

Clallam Bay Early Learning Center

Program Policies

Welcome to Clallam Bay Early Learning Center (CBELC). My name is Cassie Davidson and I look forward to working together to provide high quality child care in our community. My background and education range includes toddler, preschool and school age children with a focus on special education. Our goals at Clallam Bay Early Learning Center is to give children a safe, fun, and educational place to be while their parents or guardians work or attend to personal business or interests. We strive to build strong partnerships with families to make sure their child is getting the highest quality care possible.

Our philosophy supports play-based learning and we feel our place is to lead when need be, but more importantly to facilitate the environment where a child is inspired to explore in a safe loving environment. Creating fun activities for children to work independently, in small or large groups. Giving children the tools needed to develop to their full potential in the aspects of cognitive, physical, social, and emotional skills. Most importantly, to be fantastic role models for them through our interactions, attitude, and dependability.

We provide opportunities for children to be together in a setting that is conducive to the development of wholesome social relationships. Emotionally supporting the child with what is going on in their lives inside and outside of our child care walls. We provide opportunities for meaningful play that is based on the child's individual needs, abilities and will build important foundations for future learning and skills. Activities will include arts and crafts, music, story time, science, dramatic play, outdoor play, fine motor and gross motor skill building activities, and language and literacy skills.

Our curriculum was created to inspire, create wonder, and encourage imagination and test their theories. Our activities are based on their interests and developmentally appropriate for children ages 12 months through six years or beginning school. We want children to experience and to be introduced to as many opportunities to grow and flourish in a safe environment. The children will also have access to a wide range of age appropriate toys to create whatever they can imagine.

Admission Requirements & Enrollment Procedures:

- A. Each child must visit the center before placement to help reduce separation fears and to make sure the child is comfortable in the environment.

B. If we agree that the child will be placed, the family must fill out the following documents:

1. A complete registration (Enrollment paperwork and Contract)
2. A complete record of age required immunizations (CIS form)
3. Authorization to receive emergency medical care
4. Date of last physical exam and medical form
5. Provide copy of Photo Identification/Driver's License (for only those listed on the child care contract)

C. You will receive a copy of this policies and procedures document via email as well as a planned closure schedule that includes dates for holidays or training.

D. A registration fee of \$100.00 is due upon enrollment. This fee is an annual fee and will be due yearly on your child's enrollment anniversary month. This fee is non-refundable.

E. Dis-enrollment due to a child's age, attending school, or a decision made by the provider or parent for whatever reason will require a written 2 weeks' notice. Your final bill will also show a deduction of your original 1st week down payment amount if the 2 weeks' notice is given. If you do not give 2 week's written notice or child care services are terminated, you forfeit the right of this refund.

F Every year, in September, a new contract will be signed by the families and Clallam Bay Early Learning Center. Your child's spot is guaranteed during the dates listed on your contract, unless the contract is terminated due to expulsion or termination prior to the date listed on the contract. This includes, but not limited to full time, part time, drop in, and preschool contracts.

*A trial period, which consists of the first month of care, is mandatory. After the first month, both the family and Clallam Bay will decide if care for the child will be continued or discontinued. Here are some of the basic reasons we consider grounds for expulsion or termination of care.

Expulsion:

- A child hits, bites, or otherwise consistently hurts the other children, volunteers, or staff.
- A child chronically "acts out" (ex. Swears, throws daily tantrums, or fails to comply with child care guidelines).
- A child is genuinely unhappy or unable to adjust to being in child care.

Termination:

- A family routinely abuses drop off and/or pick up times.
- A family doesn't pay the child care bill on time or at all.
- A family refuses or is unable to comply with ordinary requests for the child's well-being (ex. request to send coat/jacket or boots on a rainy day, not supplying diapers/wipes, or to bathe the child).
- Breach of Confidentiality Clause.
- Breach of Non-Disparagement Clause.
- All other possible grounds for expulsion or termination are up to the center director's discretion.

Consistent Care/ Expulsion Policy:

As a child care center, we strive to provide consistent, long-term care for children. When a child begins showing behavioral issues, staff will first look at the child care environment and daily schedule to see if something is causing the issues. Staff will also begin taking observational notes as to what is happening before, during, and after the negative behaviors and work with the child to find different ways to express these emotions. The next step would be for the family, staff working with the child, and the center director to sit down and have a conversation about the behaviors and see if we can come up with a plan to partner and address the negative behaviors. We will also be looking at community resources available to the family as well as speaking with peers (in a confidential manner) to brainstorm ways to help the child. Finally, if the need arises to discontinue care of a child based on severe behavioral issues, families will be given 2 weeks' notice and the center will aid families in finding a child care that can better fit the child's needs. In cases of severe misconduct, the child care contract will be immediately null, void, and the family will forfeit their 1st week down payment.

Termination Policy:

Termination of a child care contract will occur if families of the child do not adhere to the policies outlined within this document or stated in their child care contract. Other reasons for termination include, but are not limited to, failure to pay for child care, continually late arrivals or pick-ups, or inappropriate or unsafe behavior in or near the child care. In cases of severe misconduct, the child care contract will be immediately null, void, and the family will forfeit their 1st week down payment.

Revising & Updating Policies or Procedures:

As time and the business evolve, the child care will have to write or update new policies or procedures. We will make sure that primary staff and volunteers will be notified and understand the changes before the families are notified, so in the event a question arises, everyone involved with the business will be able to answer the questions correctly. The families will be asked to sign an acknowledgement form stating they have received (via email) and will abide by the new guidelines.

Hours of Operation:

- A. CBELC will operate Monday-Friday from 5:30 am to 5:30 pm. Please feel free to talk to me about scheduling conflicts. I will do the best I can to be able to accommodate your needs.
- B. The child care center will be closed to observe the following holidays:
- New Year's Day
 - Martin Luther King Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Christmas Day
- Calendars will be determined by August 31st of each year, which will include center closure days. Any other planned closures will be communicated electronically and posted in the classrooms.
- C. You will be charged for all the days you have outlined in your child care agreement, including sick days, holidays and closures. We will do our best to send reminders of any closures, however in case of emergencies, the center may need to close. If this is required, we will alert you through the child care app and email.
- D. A requirement of two weeks' notice if you plan to discontinue child care services is mandatory. If two weeks' notice is not given, the child care center shall still receive 1 weeks worth of compensation plus you will be forfeiting your deposit. The compensation may be waived if both the center director and family agree on other arrangements. The center will give you 2 weeks' notice if we feel the contract needs to be terminated.

E. In case of an emergency, illness, or other situations that result in the child care center needing to be closed, we ask you to have a back-up care provider.

F There is a 12-hour grace period following any vaccinations that a child will not be allowed to attend child care. This is to make sure the child doesn't suffer from a reaction to the vaccine and can be closely monitored by the parents/guardians.

Payment Plans & Fees for Staff with Children enrolled:

Staff with children can enroll their child(ren) in care with a 10% discount for up to 2 children. Families that are receiving working connections child care subsidy may not be eligible to work in the same classroom that their children are enrolled in. Staff with enrolled children must follow the same policies as community members who enroll children. Tuition and fees can be paid in advance daily, weekly, monthly or deducted from your paycheck.

A. Child Care rates effective September. 1, 2023:

Full Day: (4+ hours of care)

12-36 Months : \$75.00/day \$350.00/week \$ 1400.00/month

Preschool 30 Months- 6 years: \$ 65.00/day \$325.00/week \$ 1250.00/month

*The preschool rate will be implemented the month following when a child becomes fully potty trained and regularly attends the preschool classroom.

Half Day: (4 hours or less of care)

12-36 Months : \$ 50.00/day

36 Months- 6 years: \$ 35.00/day

Special Rates:

Preschool: \$ 30.00 /monthly curriculum fee

Date Nights: \$35.00/ occurrence

Wages & Pay Periods:

Staff will be paid at an hourly rate that is based on credentials and experience within the child care field. Sick leave will be accumulated at the rate of 1 hour for every 40 hours worked. No other benefits are offered at this time. Staff pay periods will be as follows:

Period 1	1 st – 15th	Paid on the 20th
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Period 2	15 th - 31 st	Paid on the 5 th
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Staffing Requirements:

Clallam Bay Early Learning Center is licensed by the Department of Children, Youth and Families for children between the ages of 12 months to 5 years of age, 6 years of age if not enrolled in Kindergarten. Staff to child ratios are as follows:

Total Staff:	Total Children:	Age Ranges:
1	7	12-29 months
2	14	12-29 months
1	10	30 months- 6 years

All staff have cleared background checks, and are required to keep current all required training including 30-hour basics, CPR/first aid/BBP training, and negative tb test results, food handlers permit, and any other department required training. Staff may have access to scholarships for advanced education.

Child Supervision Requirements:

Staff must be aware of what the children are doing at all times and be available to assist or redirect activities when necessary. If the children are in an area out of sight, staff must frequently go into that area to check on them and position themselves to be able to respond. Toddlers must remain in sight and hearing range at all times, while children 3 years and older must remain in sight or hearing range. Depending on the individual child, staff will decide on how closely to supervise the child. This will be based around age, abilities, environment layout, risk levels of the activity, or if there are any hazards nearby. These requirements will be the standard both indoors and outdoors.

Cell Phones:

All staff will store their cell phones with their belongings while signed in for their shift. This is so that the staff's focus and energy is spent on the children in attendance. You can use your cell phones on your breaks if you choose to. Cell phones can be used in the event of an emergency situation.

Professional Development:

All primary staff members will be required to take a minimum of 10 hours of continued education per year. This training comes in the form of STARS hours or college courses aligned with Early Childhood Education. All lead teachers will be required to complete the Washington State Initial & Short Certificate in Early Childhood Education within 5 years of their date of hire or advancement to the position. The center director will assist staff in finding grants or assistance to help offset the cost of these college courses.

Staff & Volunteer Training and Expectations:

Clallam Bay Early Learning Center firmly believes that children benefit from staff participating in continuing education, whether that be in the form of the traditional college route or education through classes within the community. It is the employee's responsibility to ensure mandatory training and background checks are prioritized and all training and college coursework is entered into each individual's professional record on the state's professional registry system (MERIT).

Clallam Bay Early Learning Center requires all staff to behave in a manner that is respectful, responsible, and professional. Staff will be held to the highest standards to make sure that we are running a program of the highest quality. All staff are expected to be on time, maintain good hygiene, and dress appropriately. All staff will be trained on and uphold confidentiality when discussing children, families, and other staff members. Interactions with children will be friendly, educational, loving, supportive, and most importantly in a manner that makes children feel safe and cared for.

All staff coming into the child care to work or volunteer will be trained on the program policies and procedures by the center director. A checklist of staff and volunteer responsibilities will be kept in staff files and all staff and volunteers will be trained on all those requirements. When new regulations are put in place, staff will be trained accordingly. A copy of all training documents will also be kept in their staff files.

Staff/Volunteer Responsibilities:

- A. Treat children and families with respect and kindness
- B. Maintain confidentiality
- C. Follow all policies and procedures
- D. Maintain a safe environment

- E. Assist with serving meals as necessary, assisting children while eating
- F. Activity set up and clean up
- G. Cleaning and sanitizing of toys and equipment.
- H. Maintaining cleanliness in all licensed spaces, indoor and outdoor.
- I. Helping with laundering of sleep equipment
- J. Diapering children
- K. Report and suspected abuse, neglect, maltreatment, or exploitation of a child.
- L. Tend to any sick or injured child.
- M. Assist in curriculum planning.
- N. Keep all training current and completed on time.
- O. Sign in/out daily using the center's Brightwheel Program

Staff/Volunteer Records Retention:

Located alongside the child files, all staff will have their own folder to keep all documents pertaining to their work at the child care. This will include mandatory training and continued education certificates in addition to them being recorded in the state's professional development registry system (MERIT). Personal information will include a copy of their driver's license, background check clearance, application/resume, tb test, copy of their cpr/first aid/bbp cards and food handler's permit, emergency contact information, and vaccination records.

Staff Responsibilities if Director is Absent:

The child care center will proceed as usual in the event that the licensee is absent due to scheduled time away. The primary staff person will be responsible for making sure that all policies and procedures are followed and that the staff/volunteers brought in, to cover the shift and know what is expected of them. Both families and the Department of Children, Youth, and Families will be notified of any scheduled days off.

Observing Staff and Feedback:

All staff will be supervised and observed. Those observations will be shared with staff continually and if deficient, the center director will model ways to correct the behaviors, interactions, or tasks. Positive feedback and constructive criticism are the goal. Any incidents will be filed in the staff files. These observations and feedback are meant to ensure proper training and reflect the high standards we are striving for. Staff can request a copy of any document that is placed into their file.

Administrative Duties:

Administrative duties will be conducted by assigned staff during times when they are not responsible for the care of children during operating hours. Administrative duties will only be handled by the center director or staff that have been trained to do so. This frees up the staff, during child care operational hours, to be interacting with the children. On occasion, certain tasks will require immediate attention and will be done in a manner that causes minimal disruption to the normal schedule.

Curriculum Planning:

Clallam Bay Early Learning Center has created a curriculum to support children's development, with a focus on activities that will add wonder and encourage imagination. All activities are age based and make sure that everyone present can participate if they choose to do so. Receiving encouragement and praise for their hard work and not just for their final product. We want the children to experience and be introduced to as much as possible while they are here. The children will also have access to a wide range of age appropriate toys to create whatever they can think up. Children learn through play and our place is to lead when need be, but more importantly to facilitate the learning through setting up an interactive environment where a child can explore while feeling safe and cared for. Staff will participate in observing and documenting children's learning and behavior as well as support implementation of individual and group learning goals.

For the Clallam Bay Early Learning Center's preschool curriculum, we use an integrated thematic approach, using themes that are meaningful and relevant to the children and can build on their prior knowledge and experiences. Several areas in the environment will reflect the theme directly. Children will be engaged in hands-on experiences, using materials that are age appropriate, curriculum focused, and that represent a wide range of abilities and learning styles. The teaching staff will plan the activities around our daily schedule to allow the children to learn the routines of their day and become comfortable in their environment.

The classrooms will be arranged to encourage individual, small group, and large group activities. Learning areas will be available for children and staff will interact with children to support learning in those areas, so the areas themselves are aligned around a desired learning outcome. Classrooms are also designed in a way that children can recognize the various areas and materials are made very accessible and individual, small group and large group play is available. In addition to the themes, staff will also be working with children on their phonics, numbers,

shapes, colors, social interactions, emotional communication, fine and gross motor abilities, language, and literacy.

Electronic Attendance:

We have chosen to use an electronic attendance program called Brightwheel. This system will allow us to enter children's information regarding who has drop off and pick up privileges, and each person will then receive a secure code enabling them to set up their account. There is a tablet located next to the child care center office that can be used to sign in/out as well as a cell phone with internet access in case of emergencies. This tablet is for parent's/guardian's use only and not to be used by children. All records of your child's attendance will be kept electronically. Families will be allowed to designate up to 5 people that can have authorization to sign their child in or out of care. All persons assigned to pick-up a child will be required to show identification upon arrival, so we can confirm approval.

Confidentiality:

Confidentiality is the key to protecting the children that attend child care as well as their families. All documents for each child are kept in their own folder in a designated space for safe storage. Only the center director, a certified staff or volunteer, state licensor's, the child's family, or approved state/government officials will have access to these documents. Information will be shared within the above group when we feel it is necessary (ex. medications/allergies) or during state licensing visits. Confidentiality is also key when talking with other families. Please never mention your child care contracts or any confidential conversations/messages that you may have had with staff at Clallam Bay Early Learning Center. Sharing this information will be grounds for immediate termination of your child care contract.

Non-Disparagement Clause:

The families of any child attending, or that has previously attended, Clallam Bay Early Learning Center will not make, or intentionally cause any other person to make, any oral or written statement about the child care or staff/volunteers which is intended to degrade or criticize the reputation and integrity of the business. Such actions will result in the immediate termination of your child care contract.

Free Access Permission:

We encourage you to call at any time to check on your child. If busy, we may not be able to get to the phone, but feel free to leave a message and we will return your call as soon as possible. The child care center phone number is _____360-797-4622____. You may request a guest pass

and tour the facility with staff to access any licensed areas that your child uses throughout the day. You also may be granted access to view any of the staff or volunteers training documents or professional development records. This option is only available to those listed on the child care contract. This option may be unavailable during emergency situations or if the Federal Government or Washington State Governor has declared a State of Emergency.

Daily Schedule:

Here is an example of a daily schedule. Please check with your assigned classroom for the most current daily schedule.

5:30 AM	Child Care Opens/ Rest/Quiet Activities
7:00	Breakfast *Toileting/Hand Washing
7:30	Free Choice
8:45	Circle time/Focused Thematic Learning
9:30	Snack *Toileting/Hand Washing
10:00	Outdoor time
11:45	Cots out *Toileting/Hand Washing
12:00	Lunch
12:30	Story Time *Toileting/Hand Washing
1:00	Nap
2:30	Wake up/Quiet Activities such as puzzles and manipulatives
3:00	Snack *Toileting/Hand Washing
3:30	Focused Thematic Learning
4:00	Outdoor time
5:00	Free Choice *Toileting/Hand Washing
5:15	Clean Up
5:30 PM	Child Care Closes

Additional Information:

*Children who arrive after breakfast will have another opportunity at snack time. We follow the USDA Nutrition guidelines for all snacks and meals. If your child has an allergy, please notify us in writing. In extreme cases, meals from home may be requested to meet individual dietary restrictions.

* Toileting is a set time to wash hands. Using the bathroom and diapering will be done as needed.

* Free choice activities are available to all children for the entire day. If a child chooses not to participate in a group activity, they can select their own activity to do instead. These activities include art, dramatic play, science, math, books, music, blocks, and sensory play.

Consistent Care/Communication & Nap Time

We would like to highlight the developmental and social/emotional benefits of children consistently attending care. We work very hard to help children learn their classroom routines and create an atmosphere where they understand what is going to happen throughout their day. This can be hard for children to understand if they are frequently missing care or if they have inconsistent drop off times. Please communicate with the director if we need to revisit your contract and hours of care. Families must communicate by 9:00 am each day if your child will not be attending care that day.

Drop offs/ Pick ups will not be allowed between 12:00 and 2:30 pm unless there is an emergency or previous arrangements have been made with the program. Nap/Rest time is incredibly important for our learners and we want to avoid any unnecessary disruptions to this time. Please schedule appointments that consider this.

Transportation:

Clallam Bay Early Learning Center will not transport children. In case of an emergency, we will call 911 and then the parent, followed by emergency contacts.

Field Trips:

Clallam Bay Early Learning Center does not currently plan to take any field trips, however we may host community members with special talents or services to join us for special activities.

Tooth Brushing:

All children present for lunch will have the opportunity to brush their teeth following that meal. We will not be using toothpaste, just water and toothbrushes, to clean our teeth. All toothbrushes and holders will be supplied by the child care. If you would like to opt-out of this activity for your child, please request a form.

Health Policies & Procedures: Medical Emergencies:

A. Medical Emergencies:

1. Immediate first aid will be given, if necessary, an ambulance will be called, and recommendations of the paramedics followed.
2. Parents will be notified as soon as possible. If you are not available, other family or emergency contacts on your form will be contacted.
3. Within 24 hours of an injury or medical emergency, the department licensor will be notified.
4. Staff will record any injuries or medical emergencies on a report. A copy of the report will be sent to the department and a parent/guardian will be asked to sign a copy of this report. A copy will be filed in the child's file.
5. Parents are responsible for any expenses incurred as a result of emergency room care, ambulance fees, etc.
6. Hospital used for emergencies:

_____Forks Hospital 360-374-6271_____

B. First Aid Procedures:

1. First Aid procedures will be in accordance with the First Aid/CPR training we received as well as instructions from the Poison Control Center or 911 if called.
2. Everyone who cares for your child at Day-Care takes a First Aid/CPR course for Adults & Infants/Children every 2 years.
3. A complete First Aid kit, ice packs, and emergency numbers will be kept on the premises.
4. Parents will be notified of all accidents requiring first aid and a record of injuries will be kept for each child.

C. Blood Borne Pathogens Plan

1. Any open cuts or sores on children or staff will be kept covered.
2. Whenever a child or staff member comes in contact with any body fluids, the exposed area is washed immediately with soap and water.
3. All surfaces that come in contact with body fluids are cleaned immediately with soap and water, rinsed, and then disinfected.
4. Any disposal materials used in the cleanup of bodily fluids will be placed in a plastic bag, tied closed, and placed in a covered waste container. Equipment used to clean up bodily fluids will be washed, rinsed, and soaked in a disinfecting solution, or for machine washable items, sprayed with a disinfecting solution. All materials and equipment will remain inaccessible to children.
5. All staff will be trained annually or as required on BBP procedures.

D. Illness:

1. If your child becomes ill during the day, you will be notified and if requested, you are expected to pick up your child within half an hour of the phone call notice.
2. If your child will be missing a day due to illness, please notify the center by email, the attendance app, or by phone in the morning or the previous evening.

E. Communicable Disease Prevention & Reporting:

1. For communicable disease prevention, We will not accept children for care when any of the following conditions are present.
 - Fever of 100 degrees Fahrenheit or higher.
 - Vomiting within the past 24 hours.
 - Diarrhea within the past 24 hours.
 - Rash of unknown origins.
 - Eye discharge or conjunctivitis (pink eye)
 - Lice, Nits, Scabies, general parasitic infection

- Fatigue that prevents participation in regular activities.
- 2. Your child will be kept isolated from other children as much as possible if your child has a communicable disease. Communicable diseases must be reported to the Department of Health.
- 3. Return to child care after a contagious illness may require a note from the child's physician and parents will be notified of final approval as determined by the Director of Clallam Bay Early Learning Center.
- 4. Each child will be observed daily for illness.
- 5. Individual storage and bedding will be used to minimize spreading infections or illness.

F. Hand-Washing, Diapering, Sanitizing, and Laundering Policies:

1. All staff and volunteers will wash hands before and after diapering, toileting, eating, handling and preparing food, handling contaminated materials or cleaning products, if hands are visibly dirty, or as needed.
2. Children will be asked to wash their hands after toileting, handling contaminated materials, outdoor play, before and after eating, if visibly dirty, or as needed following the steps outlined in the hand washing chart.
3. Diapers will be changed regularly and immediately after a bowel movement. The child will be thoroughly cleaned. Diapers, Wipes, and Diaper Rash Cream (any over the counter or prescription creams will require an authorization form) are to be provided by the parents. All diapering will be done according to the Department of Health's standards.
4. Diapering will be done on a disinfected mat on a changing table located right beside a handwashing sink. The diapering area will be washed, rinsed, and disinfected after each use.
5. Toilet Training: We will work with you and your child on toilet training as long as it is consistent and, most importantly, as long as the child is comfortable and showing an interest.
6. Bedding will be sent home on Fridays and as needed to be laundered.

7. Child safe sippy cups will be used with our toddlers until they are ready to move to an open cup. We ask that parents do not bring pacifiers to the child care center.
8. Contaminated materials and toys will be washed, rinsed, and sanitized.
9. This day-care uses a bleach/water solution that is mixed daily and used for either sanitizing or disinfecting. Clorox bleach is the brand that is used. Areas that will be sanitized are the toys, tables, chairs, etc. The areas that will be disinfected are the changing table, toilets, sinks, etc.

G. Medication Management:

1. We must have written permission from the parent/guardian of a child before we can administer medications, prescriptions, or non-prescriptions. The permission can only be for up to 30 days of use, so if your child will need the medication to be continued, you must provide permission again. I will provide you with a form to complete when you bring the medication. Please consider the extra time and preparation it will take to complete the form and plan to demonstrate and direct staff of the administration of medication. The medication must be in the original container with your child's name labeled with instructions appropriate for your child's age and weight. Medications are not allowed to be stored for "as needed" occurrences, instead exact instructions on what medication, how much medication, and the reason for the medication will be asked to be provided. This may also require a physician's permission and instruction for over the counter medication.
2. Medications will be kept in a locked storage cabinet in the office. Rescue medications will be kept inaccessible to children but available for staff in an emergency situation. Internal medications will be kept separate from external medication and creams.
3. Medications will be recorded and kept with the permission slip and the medication. When the medication is finished or no longer needed, the remaining medication will be returned to you. Both the records of medication administered, and the medication permission slip will be put in with all your child's records.

4. All administered medications, besides diaper ointments, will require 2 staff to be present. Both staff members are required to review the medication and medication permission slip. Both staff members will sign off on the medication being administered.

H. Health Records:

1. We are required by Washington Administrative Code to have current immunization records on file. Immunization information must be entered on a Certificate of Immunization Status form. Please obtain a copy of new immunizations whenever your child receives one. If you have chosen or have a medical or religious reason that your child is not vaccinated, you will need to fill out an exemption form and during an outbreak of that specific disease, your child will not be able to attend child care until the local Department of Health deems it safe for your child to return.
2. There is a 12-hour grace period following any vaccinations that a child will not be allowed to attend child care. This is to make sure the child doesn't suffer from a reaction to the vaccine and can be closely monitored by the parents/guardians.
3. The date of your child's last physical exam must be kept up to date, so please let us know so that we can update your child's file. We will also ask for the information of your child's dentist for their file.

I. Biting

The CBELC Team recognizes that at times some children, for a variety of reasons, attempt to bite other children. Some reasons for biting are as follows:

- Toddlers Frustration, fatigue, attention seeking, confined spaces, inability to communicate
- Preschoolers Aggression, deliberate, lack of communication skills

Our team will use age appropriate behavior strategies for children who are biting. Team members will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interests and using distraction techniques to minimize incidents.

CBELC Team members and families should recognize that a human bite, which breaks the skin, brings great risk of infection (e.g. Tetanus, Hepatitis B, etc...) to the victim. Families are required to keep their children's immunization up to date.

When a bite does occur, team members will check for broken skin. All bites, whether the skin is broken or unbroken, will be washed with soap and water and a cold compress will be applied to the bitten area. Team members will inform the family as soon as possible when a bite occurs and an incident report will be completed.

A record of all biting incidents will be kept in the child's file. This is especially useful in determining any patterns of biting behavior and in anticipating incidents and preventing them. When a child bites two times on a given day, the child's family will be called and the child must be picked up from the center immediately. This is to prevent further incidents and to calm the child who is biting.

Staff will develop a behavior management program for "repeat offenders" in conjunction with parents, the Director, or other Health Care Professionals that may need to be involved. If, at any time, a child's biting behavior becomes especially excessive or hazardous to the children or team members, the child care contract will be terminated and the child expelled from the program.

J. Staff Member Emergency:

1. In the event that a staff member needs emergency medical attention and needs to leave the child care, a volunteer or substitute may be called in to assist. If no one is available, parents will be alerted to immediately pick up the children.

Pest Control:

CBELC will take all appropriate steps to safely prevent and control pets that pose a risk to the health and safety of all children and adults in and around licensed space, both indoor and outdoor. We will follow a routine of prevention, inspection, identification, notification, and application to eliminate pests. We will strive to use natural, nonchemical, and low toxicity methods or herbicides. Pesticides will be used as a last resort and only applied when children are not present. All parents/guardians will receive at least 24 hours notice prior to any applications.

Maintaining Records:

To keep children's records as current as possible, we have a records update form available to you so that you can update housing, work, medical, or emergency information for yourself or your child. If your child receives a vaccination, please obtain a copy of that information from the child's physician and we will be happy to make a copy here at the child care and update their CIS form. Annually, you will be asked to fill out a record's update and this will occur at the same time as your new contract.

Meals & Snacks:

- A. All meals, snacks, and drinks will be provided and follow the guidelines set by the USDA. Please notify me if your child has any dietary restrictions.
- B. Meal and snack time is a great time to develop skills such as pouring, scooping and spatial reasoning, staff will be present for meals and snacks and engage in conversation that may include discussing food groups and trying new things.
- C. The center will provide breakfast, lunch and two snacks per day at the scheduled times. We will do our best to keep children nourished and healthy.
- D. Breakfast will contain grain, fruit, and milk. Lunch will consist of meat, grain, fruit, vegetable, and milk. Snacks will contain two components of either grain, meat, fruit, vegetable, or milk.
- E. All beverages will be age appropriate milk, 100 % fruit juice, or water. Grains will be whole wheat whenever possible. Other sweets and treats will be kept to a minimum.
- F. A monthly menu is kept in the kitchen and posted on the parent information board located by the sign in tablet.
- G. Birthday and holiday treats will be provided by the child care, or if the parent wants to purchase something from a store, please contact the child care center for advanced permission. No foods that were made at a child's home will be served.
- H. Children are prohibited from bringing food from home. Please do not allow your child to bring gum, candy, or other treats.

Religious Activities:

- A. Religious music (e.g. preschool songs, Christmas carols) may be played or sung.

- B. Activities and art projects may be constructed around certain holidays. (E.g. Christmas, Easter, Thanksgiving, etc.)
- C. We recognize most major holidays and we may have parties, treats, gifts, or art projects that revolve around that holiday.
- D. Any religious conflicts you may have with any specific holiday or event need to be discussed so we can make appropriate arrangements for that child during these events.

Transition Policy:

Transitions into Child Care

CBELC believes that a smooth transition into our child care program not only benefits the child, but also the parent's/guardian's and the children currently attending child care. To assist with this transition, we request that during the enrollment process, each child visits the center to help reduce separation fears and to make sure the child is comfortable in the environment. Within the enrollment packet there is also a form to fill out to help myself and the staff to get to know your child. This questionnaire includes your child's likes and dislikes, their strengths and areas you feel they need to work on, as well as eating habits and routines.

Transitions Out of Child Care

Transitioning out of child care to another facility can always be an uncertain time for a child. We try to ease this transition by having conversations with your child about what they think the new facility will be like, talk about how the child will be able to form new friendships, as well as building excitement for this new adventure. Staff makes sure to return all of the child's possessions (clothing and supplies) on the final day of care along with any saved artwork or images of the child. To help assist the parents with the transition, our director is always willing to make phone calls or provide information on other facilities to help a parent/guardian find child care that better suits their current situation or new location. We provide parents with information on how to use the Washington State Child Care Check function on the DCYF website.

Kindergarten Transitions

Transitioning out of child care and into Kindergarten is such an amazing time in your child's life. To assist you with this process CBELC is available to assist you with enrolling your child into the kindergarten program. Our program will reach out to the local school districts each summer

to acquire kindergarten registration information and post for families on our bulletin board. If online registration is required and you do not have access to a computer or the internet, we welcome you to sign in on site. We are available to support you in this process. The following documents are usually required for enrollment:

- Complete the student information section of the application.
- A copy of your child's current immunization record on Certificate of Immunization Status form including signature and date.
- A copy of your child's legal birth certificate.

*Please remember that CBELC requires you to update your child's Certificate of Immunization Status form on file and should be up to date and we can make a copy for you when needed for Kindergarten enrollment.

Along with the assistance for enrolling your child into the kindergarten program, CBELC posts notices from the local school districts about upcoming enrollment time frames, parent meetings or PTO socials, and deadlines for enrollment. Other transitional supports include documents on assessing your child's readiness for kindergarten, letters to kindergarten teachers about your child, suggested book list for at home reading, as well as connecting parents with community resources if needed.

Behavior Guidance Policy:

- A. A quiet area will be available for aggressive, disruptive, or destructive behavior for children 3 and older. Children under 3 years of age will be distracted and redirected to another activity.
- B. Staff will be working with children to learn about their feelings and how to manage those emotions. We want to create an environment of respect for one another and feel that time-in is a great way to have the time for small conversations and to model appropriate behaviors.
- C. Spanking or any form of corporal punishment is prohibited and not tolerated

Child Restraint:

Child restraint will only be used by staff that have been trained and as a last means necessary in the case that a child is out of control and causing physical harm to themselves or others. Other children will be separated from the child and a staff member will restrain the child with the least amount of force necessary. Restraint will only last long enough for the child to regain control and composure. Any restraint of a child will be documented on a form and placed in a child's file, parent's will be notified of the incident, and a copy of that report will be sent to the department within 24 hours. No mechanical restraints will be used at this facility.

Following the use of physical restraint, the center director will review the incident to confirm the need for physical restraint or to brainstorm different ways the situation may have been handled. We also reserve the right to send a child home for the remainder of the day if we feel the child needs an extended period of time to calm down.

Child Abuse & Neglect Reporting:

All staff at CBELC are mandated reporters. We are required by law to immediately report any suspected child abuse, neglect, maltreatment, or exploitation. A report will be filed through the Department of Health & Social Services (DSHS) by calling the intake line at 1-866-END-HARM or by calling the proper authorities. A copy of the incident report will be kept on file and a second copy will be sent in to the Department of Children, Youth and Families. Please feel free to talk to the center director if you have concerns.

Special Needs Accommodations:

All children are welcome at the child care and we will do our best to accommodate each child and their needs. The guidelines outlined in the Americans with Disabilities Act (ADA) will be followed and environmental changes will be made but there will be limitations as to what we can accommodate due to staffing or appropriate training for the child's condition. All children will be given the opportunities to participate in daily activities and with one another to the greatest extent possible. Below you will find information on documentation and individual care plans.

Required Documentation:

A. Once a child that has special needs has been enrolled in the child care program, the Department of Children, Youth, and Families will be notified, and individual care plans will be developed and kept in the child's file, and will be made available for department review. After the individual care plan has been developed, parent's will be asked to review and sign the document stating that they understand and approve of the plan for their child's care. The care plan will be updated every time there is a change and reviewed annually to address any changes as the child ages.

B. The Individual Care Plan will be developed using a department provided template form and address any of the following that pertain to the child's needs:

- * Child's diagnosis, if known, and any triggers or symptoms
- * Contact information for the child's primary health care provider or specialists

- * A list of any required medications and the management of those medications including documentation, storage, emergency response medications, and administration.
- * Allergies, including food allergies
- * Activity, behavioral, or environmental accommodations necessary
- * Emergency response plan and a list of procedures to perform.

C. If a visiting health care professional will be providing services to the child while in care, parent's/guardian's will be required to sign a permission slip prior to any services visit.

D. All staff working with your child will be trained on the care plan and be able to implement all aspects.

E. Suggested skills training as well as education around the child's needs will be sought out.

F. Documentation for the child and their needs can be supported by any of the following licensed or certified personnel including: Physician or physician's assistants, mental health professionals, educational professionals, social workers with a bachelor's degree or higher specializing in that child's particular needs, a registered nurse or advanced registered nurse practitioner. The development of the individual care plan will also be informed by any existing: Individual education plans, individual health plans, 504 plans, or individualized family services plans.

Smoking, Drugs, and Alcohol:

This is a completely smoke-free facility. We do not allow smoking, vaping, cannabis, or illegal drug use to take place on the premises or in the view of children. If you smoke/vape, please put out your cigarette before you arrive at the child care, and please do not discard cigarette butts on the property. Drugs are not permitted.

Preventing Children's Access to Unlicensed Spaces:

Inside the facility, all unlicensed areas will be blocked by child safety gates or closed doors. All cupboards that contain cleaning supplies, hazardous materials, or tools have child locks. Children are also talked to about what areas of the building are off limits.

Outside the building we have two designated play areas that are fully fenced. Each group will have opportunities for gross motor development and to pursue their interests.

Sleeping Arrangements:

- A. Sleeping cots, sheets, and blankets will be provided by parents/guardians. All bedding will be kept in children's individual cubbies.
- B. Cots will be disinfected daily while sheets and blankets will be sent home for laundering as needed or at least once a week.
- C. Sleeping cribs will be inspected regularly for safety and we subscribe to recall updates from CPSC. Any equipment that is unsafe will be removed immediately. We will supply cots that are low to the floor, for children to sleep on. All bedding should be size appropriate for these cots.

Nondiscrimination Policy:

CBELC will not discriminate on the basis of race, religion, creed, color, national origin, marital status, gender, sex, sexual orientation, honorably discharged veteran or military status, class, age, ability, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal by a disabled person.

Communicating with Parents:

CBELC has an open-door policy so feel free to discuss with the director any concerns or questions you may have. If the operational hours do not allow you to express your concerns, please feel free to schedule a meeting.

To meet the high-quality standards established for this program, staff will assess a child's progress three times a year (Sept.- baseline/ Jan.- intermediate/ May- end of year) and provide feedback to parents at these times through formal and informal conferences and portfolios. We have made up a checklist of age appropriate activities and milestone markers that we will evaluate and leave feedback on each child individually. Parents/Guardian's will receive a copy of this form, if requested, once they are completed and a copy will be placed in the child's records here at the child care. Developmental screenings will occur within 90 days of first enrollment and then at least once per year after that. If the parent/guardian or staff have concerns about how a child is developing, the progress report may be used more often. Being a state licensed program, we will seek resources available to support your child's development. If you are seeking literature or information about a specific topic, just request information from any staff member and we will use resources to find or obtain information for you.

Emergency Preparedness & Evacuation Plans:

CBELC has a disaster plan for our facility. This plan is for emergencies other than a fire. This plan will be reviewed annually, and changes will be made when necessary. In the event that the center or staff members become unable to care for children, all parents or emergency contacts will be called to come pick up their children immediately. Also emergency phone numbers and

the address for the child care have been posted where the children can see and older children are taught how to call 911.

The child care has established an In-state contact: 360-460-7215 This person will be notified of the condition and location of your child as soon as possible. Parents may call this emergency number to get information on where the child care has been relocated during an emergency.

Any staff member or volunteer that has a valid reason for the building needing to be evacuated will make sure they inform all other staff or volunteers before any other actions are taken. This point person will clearly tell other staff/volunteers whether we are evacuating on or off site. Staff will take their classroom first aid kit, and if time permits child records and individual children's medication. A staff member or volunteer will always be the last person exiting the building doing any last-minute checks for remaining children. Once all children and adults are out of the building and to the assigned meeting area, staff will do an attendance check and emergency services will be called from a cell phone or using a neighbor's phone.

At our facility, the back corner of the play area is the designated meeting place. We have also talked to the children about the fact that we may have to move farther away from the building if the area is no longer safe. If this is required, we will use the adjacent sports field at Clallam Bay school. This location will keep us away from any dangers, in the event this location is not accessible or safe, we will proceed to walk to the public library. This is also a community Tsunami evacuation location as well. In the event of an off site evacuation of the child care, please call _____Amy 360912-1082_____ as staff/volunteers will be reporting updates to her.

Emergency Preparedness:

- We have identified safe places inside and outside of the building.
- All staff and volunteers know how and when to use a fire extinguisher. Fire extinguishers are located in every classroom, and in the kitchen.
- Each classroom has electronic attendance tablets to keep accurate attendance.
- We have battery powered flashlights in all classrooms, the office, and the kitchen in the event of power outages.
- We have working smoke detectors and carbon monoxide detectors in every classroom.

Earthquake Procedure:

Quarterly, all children will practice earthquake drills. Each child will be taught what the signs of an earthquake are to the best of their comprehension based on their age.

At the first sign of tremor, staff will instruct all children and adults to make their way under classroom tables. This is considered the safest place in each classroom and we would still have access to multiple emergency exits. Everyone will be instructed to get down on their knees, place their forehead to the floor, and place their hands behind their heads protecting their necks. Small children that cannot perform this on their own will be placed in the fetal position underneath an adult.

Just like with our fire plan, all children must be accounted for. Because earthquakes come on with no warning and can last only seconds, we will use the head count method to make sure that all kids are accounted for. The importance of knowing what kids are in attendance at any given time is stressed upon staff and volunteers so that in the event we need to do a head count, no mistakes will be made.

Once the earthquake is over, all children will be asked to remain in this same position until an adult can make sure a safe exit out of the building is available. If it is ok to leave, we will instruct the children out of the building and to our designated meeting place. Once everyone is outside, safe, and accounted for, an adult will enter the building to assess if it is safe for the children to return into. This adult will be looking for damage to walls, ceilings, and floors, as well as broken glass or windows, and electrical issues. After a walk through, if safe, the children will be allowed back into the building where we will sit them down and make sure that everyone feels safe again and discuss what just happened. As soon as all children have been made aware of what just happened and calmed down, all parents will be called and told the status of their child. If the building is not safe to come back into, children will remain outside and parents will be contacted and instructed on when and where to pick up their children.

Lockdown or Shelter in Place Procedure:

A lockdown is a time when the children and staff need to remain inside the building because it is unsafe to leave or be outdoors. If we are informed that we need to do a lockdown, this is our procedure.

The staff member receiving the information will immediately inform all staff and volunteers of the situation and will be in charge of instructing what staff will move the children and what staff will begin the lockdown. The children will be asked to move into a remote corner of the classroom while teachers secure their classroom doors and close window curtains. The staff that was instructed to start the lockdown will move

throughout the building locking all doors and windows. One staff/volunteer will always remain with the children. . We will use the attendance log to account for all the children in care.

Parents or emergency contacts will be contacted during the lockdown if possible, to let them know of the situation, but no child will be allowed to leave until emergency response agencies inform us that the lockdown order has been removed. Once the lockdown order is lifted, parents will be notified by phone that the lockdown has been lifted and that they can pick up their children.

Prepared Survival:

CBELC has a storage supply of canned food, water, and necessary supplies for your child in the event that they must be housed on site for an extended amount of time during a disaster situation.

- Water is stored within the facility.
- Extra food supplies are stored that will last 3 days.
- If your child is on long term medication, you will be asked to provide an emergency supply to be kept on hand.
- We have a complete First Aid kit available in every classroom and licensed space.
- All staff and volunteers have First Aid and CPR training.

Fire Evacuation Policy:

In the event there is a fire within the building during child care hours, our priority is to evacuate all the children from the building and move them to a safe location outside. A floor plan of exits, emergency windows, as well as meeting locations is located in each room. We have also talked to the children about the fact that we may have to move farther away from the building if the fire gets too big. We have taught them that we will move to the adjacent field, or the library as a group, and remain visible to any parents or emergency personnel coming into the area.

We have installed working smoke detectors in each classroom room of the child care. All smoke alarms sound with an alarm. If for some reason these smoke detectors do not go off, we have a back-up method in which we will use whistles. There is a whistle located in each classroom and the kitchen. Children participate in monthly fire drills and we rotate between using the smoke detectors and whistles to sound the drill so that the children are accustomed to both sounds. During our fire drills the children are taught to drop everything and make their way to the door and proceed out to the arranged meeting place. Older children are taught that if possible, to take the hand of a smaller child to make sure everyone gets to the meeting place and so that no small

children wander off. Any child that cannot walk on their own will be carried out of the building by an adult, or an older child if necessary.

Any staff member or volunteer to discover a fire will sound the alarm, alerting both children and adults that the building needs to be evacuated. As the building is being evacuated, either an adult or child will be asked to grab the electronic attendance tablet. A staff member or volunteer will always be the last person exiting the building doing any last-minute checks for remaining children. Once all children and adults are out of the facility and to the assigned meeting area, we will do an attendance check and emergency services will be called from a cell phone or using a neighbor's phone. As soon as all the children and adults are at a safe distance from the fire and accounted for, and after emergency services have been notified, then parents or emergency contacts will be called using a cell phone or a neighbor's phone. Parents or emergency contacts will then be given a location where the children can be picked up. If no one can be reached for a specific child, they will remain with the staff until contact is made with the parent or emergency contact.

Additional Information:

A. A permission authorization will be requested to allow the CBELC to take pictures or videos of the children while they are playing or working on projects. We would like to display these photos within the child care for all the kids and parents to look at, create classroom books, or use during art projects. As pictures are rotated out, they will either be kept in my scrapbook or given to the parents.

B. I ask that all parents send their child to child care with the following items:
change of clothes consisting of a shirt, underwear, pants, and socks.

Weather appropriate attire; summer should include water clothes for the sprinkler, water play and a sun hat. In the winter, hats, gloves and coats are essential to comfort when playing outside.

For children in diapers, please ensure there is an adequate supply of diapers and wips each day to keep your child comfortable.

For toilet trainers, a minimum of 3 changes of clothes.

These items can be brought daily or be stored here. Each child will have their own cubby and backpack supplied by the child care.

C. I ask you to please supply sunblock for your child at the beginning of summer and I will inform you when your supplies are running low, so they can be supplied again.

These items will be individually labeled and used only for your child. The sunblock needs to be in the original container. A signed permission slip will be required annually and can be updated at any time there is a change.

D. Additional copies of any child care policies or procedures will be emailed to you upon request. Copies of our policies are kept in resource binders within the child care licensed space.

E. We have purchased and carry liability insurance through **Markel Insurance Company** for the child care. As per the department's requirements, I have to give notice of this.

F. Any child care inspection reports that show non-compliance will be posted by the regularly posted information within the child care.

G. The lobby drinking fountain is not to be used by the child care clientele. All children will have their own drinking water bottles/cups in their classrooms.

H. Handicap parking located outside the facility requires Washington State approved license plates or placards to use. This is a requirement of our insurance as well as the insurance of the building owners.

Specialized Kitchen Regulations:

- Both the kitchen wash and rinse sinks will be washed, rinsed, and sanitized before doing any dishes. This will further help prevent cross contamination between sinks.
- Refrigerators and freezers used for child care purposes will have temperatures checked twice daily to ensure safe food storage practices. These temperatures will be recorded on a temperature log in the kitchen.
- Food handlers permits will be required by all staff serving and preparing food.

Supervisor Signature:

Date:

Staff Signature:

Date: