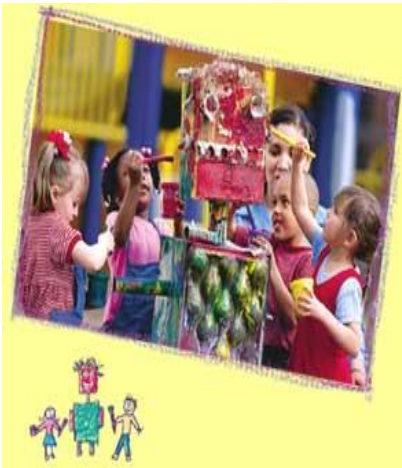




Jasmin Child Care



Parent Handbook



Yasmina Secca

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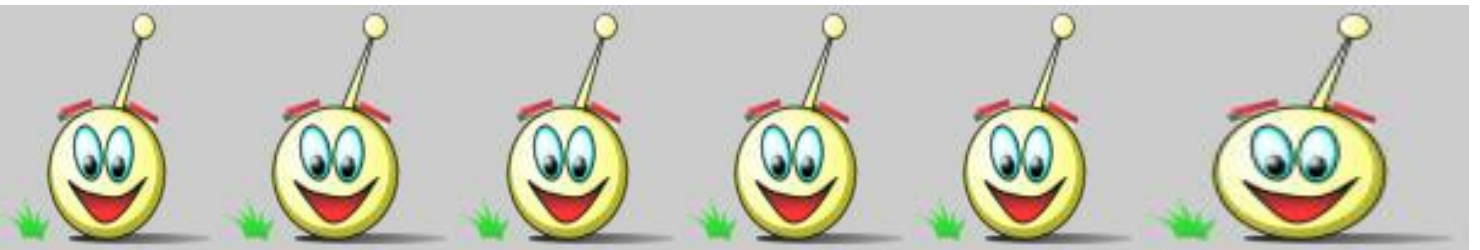


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Please read this handbook thoroughly. Items in the table of contents with an asterisks () are required by licensing to be reported to parents in writing. Other items include necessary information about this child care, its business practices, and the caregivers. I have a copy of Washington's Minimum Licensing Requirements available for review. I look forward to our very important relationship as parent, child and care provider. My home has been inspected by a state licenser and meets the minimum licensing requirements as required by Washington State law.*

Policy and procedure

- The purpose of this parent information is to acquaint all parents with my policy and procedure. Your understanding with my procedure and goals will aid in making my home an exciting and fun learning experience with nurturing and caring atmosphere for your child. You are not expected to read and remember all of it today, but please put it in a handy place and use it as a reference source. This information is a more detailed review of more important items intended for parents registering their child/children, and what is expected of the parents. In order to provide the best care for your child/children, it is necessary for parents to follow through on their responsibilities.
- In order to provide the best care and opportunities for your child/children, I want to have a good clear communication between home and childcare. We can be successful by accepting our responsibility for communicating with each other on a regular basis. I have an open door policy at my home. Parents and other authorized persons are welcome to visit their children.

Welcome

Welcome to Jasmin Child Care. We are licensed by the State of Washington Health & Social Services and the Department of Early Learning. We appreciate your interest and are convinced that you will develop a close relationship with your child's caregiver, Yasmina Secca; and your child will be nurtured and introduced to a world of exploration, creativity and learning. We serve children from the ages of infancy to school age.

Philosophy

I believe that children should be allowed to grow at their own pace and learn in ways that help them become confident in themselves. As a teacher, I help children learn about themselves and the world around them and encourage them to feel good about who they are and where they came from. I also believe that children learn by doing hands on activities. To support this, I provide a variety of quality learning material throughout a set schedule that should be followed each day. This makes the children know what comes when and at the same time, helps them feel secure when they know that every day I will read to them at circle time and that we go outside for snack, etc.

I believe that children need free choices throughout their daily routine. But they also need planned activities that help them learn new things as well as feel good about what they can do. As a teacher I encourage children to do things on their own, be curious, and be interested in everything that is going on around them. I talk to them, ask them open ended questions, and answer their questions to help them learn new words, and to express their ideas and feelings.

I also value working with families and parents as partners. I believe that parents are the child's first teacher so we both need to work together to help the child enter school and succeed in their future life.

My Training and Experience

I have worked in home child care for over four years.

The State of Washington requires that I take annual training on topics related to caring for young children. I have completed the required 20 hours training on early child hood development and the annual 10 hours training, and the Food handler's Training, CPR/First Aid/Blood-Borne Pathogens. Feel free to ask me about my training. I will share any interesting things I learn with the families in my program.

MISSION STATEMENT

Our mission at Jasmin Child Care is to provide a healthy, safe, learning environment that meets the needs of each individual child and family while creating an atmosphere where children can grow according to their social, physical, cultural and emotional needs. Our vision is that every child/family is treated with love and respect.

PROGRAM GOALS

Our Program goals have an emphasis on learning through play. We strive to make sure that each child builds socialization and self help skills that encourage a positive self esteem, which is needed to succeed in all areas of life.

- Provide a service for parents while they work, attend school or other obligations.
- Prepare children for future academic success by offering appropriate early childhood education.
- Enhance children's self-concept and social skills as they learn to get along in the world.
- Ensure that children have a childhood that merges learning and play.
- Provide a program that promotes cognitive, social, emotional and physical development that maximizes independence.

NON-DISCRIMINATION & ANTI-BIAS STATEMENT

At Jasmin Child Care we recognize, value and promote diversity and will provide an anti-bias family-centered program. We will make sure that each family's cultures and concerns are addressed and incorporated into our curriculums.

Jasmin Child Care will not discriminate based on ethnicity, national origin, gender, sexual orientation, religion, language, physical or mental abilities.

We are dedicated to providing an anti-bias environment for children and families that encourages an active approach to challenging prejudices, stereotyping and biases by:

- Fostering a confident, self identity in each child.
- Foster empathetic interactions with people from diverse backgrounds.
- Foster each child's critical thinking about biases.
- Foster each child's ability to stand up for themselves and for others when faced with biases.

CONFIDENTIALITY STATEMENT

Jasmin Child Care respects you and your child's privacy. We will not share or discuss you or child's family information to third parties. The information you provide with us, will be kept strictly confidential.

In addition, children will be released only to the adults who are authorized on the enrollment or emergency contact form. No child will be released to any adult not listed on the registration form unless communication between parent and the primary child care provider has taken place.

If there is an unauthorized person on the premises whose presence is prohibited, local law enforcement will be contacted. Please note, that you have access to your child's file at all times. (WAC 170-296A-2025)

CHILD ABUSE & NEGLECT

Child Abuse Is the non-accidental injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare and safety are harmed.

As a Mandated Reporter, I am required by Washington State Law and licensing requirements, if I have reasonable cause to believe that a child has suffered abuse or neglect, I will report incidents to the Child Protective Services, the Department of Social and Health Services or to local law enforcement.

The children at Jasmin Child Care are our first priority and the staff has been trained on how to decipher child abuse and neglect as well as how to report it. (WAC 170-296A-6275)

BEHAVIOR MANAGEMENT

At Jasmin Child Care, we strive to practice positive guidance and communication. We teach children to be responsible for their own behavior. In an effort to reduce and eliminate opportunities for children to be involved in conflicts or stressful situations, we keep the children active and engaged in learning activities throughout the duration of the day.

We understand, however, that children often express themselves in various ways and we commit to being sensitive to your child's individual needs. We encourage children to use their words and verbalize and listen to each other. We make sure that they understand the limitations of our programs by modeling what behavior is expected of them.

Under no circumstances will any form of corporal punishment be used, which includes biting, jerking, shaking, slapping, hitting, pinching, kicking or any other means of inflicting physical pain. Furthermore, no yelling, negative talk or extended time-outs will be practiced

When positive guidance fails we will issue verbal reminders. If the negative behavior continues, we will remove them from the playing area and offer a suggestion of something that will interest them. If a child is continually demonstrating negative behavior that is having a negative influence on the other children, hurting other children or causing the program to not run smoothly, we will have a parent/caregiver conference to determine the best course of action and some possible behavior management techniques. If these techniques fail, your child will be placed on 3-day suspension and/or trial period. If the situation doesn't improve, you will be asked to withdraw from the program and find a better fit for your child.

If your child has a learning disability or special needs, please discuss an individual guidance plan with the child care provider.

POSITIVE GUIDANCE

We practice several positive guidance techniques which include redirecting children to alternative activities, verbal intervention, logical consequences and allowing the child to take a break and engage in individual play if necessary.

In concordance with licensing requirements, the licensee and staff must use consistent fair and positive guidance and discipline methods. These methods must be appropriate to the child's developmental level, abilities, culture and are related to the child's behavior. Only the licensee or primary staff person trained in the licensee's expected standards may discipline a child in care. **(WAC 170-296A-6050)**

Admission Requirements and Enrollment Procedures*

Introductory Visit

Each new family needs to visit my home at least 1 time prior to enrollment. Please call in advance to schedule a visit.

Registration Fees

Registration Fee: I require a non-refundable registration fee of \$50 to cover administrative costs.

Admission Forms

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

Child Care Home Register - This form includes:

1. A Consent For Medical Care and Treatment of Minor Children
2. Certificate of Immunization Status (to be updated yearly)
3. Permission Authorization
4. Child Care Agreement
5. Completed MDC food program enrollment form
6. Parental Acknowledgement Form

When your child is enrolled, we ask that you provide at least 3 changes of clothes, weather appropriate attire, a nap blanket, pull-ups and for infants, you must provide formula and diapers.

It is important that all child records are kept current, please let us know if any contact information changes such as your telephone or address. In addition, if your child changes doctors, physicians, insurance or has an update in immunization, please inform us so that we may update your child's profile

Trial Period

The trial period will be 4 weeks. This period is used to observe the child's adjustment to care and to talk about concerns. I will talk to you daily about your child's day. Please tell me if you have any concerns. After a 4-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 and any unused portion of the child care fee will be refunded.

Liability Insurance

At this moment, we don't carry any liability insurance.

Rates and Payment Plan*

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

A 2-week notice will be given for rate increases.

If other adjustments are needed, a 2-week notice will be given.

Rates are:

Ages Served	Full time Per week	Part Time Per day	Drop-in Per hour
3 to 12 months	\$200.00	\$50.00	\$10.00 per hour, no less than 2 hours
12 to 30 months	\$175.00	\$40.00	\$10.00 per hour, no less than 2 hours
30 months to 5 years	\$150.00	\$35.00	\$9.00 per hour, no less than 2 hours
Before and After School Care	\$120.00	\$30.00	\$8.00 per hour, no less than 2 hours
All Day Rates for School Age During Summer and Non-School Days	\$150.00	\$30.00	\$8.00 per hour, no less than 2 hours
Evenings & Weekends	\$100	\$50 no more than 5 hours	\$10.00 per hour, no less than 2 hours

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

Definitions - Full Time, Part Time and Drop In

- Washington state law (**WAC 388-73-402**) states that “Children should not normally remain in care in excess of ten hours per day except as is necessitated by parents’ working hours and travel time to and from the child care facility”.
- Full Time is a maximum of ten (10) hours of care.
- Part Time is a maximum of four (4) hours of care per day or a maximum of 3 days per week
- Drop-in is occasionally.

Payment Plan

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 first day of the week. Special payment terms are negotiable on occasion and will be defined in the contract.

Delinquent accounts will be turned over to our collection service

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

PROGRAM WITHDRAWAL

Parents/Guardians must communicate to Jasmin Child Care their intent to withdraw their child at least two weeks prior to the child's last day, however, we do understand that situations may arise that are beyond your control. In those instances, please keep us updated and notify us of any changes regarding your child's withdrawal from the program. The following are conditions that will cause us to terminate your child's enrollment:

- Behavior Management that cannot be resolved
- Continuous late pick-ups
- Inability to respect staff, children or other parents/guardians
- Disregard for our policies
- Directly or indirectly threatening a staff member or child

DAILY ATTENDANCE

You are required to sign your child in/out each day with full signature and time. Attendance records are kept on file.

Vacations and Absences*

1. You are required to give 2 weeks advance notice for vacation.
2. I will give you at least 6 week(s) advance notice of my vacation schedule. I will take 2 weeks vacation per year.
3. Please call and inform me when your child will not attend due to illness or some other event.
4. Please advise me 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.).

Vacation/Absence Pay:

- It is helpful to think of your child care slot as something you purchase each week. It belongs to you whether you use it or not.
- Absences are not refundable.
- If your child is absent for one week without any notification to me, he/she will be automatically dropped, and a re-enrollment fee will be collected before the child will be readmitted. You will also be responsible for any unpaid fee.

Family Discount: When more than one child from the same family is enrolled, a 10% reduction is given for second and third child.

Payment Penalties:

1. No fee for late payment is applied, but if fees remain unpaid after a period of three days, your child will not be admitted until *ALL* fees are paid in full.
2. The penalty for NSF checks is \$25.00 plus any bank costs incurred by me.
3. Cash payment is required for returned checks.
4. You may be put on a cash basis after the second NSF check.

Business Practices

Arrival and Pick-up

1. Arrival and pick-up instructions:
Parents must bring their child/children into my home and sign them in.
The parent must also come in to pick up their child in order to sign them out.
2. Please identify on the Child Care Home Register who is authorized to pick up your child. I will not release your child to any person without your written permission or a confirmed telephone call in the case of an emergency. The person picking up your child must have identification.
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, I will call 911.

Back-up Child Care

I recommend that you have access to an alternate child care arrangement. You may need care if I am ill or when I am on vacation. If I am ill 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:

Child Care Resources
(253) 277-2010

Termination of Services*

1. You are required to give me 2 weeks notice of your intent to terminate care.
2. The following are conditions that will cause child care to be terminated:
 - a. continual late payments
 - b. child behavioral problems that cannot be controlled
 - c. not respecting child care setting and policies (children and/or parents)
 - d. continual late pick-ups

Receipts and Taxes

1. I will give you a payment receipt when you pay for child care.
2. You will receive an Internal Revenue Service (IRS) W-10 Form reporting your annual child care expenditures for the applicable tax year.

Items Brought From Home

The daycare provider is not responsible for any broken or lost item or toy brought from home with the child.

Hours of Operation and Daily Activity Schedule*

Hours and Days of Operation*

The child care program is open twenty four hours a day and seven days a week except holidays. Parents are welcome to visit their children at any time during the day.

Night-time and Weekend Care

My program does offer night-time and weekend care.

*Holidays**

Child care is closed for the following holidays:

Holiday	Day, Date, Comments
New year day	
Memorial Day	
Independence Day	
Labor Day	
Veteran Day	
Thanksgiving Day	
Christmas	
1 st Muslim Holiday	(Exact day will be announced)
2 nd Muslim Holiday	(Exact day will be announced)

*Sample Daily Schedule**

Time	Activities
6:00 am to 7:30 am	Free Activities
7:30 am to 8:30 am	Breakfast Time
8:30 am to 9:30 am	circle time
9:30 am to 10:00 am	Selected Learning
10:00 am to 10:30 am	Snack time
10:30 am to 11:00 am	Outdoor Time
10:00 am to 11:30 am	Small Group Activities
11:30 am to 11:45 am	Transition and Hand washing
11:45 am to 12:30 pm	Lunch
12:30 pm to 12:45 pm	Story Time
12:45 pm to 2:30 pm	Nap Transition (Quiet time)
2:30 pm to 2:45 pm	Transition Games and Activities
2:45 pm to 3:30 pm	Snack Time
3:30 pm to 4:30 pm	Outdoor Time
4:30 pm to 5:30 pm	Group Time and Story Time
5:30 pm to 6:00 pm	Free Activities
6:00 pm to 7:00 pm	Dinner
7:00 pm to 7:30 pm	Brush Teeth, Put Pajamas and get ready for bed
7:30 pm to 8:00 pm	Read a book
8:00 pm to 7:00 am	Good night sleep

Our extended care schedule includes an evening snack, 1 meal, potty/diaper changes, evening quiet activities and tooth brushing. Each child will have their own rest area. Please provide pajamas. **(WAC-170-296A-7625)**

Television, Video and Computer might be used by the Children during the day care hours under supervision off the day care provider and must be educational and designed for children.

LESSON PLANS & CURRICULUMS

In order to maintain our program goals in the classroom, we will have a new, updated lesson plan each week that will be posted on the parent board. Each week, we will cover cognitive development, early literacy as well as small and large motor skills. During free play areas, the children will have full access to the classroom's learning areas which include table toys, manipulative, blocks, dramatic play, sensory, science, storytelling, books, music, art supplies and outdoor play (dependent on weather conditions).

Our curriculums focus on child care development, creativity and cultural knowledge. Furthermore, our curriculum emphasizes each child's active involvement in developing and participating in classroom activities. We feature an emergent curriculum. We plan our lesson plans upon the collective interests of the children.

RECORD KEEPING

- **Sign in/out sheets:** You are required to sign your child in and out with full signature and time you're your child has arrived or departed.
- **Injuries:** In case of an accident and your child has been injured, an incident report will be filled out and the parent and the primary child care provider will both receive a copy.

Any other important documents containing the child's personal information will be kept in a locked file box.

MEALS, NUTRITION & FOOD SERVICE PRACTICES

Jasmin Child Cares provides daily breakfast, lunch and snacks. The meals conform to the MDC standards and a conscious effort is made to provide well balanced, healthy, low sugar, colorful, appealing, varied and nutritious foods. **(WAC 170-296A-7500)**. If your child has any dietary preferences, allergies, special medical needs, cultural/religious preferences we will ask that you put this in writing and provide supplemental food if necessary. **(WAC 170-296A-7525)**

We provide drinking water according to **(WAC-170-296A-7575)**.

- It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverages. Typical menu items are listed below. I will work closely with you on your child's transition to solid foods when appropriate.

Sample of meals served:

- Breakfast:

Cereal

Orange juice or banana

Milk

- AM Snack

Cheese

Snack crackers

OR

Snack crackers

One fruit or one vegetable

- Lunch

Chicken nuggets

French fries

Carrot

Bread

Milk

- PM Snack

Peanut butter

Bread

Milk

- Dinner

Meat

Rice

Salad

One kind of vegetable

Milk

HEALTH CARE PRACTICES

Washing/Sanitizing-

In an effort to keep the participants in our program healthy, we take appropriate measures to reduce illness and keep maintain cleanliness. Every week toys, napping cots and furniture are washed with antibacterial soap, sanitized with a diluted bleach solution, rinsed and air dried. Also, at the end of each work day, the floors are swept, vacuumed and mopped as needed. **(WAC-170-296A-3850-3925)**

Laundry-

Bibs, sheets, towels are laundered after each use. We require that a parent take home their children's blankets and clothes each week to launder them and return them. We do not do children's laundry. If a child has soiled a clothing item, we will place it in a tied plastic bag and place it in a child's cubby to be taken home that day.

Hand Washing-

The most common, effective and preventive practice to avoid illnesses is hand washing. Every child and adult in the program follows the hand washing steps as directed by the Public Health Nurse. We wash hands when entering the classroom, before and after preparing bottles or food, before and after eating, changing a diaper, administering medicine, after touching bodily fluids or excretions and as needed throughout the day. In between hand washing, we use an alcohol based hand sanitizer.

(WAC-170-296A-3625) (WAC-170-296A-3650)

Medication-

As a safety precaution, the only medications, that Jasmin Child Care Administers will be an epi-pen in case of an allergic emergency. This will be kept in a locked box, inaccessible to children. Please refer to **(WAC 170-296A-3550)** if your child takes his or her own medication.

First-Aid-

All Jasmin Child Care staff is first-aid certified in CPR, Blood Borne Pathogens and how to use an epi pen. Our first aid kit is kept out of reach of children in a locked box. It contains the materials and items necessary to treat every day injuries as well as a thermometer.

Tooth brushing-

Children over the age of 2 years old will practice tooth brushing, after lunch. We will use soft bristled tooth brush, a pea sized amount of a fluoride based tooth paste and water. (We will not use mouth rinses, dental tools or floss) All teeth brushing will be monitored. Toothpaste and tooth brush will be provided. If

Illness-

If a child becomes ill, we will notify the parents. We ask that parents plan to pick up their child within one hour of being notified. And stay home for a full 24 hour period. (Do not bring your child to the program the day after being sent home.) Please notify us if your child has or been exposed to lice, scabies, the chicken pox or any other common childhood illnesses so we can create a memo for the other parents in the program. If a child is generally, not feeling well, we will provide them a rest area until they are ready to be picked up.

Symptoms-

Any child with the following symptoms will not be permitted to stay in our care and will be sent home: **(WAC-170-296A-3210)** Any communicable diseases will be reported to the proper health care authorities.

- Fever of at least 100F
- Sore/strep throat
- Ear ache
- Headache
- Irritability
- Confusion
- Runny nose that is yellow or green in color
- Cough with yellow or green phlegm or discharge
- Diarrhea: 3 or more watery stools within a 24 hour period or a bloody stool.
- Vomiting on 2 more occasions within the past 24 hours.

- Rash combined with fever or itching
- Eye discharge or pink eye
- Sick appearance
- Open or oozing sores
- Lice or scabies
- Ring worm
- Extreme fatigue
- Chicken pox
- Any other contagious illness

If your child develops these symptoms at home, please notify us and contact your child's health care provider immediately. Also, your child's immunization records will be kept on file and updated regularly.

(WAC-170-296A-3250)

No Smoking Policy-

Our program is a non-smoking facility. If you smoke, we respect your choices; however, keeping the children in mind, we ask that you do not smoke in or around the perimeters of the business. Thank you.

(WAC-170-296A-4050) (WAC-170-296A-4025)

Nap Time-

To promote healthy, happy and well-balanced children, we are required by licensing to provide a rest period in our daily schedule for all children at Jasmin Child Cares. Each rest period immediately follows lunch and is from 12:30-2:30pm.

All children will be provided with a resting mat and blanket. Please talk with your Child Care Provider about infant resting times.

Diapering/Toilet Training-

Children who are in diapers will be changed before and after meals and as needed on a changing table and will be sanitized after each use. All diapering procedures follow licensing requirements. When you feel that your child is ready to begin potty training, we will make every effort that it is a positive transition and experience. We will assist children on the potty and help them with pants and hand washing. We ask that you bring extra clothes in case of accidents.

EMERGENCIES & SAFETY

Emergency Evacuation-

The decision to evacuate in the case of an emergency may be made by the primary child care provider or government officials. Our evacuation site is East Hill Elementary located on 9825 S 240th ST Kent, WA 98031. There, we will call children's emergency contacts.

In addition, Jasmin Child Cares keeps and updated record of fire drills, floor plans and follow evacuation procedures outline in **(WAC 170-296A-2825)**

Disaster Response Plan- (WAC 170-296A-2850)

In the case of a disaster of any kind, we have prepared emergency supplies for up to 72 hours. The emergency kit includes:

- Drinking Water
- Non-perishable food
- First-aid supplies
- Flashlights and extra batteries
- Fire extinguisher
- Diapers
- Blankets
- Emergency contact forms

Life Threatening Emergencies-

Every effort will be made to ensure the safety of your child, unfortunately, emergencies do happen. In the case of a life threatening emergency 911 will be called immediately, first aid and/or CPR will be administered as appropriate, parents will be notified and emergency will be documented and filed in child's record. Additionally, we keep all safety equipment in proper working order and complete monthly fire inspections. (WAC 170-296A-3025) (WAC-170-296A-3050)

Emergency Contacts-

Yasmina Secca: 253.277.2010

Fire/Ambulance: 911

Poison Control Center; 1.800.222.1222

Communicable Disease Report Line: 206.296.4774

Emergency Closures-

In the event of an emergency closure, we will update the program's voice mail at 5:00am with information on delays and closures. For updates, call the primary child care provider and make alternative child care plans.

INJURY PREVENTION

In addition, the children will practice monthly fire drills, earthquake emergency procedures and evacuation quarterly. Shelving, furniture and heavy objects on high shelves are checked regularly to protect against falling and we continually check and monitor the safety of our program for potential hazards.

STAFF PLANNING

All staff is trained with 20 Hour STARS, First/Aid and CPR. Current staff trainings will be kept posted. All efforts are made so that the proper children/staff ratio is maintained as required by licensing to ensure proper supervision of all children. (WAC 170-296A-5600) (WAC 170-296A-5750) Staff and volunteers are regularly observed and attend trainings to strengthen the competence of each staff member.

If the primary child care provider is ill or an emergency occurs, all parents will be notified before business hours or as soon as possible. We will make every effort to plan trainings, classes and orientations on non-business days, however, please check the parent board for in-service days.

Please be advised that the primary child care provider will have one week vacation during the calendar year, 3 in-service days is allowed 4 sick days. Notice will be given each case; please make child care accommodations.

PARENT/CAREGIVER COMMUNICATION

Positive, regular communication in a child's life benefits everyone involved. At Jasmin Child Care, we will maintain routine communication about what is expected of the participants in our program to avoid misunderstandings. To avoid conflicts, we employ several methods of communication:

- E-mail
- Newsletters
- Observations
- Parent Communication Board
- Phone-Business Hours

Any emergency situation that needs to be discussed should be communicated as soon as possible between families and the child care provider. At Jasmin Child Care, we love for parents to be included in the growth and development of their children while attending daycare. We grant permission for parents and guardians free access to all home areas used by the child during business hours.

FACILITY MAINTENANCE

It is our practice at Jasmin Child Care to discard any recalled toys, items or equipment as a safety precaution. All toys are kept in working order and safety inspections are conducted regularly. **(WAC-170-296A-4200)**

Additionally, our play space and learning environments following licensing requirements regarding minimum space-this means that each child has an adequate space to play, explore and nap, unlicensed areas are kept inaccessible to children. **(WAC-170-296A-4225)** To keep a comfortable environment, indoor temperature is maintained between sixty degrees-sixty five degrees between napping and waking times. In the warmer months, we employ fans that are kept inaccessible to children to help regulate the atmosphere. **(WAC-170-296A-4275)**

As required by licensing, all exits are free and clear, windows with pull cords have been removed and emergency exits are all accessible **(WAC-170-296A-4300)**

All electrical outlets in licensed areas have safety coverings, we use eco-friendly lighting and coverings and appropriate locks on all doors and windows.

All hand washing are equipped with warm running water, proper waste equipment which are cleaned regularly.

Our outdoor licensed play area is regularly supervised when children are present and is an adequate enough space so that children can have a comfortable play space while in a group or individually. **(WAC-170-296A-4925)**



Over Night Care

Jasmin Child Care is approved by the Department of Early Learning to provide overnight care under this regulation: **WAC 170-296A-6850**

- (1) The caregiver stays awake until all children in care are asleep;
- (2) The caregiver stays on the same level of the home as the children in care;
- (3) The caregiver maintain required staff-to-child ratios; and

We provide for every child a bed and cot or other sleeping equipment to sleep that:

- (1) Is safe and in good condition;
- (2) Is waterproof or washable; and
- (3) Meets the child's developmental needs.

WAC 170-296A-3725 and **WAC 170-296A-3800**

EXITS

During operating hours (night care) we have alarm on all Exit doors and we lock the opening that is not designated as an emergency. **WAC 170-296A-4400**

Pets

No pets are allowed in the daycare premises.

Checklist of Child Care Supplies

	<i>I Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
1.		X	Bottles	
2.		X	Bottle Liners	
3.		X	Formula	Non-opened cans
4.		X	Nipples	
5.		X	Diapers	
6.		X	Pacifiers	
7.		X	Teething devices	
8.		X	Toilet training diapers	
9.		X	Car seat	
10.		X	Change of clothes	
11.		X	Cold weather clothes	
12.	X		Blanket and sleeping necessities	
13.		X	Toothbrush	