



~*~ Parent Handbook ~*~

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Please read this handbook thoroughly.

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.

01/01/2022

My Hours of Operation, Closures and Vacations (WAC 170-296A-2375)

Hours and Days of Operation

The childcare program is open the following hours, except holidays. Parents are welcome to visit their children at any time during the day.

| Day | Hours |
|------------|---------------------|
| Monday | 12:01 am – 11:59 pm |
| Tuesday | 12:01 am – 11:59 pm |
| Wednesday | 12:01 am – 11:59 pm |
| Thursday | 12:01 am – 11:59 pm |
| Friday | 12:01 am – 11:59 pm |
| Saturday | 12:01 am – 11:59 pm |
| Sunday | 12:01 am – 11:59 pm |

Holidays

Childcare is closed for the following Holidays and Daycare closures in **2022**: These are Holidays observed and allowed in-line with DCYF and closure days allowed by contract through Union SEIU 925, as well as my projected vacation.

| Closures | 2022 Dates |
|----------------------------------|--|
| New Year's Day weekend | Jan 1st - 2nd |
| MLK Day | Jan 17th |
| Presidents Day weekend | Feb 19th – 21st |
| Daycare closed | Mar 19th – 20th |
| Spring Break | April 2nd -10th |
| Memorial Day | May 27th – 30th |
| Daycare closed | June 18th – 19th |
| 4th of July weekend | July 1st - 4th |
| Daycare Closed | Aug 12th - 15th |
| Labor Day weekend | Sept 2nd - 5th (TBD) |
| Daycare Closed | Oct 28th - 31st |
| Veteran's Day | Nov 11th |
| Thanksgiving Holiday | Closing early @12p Nov 23rd, closed 24th-27th |
| Christmas Holiday (winter break) | Dec 17th – 31st |
| 2023 New Year's Holiday | Jan 1st – 2nd, 2023 |

Vacation/Emergency Closure Policy

- We are closed on the listed Holidays/days listed above.
- I will be taking a personal vacation once a year. However, I will provide at least two months' notice (60 days) or more of those projected dates.
- In the event of severe weather conditions, we will follow the school districts inclement weather operations.

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

All paperwork will be kept in individual folders and will be updated yearly, or when information changes.

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: Your child's spot is reserved upon receipt of **1** week's tuition deposit and the nonrefundable registration fee. This deposit will be applied to the last month of care when given proper written notice of **termination (30 days)**. If proper notice is not given, then the deposit is forfeited.

Registration Fee: We require a **non-refundable** registration fee of **\$75** per child enrolled to cover administrative costs. If you have terminated care for any reason and decide to re-enroll the registration fee is required again as it is new service.

Admission Forms

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

1. Childcare Registration
2. Individual Care Plan
3. Certificate of Immunization Status (CIS) form DOH
4. Over the counter (OTC) medication form
5. General Permission Authorization (off site)
6. Permission Authorization
7. Photography consent Form
8. Childcare Agreement

Termination of Services

1. You are required to give a written **30**-day notice of your intent to terminate care. In return you will receive a termination notice. Your deposit will be applied towards the last month of services. If you terminate your child's care without notice, the deposit will not be refunded.
2. The following are conditions that will cause childcare to be terminated by care provider are listed below. If care is terminated due to any of the following, the deposit is forfeited.
 - A. continual late payments **(after 3x)**
 - B. child behavioral problems that cannot be redirected
 - C. not respecting childcare setting and policies (children and/or parents)
 - D. continual late pick-ups **(after 5x)**
 - E. No calls/no shows **(after 3x)**

Permission for Free Access

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

Philosophy and Program Description

I believe a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. I respect each child's need for love, security, acceptance, warmth, and stimulation.

Typical Daily Activity Schedule

| Time | Activities |
|-------------------------|--|
| 5:00a - 7:30a | Welcome/wake up/quiet free time |
| 7:30a – 9:00a | Breakfast/school drop offs |
| 9:00a - 10:00a | Group time (circle time, art, ABC's/123's) |
| 10:00a - 10:30a | Exercise/outdoors activity |
| 10:30a - 11:00a | snack |
| 11:00a - 11:30a | Free choice activity |
| 11:30a – 12:30p | Lunch time |
| 12:30p – 2:45p | Naptime /quiet time |
| 3:00p – 3:30p | snack |
| 3:30p – 5:00p | Parent pickups/reading & homework |
| **5:00p – 7:30p | Evening drop offs/Dinner/free choice/ down time |
| **7:45p - 8:15p | Snack/Toothbrush & Pajama time |
| **8:30p - 11:00p | Bedtime/Overnight drop/pick up time |
| **11:00p – 5:00a | Overnight rest |

** Overnight routine

Communication plan with parents/guardians

Please contact me in person, by phone or email anytime you have a question or concern about your child, or our childcare program.

Drop off and pick-up times are opportunities for us to communicate daily anything important about your child so that we can support each other in providing the best care to help your child thrive. Be sure to share with me anything you think I should know, and I will do the same.

I will schedule a regular time to meet with you twice each year to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths, and challenges for your child, and how I can support you in your parenting as you support me in my caregiving.

Written plan for any child's specific special needs (WAC 170-296A-0050)

If upon after family interview there is a need for special needs accommodations, a written plan will be filed in the family’s individual folder along with any supporting documentation (IEP, BSP, IHP, IFP etc.). Every 6 months the plan will be reviewed and updated, as necessary.

Fees and Payment Plan

Rates are evaluated and may be raised every year. 30-day notice will be given for rate increases, unless mandated by DCYF. If other adjustments are needed, it will be discussed individually with the families.

Rates

| Age | Full time/day | Part-time/day | Overtime 10hrs+ | Special Needs | Overnight | Drop-in/hour |
|----------------------------|---------------|---------------|-----------------|---------------|-----------|--------------|
| 0-11 months | \$68.18 | \$34.09 | \$34.09 | + \$25.00 | + \$50 | \$20 |
| 12-17 months | \$68.18 | \$34.09 | \$34.09 | + \$25.00 | + \$50 | \$20 |
| 18 mos-29 mos. | \$63.64 | \$31.82 | \$31.82 | + \$25.00 | + \$50 | \$20 |
| 30-month 6years (Not in K) | \$59.09 | \$29.55 | \$29.55 | + \$25.00 | + \$50 | \$20 |
| 6 years to 12 years | \$40.00 | \$20.00 | \$20.00 | + \$25.00 | + \$50 | \$20 |

****Your verbal & written contract will specify your child’s days, hours, & fee for care.**

Definitions - Full Time, Part Time, Drop In, Special Needs, & Overtime

Full time is from 5 - 10 hours a day. Part time is from 1 to 5 hours a day. Drop in is for those needing emergency or last-minute care. Special needs include those who have an IEP, 504 plan, or a medical diagnosis. Overtime is for when care goes over the 10 hours a day, and overnight is for those who need additional care overnight outside of their contract.

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 here or not. Payment for care is due on your scheduled arrangement, and if late the late fee will be applied. Special payment terms are negotiable on occasion and will be defined in your contract.

Subsidy Pay: Families whose fees are paid by subsidy are responsible for the 1wk deposit and any daycare fees that accrue that are not covered by your subsidy contract.

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

Family Discount: When more than one child from the same family is enrolled, a 30 % reduction is given for sibling(s).

Payment Penalties:

1. The fee for late payment is **\$25 per day**. If fees remain unpaid after a period of three days, you 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 **\$5 per 5 minutes increments**.

Extra Charges:

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

Vacations and Absences

1. You are required to give **3 weeks'** notice for vacations.
2. I will give you at least **30- 60 days'** notice of my personal 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 you plan to remove your child from childcare for any extended length of time (i.e., the summers, maternity leave with another child, etc.).

Religious Activities

We celebrate holidays in our home for our family. However, during care, we try to keep it neutral. If you have any concerns, please let them be known prior to starting care.

Confidentiality policy including when information may be shared (WAC 170-296A-6275)

Information about children in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children.

Checklist of Childcare 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/breast milk | |
| 4. | | X | Nipples | |
| 5. | | X | Diapers | |
| 6. | | X | Pacifiers | |
| 7. | | X | Teething devices | |
| 8. | | X | Toilet training diapers | |
| 9. | | X | Car seat/Booster seat (appropriate for your child's size/age) | |
| 10. | | X | Change of clothes | 2 sets |
| 11. | | X | Cold weather clothes | |
| 12. | | X | Blanket and sleeping necessities | |
| 13. | | X | Toothbrush | |

Behavior Management and Discipline (WAC 170-296A-6050)

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

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.

My disciplinary practices are positive methods of guidance. This will promote self-control, self-direction, and cooperating.

All staff and volunteers will be trained on our policy and practices.

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

- Inform the parent about child's behavior and steps taken to help the child.
- Set a parent/teacher conference.

Care of Young Children

Separation

If the child has a difficult time separating from parent during drop off, every effort will be made to help the child feel safe and secure.

Diapering Procedure

Diapers will be changed as frequently as needed. We will wash our hands and child's hands. We will also clean and sanitize the diaper changing area upon each use.

Toilet Learning

I will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they do not do it while in my care and at home. You must work with your child at home before I will begin potty training here. While in care children will need to be in pull ups until they are able to take themselves, and/or vocalize they need to go. clothing should be easy to manage to encourage self-help skills. Buckles, belts, overalls, and suspenders when in a hurry to use the bathroom may create a problem.

Infant Feeding

Infants are held when feeding, and bottles are not propped.

Naps and Rest Periods

All children will be required to lay down for a nap/quiet time each day. I will not force your child to sleep but they must lay down quietly. A mattress with protective cover and sheets will be provided.

Infant Sleep Position

To reduce the risk of sudden infant death syndrome (SIDS) I will:

- (1) Place an infant to sleep on his or her back. If the infant has turned over while sleeping, the infant does not need to be returned to his or her back.
- (2) Place an infant in sleeping equipment that has a clean, firm, and snug-fitting mattress and a tight-fitting sheet.
- (3) Not allow soft fluffy bedding, stuffed toys, pillows, crib bumpers and similar items in the infant sleeping equipment or allow a blanket to cover or drape over the sleeping equipment.
- (4) Not cover an infant's head and face during sleep.
- (5) Take steps so infants do not get too warm during sleep. If a blanket is used, it must be lightweight and be placed no higher than the infant's chest with the infant's arms free; and
- (6) Not place the infant in another sleeping position other than on their backs or use a sleep positioning device unless required by a written directive or medical order from the infant's health care provider.

Child Abuse Reporting (WAC 170-296A-6275)

As a childcare provider, I will protect children from all forms of child abuse or neglect. I am required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or my local law enforcement agency immediately (without prior notification to the parents involved). I will also inform my licenser. All staff or volunteers in this program, as well as my family members, are trained on prevention and reporting of child abuse and neglect.

Meals and Snacks (WAC 170-296A-7125-7200, 7500-7650)

I participate in the USDA Food Program. All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines.

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

Home canned foods are not allowed to be served. Safe drinking water will be served.

Whole milk will be served to children 12-24 months. 1% or fat free milk served to children 2yrs and older.

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

Meals Served/Sample Menu and Description of How Foods Are Served

Breakfast

Cereal, milk and fruits, pancakes, waffles with syrup or pb&j

Lunch

Tuna fish sandwich, macaroni and cheese milk or juice, fruits and/or vegetables with ranch.

Snacks

Graham crackers and 100% fruit juice or animal crackers, fruit snacks with milk

Dinner

Chicken with rice, peas, carrots, and potatoes. Spaghetti with tomato sauce, meatballs. Or pizza with milk, juice or water.

Food Handling Practices

Anyone preparing food for the children is required to have a valid Food Handlers Permit

Dishwashing Practices

All dishes, including food containers are cleaned by dishwasher for sanitary purposes. Food preparation areas are sanitized after every use.

Policies for Food Brought from Home

If you are providing your child's food, please have it clearly marked and in a container and/or food bag.

Transportation and Field Trips (WAC 170-296A-2450)

1. Parents are responsible for transportation to and from my home.
2. If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
3. Transportation to and from school will be provided by our private vehicle.

4. I have 10 seat belts in the back seat(s) of my van. Everyone over 8 years old is buckled at all times. If your child is under 8 years old, please provide a car seat/booster seat on planned field trip days.
5. Children's emergency contact and medical release forms and medical/immunization records, a first aid kit my first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
6. Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.
7. School age children will be transported to and from school in the following manner:

| School | Transportation Method |
|--------------------------|-----------------------|
| Camelot Elementary | Van |
| Lake Dolloff Elementary | Van |
| Meredith Hill Elementary | Van |
| Valhalla Elementary | Van |

Examples of field trips include:

- Steel lake Park
- Pattison West Roller Skating
- Auburn/Federal Way Kids Day
- Federal Way Rec Center
- State Fair
- Zoo

Staffing Plan (WAC 170-296A-5600 and 5775)

We will always maintain the State required staff to child ratios. If I need to be absent for any amount of time, you will be notified. Any Staff who covers for me in my absence will meet all State requirements to care for the children and be fully trained according to State requirements and on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period, you will be notified in writing.

Pets (WAC 170-296A-4800)

All pets are current on immunizations and in good health. Childcare staff will always be present when children interact with pets. Children and staff will always follow proper hand washing after interaction with pets. Our pets have an area separate from our outdoor play area to relieve them self.

Health Care Practices

Emergency preparedness and evacuation plan (WAC 170-296A-2825)

I have a fire evacuation plan posted and we will practice fire evacuation (Fire Drill) monthly. Please look at the plan so you are aware of our fire evacuation procedures.

In the case of an emergency, my first responsibility is to evacuate the children to a safe place outside of the home and account for all children in attendance. After evacuating children, 911 will be notified. I will then contact all parents/guardians to arrange pick-up of children if needed.

Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home. We will practice earthquake drills quarterly, and a lock down drill annually.

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

Emergency supplies include:

- First aid kit
- Emergency food/water
- Blankets

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.

If I am notified by law enforcement of a lockdown situation, our home doors and windows will be locked until further notice from law enforcement.

Should my home become inhabitable in a disaster, the children and I will be located at the designated emergency evacuation local if possible.

Injury or medical emergency response and reporting (WAC 170-296A-3575, 3600 and 2275)

1. My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified. With some minor injury's 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 Early Learning Licensor and child's social worker, if any. You will be given a copy.

Medicine Management (WAC 170-296A-3325)

1. 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. 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. Antihistamines
 - 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 manufacturer's label; or lacking labeled instructions shall only be given if authorized in writing by a physician.
5. Any medicine taken by mouth for children under two will need written permission from your doctor.
 6. A detailed record will be kept of all medicines given at childcare.

Sick Children (WAC 110-300-0205) ** PLEASE READ**

1. **Children who are contagious must stay at home.** All parents of children in my care, as well as the Health Department, must be notified 24 hours of a communicable disease exposure or food poisoning.
2. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child within 1.5hrs. In such event, your child will be isolated from the other children until you arrive.
3. The parent is responsible for finding substitute care in case of the child's illness.
4. The following illnesses/symptoms are not accepted in my home and children can only return after 48- 72hrs with no continued symptoms:

Runny Nose: Any color, and continually runny, may not be in care until cleared/dried up.

Coughing: If your child has a persistent cough, they cannot be in care until cleared up with no use of meds. Unless associated with asthma and/or allergies or other documented respiratory difficulties. Which should be documented in your child's enrollment forms.

Diarrhea: loose watery stools.

Vomiting: Vomiting regardless of what triggered it.

Rash: Any rash not associated with diapering

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.

Fever: Temperature of 99 degrees F. or higher with or without accompanying symptoms. May not return until fever is gone unassisted from medications.

Flu: May return after 72hrs with negative Flu test and physician letter.

Lice: May not return to care until louse and nit (egg) free, with physician letter.

Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound. May return with a physician letter after 48 hrs.

Chicken Pox: Children may return when the blisters and scabs are gone and with a physician letter.

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

Reporting and notifying conditions to public health

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

Certificate of Immunization Status (WAC 170-296A-3250)

A CIS form or supplied by health professional must be used and be current and updated. yearly (more frequently for infants). **All children must be current with their immunizations. We will not accept children who are not currently vaccinated with the exception given to newborns.**

Hand Washing Practices and Hand Sanitizers (WAC 170-296A-3625 and 3650)

We (children and adults) will be washing our hands upon arrival, before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will not be substituted for regular hand washing procedures. It can only be used by children over twenty-four months and for whom I have a signed parent permission on file.

Cleaning and Disinfecting (WAC 170-296A-3850-3925 and 0010)

Cleaning, sanitizing, and disinfecting practices include daily sanitizing all toys and eating utensils that are mouthed by children. Tables and all food prep surfaces are sanitized before and after each meal, snack, or other messy play activity. Carpets within the childcare space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets, and other items used during rest time are cleaned weekly or more often if soiled. When using a bleach solution to disinfect, I follow the proper ratio of: $\frac{3}{4}$ teaspoon of chlorine bleach to one quart of cool water.

Blood Borne Pathogen Plan

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

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 cleaning products and chemicals will be inaccessible to the children.

Napping/sleeping

A rest period will be offered for all children under five years of age. Alternative quiet activities will be available for those children who no longer need a nap. No child will be forced to sleep. I will work with you to discuss your child's sleep patterns and needs. Infants and toddlers will follow individual sleep schedules.

Smoking (WAC 170-296A-4050)

Smoking, and the use and visual possession of tobacco and unapproved nicotine delivery products are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor grounds
- Adjacent sidewalks
- Parking lots
- Buildings
- Private vehicles

This policy applies to all persons on the premises, regardless of their purpose for being there. Federal law prohibits smoking within 25 feet of the premises.

Drugs and Alcohol (WAC 170-296A-4025)

No illegal drugs are allowed on the premises. Alcohol may not be consumed during hours childcare children are present. No one under the influence of drugs or alcohol may be in the presence of the children at any time. Any alcohol in the home will be inaccessible to the children.

Guns or Weapons (WAC 170-296A-4725)

I do not have any guns, weapons of ammunition in my home

Nighttime Care and Staffing (WAC 170-296A-6850)

I will maintain the same required adult to child ratios during nighttime care as during the daytime hours with the primary staff person remaining on the same floor as the children. One qualified staff person will remain awake until all children are asleep.

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.

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.

Business Practices

Sign-in and Sign-out Procedures*

1. Arrival and pick-up instructions:
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 is electronic.
2. Please identify on the Childcare Registration form who is authorized to pick up your child. I will not release your child 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.
3. Anyone who appears to be under the influence of drugs or alcohol arriving at childcare 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 Childcare

I recommend that you have access to an alternate childcare arrangement. You may need care if I am ill and my backup support is not available or when I am on vacation. If I am ill and there is no additional support, 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:

Childcare Resources
(206) 329-5544

Receipts and Taxes

1. You will receive a receipt when you pay for childcare.
2. You will receive an excel spreadsheet for reporting your annual childcare expenditures for the applicable tax year.

Items Brought from Home

We kindly ask that items from home stay at home, except for the necessities required during care.

Insurance Coverage (RCW.43.215.535)

1. Professional liability insurance: State Farm
2. Accidental/medical insurance: State Farm
3. Supplemental auto insurance: State Farm