



Parent Handbook

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Introduction

My name is Jeanna and I'm 45 years old. I have been married to my husband, Darrell for over 15 years. Darrell will be here every day working with me and the kids. He likes playing with them and he is really a kid at heart! We have 2 sons. Damion is 20 years old and goes to the University of Washington. Kyle is 15 years old and goes to Chief Sealth. Both of them are friendly, easy going kids and they help out as needed. We are very family oriented and we will also have our grandsons and nephews here at various times.

My training and experience

The state of Washington requires that I take annual training on various childcare related topics, and each year I take at least 10 hours of training. Darrell and I are both current in CPR, first aid, and food handlers permits, and we will renew as needed. I have an extensive background in childcare. I have volunteered and worked at several in-home daycare's, I have worked in a few centers, and I have volunteered in various co-op preschools. I have taken a parenting class at Bellevue Community College and I was a nanny for a total of 12 years. I have recently received my ECE initial training certificate, and two short certificates of specialization; one for administration and the other is general ECE training from North Seattle Community College.

Non-discrimination policy

I do not discriminate in my enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained service animal, communication, and learning styles. I will assist children and parents who have limited English language ability by trying to learn words from their language that would be helpful in speaking to them daily.

My philosophy

Here at my daycare I strive to provide a welcoming, safe, stimulating, creative, and nurturing environment for children of all ages. I want to be a source of information and support for the parents as well as the children, and I want the families to feel welcome in our home. I encourage the children to try new things, ask many questions, explore ideas, and discover who they are and who they can become! I provide exposure to many different ideas and experiences to help

children learn and grow. I teach children life skills such as learning how to share, taking turns, following directions, and using words to solve problems. I provide unconditional love and emotional security, a sense of routine, and an opportunity for every child to be curious, creative, independent, and playful. This will be a wonderful place for your child to make life-long friendships!

Curriculum philosophy

Children learn best by doing, which includes playing, working on various activities, and experiencing everyday challenges. Our curriculum balances educational activities with free play, both indoors and outdoors. Our main principle is to promote participation in age-appropriate activities, such as unstructured hands-on play, guided play, group story time, circle time, and themed activities. Kids are encouraged to learn through play! We offer a mixed age program.

Family Engagement Plan

Jackson Family Daycare offers a "family centered" approach to services, meaning the family is viewed as "the expert" on their child's and family's needs. Families are active participants in all aspects of services and are the ultimate decision makers. Jackson Family Daycare's role as professionals is to work together collaboratively with parents/legal guardians to enhance the strength of the family and to support the child. To understand the "family centered" approach to services, it is necessary to define what strengths and needs are. All families have strengths that can be simply defined as abilities (things we know), capabilities (things we can do), and values (things that have significant value/worth). Strengths are what we use to get needs met. Needs are defined as something that is desired or lacking but wanted or required to achieve a goal or outcome. Having needs is not perceived as a deficiency or weakness. It is being aware that something should or could be different or knowing that there are resources that are available. With that, families truly are the expert in knowing what their strengths and needs are. We hope we can provide assistance to help locate resources that can assist families with their identified needs. If your child needs services that we do not have readily available, we will try to help you find these services. Simply stated, our goal is to help you meet the needs of your family.

Communication plan with parents/guardians

Please feel free to contact by phone, email, text, or in person with any questions or concerns that you may have. I prefer texting, so that will be my main way of communicating. I will occasionally send out emails as well, so please let me know if you change your email address. I will also send pictures of your child to you through text. If you do not want me to do this, please let me know, otherwise I will assume it is ok. I do not always hear my phone and I usually put it on silent during nap time, so if there is an emergency and you need to get a hold of me right away, please keep calling/texting until I hear it. You may also call Darrell's phone in an emergency situation. I will send home any notes in your child's cubby, so please check it daily!!

Drop off and pick up times are great opportunities for us to communicate with each other. If there is a situation at home that may interfere with your child's day here, please let me know. I want to be able to support your family to the best of my ability, and communication is the key!!

It is normal for some children to have difficulty separating from their parents or to cry when being dropped off. In this situation, it is best to make it brief when saying goodbye. The longer you stay, the longer it will take your child to calm down and get ready for their day.

Dual Language Learners Plan

We recognize and welcome the diverse community and world in which we live. In efforts to include all families who are served by our program, here are some of the ways we support dual language learners:

- Inviting families to come in to the program to share elements of their culture with children and staff
- Preparing peers prior to enrollment with discussions about the new child and family enrolling and providing opportunities for the children to learn a few key words of the child's native language
- Using the classroom visual schedule paired with the English word for activities and routines
- Utilizing peers to help promote assimilation into the program
- Sharing with families some of the English songs that are sung in the classroom, so they can participate with their child in their home routine singing their child's favorite English songs
- Encouraging the English language learner to share their culture with the staff and children (e.g. counting to 5 or 10 in English and allowing the child to count to 5 or 10 in their home language)

My Hours of Operation, Closures, and Vacations

The following are my hours of operation, however, the hours that your child may attend will be based on your work schedule and agreed upon prior to starting care. No child shall be in care for more than 9.5 hours daily, or you will be charged a late fee of \$20/day.

Day	Hours
Monday	7:00 a.m. - 5:00 p.m.
Tuesday	7:00 a.m. - 5:00 p.m.
Wednesday	7:00 a.m. - 5:00 p.m.
Thursday	7:00 a.m. - 5:00 p.m.
Friday	7:00 a.m. - 5:00 p.m.

Childcare is closed for the following (paid) holidays:

Holiday	Date
New Year's Day	January 1 st
Martin Luther King Jr. Day	3 rd Monday in January
Presidents Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th

Independence Day	July 4 th
Labor Day	1 st Monday in September
Indigenous Peoples day	Second Monday in October
Veterans Day	November 11 th
Thanksgiving Day & the day after	4 th Thursday & 4 th Friday in November
Christmas week	the full week that Christmas falls on

Should any of these holidays fall on a weekend, I will take either the Friday prior to or the Monday following said holiday.

Vacation/Emergency Closure

If an emergency should arise (such as a death in the family, or Darrell and I both being extremely ill, etc...) where I would need to close suddenly, I will give you as much notice as possible. You should always have someone in mind for back up care in such instances.

As for vacations I will take 2 weeks of vacation each year, as well as 3 personal days, all paid. I will give you at least 2 weeks' notice for said closures. We only provide overnight or weekend care occasionally. This can be discussed. The calendar will be given out the 1st week of February each year.

Admission Requirements and Enrollment Procedures

Introductory visit

Each new family must visit my home at least 1 time prior to enrollment. This will give you a chance to look around, have a look at our curriculum, meet me and my family, and ask any questions you may have. For the safety and privacy of those currently enrolled, I can only offer tours after business hours.

Deposits, Registration, and Supplies Fee

Deposit – I do not currently ask for a deposit, unless I am holding the spot for an extended period of time.

Registration fee – I require a non-refundable registration fee of \$50, due with enrollment paperwork.

Supply fee – I require a yearly \$50 supply fee, due upon enrollment as well as each September.

Admission Forms

The following forms are required to be completed prior to your child's first day:

*Childcare registration form

*Release forms - such as permission for photography, transportation, and water activities

*Childcare agreement

*Certificate of immunization status, or similar form supplied by a healthcare professional

*USDA food program enrollment

*Agreement page, last page of this handbook, signed

*Enrollment questionnaire, this helps me get to know your child/family better

*Supply list - you keep this

*Emergency information for our grab and go bag

I will email all of these forms after our initial meeting.

Information on how children's records will be kept current, including immunization records

I must have every child's accurate and up to date immunization records on file. I am required to track each child's immunization status. All parents must ensure their child has a current and completed certificate of immunization status form (CIS) submitted or a form from the doctor's office before the child starts daycare. If your child has an exemption, please bring me a note from their doctor and we can discuss things further. All files will be updated annually in September. I will send out new packets sometime in August or the beginning of September. If your child goes to the doctor's office and receives an immunization, please let me know so that we can update their file.

Trial period

The trial period will be 2 weeks. This period is used to observe your child's adjustment to care and to talk about any concerns. During the trial period, we can discuss any concerns as needed.

Termination of services

You are required to give me 4 weeks' notice of your intent to terminate care. If you should terminate your child's care without notice, you will still need to pay for 4 full weeks of care, whether your child is here or not. If this is not paid in full by the end of the 4 weeks, I will charge \$10 per day, until it is paid in full, including any late fees.

The following are conditions that may cause your childcare to be terminated:

Continual late payments

Behavioral problems that cannot be solved

Not respecting our home, the childcare setting, or our policies or rules

Continual late pick-ups

Unpaid copay – If your childcare is paid through state subsidy, your copay is due by the 2nd day of the month. If this is not paid, your services will be terminated. I will still need 4 weeks' notice of intent to terminate and I will follow my guidelines above.

If you plan to terminate care, please let me know, in writing, when your child's last day will be. Please keep in mind that I do require a 4 week notice as this is very helpful for me to be able to fill your child's spot.

Expulsion

We may expel a child only if:

- (a) The child exhibits behavior that presents a serious safety concern for that child or others; and
- (b) The program is not able to reduce or eliminate the safety concern through reasonable modifications.

If a child is expelled, we will;

- (a) Review the program's expulsion policy with the parent or guardian of the child;
- (b) Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record must include the date, time, early learning program staff involved, and details of each incident that led to expulsion; and
- (c) Provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child. We must report to the department when children are expelled.

The information must include:

- (a) Child demographic data including, but not limited to, the age, race, ethnicity, and gender of the child;
- (b) The reason the child was expelled; and
- (c) The resources that were provided to the parent or guardian of the child.

Permission for free access

You have the right to access the daycare space, during business hours, if your child is present. You are welcome to visit or drop-in unannounced to observe your child. Please schedule a time in advance if you would like to have a meeting with me, so that we can speak privately away from the children. I have an open-door policy, but that does not mean that my doors will be unlocked. My priority is the safety of the children, and I do not want unknown or unwanted visitors to enter my home.

You also have free access to my professional development records. Please feel free to ask!

Typical daily schedule

8:30 Breakfast

9:05 Circle time

9:25 Learning activity

9:45 art/coloring

10:00 Snack

10:15 Free play

10:45 Outdoor play

11:45 Lunch

12:30 Story time

1:00 Nap time

2:45 Independent reading on their nap mat once they wake up

3:10 Snack time

3:20 Free play

5:00 closed

Written plan for any child's specific needs

If your child has special needs, we will work together to formulate a plan that will cover their needs.

Fees and payment plan

Rates are evaluated and may be raised each year in January and/or September. Two weeks' notice will be given for said increases. If other adjustments are needed, notice will be given.

Rates are as follows:

Age	Full time/week	Part time/day
Infant 4 m– 17 months	\$450/week	\$90/day
Toddler 18 m – 35 m	\$450/week	\$90/day
Preschool 3 yrs – 5 yrs	\$450/week	\$90/day

Your contract will specify your child's days and hours of care

Definitions- Full time and part time

Full time care consists of enrolling for 5, each being 4 hours or more. Part time is 3 or 4 days.

Payment plan, penalties, and extra charges

Payment plan: Parents are required to pay for the time their child is scheduled to be in care. In other words, you are paying for a space whether your child is here or not. This fee is based on a yearly rate, sick days, holidays, and both yours and mine vacations have been calculated on this rate. Payment is due in advance and should be made weekly or bi-weekly, before morning drop off on Monday morning. I accept zelle or venmo. Special arrangements may be negotiable, on occasion, and will be defined in your contract. If payment is not paid before Monday morning drop off, there will be a \$25/day fee to be included with your next payment.

Payment penalties

The fee for late payment is \$25/day. This is also true if you are on state subsidy and do not pay your copay on the date it is due. Payments are due at drop off Monday morning, if not paid in the morning you will receive a late fee.

The penalty for NSF checks is \$35, plus any bank costs incurred by me. Cash payment is required for returned checks. You may be put on a cash only basis after 2 NSF checks.

Late pick up fees are \$10/first minute and \$1/minute after, paid at the time of pick up. This may sound steep, but as this business is run out of my home, I would like my personal and family time respected. We occasionally have places we need to be after daycare closes, and it makes it very difficult if parents are late in picking up their child. This helps as a little reminder to be on time. If for some reason you know that you will be late picking your child up that day, please text me and let me know.

Your child may not be admitted until ALL fees are paid in full.

Religious activities

At this time, we celebrate Christmas and Easter. Please let me know if you would like your child to have alternate activities.

Confidentiality policy, including when information may be shared

Information about the children in my care will always remain confidential. All files will be kept in the fine cabinet in the playroom closet. Parents/guardians have the right to access their child's file at any time, as does my licensor. Anything that I need to share with you that is of a sensitive nature will be shared away from the children. Please do the same if you need to share something private with me in regards to your child or family.

Supplies

We do go outside every day, so please dress your child accordingly. We will, on occasion, get messy, so please send your child in play clothes. For supplies please bring a gallon ziplock, labeled with your child's name, with 2 sets of extra clothes. Also, if needed, a pack of diapers and wipes labeled with your child's name.

Child guidance plan

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

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

All staff and volunteers will be trained on the following child guidance plan:

I try to use discipline to teach children. I believe I can achieve this through love, consistency, and being firm. I want every child to respect themselves as well as others. I will always try to get the children to talk through their problems with one another. If they cannot work through it alone, then I will intervene and we will all discuss it together. My discipline and behavior will be as follows in this order:

Encouragement. I will try to have the children work it out with as little input from me as possible, encouraging them to use their words to problem solve together.

Intervention and discussion. We will discuss what happened, how to properly handle the situation next time, and what they could have done differently.

Re-direction. I will have the child/children find a new activity. If the child is upset, I will help them calm down with deep breathing.

Loss of privileges. If it is a severe problem, the child may lose a privilege, such as a toy, for part of the day.

Time out. I do not use this option very often, but if I do it will be age appropriate and **I will let the parents know.**

If a child's behavior becomes an ongoing issue, I will confer with the parents using the following steps:

Send home a note or email explaining the situation.

Speak to the parent, see if we can come up with a mutual agreement on how to move forward.

Have a meeting with the parents and the child, see if we can get to the root of the problem and try to begin moving forward.

Care of young children

Consistent care policy

Regular attendance is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the daycare at any time. Our goal is to build long-term, trusting relationships with every child and in order to do that consistent care is needed.

Separation

One way to deal with separation anxiety is to have a solid routine. This will work wonders with most children! If they know what to expect each day, they will feel more secure. Always let your child know that they will see you again later in the day. Also, please do not show anger or sadness if your child is upset, they will notice and then it will be a lot harder for everyone involved. In most cases, it is helpful to have a quick goodbye and to leave without a big fuss. Usually, once the parent leaves, it's easier for the child to begin to calm down and move on with their day.

Diapering Procedure

Children will be changed “on demand” or every 2 hours. You will be responsible for bringing diapers and wipes.

Toilet Training

Once your child is ready, I will help you with potty training. For some, it can be a long process, and on occasion, we must wait and try again later if they are not ready. I will not force a child to use the toilet, even if the parent insists they are ready. This can cause anxiety and make the process even longer. For the first few days I will take them every 20 minutes or so to sit on the toilet. After that we sit on it every 30 minutes or so, and so on. After that, they will usually be good to go when needed. I will still give reminders to listen to their body. I find it best to put the child in underwear, rather than pull-ups, or a diaper when training. This way they can feel the wetness or mess when they have had an accident. It is an uncomfortable feeling and I find this usually helps guide the children in using the toilet. If you have a different plan, I am definitely open to discussing it with you. Please send in at least 3 extra, full sets of clothes when potty training. This includes: underwear, shirt, pants, and socks.

Infant feeding

Infants are held when being fed, and bottles are never propped up. They will be fed on demand. I believe feeding time is a great time to bond with your baby.

Naps and rest periods

Naps will be given every day. If your child does not sleep they can have quiet/ rest time with a quiet activity such as reading books. Each child will have a mat to sleep on, a sheet, a pillow and a blanket to cover themselves with. If your child uses something special to sleep with, please feel free to send that. Infants will follow their own sleep patterns.

Infant sleep position

I have recently taken a safe sleep class and I will follow those guidelines. To reduce the risk of Sudden Infant Death Syndrome (SIDS) I will:

I will place an infant to sleep on their backs. If the infant turns over while sleeping, they do not need to be turned back over.

I will place the infant in sleeping equipment that has a clean, firm, and snug-fitting mattress and a tight-fitting sheet.

I will not allow soft, fluffy bedding, stuffed toys, pillows, crib bumpers, and similar items in the infant sleeping equipment, or allow a blanket to cover or drape over the sleeping equipment.

I will not cover the infant's face or head during sleep.

I will take steps so that infants do not get too warm during sleep. I will not use a blanket, but I may use a sleep sack if provided by the parent.

I will not place the child in another sleeping position other than their back, or use a sleep positioning device unless required by a written directive or medical order from the infant's health care provider.

Child abuse reporting

As a childcare provider, I will protect children from all forms of child abuse or neglect. I am required, by mandatory reporting laws, to report any suspected child abuse, neglect, sexual abuse, maltreatment, or exploitation to Child Protective Services (CPS) or to my local law enforcement agency immediately (without prior notification to the parents involved). I will also inform my licensor. All staff or volunteers in our program, as well as my family members, are trained on prevention and reporting of child abuse and neglect. Your child's safety is my first concern. If I see a bruise or something like that, and I ask you about it, please know this is only out of concern for the child.

Meals and snacks

I participate in the USDA food program. All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines. A representative from this program will stop in unannounced about every 3 months or so to make sure that I am following the guidelines and to look over my menus. They monitor what I feed the children and when I feed them by going over every single food that is served in our daycare. I write down everything that the children have been fed/offered for every meal and snack. I keep this record on a clip board with the sign in sheets (separate clip boards) so please feel free to look over them any time!!

It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverages. If you choose to provide alternative foods (due to allergies) I will need a written and signed plan.

Home canned foods are not allowed and will not be served.

Safe drinking water will be served daily. Each child will have a cup of water available at all times.

Whole milk will be served to children ages 12-24 months, after that I will serve 1% or non-fat. I will always encourage each child to try new foods and teach them to eat healthy.

No child will ever be forced to eat!!

See information about infant feeding, bottles, and breast milk in the Care of Young Children section of this handbook.

Meals served/sample menu and description of how foods are served

Breakfast – Every breakfast will have one grain, one fruit/vegetable, and milk. On occasion (no more than once per week), the grain may be replaced with a meat (or alternate such as cheese, yogurt or eggs).

Sample- oatmeal, toast, pancakes, waffles, muffins, eggs, yogurt, and a variety of fruit/vegetables and milk.

Lunch – Every lunch will have one meat (or alternate as stated above. for a full list, just ask), one grain, one fruit, one vegetable, and milk. On occasion we will substitute a fruit for a vegetable, thus serving two vegetables.

Sample – Pot roast, ground beef, chicken, quesadilla, eggs, turkey, sausages, sandwiches, a variety of vegetables, a variety of fruits, biscuits, french bread, tortillas, muffins, and milk.

Snack – We have a variety of snacks each day. We choose 2 items from meat (alternate), grain, fruit, vegetables, and milk.

Sample – crackers, rice cakes, bagels, english muffins, cheese, cheerios, yogurt, milk, raisins, veggie straws, tortillas, banana bread, and various fruits and vegetables.

I will write down what foods were served daily on the chalkboard above the coat rack. Each meal will be dished up by Darrell or I, and served to the children. I will also keep a daily log (one month at a time) of what was served behind the sign-in sheets. If you would like to see any previous menus please ask, and I will provide them to you.

Food handling practices

Either my husband Darrell or myself will prepare each meal and snack. We both have a valid food handler permit and will update it as needed. We will wash our hands before and after preparing any food, as will any child that may help.

Dish washing practices

I use a dishwasher for all dishes, including baby bottles.

Safety of food containers and preparation area

My food preparation area will be cleaned before and after each use. I will use a bleach and water concentration of one tablespoon of bleach to one gallon of water for counters and floors. Food containers used for serving will be non-toxic. I will not use the microwave for any foods or beverages.

Policies on food brought from home.

I prefer that food not be brought from home, unless we have previously discussed it. You are more than welcome to bring a special snack or lunch for your child's birthday if you would like, but this is not necessary. However, if you do, please bring enough for all children and please let me know in advance.

Transportation and field trips

We do not provide transportation or field trips at this time.

Staffing plan

We will always maintain the state required staff to child ratio. I may care for up to 6 children alone. If there are more than 6 (we are licensed for 8) children, then Darrell will be here as well. He has been trained in CPR/first aid, safe sleep, and all of our policies and procedures. If there are any staffing changes you will be notified. If you would like to see a copy of my staff policies, please feel free to ask.

Pets

We currently have two dogs, Lilly and Titan. They are friendly and love children (and people in general), but they love to bark at people they do not know. They will not be left unsupervised around the children and they will spend most of their time either outside or in the living room. They are up to date with required vaccinations.

Emergency preparedness and evacuation plan

I have a fire evacuation plan posted (above the computer desk in the dining room) and we will practice fire evacuation (fire drills) monthly. Please look at the plan so that you are aware of our procedures.

In case of an emergency my first responsibility is to evacuate the children to a safe place outside of the home and account for all children in attendance. After evacuating the children, 911 will be notified. I will then contact all parents/guardians to arrange pick up of children if needed. Please refer to my posted evacuation plan for a full list of details, floor plan, and our gathering place outside of our home. This is posted above the desk in the dining room.

We will practice earthquake drills quarterly, and a lock down drill annually. In the case of a disaster of any kind, I have prepared my home for evacuating the children and have emergency supplies for up to seventy-two hours.

Supplies include – water, rice, freeze dried food, canned food, can opener, baby wipes, diapers, small blankets, powdered milk, and a first aid kit.

I have practiced turning off the water, power, and gas. Shelving, furniture, and heavy objects have been secured to protect against falling. I continually assess my home for potential hazards.

If law enforcement notifies me of a lock-down situation I will lock all doors and windows, close all the curtains, and keep all the children in one room with me. I will keep them calm and entertained to keep their minds at ease.

Should my home become inhabitable in a disaster, the children and I will be located at the police station that is just up the street, heading south, on Delridge if possible. You would be notified in this situation.

If there is an earthquake, we will gather under the dining room table until it has stopped.

Injury or medical emergency response, treatment, and reporting

My staff and I have first aid, CPR (all ages), and HIV/AIDS/bloodborne pathogens prevention training.

Minor cuts, bruises, and scrapes will be treated as needed. I will clean any cuts or scrapes with saline spray and then bandage the injury. We may also use an ice pack if needed. Parents will be notified by text, phone call, or in person during pick up. Depending on the severity of the injury, the parents may be notified so that we can discuss if the child needs to be picked up or not.

In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR as needed. I will then notify you as soon as possible and tell you what happened and where your child is being treated.

If an injury results in medical treatment or hospitalization, I am required to immediately call and submit an “injury/incident report” to my licensor at the Department of Child, Youth, and Families, also known as DCYF (formerly known as DEL- Department of Early Learning), as well as the child’s social worker, if any. You will be given a copy.

Medicine management and storage

Medication will only be given with prior written consent of the child’s parent/guardian. This consent (medication authorization form) will include the child’s name, the name of the medication, the reason for medication, dosage, method of administration, frequency, duration (start and stop dates), special storage requirements, and any possible side effects (use package insert or written information from pharmacist). A parent/legal guardian will be the sole consent to the medication being given, if and only if the medication meets all of the following criteria:

The medication is over the counter and is one of the following:

Antihistamine

Non-narcotic cough suppressant

Decongestant

Ointments or lotions intended specifically to relieve itching or dry skin

Diaper ointments and non-talc powders intended for use with “diaper rash”

Sunscreen for children over 6 months

The medication must be in the original container and labeled with the child’s name; and

The medication has instructions and dosage recommendations for the child’s age; and

The medication is not expired; and

The medication duration, dosage, and the amount given does not exceed label specific recommendations for how often or how to be given.

For sunscreen and diaper ointment, the written consent may cover an extended period of time of up to 6 months. For all other medications the written consent will only cover the course of the illness.

A licensed health care provider's consent, along with parent/ legal guardian consent, will be required for all prescription medications and any over the counter medications that do not meet the above criteria.

Medications for chronic conditions (such as asthma or allergies), the parent/guardian consent must be renewed monthly. An individual care plan must be provided that list the symptoms or conditions under which the medication will be given. We do ask for a 3-day supply to be kept with our emergency supplies in case of an emergency.

When the child is given medication, I will document the time, date, and dosage of the medication on the child's individual form, and then I will initial the proper spot. I will observe the child for side effects. I will keep all forms in the child's file.

Medication storage

Medication will be stored as follows:

Inaccessible to children, away from heat, light and moisture, refrigerated if needed, and will be in a locked area. Medications that are no longer being used will be returned to parents/guardians or discarded.

Ill children

Each child will be observed daily for signs of illness. Children who are contagious **must stay home!!** All parents, as well as the health department, will be notified by phone within 24 hours of any communicable diseases or food poisoning. Please call me (as soon as you know that your child will not be coming) if your child will not attend due to illness. If you are unsure if your child should come or not, please call/text and we can discuss it. If your child should become ill during the day you will be notified immediately and expected to pick up your child as soon as possible. In such event, your child will be isolated from the other children.

The following illnesses or children who are exhibiting these symptoms are not accepted in my home per instruction of the Department of Public Health:

Diarrhea - Two or more watery stools in a 24-hour period, especially if a child acts or looks ill.

Vomiting - Vomiting on two or more occasions within the past 24 hours.

Rash – A body rash not associated with diapering, heat, or allergic reactions. Especially a rash with fever and/or itching or with a behavioral change.

Eyes – Mucus or pus draining from the eye or pink eye.

Appearance/Behavior - Unusually tired, pale, confused, cranky, lack of appetite, difficult to wake, difficulty breathing, confused/irritable, any other behavior that is abnormal for the child, or an illness or condition that requires more care and attention than the early learning provider can give.

Sore throat – Especially if associated with fever or swollen glands in the neck.

Fever – Temperature of 100.4 degrees F or higher and/or sore throat, rash, vomiting, diarrhea, ear ache, irritability, or confusion. Fever, irritability, lethargy, persistent crying, or difficulty breathing can all be signs of illness and your child may be sent home due to that.

Upper respiratory illness – Such as influenza or bronchitis.

Lice – Children who have lice may not return to care until completely nit and louse free.

Ringworm or scabies - able to return to the premises after receiving the first treatment.

Abdominal pain - that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs or symptoms.

Mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious.

Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing.

Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met.

*Please read “Keeping your ill child at home” from the Seattle-King
County Department of Public Health*

Reporting and notifying conditions to public health

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours if there is an outbreak of a communicable disease in the child care, or on my family.

Certificate of Immunization Status

A CIS form or similar form supplied by a health professional must be used, be current, and be updated as needed. All children must be current on their immunizations. If they are not current, we will discuss a plan on how to bring the child's immunizations current. Your child may be excluded from care if they are not current.

Hand washing practices and hand sanitizers

We (children and adults) will wash hands upon arrival, before and after preparing food, when handling pets, after playing outdoors, after diapering and/or using the toilet, and whenever in contact with bodily fluids. Hand sanitizer will not be used when regular hand washing is available and will not be used on children under 24 months of age.

Cleaning and disinfecting

Cleaning, sanitizing, and disinfecting practices include daily sanitizing all toys and eating utensils that are mouthed by children. If I see a child put a toy in their mouth, I will immediately put it in the kitchen sink to be cleaned later. Tables and all food prep surfaces are sanitized before and after each meal, snack, or any messy activity. Carpets will be vacuumed daily and will undergo a deep clean at least once a year. Bedding, blankets, and other items used during rest time are cleaned weekly, as needed if soiled. When using a bleach solution to disinfect, I follow the proper ratio of $\frac{3}{4}$ teaspoon of chlorine bleach to one quart of cool water.

Bloodborne pathogen plan

All staff caring for children in my program has completed the bloodborne pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow the proper cleaning procedures, and disinfect the items and surfaces that are contaminated and then properly dispose of all waste. All persons exposed will wash hands before returning to activities.

Injury prevention

I will check daily to make certain that both indoor and outdoor play areas are safe, free from broken glass, toys and equipment are safe and the area is free from any hazards. All cleaning products and chemicals will be kept inaccessible to the children. If I do find something broken, it will be either fixed or thrown away.

Napping/sleeping

A rest period will be offered for all children ages 5 and under. No child will be forced to sleep! Infants will follow their own sleep patterns.

Water activities

We may, on occasion, have water play. This may include using a water table, a sprinkler or something similar. **We will never use a swimming pool of any sort!!!**

Smoking

Smoking, vaping or the use of any tobacco/cannabis related products are prohibited on our property during business hours. This includes, but is not limited to, indoor and outdoor grounds,

adjacent sidewalks, and private vehicles on my property. This policy applies to all persons on my property, regardless of their purpose of being here.

Drug and alcohol use

No illegal drugs are allowed on the premises. Alcohol may not be consumed during business hours. No one under the influence of drugs or alcohol may be in the presence of the children at any time. Any alcohol in the home will be stored inaccessible to children. If a guardian comes to pick up a child and seems to be under the influence of drugs or alcohol, I will not be able to release the child to you.

Guns or weapons

Any guns or weapons we may have will be stored in the unlicensed portion of my home. They will be in a locked safe and ammunition will be stored in a separate locked safe, also inaccessible to children.

Sign-in and sign-out procedures

Arrival and departure procedures:

When arriving, you must sign your child in and then you will sign them back out again when you return to pick them up. The sign-in tablet is on top of the cubbies in the living room. You must sign them in and out every day. You must use your full signature. This is subject to a civil penalty fine. If I am fined because you have forgotten to sign in or out, the amount of the fine will be included on your next billing cycle.

Please identify on the Child Care registration form anyone that is authorized to pick up your child. I will not release your child to anyone else without your permission. The person picking up your child may also need to show picture id, as we may ask for verification of identity before releasing your child. Anyone who appears to be under the influence of drugs or alcohol when arriving at child care to pick up a child will be asked to call someone else to pick up the child. If a person does leave while they appear under the influence, the police will be notified.

Back up child care

I highly recommend that you have access to an alternate child care arrangement. You may need care if I am sick or for my vacation days. If I become ill, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find back up care. For a child care referral, please call **Child Care Resources - (206) 329-5544**

Liability Insurance

We do carry liability insurance at this time. Please feel free to ask for more information if needed.

Inspection reports and notices of enforcement actions

A licensor from DCYF will come to my home, unannounced, each year. When they do, they will fill out an inspection report that covers Washington state laws for daycares. Please feel free to

ask me anytime to view any/all of these reports. If DCYF takes any enforcement actions against me, I will let the parents/guardians know.

Receipts and taxes

Receipts will be sent once tuition is paid.

Items brought from home

Any items brought from home will go into your child's cubby until the end of the day. I will not be responsible for any broken or lost items. One exception would be a "lovey". I will keep it in their cubby when not being used.

Television, video, and computer use

We will watch television on occasion. I will try to make it educational if possible. I will also let the children use the computer on occasion. It will be age appropriate.

Agreement page

Once you have read the entire handbook, please sign and return this page.

Thank you!!

Jeanna Jackson

I have read and I understand the parent handbook. I agree to abide by the policies and procedures as stated. I also understand that if I do not follow the parent handbook, Jackson Family Daycare has the right to terminate care immediately.

Parent/guardian signature

Date

Parent/guardian signature

Date