cots in either our playroom, or living room. Each child has their own sleeping slumber bag and pillow that are sanitized weekly.

Preschool Program

We use a variety of learning activities at Just Like Home. I've created our own preschool program that is Literacy based. We also use things from The Creative Curriculum, Handwriting without Tears, and Second Step (a feeling's based program). Each month we focus on several different themes, we also work on colors, numbers, letters, and shapes. We do a daily calendar with the day of the month, the weather outside, and we go through our alphabet, shapes, colors, numbers, daily.

We are also learning how to prepare ourselves for kindergarten by focusing on social skills like sharing, taking turns, being good listeners, how to treat our friends, and so on.

Every year we hear from Kindergarten Teachers at Whitson Elementary things like:

“The children are very eager to learn and many of them are already writing their names!”

“The kids are recognizing sight words, writing names, they are prepared socially too and it makes our jobs much easier when kids come to school prepared! We love getting kids from Just Like Home!”

The children absolutely love preschool and I am convinced it is making a difference in their Early Learning routines. The cost for this is FREE to full time daycare clients.

If your child comes only for preschool, the rate is \$225.00 per month.

Our Preschool days are Mon, Wed & Fri from 9:00 to 11:00. If your child is signed up for preschool, please make sure they arrive on time to participate. If they are late, they will be missing not only the activities, but also our Circle Time where a lot of learning takes place and it's not an option for us to catch them up on what they've missed if they arrive late.

Child Abuse / Neglect Reporting

Federal Law (and my conscience) requires me to report any suspected injury, child neglect, abandonment, food poisoning, or death to the proper authorities. I take this duty very, very seriously for the sake of the children. If I report any suspected case of abuse or neglect, I will have done so in good honor. I am a mandated reporter by law.

Behavior Management and Discipline

- Any form of corporal punishment is against the law.
- I have tried to arrange my daycare room and home with the needs and safety of the children.
- I use locks on doors that the children don't belong in or have access to.
- Shelves are set up so that the toys and materials are child accessible.
- I explain a clear and simple set of rules and they don't change.
- Consistency is the key to clear understanding by the child.
- I prefer to talk to the kids at their eye level and explain to them why they need to follow the rules.
- The goals of positive discipline are to help kids learn to make good choices, to problem solve, and learn basic human values of respect, trust, responsibility, honesty and caring for others.
- I will practice positive re-enforcement to diminish any unacceptable behavior.
- Before there is a problem, I may separate children and explain why they are being separated. I will also ask them to help me decide if they can work it out or if they need a little break to think about their behavior.

- I will do my best to interact with them so that hopefully, there are no problems.
- I will explain to them that sometimes we all have hard days, and we just might need a little more understanding on those days.
- I encourage children to use words, not actions in explaining their feelings. I feel that if they can talk about it, they won't feel like they need to act impulsively through anger.
- I know everyone has some tough days and, on those days I will try to show that child some special attention.
- I will try to let the kids work out what ever problem may arise with my supervision and try to get them to find the solution together. I will also remind them that we all need to be treated with respect, caring, and understanding.
- I talk with kids and get on their eye level; I speak to them depending on their age and level of understanding.
- To help kids problem solve, I might give them some suggestions of different solutions.
- The kids see me role model behaviors during the day by staying calm, being understanding and fair.
- Our schedule for different activities promotes social behavior.
- If your child becomes continually disruptive to the point that I cannot provide adequate care for the other children, I will give you a two week notice that childcare is being terminated.

When there is a problem, I try to explain to the children what has happened and try to get the group focused on another project. I like it when we can all blend together as a group. I have a wonderful group of kids and they are pretty close. They get concerned if someone is not here or is having a hard day.

Non Discrimination Statement

I will not discriminate based on any religion, sex, sexual orientation, creed, color, national origin, marital status, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal of any child or family member. All children's families are represented in the things we see, do, read, and hear.

Diversity

We embrace diversity at Just Like Home. We are all different and here, we celebrate our differences. We respect other cultures, languages, foods, and the diversity in our society. We have different books about different cultures, dolls from other cultures, and we also learn about other cultures through our preschool program.

Religion / Holidays

I will not practice any forms of religion with your child. However, If your child chooses to say a prayer before a meal (for example) that is fine with me. That choice is between you and your child and I will respect it.

We do celebrate Birthdays, Holidays and seasons throughout the year.

Information Regarding Your Child

Please don't bring toys from home. I can't be responsible if they get lost or broken and I can't and won't go on a treasure hunt to look for something when it's time to go home!

Please dress your child according to the weather. We need fresh air as a way to release our energy so we do go outside in all kinds of weather for different activities. They need to be warm so they can stay healthy. Let me know if you need coats, hats, etc., I can be on the lookout for extras. Please share with me any special issues you may be dealing with at home; it's important for your child to know that we are a team and on the same page!

What to Bring for your Child

Please bring an extra set of clothes that can stay here labeled with your child's name.
Please bring one 4x6 photo of your family for our Family Picture Wall.
Please bring 3-5 pictures of important people / pets to your child for their cubby wall.
Special blanket for resting (I have plenty for everyone too!)
Diapers & Wipes if your child uses them.

Parental Communication / Open Door Policy

I encourage open communication between the parents and myself. If you feel there is something you wish to discuss with me please, feel free to do so. I am more than willing to discuss anything with parents regarding your children and my business.

I may on occasion send home notes for parents that will be in your sign in folders. You are also welcome to communicate with me through phone calls, emails, texts, and drop-off / pick-up times. I do appreciate that all phone calls happen during business hours, unless there is an emergency. Please add your email address to your registration form. Newsletters are also used as a way of communicating what's happening at Just Like Home. I do them at least quarterly. Open communication with parents and provider is the key in making childcare successful!

At Just Like Home, we have an "open door policy" this means that parents are welcome

anytime during the day that we are open for business. Parents also have access to any licensed space both indoor and in outside areas of my business.

I will communicate with you regularly regarding your parenting at home and how it can be supported at daycare. During the initial interview you will be asked questions about your parenting, and at that time we will set a plan of how it can be supported at daycare. As time moves on parenting styles may change, and it is important that you communicate with me when you are trying new things at home that I can also support at daycare. Please feel free to share your concerns, or ask for advice or different resources that are available regarding parenting. Open communication regarding all issues is very important to me.

Written Plan for Children's Specific Needs

I will be using an Individual Learning Plan (ILP) from my Creative Curriculum book to share with you about your child's learning, development, and progress. This is where together we will design specific plans for your child if needed. All staff will be aware of these plans, and a specific paper with only the plan on it will be kept in your child's file and signed by both you and me.

Screen Time

Is limited to 30 minutes per day. We may watch an educational program in the mornings, or late afternoon while we're waiting for parents to pick up. We may on occasion, watch a movie that might be related to a theme the kids are interested in.

Outdoor Play

We are so lucky to have a huge outdoor play area! We've worked really hard to create different areas for the kids to play and explore. We've got a playhouse, a great Log Flume for Water Play, a Dry Creek Stream, Stage, Sitting Areas, Butterfly Garden, Stage, Volcano / Dinosaur Area, Water Tables, Painting Area, Chalkboards, Basketball Hoop, Chicken Coop, and a gigantic concrete area for ride on toys as well as games. We plan on adding a large sand area in the future. We are also a "Certified Wildlife Habitat", and see lots of different birds, deer, quail, turkeys, and wild rabbits almost daily.

Medical Emergencies Information / Disaster Information

Injury Prevention

I will check indoor and outdoor areas, all equipment and supplies for safety hazards daily. When a child has an injury that requires only first aid, I will give written or verbal notice to the child's

parent or guardian and keep a record in the child's file.

Treatment of Minor Illness

- I will care for ill children waiting to be picked up on the couch in my living room.
- I will notify you to pick up your child if he/she is running a fever or vomiting.
- I will record the child's illness on the family child care home record of injury-illness-medication-accidents form.
- I will do the following in case of a minor medical emergency: I will call the parents and go by the information in the child's records

Injuries Requiring Medical Treatment

I will do the following in case of a major medical emergency:

- (a) Call 911
- (b) Treat the child to the best of my abilities that I am trained for,
- (c) Call the parents,
- (d) Try to go with the child to the hospital if possible
- (e) Call DEL
- (f) Within 24 hrs., submit an completed injury/incident report form to DEL

Medication Management

I will store medications of my families in my bathroom which is off limits and locked during daycare hours and not accessible.

Just Like Home has chosen not to give medications to daycare children. If your child is ill and require medication; they need to be at home. In rare circumstances that we do, the following will be followed:

Any rescue medications (epi-pen, inhaler, bee sting kit, seizure medication, etc.) will be stored inaccessible but not locked.

No medications may be administered without written permission from the child's parent or guardian. I will record all medications on the DEL form.

Parents and guardians may give the licensee a 30 day permission slip for any of the following:

- (a) Sun screen
- (b) Hand sanitizers
- (c) Hand wipes with alcohol

(d) Diaper ointments and talc free powders for the diaper area

The licensee or primary staff person may give a prescribed medication to a child only if the following conditions are met:

- (1) The medication is prescribed only for the child the medication is being given to;
- (2) The parent or guardian has provided written permission including the child's name, name of the medication and condition being treated, dose and frequency to be given, instructions for any specialized equipment or procedures for giving the child's medication, start and stop date for administering medication not to exceed 30 calendar days, parent or guardian signature, date of signature.
- (3) The prescribed medication is given in the amount and frequency prescribed by the child's health care professional with prescription authority;
- (4) The prescribed medication must only be given for the purpose or condition that the medication is prescribed to treat;
- (5) The medication must:
 - (a) Be in the original container;
 - (b) Be labeled with the child's first and last name;
- (6) The container must have or the parent or guardian must provide information from the pharmacy about:
 - (a) Medication storage;
 - (b) Potential adverse reactions or side effects and;
- (7) The medication has been stored at the proper temperature noted on the container label or pharmacy instructions.

Non Prescription Medication

With so many new requirements from the State of Washington, Just Like Home has chosen not to give medications to the children except **possibly** under rare conditions; the following are the requirements for medicating children:

The licensee or primary staff person **may** give nonprescription medications, only when the following conditions are met:

- (1) The parent of guardian has given signed written permission;
- (2) The nonprescription medication is:
 - (a) Given to or used with a child only in the dosage, frequency, and as directed on the manufacturers label
 - (b) Given in accordance to the age or weight of the child needing the medication;
 - (c) Given only for the purpose or condition that the medication is intended to treat;
 - (d) Is in the original container; and
 - (e) Has a non-expired expiration date, if applicable.
- (3) The medication container or packaging includes, or the parent or guardian provides

information about:

- (a) Medication storage
 - (b) Potential adverse reactions or side effects.
- (4) The medication has been stored at the proper temperature noted on the container label or instructions.

Children Taking Their Own Medications

The licensee **may** permit a child to take his or her own prescriptions medication if:

- (1) The licensee follows all of the requirements above in numbers 1-6 under medication managements;
- (2) The child is physically and mentally capable of properly taking the medicine;
- (3) The licensee has on file the child's parent or guardian written approval for the child to take his or her own medication;
- (4) The medication and related medical supplies are locked and inaccessible to other children and unauthorized persons, except emergency rescue medications that may be stored inaccessible to other children but not locked; and
- (5) The licensee or a primary staff person observes and documents in the child's medication administration record that the medication was taken.

Blood Borne Pathogens Plan

What is a BLOODBORNE PATHOGEN?

A BLOODBORNE PATHOGEN is an organism that is present in the human blood that can cause disease to humans, such as:

- HUMAN IMMUNODEFIENCY (HIV)
- HEPATITIS B VIRUS (HBV)
- HEPATITIS C VIRUS (HCV)

Any employee that comes in contact with ANY type of bodily fluid, including blood, feces nasal discharge, saliva, urine or vomit MUST do the following to disinfect the area:

- Put on latex gloves
- Clean up the area or spill with disposable towels
- Apply bleach water solution of 1T bleach per 1 qt. of water-made daily
- Dispose of used latex gloves and disposable towels into a double bag tied tightly and put into outside covered garbage.
- Contaminated clothing must be either double bagged in a plastic bag and tied tightly and sent home with the child, or washed separately from other items.

Any employee must wash their hands after each of the following:

- Diapering or going to the bathroom
- Handling bodily fluids of any kind
- Before and after giving First Aid(bloody nose, cuts/scratches)
- Cleaning up spills or objects contaminated with bodily fluids
- Touching animals
- Blowing their nose
- After coming in from outside

Any employee must wear latex gloves during any of the following:

- During any contact with blood or bodily fluids(such as vomit or feces which contain blood that you can see)
- When any individual has a cut, scratch or rash that causes a break in the skin of their hands.

Disinfecting should be done regularly and as needed:

- TOYS: bleach solution= 1T bleach to 1 qt H₂O
- Surfaces/diapering area: bleach solution= 1T bleach to 1 qt H₂O

Blood spills or objects with blood on them need to be disinfected with a stronger bleach solution using ¼ C bleach to 2 1/2 C water. Employees MUST always wear gloves when handling blood.

“Standard Precautions” is a term for Infection Control Measures that childcare providers should follow to protect themselves from infectious disease. Standard precautions involve cleaning and sanitizing contaminated surfaces and use of appropriate barriers. Appropriate barriers include materials such as disposable diaper table paper, disposable towels and surfaces that can be sanitized.

I will document any exposure situation, whether or not I have received a medical exam and follow-up, and also whether or not a Hepatitis B vaccination was necessary.

Cleaning and Disinfecting Procedures

I will clean and disinfect toys and equipment with bleach water at least 1 time weekly. Our bleach solution is ¾ tsp to 1 qt water. Other cleaners may be used so long as they are labeled approved for food contact surfaces and used according to the manufacturer’s instructions.

Toys being mouthed by toddlers will be cleaned and sanitized before another child begins to play with it. Toys will be cleaned and sanitized if they become contaminated with bodily fluids

or are visibly soiled.

I will clean and disinfect the bathroom daily with bleach water. I will generally clean child care areas daily with bleach water. Any laundry done during childcare hours will be done using warm or hot water, laundry soap and bleach.

Communicable Disease Prevention, Management and Reporting

I will report any communicable disease to the Health Department in Klickitat County at 509-493-1558.

I will not accept children with any of the following:

- **Fever of or over 101 F.**
- **Vomiting on two or more occasions in the past 24 hours.**
- **Diarrhea, three or more watery bowel movements in the past 24 hours.**
- **Draining rash.**
- **Eye discharge or pink eye.**
- **Head Lice or Nits.....NO EXCEPTIONS!!!**
- **Fatigue that prevents regular participation in activities.**

Runny noses, colds are to be expected with little ones. But please, if your child is not feeling well....keep them home. That's where they want to be anyway when they are not feeling well.

If the school calls you to pick up your child because they are running a fever or not feeling well.....please don't ask me if they can come to daycare. **If they are too sick for school, they are too sick for daycare too!!**

Coughs: A lot of children have some type of allergy which can cause coughing, if your child is coughing to the point of gagging, and spitting up mucous.....you will be called to pick them up. The only way to stop spreading germs and stay healthy is to keep sick kids home UNTIL they are over whatever ails them.

I cannot afford to get sick, I do not want my own children sick, and I do not want numerous childcare parents angry at me because sick kids come to day care....if they are sick, keep them home, if you bring them sick, you will be called to pick them up!

I will not provide childcare if I have a communicable disease.

Hand Washing

I will wash my hands before and after bathroom use. After coming into contact with any bodily fluids (stool, urine, blood, drool, vomit, mucus) before and after food preparation and before and after eating.

I will help younger children wash their hands by wetting hands with warm water, applying soap, washing, rinsing, drying with paper towels, and turning off water with paper towel. Children wash their hands:

After bathroom use

Before and after eating and cooking activities

After playing outside

As needed

Before they leave to go home

Food Information / Mealtimes

I am by Law required to feed each child two meals and one snack during the day if your child is in our home over 7 hours. I do participate in the USDA Food Program. Parents may bring snacks if they wish, please just let me know so I can tell you how many children will be present. We also offer Gluten / Dairy free lunch and snacks (with Doctor's permission) for kids with allergies.

Typical Meal:

Spaghetti, corn, peaches, milk

Typical Snack:

Apple slices, cheese & crackers, juice or milk

I will label, date and store foods brought from home in the refrigerator or cupboards. I will keep hot foods hot and cold foods cold.

Parents may bring alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. A written food plan is not required for infant formula, breast milk, or baby food supplied by the child's parent or guardian.

A written food plan may include accommodations for:

- (a) The child's medical needs
- (b) Special diets
- (c) Religious or cultural preference
- (d) Family preference

The licensee must supplement the food provided by the parent or guardian with foods listed in the USDA CACFP requirements if the food provided by the parent or guardian does not meet the nutritional needs of the child.

Home canned foods are not allowed in childcare due to the risk of botulism poisoning.

Drinking water is available at all times throughout the day. Each child has their own water bottle that is washed daily. We are on city water. Disposable cups are available in the bathroom as well.

I serve milk according to the ages of the children in care. I am responsible to serve:

- (a) Breast milk or formula to children from birth to twelve months old. Parents may request that their child remain on breast milk or formula after their child turns twelve months old.
- (b) Whole pasteurized milk to children from twelve months through twenty-four months old if the child is ready to be served whole milk.
- (c) Pasteurized milk or pasteurized milk product to children over twenty-four months old.

Any variations of this section do require a written statement from the child's health care provider.

We serve most foods to children individually; however some foods may be served family style which allows each child the opportunity to serve themselves.

I will:

- (a) Stir and test for safe temperature any heated food before serving;
- (b) Closely supervise all children when eating;
- (c) Not force or shame a child to eat or try any food;
- (d) Not punish a child for refusing to try or eat foods;
- (e) Serve meals in a safe and sanitary manner;
- (f) Be respectful of each child's cultural food practices; and
- (g) Sit with children during meals when possible.

All staff and myself will be required to have Washington State Food Handler Cards. All cards will be in staff employee files.

Fire Information

Fire drills, Earthquake drills, and Intruder drills are practiced at least once a month. Smoke detectors are checked monthly. Fire extinguishers are serviced annually. We have a fire and

safety record hanging on the playroom wall. Our evacuation plan is next to it as well. We always do a fire drill when a new child is enrolled to get them acquainted to our drills and explain to them why they are done.

Disaster drills are done quarterly. Records of disaster drills are on the form hanging near the fire extinguisher in the playroom.

Disaster Plan

In the event of a disaster, I am prepared to keep your children (if necessary) for several days. I have enough of the following on hand:

- Several bottled water for each child.
- Enough food for 15 people for at least three days
- Extra pillows, blankets, quilts
- Flashlights, radio, batteries
- First Aid Kit full of supplies
- Extra clothes for several children
- Ready to eat canned fruits, vegetables, soups, crackers, grains, peanut butter, tuna.
- Comfort / Stress Foods, cookies, cereals, crackers, granola bars

In the event of a disaster, if you were unable to contact us by land line telephone, my cell phone number is 541-806-0940.

If we had to evacuate I will ensure that all children exit the building first, I will do a headcount and I will be the last person to exit the building. Any child who cannot walk will be carried. Upon evacuation, we would take first aid kits with us, child records, child medication records, child's medications.

If we were unable for any reason to stay in our home, we would be located at Grace Baptist Church in White Salmon, WA.

Earthquake Information

In the event of ground movement the following procedures should be carried out:

Staff "drops cover and hold." Direct all children to "**DROP, COVER and HOLD**" and remain that way until the earth stops moving – stay away from windows, bookcases, and filing cabinets.

Hold

onto the item you are using as a cover, if it moves, move with it. Keep talking to children until it is safe to move. If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.

If outside “drop, cover and hold,” keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

When the earthquake stops the following procedures should be carried out:

Licensee and staff check themselves and children for any injuries

Check evacuation routes for damage

Evacuate children and staff, do a headcount and close doors behind you; take the following items with you:

Disaster supplies which are stored in the storage shed outside the back door

Children / staff attendance sheets

Children’s emergency and medical information/supplies

Cell phone, if available

Staff will render first aid to those who need it.

Licensee will take attendance outside to account for all children and adults.

Check utilities for disruption/damage (electricity, water,).

Have a team of two individuals inspect the exterior of the building following the post Earthquake damage.

Determine if it is safe for a rescue team to go into building to locate anyone missing or injured.

Listen to KIHR AM for information on the surrounding area.

Determine status of emergency supplies and equipment.

Call child care's out-of-area contact with information on the daycare’s status (injuries, evacuation, children remaining in care, children who need to be picked up.

Have the same team of two individuals (one person trained in building assessment) assess the interior of the building and determine if it is safe to move children back into the building or whether it is best to evacuate; follow the post-earthquake damage assessment and report findings to the Licensee.

If it is decided to evacuate to an alternate location, post a notice indicating your new location, date and time you left.

Call parents with daycare status information; if not possible, report daycare status information to KHR radio station for announcement over the air for parent to hear. Call Sheriff's Office at 509-773-4545.

If parents cannot be contacted after 4 hours, the child's out-of-area contact will be called if possible.

Licensee will report incident to licensor

Licensee will complete a written incident report at the earliest opportunity; and submit to DEL.

Potty Training and Diapers

I will assist you in helping your child become toilet trained. Children who need this assistance will need extra clothing that can be kept here. I'm not a fan of pull-ups for potty training but, prefer underwear. Potty training will require your help at home as well. It's confusing to the child if they are using the toilet at daycare and wearing diapers at home, it sends a mixed message to them.

Diapers and wipes are your responsibility to bring and I must have a supply on hand at all times. I will change diapers on a vinyl mat on top of my dryer. It will be disinfected with a bleach water solution after each use. There is a hand washing sink right next to the diapering area that is used only for washing hands and never food preparation. Diapers are disposed of in the Diaper Genie located right next to the diaper changing area. Gloves are worn during diaper changes and proper hand washing techniques are followed before and after diaper changes.

Diapers are changed at the first sign of being wet and at least every two hours, needed or not. More often if needed, we have NEVER had a child with diaper rash in my daycare!

Infant Care

We only offer full time care for infants. The reason for this is it takes a lot of consistency to get an infant on our schedule and use to our routine. I will not prop a bottle while feeding. I will hold them and cuddle them! We prefer to take children over the age of one; although I am licensed for infants.

To help prevent the chance of Sudden Infant Death Syndrome all babies in my care and put to sleep on their backs on regular pack and play mattresses. I do not have any cribs or crib bumper pads. I do not put stuffed animals in with them, or tight fitting blankets. All babies are checked on continuously while sleeping.

Babies in my care are also required to be use a pacifier. As recent research has shown, pacifier use *may* reduce the risk of Sudden Infant Death Syndrome.

Babies in my care are encouraged to crawl and explore. That's how they learn! They are not just put into an exersaucer and left alone! Walkers with wheels on them are against the law and are not used, ever, no exceptions!

All babies get regular tummy time as part of their daily routine. When babies are awake, we supervise tummy time at least three times per day. While babies are on the play mat on the floor, they are supervised at all times.

Per WAC 170-296A-7125 Infant Bottles

The licensee must:

- (1) Use glass bottles or use plastic bottles labeled with a "1", "2", "4", or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates.
- (2) If heating a bottle, heat the bottle in warm water that is not more than one hundred twenty degrees Fahrenheit;
- (3) Not use a microwave oven to warm the contents of the bottle;
- (4) Clean bottles and nipples before each use, only with warm soapy water and a bottlebrush, or in a dishwasher;
- (5) Keep bottle nipples covered if bottles are prepared ahead, and label the bottle with the date it was prepared;
- (6) Not allow infants to share bottles or infant cups;
- (7) Have a method to identify the individual child's bottle or cup (We use blue masking tape)

- (8) Keep the contents of a child's bottle inaccessible to other children; and
- (9) Throw away milk, breast milk, or formula if it has been sitting at room temperature for more than one hour.

Effective March 31, 2012 per WAC 170-296A-7150 Breast milk.

- (1) For breast milk to be used on the day received, refrigerate and label the breast milk container;
- (2) If the breast milk is to be frozen, label the container with the child's name and date the milk was brought to the child care. The licensee must:
 - (a) Store frozen breast milk at ten degrees Fahrenheit or less;
 - (b) Keep frozen breast milk not more than two weeks;
 - (c) Use frozen breast milk within twenty-four hours after thawing;
 - (d) Thaw breast milk in the refrigerator, under warm running water, or in a container with warm water that is not more than one hundred twenty degrees Fahrenheit; and
 - (e) Never thaw breast milk in a microwave oven or on the stove.

Effective March 31, 2012 per WAC 170-296A-7175 Bottle feeding infants.

- (1) When bottle feeding, the licensee or staff must:
 - (a) Test the bottle contents before feeding, to avoid scalding or burning the infant's mouth;
 - (b) Hold infants when the infant is unable to hold his or her bottle;
 - (c) Not prop bottles when feeding an infant;
 - (d) Not give a bottle or cup to an infant who is lying down;
 - (e) Feed infants on demand or based on the parent or guardian's recommended feeding schedule;
 - (f) Stop feeding the infant when he or she shows signs of fullness and;
 - (g) Not add medication, cereal, supplements, or sweeteners to the contents of the bottle unless prescribed by a health care provider.
- (2) When an infant can hold his or her own bottle, the licensee or staff:
 - (a) May hold the infant or place the infant in a semi-reclining or upright position during bottle feeding; and
 - (b) Must be in the same room within visual range of the infant during feeding.
- (3) The licensee or staff must take the bottle from the infant when the child finishes feeding.

Effective March 31, 2012 per WAC 170-296A-7200 Feeding solid food to infants.

- (1) The licensee must consult with and have approval from the infant's parent or guardian before introducing solid food to an infant.
- (2) When serving infants solid food the licensee or staff must:
 - (a) Hold or sit the infant in a semi-reclining or upright position;
 - (b) Not allow infants to share the same dish or utensil;
 - (c) Stir and test for safe temperature after heating food and before serving;
 - (d) Throw away any uneaten food from the serving container;
 - (e) Serve solid food by tinsel or let the child feed themselves; and
 - (f) Feed the infant when hungry unless the parent or guardian gives written instructions for an alternative feeding schedule, and stop feeding when the infant shows signs of fullness.

Transportation / Field Trips

No transportation is provided at this time (except possibly to the White Salmon Pool during summer with kids ages 6-up) unless otherwise agreed between parents and myself. However, if we go on some great field trips occasionally, we may use my personal vehicle or public transportation. Parent notification and permission slips are required for all field trips.

When we do take field trips, we ensure a staff / child ratio that will ensure supervision at all times.

Copies of children's files are also taken on field trips and include:

- (a) Emergency contact information;
- (b) Medical records;
- (c) Immunization records;
- (d) Individual medications for children who have them; and
- (e) Medication administration log;

We also take our first aid kit. We maintain the current requirements for insurance on our vehicle. All children are required to be in seat belts or car seats. Any driver holds a current driver's license. All children will be accounted for while getting into and out of the vehicle. No child will ever be left unattended in the vehicle.

Staff, Trainings, Education

I will provide qualified staff to fulfill the staffing requirements and ratios in WAC 170-296A-5600 (10 hours per year, or 30 hours in three years) at all times during operating hours including off-site trips or when transporting children in care. I will provide any extra staff required when children are participating in water activities or activities near water.

In the event of my absence of more than seven days, parents will be notified in writing or verbally prior. In the event of my absence of more than four hours per day and reoccurring, I will also notify parents verbally or in writing. The majority of the time I am at work with my assistant other than an occasional appointment or meeting.

My staff and I maintain current Adult/Infant/Child CPR, First Aid, and HIV / Blood Borne Pathogen Certification.

All staff must follow the written policies in the staff handbook that they are trained on in the beginning of their employment. Parents are welcome to review our staff handbook if they so choose.

We have been tested for TB. We must according to State Law receive 20 hours of Early Childhood Education training, as well as an additional 10 hours of Early Childhood Education training each year.

Parents may have access to my training records, as well as staff training development records if they would like.

I have obtained my Associates Degree in Early Childhood Education as well as my Child Development Associate Preparation Certificate.

In the event that I have an appointment, a qualified assistant (s) will be present at all times to ensure the safety and quality care for your child.

Per new WAC 170-296A-2125 (2) Names of staff being counted to meet the daily staff-to-ratio requirements. Staff will have their own sign in sheet located in the file where parents sign their children in and out daily. It is labeled staff. Each day, staff are required to sign in / out on the daily attendance record.

Liability Insurance

I do not carry other Insurance other than my Homeowners Policy.

No Smoking Policy / Drug & Alcohol Information

Per Washington State Law RCW 70.160 Clean Air Act. No smoking is allowed inside the home, in any outdoor or indoor licensed space, in motor vehicles while transporting children, or within 25 feet from any entrance, exit, and window or ventilation intake of the home during operating hours.

We will not allow anyone on the premises to have any illegal drugs, consume alcohol during operating hours, and be under the influence of alcohol or illegal drugs, misused prescription drugs at any time when working or in the presence of children in care. All alcohol, in either open or closed containers shall be inaccessible to children.

Guns / Weapons

We have no guns or ammunition on our property.

Pets

We have a dog. Her name is Finley. She's a Newfoundland. Newfoundland's absolutely ADORE children. They are gentle by nature, very patient, and LOVE to be loved. She is current on all shots. She has a separate space to relieve herself outside that is not accessible to the children. When she is in the play yard with us, if she relieves herself it will be immediately disposed of. She is around the children with direct supervision and is also free to be in my bedroom or outdoors during childcare hours. Children will wash their hands after any contact with her, her toys, etc.

We also have a fish tank in the playroom. The children don't hold them 😊.

In the play yard, we've got Chickens that are in a fenced in area that the children can see and hear, but they're not able to touch them. In March of 2015 we hatched our own chicks which will move into our outdoor coop when they are old enough!

We also have an adorable little Holland Lop Bunny we got in March of 2015. The kids do have access to him through his cage, and when I take him out of his cage, they are allowed to pet him with direct supervision when we are outside, the kids named him Bun-Bun. He is handled daily so he's very child friendly. After contact with any animal, we make sure to wash our hands. His cage has a pull out potty tray that's emptied as needed.

Pesticides

We do not use any pesticides. In the event, we were to use an outdoor bug spray for example; it would be after childcare hours and parents will receive a 48 hour notice prior. We use no lead based paint.

Time Slots / Schedule Needed for Childcare

These are the days and times my child will need childcare:

Monday from _____ to _____

Tuesday from _____ to _____

Wednesday from _____ to _____

Thursday from _____ to _____

Friday from _____ to _____

Total flat rate is \$ _____ per day.

I understand I will be charged this daily rate regardless if my child was in attendance or not.

I have read all of the Policies and Procedures listed in this contract. By signing this agreement, I agree to all that is listed here. Please initial each page of my Policies and Procedures are return to me. I'm happy to provide you with a copy as well.

The days we have discussed for payment are the 15th and the last working day of the month. I understand that a late fee may apply if I am late with payment and that fee is \$10.00 per day until my account is paid in full.

Kathy Milller, Signature _____ Date _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Thank-you for choosing Just Like Home for your childcare needs.

