

Nahal

Home Daycare

Policy and Procedures

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Table of Contents

Mission Statement

Our Vision

Policy and procedure

Staff and volunteers

Admission Requirement & Enrollment

Admission Forms

Fees

Overtime

Withdrawal

Notice of Absence

Late Pick Up

Records and information

Immunizations Tracking

Children with Specific Needs

Hours of Operation

Typical Daily Schedule

Days closed / Vacations/ Holidays

Closing Schedule

Supervision

Transportation

Off-Side and Walking Field Trip

Food / Beverage

Infants

Younger Toddlers through School-age

Cleaning and Disinfecting

Hand Washing Practices

Napping/sleeping requirement

 Infant Sleep Position

Potty Training

 Television, Video and Computer Use

 Pet Policy

Access to unlicensed area

 All the area that are not licensed are not allowed to access by children. Storage room

Personal/ Educational Supplies

 Clothing

 Jewelry

Permission for Free Access

Communication

Confidentiality

Reporting of Suspected Child Abuse and/or Neglect

Code of Conduct and discipline

 Swearing/Cursing

 Smoking

 Violations Of The Safety Policy

 Threatening

 Drugs/Alcohol

Religious Activity

Medical Emergency

 Dispensing Medication

 Medical Storage

 Immunizations

Sever Allergy

Sickness

Communicable disease

Injury Prevention

Fire and Earthquakes Emergency

Mission Statement

We strive to offer the very best care that we can for children to grow physically, mentally, and intellectually. We appreciate the trust of parent and strive to serve healthy food that benefits children and a safe place for their physical and mental growth.

Our Vision

Our home daycare provides the highest quality of care by:

- ✓ Obtaining and maintaining the highest level of Keystone STARS.
- ✓ Assisting the children in their exploration and play by providing purposeful activities
- ✓ Providing a nurturing environment with equal balance of social, emotional and intellectual support
- ✓ Offering enrichment programs including: Physical Fitness Programs, Painting, Music and Movement...etc.
- ✓ Using latest methods of learning to help children grow in social and spiritual environment
- ✓ Share information about your child's growth and activities with parents while in our program

Policy and procedure

I am delighted that you chose Nahal daycare to take care of your children. Caring for your child is a responsibility I take very seriously. It is my goal to provide a loving atmosphere that emphasizes the development of the whole child-mind, body, and spirit.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures.

Staff and volunteers

Our staff and volunteers are required to have current first aid and infant, child and adult CPR, HIV/AIDS and WA food handler training certificate. They have passed background check and TB test. Parents and DEL licensor have the right to review the employees training and certificates.

Admission Requirement & Enrollment

Enrollment at Nahal Home Daycare is open to children from two months to age twelve. Enrollment is open to all regardless of a child's race, color, religion, national origin, gender, and without regard to a parent or guardian's race, color, religion, age, national origin, gender or pregnancy.

Parents should fill out the registration. Initial enrollment includes the signed Policy Handbook, signed fee agreement and registration fee (first week fee). Immunization records and health assessment must be received within the first 30 days from the child's start date in order to continue care.

All children are required to have a complete up to date immunization record on file. This is per our licensing regulations

All children are required to have a physical examination form filled out by a licensed medical professional. It must be completed by a licensed healthcare professional and returned within the first 30 days of enrollment.

Continued enrollment at Nahal Daycare is contingent upon the parent's, emergency contact persons', timely payment of all fees and tuition. Parents are required to notify immediately, if any of the information collected at the time of enrollment or any time thereafter change.

Admission Forms

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

1. Child Care Home Register and a Consent For Medical Care and Treatment of Minor Children
2. Certificate of Immunization Status (CIS) should be updated yearly
3. Family Home Daycare General Permission Authorization
4. Child Care Agreement
5. Signed policy acknowledgement form.

Fees

All custodial parents and/or legal guardians are required to sign a Fee Agreement during enrollment of their child in Nahal Home Daycare. Parents are required to indicate to whom all billing information and correspondence are to be addressed. Currently we only accept cash or check as payment method. Receipts will be given for tuition payments made by cash or credit card.

All payments are due on Monday 9:00am for the current week of care. Non-payment of tuition is grounds for immediate dismissal from daycare. Timely payments are essential for continued enrollment at Nahal Home Daycare; however, if you anticipate difficulty with paying on time, please discuss the matter with the Jaleh Haghighat.

Hourly Rate	Weekly Rate (5 days)	Monthly Rate
\$ 7.00	\$ 250	\$ 1000

Registration Fee:

There is a \$50 Registration fee.

Overtime

Overtime fees will be charged at the rate \$10 per half an hour for parents who do not consistently pick up their child on time.

Withdrawal

One week written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for one additional week.

Notice of Absence

Parents are required to inform the center by 9:00am if a child will not be at the daycare a scheduled day. Although is preferred to give an earlier notice we it is known earlier.

Late Pick Up

Late fees are a \$1.00 per minute after closing per family.

Records and information

Maintaining up-to-date and accurate records is essential for protecting the health, safety, and well-being of children. Inaccurate information may result in a child being released to the wrong individual, receiving the wrong medication, or receiving inadequate care.

While children are enrolled, daily attendance records for children, showing specific hours present, will be kept on file for at least two (2) years. Written record of activities and observations in the class will be kept on file for 2 years.

Injuries or accidents that result in an injury to a child or illness of a child enrolled at home daycare will be kept on file for at least two years.

Authorized prescriber and the written permission of the child's parent(s) for the administration of medication will be kept on file as well as immunization and medical information given from parents.

Permission of child for field trip and other activities will be kept on file.

All the files and documents will be kept on file 1 year after termination of the children from the program. I keep emergency contacts and necessary information on the wall and individual information in designed folders.

Immunizations Tracking

For each child, I mark in my wall calendar the due date of immunization and keep the record of CIS in the child's folder available for review and track.

Children with Specific Needs

Nahal Daycare will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility. We reserve the right to offer to the parent a transfer to another location that may be better suited to handle a particular special need.

Hours of Operation

Home daycare will be open at 7:00 AM to 6:00 PM Monday to Friday. Saturday and Sunday closed. I do not offer overnight care.

Typical Daily Schedule

7:00 AM	7:30 AM	Free activity and game
7:30 AM	8:00 AM	Hand washing & Breakfast
8:30 AM	9:00 AM	Clean up and Potty
9:00 AM	10:00 AM	Circle time (singing, reading stories or art)
10:00 AM	11:00 AM	Depends on the weather. If the weather is not cold, play outside, otherwise dance and exercise inside.
11:00 AM	12:00 PM	Lunch
12:00 PM	2:30 PM	Nap Time & Quiet time
2:30 PM	3:00 PM	Potty and diaper change
3:00 PM	3:15 PM	Snack time
3:15 PM	4:15 PM	Circle time (Story, science and math, craft and art, music)
4:15 PM	5:00 PM	Depends on the season and weather(exercise and outside activity)
5:00 PM	6:00 PM	Snack time and free activity

Children will eat their breakfast and learning activities inside and outside of the house (depending on the season and the weather of that day) for 30 minutes to 1.5 hour.

Days closed / Vacations/ Holidays

We will not be working on the public holidays and the weekends. We will also not be working on our religious holidays which are nine days in each year and it will be informed to the parents at the time of enrollment.

Closing Schedule

Independence Day: July 4th

Labor Day: 1st Monday in September

Thanksgiving: The third Thursday in November

Thanksgiving Day: After The fourth Friday in November

Christmas Eve: December 24th

Christmas Day: December 25th

New Year's Eve: December 31st

New Year's: Day January 1

Our religious holidays: March 21st, April 20th, April 28th, May 2nd, May 23rd, May 28th, July 9th, Oct 20th, Nov 12th

Supervision

ALL CHILDREN, including younger/older siblings, need to stay with the parent/adult at all times when dropping off or picking up. This means they are not allowed to have access to the upstairs or outside in drive or the front yard, without adult supervision.

I am with the children at all times, regardless if they are in the outside fenced play area, or in the daycare area in the lower level of my home. Because my daycare area (basement) is designed as an open floor plan, I am able to keep the children within hearing distance at all times and viewing most of the time. The only time children are not in visual sight of myself is when I am attending my own personal needs, assisting another child's needs in the bathroom. During nap time they are visually checked on at least every 15 minutes.

Children will be always supervised by me or my staff. When I am absent, I make sure to have a staff (teacher assistant) to supervise your children. If that is not possible, daycare will be closed. Parents will be informed in writing if there is a change in the closure dates due to emergency.

Transportation

Nahal Day Care does not offer transportation. Parents or guardians are responsible for pick up and drop off children. They need to sign a release sheet each day at the time of pick up and drop off.

Off-Side and Walking Field Trip

Currently, we are not considering having an off-side field trip unless requested by all the parents if so transportation is all by parents.

If so, Children's medical release forms, a first aid kit and my first aid/CPR certification will be in my backpack.

Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been fully qualified as assistants (criminal background check, TB test and First Aid, CPR classes).

Parents will need to sign an authorization giving me the permission to go out with their children on walking trips.

Fees will be announced in advanced if required.

Food / Beverage

Nahal Home Daycare provides all necessary food and beverages throughout the day. All age groups: For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free

diets) I never use food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infants

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. I will complete a daily chart for each child detailing for the parent what the child ate, when, and how much. Breastfeeding mothers are welcome during the day to feed their child.

Younger Toddlers through School-age

Nahal Home Day Care offers children breakfast from 8:00am to 8:30am, lunch from 11:30am to 1:00pm and afternoon snack from 3:00-4:30pm. All meals are family style, homemade with the children sitting at tables, to promote good manners, eating habits and socialization skills. The meals and the plan for the snacks will be written on the board. We make sure the meals and the snacks will be nutritionally balanced and it will be healthy for children.

Cleaning and Disinfecting

Surfaces and equipment in the daycare are cleaned and disinfected every day by bleach.

Bodily fluid spills (blood, feces, nasal or eye discharge, saliva, urine or vomit) will be cleaned immediately using disposable gloves, cleaning and disinfecting material such as detergent and water and waste materials will be disposed before handwashing.

CLEANING, SANITIZING, AND DISINFECTING TABLE¹				
		"X" means CLEAN	And SANITIZE or DISINFECT	FREQUENCY
(a)	Kitchen countertops/tabletops, floors, doorknobs, and cabinet handles.	X	Sanitize	Daily or more often when soiled.
(b)	Food preparation/surfaces.	X	Sanitize	Before/after contact with food activity; between preparation of raw and cooked foods.
(c)	Carpets and large area rugs/small rugs.	X		(i) Vacuum daily. (ii) Installed carpet - Clean yearly or more often when soiled using a carpet shampoo machine, steam cleaner, or dry carpet cleaner. (iii) Small rugs - Shake outdoors or vacuum daily. Launder weekly or more often when soiled.
		X	Sanitize	(iv) Removable rugs - May be used in the bathroom. They must be easily removable and able to be washed when needed. Launder and sanitize weekly or more often when soiled.
(d)	Utensils, surfaces/toys that go in the mouth or have been in contact with other body fluids.	X	Sanitize	After each child's use; may use disposable, one-time utensils.
(e)	Toys that are not contaminated with body fluids and machine-washable cloth toys. Dress-up clothes (not worn on the head or come into contact with the head while dressing). Combs/hairbrushes, (none of these items should be shared among children).	X	Sanitize	Weekly or more often when visibly soiled.
(f)	Bedding, blankets, sleeping bags, individual sheets, pillowcases (if used).	X	Sanitize	Weekly or more often when soiled.
				Items that are put in the washing machine must be cleaned by using laundry detergent and sanitized by

¹ <http://apps.leg.wa.gov/WAC/default.aspx?cite=170-296A-3925>

				temperature (hot or warm water cycle) or chlorine bleach.
(g)	Wash cloths or single use towels.	X	Sanitize	After each use.
(h)	Hats and helmets.	X		After each child's use or use disposable hats that only one child wears.
(i)	Cribs and crib mattresses.	X	Sanitize	Weekly, before use by different child, and more often whenever soiled or wet.
(j)	Handwashing sinks, faucets, surrounding counters, soap dispensers, doorknobs.	X	Disinfect	Daily or more often when soiled.
(k)	Toilet seats, toilet training rings, toilet handles, doorknobs or cubicle handles, floors.	X	Disinfect	Daily or immediately if visibly soiled.
(l)	Toilet bowls.	X	Disinfect	Daily or more often as needed (e.g., child vomits or has explosive diarrhea, etc.).
(m)	Changing tables, potty chairs	X	Disinfect	After each child's use.
(n)	Waste receptacles.	X		Daily or more often as needed.

"Disinfect" or "disinfecting" means to eliminate virtually all germs on a surface by the process of cleaning and rinsing, followed by:

(a) A chlorine bleach and water solution of one tablespoon of chlorine bleach to one quart of cool water, allowed to stand wet for at least two minutes; or

"Sanitize" means to reduce the number of microorganisms on a surface by the process of cleaning and rinsing, followed by using:

(i) A chlorine bleach and water solution of three-quarters teaspoon of chlorine bleach to one quart of cool water, allowed to stand wet for at least two minutes; or

(b) For laundry and dishwasher use only, "sanitize" means use of a bleach and water solution or temperature control.

All the cleaning and sanitizing materials will not be exposed to the children.

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.

Soap, running water and disposable paper towels will be available.

Napping/sleeping requirement

Naptime is required of all children in child care who are in attendance for 4 hours or more. The child may bring a soft toy, pillow and /or blanket for naptime only. The child will be provided with an individual resting place. If a child is so disruptive that it is enabling the other children to sleep (which they deserve to have and need) the parents will be notified to come pick up the child. They will be able to return once all the children are awake. Children do not HAVE to sleep. If they can stay on their mats and rest quietly and read that would also be sufficient. This requires a lot of support from the families to work with the providers. It is important that parents understand that all children need to rest and it isn't fair to deprive other children from their much needed rest time. Every child will have their own mat or pack and play which is disinfected after every use. Update: Children cannot be given a bottle or sippy while laying down. This means that no bottles or sippies for naptime at any age. This is a very difficult transition for your child so please don't make me be the one to do it alone. Please work on this at home also. They can still have them just not laying down to put themselves to sleep.

Infant Sleep Position

The SIDS Foundation of Washington and the Department of Health currently recommends 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.

Potty Training

I will make every effort to assist in potty training along with your efforts at home. I will begin to assist with potty training here once you have established some training at home and when the child appears to be ready for this process.

Signs that your child might be ready for potty training include:

- ✓ They are staying dry & clean for longer periods of time
- ✓ They are showing interest in using the potty
- ✓ They can verbally tell you that they have to go potty
- ✓ They enjoy using the potty

I will only assist with potty training if your child is ready and if he or she is being potty trained at home as well. Potty training takes a team effort of the daycare parents and the daycare provider.

Television, Video and Computer Use

Television, video and computer might be used by the children during the daycare hours under supervision of the daycare provider.

Pet Policy

No pets are allowed in the daycare premises.

Access to unlicensed area

All the area that are not licensed are not allowed to access by children. Storage room, which is adjacent to the downstairs/basement daycare area has child safe door knob lock and is not accessible to the children. Shed in the yard is locked and stairs are separated by gates.

Personal/ Educational Supplies

All children need to bring a change of clothes. Infants need to bring bottles, diapers and wipes. Two years older kids, need to bring pull-ups.

Clothing

Children are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing. Coats, hats, gloves, scarves and winter boots must be provided in the winter months.

- Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times.
- Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times.

*A complete change of clothing includes shirt, pants, underwear, socks, and shoes.

Jewelry

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, CREATIVE CARE CHILD CARE CENTERS will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

Permission for Free Access

You have the right to access any areas of my home used for child care, I close the door during the door so please ring the bell or call me so I open the door for you. 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.

Communication

I will meet with the parents each six month with other parents to talk to them about the activities. If there is a problem or an issue that is needed to be discussed with us or the parents we will meet or use email and phones to contact each other to discuss the problem.

If parents have certain plan requests or specific notes about their children, we prefer written communication so we can keep the records.

Confidentiality

Within Nahal Home Daycare confidential and sensitive information will not be shared with other parents and/or children. I strive to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information unless they sign a written document to share it with another person.

Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. I am not required to discuss suspicions with parents prior to reporting the matter to the appropriate authorities, nor am I not required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. I take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. I will also inform my licenser in those cases.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ✓ Unusual bruising, marks, or cuts on the child's body
- ✓ Severe verbal reprimands
- ✓ Improper clothing relating to size, cleanliness, season
- ✓ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ✓ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ✓ Not providing appropriate meals including a drink for your child
- ✓ Leaving a child unattended for any amount of time
- ✓ Failure to attend to the special needs of a disabled child
- ✓ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ✓ Children who exhibit behavior consistent with an abusive situation

Code of Conduct and discipline

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.

I strive to promote positive reinforcement techniques. The least restrictive discipline technique is positive redirection. The most restrictive is a brief separation or time out from the group. Repeated serious infractions of my rules will be dealt with in verbal or written communication with parents. In extreme cases, this may result in the suspension of the child for an entire day, or termination.

Children are never subjected to harsh treatment such as shaking or, striking and punishments are never associated with food or naps.

In my daycare I will not apply any discrimination for enrollment or hiring practices or in the care of children because of race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, communication and learning styles.

I will respect and facilitate the rights of the child/children to observe the doctrine of the child's faith. In the daycare, we are not practicing religious materials but we may do activities inspired by Baha'i Faith.

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language in the daycare at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language.

Smoking

For the health of all, smoking is prohibited anywhere on or near the property. Parents are prohibited from smoking in the building, on the grounds, and in the backyard. Parents who are smoking in their cars must dispose of the cigarette prior to coming to building.

Violations Of The Safety Policy

Parents are required to follow all safety procedures at all times. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the daycare area. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Be alert and mindful.

Threatening

Threats of any kind will not be tolerated. In today's society, we cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

Drugs/Alcohol

Our daycare does not allow keeping and using alcohol and drugs in the daycare. I will contact local police (911) if a parent appears to be under the influence of drugs and/or alcohol.

Guns and Weapons

It is not allowed to carry and store gun or weapon in the daycare property.

Religious Activity

Nahal Daycare supports the right of each staff and children to provide a respectful environment free of religious discrimination. If teachers and assistants want to do their religious activities, they make sure another staff is taking care of the children and they are not left unattended. It is required to do the religious activity outside of work schedule if there is only one person supervising throughout the day.

Medical Emergency

I have First Aid, Child CPR, and HIV/Aids Prevention training. Minor cuts, bruises, and scrapes will be cleaned with soap and water and treated with first aid kit. Parents will be notified upon arrival. With some minor injuries parents will be called to help decide whether the child should go home. 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. 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.

Incident and Accident Report

Should your child be involved in an incident/accident during day, I will complete an Incident/Accident Report. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. I briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date, if there is still children in daycare. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

Dispensing Medication

Nahal Home Daycare will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. We will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) I will inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Medical Storage

All medications (prescription and non-prescription) 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. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician. Medications must be stored in the **original container**. The container must have the **patient's name, instructions and date of expiration**. Any medicine taken by mouth for children under two will need written permission from your doctor

A detailed record will be kept of all medicines given at child care.

Doctor's permission is not required for non-prescriptions drugs such as: Anti-histamines, Non-aspirin pain relievers and fever reducers, Cough medicine, Decongestants, Anti-itching creams, Diaper ointments and powders, Sunscreen

Nonprescription medication not included in the categories listed above; taken differently than indicated on the manufacturer's label; or lacking labeled instructions shall only be given if authorized in writing by a physician.

Immunizations

Parents should give me a copy of the immunization of children 2 days after registration. Children may not return to the child care for at least twelve (12) hours after receiving immunizations or boosters. Parents are responsible for supplying provider with a written statement from the doctor regarding current immunization records.

Sever Allergy

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months or as needed.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Nahal Home Daycare from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe

Allergies” form. Any medication required to treat an allergic reaction must be provided by parents.

Sickness

Parents are required to pick up an ill child within one hour of notification by phone. If a parent is reached, but cannot pick their child up, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. I will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, I will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. Children will be excluded from participation in class if they exhibit symptoms of any communicable disease.

If your child is sent home due to a fever, he/she is not permitted to return the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return when normal bowel movements resume. If your child will be absent due to illness, we request to be notified on the day of absence.

Communicable disease

If your child has a contagious illness, need to stay home. Children cannot come to the daycare until:

They have been cleared by a doctor stating that they are no longer contagious and are clear to be around other children (Usually 24 hours after antibiotic treatment has begun and/or 24 hours after symptoms have subsided: Depending on the illness).

When I, the Daycare Provider, give the final ok for the child to return to the daycare, per my own daycare policies.

Reasons why the child cannot come to daycare:

- Fever of 100 degrees or higher
- Cold with yellow or green nasal discharge
- Constant clear runny nose
- Productive cough
- Persistent phlegmy cough
- Croup
- Strep Throat
- Gastroenteritis (Stomach Flu)
- Flu

- o Persistent diarrhea (even if a reaction to antibiotics)
- o Vomiting
- o Ringworm
- o Chicken Pox
- o Hand Foot Mouth Disease (Herpangina)
- o Coxsackie Virus
- o Fifth Disease (Slapped Cheek Disease)
- o ANY type of rash or blisters
- o Mumps
- o Impetigo
- o Pink Eye
- o Contagious Styes
- o Head Lice
- o MRSA
- o Scabies

These are just examples of contagious illnesses of when your child needs to stay out of daycare. Each individual case is different and may require more or less time out ~ but will always require a doctor's note to return stating that the child is totally well and non-contagious in order to return. If you feel that your child is sick with a contagious illness, please verify with a doctor that your child is clear to come to daycare before bringing him/her to the daycare. Then confirm with me, the Daycare Provider, if it is okay for the child to return to daycare.

This is for the protection of your child, all other daycare children present and the daycare provider. If a child continually comes to the daycare sick and the parents do not abide by the daycare sick policies, then childcare will be terminated by the daycare provider.

All the notifiable conditions will be reported to health department and licenser. Most communicable notifiable conditions are reported to the local health jurisdiction. HIV infection and CD4 counts (except King county) and tuberculosis are reported to the Washington State Infectious Disease office. For a complete list of notifiable conditions, see WAC 246-101.

According to WAC 246-101-415, in case of noticing a communicable disease I will:

- (1) Notify the local health department of cases, suspected cases, outbreaks, and suspected outbreaks of notifiable conditions that may be associated with the child day care facility.
- (2) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary.
- (3) Cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the child day care facility.

- (4) Establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

Injury Prevention

My staff and 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.

Fire and Earthquakes Emergency

Nahal Home Day Care conducts monthly fire and emergency/evacuation drills by alerting via emergency alarm. Earthquakes drills will happen every three months. There is a bag of emergency kit in the main class to be used in case of need. Parents and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the class.

In case of real Fire / Emergency parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel during these important and critical situations.

Evacuation plan

As a plan for healthcare and emergency, at the time of fire or emergency that everyone must evacuate the building, we will exit the building from the two main exits. All the children will be taken out and stay in front side of the building. From there we start walking to the Meeker

Middle School which is in 0.2 miles from the daycare. Parents can pick their children from the middle school parking lot.

Acknowledgement

I acknowledge that I have read, understood, and I agree to follow the child care policy and procedures.

Parent/Guardian-1 Signature:

Parent/Guardian-2 Signature:

Date: