



POLLYWOG PLAY SCHOOL

FOR

Toddlers & Pre-school



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Please read this handbook thoroughly. Items in the table of contents with an asterisks () are required to be reported for parents in writing. Other items include necessary information about this childcare, 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 licensor and meets the minimum licensing requirements as required by Washington State law.*

This handbook was updated September 2011

Mission Statement

Provide daily childcare in a safe, nurturing and friendly environment that provides time for play, arts and crafts, field trips, walks, reading, story time and other activities that are appropriate for the children in my care and activities that avoid TV and video viewing.

Philosophy and Program Description

Care for children in a loving and respectful manner and in an environment where children are allowed to be children, doing what they do but also taking responsibility for their actions. Children will be trusted and encouraged to resolve problems that may occur in their environment and in their relationships and will be guided toward making good choices. I believe I have a responsibility to guide the children in my care in a manner that is consistent with those of the parents who place their children in my care during hours they cannot be with them.

Currently I have one Assistant Mike Faherty. Mike is certified with the Washington State Department of Early Learning.

My Family and Background

I am a proud parents of two wonderful children. My son is seven years old and my daughter is four. I strive to do things as a family in a wholesome and caring way with respect for each other. I have been a participant in the PEPS program and believe in mothers and families supporting each other. Both my son and daughter participated in a Co-op preschool. I have worked at the Co-op and have taken the parental educational classes.

My Training and Experience

The State of Washington requires that I take annual training on topics related to caring for young children. Feel free to ask me about my training. I will share any interesting things I learn with the families in my program.

I'm certified to care for eight children up to 5years of age with a certified Assistant.

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.

Deposits and Registration Fees

Deposit: If you are reserving a space (waiting list) on the roster for your child's position a 2 week(s) non-refundable holding deposit is required. This two-week holding deposit will be applied to the first month of care. A one-month non - refundable deposit is required and will be applied to the last month of childcare once your child attends Pollywogs. A notice of sixty days on the first day of the previous month is required in writing. If a 60 day written notice is not received then payment is expected for your child's last month of care.

Example: If October will be your child's last month here at pollywogs and your child will not be attending pollywogs in November. Then you would need to submit in writing a letter stating this on September 1st. A payment for October would not be expected because your one-month non-refundable deposit will be applied for the child's last month of care.

Registration Fee: A non-refundable registration fee of \$25 is required.

Admission Forms

All forms should be completely filled out. If a zip code is required please list one. Please have a minimum of two emergency contacts listed. And your Certificate of Immunization must be completed and signed by you the parent/guardian. Please update your child's CIS forms when there have been any updated vaccinations.

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

1. Child Care Home Register – This form includes:
 - a. Consent For Medical Care and Treatment of Minor Children
3. Permission Authorization
4. Child Care Agreement

Certificate of Immunization Status*

A CIS form must be used must be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed exemption to immunizations, the child may need to be excluded from childcare if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

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 childcare services are satisfactory for everyone. If any problems cannot be resolved, the care is terminated. Deposits are not refundable.

Rates and Payment Plan*

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

Payments are due on the 25th of each month for the following month.

If the 25th falls on a day that is not the day your child/children come, payment is still due.

Rates are:

DAYS	INFANTS	TODDLERS	Infant/toddler OR toddler/toddler
1 Day	\$420.00 / month	\$295.00 / month	\$600 Or \$425
2 Days	\$765.00 / month	\$525.00 / month	\$1,100 Or \$900
3 Days	\$1,090 / month	\$750.00 / month	\$1,600 or \$1,300
4 Days	\$1,350 / month	\$950.00 / month	\$2,050 or \$1,700
5 Days	\$1,500 / month	\$1,100 / month	\$2,350 or \$1,950
drop off hourly rate	\$15.00 hour	\$12.00 hour	\$27.00 or \$24.00

-Your contract will specify your child's days and hours of care. As well as any payment arrangements made.

If there are changes to your contract; your child increases or decreases a day, the most recent rates will be applied.

Definitions:

1. Care is provided Monday through Thursday 8:00am - 5:30pm.
2. Drop INS, are defined as days that are not a regular schedule day. These days are charged and hourly rate. Payment is due the day of drop off when your child is picked up.
3. Infants 3 months - 24 months. Toddlers 24 months - 5 years
4. A child who attends a scheduled day weekly for four hours or less is hourly and the hourly rate is applied.
5. Full time is considered four/five days a week. Anything less is part time.

Payment Plan, Penalties, and Extra Charges

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 25th of each month. Payments cover the first day of each month – the last day 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.*

Vacations and Absences*

1. You are required to give 2 weeks advance notice for vacation.
2. I will give you at least 4 week(s) advance notice of my vacation schedule.
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 your child is currently on a waiting list at another child- care or pre-school.
5. Please advise me upon enrollment if you plan to remove your child from childcare for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).
6. If a family plans to reduce the number of days their child (children) attend or plans to leave, a thirty days notice is required.
7. If 30 days notification is not received, families are responsible for fees for the next month or fees that complete the thirty days.

Vacation/Absence Pay:

If you choose to go on vacation at times other than those for which I have given as my vacation, you are required to pay for the days that would normally be the care days for your child (children).

Payment Penalties:

1. The fee for late payment is \$15 per day. If fees remain unpaid after a period of 7 days, your child will not be admitted until *ALL* fees are paid in full.
2. The penalty for NSF checks is \$30 plus any bank costs incurred by me. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check.
3. Late pick-up fees are \$1.00 per minute and are due with the next monthly payment. This is strongly enforced

Extra Charges:

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

Other Charges: Any extra charges will be discussed and agreed upon (e.g. Field trips and/or special occasions)

Business Practices

Sign-in and Sign-out Procedures*

1. Arrival and pick-up instructions:
Please enter along the north side of the home. When arriving, the parent, guardian or authorized person must sign the child in, and sign-out at pick up time. The sign-in/sign out form is located just inside the entrance. You are required to sign in/out using full name (signature), date and time. Shoes & coats should be removed and placed in the child's "cubbies". Please remove your shoes as well. Please have your child wash their hands in the bathroom before interacting with other children and or toys. A Pollywogs caregiver will assist with hand washing if able to; otherwise the parent/guardian, or the child may wash their hands themselves.
2. Please identify on the Child Care Home Register who is authorized to pick up your child. Your child **WILL NOT** be released to any person without your written permission. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child. If persons are listed as emergency contacts then they too should be listed as one who may take the child from Pollywogs.
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 childcare 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 childcare. For a childcare referral, please call:

Child Care Resources

(206) 329-5544

For any days (maximum of four days) in which I am unable to provide care due to an illness or unplanned absence, there will be no charge. And the day(s) will be pro-rated on the following months invoice. If for some reason the total days in a month exceed four days other arrangements will be made.

Termination of Services*

1. You are required to give me in writing a 60 days notice of your intent to terminate care. With a 60 day written notice your one-month nonrefundable deposit will cover the last month of 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/following child care setting and all policies (children and/or parents)
 - d. Continual late pick-ups.
 - e. Continual (four invoices in a calendar year.)

Receipts and Taxes

1. I will give you a payment receipt when you pay for childcare.

Items Brought From Home

Items Parent Supply*:

- Diapers – 6 to 8 changes.
- Wipes – 6 to 8 changes.
- Plastic pants if cloth diapers are used.
- Bibs for infants. Or Children who still need assistance when eating.
- Blankets and/or pillows for nap time
- Receiving blanket for infants.
- Bottles & nipples – 2 or 4 sets.
- Sippy cup
- Formula and food for infants must be labeled prior to arriving at Pollywogs
- Change of clothes – at least 2, to keep in your child's cubbies in case of spills, toilet accidents, etc.
- Coat, sweater and/or hat appropriate for the weather.
- Sunscreen. With a medication signed form.
- Boots or water resistant shoes for rainy weather.
- Comfort Kit. See page 21.

**Please note that due to limited space these items should be placed in a bag that will fit in the cubby. It is the parent's responsibility to be sure there is a supply of the items listed above.*

Toys from home:

Children may bring a toy, blanket, stuffed animal or doll from home. Please limit the item to one thing. If they are not comfortable sharing their items from home then they are encouraged to leave them in their cubbies till quiet time. Otherwise they should leave them home.

Nothing too small that it might get put into mouths, please. This is a time when children are learning about ownership. It is valuable to have something that is theirs alone. We will encourage children to share; however, if a child chooses not to share the “from home toy,” they will have the option of keeping it in their cubbies for safekeeping. Please avoid sending anything too precious or expensive.

Items which should not be brought are:

- Candy or gum.
- Anything small enough to be swallowed like money. Should not fit through a toilet paper cylinder.
- Toy weapons of any kind.
- Make up, nail polish, perfume.
- Toys with sharp and pointed parts.
- Slingshots, umbrellas, yo-yo.
- Bikes.
- Movies.

Insurance Coverage

⊗ Accidental/medical insurance: _____

⊗ Supplemental auto insurance: _____

I do not have liability insurance for the daycare.

Smoking*

Smoking will only be permitted outdoors in unlicensed space and out of view of children. Smoking will not be permitted in my home or car during childcare hours.

Hours of Operation and Daily Activity Schedule*

Hours and Days of Operation*

The childcare program is open **8:00** a.m. to **5:30** p.m., Tuesday through Friday, except designated holidays. Parents are welcome to visit their children at any time during the day. I suggest calling my cell incase we are on a walk, and then you can join us.

Holidays and Half Days*

Childcare is closed for the following holidays: Payments are not reduced during these months. See page 4.

Day, Date, Comments	2014 Holiday, Dates and times
February 17 th	Presidents Day
April 14 th through 18 th	Spring Break
May 26 th	Memorial Day
July 4 th	Fourth of July
September 1 st	Labor day
December 22 nd through January 2 nd	Christmas Break

Childcare is closed for the following vacations: Payments are reduced during these months. See page 4.

Day, Date
February 20 th and 21 st
April 17 th and 18 th
July 7 th
September 2 nd and 3 rd
Summer vacation to be announced 3 months prior to actual dates.

Daily Schedule*

Time	Activities
8:00 – 8:30	Welcome Time, wash hands, Breakfast. Clean up
8:30 – 9:30	Music & Movement Time * Use the included Mother Goose Time Music Book for ideas on how to facilitate a complete music and movement program.
9:30-10:00	Circle time*Children sit in a circle and sing a song, talk about ideas for the day, check the weather and count days on a calendar.

10:00-10:15	Snack time*Children can participate in snack preparation, serving and clean up.
10:15-10:45	Art Studio* Children create their own art or use provided supplies and project ideas found in the Mother Goose Time Curriculum Kit.
10:45-11:00	Story Time* Read the included book of the month, do Participation Stories, use Story Sequence Cards or read a book chosen by a child.
11:00 – Noon	Outdoor Play Time *Children climb, dig and play make-believe with friends. Offer natural playscapes where children can interact with bugs, plants water and trees
Noon-1:00	Wash up and Lunch Time
1:00 – 3:00	Quiet Time
3:00-3:30	Discovery Play Time *Children free play at centers and with friends. Teachers can use this time to work individually with children.
3:30-4:00	Snack Time*Cooking with children builds critical thinking and social skills. Prepare simple snacks together with the children
4:00-5:00	Outdoor play time or Indoor play time
5:00-5:30	Closing

Television, Video and Computer Use

No TV or videos will be used as part of the daily activity unless discussed in advance with parent for special purposes.

Special Activities

We will celebrate birthdays. And holidays will be celebrated in an environment that reflects “home” for the children enrolled. Parents will be advised of celebrations planned during each month.

Pets*

Our family dog and cat are current on immunizations and in good health. Childcare staff will always be present when children interact with the dog and cat.

Transportation and Field Trips*

1. Parents are responsible for transportation to and from my home.
2. The children may be taken on walks around the neighborhood or to the park and will always be attended in a manner that assures their safety.

Meals and Snacks*

1. It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverages.
2. **Please be advised that food may or may not be prepared that could be in contact with peanuts.**
3. Preparation surfaces will be cleaned and disinfected before preparing any food. The food prepare will wash their hands before preparing food.
4. All children will wash their hands before eating.
5. Hands will be washed before handling bottles.
6. All bottles will be labeled with the child's full name and date prepared and will not be prepared at the day care. They must be brought from home.
7. Full bottles will be refrigerated immediately upon arrival at the center or after mixing, unless being fed to an infant right away.
8. Bottles will be discarded after 1 hour of being out of the refrigerator.
9. Infants will be held when fed until they are able to hold a bottle or drink from a cup. Infants will not be allowed to walk around with food, bottles or cups.
10. Typical menu items are listed below. I will work closely with you on your child's transition to solid foods when appropriate.
11. Children are allowed to decide for themselves how much or how little they wish to eat. I will encourage children to try a little of all the food served but will respect the child's personal likes and dislikes.
12. I will forward a weekly menu via E-mail. **If there is something you know for sure your child will not eat please let me know so that I can try to accommodate them or you may pack their lunch.**

Meals Served/Sample Menu*

Breakfast

Milk or juice; cereal, bread or alternate. Served at 8:15 am. Breakfast will not be served after 8:30.

Lunch

Peanut butter & jelly sandwiches; bread or alternate; pasta; soup; meat/poultry/fish; slices of fresh fruit and vegetables; yogurt; milk or juice. Served at 12:00pm.

Snacks

Milk or juice; fruit slices; yogurt; bread or alternate
Served at 10:00am and 3:15pm or shortly after the children wake from their nap/quiet time.

Policies For Food Brought From Home*

Children requiring special diets may bring food from home but it must be labeled with the child's name and list the ingredients.

Children with severe and/or life-threatening food allergies will have a completed emergency plan signed by the parent and health care provider.

Permission for Free Access*

You have the right to access any areas of my home used for childcare, or to your child's records. You are welcome to visit or drop-in unannounced to observe your child. Please schedule time in advance if you would like to have a meeting with me, so we can arrange to speak away from the children.

Child Abuse Reporting*

I am required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or my local law enforcement agency immediately (without prior notification to the parents involved).

Behavior Management and Discipline*

1. Respect the child's right to all feelings: sad, discouraged, fear, worry, joy, elation, pride, embarrassed, jealous, frustrated, happy, upset, etc. I will listen to interpret and reflect back to the child the feeling the child seems to be expressing. Children can more easily face their feelings when they know and understanding person will accept them and their feelings.
2. Encourage children to solve their own problems through the use of problem solving techniques and me as a facilitator. This will be accomplished through active listening, negotiations, setting limits, reinforcement and noticing. I will help the children identify their problem and encourage them to contribute their own ideas toward a mutually acceptable solution, help them choose a solution and oversee the implementation of the solution. Limits are set according to the above guidelines, using language easily understood by children and forming a boundary within which children can be children.
3. I will use, I-messages, I will give information. I will use contingencies. I will attempt to use choices. I will reinforce, notice and provide strokes to children in a manner that provides guidance that encourages respect and acceptable behavior.
4. I find that "toddler ease" works well too. Happiest Toddler on The Block. Harvey Karp MD, Random House, 2004.

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.

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

- I will contact you for a conference to determine any background or special situations that may be contributing to the problem. We will also try to determine if anything in our setting may be contributing to the issue.
- A special meeting time may be established to help a family work with behavior problems of the child.
- A list of appropriate counseling and treatment programs will be maintained for referral, if appropriate.
- The child will only be removed from the center if found to be too difficult or if the child poses a risk to persons or property.

Non-discrimination Statement*

I do not discriminate in my enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veterans status, 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, communication and learning styles. I will assist children and parents who have limited English language ability by:

Calling DSHS to assist in obtaining an interpreter.

Religious Activities*

Religious holidays observed by decorations in my home include:

- Christmas
- Easter

Care of Young Children*

Separation

It is always best to let your child know when you are getting ready to leave and to say goodbye. You might say, "I'll be leaving when we finish reading this book (or some other short activity)." Then say goodbye and go quickly as you can. It also might be helpful to let your child know that you will be picking them up after they have their last snack or whatever time marker makes sense to the child. Children are more comfortable when they know what to expect and they hear the reassurance in your voice. Parents are very welcome to stay and visit with their child, but if you prolong leaving or if you leave and return, it is hard on your child. It seems to say you are not too sure and your child will be tuned into this. If you do not feel okay, know that you are indeed human. All children need some time to adjust. Talk to me to help ease the separation and establish a comfortable solution and develop a routine that eases the discomfort for all.

Diapering Procedure*

Parents will supply diapers, wipes and topical cream/ointment/lotion.

The following diapering procedure will be followed:

1. Put on disposable gloves.
2. Gather necessary materials.
3. Place child gently on changing table. Child is not left unattended.
4. Clean the child's diaper area from front to back using a clean wipe for each stroke.
5. Apply topical cream/ointment/lotion when written consent is on file.
6. Remove gloves and discarded in diaper pail.
7. Put on clean diaper and dress child.
8. Wash child's hands with soap and running water or with a wet wipe.
9. Place child in a safe place.
10. Wash the diaper- changing table with 2 Table. Bleach/2 quart water before closing the table.
11. Wash hands.

Toilet Learning*

When the parent is ready to begin toilet learning with their child, they should discuss the initiation with me so that consistency in the child's home and school is established. During the learning process, parents will need to supply extra clothing (at least 2-3 changes). The child will be taken to the bathroom and the following procedures will be followed:

1. The child will be placed on the toilet supplied with child seat apparatus and/or "potty chair" supplied by the parent.
2. The child will not be left unattended; or if preferable and desired by the parent/child, I will step a very short distance from the bathroom and check every couple of minutes as to whether the child is finished toileting.
3. Wash hands and put on gloves for assisting the child in wiping.
4. Remove gloves and wash hands.
5. Child washes hands and dries with paper towel.
6. Child is put into clean clothes if necessary.
7. Toilet is flushed and/or potty container contents are deposited into the toilet and flushed and potty container is disinfected and returned to potty-chair.
8. Wash hands.

At no time will a child be forced to sit a long time on the toilet or potty seat or will the child be reprimanded for having "accidents". I will work with the parent to encourage positive progress and provide feedback. The approach will be a team effort that will work for parent, child and me in the school setting.

Infant Feeding*

1. Infants will be fed on demand and will be held until they are able to hold a bottle or drink from a cup. Bottles will not be propped. Infants able to hold their own bottles will be held or seated while feeding. Infants will not be allowed to walk around with food, bottles or cups.
2. Bottles are to be supplied by the parent and labeled with the child's name and date of preparation.
3. The contents of the bottle will be discarded after 1 hour of being out of the refrigerator to prevent bacteria growth. Unconsumed portions will be thrown away.
4. Infants will not be given bottles while lying down or in bed. (Lying down with a bottle puts a baby at risk for baby bottle tooth decay, ear infection and choking).
5. When feeding an infant, hunger cues will be observed (e.g. fussiness, crying, opening mouth as if searching for a bottle) and signs that the infant has finished, is done and has had enough (e.g. failing asleep, decreased sucking, relaxing, pulling or pushing away).

Naps and Rest Periods

1. Cribs will meet the safety requirements.
2. Infants will sleep on their backs until able to turn self over.
3. Children under two and a half will be allowed to follow their own sleep schedules.
4. A quiet activity time for children not needing rest will be set after lunch but may vary from year to year depending on the needs of the individual children.

Health Care Practices*

Medical Emergencies*

1. I have First Aid, Child CPR, and HIV/Aids/Blood Born Pathogens Prevention training.
2. Minor cuts; bruises, and scrapes will be treated. Parents will be notified upon arrival. With some minor injuries parents will be called to help decide whether the child should go home.

3. In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will then notify you as soon as possible and tell you where your child is being treated.
4. If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department of Social and Health Services Licensor and child's social worker, if any. You will be given a copy.

Medicine Management*

1. All medications (prescription and non-prescription)[sunscreen] shall be administered only on the written approval of a parent or guardian. *A Medication Treatment Authorization form (authorization to administer medication) must be completed. This form must be initialed and dated every 30 days for ongoing permission for over the counter medications.*
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
3. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
4. Doctor's permission is not required for non-prescriptions drugs such as:
 - a. Anti-histamines
 - b. Non-aspirin pain relievers and fever reducers
 - c. Cough medicine
 - d. Decongestants
 - e. Anti-itching creams
 - f. Diaper ointments and powders
 - g. Sunscreen

Non-prescription medication not included in the categories listed above; taken differently than indicated on the manufacturers label; or lacking labeled instructions shall only be given if authorized in writing by a physician.
5. Any medicine taken by mouth for children fewer than two will need written permission from your doctor.

6. A detailed record will be kept of all medicines given at childcare.

III Children*

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 my care, as well as the Health Department, will be notified by phone of communicable diseases or food poisoning.
3. Please call me if your child will not be coming due to illness. If you are unsure if your child should come or not, please call before coming.
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 event, your child will be isolated from the other children until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.

6. ***The following illnesses are not accepted in my home per instruction of the Department of Public Health:***

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

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

Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.

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

Appearance/Behavior: 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.

Fever: Temperature of 101 degrees F. or higher and sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.

Lice: Children who have lice may not return to day care until they are louse and nit (egg) free.

Please read "Keeping Your Ill Child at Home" from the Seattle-King County Department of Public Health.

Cleaning and Disinfecting*

Disinfecting/sanitizing will consist of using a bleach/water solution or, Sol. U. Guard Botanical disinfectant.

1. Tables used for food serving will be cleaned with soap and water, rinsed, then disinfected with bleach solution before and after each meal or snack.
2. Bathrooms will be cleaned daily or more often if necessary. Sinks, toilets and floor will be cleaned and disinfected at least daily.
3. Furniture, rugs and carpeting in all areas will be vacuumed daily.
4. Mouth toys will be washed and disinfected in between use by different children.
5. Toy that is not mouth toys will be washed, rinsed, disinfected and air-dried weekly or toys that are dishwasher safe will be run through a full wash and dry cycle.
6. Cloth toys and dress up toys will be laundered monthly or more often as needed.
7. Bedding will be washed weekly and changed if different children use the crib.
8. Blankets may be placed on the floor for infants if they are used only for that purpose and will be changed when soiled with vomit or other body fluids.

Hand Washing Practices

We (children and adults) will be washing our hands before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids.

Injury Prevention

I 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 medications, cleaning products and chemicals will be inaccessible to the children.

Food Handling Practices*

1. Anyone preparing food will wash their hands with soap and warm running water prior to food preparations.
2. Cutting boards and countertops where food is prepared will be washed, rinsed and disinfected between each use.
3. Hot food will be held at a temperature of 140 degrees F or above until served.
4. Food requiring refrigeration will be held at a temperature of 45 degrees F or less.
5. Any food heated in a microwave oven will be allowed to cool at least two minutes before serving.

Infant Sleep Position*

The SIDS Foundation of Washington, the American Academy of Pediatrics, and the Department of Health currently recommend placing infants to sleep on their backs, and to avoid using pillows, fluffy blankets and crib bumpers. Because this has been shown to reduce the risk of SIDS, I will follow these recommendations. Parents who choose for their infants to not follow these guidelines will need to have a letter from their child's doctor stating that the infant is not to follow the guidelines. No child will sleep in a swing, bouncy chair or other sitting or reclining devices.

Disaster Response Plan*

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have emergency supplies for up to seventy-two hours.

Emergency supplies include:

- Drinking water
- Non-perishable food
- First aid supplies
- Battery operated radio
- Flashlights and extra batteries
- Fire extinguisher
- Diapers and formula for infants
- Emergency documents and phone numbers

- Stories and games
- Comfort Kit should fit in a small sandwich bag: A photo of parents and child (ran) together, favorite small toy, comfort note from the parent(s).

The children will practice emergency procedures and evacuation on a regular basis. I have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. I continually check my home for potential hazards.

1. **Sound the Alarm**, upon discovery of fire or any other disaster (e.g. earthquake).
2. **Remove any Children who may be in immediate danger**, bring disaster kit along. Make sure all children are accounted for.
3. **Call 911 and report fire.**
4. Contact parents or *out of state friend/family*.

Communication and Parent Conferences

Parent/Provider Communication

1. Confidentiality is assured with all families.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. If you have a concern, please address it directly to me. A suitable time for discussion will be allotted that is convenient for both the parent(s) and myself.
4. All children will have daily activity charts and the chart will include meals eaten and/or bottles taken, diapering and potty report, medicines given and time given, accidents and first aid procedures, nap times, and a brief account of your child's day.
5. We encourage parents to read their child's chart daily.
6. If your child is unable to attend on a given day due to illness or some other special circumstance, please notify me as soon as possible. (Staff is scheduled accordingly)

Parent/Guardian Conferences

The first and last Mondays are available for conference via phone. Scheduling is on first come first serving bases. If there is an urgent matter please let me know and of course we can schedule a time to talk. **It is best not to discuss concerns about your child with your child and their friends present.**

Please do not expect that if I am directly caring for the children that I can step away to speak with you about private matters.

Parent Involvement

Parents are welcome to visit at any time. Parent can freely access all areas used by the children when children are there. Please follow up in regards to your child's developmental progress as they continue to grow and learn here at Pollywogs. Please participate along with the Mother Goose Pre school curriculum at home with your child as you see best fits your child's needs.

Checklist of Child Care Supplies*

		<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
1.		X	Bottles/ Sippy Cups	The dispenser should not have cracks.
2.		X	Bottle Liners	
3.		X	Formula	
4.		X	Nipples	
5.		X	Diapers	
6.		X	Pacifiers	
7.		X	Teething devices	

8.		X	Toilet training diapers	
9.		X	Car seat (on field trips days)	
10.		X	Change of clothes	If potty training a minimum of two change of clothing is required.
11.		X	Cold weather clothes/rainy too	
12.		X	Blanket and sleeping necessities	
13.		X	Toothbrush	
14.		X	Sunscreen (must have written permission every 30 days)	

I, _____,
_____ have read and
understand the Pollywogs Parent Handbook.
If I have any questions or concerns about the
policies and procedures I will speak with
Christine F Bruno about them. By signing
that I have read and understand the
Pollywogs Parent Handbook I will comply
with all policies.

Signature

_____ date _____
_____ date _____