

Clallam Bay Early Learning Center
Program Procedures

Admission Requirements & Enrollment Procedures:

- Each child must visit the center before placement to help reduce separation fears and to make sure the child is comfortable in the environment.
- If the child will be placed into a child care slot, the center director will schedule a meeting with the family to go over all required documentation, do a tour of the facility, and answer any questions regarding the child care contract. The family must fill out the following documents:
 1. A complete registration (Enrollment paperwork and Contract)
(enrollment form, contract, initialed parent policy packet, receipt of policies/procedures, authorized sign in/out form, body ointment permission, picture/video permission, off site event slip, hand sanitizer form, get to know your child form, Early Achievers participation waiver)
 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)
- Parent's/Guardian's 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.
- A registration fee of \$50.00 is due upon enrollment. This fee is an annual fee and will be due yearly on the child's enrollment anniversary month. This fee is non-refundable. This fee will be billed to the state for subsidized care children on an invoice.
- Dis-enrollment due to a child's age, attending school, or a decision made by the program or parent for whatever reason will require a written 2 weeks' notice. If parents/guardians give the written 2 weeks notice, they will receive a refund of any child care fees paid beyond the two weeks notice time frame. If parents/guardians do not give 2 week's written notice or child care services are terminated, you forfeit the right of any refund of any child care fees prepaid. Timeframe will be based on when the notice was given to staff in the child care office. Staff will date any parent correspondence upon receipt.
- Every year, in September, a new contract will be signed by the families and Clallam Bay Early Learning Center. Each 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.
- If the child being enrolled has a parenting plan or split custody between parents, both parents will be required to sign separate contracts and authorizations for pick up/drop off. The contract must state who is required to pay for what days 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. We want to maintain the same staff in each of the classrooms and if available, move staff with children as they age.

- 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. We will specifically look at meal times, nap times, transition times, and learning centers setup and materials available.
- 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. These notes will be taken on an approved form

and then placed in the child's file. All behavioral forms must be discussed with the director so we can find ways to better meet the child's needs.

- The next step will 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. When we speak of partnering, what we want to do is create consistency between home and the child care with how behaviors are being addressed. This will help with minimizing confusion in the expectations we have for the child and the behavior.
- 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 and void.

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 and void. Staff will report any severe misconduct immediately to the director and on an approved form which will then be placed in the child file. The director will contact the family to let them know about the termination.

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 all 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. If families have any concerns with policy changes, a meeting time will be scheduled with the director either in person or via zoom.

Hours of Operation:

Clallam Bay Early Learning Center will operate Monday-Friday from 7:00am to 4:00pm. Parent's/Guardian's can feel free to talk with the director about any scheduling conflicts. We will do our best to be able to accommodate their needs.

- 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

* All other scheduled closure days are decided prior to January 1st each year and parents will be given the schedule.

- Parent's/Guardian's will be charged for all the days they agree to have their child attend as stated on the contract. There is no charge when the child care is closed due to emergency situations at the center.
- A mandatory requirement of 2 weeks' notice if a family is planning to discontinue child care services. If parents/guardians give the written 2 weeks notice, they will receive a refund of any child care fees paid beyond the two weeks notice time frame. If parents/guardians do not give 2 week's written notice or child care services are terminated, you forfeit the right of any refund of any child care fees prepaid. 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. Timeframe will be based on when the notice was given to staff in the child care office. Staff will date any parent correspondence upon receipt.
- In case of an emergency, illness, or other situations that result in the child care center needing to be closed, we ask families to have a back-up care provider.

Payment Plans & Fees: (weekly rates are for 5 full days of care)

Tuition and fees can be paid daily, weekly on the first attendance day or monthly on the first day of the month.

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 the child's birthdate or when the child becomes fully potty trained and regularly attends the preschool classroom.

Half Day: (4 hours or less of care if available)

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

Late Fees: \$1.00 per minute beyond contracted time.

- State subsidies through Working Connections Child Care (WCCC), seasonal child care, and Children's Welfare authorizations are accepted. All authorizations must be approved by DSHS and a notice received by the child care before the child can begin care unless the families agree to privately pay for care until authorization is received.
- Late pick-up charges will apply if families pick up their child after the time stated on your child care contract. All classrooms will have a list of children along with their drop off and pick up times. This list will be kept inside one of the cabinet doors to remain confidential. Administration staff will track late via the electronic sign in and out and families will be billed late fees on their following month's invoice. The late charges will follow a rate of \$1.00 per minute late and will continue at that rate until the child is picked up. The late charges will be waived for acceptable emergency situations or if previous arrangements have been made.
- Preschool Fees will not exceed \$30.00 per month.
- Daily rates cover all meals, snacks, and activity supplies, with the exception of preschool fees. Diapers, wipes, diaper ointments, and sunscreen are to be supplied by the families. We will notify families when supplies are running low. Staff will fill out a supply request form and turn it into the office staff by the end of day to send the request home with families.
- Damage fees will be assessed if a child is purposely breaking materials/equipment. The fee is set at \$50.00 unless the replacement of the item is cheaper, at that point families will be charged the lower amount. Damage to windows, doors, or structural items that require professional work will be billed to families in the full amount of that cost. Damage to the electronic attendance or classroom tablets are a set fee of \$500.00 to cover complete replacement of the device.
- Date nights fees are set at \$35.00 per occurrence when a child participates. Space will be allotted due to staff to child ratios. Date night hours are 6:00pm- 11:00 pm. Days of the week will vary. Included in the cost for date nights is dinner and all activities. Children must be sent with pajamas to sleep in and children will be placed on cots to sleep. Families will be required to register their child for date nights 1 week in advance. The sign up sheet will be located by the office.
- Families will be invoiced for child care once a month via Brightwheel, and payment, in full, is due on the 1st of every month, this includes WCCC Subsidy Co-Payments. If a holiday or weekend occurs on the 1st of the month and the

center is closed, payment is due the following business day, unless other arrangements have been agreed upon by both families and center director. Families will be billed a \$5.00 late charge for every day their payment is past due. If payments are not made in full within 2 days of the due date, child care may be suspended until the invoice is paid in full. During suspension, Clallam Bay Early Learning Center reserves the right to void the child care contract at any point.

- Rates will be evaluated each year by the center director. Families will be notified in writing of any changes, and any changes will be effective one month following the date on the notice.
- All payments are accepted in the form of cash, check, or electronic funds transfers through Brightwheel. Bad checks will be charged \$35.00 for fees as well as late payment fees. If bad checks become a recurring problem, families will no longer be an accepted form of payment. This decision will be made by the center director.
- Families are required to pay current rates during leaves of absences including but not limited to vacations, illness, dance class, etc. This ensures their child's day care spot is held. This also includes a State of Emergency announced by the Governor or in cases such as a pandemic.

Wages & Pay Periods:

Staff will be paid at an hourly rate that is based on credentials and experience within the child care field. All payroll will go through the accounting firm of Easter & Stoney. 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
Period 2	15 th - 31st	Paid on the 5th

Staffing Requirements:

Clallam Bay Early Learning Center is licensed for 30 children between the ages of 12 months to 6 years of age, or until they begin Kindergarten. Staff to child ratios are as follows:

Total Staff:	Total Children:	Age Ranges:
1	7	12-36 months
2	14	12-36 months
1	10	30 months- 6 years

2	17	30 months - 6 years
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All staff must have cleared background checks, and will be required to keep current all required training including 30-hour basics, CPR/first aid/BBP training, and negative tb test results, safe sleep, food handlers permit, any other department required training, along with any additional center required training decided on by the center director. Additional training required by the center director will be for the betterment of the children’s interactions, children’s environments, or for business practices.

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 move between interest areas to check on children. 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, outdoors, and during transport. Classroom environments and playgrounds are arranged in a manner to support staff in supervising children.

Outdoor supervision will always be active supervision, meaning all children will be in sight and hearing distance of staff. Exit gates are not locked for emergency purposes. To prevent children from leaving through a gate, staff are required to supervise children from a place where they have a clear line of sight to the gate and can monitor it appropriately. Both exit gates located in the play yards have alarms that will also sound when opened.

If a classroom teacher needs to leave the classroom for any reason at all, staff can radio to the office and either the office staff or kitchen staff will substitute in their place until they return. Classroom teachers are required to keep track of a total headcount of students each day to assist with any emergency procedures or evacuations. Classroom tablets and the Brightwheel program can also assist teachers with who is present for the day. If staff must get into children’s cubbies for supplies, either all children must go into the hallway so that they can continue to supervise all children or else teachers must radio for additional supervision from the office. No child or staff member will enter the hallway leaving children in a classroom unsupervised.

Cell Phones/Personal Items:

All staff will store their cell phones with their belongings while signed in for their shift. Cell phones are not to be used when staff are working with children. This is so that the staff’s focus and energy is spent on the children in attendance. Each classroom will have an upper cupboard area that locks where staff can store personal items. 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. There is a mini fridge located in the office where staff can store any food or drinks brought from home.

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 and all classes revolve around Early Childhood Education or business practices. 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. The center director will assist staff in finding grants or assistance to help offset the cost of these college courses. If available, the child care center may make funds available to complete these requirements.

Staff & Volunteer Training and Expectations:

Clallam Bay firmly believes that children benefit from staff continued education, whether that be in the form of the traditional college route or education through classes within the community. Certain training and certifications are required. CPR/First Aid training and food handler permit training is taken every other year. Blood Borne Pathogen and safe sleep training is required annually. Anyone having access to children will go through a DCYF background check every three years.

Clallam Bay 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 arrive 10 minutes prior to their scheduled shift, 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 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:

Lead Teacher:

- A. Treat children and families with respect and kindness
- B. Maintain confidentiality
- C. Follow all policies and procedures
- D. Maintain a safe environment, communicating classroom supply needs to office staff.
- E. Assist with serving meals and is 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. Diapering children
- J. Report any suspected abuse, neglect, maltreatment, or exploitation of a child.
- K. Tend to any sick or injured child.
- L. Assist in curriculum planning.
- M. Keep all training current and completed on time.
- N. Complete opening and closing procedures for their assigned classroom.
- O. Meet continuing education requirements.
- P. Complete child observations and assessments.
- Q. Any additional classroom duties deemed necessary by the director.

Assistant Teacher:

- A. Treat children and families with respect and kindness
- B. Maintain confidentiality
- C. Follow all policies and procedures
- D. Maintain a safe environment, communicating classroom supply needs to office staff.
- E. Assist with serving meals and is 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. Manage the laundering of sleep equipment
- J. Diapering children
- K. Report any 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. Complete opening and closing procedures for their assigned classroom.
- P. Meet continuing education requirements.
- Q. Complete child observations and assessments.
- R. Any additional classroom duties deemed necessary by the director.

Office Administrator:

- 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 and is necessary, assisting children while eating
- F. Cleaning and sanitizing of toys and equipment.
- G. Maintaining cleanliness in all licensed spaces, indoor and outdoor.
- H. Diapering children

- I. Report any suspected abuse, neglect, maltreatment, or exploitation of a child.
- J. Tend to any sick or injured child, supervise the child until the family is able to pick up.
- K. Keep all training current and completed on time.
- L. Assist in classrooms during staff breaks.
- M. Answer phones/ record messages.
- N. Assist families with drop offs and pickups.
- O. Collect or distribute documentation to or from families.
- P. Report food program meal counts and attendance in KidKare.
- Q. Clerical Tasks
- R. Supply inventory in overstock, kitchen, and classrooms.
- S. Registering visitors.
- T. Any additional administrative duties deemed necessary by the director.

Staff/Volunteer Records Retention:

Located alongside the child files, all staff will have their own folder to keep in it all documents pertaining to their work. This will include mandatory training and continued education certificates. 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, etc. These documents are available for review so that staff know when they are required to repeat required trainings. A copy of staff documentation surrounding trainings will be also placed in a binder for parent's review upon request.

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, 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. Quarterly staff meetings will be scheduled to discuss and set team goals and support each other through continued conversations and refresher trainings if necessary.

Administrative Duties:

Administrative duties will be conducted by assigned staff during times when they are not responsible for the care of children during child care 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 an interest in supporting social, emotional and cognitive development. We implement 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 inspire their own creativity. 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.

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. Besides work around specific 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 kitchen that can be used to sign in/out as well as a cell phone with internet access. This tablet is for parent's/guardian's use only and not to be used by children. All children must be signed into and out of care each day.

- All persons assigned to pick-up a child will be required to show identification upon arrival, so we can confirm approval. Families will be allowed to designate up to 5 people that can have authorization to sign their child in or out of care.
- The center staff will ask for the name of the child.
- The center staff may ask to see photo identification of the person dropping the child off or picking the child up.
- The Office Administrator will check the temperature of the child using a forehead thermometer. (check-in time only)
- The center staff will escort each child directly to their classroom or else the lead teacher in the classroom can wait by their door to watch the child walk to their classroom. At all times, children will be supervised going to or coming from classrooms.
- Families are asked to let the office administrator know, at drop off, if there will be any alterations to a child's normal attendance times. During the day, if a child's schedule needs to be altered, families need to call ahead and we will let the classroom teacher know.

Records of children's attendance will be kept electronically and will be stored for up to three years.

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 in the office for safe storage.
- Only the center director, a certified staff or volunteer, state licensor's, or the child's family 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 families to call at any time to check on their child. If busy, we may not be able to get to the phone, but they can feel free to leave a message and we will return their call as soon as possible. The child care center phone number is .

- Those listed on the child care contract may request a guest pass and tour the facility with staff to access any licensed areas that their child uses throughout the day.
- They 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.
- The option for facility guest passes may be unavailable during emergency situations or if the Federal Government or Washington State Governor has declared a State of Emergency and social distancing and group sizes are regulated.

Daily Schedule:

Here is an example of a daily schedule. Families will need to check their assigned classroom for the most current daily schedule.

5:00 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:

- Breakfast- Will be served at 8:00-8:30 am. Lunch- Will be served at 11:00am-11:30am. PM Snack- will be served at 2:00 pm.- 2:15 pm. Please check your child's classroom specific schedule for individual room food service times.
- 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 sand/water play.

Transportation:

Clallam Bay Early Learning Center will not offer transportation.

Field Trips:

Clallam Bay does not currently offer any field trips, however we may invite special guests that align with our lesson plans.

Tooth Brushing:

All children will have an opportunity, during their child care contracted hours, to brush their teeth during child care. 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. Families need to inform the child care center if any special accommodations need to be made for their child.

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 will always be followed.
2. Parents/Guardian's 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 of Children, Youth, and Families 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 copy will be filed in the child's file. A parent/guardian will be asked to sign a copy of this report.

5. Parents are responsible for any expenses incurred as a result of emergency room care, ambulance fees, etc.

6. Hospital used for emergencies:



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 in every classroom as well as the office. Each kit contains basic first aid supplies, thermometers, hand sanitizer, and a first aid manual.

4. Parents will be notified of all accidents, 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.

D. Illness:

1. If a child becomes ill during the day, families will be notified and if requested, they are expected to pick up their child within half an hour of the phone call notice.
2. If a child will be missing a day due to illness, families are asked to please notify the center by phone in the morning or the previous evening. There is an answering machine to leave messages on.

E. Communicable Disease Prevention & Reporting:

For communicable disease prevention, the child care center will not accept children for care when any of the following conditions are present.

- Fever of 101 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 or Nits
- Fatigue that prevents participation in regular activities.

A child will be kept isolated from other children as much as possible if the child has a communicable disease. Communicable diseases must be reported to the Department of Health. Clallam Bay Early Learning Center has the right to request a Dr.'s note before a child can come back to care. This is not meant to be an inconvenience but a reassurance that the child is ok to be around other children and not spread an illness.

- Each child will be observed daily for illnesses. Drop off screenings will include a forehead temperature check and a quick questionnaire on Brightwheel to confirm you haven't noticed a sign of any symptoms that would indicate a child isn't feeling well.
- Individual bedding will be used to minimize spreading infections or illness.

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

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..

- 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 .
- Diapers will be changed regularly and immediately after a bowel movement. The child will be thoroughly cleaned. Diapers, Wipes, and Diaper Rash Cream are to be provided by the families. Families will be notified via written notice when supplies are needed.
- Diapering will be done on a sanitized mat on a changing table located right beside a handwashing sink. The diapering area will be washed, rinsed, and disinfected after each use.
- Toilet Training: We will work with families and children on toilet training as long as it is consistent and, most importantly, as long as the child is comfortable and showing an interest.
- Bedding will be laundered, on site, as needed or at least once a week. Bedding will be kept in each child's individual cubby to stop the spread of germs.
- 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.
- Contaminated materials and toys will be washed, rinsed, and sanitized.
- This child 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:

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 a child will need the medication to be continued, families must provide permission again.

The program will provide families with a form to complete when they bring required medication. Families will be asked to allot for the extra time at drop to complete the form and to tell staff how the medication is administered.

- The medication must be in the original container with the 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.
- Medications will be kept in a locked storage cabinet in the office. Internal medications will be kept separate from external medication and creams. Each medication will be checked in with the office staff at drop off and locked up during the day.

- When it is time for a medication to be administered, office staff will walk the medication and permission slip down to the correct classroom. One classroom staff member and the office administrator will review the medication permission slip and the medication bottle to make sure they match. Amount of dose, medication delivery method, and time will be checked by both staff. Both staff must wash hands before administering medication. Medications will be recorded after each dose and require initials of both witnesses on the medication log. Office staff will place the medication back into the lock box and place the medication form back into the child's file.
- When the medication is finished or no longer needed, the remaining medication will be returned to families. Both the records of medication administered, and the medication permission slip will be put in with a child's records.
- 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:

Washington Administrative Code requires child cares to have current immunization records on file.

- Immunization information must be entered on a Certificate of Immunization Status form.
- Families are asked to obtain a copy of new immunizations whenever their child receives a new vaccine. This copy needs to be submitted to the child care so that we can update our records.
- If families have chosen or have a medical or religious reason that their child is not vaccinated, they will need to fill out an exemption form, having it signed by an approved medical professional to have on record.
- During a disease outbreak, if a child is not vaccinated for that specific disease, they will not be able to attend child care until the local Department of Health deems it safe for the child to return.
- 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/guardian.
- The date of a child's last physical exam must be kept up to date. Families will be requested to let office staff know of any areas of concern from physician visits.

I. Staff Member Emergency:

In the event that a staff member needs emergency medical attention and needs to leave the child care, parents will be alerted to immediately pick up the children. The center will have staffed an Office Administrator and an Executive Chef on staff that are available to step in during emergencies.

Pest Control:

Clallam Bay Early Learning Center will take all appropriate steps to safely prevent and control pests that pose a risk to the health and safety of all children and adults in and around licensed space, both indoor and outdoor.

- Prevention- All staff will be in charge of cleaning classrooms daily. All garbage cans emptied at the end of the day.
- Inspection- All staff will monitor their classrooms with daily walks through the space and alert the center director or office administrator of any areas of concern.
- Identification- If a hazard is found, the child care director will call in a professional service to access the problem and get a quote to fix the issue.
- Notification- All families and the DCYF licensor will be notified if any pest management is needed. This written notice will be sent home and posted 48 hours prior to any chemicals being used. All guidelines or instructions regarding keeping staff or children out of the area after spraying will be followed.
- Application- We will strive to use natural, nonchemical, and low toxicity methods or herbicides. Pesticides will be used as a last resort.

Maintaining Records:

To keep children's records as current as possible, we have a records update form available to families, at any time, so that they can update housing, work, medical, or emergency information for themselves or their child. If a child receives a vaccination, families are asked to obtain a copy of that information from the child's physician and submit it to the child care so we can update their CIS form. Annually, families will be asked to fill out a record's update and this will occur at the same time of their 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. All meals will be served family style with the child being taught to dish up their own plate; smaller children will receive assistance as needed. This may be amended during states of emergency or for health and safety purposes, in which teachers will plate food for the children.

C. Breakfast will be served from 8:00-8:30 am. Lunch is served from 11:00-11:30 am.

Afternoon snack is served from 2:00-2:30pm. Individual classroom schedules will list food service times.

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 child care center office.

G. Birthday and holiday treats will be provided by the child care, or if the family wants to purchase something from a store, they need to contact the child care center for advanced permission. No foods made at a child's home will be served.

H. Children are prohibited from bringing food from home. Staff will hand any food brought into the child care center back to the families to take with them during drop off.

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 families 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

Clallam Bay Early Learning Center 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 the staff to get to know a child. This questionnaire includes a child's likes and dislikes, their strengths and areas the families feel children 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 a 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. We also tell parents about the Child Care Action Council and their resource and referral line that will assist them in finding child care out of the area.

Kindergarten Transitions

Transitioning out of child care and into Kindergarten is such an amazing time in a child's life. To help families with this process Clallam Bay Early Learning Center is available to assist families with enrolling their 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 families do not have access to a computer or the internet, we welcome them to use the one on site at our program. We will schedule a time for families to use the equipment and have staff here to assist them.
- The following documents are usually required for kindergarten 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. Please remember that Clallam Bay has an updated copy of your child's Certificate of Immunization Status form on file and we can make a copy when the time comes.
- A copy of your child's legal birth certificate.
- Along with the assistance for enrolling your child into the kindergarten program, Clallam Bay 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 quiet area will be available in each classroom 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. Time-in will be the predominant method of behavior guidance.
- 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. Time-in is one on one time with a child to talk about their actions and how to better manage big emotions or make better choices.
- 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, families 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 I feel the child needs an extended period of time to calm down.

Child Abuse & Neglect Reporting:

All staff at Clallam Bay Early Learning Center are mandated reporters. We are required by law to 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.

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:

Once a child with an identified special need 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. Individual care plans will be made available for department review if requested. After the individual care plan has been developed, families 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.

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.
- If a visiting health care professional will be providing services to the child while in care, families will be required to sign a permission slip prior to any service visits.
- All staff working with a child will be trained on the care plan and be able to implement all aspects.
- Suggested skills training as well as education around the child’s needs will be sought out.
- 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:

Clallam Bay is a completely smoke-free facility. We do not allow smoking, vaping, cannabis, or illegal drug use to take place on the property or in the view of children. If found under the influence of cannabis or illegal drugs of any variety, staff will be immediately removed from their position and their employment terminated.

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. The washer and dryer are located in the laundry room with a locked door. 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. One playground is used for our toddler classroom while the second playground is shared between our preschool classrooms. Both exit gates have alarms that will sound if the gate is opened. All classrooms have individual, scheduled outdoor time daily.

Sleeping Arrangements:

Sleeping cots, sheets, and blankets will be provided by the parent or guardian. All bedding will be kept in children’s individual cubbies and is expected to go home for laundering as needed or weekly and returned before the next day of care.

- Cots will be disinfected daily while sheets and blankets will be laundered as needed or at least once a week. Each classroom will be designated a weekday to launder all bedding.

- This facility will not be using any cribs or pack n' plays for napping children. We will supply cots that are low to the floor, for children to sleep on. All bedding is size appropriate for these cots.

Nondiscrimination Policy:

Clallam Bay Early Learning Center will not discriminate on the basis of race, religion, creed, color, national origin, marital status, gender, sexual orientation, class, age, 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:

Clallam Bay Early Learning Center has an open-door policy so families can feel free to discuss with the director any concerns or questions they may have. If families don't have a chance to have a conversation due to business hours, families can feel free to schedule a time to talk so that there is a specified time to fully discuss whatever is going on.

To meet the high-quality standards established for this program, staff will assess a child's progress two times a year (Sept. and May) and provide feedback to parents at these times through formal and informal conferences and portfolios.

- We use a checklist of age appropriate activities and milestone markers that staff 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 family or staff have concerns about how a child is developing, the progress report may be used more often.
- Being a state licensed program, we do have access to resources that a parent might not know about. If families are seeking literature or information about a specific topic, they can request information from any staff member and we will use resources to find or obtain what you are looking for if we can.
- Located in the office is a binder containing information on various community resources for families to be used as a quick reference. This binder will be updated as new resources are identified.

Emergency Preparedness & Evacuation Plans:

Clallam Bay Early Learning Center 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 staff members become unable to care for children, all families 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: _____ at _____. This person will be notified of the condition and location of your child as soon as possible. Families 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 lot located to the left of the building. This location will keep us away from any dangers. We have established _____ as an out of area meeting place to evacuate the children to. This is also a community Tsunami evacuation location as well. In the event of an off site evacuation of the child care, please call _____ at _____ 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, each end of the hallway, and in the kitchen.
- Each classroom and the office has electronic attendance tablets to keep accurate attendance.
- Each classroom, the kitchen, and the office have a walky talky for quick communication throughout the building.
- We have flashlights in all classrooms, the office, and the kitchen in the event of power outages. Emergency path lighting is also installed at the facility and tested monthly for 30 seconds and once per year for 90 minutes.
- We have working smoke detectors and carbon monoxide detectors in every classroom and the child care office. Smoke detectors are also located throughout the remainder of the building.

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, families 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 families 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 staff is 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.

Families 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 or it is deemed safe to do so by officials. Once the lockdown order is lifted, families will be notified by phone that the lockdown has been lifted and that they can pick up their children.

Prepared Survival:

Clallam Bay Early Learning Center has a storage supply of canned food, water, and necessary supplies for all children 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, the office, the kitchen, and on the parent information board. In the back of the building we have assigned the back corner of the play area as the 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 fire gets too big. We have taught them that we will move to the adjacent field, 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 as well as the other areas of the building. All smoke alarms sound with an alarm and are tested monthly. 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, the office, 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 families or emergency contacts will be called using a cell phone or a neighbor's phone. Families 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 family or emergency contact.

Picture/Video Permission:

- We ask parents to sign a permission slip to allow the Clallam Bay Early Learning Center to take pictures or videos of the children while they are playing or working on projects. These images are used for assessment purposes, within art projects, for individual portfolios, or do display in our classrooms. Families can choose to opt into both picture and video, only pictures, or opt out completely. Any art project images will be sent home with children once they are done being displayed.

Supplies requested from Families:

All families are asked to send their child to child care with the following items:

- change of clothes consisting of a shirt, underwear, pants, and socks. 3 changes for children who are potty training
- Cot Sheet and Blanket (taken home weekly or as needed for laundering)
- Weather appropriate attire;
 - summer and warm months- swimsuit and towel., sunscreen and permission to apply
 - winter and cold months; doat, hat, gloves, boots.

These items need to be brought daily or be stored here. Each child will have their own cubby and backpack supplied by the child care to store these items in.

All families are asked to supply sunblock for their child at the beginning of summer and we will inform families when supplies are running low, so they can be supplied again. These items will be individually labeled and used only for that specific child. The sunblock needs to be in the original container.

Addition Copies of Policies or Documents:

- Additional copies of any child care policies or documents related to a child or child's family can be emailed to families upon request. Copies of our center policies are kept in resource binders within the child care licensed space and can be viewed by families.

Liability Insurance:

- Clallam Bay Early Learning Center has purchased and carries general liability insurance through **Markel Insurance Company**. As per the Department of Children , Youth, and Families requirements, we have to give notice of this.

Inspection Reports:

- Any child care inspection reports that show non-compliance will be posted on the child care bulletin board at the child care entrance.

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.

Handicap Parking:

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.

Biting:

The Clallam Bay 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.

Clallam Bay 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.

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 pm - 2:30 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.