



# White River Children's Academy Parent Handbook

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**Please read this handbook thoroughly.**

We look forward to partnering with your family in our very important relationship as parent, child and care provider. Our facility has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law. We strive to exceed minimum licensing requirements in all that we do to ensure the best care is provided to your child.

**This handbook was updated on 07/01/2023**

This handbook has been approved in partnership with the Department of Children, Youth and Families Child Care Licensors **08/30/2019**

***This handbook template was prepared for WAC Chapter 170-300 in effect 08/01/2019***

## **Our Training and Experience**

The State of Washington requires that the director, staff, aids and volunteers take annual training on topics related to caring for young children and leadership practices. Feel free to ask about our training. We will occasionally share interesting things we learned with the families in our program.

Many of our staff members hold certifications through Washington State for Early Childhood Education. We encourage personal and professional development and therefore many of our staff members actively pursue higher education in Early Childhood Education while employed here at WRCA.

## **The facilities background and the background of the Director and Owner**

Our staff and volunteers are made up of a diverse group of individuals that bring in varying degrees of experience and expertise.

Teresa is the owner and visionary of White River Children's Academy. She grew up on the plateau in the Lake Tapps area and was a dog groomer for 28 years. After moving to Enumclaw in 2015 she felt called to be a part of a change in the area. After prayerful contention, she was called to leave the comfortable career she had as the owner of a reputable dog grooming business for 20 years. In June 2017, Teresa opened the doors of White River Children's Academy to fulfill the call on her life to make a difference in the lives of children in their formative years.

Chelsea has been the Director at White River Children's Academy since 2018. She has a passion to serve the community she grew up in by being a positive role model and bringing the love of Jesus into the lives of the children and families at WRCA. She has an Associates degree in Early Childhood Education from Green River College.

Contact Information:

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Chelsea Baker, director - 253-227-7120/[chelsea.wrca@gmail.com](mailto:chelsea.wrca@gmail.com)

## **Curriculum Philosophy, Implementation and Program Description** **(WAC 110-300-0305)**

1. WRCA uses planned daily activities to meet your child’s development. We use the Mother Goose Time curriculum to plan monthly theme focuses. Additionally, our staff is trained to further meet a child’s individual needs through emergent curriculum that tailors learning to each child.

2. We believe that children develop emotionally, socially, cognitively, and physically through a mix of guided activities and free play that promote whole child development. Providing hands-on experiences is an important part of their learning that we strive to do.

### **Toddler**

It is important to build relationships with each child as a foundation for building. In our toddler program it is important to us to allow for plenty of room to move and explore. Toddlers are provided nurturing guidance to develop physical skills and master emerging milestones.

### **Discovery Preschool/Preschool**

Preschool is an essential part of the journey to elementary school, and future academic success. Hands-on early childhood learning experiences help children develop key school readiness skills and vital social and emotional skills. Our preschool program focuses on:

- Fostering independence
- Social development and communication skills
- Hands-on learning
- Language, literacy, mathematic, and science concepts

### **School Age**

Fun, creative, educational, and recreational activities are planned for our elementary age students before and after school. We offer a mix of independent and organized opportunities. Our school age program emphasizes:

- Goal-setting and reflection
- Homework support
- Team-building activities
- Physical activity

We consistently work to create an accepting and inviting classroom community. Teachers lead by example to create an inclusive environment that values cultural

differences. We will support all children by adapting the classroom environment to represent all children and all abilities.

Social interactions are appropriately demonstrated through teachers leading by example. Children are redirected to other activities if necessary, encouraged to talk through problems that arise, and we encourage empathy and forgiveness. It is important to us to help your child develop socially and emotionally.

Play is an essential part of child development. Research shows that play is more than just play, it is how children learn about the world around them and their place in it. Play can promote your child's development through social interactions, creativity, and exploration. We have free play scheduled into our day as we know that it is beneficial for all children's development.

3. All staff have been trained on our curriculum philosophy and work to implement expected practices in every classroom.

4. Implementation of curriculum is planned during designated planning hours and by sticking to classroom lesson plans and schedules. Teachers also have additional time during the year for training and planning through our in-service days.

### **Family Engagement and Partnership Communication Plan (WAC 110-300-0305)**

It is important for us to maintain open communication with you. You are welcome to contact us at the center by calling 360-825-2020, through email at [whiteriverchildrensacademy@gmail.com](mailto:whiteriverchildrensacademy@gmail.com), or through the Brightwheel messaging system. Feel free to contact us anytime you have questions or concerns about your child or WRCA. Staff utilizes the Brightwheel app for day-to-day communication, monthly newsletters, and billing. Drop off and pick up times are very busy times for us. If you would like to share with us important information about your child please feel free to do so. If you would like to have a longer conversation please schedule a time with us so that we can focus on your concerns.

It is important for us to provide the best program for your child. We will provide a developmental screening for each child from birth through age five called the Ages and Stages Questionnaire twice per year and more if needed based on past assessment scoring. Twice yearly, we will schedule a regular time to meet with you to discuss your



child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths and challenges for your child, and how we can support you in your parenting as you support us in care-giving. At the time of registration and each year thereafter we will ask about your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate each child's individual characteristics, strengths and needs.

WRCA partners with you and supports you as a parent through school/home connections and activities to try at home with your child. We will share information and resources available to you and your family on our 'Welcome' wall near the front entrance. Check there regularly for information pertaining to WRCA and the community.

### **Introductory Visit**

If you'd like to schedule a time for your child to participate in half-day care prior to transitioning to care full-time please contact the Director to arrange the best day and time to do so. This is a great time for your child and family to meet the teachers, bring belongings, and get an idea of what their day will look like.

### **Trial Period**

The trial period will be four weeks. This period is used to observe the child's adjustment to care and to talk about concerns. We will talk to you daily about your child's day. Please tell us if you have any concerns. After a four week trial period, we will determine if the child care services are satisfactory to everyone. If any problems cannot be resolved, the care is terminated.

### **Admission Requirements and Enrollment Procedures (WAC 110-300-0460)**

Prior to starting, we require that you return a completed enrollment packet to us via email or in person. We request that those documents are returned at least 24 hours prior to the start date to ensure that they are reviewed and uploaded to your child's profile.

Invoicing is done through Brightwheel with the option to pay online through the app or in-person with cash or check. If your family is utilizing the DCYF child care subsidy program or the Muckleshoot CCDF program, we must have authorization

for care prior to your child's start date. You will be invoiced for copayments via Brightwheel.

WRCA utilizes the Child and Adult Care Food Program (CACFP) through the USDA to provide your child with nutritious snacks and meals throughout the day. We are required to maintain adequate documentation as dictated by the CACFP. You will be required to fill out the CACFP income eligibility application in the enrollment packet and annually thereafter.

## **Registration Fee**

Registration Fee: We require a non-refundable registration fee of \$100 to cover administrative costs. This registration fee will save your child's spot for up to 30 days from the date it is received.

## **Admission Forms [WAC 110-300-0085, 0106\(9\)](#)**

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

1. Child Care Registration Form
2. Certificate of Immunizations Status (CIS) or Certificate of Exemption (COE)
3. Family Connection Form
4. Child Care Contract Agreement
5. Acknowledgements and Permissions including for field trips, transportation, photo, video and surveillance activity.
6. Completed USDA food program enrollment
7. A plan for special or individual needs of a child, including allergies (if applicable)
8. Medication authorization and medical procedure training (if Applicable)

## **How Children's Records, Including Immunization Records, Are Kept Current [\(WAC 110-300-0460 and WAC 110-300-0210\)](#)**

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations. All children's files, including immunization records, must be updated by parents as personal and contact information changes and they will be updated:

\_\_\_\_\_ times a month or \_\_\_\_\_ times a quarter or one times a year.

Immunization records will be updated at the time of registration and on the following day after the child receives an immunization or the next day the child attends child care. Changes such as job changes, address and phone numbers will be updated on the day of the change or the next day that the child attends child care.

### **Certificate of Immunization Status (CIS) (WAC 110-300-0210)**

A CIS form or similar form supplied by a health professional must be used, and be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician for a specific vaccination, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records, or has a written plan to update the immunizations within a short period of time.

### **Confidentiality Policy Including When Information May Be Shared (WAC 110-300-0465)**

Children's records will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtained while caring for your children. This Information will remain confidential. You have the right to access your child's records any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need to know basis staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at WRCA. DCYF may also access your child's files.

Children's records are uploaded into Brightwheel and upon request, administrative staff will give you access to your child's records by the end of the business day requested. Staff training logs are maintained on site and are available to review upon request by the end of the business day they're requested.

## **Non-discrimination Statement, Anti Bias and Bullying (WAC 110-300-0030, 0331, 0160)**

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in our employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

## **Abuse and Neglect-Protection and Training (WAC 110-300-0475)**

As a child care provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licensor. All staff or volunteers in this program, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation.

## **Permission for Free Access (WAC 110-300-0085)**

During business hours, you have the right to access all licensed areas that are used for child care. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child's file, provider training log(s), DCYF inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with the director, assistant director, teacher or other staff, so we can arrange to speak away from the children and can focus on your concerns.

## **Definitions of Care**

Full Time: 5-10 hours of care per day

Part Time: less than 5 hours of care a day, only available for School Age care

Drop In: WRCA does not provide drop in/hourly care except within our school age program.

**For Parents Utilizing DCYF & Working Connections Subsidy:**

Full Time: 5-10 hours of care a day

Part Time: less than 5 hours of care a day

Drop In: DCYF/Working Connections does not cover drop in/hourly care

\*Care cannot exceed 10 hours per day

**For Parents Utilizing Muckleshoot Child Care Development Fund (CCDF):**

Full Time/Full Day Care: 4 plus days & more than 16 hours per week

Full Time/ Part Day Care: 4 plus days & 15 or fewer hours per week

\*Care cannot exceed 12 hours per day/50 hours per week

**Sign-in and Sign-out Procedures/ Attendance Records (WAC 110-300-0455)**

It is a state requirement for all children to be signed in when the child arrives and departs the facility.

1. Arrival and pick-up instructions:

- Upon arrival; the parent, guardian or authorized person must sign the child in using their individual Brightwheel ID and electronic signature of full name on Brightwheel (the date and time are recorded in the system).
- Upon departure; the parent, guardian or authorized person must sign the child *out* using their individual Brightwheel ID and electronic signature of full name on Brightwheel (the date and time are recorded in the system).
- The sign-in/sign out tablet is located on the welcome table in the lobby. You are required to sign in/out using your full name (the

date and time are recorded in the system).

**This is subject to a civil penalty fine, if we are fined due to you not signing your child in or out the amount of that fine will be on your next billing statement.**

2. Please identify on the Child Care Registration form, who is authorized to pick up your child. We will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.

3. Anyone who appears to be under the influence of drugs or alcohol arriving at child care to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, 911 will be called.

### Cost of Care Rates

Rates are evaluated and may be raised every year on January 1st.

4 weeks notice will be given to families for rate increases.

If other adjustments are needed, 4 weeks notice will be given.

The program rates are:

Age	Full time/Monthly	Part-time/Monthly	Drop-in/Daily
12-30 months	\$1800 (*OP \$1400)	N/A	N/A
30 months-5 years (not in kindergarten)	\$1600 (*OP \$1300)	N/A	N/A
5 (in kindergarten) -12 years	\$1000 (all day care available during summer months and days there is no school)	<i>Before &amp; After School</i> - 4-5 days per week: \$500 - 3 days per week: \$300 - 2 days per week: \$225 <i>Before <u>or</u> After School</i> - 4-5 days per week: \$275 - 3 days per week: \$180 - 2 days per week: \$130	\$40 per day

*Your contract will specify your child's rate and days of care (if applicable). \*OP = out of pocket*

## **Payment Plan, Holiday Charges and Discounts**

*Payment Plan:* Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment for care is due in advance on the 1st of each month. Special payment terms are negotiable on occasion and will be defined in the contract.

*Holiday Pay:* Fees are not reduced during months/weeks that have holidays or vacations.

*Family Discount:* When more than one child from the same family is enrolled, a 10% reduction is given for the lesser of the tuition(s).

All invoices are sent out electronically 7-10 days before the payment date through Brightwheel. You can make payments electronically through Brightwheel or we accept cash and check payments at the center. The payment lockbox is located by the welcome table in the lobby. Please ensure payment is placed in an envelope with your child's name on it.

### **Payment Penalties:**

1. The fee for late payment is \$40 if not paid by the 5th. An additional late payment fee of \$40 will be assessed if not paid by the 10th. If fees remain unpaid until the 15th, your child will not be admitted until *ALL* fees are paid in full. If you are on Working Connection Child Care this late fee will be reported.
2. The penalty for NSF checks is \$40. Cash payment or guaranteed funds such as a cashiers check may be required for returned checks.
3. Late pick-up fees are \$1 per minute per child for each minute that they are here past closing. Late pick-up fees are billed immediately and due by closing the following business day. \$10 late fee per child if not paid the following day. An additional \$10 late fee per child will be invoiced after the 2nd business day.

### **Extra Charges:**

Field Trip Fees: Field trip fees will be charged when necessary. You will receive advance notice of any charges.

You will be notified of extra field trip fees at least two weeks in advance.

## Receipts and Taxes:

Invoices are marked as paid through Brightwheel and your complete payment history is available by logging into your Brightwheel account. EIN and year-end statements are also available through Brightwheel. Upon request we can print out paid invoices.

## Hours and Days of Operation

WRCA is open the following hours, except holidays. Parents are welcome to visit their children at any time during the day. Access to the building is limited between the hours of 10:00am-3:00pm for additional security and you will need to call to be let in when you arrive.

Day	Hours
Monday	6:00am - 5:30pm
Tuesday	6:00am - 5:30pm
Wednesday	6:00am - 5:30pm
Thursday	6:00am - 5:30pm
Friday	6:00am - 5:30pm
Saturday	CLOSED
Sunday	CLOSED

## Holidays

WRCA closure schedule is posted by the beginning of each calendar year. Additional closure dates may apply (quarterly staff in-service days, etc.).

Our standard closure dates are the following holidays:

Holiday	Date, Comments
New Years Day	1/1
Memorial Day	
July 4th	Closed on 7/5 if July 4th falls on a Sunday
Labor Day	
Thanksgiving	
Friday after Thanksgiving	
Christmas Eve	12/24



Christmas Day	12/25
Christmas Break	12/26-12/29
New Years Eve	12/31

We are a nondenominational Christian Academy so we celebrate Christmas and Easter, but children are never forced to participate in any holiday activities. We are respectful of other beliefs and holidays and accepting of those beliefs that are different from ours and encourage children to share with each other their different cultural practices.

### **Family/Parent/Guardian Vacations and Absences**

1. You are required to give two weeks advance notice for vacation.
2. Please call or message in Brightwheel to inform us when your child will not attend due to illness or some other event.
3. Payment will not be reduced when your child is home sick or during your vacation days.
4. Please advise us upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.). Depending on the duration your child will be gone, we may be unable to maintain enrollment.

### **Provider Vacation/Emergency Closure Policy**

We will give you at least 8 week(s) advance notice of any closure dates such as summer vacation, spring break or other scheduled dates of closure. Payment will not be reduced during these breaks. WRCA will close or start late for adverse weather in accordance with the Enumclaw School District unless otherwise communicated by WRCA. Inclement weather closures will be directly communicated through the Brightwheel alert system and posted on our Facebook page.

### **Back-up Child Care and Consistent Care Policy (WAC 110-300-0495)**

We recommend that you have access to an alternate child care arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that the center needs to be closed you will be notified as soon as possible so that you can make other arrangements. **It is always your responsibility to find backup child care.** For a child care referral, please call:

## **Staffing Plan, Classroom Types and Ratios (WAC 110-300-0015,0495)**

We will maintain the state required staff to child ratios at all times. For consistency of care a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any staff who covers due to a staff member being absent will meet all state requirements to care for the children, and be fully trained according to state requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records. If we have permanent staffing changes, or need to be absent for an extended period of time, you will be notified in writing or electronically.

If the director and assistant director are simultaneously absent the program will remain open for the care of children. We will have a fully qualified staff member that meets the department's qualifications during our absence. We will notify all parents in writing with the name of the staff member who will be in charge and we will also notify the department.

If the director and assistant director are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering. We will notify all parents in writing at least one week before the absence of the name of the temporary staff member and we will also notify the department.

Our staff to child ratios are 1:7 for children ages 12-29 months (toddler), 1:10 for children ages 30 months-5 years old (discovery preschool/preschool), and 1:15 for children ages 5-12 (school age).

## **Termination of Services (WAC 110-300-0485)**

1. You are required to give 30 days notice of your intent to terminate care. If you should terminate your child's care without notice, you will be responsible for the following month's tuition.
2. The following are conditions that may cause child care to be immediately terminated:

- A. Non-receipt of co-pay
- B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies
- C. Continual late payments or unpaid bills
- D. Continual late arrivals or pick-ups

### **Expulsion Policy (WAC 110-300-0486, 0340)**

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a child exhibits behavior that presents serious safety concerns for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated. Repeated unsafe behaviors such as throwing objects at others, aggressive behavior such as hitting, kicking, biting others, leaving the facility, or any other behaviors deemed unsafe.

Prior to expulsion of services due to a child's behavior we will provide the following support:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents
4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion
5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
7. We will give the parents or guardians referrals to community-based programs/settings

The Department will be notified of the expulsion.

### **Posting Requirements: (WAC 110-300-0505)**

Program policies and handbooks can be found posted next to the welcome board in

the lobby or online at [www.whiteriverchildrensacademy.com](http://www.whiteriverchildrensacademy.com). Printed copies will be provided upon request. Additional information such as our weekly menu, hours of operation, staff scheduling, and community resources are also found on our welcome board. Our information board is also in the center’s lobby with additional information including our licenses and evacuation policy. Liability insurance status and licensing inspection reports are available upon request. Posted information is updated regularly.

### Items Brought from Home

WRCA has a wide variety of toys and activities to stimulate your child’s interests and learning. We do not allow toys or food to be brought from home. Items brought from home that are not allowed will be placed in their cubby or out of reach until they are picked up. WRCA is not liable for any items brought from home if they are lost, stolen, or broken. On occasion, we will have sharing days where children can bring items from home. Families will be notified ahead of time via Brightwheel if your child is allowed to bring something from home for a sharing day.

### Checklist of Child Care Supplies

	<i>We Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
1.		X	Bottles	Please bring enough to meet your child’s needs for a full day. We are not allowed to reuse or wash bottles.
2.		X	Bottle Liners	
3.		X	Formula	
4.		X	Nipples	
5.		X	Diapers	
6.		X	Pacifiers with a container for storage	Some spares are available if needed, sanitized in between uses.
7.	X	X	Teething devices	

8.		X	Toilet training diapers	
9.	X	X	Car seat/Booster seat (appropriate for your child's size/age)	We have booster seats for our school age children for transportation to/from school. Preschool children going on a field trip will need a car seat/booster seat provided. You'll be notified in advance.
10.		X	Change of clothes	Please bring 1-2 FULL sets of clothing (socks, underwear, shirt, pants) to keep in your child's cubby, more if potty training. We have a limited supply of loaner clothes if needed.
11.		X	Cold and rainy weather clothes	Appropriate coat, rain boots, hat, and gloves are recommended to bring during colder seasons.
12.		X	Blanket and sleeping necessities	
13.	N/A	N/A	Toothbrush	
14.		X	Sunscreen (must have written permission)	Permission forms are available in the office.
15.		X	Three-day supply of medication	
16.		X	Three-day supply of emergency food	Updated annually.
17.		X	Diaper cream (must have written permission)	Permission forms are available in the office.

## Dual Language Learning (WAC 110-300-0305)

We are an inclusive environment that strives to meet all children's needs. Classroom labels promote additional languages by being in English and Spanish. Additional home

language labels will be added to represent our entire classroom if needed. Staff utilize ASL with non-verbal and emerging verbal children for basic needs.

## Typical Daily Activity Schedule (WAC 110-300-0360, 0295, 0296)

\*schedule varies depending on the age group, but follows the similar pattern.

Time	Activities
6:00am-8:00am	Drop-off, free choice activities
8:00am-8:30am	Breakfast
8:30am-9:00am	Outdoor play
9:00am-9:30am	Circle time, story time
9:30am-10:00am	Curriculum focus (writing, math, science)
10:00am-10:15am	A.M. snack
10:15am-11:00am	Art, Music/Movement
11:00am-11:30am	Lunch
11:30am-12:00pm	Outdoor play
12:00pm-2:30pm	Naptime/quiet time
2:30pm-3:00pm	P.M. snack
3:00pm-4:00pm	Free choice activities
4:00pm-5:00pm	Outdoor play
5:00pm-5:30pm	Free choice activities, story time

## Screen Time Usage (WAC 110-300-0155)

Children do use *limited* screen time for educational purposes at our program in accordance with (WAC 110-300-0155).

## Outdoor Activities (WAC 110-300-0147)

Our facility offers outdoor programming daily for all children enrolled, except during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public

health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold.

### **Napping/Sleeping (WAC 110-300-0265)**

A rest period will be offered for all children five years of age and under, who remain in care for more than six hours or show a need to rest. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. No child will be forced to sleep/nap. We will work with you to discuss your child's sleep patterns and needs. We must allow toddlers to follow individual sleep schedules.

Please bring a blanket from home for your child to nap with. It can be stored in their cubby and will be sent home every Friday to be washed. If your child needs a pacifier for napping please also bring that.

### **Mixed Age Groups: (WAC 110-300-0357, 0450)**

WRCA cares for children ages 12 months - 12 years old. We have four classrooms split up as follows; Toddler (12m-30m), Discovery Preschool (30m-48m), Preschool (4-5 years), School Age (5-12). Our age groups may be combined in the opening or closing hours of the day, as well as for some special occasions; not to exceed a total of two hours per day.

### **Individual Care Plan, Special Needs Accommodation (WAC 110-300-0300)**

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialist;
3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
7. Activity, behavioral, or environmental modifications for the child;
8. Known symptoms and triggers;

9. Emergency response plans and what procedures to perform; and
10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant;
- b. Mental health professional;
- c. Education professional;
- d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
- e. Registered nurse or advanced registered nurse practitioner.

11. If the child has one of the following it must accompany the child's service plan.

- (a) Individual education plan (IEP);
- (b) Individual health plan (IHP);
- (c) 504 Plan; or
- (d) Individualized family service plan (IFSP).

If your child requires a visiting health professional to provide services at WRCA, we require a visiting health professional permission form to be signed by a parent or guardian. Forms are available in the office.

## **Religious and Cultural Activities**

WRCA is a nondenominational Christian child care center. We believe the Bible alone to be the living Word of God, the ultimate authority for faith and practice. We believe that man was created in the image of God. We believe in the trinity - that there is only one God, revealed as Father, Son, and Holy Spirit. We believe that salvation is by Grace through Faith in Christ alone. We believe that Faith without works is dead. We believe all believers are responsible to fulfill the Great Commission and make disciples of all people. We believe in the virgin birth and deity of Jesus Christ, the only begotten Son of God, truly human and truly divine. We believe in the second coming of Christ and the preeminence of His Kingdom for eternity.

We will share Bible verses with your child in a developmentally appropriate way as well as applicable Biblical concepts. We also celebrate Easter and Christmas with



decorations and classroom activities such as singing, reading books, arts/crafts, etc. No child is forced to participate in religious activities.

## **Child Guidance Plan, Physical Restraint Policy and Corporal Punishment (WAC 110-300-0331, 0335, 0490)**

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

Our discipline policy is as follows:

The purpose of our discipline is to aid the children in developing acceptable behavior along with respect for others around them. Physical/verbal abuse will never be tolerated at WRCA. The children are taught that they can disapprove of the actions of another child without rejecting them as a person. Children need to understand why their behavior is considered inappropriate. They will be given positive verbal reminders as necessary to encourage proper conduct. They will be redirected to another activity when verbal reminders are not sufficient to change conduct.

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. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

Any staff member not needed in ratio in a classroom and that has training in behavior management may remove a child to a less stimulating environment if needed. Staff will hold a child as gently as possible to accomplish restraint and the child will reenter the classroom when they are able.

Prior to removal from the environment, the child will be redirected to another activity. Each classroom has behavior supports to try and calm the child on their own such as noise-canceling headphones, sensory bottles, and calm spaces.

All staff and volunteers will be trained on the guidance and discipline policy and practices.

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## **Specialized Care for Toddlers:**

### **Diapering Procedure (WAC 110-300-0221)**

Children will be attended to at all times during the diapering procedure. Diapers will be checked every two hours and changed when necessary and not less than every four hours. The parents or guardians will need to supply appropriate diapers including disposable or cloth diapers and diaper wipes. All staff, parents or guardians will wash their hands immediately before and after diapering. The child's hands will also be washed immediately after diapering. To promote independence, we will assist in stand diaper changing developmentally ready toddlers and discovery preschool children so they can put on their own diapers, pants, and shoes.

### **Toilet Learning (WAC 110-300-0220)**

Before a child is ready to start toilet training, we will discuss with the parent or guardian their views on toilet training. For toilet training we use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians.

Toilet training typically starts around age two and therefore our Toddler room is a plumbed toilet designed specifically for young children. We use additional supports in our discovery preschool and preschool classrooms as needed to include smaller toilet seat supports and step stools.

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### **Special Care for Children Entering Kindergarten Transition Plan (WAC 110-300-0065)**

For children turning five years old or within 3-6 months before the child is ready to attend a Kindergarten program, we will meet with the family to provide resources and write a transition plan with the parents.

Kindergarten transition information can be found near our welcome board with local elementary school information and transition activities.

## Meal and Snack Schedule (WAC 110-300-0180)

All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards. It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages.

Home canned foods are not allowed to be served.

Safe drinking water will be served.

Whole milk will be served to children 12-29 months.

## Sample Menu and Description of How Foods Are Served

Meal Type	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> Milk Fruit/Veggie Grain Meat/Alt Extra	Milk *Spiced Oatmeal (WGR rolled oats, agave syrup, vanilla, cinnamon, and nutmeg) Strawberries	Milk **Vanilla Yogurt Granola Blueberries	Milk WGR Kix Cereal Fruit Cocktail (peaches, pears, pineapple, grapes, cherries)	Milk Biscuits w/ Jelly Peaches	Milk WGR Buttered Toast Applesauce
<b>AM Snack (choose 2)</b> Milk Fruit/Veggie Grain Meat/Alt Extra	Water **Apple Juice Chex Mix	Water Sugar Snap Peas Goldfish Crackers	Water Green Apple Slices Animal Crackers	Water Sliced Bell Peppers w/ Ranch Pretzels	Water Tillamook Cheddar Cheese Wheat Thins
<b>Lunch</b> Milk Fruit/Veggie Grain Meat/Alt Extra	Milk *Tater Tot Casserole (tater tots, ground beef, onion, mushroom soup, peas) WGR Buttered Bread Pears	Milk *Mediterranean Tuna Salad (tuna carrots, cucumber, peas, Italian dressing, WGR pita bread) Mandarin Oranges	Milk *Crispy BBQ Chicken Wrap (chicken, cheddar cheese, bbq sauce, red onion, cilantro WGR tortilla) Corn Green Grapes	Milk *Tomato Soup (onion, plum tomatoes, tomato paste, seasonings) WGR Grilled Ham and Cheese Sandwich Pineapple	Milk *Spanish Chickpea Stew (onion, spinach, diced tomato, garbanzo beans, golden raisins) WGR Buttered Bread
<b>PM Snack (choose 2)</b> Milk Fruit/Veggie Grain Meat/Alt Extra	Water Colby Jack Cheese Cubes Ritz Crackers	Water Banana Sushi (WGR tortilla, banana, peanut butter)	Water String Cheese Club Crackers	Water **Gogurt Graham Crackers	Water Guacamole Tortilla Chips

WGR = Whole Grain Rich \* = Homemade: to include recipe/quantity documentation \*\* = Sugar restriction documentation on file

(Whole milk served to all children age 1 – 2 / 1% milk served to all children over the age of 2)

*This institution is an equal opportunity provider*

Breakfast is served 8:00am-8:30am, morning snack is 10:00am-10:15pm, lunch is 11:00am-11:30 (toddlers) or 11:30am-12:00pm (discovery preschool/preschool/school age), and afternoon snack is 2:45pm-3:00pm.

## **Food Allergies and Special Dietary Needs (WAC 110-300-0186)**

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC [110-300-0300](#) must include the following:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- (b) Identify foods that can be substitute for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
  - (i) Names of all medication to be administered;
  - (ii) Directions for how to administer the medication;
  - (iii) Directions related to medication dosage amounts; and
  - (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

- (a) Administer medication pursuant to the instructions in that child's individual care plan;
- (b) Contact 911 whenever epinephrine or another life saving medication has been administered; and
- (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
  - (i) The child is having an allergic reaction; or
  - (ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

We are aware that families and children have food preferences that are not allergies. We may be able to accommodate these food preferences, but they need to be discussed with administration before enrolling your child.

## **Food Handling Practices (WAC 110-300-0195)**

Anyone preparing food for the children will be required to maintain a current and valid Food Handlers Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling.

Food is prepared in our kitchen that is located in the Enumclaw Church of the Nazarene. We keep meals warm until served by holding them at temperature in the ovens. We serve meals family style and a staff member sits with the children during mealtimes to help children learn skills such as dishing out their own food, asking for food to be passed, and pouring their own milk.

## **Dishwashing Practices (WAC110-300-0198)**

Dishes are washed in an automatic dishwasher using the sanitizing cycle (if available)

Dishes are hand washed by immersion in hot soapy water, rinsed, sanitized, and air dried.

## **Safety of Food Containers and Preparation Area (WAC 110-300-0197)**

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served.

Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as “microwave use”, “microwave safe”, or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.

## **Policies for Food Brought from Home (WAC 110-300-0190)**

*A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with the child's first and last name and the date it was prepared. If you choose to provide alternative food for your child, we will*

need a written plan. Any meal or snack brought from home that does not meet USDA CACFP requirements will not be served to your child. If items are brought from home to share such as birthday cakes or cupcakes it must be store bought.

### **Water Activities (WAC 110-300-0175)**

Children will have access to water play during summer months. Weather permitting, children will get to enjoy playing in the sprinkler or splash pad on designated water play days. Your child's teacher will let you know ahead of time so that you can bring your child's swimsuit, towel, and water shoes.

### **Transportation and Off-Site Field Trips (WAC 110-300-0480)**

1. Parents are responsible for transportation to and from the facility.
2. If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
3. Transportation for field trips will be provided by private cars, vans, buses or walking.
4. We have 10 seat belts in the back seat(s) of van one, and 12 seat belts in the back seat(s) of van 2. Everyone is buckled up at all times while the vehicles are transporting. Children four and older, must ride in a car or booster seat until they are 4'9". We have booster seats for children transported to/from local elementary schools. Car/booster seats are supplied by parents for field trips for children in the preschool classroom.
5. Children's emergency contact and medical release forms and medical/immunization records, a first aid kit, our first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
6. Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.
7. School age children will be transported to and from school in the following manner: via a WRCA van (fully insured), staff private vehicle (fully insured), or ESD bus if applicable.

### Transportation to/from School:

School	Transportation Method
Kibler Elementary	WRCA van
Southwood Elementary	WRCA van or designated staff vehicle
Sunrise Elementary	ESD bus
Westwood Elementary	WRCA van a.m. only, no p.m transport

State ratio for school age children 15:1 will be maintained while transporting children to and from school.

### Health Care Practices **(WAC 110-300-0500)**

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, and food brought from home. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, and exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and bodily fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department and can be found by our welcome board in the lobby, on our website, or ask administrative staff.

### Emergency Preparedness and Evacuation Plan **(WAC 110-300-0470, 0166)**

You will find our program's evacuation plan posted on our information board in the lobby. We will practice and document monthly fire drills, quarterly emergency/disaster

drills, and an annual lock down drill. Please refer to our posted evacuation plan for a full list of details, floor plan, and gathering place outside of our facility so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards on a regular basis.

Should this facility become inhabitable in a disaster, we will be located across Charwilla Ln. in the apartment parking lot if possible.

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate **WAC 110-300-0470(1)(c)**.

Our emergency disaster kit includes a 3 day supply of water for each child, 3 days supply of food for each child (*supplied by the family*), battery-operated flashlights, a crank radio, and complete first aid kits in each classroom.

## **Earthquake Plan (WAC 110-300-0470)**

### **When Indoors:**

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
  - **DROP** to floor
  - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
  - **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over.

### **When Outside:**

- Move to a clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over.
- A head count of the children will be taken to ensure all children are present.



### **After Earthquake:**

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for a life-threatening emergency.
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate the building calmly and quickly to our designated meeting spot located: field behind the Academy.
- If gas is smelled; the main gas valve will be immediately turned off
- We will monitor our portable radio or cell phone for information and emergency instructions.
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of the building until it has been inspected for re-entry and determined safe.

The owner or director will assess if the facility is safe to go back into. Parents can contact our out of state emergency contact via phone if needed. We will practice earthquake drills during our quarterly drills and drill records are kept in the office. They are available for you to review upon request.

### **Evacuation Plan: (WAC 110-300-0470)**

#### **When On-site:**

- All children will be gathered and escorted to the designated meeting spot located: in the field behind WRCA.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone.
- If it is safe to do so, the whole facility will be checked, to ensure that all children have left the building safely.

#### **When Off-site:**

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm, reassuring tone.
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for.

- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location.
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.

### **Fire Evacuation Plan: (WAC 110-300-0470)**

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
  - If anyone's clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out.
- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building.
- A designated staff member will check areas where children may be located before they leave the building.
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm, reassuring tone.
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.

Fire drills are executed once monthly at random. All staff and children present during drills will be included. Fire drill records are kept in the office, and are available to review upon request.

### **Lockdown Plan: (WAC 110-300-0470)**

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on the floor;
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;

- If a phone is available, we will call 911 to ensure emergency personnel have been notified;
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, we have prepared our facility for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. *Please ensure you bring a three-day supply of food and any required medications for your child/children.* We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave your child unsupervised.

### **Injury or Medical Emergency Response and Reporting (WAC 110-300-0475)**

1. All staff have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injuries parents may be called to help decide whether the child should go home.
3. Head injuries, severe bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
5. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to our department's licensor and child's social worker, if any. You will be given a copy.
6. All injuries that the child arrives with will be documented and an injury report will be written.

### **Medicine Management and Policy (WAC 110-300-0215)**

1. **Reasonable accommodations:** We will make reasonable accommodations for

children requiring medications for disabilities and other documented medical conditions.

2. **Nonprescription medication:** including over-the-counter oral medication, will be given to children on a case by case basis. If medication, ointments or creams can be used or given at home we recommend doing this. If the medication has been approved by our administration, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with the child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the instructions on the label or the parent must provide a medical professional's note. The medication must be labeled by the manufacturer for the use that it is intended for and will not be used for any other symptom or reason.
3. **Prescription medication:** Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with a medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:
  - The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.
4. **A detailed medication log**, inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form, will be kept with all medicines given out at our child care facility.
5. **Storage:** Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
6. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and stored separate from topical medications.
7. **Permissions:** Doctor's permission is required for all prescription medication

and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).

8. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
9. **Unused medication:** All unused medication must be taken home by the parent or guardian.

### **Exclusion/Removal Policy of Ill Persons (WAC 110-300-0500)**

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in our care, will be notified by Brightwheel within 24 hours of communicable diseases or food poisoning. The Health Department will be notified of food poisoning and of all reportable diseases at the facility.
3. Please call if your child will not attend due to illness. If you are unsure if your child should come or not, please call.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such an event, we will reasonably prevent contact between the ill child and other children until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. Children and staff who are exhibiting the following symptoms will be excluded from child care per instruction of the Department of Public Health. A doctor's letter may be required to return to child care.

**Diarrhea:** where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;

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

**Rash:** Body rash not associated with diapering, heat or allergic reactions.

**Eyes:** Thick mucus or pus draining from the eye, or pink eye.

**Appearance/Behavior:** A child who appears severely ill, which may include

lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

**Sore Throat:** Especially if associated with fever or swollen glands in the neck.

**Open sores or wounds:** discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;

**Fever:** A fever 100.4 degrees Fahrenheit for children by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);

**Lice, ringworm, or scabies:** Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice or scabies was discovered.

**Whooping Cough:** Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound.

**Chicken Pox:** Children may return when the blisters have dried and formed scabs.

**An illness or condition:** that prevents your child from participating in normal activities such as outdoor play.

## **Reporting and Notifying Conditions to Public Health (WAC 246-110-010)**

We are required to notify the Department of Health, our licensor, and all families of children in our care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC 246-110-010(3)).

## **Pesticide policy (WAC 110-300-0255)**

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest

may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the Washington Pesticide Application Act chapter [17.21](#) RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

### **Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)**

To reduce the spread of germs and infections we will help direct, assist, teach, and coach your child to wash their hands. We will use the following steps:

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands:

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;

- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;
- (m) After being outdoors;
- (n) After gardening activities;
- (o) After handling garbage and garbage receptacles; and
- (p) As needed or required by the circumstances

Please set a good example for your child and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with **WAC 110-300-3650** and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom the parent has signed the parent permission form and it is on file.

### **Cleaning, Sanitizing, and Disinfecting Procedures (WAC 110-300-0240,0241)**

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow the department of health's current guidelines for mixing bleach solutions for child care and similar environments

### **Bloodborne Pathogen Plan WAC110-300-0400**

All staff caring for children in our program have completed the bloodborne pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are



contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

Our bloodborne pathogen plan is located in our health policy and staff is required to undergo bloodborne pathogen training yearly. Training certifications are kept in staff files and can be reviewed upon request.

### **Injury Prevention** WAC 110-300-0475

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be stored inaccessible to the children. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

### **Pets** WAC 110-300-0225

- We do not have pets
- We do have pets. All pets are current on immunizations and in good health. Child care staff will always be present when children interact with pets. Children and staff will always follow proper hand washing after interaction with pets. Animals will not be allowed in areas typically used by toddlers. Our file on our pets can be found at the end of our health policy and in our documents binder.

### **Photography, Videotaping and Surveillance** WAC 110-300-0450

- We do take pictures of the children for facility use only  
We do take pictures of the children for social media post
- We do not take pictures of the children
  
- We do take videos of the children for facility use only  
 We do take videos of the children for social media post  
 We do not take videos of the children
  
- We do have surveillance video

We do not have surveillance video

WRCA has Ring cameras in each classroom. These cameras record video and can be used for security, student assessments, and staff training. Recordings are generally available for review up to one week.

### **Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal Drugs (WAC 110-300-0420)**

The use and visual possession of tobacco, vaping, alcohol, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs, alcohol, vaping and cannabis are allowed on the premises. Prescribed medications for staff will be locked up. Our staff will not consume, or be under the influence of cannabis, alcohol or illegal drugs in any form while working at our facility.

The licensee, staff, assistants or volunteers will not, or allow others to:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- There will be no alcohol, including closed and open containers on the premises.
- Cannabis and/or Cannabis products are not allowed on the premises.
- We will not have tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue in the licensed facility.
- All vaping devices will be stored inaccessible to children and out of the view of

children.

- Our staff will not have smoking or vaping tobacco within the reach or view of children. All products that are used during business hours will not be used in a "public place" or "place of employment," as defined in RCW [70.160.020](#)., in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075](#).

### **Guns or Weapons** [\(WAC 110-300-0165\)](#)

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises.

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### **Insurance Coverage** [\(RCW.43.215.535 WAC 110-300-0410\)](#)

We carry liability insurance suitable for licensed child care through Babbitt Insurance. Insurance information is kept in the office and can be viewed upon request.

### **Safe water sources** [\(WAC 170-300-0235\)](#)

We have a copy of the water testing results on the premises.

WRCA maintains hot and cold running water. Water has been tested and the results of testing are kept in the office, it can be viewed upon request.

### **Retaining facility and program records** [\(WAC 170-300-0465\)](#)

All records are kept for a minimum of five years unless otherwise indicated. Current records from the previous twelve months are kept in the licensed space and immediately available for review. Parents can access records upon request made to administrative staff. Staff and center records are kept confidential in a locked filing cabinet and student records are uploaded and password protected in Brightwheel.

I, \_\_\_\_\_ (print name), have read the Parent Handbook and by signing I agree to adhere to all the policies stated within.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Licensee Signature

\_\_\_\_\_

Date

Program Name                    **White River Children’s Academy**

Program Address                **2501 Warner Ave. Enumclaw, WA 98022**

**Please sign and return to program**